



QRIS Tool Access User Guide for County Level Administrators

June 15, 2020

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Registry QRIS Tool User Guide Introduction

In this document you will find instructions and tips on how to use the Registry QRIS Tool for approved county level administrators. The User Guide is meant to serve as a guide with best practices. If you have technical questions about the QRIS Tool, contact the Registry staff identified in the last page of this document.

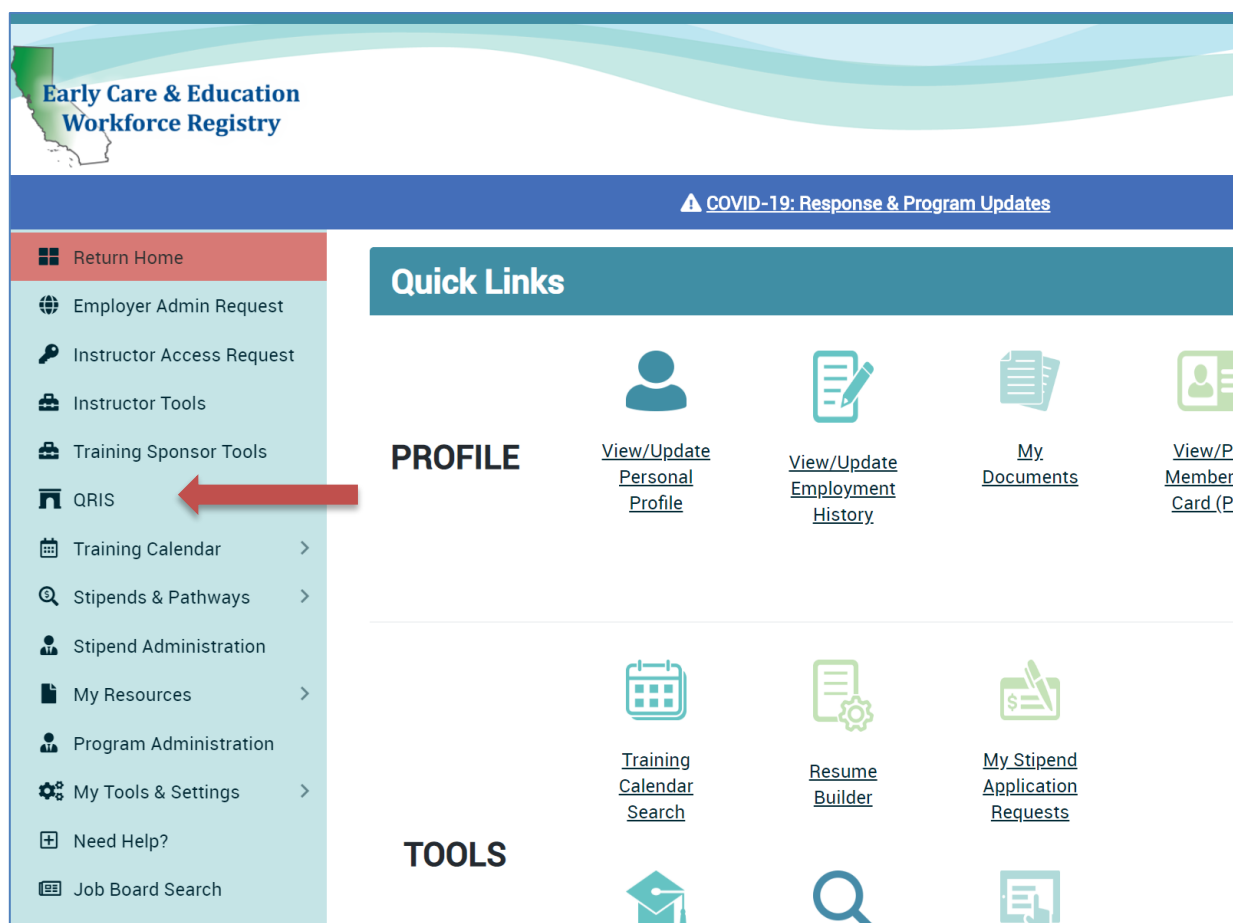
The QRIS Registry Tool will allow County administrators to view QRIS site staff roster, QRIS points based on various roles, verified education and professional development data, including source documents.

Accessing the QRIS Tool

Step 1: Login

- If you are an approved QRIS Tool user authorized by an county administrator, with an executed Data Sharing Agreement, you will begin by going to the www.caregistry.org website and logging into your account (**Note: Only one Registry account per person and sharing accounts is not allowed**).
- Once you are logged in, look at the navigation bar on the left and find the QRIS Tool (see picture below).

NOTE: Contact Elise Crane, elise.crane@ccala.net to request a Data Sharing Agreement to acquire County Administrative approval.



Search by Participating QRIS (QCC) Site

Step 2: Click on the QRIS Tool Link

- Search for your previously identified QRIS site
 - Name
 - License number
 - Address (street)
 - City
 - Zip code
 or
 - You can click search without entering a site name and all the QRIS sites will pop up or you can search for a specific site name.

Step 3: Chose the site you would like to review and click the circle

QRIS Program Search

Search

For

Search

Show

15

entries

	Program Name	Address	City
<input type="radio"/>	Ccei test (family care home) test	123 Test	San Francisco
<input type="radio"/>	SF Help Desk - Test Program	1233 Main Street	San Francisco
<input checked="" type="radio"/>	Test Organization	123 XYZ Street	San Francisco

Showing 1 to 3 of 3 entries1 row selected

Submit

Site Level Document Options

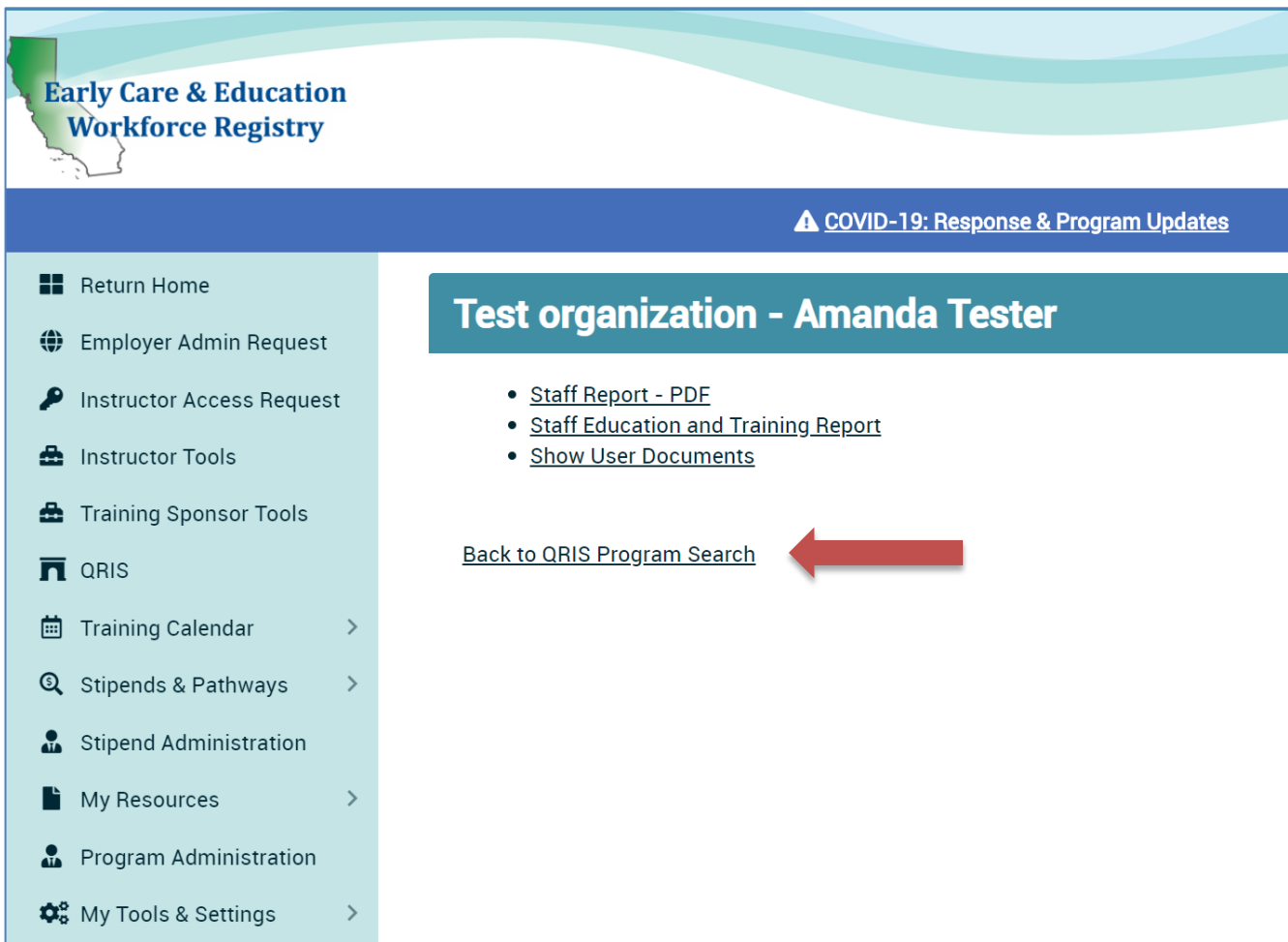
Step 4: Select an Option:

- Staff Report
- Staff Education and Training Report
- User Documents

or

[Back to the QRIS Program Search](#)

Example reports are included on the following pages.



The screenshot shows the user interface of the Early Care & Education Workforce Registry QRIS tool. At the top left is the logo. A blue banner at the top right contains a warning icon and the text "COVID-19: Response & Program Updates". On the left is a sidebar menu with icons and labels for various functions: Return Home, Employer Admin Request, Instructor Access Request, Instructor Tools, Training Sponsor Tools, QRIS, Training Calendar, Stipends & Pathways, Stipend Administration, My Resources, Program Administration, and My Tools & Settings. The main content area has a header "Test organization - Amanda Tester". Below this header is a list of three links: "Staff Report - PDF", "Staff Education and Training Report", and "Show User Documents". At the bottom of the main content area is a link "Back to QRIS Program Search" with a large red arrow pointing to it from the right.

Early Care & Education
Workforce Registry

COVID-19: Response & Program Updates

Return Home

Employer Admin Request

Instructor Access Request

Instructor Tools

Training Sponsor Tools

QRIS

Training Calendar >

Stipends & Pathways >

Stipend Administration

My Resources >

Program Administration

My Tools & Settings >

Test organization - Amanda Tester

- [Staff Report - PDF](#)
- [Staff Education and Training Report](#)
- [Show User Documents](#)


[Back to QRIS Program Search](#)

Site Program Staff Report

Types of Reports included in the QRIS Tool:

Registry Program Staff Report

- Staff self-report their employment role, which is then confirmed by employers in “Program Administration”.
- Permit information is uploaded to the Registry site by staff, or employers, and verified by Registry staff. Additional Permit information is on participant Education & Training Reports including permit number.
- “Annual PD Hours” accrued for 12 months from the date of the Education & Training Report. If you need participant hours by fiscal year, be sure to run reports on June 30 of the fiscal year.
- Please refer to the [California QRIS Rating Matrix](#) for more information on the accrual of QRIS Lead Teacher/FCCP Points and QRIS Director Points.

 REGISTRY PROGRAM STAFF REPORT 12/02/2019												
Program Name: ccel test (family care home) Registry Program ID: 000007959 Total Current Staff: 12												
REGISTRY ID	FIRST NAME	LAST NAME	START DATE	ROLE	CD PERMIT TYPE	PERMIT EXPIRATION	PD ONLY		QRIS LEAD TEACHER/FCCP POINTS		QRIS DIRECTOR POINTS	
							ANNUAL PD HOURS	MET 21 HOURS	ED POINTS	TOTAL QRIS POINTS	ED POINTS	TOTAL QRIS POINTS
100000082	test	Admin	07/12/2019	License-Exempt Caregiver	Site Supervisor	07/01/2021	0	no	4	2	0	0
100010817	Kimberle	Collins	07/13/2016	Adjunct College Faculty	No Permit on File		0	no	2	2	0	0
100000598	Brent	Kitchens	12/10/2014	Assessor	No Permit on File		0	no	1	1	0	0
100000001	Maria	Taylor	08/09/2019	Head Teacher	Master Teacher	04/01/2013	0	no	1	1	0	0
100000009	Maria	Taylor	03/09/2015	Teacher/ Co-Teacher	Associate Teacher	03/20/2019	0	no	4	2	0	0
100022480	Daniella	Test	05/15/2000	Assistant Teacher/ Aide	No Permit on File		5.76	no	5	2	0	0
100069684	henrytest	test	02/01/2000	Owner/ operator of a Licensed Family Child Care	Assistant	10/19/2013	0	no	1	1	0	0
100001108	Jacob	Test	03/15/2013	Assistant Teacher/ Aide	Assistant	04/11/2013	0	no	2	2	0	0
100001107	Matthew	Test	09/09/2014	Teacher/ Co-Teacher	Associate Teacher	09/02/2018	0	no	4	2	0	0
100016146	Regina	Test	10/05/2011	Manager/ Coordinator	Master Teacher	06/30/2018	0	no	1	1	0	0
100001744	Mary58	Test58	04/03/2013	Manager/ Coordinator	Special Center	06/30/2018	0	no	5	2	0	0
100001117	Fivetest	Tester	07/03/2013	Assistant Director	Day Substitute Teaching Permit	04/30/2019	0	no	5	2	0	0

User Education and Training Report

While Registry staff verify site staff documents, QRIS Tools will allow you to access uploaded documents while waiting for documents to be verified. Please note that Education and Training Reports will not be updated until Registry staff have completed the verification process. While documents remain unverified, site staff will be able to delete their documents in case of mistakes in uploaded documents. Once the document has been verified, site staff will no longer be able to delete the document and will need to contact the Registry Help Desk if they would like to remove a document from their profile.

Below are the fields included on the Registry Participant Education & Training Report:

Participant Name: Can be changed by contacting the Registry Office

Registry ID: Only one account per person should be created. Contact the Registry Office if there may be more than one account for an individual.

Employer Name: Must be submitted by participant

Employer's Registry ID: This will be generated by Registry based on the employer.

Participate Role: This is selected by the participant but can be edited by the employer when they confirm staff employment.

Annual PD Hours: Calculated from date of report, back 12 months.

Met 21 hours: All PD is included

ED Points and Total QRIS Points: These are a tool to access if all data is correct, but raters must still access records and assign points.

Degrees: Degree Level, Degree Name, Institution, Date Completed based on unofficial or official transcripts.

Courses: Course Number, Course Name, Institution, Completion Date, Course Units, ECE/CD (Early Childhood Education/Child Development), GE (General Education)

Permits and Credentials: Credential or Permit Name, Issue Date, Expiration Date, Document Number

Professional Development (PD) and Training: Training Code, Training Name, Sponsor Name, Core Knowledge Areas, Training Hours, Hour Types, Completion Date.

REGISTRY PARTICIPANT
EDUCATION AND TRAINING REPORT
06/16/2020

Participant Name: Test, Test
Registry ID: 100016193
Employer Name: Test School
Employer's Registry ID: 000000000
Participant Role: Teacher

QRIS INFORMATION

If you are currently employed in an early care and education program participating in Quality Counts California (QRIS), the information listed below is a summary of your QRIS Qualification Points based on QRIS Role Type and verified education and training data contained in this report. You must submit documentation to the Registry Office for verification purposes:

PD ONLY		QRIS LEAD TEACHER/FCCP POINTS		QRIS DIRECTOR POINTS	
ANNUAL PD HOURS	MET 21 HOURS	ED POINTS	TOTAL QRIS POINTS	ED POINTS	TOTAL QRIS POINTS
12.55	no	5	2	0	0

Degrees:

Degree Level	Degree Name	Institution	Date Completed
Bachelors	Child & Adolescent Development	Abilene Christian University	06/30/2007

Courses:

Course Number	Course Name	Institution	Completion Date	Course Units	ECE/CD	GE
PHYS 105	Conceptual Physics	Skyline College	Spring, 2018	3		X
CH DEV 941	Coop Ed / Ch Dev	Los Angeles City College	Fall, 2001	4.0	X	
CDEV 108	Communicating with Parents and Guardians	City College Of San Francisco	Spring, 2000	3.0	X	
CDEV 107	Introduction to Child Nutrition	City College Of San Francisco	Fall, 1999	3.0	X	
*Completed courses displayed on this report were completed with a C or higher **Please check with an Academic Counselor at your current higher education institution to ensure that future GE course selection meet requirements for graduation and/or transfer to another institution.				Total Course Units:	13	3

Permits & Credentials:

Credential or Permit Name	Issue Date	Expiration Date	Document Number
California Child Development Permit - Teacher	03/15/2018	03/15/2023	123456789

Professional Development (PD) and Training:

Training Code	Training Name	Sponsor Name	Core Knowledge Areas	Training Hours	Hour Type	Completion Date
98	drugs and children	CCEI LA licensed (test program)	Culture, Diversity and Equity, Relationship, Interactions and Guidance, Family and Community Engagement, Learning Environments and Curriculum	12.55	Clock hours	02/04/2020
98	drugs and children	CCEI LA licensed (test program)	Culture, Diversity and Equity, Relationship, Interactions and Guidance, Family and Community Engagement, Learning Environments and Curriculum	12.55	Clock hours	04/01/2019

User Documents

For instructions on how to upload education and training documents to the Registry profile, and to learn more about which documents are acceptable for profile upload, refer to tip sheets on the [Registry's Resource page](#). Document verification takes from 6 to 8 weeks and staff must upload documents in plenty of time for verification if they would like them to be included as part of their PD hours or qualification. Site staff may elect to "Hide" documents.

Show User Documents

View: When User Documents is clicked/selected

Staff documents can be viewed individually, as they were uploaded to the Registry, by clicking on "View".

Test organization - Amanda Tester

- [Staff Report - PDF](#)
- [Staff Education and Training Report](#)
- [Show User Documents](#)

Amanda Tester [Hide Docs](#)

File Name	File
100001217__20160204_1.pdf	View
100001217_Certificate_20170410_1.docx	View
100001217_AcademicVerification_20170925_1.pdf	View
100001217_Certificate_20170925_1.pdf	View
100001217_driverslicence_20180120_1.doc	View
100001217_Misc_20181010_1.pdf	View



For information about the QRIS Tool contact:

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