develop

Rules for Creating RBPD Events

When to Enter RBPD Events

When you are conducting one of the following activities:

	One-on-one and in-person
	Small group work
	Skype
	Telephone
	Email

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

Rules for Creating RBPD Events

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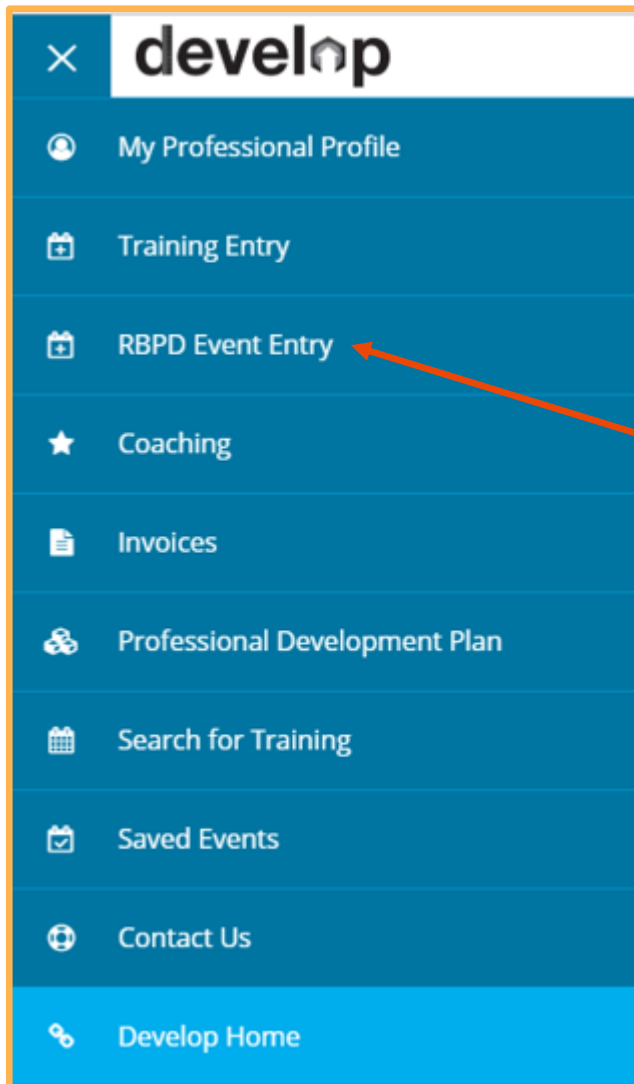
How to Enter RBPD Events

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.

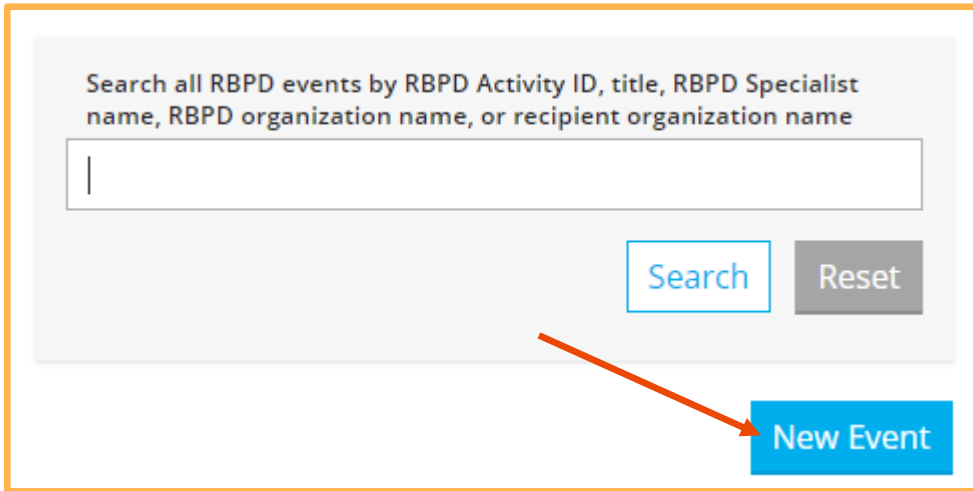develop
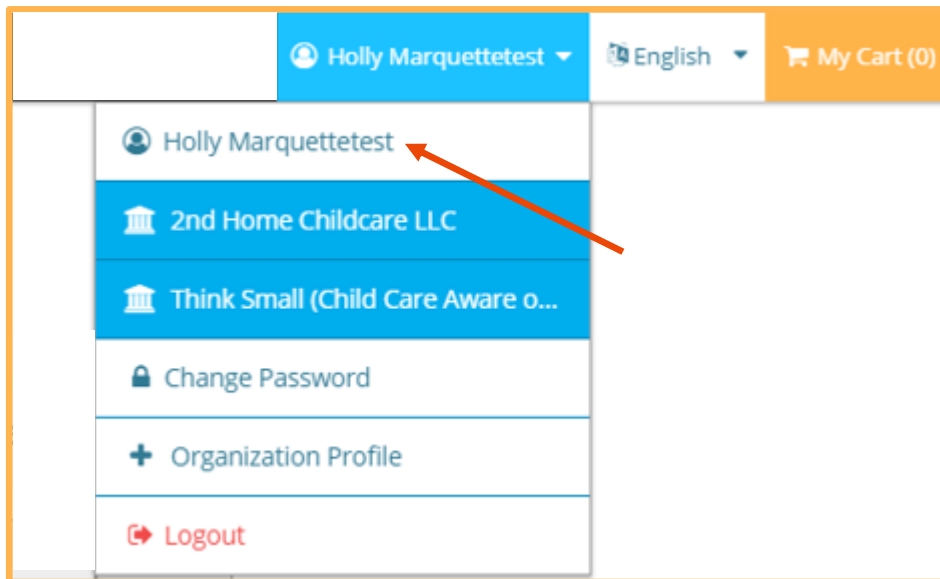
Rules for Creating RBPD Events

2. Click **RBPD Event Entry** from the left-hand navigation menu.

✕	**develop**
⊚	My Professional Profile
📅	Training Entry
📅	RBPD Event Entry
★	Coaching
📄	Invoices
⚙	Professional Development Plan
📅	Search for Training
☑	Saved Events
⊕	Contact Us
⚲	Develop Home

develop

Rules for Creating RBPD Events

3. This will take you to the "My RBPD Events" page. Click **New Event**.
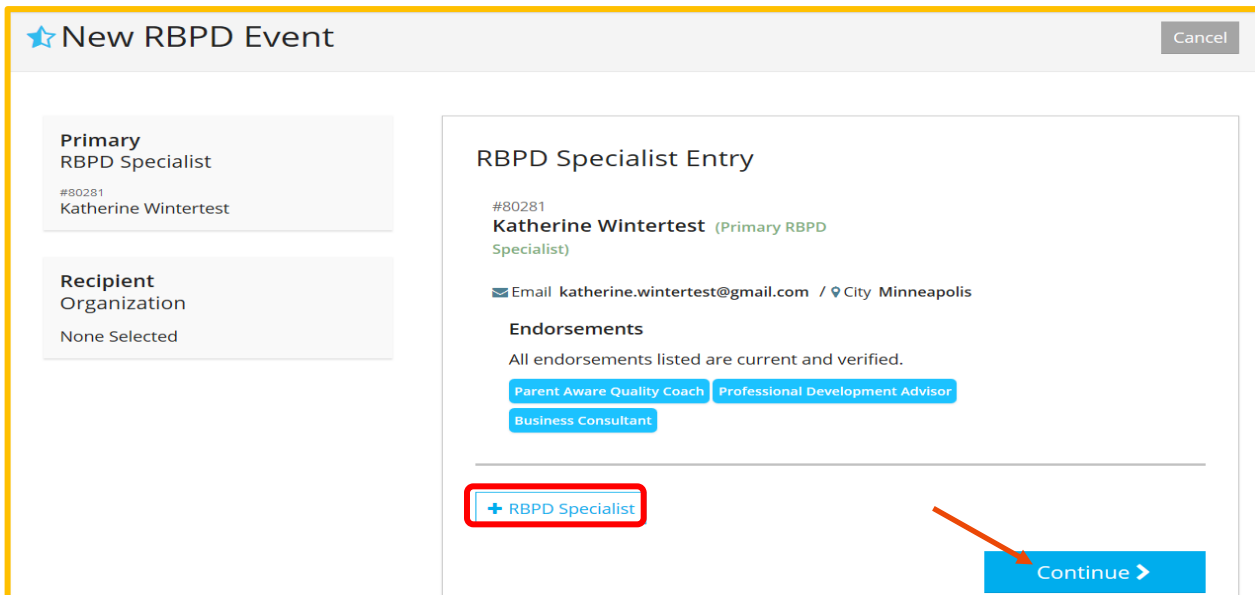
4. The next page shows current, verified Endorsement(s) you hold as an RBPD Specialist. If you worked with another RBPD Specialist for this Event, you can add the person to the Event by clicking **+ RBPD Specialist**. If you were the only RBPD Specialist at this Event, click **Continue**.

Rules for Creating RBPD Events

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.

Rules for Creating RBPD Events

    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.

RBPD Specialist Added

RBPD Specialist, Amy Abeartest, has been successfully added to the event. Would you like to add another?

| Close Search | Search Again |

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Rules for Creating RBPD Events

   c. To remove an RBPD Specialist from the Event, click the red **garbage can** icon. When done, click **Continue**.

Rules for Creating RBPD Events

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.

Search Organizations

Organization ID

131267

Type

Filter by Type

License Number

Search by License Number

Region

Filter by Region

Organization Name or Contact Name

Search Organization Name or Contact Name

Search   Reset

Showing 1 out of 1

Sort by: Name   Direction: Ascending

#131267
100 Acre Wood   Select

Status **Registered** / Created on **06/13/2017**

Address **1313 mocking bird lane** / City **Ashdown Forest** / State **MN**

Contact **Chris Robin**

Program Info

100 Acre Wood / Number **#1000100** / Status **Active**

Showing 1 out of 1

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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

develop
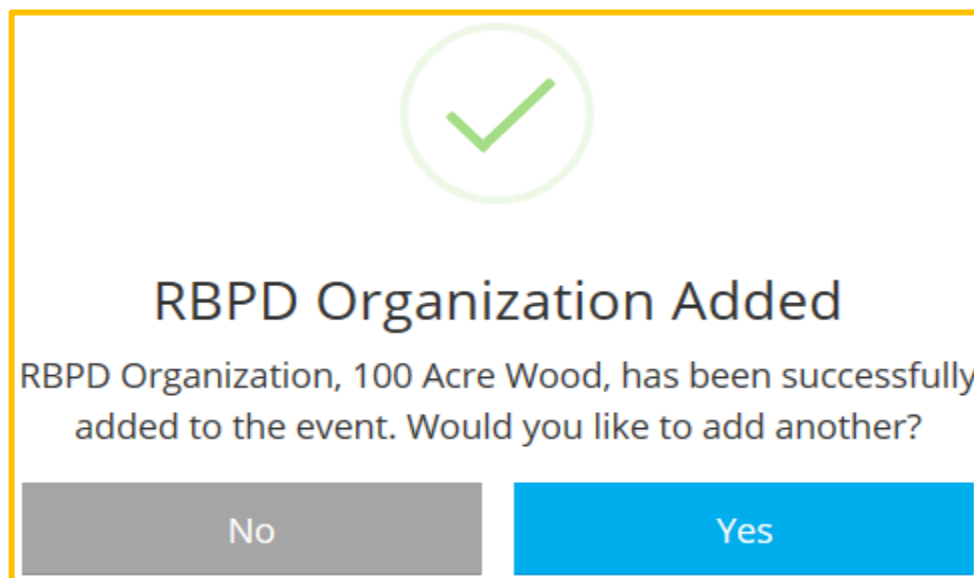
Rules for Creating RBPD Events

7. The information you entered will display on the left hand side of the page.

Primary
RBPD Specialist

#2145
Holly Marquettetest

Recipient
Organization

#131267
100 Acre Wood
City **Ashdown Forest**

#99517
1st Class Learning Center
City **Eden Prairie**

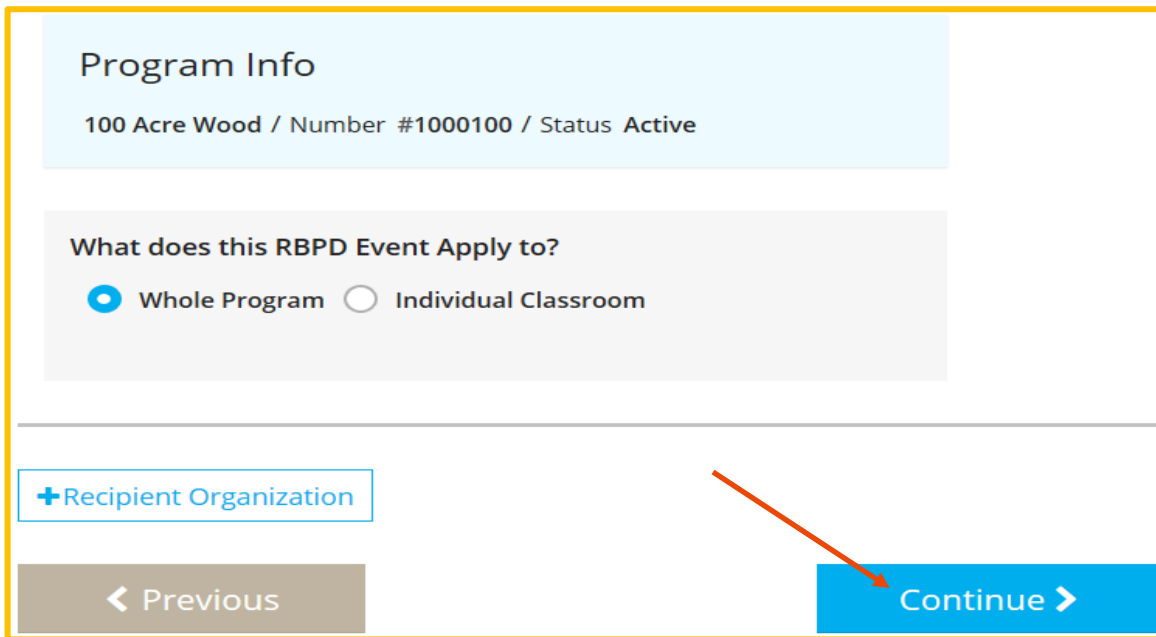Once an RBPD Specialist or Organization has been entered, you can click on the paper & pen icon to go back and add, delete, or edit the information.

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Rules for Creating RBPD Events

8. 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.
   a. Select **Entire Program** if you are working with a Family Child Care Provider
   b. Select **Entire Program** if you are working with a Director and the entire Child Care Center
   c. Select **Entire Program** if you are working with staff from multiple classrooms
   d. Select **Classroom** if you are working with one particular classroom

When finished, click **Continue**.

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

   a. The Endorsement(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.
   b. Select the Event Type in the dropdown box based on your Endorsement and the coaching model practiced during the Event.
   c. 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.

develop

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.

Contact Info ⑦

This contact information will be visible to organizations and can be edited per event.

Contact Name	Email Address
Katherine Wintertest	katherine.wintertest@gmail.com

Address

15 summit ave

City	State	Zip
Minneapolis	MN	55411

Phone	Fax	Website
(651) 256-5656		

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Rules for Creating RBPD Events

11. 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**.

VI: Professionalism	2.00
VII.A: Establishing Healthy Practices	
VII.B: Ensuring Safety	
VII.C: Providing Healthy Nutrition	
VIII: Application through Clinical Experiences	

Total: **2**

Remaining: **0**

❮Previous   Review Event

develop

Rules for Creating RBPD Events

12. 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.

#16528
KCF Observation Tool

Status Draft

⟳ Created **10/30/2018** / 👤 by **Holly Marquettetest**

📅 Updated **10/30/2018** / 👤 by **Holly Marquettetest**

⚙ Event ▾

You can duplicate or delete the Event by clicking the Event icon.

RBPD Specialists

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

Manage

#80281
Katherine Wintertest (Primary RBPD Specialist)

✉ Email **katherine.wintertest@gmail.com** / 📍 City **Minneapolis**

Endorsements

All endorsements listed are current and verified.

Parent Aware Quality Coach   Professional Development Advisor   Business Consultant

Additional RBPD Specialists

#1969
Amy Abeartest

✉ Email **katherine.wintertest+amyabeartest@gmail.com** / 📍 City **Young America**

Recipient Organizations

Manage

#131267
100 Acre Wood

Status **Registered** / ⟳ Create on **06/13/2017**

📍 Address **1313 mocking bird lane** / City **Ashdown Forest** / State **MN**

📇 Contact **Chris Robin**

Click **Manage** to add, change, or delete an Organization.

> **Program Info**
>
> 100 Acre Wood / Number **#1000100** / Status **Active**

What does this Consulting Event Apply to?
Whole Program

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Rules for Creating RBPD Events

Event Details

Manage

Endorsement **Parent Aware Quality Coach** / Event Type **Building Quality**

📅 Start Date **07/20/2018** / 📅 End Date **07/20/2018** / 🕐 Duration **2hr**

Service Delivery **One-on-one and In-person** / Topics **Learning Environment**

Services

N/A

Event Contact Info

👤 Contact Name **Katherine Wintertest** / ✉ Email Address **katherine.wintertest@gmail.com**

📍 Address **15 summit ave** / City **Minneapolis** / State **MN** / Zip **55411**

📞 Phone **(651) 256-5656**

Knowledge and Competency Framework

✔ VI: Professionalism **(2hr)**

Click **Manage** to add, change, or delete Event Details.

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Rules for Creating RBPD Events

13. When you have entered and reviewed all Event details, click **Submit Event.**

Additional Event Information

RBPD Specialist Notes

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

Manage

Event Documentation

Supporting documentation for this RBPD event.
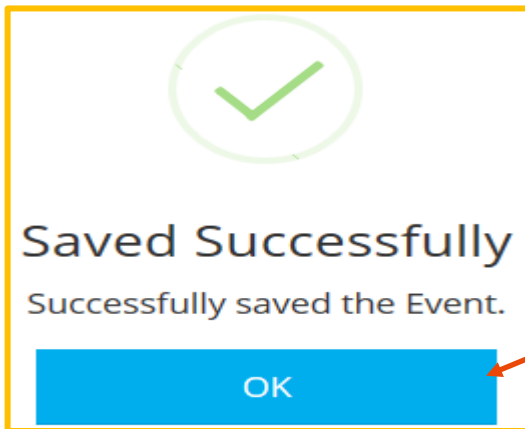
ⓘ No Documents Have Been Added.

Notes [0]

⇅ Filter by   Filter by Activity

ⓘ No Notes Have Been Added.

Submit Event

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

Saved Successfully

Successfully saved the Event.

OK

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Rules for Creating RBPD Events

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.

Develop Account Found

« Return

Please verify that this is the correct person before adding them to the roster.

Individual ID	80290
Name	Tom Jones
Address	444 Lafayette Saint Paul, MN 55144 Ramsey County
Home/Mobile Phone	(651) 487-4879
Work Phone	--
Email Address	katherine.wintertest+tom@gmail.com

Complete Registration

17. Click **Exit Roster** when finished entering attendance.
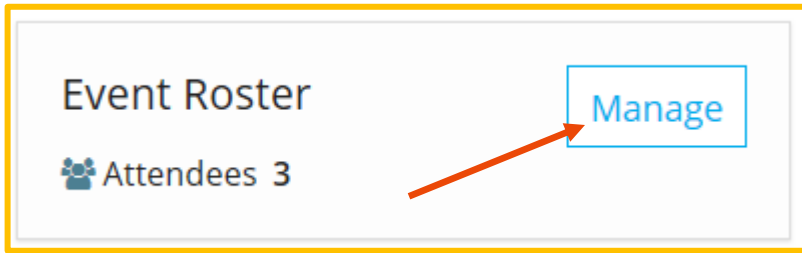
Event Attendance

‹Exit Roster

First Visit

RBPD Activity ID: 16484

7/20/2018 2.00 Hours

develop

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Rules for Creating RBPD Events

18. The Event Roster will show the attendees. Click **Manage** to add/remove attendees.

Event Roster
👥 Attendees 3
Manage

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

#16484
First Visit

Status **Approved**
🕙 Created **7/24/2018** / 👤 by **Katherine Wintertest**
📅 Updated **7/24/2018** / 👤 by **Katherine Wintertest**

Duplicate | Complete Event

Event Roster
👥 Attendees 3
Manage
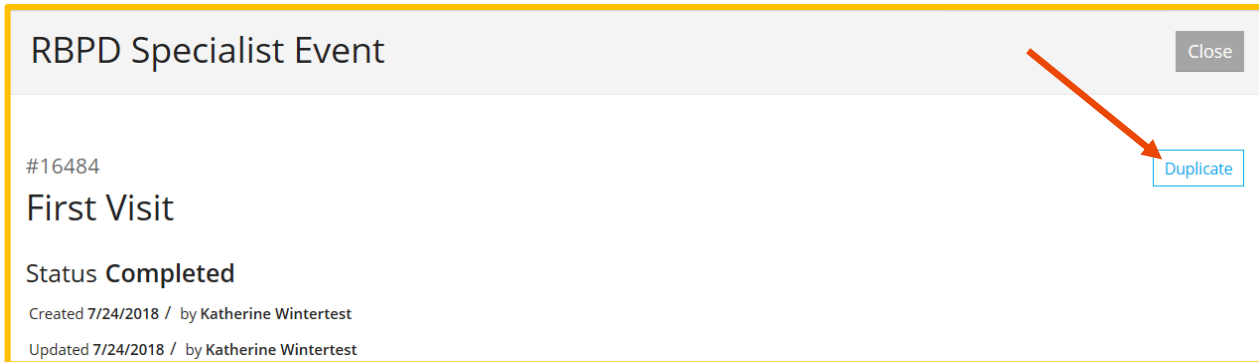
20. You will see a pop-up confirming you want to complete the Event. If the Event is complete, click **Yes**. After this, you will not be able to make any changes to the Event.

!

Complete Event?

You will not be able to make any changes to the attendance roster or the event notes after marking the event complete.

Note: Regardless of event status, the recipient organization(s) can not see the notes you entered.

No | Yes

develop

20
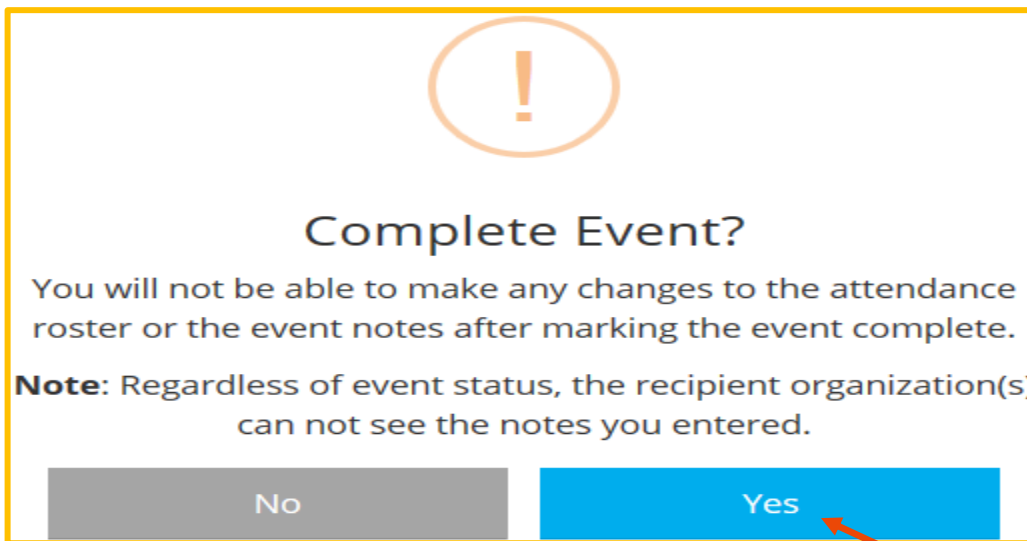
Rules for Creating RBPD Events

21. Even after the Event status is changed to Completed, you can still duplicate the Event by clicking **Duplicate**.

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Rules for Creating RBPD Events

22. You will receive the following message before you start to duplicate the Event. Click **Manage**.
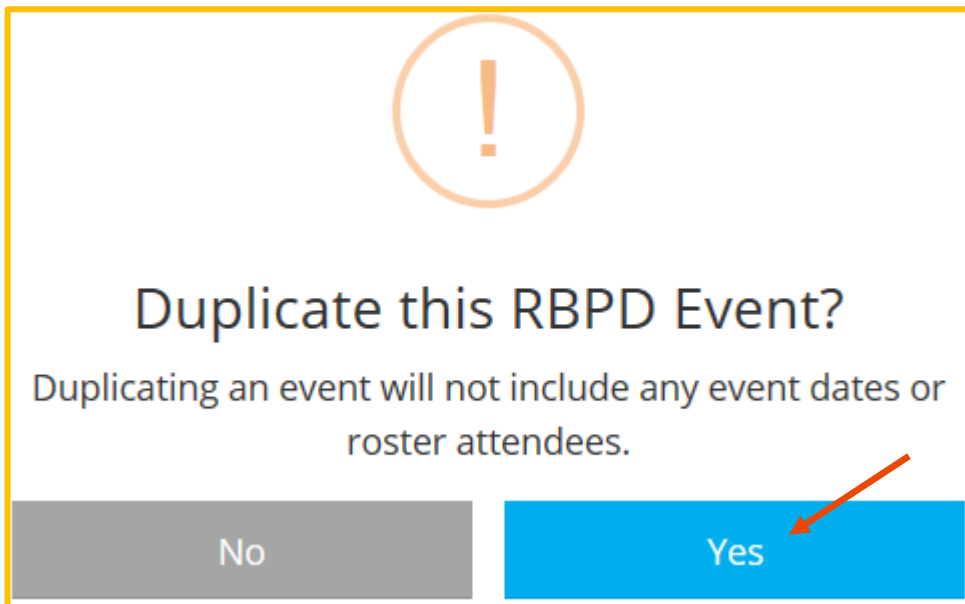
#16485

First Visit

This Event is a Duplicate.

The event date has been cleared out as part of the duplication process. Click the manage button in this message or within the event details section to update this information.

Manage

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

Event Status

Filter by Status

Event Type

Filter by Type

Search all RBPD events by RBPD Activity ID, title, RBPD Specialist name, RBPD organization name, or recipient organization name

Search   Reset

New Event

ID	Date	Event Title	Recipient Organization	Type	RBPD Specialist	Created	Status
16484	07/20/18	First Visit	100 Acre Wood	Building Quality	Katherine Wintertest	07/24/18	Completed
16461	04/04/18	KCF Observation Tool	100 Acre Wood	Building Quality	Katherine Wintertest	04/25/18	Pending
16485		First Visit	100 Acre Wood	Building Quality	Amy Abeartest	07/24/18	Draft

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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.)
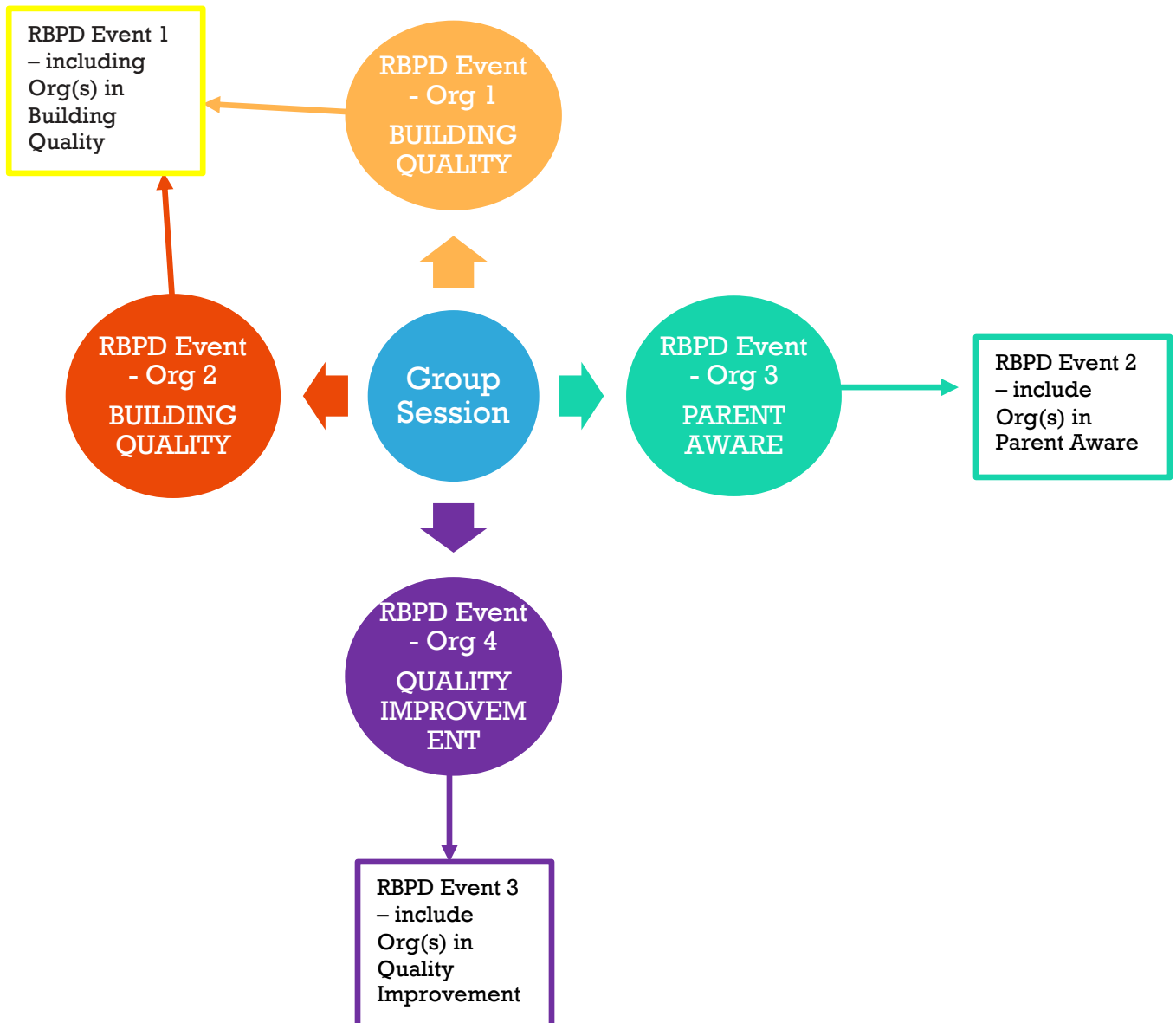
develop

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Rules for Creating RBPD Events

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.

RBPD Event 1 – including Org(s) in Building Quality

RBPD Event - Org 1 BUILDING QUALITY

RBPD Event - Org 2 BUILDING QUALITY

Group Session

RBPD Event - Org 3 PARENT AWARE

RBPD Event 2 – include Org(s) in Parent Aware

RBPD Event - Org 4 QUALITY IMPROVEMENT

RBPD Event 3 – include Org(s) in Quality Improvement

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Rules for Creating RBPD Events

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

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