Connecticut Early Childhood Professional Registry

450 Columbus Blvd, Suite N304 ⌡Hartford, CT 06103
800-832-7784 ⌡www.ct.gov/oec

Connecticut Office of EARLY Childhood

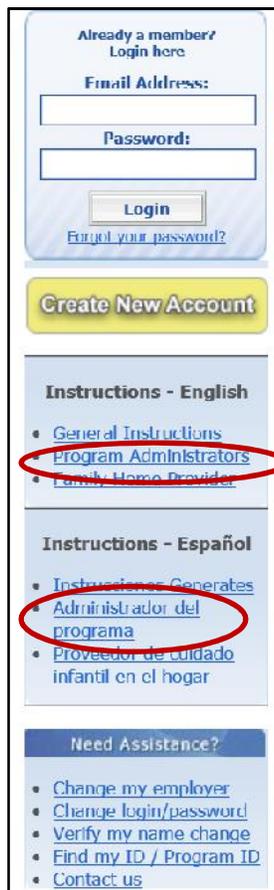**Identifying Qualified Staff Members (QSM) and Calculating Program Compliance**

Part 1 of this document explains how to set up your program and keep it maintained (see General Policy GP A-03).

Part 2 of this document explains how to use INDIVIDUAL staff data in the Registry for PROGRAM QSM compliance (see General Policy GP A-01).

Use this document after reviewing the Instructions – Program Administrators on the homepage at www.ccacregistry.org.

Part 1: Setting Up and Maintaining **Classroom and Staff Details** of Your Program in the Registry

Please note that it is a requirement of your grant to keep your program information up to date. It is expected that you will (a) enter and / or send in all necessary information **within 30 days** and b) confirm your program data **on a monthly basis**. Registry staff will NOT be responsible for substantive changes close to program grant deadlines. It is the program's responsibility to ensure information is kept current and sent to the OEC on a timely basis. Refer to GPs A-01 & A-03.Please follow these steps to ensure your program data is current:

1.   Go to the OEC Registry: www.ccacregistry.org

You must have **administrative access** to view the program tools. If you do not yet have access, (a) be sure your program name is showing as your employer and (b) follow the *Instructions – Program Administrators* to complete the Admin Access form and request access properly.

If you are the program **administrator of multiple sites**, you will need to request administrative access to all sites (multi-site administrative access or MSA access). Note that your name and qualifications will only show on the reports for your program on your account. NAEYC, OEC program grant managers, and liaisons know this. You will need to show reports from your primary employment site to verify meeting qualifications.

For both admin access and MSA access, you MUST submit the Admin Access form signed by a supervisor (or owner) authorizing your access and listing each site specifically. The Admin Access form is on the homepage prior to log in under Program Administration.

If you have questions on how to use the Registry as a program administrator, return to the Instructions – Program Administrators on the Registry homepage. These outline key functions accessible only to those with administrative / MSA access.

2. <u>After logging in with administrative access</u>, click on the *Program Administration* tab on the left menu.

3. You will then view a tools menu for each program for which you have program administrator access.

Program Administration

▶ **Test Oec Program:**

    ▶ 🖉 Edit Program Details
    ▶ 🖉 Building/Managing Rooms
    ▶ 🖉 Building/Managing Staff
    ▶ 🖉 Staff Confirmation
    ▶ 🖉 Employment Confirmation

    ▶ **Program Reports**

        ▶ 📄 Staff Qualifications Detail Report
        ▶ 📄 Staff Qualifications Summary Report
        ▶ 📄 Scholarship Request Report
        ▶ 📄 Staff Education and Training Reports
        ▶ 📄 NAEYC Report
        ▶ 📄 Designated QSM Compliance Report for State Funded Programs
        ▶ 📄 Designated QSM Summary Report for State Funded Programs

4. First go to *Edit Program Details* to ensure all the information is accurate.
    (a) Contact your OEC Program Grant Manager to correct any locked state funding; Contact your Registry's regional Education Advisor to correct any other locked information including if your Care4Kids provider ID is not showing.

    (b) Click Edit and check all funding your PROGRAM as a whole uses.
    Later, in the *Building/Managing Rooms* function, you will be asked to choose from these options for the funding applied to **each** classroom / group.

Program Profile

Program General Funding Type Information: ☒ close

| Funding Type Name	Used	Not Used
CDC - Child Day Care	◉	○
SR - School Readiness Program	○	◉
Federal Head Start or Early Head Start Program	○	◉
State Head Start or Early Head Start Program	○	◉
Smart Start	○	◉
PDG - Preschool Development Grant	○	◉
Care4Kids	◉	○
Program Fees from Families	◉	○
Other Source	○	◉

[Save]

"Other Source" may be used for such items as municipal funds, scholarship, etc.

5. Next, click on *Staff Confirmation* to ensure all staff listed currently work for your program, and their information is current.

    a. The screen automatically begins by showing any unconfirmed staff in the pink section. If there are none, you will see a similar view to the one below. **Note that the "Last Update" date shown here is the one used on the program reports where Last Update is visible.** Other modules such as Building / Managing Rooms and Staff have their own Last Update date, but those are not visible on reports.

Click the blue "Confirmed Participants" section to open the list of previously confirmed staff.
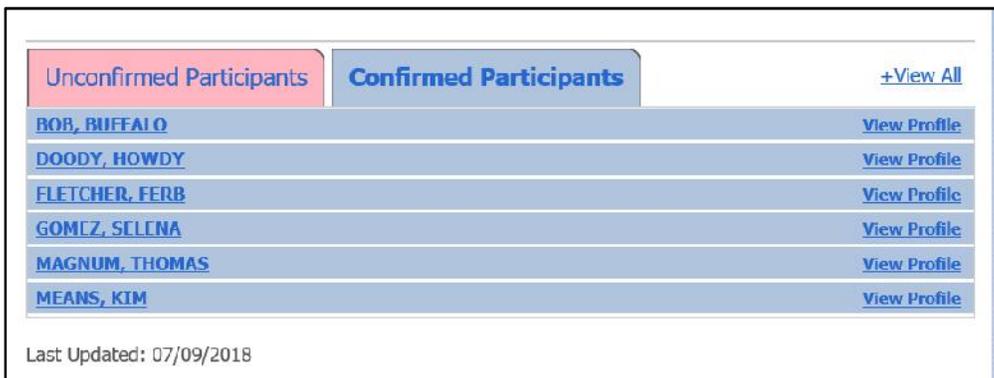
    b. Each staff member's name is a link to their Staff Confirmation page data. When you click it, the entry expands. You can also click "+View All" to open all the entries at once.
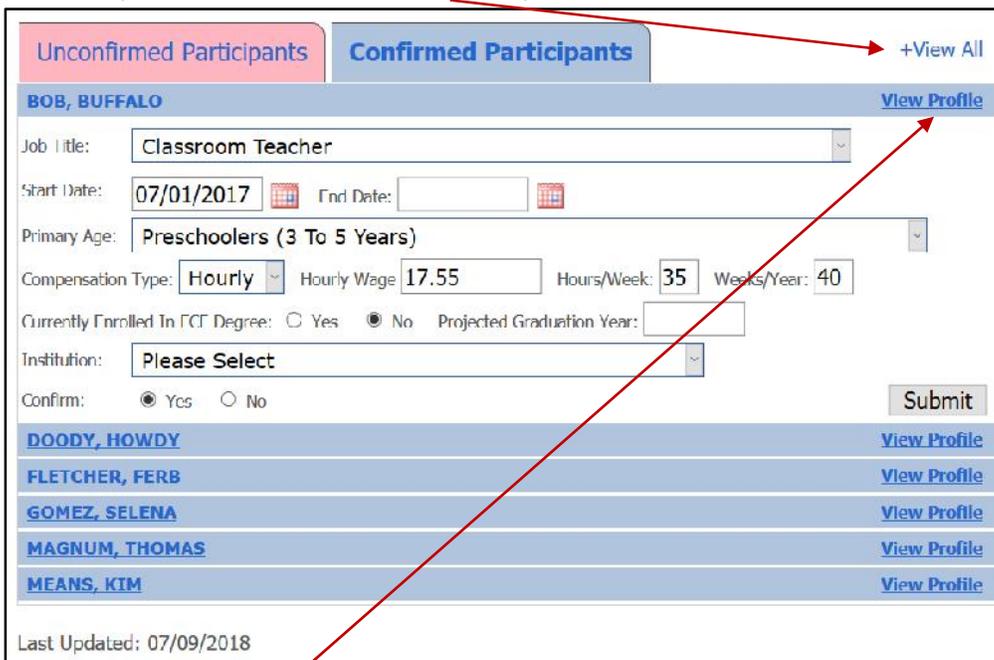
    c. There is also a link on the right of each entry to view that staff member's Registry profile. There you can view account details relevant to the staffer's employment. You cannot view their correspondence log for privacy reasons.

d. Note that the Start Date field is for the **<u>current information</u>** – it changes from the date of hire as information changes. As you change wages or other key fields, the system will ask you to update this by entering the last date the old data was valid and the start date of the new data (i.e. last date the staffer made $15.00/hour and first date the staffer made $15.50. Old data is stored in the Registry.

e. The field "Currently enrolled in ECE Program" refers to enrollment in a degree program *specifically* in ECE. Be sure to also enter the projected graduation year and the institution. If the staffer is enrolled in a non-EC degree program, do NOT enter anything in these three fields.

f. Making and saving any change in a record, OR opening and clicking Submit in any record will change the last updated date. Whether or not you made updates, this will verify the last date your review was completed.

6. Now you are ready to "build your program" with details of the classrooms/groups. Your work starts with the tab Building / Managing Rooms. When you click *Add a Room*, you will access a screen similar to the one below. We've included some notes to help.

Do not name the room after a staff member! The name of the classroom should be clear for an OEC representative visiting your program to easily follow the rooms and staff assigned to them.

Please enter the TOTAL number of children. Do NOT enter the licensed capacity or full time equivalent. Enter the actual number of children in this classroom or group.

This section will only provide you with the options you or the OEC indicated are program funding under Edit Program Details.

7. When you have built your classrooms / groups and are ready to assign the QSM, you will do so from *Building / Managing Rooms* by clicking on *Manage Staff*. This is specific to this room, as opposed to the Building / Managing Staff that shows for the whole program (See below).

Building/Managing Rooms

Current Room Listing for test oec program

Room Name	Age Group				
Blue	Multi-age: Infants thru Preschool	Edit Room	Edit Hours	Delete	Manage Staff
Yellow	Toddler/Twos	Edit Room	Edit Hours	Delete	Manage Staff

Last Updated on 07/09/18

Add Room

This screen then allows you to choose staff from your drop down of <u>confirmed employees</u>, and to identify the one eligible staff member from the auto-filled list of QSM.

) Remember the individual must be in the role of Teacher to be a designated QSM.

) The QSM list identifies the QSM expiration date for eligible Teacher assigned to that room to better assist you.

) The Employee drop down list will show staff in red who have not yet been assigned a role.

For a quick at-a-glance of how staff and QSM are assigned in rooms across the whole PROGRAM, click on Program Administration, then Building / Managing Staff.

Remember the QSM expiration dates are listed on your **Staff Qualifications Detail Report** so you can assess picking QSMs who will help you meet PROGRAM compliance. Check the **Designated QSM Compliance Report for State Funded Programs** or the **Designated QSM Summary Report for State Funded Programs** to check your overall compliance.

Once you have completed these steps, you will only need to make changes as needed! Remember that you will have to **update the Staff Confirmation page monthly** to show that you are current with your program requirements.

Part 2: Taking **Individual** Designated QSM Data and Assessing **Program** QSM Compliance

The Registry takes education data for each confirmed staff member and applies the legislation rules. The result confirms whether or not the individual is **QSM eligible** AND, if so, provides a **QSM expiration date** based on their qualifying education. The Registry does this for you, but you must designate the staffer as a Teacher and as QSM for each classroom (see part 2).

Expiration Date	Description
12/31/2099	**Qualifying degree:** includes individuals <u>grandfathered</u> on June 30, 2015; individuals with bachelor degrees or higher in ECE; individuals with current early childhood teacher certification; individuals with B level ECTC.
06/30/2025	**Qualifying degree:** On June 30, 2015 legislation grandfathered a small number of individuals who held <u>associate degrees</u> and had been at their state funded program since 1995 or earlier. Per legislation, these individuals are recognized with a QUALIFYING DEGREE <u>only until 06/30/2025</u>.
06/30/2023	**Non Qualifying Degree:** Individuals who have an associate degree (or higher, but not in one of the qualifying categories listed above) plus 12 ECE credits.
06/30/2020	Individuals with a current CDA credential plus 12 credits.

Your **Staff Qualifications Detail Report** (under Program Administration - Program Reports) provides a quick at-a-glance of INDIVIDUAL level detail. For PROGRAM compliance: The **Designated QSM Compliance Report for State Funded Programs** tells how many classrooms are built in each possible age category, which have designated QSMs, QSM expirations summaries, and overall compliance. The OEC releases a version of this report without the classroom and QSM detail each month. The **Designated QSM Summary Report for State Funded Programs** provides an at-a-glance of program compliance.

Credential or Endorsement Expirations: Note that some staff may meet a QSM expiration date based on a credential or endorsement that expires, such as a CDA credential or teaching endorsement. The Registry automatically sends an email in advance of the expiration to warn the user so he/she can submit a renewal, and another email when the item expires. At expiration, the item is automatically deleted from the user's account. **QSM expiration can drop or change date based on this; which, in turn, can cause a program to show as noncompliant if that person was a designated QSM used to reach a benchmark. Don't forget to send in renewals well in advance of expiration!**

Remember that your classrooms serving any combination of infants, toddlers or preschoolers PLUS <u>designated</u> QSM expirations are used to assess the benchmarks. Each I/T/PS classroom must have a designated QSM, not just the state funded classrooms.

For example, in order for your program to be compliant July 1, 2020, all I/T/PS classrooms must have a designated QSM, at least 50% of your <u>designated</u> QSMs must meet a QUALIFYING DEGREE option, and the remaining designated QSMs a NON QUALIFYING DEGREE.

To be compliant July 1, 2023, all I/T/PS classrooms must have a designated QSM and 100% of your <u>designated</u> QSMs must meet a QUALIFYING DEGREE option. The screen shot below illustrates these benchmarks.

Designated QSM Summary Report for State Funded Program

This report offers an at-a-glance of the designed QSMs and the program's standing with each of the legislated benchmarks.

Note:

The QSM Expiration Date for each designated QSM in the first section

The number of eligible classrooms (serving any combination of Infant through Preschool aged children) and how many have designated QSM (this number must be at 100% in order for any benchmarks to show as met).

The detail around each benchmark when the data is combined for all the designated QSMs and the classrooms.

	A	B	C	D	E	F
1			Designated QSM Summary Report for State Funded Programs			
2			Test QEC Program 1914 Last Updated: 07/09/2018			
3						
4	**Participant Name**	**Participant ID**	**QSM Expiration Date**	**QSM Note**	**Designated QSM Room**	**Classroom Funding**
5	Bob, Buffalo	100010118	6/30/2023	Non-qualifying Degree	Yellow	
6	Gomez, Selena	10002484	12/31/2099	Qualifying Degree	Blue	CDC
7						
8						
9			# Classrooms with			
10	# Classrooms	2	Designated QSM	2	100%	
11						
12			QSM Program Benchmarks			
13						
14	Program meets current minimum for one designated Qualified Staff Member(QSM) per classroom or group: current CDA credential plus 12 ece credits (expires June 30, 2020)	yes	100%			
15-17	Program meets July 1, 2020 - June 30, 2023 goal: at least 50% of designated QSMs have qualifying bachelor degree and remaining percentage meet associate degree option	yes		Qualifying Degree 50%	Non-Qualifying Degree 50%	
18	Program meets July 1, 2023 goal: 100% of designated QSMs have a qualifying bachelor degree option	no	50%			
19						
20	Office of Early Childhood, Connecticut Early Childhood Professional Registry					
21	450 Columbus Blvd, Suite 304 * Hartford, CT 06103 * 800-832-7784					

For questions regarding your staff and their qualifications in the Registry, contact your regional Education Advisor.

For questions or feedback about the tools, contact Margaret Gustafson Margaret.Gustafson@ct.gov