

1. Status reports in OnlinePQA

The ECC is responsible to monitor compliance with the PQA reporting requirements. Each year, the ECC must generate ISD-level reports to monitor that PQA Form A (Classroom Items) and PQA Form B (Agency Items) are properly entered into OnlinePQA:

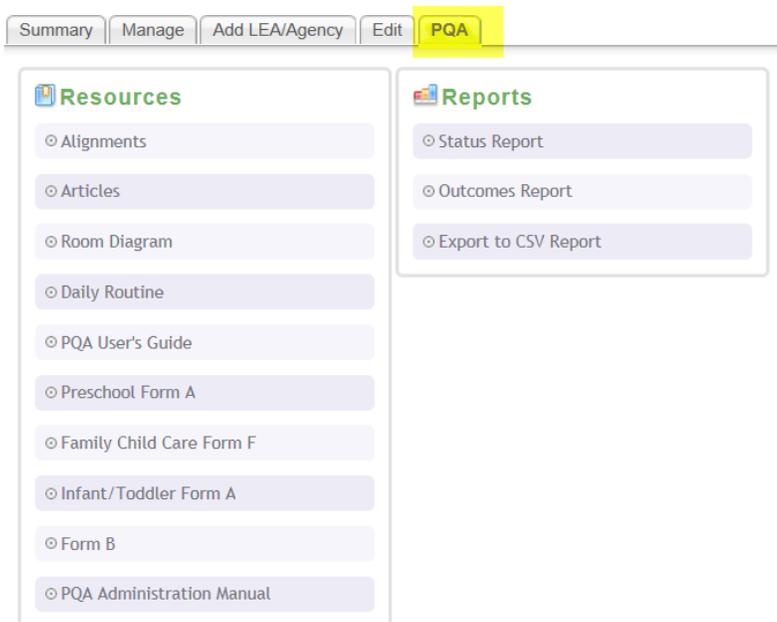
- Each subrecipient has a completed Form B by January 31. Reliable assessors will designate these Form Bs as "end-of-year" and those without reliable assessor status must designate forms as "baseline."
- Each GSRP classroom has a completed Form A by May 31. Reliable assessors will designate these Form As as "end-of-year" and those without reliable assessor status must designate forms as "baseline."

The *OnlinePQA User Guide, pages 36-40*, describes how to generate a variety of reports and is available within the online system:

https://app.redesetgrow.com/resources/highscope/pqa/documents/PQA_Users_Guide.pdf.

The *PQA Status Report* is especially useful because it can list the subrecipients and the status of baseline or end-of-year PQAs.

1. Use the "+" buttons in the OnlinePQA navigation tree to navigate to the name of the ISD or a subrecipient.
2. Click the **PQA** tab to display the screen below.



3. Select "Status Report."

Summary | Manage | Add LEA/Agency | Edit | **PQA**

Resources

- Alignments
- Articles
- Room Diagram
- Daily Routine
- PQA User's Guide
- Preschool Form A
- Family Child Care Form F
- Infant/Toddler Form A
- Form B
- PQA Administration Manual

Reports

- Status Report**
- Outcomes Report
- Export to CSV Report

4. Select the Assessment Form Type (Classroom Assessment A: Preschool or Site Assessment B).

Summary | Manage | Add LEA/Agency | Edit | **PQA**

PQA Status Report

PQA Form Type

Classroom Assessment(A): Preschool Infant/Toddler Family Child Care

Site Assessment (B):

Assessment Type: E B

Rater Type: Completed by outside observer

School Year: 2013 - 2014

[view as html](#)

View this report in your browser as HTML instead of PDF.

5. Use drop-down menus to select the Assessment Type (B for Baseline or E for End-of-Year), Rater Type (Self-observed or Completed by outside observer) and the School Year.

6. The report can be viewed as a PDF or within an internet browser.

Adapted from the Program Evaluation section of the *GSRP Implementation Manual*.