# Rules for Creating RBPD Events

## When to Enter RBPD Events

When you are conducting one of the following activities:

<table>
<thead>
<tr>
<th>Activity</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>One-on-one and in-person</td>
<td>20-30 hours</td>
</tr>
<tr>
<td>Small group work</td>
<td>6-15 hours</td>
</tr>
<tr>
<td>Skype</td>
<td>Unlimited</td>
</tr>
<tr>
<td>Telephone</td>
<td>30 hours</td>
</tr>
<tr>
<td>Email</td>
<td>100 by phone</td>
</tr>
</tbody>
</table>

## Guidelines for Telephone and Email Use

These are the parameters for using the telephone or email to coach/advise a child care program/provider.

For Endorsement types where the call/email will count toward the provider’s Career Lattice, the call/email is made as a follow up to a face-to-face, small group or virtual visit.

- During the listed period of time, telephone or email is limited to the following hours:
  - Building Quality – 5 hours of the 20-30 hours
  - Full Rating – 3 hours of the 6-15 hours
  - Continuous Quality Improvement – Unlimited
  - CLASS Coaching – 5 hours of the 30 hours
  - Mental Health Consultants – 20 hours of 100 by phone
  - Professional Development Advisors – Hours for all touch points
  - Health and Safety Coaching – 5 hours of the 20-30 hours
  - Inclusion Coaching – 5 hours of the 20-30 hours
  - Infant Toddler Coaching – 5 hours of the 20-30 hours

Revised November 26, 2018
Rules for Creating RBPD Events

- Each email correspondence can be entered for .25 hours or greater
  - 2-4 emails can be grouped together as one RBPD Event
  - Emails grouped together should occur during the same week
  - RBPD Events should be entered no later than 7 days after the last email was sent
- Telephone correspondence can be entered for .25 hours or greater
  - 2-4 calls can be grouped together as one RBPD Event
  - Calls grouped together should occur during the same week
  - RBPD Events should be entered no later than 7 days after the last call was made or received

How to Enter RBPD Events

1. Select your Individual Profile from the context menu. The context menu is on the top of the page on the right-hand side if using a desktop or laptop. The context menu is on the left-hand side if using a tablet or mobile phone.
2. Click **RBPD Event Entry** from the left-hand navigation menu.
3. This will take you to the “My RBPD Events” page. Click **New Event**.

4. The next page shows current, verified Endorsement(s) you hold as an RBPD Specialist. If you worked with another RBPD Specialist for this Event, you can add the person to the Event by clicking **+ RBPD Specialist**. If you were the only RBPD Specialist at this Event, click **Continue**.
a. You can search for another RBPD Specialist by Name or Individual ID number. Enter the information and click **Search**. Your results will display on the right side. Click **Select** to add the person as an RBPD Specialist for the Event.
b. After the RBPD Specialist is added, a confirmation message will appear. Click Close Search to return to the RBPD Event Entry Page, or Search Again to add another RBPD Specialist.
c. To remove an RBPD Specialist from the Event, click the red garbage can icon. When done, click Continue.
5. Enter the Org ID or license number for the recipient Organization and click **Search**. If you are working with a non-licensed program type, use the organization ID, as duplicate programs may exist. Your results will display on the right hand side. If this is the correct Org, click **Select**. If not, you can click **Reset** to search again.
Rules for Creating RBPD Events

6. You will receive a confirmation message when an Organization has been successfully added to the Event.
   a. To add another Organization, click Yes and complete step 5 again.
   b. If you are finished adding Organizations, click No.

RBPD Organization Added
RBPD Organization, 100 Acre Wood, has been successfully added to the event. Would you like to add another?

No  Yes
7. The information you entered will display on the left hand side of the page.

Once an RBPD Specialist or Organization has been entered, you can click on the paper & pen icon to go back and add, delete, or edit the information.
Choose if the RBPD Event will apply to the **Whole Program** or **Individual Classroom**. If this option is not available, this is because the program has not yet created classrooms in its Organization Profile.

- Select **Entire Program** if you are working with a Family Child Care Provider
- Select **Entire Program** if you are working with a Director and the entire Child Care Center
- Select **Entire Program** if you are working with staff from multiple classrooms
- Select **Classroom** if you are working with one particular classroom

When finished, click **Continue**.

Enter the Event Detail Entries from the drop-down menus. These are required fields.

- The Endorsed(s) are your current, verified Endorsement(s). If you have more than one Endorsement, select the appropriate Endorsement based on the type of work you were doing with the program.
- Select the Event Type in the dropdown box based on your Endorsement and the coaching model practiced during the Event.
- Select a Title from the drop-down menu that best describes the Event. The Titles available are based on the Endorsement and Event Type chosen. The title you choose will show up on individuals’ Learning Records if attendance is entered for the Event, and if the RBPD Event type counts for the Career Lattice.
Rules for Creating RBPD Events

d. Enter the date of the Event.

e. Enter the duration of the Event in hours. Round to the nearest quarter of an hour. All Events must be at least .25 hours. The Event duration must match the total number of hours entered in the KCF Areas.

f. Select Service Delivery of the Event in the dropdown box.
   i. One-on-one and In-person
   ii. Small group work
   iii. Skype (or other video face to face chat)
   iv. Telephone
   v. Email

g. Select the topic that best fits the work done during the Event.

10. The Contact Info for the Primary Specialist is visible to the Organization(s) receiving services. You can make changes, if you choose.
Choose the Knowledge and Competency Framework hours. The Event hours and KCF hours must be the same. The KCF Areas you can choose will be based on the type of Endorsement you chose. Enter the amount of hours for each KCF Area. Click Review Event.
You can now review, duplicate, or manage the Event. Duplicating the Event will copy all the Event details except the date and Event attendees from the roster.

Click **Manage** to add, change, or delete an RBPD Specialist.

Click **Manage** to add, change, or delete an Organization.
Click **Manage** to add, change, or delete Event Details.
13. When you have entered and reviewed all Event details, click **Submit Event**.

14. A pop-up window will appear confirming the change. Click **OK**.

**Click Manage to add, change, or delete notes or documents for the Event.**

**Saved Successfully**
Successfully saved the Event.

**OK**
15. The top of the page will change to reflect the new Event status.
16. If you need to add attendees to the roster, click Manage.
For Events to appear on individuals’ Learning Records, attendance must be added. If you do not add Event attendance, the people who attended will not get credit for their time. For more information whether your specific type of coaching counts on a Learning Record, contact your program administrator.

a. Click on Attendee to locate the Event attendee(s) in Develop.
b. Enter the person’s Develop ID number to find the person or people who attended the Event. Click Locate.
Rules for Creating RBPD Events

c. When you have found the correct person, click **Complete Registration**.
d. Continue adding people until you have entered attendance for each person who attended the Event.

17. **Click Exit Roster** when finished entering attendance.
18. The Event Roster will show the attendees. Click **Manage** to add/remove attendees.

19. When finished with adding attendees, click **Complete Event**.

20. You will see a pop-up confirming you want to complete the Event. If the Event is complete, click **Yes**. After this, you will not be able to make any changes to the Event.
21. Even after the Event status is changed to Completed, you can still duplicate the Event by clicking 
**Duplicate**.
22. You will receive the following message before you start to duplicate the Event. Click Manage.

![First Visit](image)

23. When you go to My RBPD Events page, all your Events will be listed. You will see a new status, Draft.

![My RBPD Events](image)
Rules for Creating RBPD Events

Entering Group Coaching Events

1. To enter a group coaching Event, add each program that attended to the RBPD Event (follow steps 5 & 6 in the RBPD Event entry instructions to add multiple Organizations to one Event). If appropriate for your Event type, enter the Event attendance for each individual who attended (follow steps 16 & 17 in the RBPD Event entry instructions to add individuals to the Event roster).

2. To correctly document participation in an RBPD Event with multiple programs in the Parent Aware Full-Rating Pathway, you may need to enter multiple Events with different Event types. (Remember that you can duplicate an Event and change the Event type to make this process easier. Follow steps 21 & 22 to do this.)
Here is an example of an Event with participants from programs in Building Quality, Parent Aware, and Quality Improvement.

RBPD Event 1: Enter an RBPD Event with the Event type “Building Quality” and add the Orgs in the Building Quality phase of Rating.

RBPD Event 2: Enter an RBPD Event with the Event type “Parent Aware” and add the Org in the Full-Rating phase of Rating.

RBPD Event 3: Enter an RBPD Event with the Event type “Quality Improvement” and add the Org in the Quality Improvement phase of Rating.
Rules for Creating RBPD Events

DEVELOP HELPDESK:

833-605-6938 § support@develophelp.zendesk.com
Available by phone Monday through Thursday from 7:30 a.m. to 4:30 p.m., and Friday from 7:30 a.m. to 12:30 p.m.

For assistance in Hmong, Somali or Spanish, contact the Language Access Line provided through Child Care Aware of Minnesota.

- 888-291-9811
- 651-655-0150