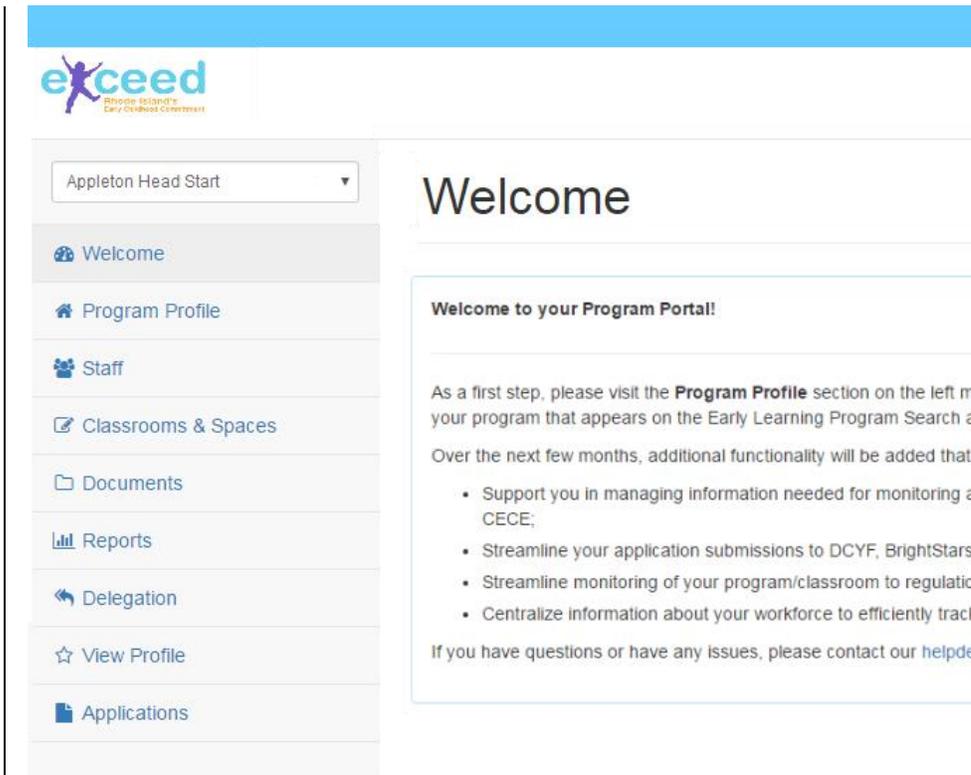


Program Portal

v.2 – June 7, 2016

Your program’s Program Portal is the central place to maintain information about your program that will be used by the public to see information about your program on the Early Learning Program Search, apply for licenses and approvals, and be used in monitoring visits. The Program Portal is organized into sections, which you can see listed in the left-hand navigation bar.



 **Note:** Public school education lead, family child care provider, and child care center program administrator are collectively referred to as “program administrator” in this document.

If you manage more than one program, you will see a dropdown menu at the upper left corner that can be used to select the appropriate program. You will only have access to programs for which you are recorded as the program administrator  by your regulatory authority.

Program Portal Sections and Descriptions

1. [Program Profile](#)
Information entered in this section will appear on your Program Profile in the Exceed Early Learning Program Search on exceed.ri.gov. It will also be used as you complete applications across the program-quality continuum.
2. [Staff](#)
Information entered in this section will be used as you complete applications across the program-quality continuum and to complete your Staff Roster report in the Reports section of the Program Portal. When you engage in an application across the program quality continuum, the agencies responsible for the oversight of the application receive relevant staff information from the Staff Roster report.
3. [Classrooms and Spaces](#)

Information entered in this section will be used as you complete applications across the program-quality continuum and to complete your Staff Roster report in the Reports section of the Program Portal.

4. [Document Management](#)

Information entered in this section will be used as you complete your applications across the program-quality continuum and to complete your Staff Roster report in the Reports section of the Program Portal.

5. [Reports](#)

Reports that use the data from the sections above to summarize key information for program administration and management.

6. Delegation

You can assign your staff access to your program's portal here. Note that staff will need a workforce registry account.

7. View Profile

Click this link to see your program's profile on the Exceed Early Learning Program Search on exceed.ri.gov.

8. Applications

Use this section to begin and manage applications for the program-quality continuum.

A few definitions before we get started:



Rhode Island's Program Quality Continuum

DCYF, BrightStars and RIDE revised and aligned regulations and standards to create a logical pathway for continuous program improvement. The Quality Continuum for early childhood education programs begins with the foundational requirements of DCYF licensing/BEP regulations. As programs make quality improvements they move up through the 1-5 Star BrightStars rating process. The highest bar in the quality continuum for preschool and kindergarten programs is approval under RIDE's 2013 CECE Standards for Approval.

Regulatory Authority: Refers to the agency responsible for the foundational regulations governing your program.

Program Administrator: Public school educational lead, family child care provider and child care center program administrator are collectively referred to as "program administrator" in this document.

Program Type: There are three types of programs reflected in the Early Care and Education Data System: PUBLIC SCHOOL (program falls under the regulatory authority of RIDE's Basic Education Plan, a CENTER, (an early care and education or school age program that falls under the regulatory authority of DCYF) or a Family Child Care Home (a family child care group or home that falls under the regulatory authority of DCYF). One more note: Exceed's Early Care and Education Data System has different screen views for different types of programs, therefore, the screen shots presented in this document may be slightly different than your view when you are using your own account.

Program Profile

Information entered in this section will appear on your Program Profile in the Exceed Early Learning Program Search on exceed.ri.gov. It will also be used across applications within the program-quality continuum. For each screen, please click the **Save** button to save the information you have entered.

a. About this Program

Most of the information on this screen is pulled from your regulatory authority. Please complete the following fields:

- Your program's web address (URL)
- A short description about your program
- If your program is affiliated with a religious institution
- If your program is based in a center or within a public school.

About this Program

The data displayed below that cannot be edited is data that has been provided by The Rhode Island Department of Children, Youth and Families (DCYF) or the Rhode Island Department of Education (RIDE). If it is incorrect, please use the Help menu at the upper right to submit a change request.

Note: Name of program has character limits.

Licensed Center Name
Exceed Early Learning Center

Administrator Name
[Greyed out]

Program Type
Center

Federal ID Number
[Greyed out]

Phone
[Greyed out]

Fax
[Greyed out]

Email
[Greyed out]

Web Address
web address

About This Program
This is a fabulous program with fabulous staff.

Affiliated with a religious institution.

Do you provide services in a:

Center Based Setting School Based Setting

[View Profile](#) [Save](#)

Tip: If you are a child care program and provide services within a school, check school to appear in the search.

b. Contacts

Information that is in the Administrator fields is pulled from your foundational regulatory agency (DCYF or RIDE) so that is greyed-out and cannot be edited. If you need to make changes to the data in this section, you'll need to have the update approved by your regulatory agency. Please see the helpdesk tip sheets for information. Please enter contact information for an Enrollment Contact for your program. The Enrollment Contact information will be reflected in your public profile page through the family search.

Contacts

The data displayed below that cannot be edited is data that has been provided by The Rhode Island Department of Children, Youth and Families (DCYF) or the Rhode Island Department of Education (RIDE). If it is incorrect, please use the Help menu at the upper right to submit a change request.



Administrator

First Last

Phone Email

Enrollment Contact

First Name Last Name

Phone Email

[View Profile](#) [Save](#)



Tip: Data entry errors happen! Notify your regulatory authority if something is incorrect.

c. Addresses

There are two addresses to be maintained in this section, and you can toggle between the two using the two tabs, **Physical Address** and **Mailing Address**.

The first, **Physical Address**, is not editable. This information is provided by your regulatory agency. To make changes to this information, please contact your regulatory authority (DCYF or RIDE).

The second, **Mailing Address**, is editable. Please provide mailing address details if different from your program's physical address.

Addresses

The physical address information displayed below has been provided by The Rhode Island Department of Children, Youth and Families (DCYF) or the Rhode Island Department of Education (RIDE) and cannot be edited. If it is incorrect, please use the Help menu at the upper right to start a help desk ticket to request a change to your information. Mailing Address is editable and you may edit your mailing address by clicking the tab below.

Addresses

[Physical Address](#) [Mailing Address](#)

Address Line 1

Address Line 2

Address Line 3

City **State** **Zip**

[View Profile](#) [Save](#)

d. Hours of Operation

Hours of Operation

This page will allow you to modify your hours of operation.

| Schedule | | | |
|---|--------|--------|--------|
| | Day | Open | Close |
| Delete | Monday | 8:00am | 5:00pm |
| Delete All + Add | | | |

[View Profile](#)

Please enter your program's daily hours of operation. Click the **+ Add** button to select the days and hours for your program, then click the **Save** button. If you make a mistake, use the **Delete** button next to the inaccurate record. Then use the **+ Add** button to enter the correct information.

 Edit Hours of Operation

Start (eg 8:00 AM) Close (eg 5:00 PM)

Monday Tuesday Wednesday Thursday Friday

Saturday Sunday

 **Note:** You can add more than one time schedule- for example, Mondays 7:00-9:00 a.m. and 3:00 - 6:00 p.m.

If you have different hours over the summer, please attach a note with the schedule in the document management tab under Program: "Program Calendar".

e. Dates Closed

 Dates Closed

Please enter a date or range of dates for holidays or other times that your program is closed.

| Closure Dates | | |
|------------------------------|------------|---------|
| | From Date | To Date |
| Delete | 05/30/2016 | - |
| View Profile | | |

 **Tip:** You do not need to enter weekends if you are a M-F program!

Please enter the dates on which your program is closed each year. Click the **+ Add** button to enter the date for your program, then click the **Save** button. If it is a single date, enter the date in the 'From Date' field. If your program is closed over multiple consecutive days, enter the range using the 'From Date' and 'To Date' field. If you make a mistake, use the **Delete** button next to the inaccurate record. Then use the **+ Add** button to enter the correct information.

f. *Languages*

Please mark the languages spoken in your program by staff by checking the appropriate boxes.

Languages

Languages

- English
- Spanish
- Arabic
- Armenian
- Chinese
- Creole
- French
- German
- Greek
- Hindi
- Italian
- Japanese
- Korean
- Lao
- Miao, Hmong
- Mon-Khmer, Cambodian
- Other
- Persian
- Polish
- Portuguese
- Russian
- Swahili
- Tagalog
- Thai
- Tribal
- Urdu
- Vietnamese
- Yiddish

g. *Meals*

h. Please select the meals that your program provides to its students.

Meals

Meals Served

- Breakfast
- Morning Snack
- Lunch
- Afternoon Snack
- Dinner
- Evening Snack

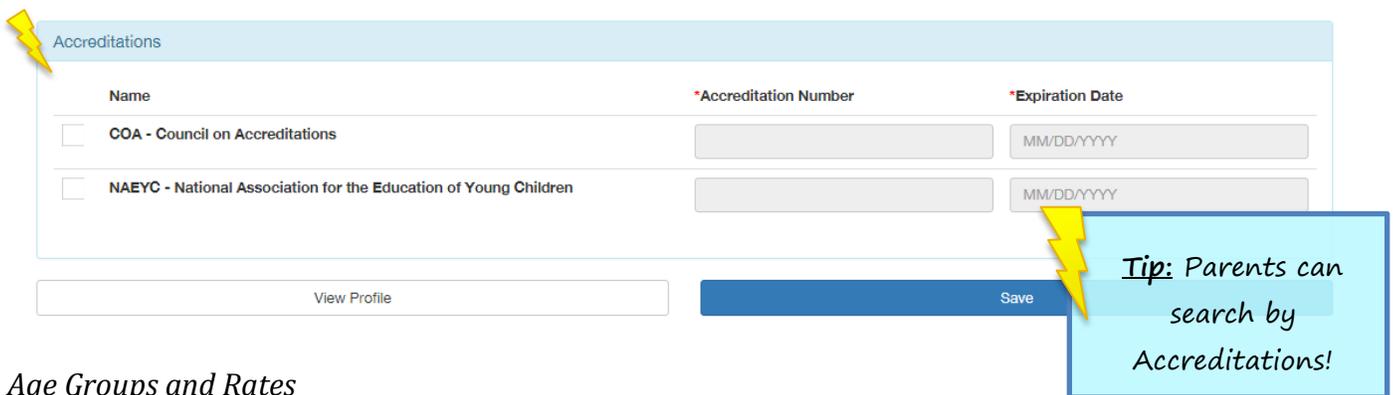
Tip: If your program requires families to bring in their own meals, leave this section blank.

i. *Accreditations*

If your program has received accreditation by either the Council on Accreditation (COA), or the National Association for the Education of Young Children (NAEYC), or the National Association for Family Child Care (NAFCC), please check the accreditation and provide your program's accreditation

number and expiration date of accreditation. You will upload your accreditation certificate in the document management section.

Accreditations



Accreditations

| Name | *Accreditation Number | *Expiration Date |
|---|-----------------------|---|
| <input type="checkbox"/> COA - Council on Accreditations | <input type="text"/> | <input type="text" value="MM/DD/YYYY"/> |
| <input type="checkbox"/> NAEYC - National Association for the Education of Young Children | <input type="text"/> | <input type="text" value="MM/DD/YYYY"/> |

Tip: Parents can search by Accreditations!

j. Age Groups and Rates

The Age Groups and License Capacity data on this page is not editable, as it provided by your regulatory authority. For each age group, please provide the number of openings your program has, and the weekly tuition. Please also note if your program operates a lottery for enrollment, or currently maintains a waiting list.

Age Groups & Rates

The data displayed below that cannot be edited is data that has been provided by The Rhode Island Department of Children, Youth and Families (DCYF) or the Rhode Island Department of Education (RIDE). If there is an error in the information and you cannot correct it in the system, please use the Help menu at the upper right to submit a change request.

Ages Served and Rates

| Age Group | License Capacity | # of Openings | Rates (\$/week) |
|----------------|---------------------------------|--------------------------------|-----------------|
| Infant/Toddler | <input type="text" value="22"/> | <input type="text" value="5"/> | \$ 135.00 |
| Pre-School | <input type="text" value="22"/> | <input type="text" value="7"/> | \$ 125.00 |

Enrollment Types

Lottery Waiting List

Tip: This section is optional. You can use this section to market your program and inform families of availability!

k. Funding

Please check off the funding sources for your program. Several checkboxes may not be editable, as they are maintained by your regulatory authority. If you see an issue here, please contact your regulatory authority.

Eastside Early Learning Center (C ▾)

Funding

[Welcome](#)[Program Profile](#)[About this Program](#)[Contacts](#)[Addresses](#)[Hours of Operation](#)[Dates Closed](#)[Languages](#)[Meals](#)[Accreditations](#)[Age Groups & Rates](#)[Funding](#)[Staff](#)[Classrooms & Spaces](#)

The funding sources displayed below marked "read-only" represents data that has been provided by The Rhode Island Department of Children, Youth and Families (DCYF) or the Rhode Island Department of Education (RIDE). If it is incorrect, please use the Help menu at the upper right to submit a change request.

Sources

- CCAP (read only)
- CACFP
- Financial Aid
- Grants
- Head Start/Early Head Start
- IDEA
- Medicaid
- State Pre-K (read only)
- Tuition

[View Profile](#)[Save](#)

Staff Roster

Your staff should set up their Workforce Registry Accounts before attempting to add them to the staff roster.

There are a few ways to add staff that has opened a Workforce Registry account to your staff roster.

- 1) **Search by Workforce ID:** The staff member can provide you with their Workforce Registry ID number (located in the upper right hand corner of their Workforce Registry Account) or they can print the number for you using the print feature in the Workforce Registry.
- 2) **Search by Personal Information:** If you do not know someone's Workforce ID, you can find them in the directory by filling out the four pieces of information below: First Name, Last Name, Date of Birth, Last Five Digits of Social Security Number and click **Search**. If the person has completed a Workforce Registry Account they will appear. If they have not, you will be prompted to add them. Please note, you will only be able to upload Background Checks for staff that you add and your staff roster will be incomplete unless the staff opens a workforce registry account and uploads the proper documentation. Therefore, it is recommended that your staff set up their Workforce Registry Accounts before attempting to add them to the staff roster.

Add Staff

Search by Workforce ID Search by Personal Information

Type the user's workforce ID below and click Search. A workforce ID begins with a letter, followed by 5 numbers, eg. A00001.

Workforce ID

- 3) **Confirm:** If your staff have created their workforce registry accounts and listed your program as their current employer, they appear on the Staff screen. Their name, workforce ID, date of birth will be listed. As you review this list, click the **Confirm** button to add each of your CURRENT staff members to your staff roster. If there is someone you do not recognize, click the **Dispute** button to remove them from the list.

The following individuals have indicated they work at this program. Click the button below to confirm or dispute current employment.

| | | | | |
|--|--|--------|-------------|------------|
| <input type="button" value="Confirm"/> | <input type="button" value="Dispute"/> | A07619 | Beth Harvey | 10/05/1981 |
|--|--|--------|-------------|------------|

Once you have confirmed your staff, your staff roster will be listed in the bottom portion of the screen in **"Your Current Roster"**.

For each staff member, please click the 'Select' button to provide data on:

- the position they hold and when they began their employment with your program;

Your Current Roster Display

| | ID | First | Last | Position | DOB | Status |
|---------------------------------------|--------|---------|--------|---------------|------------|--------|
| <input type="button" value="Select"/> | A07604 | Amelia | Winter | Administrator | 08/15/1994 | Active |
| <input type="button" value="Select"/> | A07665 | Olivia | Rooney | Teacher | 06/02/1995 | Active |
| <input type="button" value="Select"/> | A07666 | Madison | Rooney | Support Staff | 06/02/1995 | Active |
| <input type="button" value="Select"/> | A07662 | Joey | Rooney | Other | 03/15/1997 | Active |

Showing 1 to 4 of 4 entries

- their employment details, such as hours worked per week; and
- benefits offered.

Use the Document management section to upload background checks for your confirmed staff.

 **Olivia Rooney** (A07665)

Position Details

* Position: * Start Date: No Longer Employed

Compensation

* Employment Status: Wage Type: ⚡ Wage: \$ * Hrs / Week: # Wks / Yr: #

Benefits

* Benefit Category

- Full-time employee benefits
- Part-time employee benefits
- No benefits

Types of Benefits (select all that apply)

- Select all
- Dental insurance
- Dental insurance employer contribution
- Disability insurance
- Free or reduced tuition for staff children
- Health insurance
- Health insurance employer contribution
- Holiday
- Leave
- Paid vacation
- Professional membership fees paid
- Retirement plan
- Retirement plan employer contribution
- Sick leave
- Tuition reimbursement
- Vision

Tip: 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.

Documents:
Visit your [Documents](#) page to upload a file.

After you have entered your staff and their data, you must assign regulatory roles. Go to the **Regulatory Roles** link under the **Staff** menu in the left-hand navigation. For each role listed, select a staff member from the dropdown list. Staff who you have added to your staff roster appear in the dropdown list.

Regulatory Roles

| Role | Staff Member |
|------------------------------------|---------------------------|
| Education Coordinator | [Select a staff person] ▼ |
| Nurse/Child Care Health Consultant | [Select a staff person] ▼ |
| Site Coordinator | [Select a staff person] ▼ |

« Back to Staff Roster

Save



Note: This section may be different depending upon your program type. Not every program requires all of these positions. Also, staff may be listed in more than one regulatory role.

Refer to your foundational regulations for more information.

Classrooms and Spaces

Information entered in this section will be used to complete your applications across the program-quality continuum and to complete your Staff Roster report in the Reports section of the Program Portal.

Click on the **Classrooms & Spaces** link on the left-hand navigation bar. In this area, you will add the classrooms and spaces (like playgrounds) of your program.

Click on the **+ Add Program Space** button to begin to add a classroom or space.

Newman Y at Whiteknact School

Classrooms & Spaces

This page will allow you to manage classroom and space detail for your program.

| | Name | Space Type | Classroom Type | Age Group(s) |
|--------|----------------|------------|----------------|--------------|
| Select | The Kitty Room | Classroom | Regular | School Age |
| Select | The Court | Playground | | School Age |

+ Add Program Space

To create your classroom or space, please provide the following information:

- The name of the classroom/space. This can be any name that you use to refer to the room, or a room number;
- Whether or not it is a classroom, playground or group name;
- The licensed capacity of the classroom/space;
- The type of classroom/space (regular, integrated special education, self-contained special education);
- The staff that works in this classroom/space. (The staff you see listed on this screen are the staff you added to your staff roster); and
- The age groups served by this classroom/space. The ages listed on this screen are provided by your regulatory authority.

Click **Save** after you have entered the information.

* Classroom / Playground Name

* Space Type

Licensed Capacity

* Classroom / Space Type

- Regular:**
- Special Education Integrated Class:** Classes designed primarily for preschool children with disabilities and including children without disabilities that are located in public school buildings. The maximum class size shall be no more than fifteen (15) children with less than fifty percent (50%) being children with disabilities.
- Special Education Self-Contained Class:** Classes that includes special education and related services provided in a self-contained settings or setting with 50% or fewer children without disabilities. These programs include self-contained classes that integrate peers for small portions of the school day or week.

Staff Assigned to Space

Available Staff

| |
|--------------------|
| Rooney, Olivia |
| Rooney, Madison |
| Rooney, Joey |
| Squatrito, Michael |
| |



Assigned to this Space

* Age Group(s) Served

 School Age: 5 - 12 years

Tip:

Every classroom doesn't have to have a floorplan.

Documents: Playground and Program Floor Plan

Visit your [Documents](#) page to upload a file.

Back

Save

Documents

Information entered in this section will be used across applications across the program-quality continuum, and to complete your Staff Roster report in the Reports section of the Program Portal.

The documents are sorted into the categories they are used for in the program-quality continuum. Once you upload a document, you may see it appear in multiple sections because the document is used as a source of evidence in multiple categories. You may also use the navigation tabs in the “What would you like to do” section to only view documents required for one part of the program-quality continuum.

Document Management

This page will allow you to upload your program documents. Documents are displayed by which task you would like to do (i.e. Submit DCYF Renewal Application, or Submit BrightStars Rating Application). Additionally, documents are also grouped to help you organize the documents that are needed for applications.

What would you like to do?

Submit BrightStars Rating App

Submit CECE Approval App

Manage State Funded Pre-K Documents

Manage All Documents

Program:

Space:

Upload your Program Space documents, including your Classroom and Playground Maps, Daily Classroom and Classroom Staffing Schedules here.

Document Type

[Select one] ▼

Select File

Choose File No file chosen

Issue Date

Expiration Date

Upload Document

| | Document Type | Associated With | Issue Date | Expiration Date | Name |
|--------|-----------------------------|-----------------|------------|-----------------|--|
| Delete | Classroom Map | classroom 1 | 05/02/2016 | | Classroom Map_Doc_ID_111.pdf |
| Delete | Playground Map | Outdoors | 05/02/2016 | | Playground Map_Doc_ID_116.pdf |
| Delete | Classroom Staffing Schedule | classroom 1 | 05/09/2016 | | Classroom Staffing Schedule_Doc_ID_137.pdf |
| Delete | Daily Classroom Schedule | classroom 1 | 05/03/2016 | | Daily Classroom Schedule_Doc_ID_126.pdf |

Staff:

Learning Environment:

Quality Improvement:

Curriculum:

Family Engagement:

Accreditations: