Early Care and Education Data System (ECEDS)

Frequently Asked Questions

Contents

Updated 5/23/16

General ECEDS Questions

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 data use across programs and state agencies which will provide policymakers and stakeholders with a comprehensive picture of Rhode Island's young children, its early care and education programs, and the early childhood education workforce. ECEDS will help stakeholders improve program quality, workforce quality, and access to high quality programs and understand child outcomes.

Is it required that I enter information into the Early Care and Education Data System?

All programs and members of the workforce are strongly encouraged to enter information in to the Early Care and Education Data System. While use of ECEDS is not universally required, there are several instances in which participation is required. Programs seeking BrightStars or CECE Approval and State-Funded Pre-K programs are required to enter program and/or Workforce Registry data into the system. Participation is required when applying for and receiving state/federally funded resources, such as Program Quality Improvement Grants. Employers may also require employees to

Updated 5/23/16

enter data into the workforce registry to support their program applications across the program quality continuum or to receive state-funded resources.

The following are current examples of state and federally-funded resources which require ECEDS participation: Rhode Island Early Learning and Development Standards Training, the Center for Early Learning Professionals professional development and technical assistance, BrightStars, Program Quality Improvement Grants, and facilities grants.

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) adheres 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 uses generally accepted best-practices for authentication and authorization. Standard role-based security is used to control access to all data.

Where do I find the terms and conditions?

Upon registration, you are prompted to read and are required to agree to the terms and conditions to have access to the Early Care and Education Data System.

Will the Early Care and Education Data System be available in Spanish?

Yes. We expect the Spanish version of the Early Care and Education Data System to come online in 2016.

How will data from the Early Care and Education Data System help inform public policy?

Rhode Island needs accurate and reliable data about our programs, workforce and children, so that those making policy decisions can accurately determine how to assist in supporting and improving the early care and education system. Data can be used to show how many individuals or programs or children a proposed policy may impact and will give information about what supports may be needed in order to successfully implement that policy.

How do I request a report from the Early Care and Education Data System?

Exceed shares aggregate reports from the Early Care and Education Data System regularly on our website and with the Department of Administration, the Early Learning Council and the Children's Cabinet. In addition, Exceed will share an annual workforce report beginning in 2017. If you have a specific request that is not met by these entities, **Title 38, Chapter 2, of the Rhode Island General Laws** entitled "Access to Public Records" (APRA) governs the public's access to public records. You are not required to provide identification or the reason for seeking the information; however, in order to facilitate the expeditious response to your request, you are asked to complete the Request for

Inspection and/or Copy of Public Records Form. In the event your request is denied in full or in part, you may petition the Department of Education's Chief Administrative Officer for a review of the determination.

REGISTRATION AND LOGIN QUESTIONS

The system states I need credentials when I try to register. How do I get credentials?

Only Program Administrators, Family Child Care Owners, and Public School Educational Leads require credentials.   In order to link program information to your personal account, we have emailed Program Administrators, Family Child Care Owners, and Public School Educational Leads to register in the Early Care and Education Data System. If you did not receive credentials or need to have them resent, please visit the Helpdesk and open a ticket.

Why do I need to enter in the last 5 digits of my social security number when creating my account?

The information you enter into the Workforce Registry is intended for use by you, your employer, and the regulatory agencies that are responsible for early care and education in Rhode Island.

In the information-technology industry, it is standard to use identifiers to establish a unique identity and to avoid duplication. Exceed Early Care and Education Data System uses a set of four identifiers to establish the unique identity of an individual:

- First Name
- Last Name
- Date of Birth
- Last five digits of your social security number

When the last five digits of your social security number are first entered into the Workforce Registry, it is sent over the Internet using the highest levels of security and encrypted and stored in the database. This means that the social security number will show up as a random series of numbers and symbols and not the true social security number.

Once your unique identity in the system is established, you are assigned a Workforce ID number. The Workforce ID number is used to share the relevant information between the Exceed agencies for applications across the program quality continuum, professional development, and credential verification. Your Workforce ID number is not your social security number and does not contain any other number or combination of numbers and letters containing personally identifying information.

How do I know that sharing any part of my social security number is safe?

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data in ECEDS uses generally accepted best-practices for authentication and authorization. Standard role-based security is used to control access to all data.

RIDE and other state agencies require that employees and contractors with access to data attend data policy training, sign confidentiality agreements and comply with data governance policies to ensure that practices are in compliance with FERPA, HIPAA and other state and federal laws and regulations.

If I forgot my username or password who do I contact?

You can request an e-mail with a username reminder, as well as re-set your password directly from the log in page by using the "Forgot My Username/Password" link and following the instructions. If you need additional support feel free to contact the Helpdesk.

Something is wrong. I am getting an error message. What do I do?

We're sorry you're experiencing a problem. We strive for everything to work 100% of the time, but occasionally the system is down for updates or maintenance. Please notify the Helpdesk of the error and we'll get back to you with a solution as soon as possible.

EARLY LEARNING PROGRAM SEARCH QUESTIONS

What is the purpose of the Early Learning Program Search?

The purpose of the Early Learning Program Search is to empower parents and other care givers to make informed decisions when selecting an early care and education program for their child. To support this decision making, ECEDS shares public information about programs with the Exceed website search feature.

Public information 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; Department of Children, Youth and Families license status; Rhode Island Department of Education Basic Education Plan compliance; BrightStars application status, overall quality rating, and ratings by standard; Comprehensive Early Childhood Education (CECE) approval status and quality information related to the CECE standards. Programs may choose to include additional information in their program profile to help parents make an informed choice about programs for their child.

Programs may also choose to include optional public information about their program in the program search, to provide parents and care givers with additional information to aid their decision making when seeking a program for their child.

Can I opt-out from the Early Learning Program Search?

No, the program search feature provides only public information about a program. As the information that is provided is considered Public Information there is no 'opt-out' of sharing this public information. Public information 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; Department of Children, Youth and Families license status; Rhode Island Department of Education Basic Education Plan compliance; BrightStars application status, overall quality rating, and ratings by standard; Comprehensive Early Childhood Education (CECE) approval

status and quality information related to the CECE standards.

If you choose not to complete your program profile in the Early Care and Education Data System, information such as your hours of operation, rates, available openings, languages spoken, or meals served will not be made public. There is a provision for family child care providers to opt-out of listing their street address and phone number in the in the Early Learning Program Search.

I am a family child care provider and I am not comfortable with my street address and phone number listed in the Early Learning Program Search. How do I remove these from the Early Learning Program Search?

Family Child Care Providers can opt-out of posting their address and phone number on the Early Learning Program Search. Please note: this information is still available to the public through a public records request.

I am a family child care provider but my community knows my program as a different name. Can I list that name in the search?

Yes, you can! Please fill in the field "Doing Business As" in the Program Profile. This will automatically switch your program name to your business name in the Early Learning Program Search.

I have heard that program monitoring reports will be on the search in the future. Is that true?

Rhode Island receives funding for child care subsidies and quality initiatives through the Community Development Block Grant. In 2014, the federal law was updated and requires states to make available by electronic means, easily accessible provider-specific information showing results of monitoring and inspection reports, as well as the number of deaths, serious injuries, and instances of substantiated child abuse that occur in child care settings each year. Rhode Island has until September 2017 to comply with this law.

My program does not appear in the Early Learning Search. How do I add it?

Programs licensed by the Department of Children, Youth, and Families are automatically added to the Early Learning Program Search. Programs that are currently in the process of a license-status change, such as a change in capacity, or a change in administrator, will be temporarily removed from the system while DCYF is updating their database. Once DCYF has processed the license-status change, your program will appear in the search. Additionally, programs with a license status of closed, on-hold pending investigation, revoked, or expired will not appear in the search until the license is brought to good standing.

Public school preschool programs are added from the e-Ride master directory. Please review the tip-sheet, "How do I update my information for a public school" for more information.

How long does it take for updates to appear in the Early Learning Program Search?

Information that you add to your program profile is updated to the search when you click Save. You can use the "View Profile" tab on the left navigation to see how the updates to the program portal look in the search.

The Department of Children, Youth and Families (DCYF) sends a nightly feed to the Early Care and Education Data System (ECEDS). So changes made in the DCYF system usually appear the next day in the Early Learning Search, The Department of Human Services (DHS) and BrightStars updates ECEDS weekly.

PROGRAM PROFILE QUESTIONS

Information on our Program Portal is not correct, who do I contact?

If you are a DCYF licensed early care provider and cannot update information because the section is "grayed out", please contact your DCYF licensing worker to request the information be updated. You can contact your worker directly or open a Helpdesk ticket to initiate the change.

If you are a public school, please contact your district data administrator to have the information updated. For more information, please reference this tip sheet.

What information in my Program Profile is visible in the Early Learning Program Search?

Exceed will automatically display public information in the Early Learning Program Search. This 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; Department of Children, Youth and Families license status, age groups served, license capacity, special hours; Rhode Island Department of Education Basic Education Plan compliance, State-Funded PreK classroom; BrightStars application status, overall quality rating, and ratings by standard; Comprehensive Early Childhood Education (CECE) approval status and quality information related to the CECE standards.

If you complete the following data elements in the profile, the following will also be displayed: About us, website, enrollment contact, hours of operation, dates closed, setting, rates, available openings, lottery, wait list, languages spoken, meals served, funding sources, and accreditations.

APPLICATION QUESTIONS

What is the Universal Program Application?

The Early Care and Education Data System provides programs with an application process for DCYF license renewal, BrightStars Quality Rating applications and RIDE Comprehensive Early Childhood Education (CECE) Approval. We call this the Universal Program Application. The public information we display in the Early Learning Program Search, the information you enter, and the information you and your staff enter into the workforce registry are combined when you click "start application". The Universal Program Application benefits providers by collecting and storing data required by regulatory agencies and reducing duplication of data collection. Once you complete a full program profile, all you have to do is verify and/or update this information to renew your DCYF license, BrightStars Rating or CECE approval.

STAFF ROSTER QUESTIONS

What if my staff member has not yet created a Workforce Registry account and I need to complete an application?

We encourage you to provide your employee with the "Employee Tip Sheet" and the Early Care and Education Data System Brochure and ask them to create their own Workforce Registry account. You can also direct them to the support desk to review our Frequently Asked Questions and our Terms and Conditions and Privacy Policies.

As a last resort, you can add them yourself. In the staff tab, you can search for the staff person in the "Search by Personal Information Tab" to be sure they are not already in the system. Enter the required information and click search. If they are not in the system, you can add a staff member by clicking "Add by Personal Information". Enter the four required pieces of identification, first name, last name, date of birth, and last five digits of their social security number. Please note: A Program Administrator cannot access an employee's Workforce Registry or enter information into a staff member's Workforce Registry.

What is the difference between staff and regulatory staff?

We encourage all staff that have access to children be added to the staff roster. Many staff have many different titles and job descriptions and we need to know which staff members are filling in the required roles by the type of program. They are considered "Regulatory Roles". These roles require specific credentials and this section helps us identify those staff

Why is the state asking for salary information for my staff?

We request this information from the Employer, not the employee, because we know Administrators will provide the most accurate information on wages. Wage information will help researchers, policy-makers, and funders better understand the educational, professional development and employment needs of the early care and education field. This information can then be used to raise awareness of the workforce issues that impact early care and education programs and are vital to encouraging increased recognition and compensation for knowledgeable and experienced professionals in the early childhood education field. Rhode Island will produce an annual report on the Early Care and Education workforce. Wage data will be reported in the aggregate. An example of an aggregate request for information that would be allowed is: Teacher Assistants on average make between $9.25 and $14.70 per hour.

Why do you ask a specific salary instead of a range?

In the field of early care and education, many job titles make very similar wages. The difference between a teacher and assistant teacher could be very small. When trying to report wages across our state we want to be able to show even slight differences. The only way to do this is to collect the specific hourly wage or annual salary and not use ranges. This information is only shared in the aggregate and never tied back to your program. Sharing your wage information is optional and can be left blank on the application. However, having accurate wage information will help to inform good policies and support increased compensation for the field.

How do I upload documentation?

We recommend that you use a scanner, save, and then upload documents. The Center for Early Learning Professionals, 535 Centerville Road, Warwick and Ready to Learn Providence, 945 Westminster Street, Providence, have scanners available for use by programs and professionals. Just give them a call to schedule a time. You may also take a picture using a smartphone or tablet device. There are also private entities that offer scanning services and many local public libraries offer scanning equipment for public use.

If I have a staff member that works at multiple sites, do I need to add their background checks to each site in the program portal?

Yes. Upload the same response letter to each site in your program portal. The program administrator is responsible for ensuring that a criminal record background check and a clearance of agency activity is conducted on all new staff prior to the assignment of child care duties, including consultants, whether full or part-time, in compliance with:

- DCYF Policy 900.0035, Employment Background Checks: Facility Operators/Employees and Family Child Care Operators/Employees (http://sos.ri.gov/rules/), and;
- DCYF Policy 900.0040, Criminal Record Background Check(s) (http://sos.ri.gov/rules/), and;
- DCYF Policy 700.0105, Clearance of Agency Activity (http://sos.ri.gov/rules/).

WORKFORCE REGISTRY QUESTIONS

What is the purpose of a Workforce Registry?

Rhode Island needs accurate and reliable data about our workforce so that those making policy decisions have a solid base of information. Data can be used to show how many individuals a proposed policy may impact and will give information about what supports may be needed in order to successfully implement that policy.

What are the benefits?

The Workforce Registry will help you as a professional, as well as your program. The Workforce Registry will serve as a place to organize and store your professional credentials, professional development, education and employment experience. You can also download a resume report. Your employer will also have access to the information that they are required to present to regulatory agencies if you check the "present job" box in the employment section. Therefore, you will not have to bring in (or make copies of) certificates to verify your annual professional development requirements, courses taken, transcripts, etc.

Will my personal Workforce Registry information be shared with anyone?

Respecting the privacy and confidentiality of the Early Care and Education workforce is extremely important. When you register, you must agree to the privacy policies.

When you click the "Present Job" box in the Employment Section of the Workforce Registry, the personal information required for participation in the program quality continuum (DCYF License Renewal, BrightStars rating and/or CECE Approval) is shared with your employer. For a complete listing of the shared data elements, [click here](#).

How will registry data be used in reports?

Workforce Registry will provide the first comprehensive look at the early childhood workforce in Rhode Island. This information will help researchers, policy-makers, and funders better understand the educational, professional development and employment needs of the early care and education field. This information can then be used to raise awareness of the workforce issues that impact early care and education programs and are vital to encouraging increased recognition and compensation for knowledgeable and experienced professionals in the early childhood education field. Rhode Island will produce an annual report on the Early Care and Education workforce.

Workforce Registry data will be reported in the aggregate. An example of an aggregate request for information that would be allowed is: "How many preschool teachers have a Bachelor's Degree?" An example of a request that would involve personally-identifying information, and would NOT be allowed is: "What are the names and addresses of preschool teachers with a Bachelor's Degree?

Who should complete a Workforce Registry account?

The system has been developed for all professionals working in the early care and education field. It includes roles related to educators, administrators, family child care providers, early interventionists, home visitors, higher education, support staff, and trainers and technical assistance providers.

I am an early childhood professional, am I required to participate in the Workforce Registry?

That depends on your employer and your program's funding sources. Your program can require you to enter your information into the Workforce Registry as a condition of employment. Some state-funded programs, such as State Funded PreK and RIDE CECE approval, require that the staff in the program create Workforce Registry accounts. Some professional development opportunities, such as RIELDS, will require a Workforce Registry ID number to participate, which requires your participation in the Workforce Registry.

Program administrators can enter information about you that is required for DCYF license renewal, BrightStars applications or CECE approval applications. At that time, you are assigned a Workforce Registry ID number. You will need to connect your personal account to the Workforce Registry ID assigned to you by entering your First and Last Name, Date of Birth and last five digits of your social security number.

Why does the Registry need so much information?

The information requested in the Workforce Registry ensures that your unique professional and educational background is accurately reflected. It also helps to provide policy makers with detailed information about our workface and will help us advocate for policies and resources to support you and the children in your care.

I don't remember the exact start and/or end date for my education or employment experience, what should I put here?

It is understandable if you don't remember the exact date. We ask that you approximate the date as close as possible. You may also reference your transcripts, college calendar, or previous employers to obtain the information.

How far back do I need to go when entering in employment experience?

We ask that you go back a minimum of three employers when completing your Workforce Registry profile. This will help us establish a baseline for our annual reports.

How much information do I need to enter related to my college coursework?

To support the answers to our state's policy questions, please enter your early childhood and early childhood related coursework at minimum. The good news is, once you enter your college coursework, you will not have to enter it again!

How often should I update my Workforce Registry?

Contact information should be updated as it changes. Employment information should be kept up to date so that accurate information is available for you (for example, Resume Report) and your employer, if required to report on staffing. It is strongly recommended to regularly update the profile with your professional development and submit updated coursework and transcripts annually, and upon degree attainment.

I am a professional development and/or technical assistance provider. Do I need to register?

Yes, please! We would like to answer policy questions related to the experience and education of our state-funded professional development and technical assistance staff.

I work at multiple programs. How do I enter this?

You can enter all of your employers. Just click "present job" on each employment record to share information with all of your employers.

How does the Resume Report work?

The resume report is a tool that takes information from the Workforce Registry, allows you to add additional information, then uses the information to create a formatted resume. The results output to a Word document that you can save, edit further and share with prospective employers. To create your Resume Report click on your name in the top right corner of your account, there you will see a drop down and the option to "Print Resume". When you click on this your Resume Report will be generated in a separate word document. You can then edit and/or save it.

What is the ID card on the Workforce Registry?

The ID card is another way Employers may request the items in your Workforce Registry that are required for DCYF licensing, BrightStars ratings and CECE approval. The ID Card can be found by

going to your name in the top right corner of your Workforce Registry, and clicking "Print Workforce ID". This will pull up a separate tab which will have a card you can print and cut out.

How do I show my employer that I have registered?

There are a two ways that you can let your employer know you've registered. First, the system sends a notification to any program you've identified as your "present job". Your employer must be registered and connected to that program to see you. Second, you can print a copy of your Workforce ID card and present that to your employer. Click on your name in the top right corner to access that feature.

How do I upload documentation into the Workforce Registry?

We recommend that you use a scanner, save, and then upload documents. The Center for Early Learning Professionals has a scanner available for use by programs and professionals. Just give them a call to schedule a time. You may also take a picture using a smartphone or tablet device. There are private entities that offer scanning services and many local public libraries offer scanning equipment for public use.

Why do I have a different login for the Center for Early Learning Professionals? How do these two entities work together?

The Center for Early Learning Professionals online system allows program directors, site leaders, and program staff the opportunity to register for Professional Development offerings, apply for and monitor Quality Improvement Grants, and review their Technical Assistance activities. Whereas the Exceed Early Care and Education Data System and Workforce Registry are used to: collect and store data required by regulatory agencies; provide state policy makers with a comprehensive picture of Rhode Island early care and education system; help stakeholders improve program and workforce quality; improve access to early learning programs; and understand the impact of policy decisions on children.

In the future, the Center for Early Learning Professionals will share individual records of professional development completed at the Center for Early Learning Professionals. These records will automatically transfer to your Workforce Registry if you provide your Workforce Registry ID to the Center for Early Learning Professionals.

Is the Workforce Registry connected to E-cert?

For Rhode Island certified teachers, the Early Care and Education Data System will connect E-cert to your individual records in the near future. The E-cert system will pull over and display your Credential Type, Credential Name, Awarding Agency, Issue Date and Expiration Date. The system will not pull information such as your courses or transcripts into the Workforce Registry.

Do I need to upload my transcripts and course information if I have RI state teaching certification?

It is preferable that you fully complete your Workforce Registry profile, even if you have previously submitted this information to RIDE as part of your teaching certification application. We ask for this

information because there are often relevant courses beyond what was required for teaching certification that is beneficial to have listed in your profile. For example, if you are an Education Coordinator or Administrator you may have taken leadership coursework. Additionally, having information on courses not required as a part of certification, although relevant, will help inform the state in building supports for the workforce.

Is there a fee to Use the Workforce Registry?

Although many states do charge a fee for workforce registries, Rhode Island has built the Early Care and Education Data System as part of the Race to the Top Early Learning Challenge Grant and, at this time, there is no plan to charge a fee to use the Workforce Registry.

If I need help filling out my Workforce Registry what should I do?

We have developed a series of webinars which provide a walk through and demonstration of each of the pages of the Workforce Registry. What we suggest is that you watch these video's which can be found on the Exceed Facebook page. Should you still have questions or need support after watching these please submit a ticket to the HelpDesk with your question and support request.