



Rhode Island's Early Care and Education Data System (ECEDS)

Exceed has launched the Early Learning Search and program profiles are now visible to families on the Exceed website. Exceed has mailed and e-mailed registration packets to all programs on various occasions. In these packets you will find a copy of your program's profile, instructions on how to update your information, and a brochure about the use and terms of the ECEDS. These registration materials are also located within this document.

Programs can update their profile by registering on the ECEDS online and providing the most up-to-date information about your program.

The Early Care and Education Data System is an electronic tool that will allow early care and education providers in Rhode Island to:

- Complete DCYF licensing renewal paperwork;
- Apply to BrightStars and RIDE's Comprehensive Early Childhood Education Approval;
- Make it easy for families with young children find a program through an online search

Have a question about the ECEDS?

If you are having difficulty registering, please use the Exceed help desk at support.exceed.ri.gov. The help desk has information about the most common registration issues, their possible solutions, and where you can submit a request for help.



What is Exceed?

Exceed is the commitment of all of those in our state's early learning community who are working to help ensure that all of our young children have the opportunity to soar. Exceed is a partnership between the Rhode Island Department of Elementary and Secondary Education (RIDE), the Department of Human Services (DHS), the Department of Children, Youth and Families (DCYF), the Executive Offices of Health and Human Services (EOHHS), the Department of Health and Rhode Island's Early Learning Council.



Requesting Access

Access to the Early Care and Education Data System (ECEDS) is by invitation only. Child care administrators, public school educational leads and family child care owners will receive an invitation to create an account. Access is validated by the state agency governing the program. If you are a child care administrator, public school educational lead or family child care owner and have not received an invitation, please visit exceed.ri.gov, click the **LOG IN** button, then the **HELP** button to go to the ECEDS helpdesk.

Early Care and Education Data System



What is the Early Care and Education Data System?

Rhode Island's Early Care and Education Data System (ECEDS) is a centralized system to align data collection and use across programs and state agencies to provide state policymakers with a comprehensive picture of Rhode Island's young children, early care and education programs and the early childhood education (ECE) workforce. ECEDS will help stakeholders improve program quality, ECE workforce quality, access to high quality programs and understand child outcomes.



To make the data collection useful to providers we will develop a comprehensive web based parent search and provide programs with an efficient online application process for DCYF license renewal, BrightStars Quality Rating applications and RIDE Comprehensive Early Childhood Education (CECE) Approval, and a workforce registry. Each part of the ECEDS system benefits providers by collecting and storing data required by regulatory agencies and reducing duplication of data collection.

How do we keep the data safe?

The Rhode Island Department of Elementary and Secondary Education (RIDE) is committed to ensuring that child and personnel data is collected and maintained in accordance with state and federal laws and regulations governing privacy and access to personnel data including the Family Educational Rights and Privacy Act (FERPA) and the Health Insurance Portability and Accountability Act of 1996 (HIPAA).

The transmission and storage of all data within the Early Care and Education Data System (ECEDS) will adhere to generally accepted industry best practice standards related to information security, including, but not limited to, firewall implementation, virus scanning, security access control software, encryption of data and limitation of physical access to confidential information. User access to the data in ECEDS will use generally accepted best practices for authentication and authorization. Standard role based security will be used to control access to all data.

To protect the privacy of individual records, a unique number will be assigned to each child, workforce member and program whose information is contained in the ECEDS. These assigned numbers, which are computer-generated, will not contain any embedded meaning. ECEDS numbers will be checked for duplicates and then be permanently assigned to the relevant child, workforce member and program.

Who has access to the information in the Early Care and Education Data System (ECEDS)?

State agency users will have access to conduct work-related activities. Program administrators, educational leads and family child care owners will have access to review and update state data, submit applications for DCYF license renewal, BrightStars Quality Rating application and RIDE Comprehensive Early Childhood Education (CECE) Approval. In future releases, the early care and education workforce will have access to the workforce registry to maintain their professional profile.



Child and workforce data will be reported to the public in the aggregate. Program data will be made available to the public through a program search on the **[exceed.ri.gov](https://www.exceed.ri.gov)** website. Program quality data includes the name, location and telephone numbers of early care and education programs; the name of the program administrator/educational leader/family child care owner and contact information; DCYF license status and any final agency actions; BrightStars application status, overall quality rating, and ratings by standard; CECE approval status and quality information related to the CECE standards. Programs may choose to include additional information in their program profile.

What will the Early Care and Education Data System do?

The Early Care and Education Data System (ECEDS) collects the data you need to manage your program and reduces the amount of paperwork you need to complete. It is an online tool that will allow you to:

- Make it easy for families to find your program
- Complete your DCYF licensing renewal paperwork online
- Apply online for accreditations such as BrightStars and RIDE's Comprehensive Early Childhood Education Approval (CECE)

What are we asking of you?

Help us launch ECEDS by logging in to exceed.ri.gov and giving us the most up-to-date information on your program. By providing us with basic information on your program such as hours of operation and age groups served, you will be completing a profile for your program so it can be included in a new online search for early care and education programs.



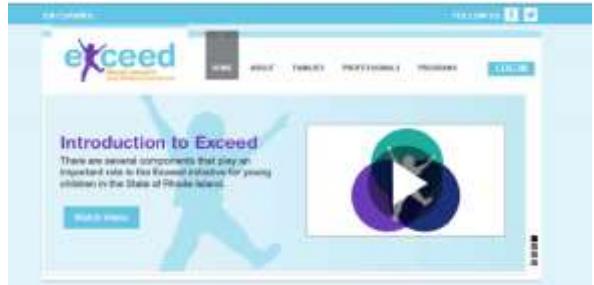


Step by Step Instructions to Register and Update Program Data on the Early Care and Education Data System (ECEDS)

For more detailed instructions or help, please visit support.exceed.ri.gov

Step 1:

To register, go to exceed.ri.gov



Step 2:

Click “Log In” button

Step 3:

Click the “**Create New Account**” link. You only need to do this the first time you visit the site.

Please Log In

Username: [input]
Password: [input]
Log In

Forgot My Password? Create/Recover Account



Once you are registered you can log into the Early Care and Education Data System (ECEDS) at any time.

Step 4:

Select “Yes” to the question that asks if you are a program administrator, family care provider, or public school educational lead.

Fill in all of the fields to register your program. This is where you will need your state and personal ID’s from your registration letter. Click the “**Create**” button.

You will receive an email confirming your registration.

Step 5:

Once registered, log into the ECEDS with your username and password.



Please Log In

Username

Password

Log In

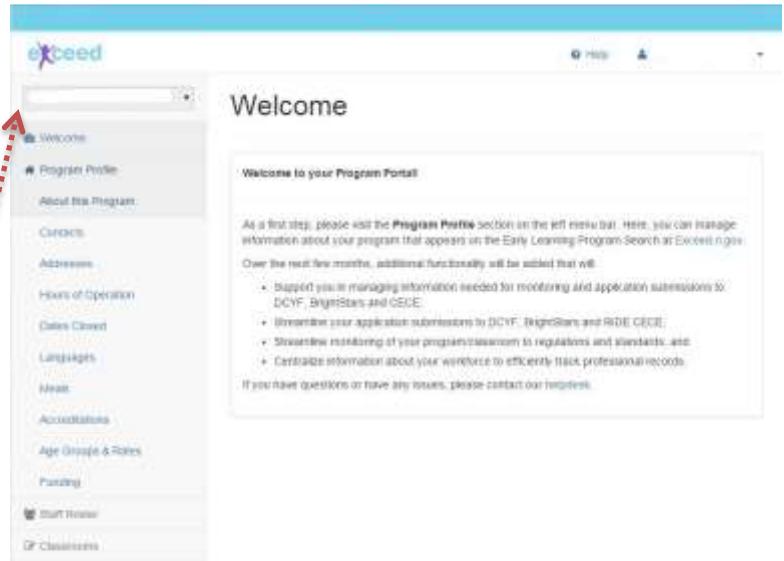
Forgot my Password? Create New Account



Step 6:

Complete your program's profile by reviewing the information under the **Program Profile** section. Information already there is related to your license from DCYF. If this information is incorrect, please visit support.exceed.ri.gov.

If you administer more than one program, select them from the dropdown list at the top left of the screen.



Step 7:

Check out your **Program Profile**!

Click the “**View Profile**” button at the bottom of the screens in the **Program Profile** section. This will open a new tab with your program's profile webpage and the information families will see when they search for an early care and education program on the Exceed website.

Step 8:

Complete your workforce registry profile. Click your name on the upper right corner of the screen, and select “Switch to Workforce Registry”. Your screen will switch to workforce registry screens where you can enter your professional information such as work and education history.

Find additional help:

Look on the Exceed website for more help documents, including how to log in, reset your password, or find your user name if you have forgotten it: support.exceed.ri.gov.