

Staff Qualifications



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Agenda

Staff Information:

- Hiring Info
 - ECE Experience
 - Required documents
- Credentials
 - Types of Credentials
 - Education Degrees
 - Certifications
 - Licenses
- Clearances
 - Child Care Clearances
 - Child Abuse Check
 - State Police
 - FBI Check



Q: Why do providers need to have this information in ChildWare?

The PHLpreK program has specific requirements regarding the qualifications of staff working with children in the program. The requirements are outlined below:

Director: Associate's degree in ECE or related field and has a PA Director's credential (if no credential, must enroll within 6 months and complete in 18 months)

Lead Teacher: Minimum of an Associate's degree in ECE or related field

Assistant Teacher (in classrooms with more than 10 children): Minimum of a CDA credential or 6 credits of ECE

Family Provider: Minimum of an Associate's degree in ECE or related field (if not, must have a plan to obtain the degree in 4 years)

Staff data must also include data related to race, ethnicity, language and have appropriate background checks/clearances completed (Child abuse, FBI, Criminal background).

By capturing all of this information about staff in Childware, it allows us to easily pull reports for the Mayor's Office of Education, City Council and other stakeholders to demonstrate that programs in the PHLpreK program have high quality staff, from a variety of backgrounds.



PHLpreK Staff Qualifications Checklist

- Employee Demographics
- Date of Hire
- Position Title
- Highest degree level
 - CDA/AA/BA/BS
- Field of Study
 - Date Completed
- Clearances

Entering Staff Data

Updating staff information is easy in Childware.

Step 1: Log in to Childware at www.childware.org

Click on **“Staff”** to see a list of staff

New Staff:

Click on the **“Add Staff Person”** button to add a new staff member.

Existing Staff:

A list of active Staff will appear on screen.

Click **“Select”** next to the name of the staff member that you need to update.

ChildWare

Home | Change User | Change Site | Help | Log Out

Little Learners Academy

Child/Family ▾ **Staff ▾** Attendance/Meals ▾ Billing ▾ Reports/Docs ▾ To Do List ▾ Admin ▾

Staff **Add Staff Person** **Print/Export List**

View or Search By: Active Staff ▾

	Last Name	Active Staff		Hired	Entered	By	
Select	Bernard	Active Program Staff	ther	08/01/2011	09/14/2011	CBALSAMO	Delete
Select	Disimone	Active Agency Staff	e	04/12/2009	05/02/2011	JESSICA	Delete
Select	Gambino	Active Alliance Staff		01/06/2017	01/06/2017	BGRAMEN	Delete
Select	Hershey	Active Alliance Staff	ther	02/22/2005	05/02/2011	JESSICA	Delete
Select	Jones	All Staff	director	07/06/2011	07/06/2011	CBALSAMO	Delete
Select	Kiosk	Terminated	ministrative	07/26/2017	07/26/2017	AMCMAHON	Delete
Select	Little		e	04/26/2008	05/02/2011	JESSICA	Delete
Select	McGlaufflin	First Name	ther	07/23/2010	05/02/2011	JESSICA	Delete
Select	McMullan	Last Name	ther	06/22/2011	05/11/2011	CBALSAMO	Delete
Select	Neuman	Title	pervisor	11/10/2014	11/10/2014	JESSICA	Delete
Select	Pine		n aide	05/15/2014	05/02/2011	JESSICA	Delete
Select	Robinson	Hired Between	teacher	04/22/2011	04/25/2011	ABCTEST	Delete
Select	Sanchez	Terminated Between	e	11/21/2010	05/02/2011	JESSICA	Delete
Select	Schultz		ther	05/31/2011	05/31/2011	CBALSAMO	Delete
Select	Scott	Access Status	acher	08/10/2011	08/10/2011	CBALSAMO	Delete
Select	Smith	Terminated Agency Staff	acher	08/25/2011	08/25/2011	CBALSAMO	Delete
Select	Test		ministrative	05/10/2017	05/10/2017	AMCMAHON	Delete
Select	Test	All Staff (Agency)	nt / CFO	06/22/2011	06/22/2011	FPARKES	Delete
Select	Weinbaum	All Staff (Alliance)	acher	03/14/2011	04/25/2011	ABCTEST	Delete
		All Staff/All Sites					

Page 1 of 1 19 records found

For agencies with multiple sites the easiest way to look at data is to scroll to **All Staff/All Sites** in the dropdown

**CAUTION
BE ALERT**

Date
ALWAYS
Defaults to
current
date- need
hire date

Staff Person

Staff Information

Work Location: Happy Children Early Childcare Center PIR

First Name: Gail

Last Name: Farally-Semerad

Date of Hire: 10/18/2017 PIR

Title: PIR

Type: PIR

Status: Contractor

Work Email: Paid Employee

Head Start Staff: Volunteer *

Fulfilling Vacant Position: PIR

Staff Person

Staff Information

Work Location: Happy Children Early Childcare Center PIR

First Name: Gail

Last Name: Farally-Semerad

Date of Hire: 10/18/2017 PIR

Title: PIR

Type: PIR

Status: PIR

Work Email: Full Time

Head Start Staff: Part Time

Fulfilling Vacant Position: Substitute

Head Start

Use specific
Titles - EX:
Lead Teacher
Asst Teacher
Classroom Aide
Substitute

Add New Staff

Complete the following information:

- **First and Last Name**
- **Date of Hire**
- **Title**
- **Type**
 - Contractor
 - Paid
 - Volunteer
- **Status**
 - Full-time
 - Part-time
 - Substitute
- **Work Email**

Click **OK** to save information.

* Volunteers do not need to be added in ChildWare

Updating Existing Staff

When you choose “**Select**” next to a staff members name a new page appears with multiple tabs related to:

- *Main demographic information*
- *Hiring*
- *Credentials*
- *Clearances*
- *Contact*
- *Training*
- *Schedule*
- *Logs*

Staff Person: Gail Farally-Semerad OK Cancel

Main **Hiring** **Credentials** **Clearances** **Contact Information** **PD-Training** **PD-Events** **Schedule** **Documents** **Logs**

Demographics

First Name: Work Phone: - x

Last Name: Work Email:

DOB: PA Keys Registry ID:

SSN:

Sex:

Race: PIR

Ethnicity: PIR

Primary Language: PIR

Other Languages: PIR

PIR

Employment History Add Employment History

	Hired	Title	Staff Type	Status	Discharged	Discharge Note	Site	Entered	By	
Select	05/30/2017	Other administrative	Paid Employee	Full Time			AGENCY	05/30/2017	AMCMAHON	Delete

Complete fields (except SSN) and click **OK** to save information

Staff Hiring Tab

Staff Person: Gail Farally-Semerad OK Cancel

Main **Hiring** **Credentials** **Clearances** **Contact Information** **PD-Training** **PD-Events** **Schedule** **Documents** **Logs**

Hiring Information

Experience

ECE Experience at Hire: years

Experience Teaching Preschool: ☒ **PIR**

Experience/Hiring Notes:

Required Documents

Proof of Age: State:

Resume:

Civil Rights Form:

References

		Date	
Reference #1:	<input type="text" value="Driver's license"/>	<input type="text"/>	
Reference #2:	<input type="text" value="Non-driver's ID"/>	<input type="text"/>	
Reference #3:	<input type="text" value="Passport"/>	<input type="text"/>	

Required Payroll Documents

Residency: ☐

Verification Form:

W-4: ☐

I-9: ☐

Head Start

Former HS parent: ☐ **PIR**

Multiple forms of proof of age are acceptable.

Although additional information is not required for the PHLpreK program, completing a staff's references and payroll documentation is good business practices

Staff Credentials

After you **click on the Credentials tab** you will see a list of credentials that you can select and update if previous data is available.

Did the person enroll in a certification program?

Time to **add another credential** to the credential list!

If you *do not see a list of credentials*, there is no data. You can add credentials by clicking on “**Add Credentials**” button.

Each credential will need to have a separate entry.


* The **credential type and date of enrollment/completed** data is needed for the *PHLpreK Staff Qualifications checklist*.

Staff Person: Gail Farally-Semerad

OK Cancel

Main Hiring **Credentials** Clearances Contact Information PD-Training PD-Events Schedule Documents Logs

ECE Experience: 5 years

Credentials PIR 

Add Credential

Career Lattice / ECE Credits

Add Career Lattice / ECE Credit

Staff Person: Marcel Marino

OK Cancel

Main Hiring **Credentials** Clearances Contact Information PD-Training PD-Events Schedule Documents Logs

Credentials PIR Add Credential


Credential	Enrolled	Awarded	Terminated	Renewal	Entered	By	
Select Nursing Credential/Nurse Practitioner (NP)		05/09/2017		05/22/2017	05/18/2017	MMARINO	Delete
Select Master's Degree/Computer Information Sciences	01/01/2008	05/20/2001			05/18/2017	MMARINO	Delete
Select Bachelor's Degree/Psychology	09/01/2001	06/30/2006			05/18/2017	MMARINO	Delete

Career Lattice / ECE Credits

Add Career Lattice / ECE Credit

Credential


OK Cancel

Credential Type:  PIR

Note:

- Associate Degree
- Bachelor's Degree
- Child Development Associate
- Family Development Credential (FDC)
- GED
- High School Diploma
- Lifeguard Certification
- Marriage and Family Therapy License
- Master's Degree
- Mental Health License
- Nursing Credential
- Other
- PA Director's Credential
- PhD
- School-Age Child Care Credential
- Social Work License
- State Teaching Certificate

ChildWare Management



If selecting AA, BA, or MA – a field of study will also need to be chosen

Updating Career Lattice/ECE Credits

(this is only required for Assistant Teachers without a CDA)



Career Lattice / ECE Credit: Gail Farally-Semerad

OK Cancel

Lattice Level:

ECE Credits:

Verified By:

Name:

Title:

Agency:

Date:

Note:

Career Lattice Level: N/A

ECE Credits : Record amount of credits the staff member has accrued and the date this information was verified

Clearances



State clearances are related to the state residence of the agency/site

Staff Person: Gail Farally-Semerad

OK

Cancel

Main Hiring Credentials **Clearances** Contact Information PD-Training PD-Events Schedule Documents Logs

Child Care Clearances

	Date Completed	Exempt	Expiration Date
Child Abuse Check:	<input type="text"/>	<input type="checkbox"/>	<input type="text"/>
State Police Clearance:	<input type="text"/>	<input type="checkbox"/>	<input type="text"/>
Disclosure:	<input type="text"/>		
FBI Check:	<input type="text"/>	<input type="checkbox"/>	<input type="text"/>
Clearance Note:	<input type="text"/>		

Medical Clearances

Physical Date:	<input type="text"/>	<input type="checkbox"/>
Signature?	<input type="checkbox"/>	
Chest X-Ray:	<input type="text"/>	<input type="text"/>
PPD - Applied:	<input type="text"/>	
PPD - Read:	<input type="text"/>	<input type="text"/>

Clearance information regarding **Child Care Clearances** must be completed, as it is a requirement on the *PHLpreK Staff Qualification Checklist*.

Completing Medical Clearances is good business practice for sites that require physicals, chest x-rays, and PPD information *but this is not required as part of PHLpreK.*

Reports



Staff Reports

AEYC Membership: Displays a list of active staff grouped by their AEYC membership status. Staff are grouped by No membership on file, Membership expired, Membership due to expire, and Membership up to date. AEYC memberships can be recorded or modified via the PD Events tab of the staff member's record using the event type "professional development activities".

Filters: Can be filtered by site, staff title or program staff.

Basic Training: Displays a list of active staff with dates and expirations for the following basic trainings: First aid, CPR, Fire safety, Emergency plan, and Child abuse (mandated reporter). Training records can be added or modified via the PD-Training tab on the staff member's record, or via Group PD-Training Entry on the Processing menu.

Filters: Must be filtered by training dates and can be filtered by site, staff title or program staff.

Staff Basic Training Expirations: Displays a list of active staff grouped by basic training status and type. Staff members are grouped by Expired trainings, Trainings due to expire, Up to date trainings, and No trainings on file. Basic trainings include First aid, CPR, Fire safety, Emergency plan, and Child abuse (mandated reporter). Training records can be added or modified via the PD-Training tab on the staff member's record, or via Group PD-Training Entry on the Processing menu.

Filters: Can be filtered by site, staff title or program staff.

Staff Contact List: Displays a list of active staff and their contact information. Contact information can be added or modified via the Contact Information tab on the staff member's record.

Filters: Can be filtered by site, staff title or program staff.

Substitute Contact List: Displays a list of active substitutes and their contact information. Contact information can be added or modified via the Contact Information tab on the staff member's record.

Filters: Can be filtered by site, staff title or program staff.

DPW Compliance: Displays a detailed record of information necessary for DPW inspection. Information listed includes an education summary, a list of clearances, dates and results of most recent medical exams, and dates of required trainings.

Filters: Must be filtered by training dates and can be filtered by site, staff title or program staff.

Staff Health Assessment Status: Displays a list of active staff grouped by the status of their most recent health assessment date. Status categories include No health assessment, Overdue, Due in next month and Up to date. Date of health assessment can be updated or added on the health tab of the staff member's record.

Filters: Can be filtered by site, staff title, program staff or assessment status.

Staff Personnel Detail: Displays a list of active staff, their contact information, date of birth and social security number. This information can be added or modified via the Main tab and the Contact Information tab on the staff member's record.

Filters: Can be filtered by site, staff title or program staff.

Report definitions

There are multiple staff reports that can be retrieved in ChildWare

Staff Qualifications: Displays a list of active staff and their degrees, ECE credits and years of experience. This information can be updated or added on the Credentials tab of the staff member's record.

Filters: Can be filtered by site, staff title, program staff or assessment status.

Staff Training: Displays a detailed list of trainings completed by each staff member. This report calculates total hours in addition to Act 48 and PQAS hours. Training records can be added or modified via the PD-Training tab on the staff member's record, or via Group PD-Training Entry on the Processing menu.

Filters: Must be filtered by training dates and can be filtered by site, staff person, staff title or program staff.



The greater the amount of data inputted – the more useful the reports.

ChildWare Reports

The screenshot shows the ChildWare web application interface. At the top, there is a navigation bar with links: Home | Change User | Change Site | Help | Log Out. Below this, the site name 'ChildWare' is displayed on the left, and 'Happy Children Early Childcare Center' is on the right. A secondary navigation bar contains several dropdown menus: Child/Family, Staff, Attendance/Meals, Billing, Reports/Docs (highlighted with a red box), To Do List, and Admin. Below the 'Reports/Docs' menu, a dropdown list is open, showing options: Reports (indicated by a yellow arrow), Blank Forms, Document Center, Data Export to Excel, and Report Definitions. To the right of the dropdown is a 'Print/Export List' button. Below the navigation bar, there is a 'Children' section with a 'View or Search By:' dropdown set to 'Active'. Below this is a table with columns: Last Name, First Name, DOB, Sex, Enrolled, Discharged, and a 'Delete' column. The table contains two rows of data: one for 'Abbott, Ciara' and another for 'Beaverhousin, Anastasia'. The 'Discharged' column for the second row shows '09/30/2016' and 'TRAINING'.

ChildWare

Home | Change User | Change Site | Help | Log Out

Happy Children Early Childcare Center

Child/Family ▾ Staff ▾ Attendance/Meals ▾ Billing ▾ Reports/Docs ▾ To Do List ▾ Admin ▾

Children

View or Search By: Active ▾

Ad Reports ▾ Blank Forms Document Center Data Export to Excel Report Definitions

Print/Export List

	Last Name	First Name	DOB	Sex	Enrolled	Discharged	
Select	Abbott	Ciara	01/21/2014	F	09/01/2016		
Select	Beaverhousin	Anastasia	01/10/2013	F	09/09/2016	09/30/2016 TRAINING	Delete

To access reports.

1. Login to ChildWare
2. Click on “**Reports/Docs**” downward arrow and scroll down to and click on “**Reports**.”
3. A new dialogue box will open.

List of Staff Reports

The Staff Qualifications Report is the most useful report to run

ChildWare

Home | Change User | Change Site | Help | Log Out

Happy Children Early Childcare Center

Child/Family ▾ Staff ▾ Attendance/Meals ▾ Billing ▾ Reports/Docs ▾ To Do List ▾ Admin ▾

Reports/Documents [Preview Report](#)

Attendance/M meal Reports

Child / Family Reports

Financial Reports

Head Start Reports

STARS Reports

Staff Reports

- Basic Training
- Basic Training Expirations
- Contact List
- Contact List - Substitutes
- DHS Compliance
- DHS Compliance Check – Staff Records
- Health Assessment Status
- NAEYC Membership
- Personnel Detail
- Qualifications**
- Schedule By Room
- Schedule By Staff
- Staff Demographics
- To Do List Setup By Category
- To Do List Setup By Staff
- Training Report
- Water Safety Compliance

System Reports

Selected Report

Report: Qualifications

Description: Displays a list of active staff and their degrees, ECE credits and years of experience.

Report Format

Output To: PDF ▾

Report Filters (Hold Ctrl and click to select multiple items)

Site: Current Site ▾

- Happy Children Early Childcare Center
- Head Start Test Site
- Little Learners Academy
- Little Learners Academy II
- Magic Minds Child Care

Staff Title: All Staff Titles ▾

Program Staff Only: ☒

Include Agency Staff: ☒

Name and description of report

Report Formats include:
PDF
Excel
Report Viewer

Filter by Site (multiple or one) or Staff Title

Pick the type of report you would like to view

Types of Reports

ABC Day Care
Happy Children Early Childcare Center
Staff Qualifications
Program Staff Only and Include Agency Staff
Report Date: 10/30/2017

Name	Credential	Enrolled	Awarded	Terminated
Barrier, Jefferina				
	Career Level :	ECE Credits :	Years of ECE Experience:	
Boggs, Suzanne	Bachelor's Degree/Early Childhood Education			
	Career Level : III	ECE Credits : 33	Years of ECE Experience:	
Harper, Evelyn				
	Career Level :	ECE Credits :	Years of ECE Experience:	
Morgan, Peter				
	Career Level :	ECE Credits :	Years of ECE Experience:	
Richardson, Myra				
	Career Level :	ECE Credits :	Years of ECE Experience:	

ABC Day Care
Happy Children Early Childcare Center
Staff Health Assessment Status
Report Date: 10/30/2017

Name	Title	Hire Date	Physical	PPD Test	Chest XRay
No Health Assessment					
Barrier, Jefferina	Group supervisor	9/18/2017			
Cavanaugh, Matthew	IT support	7/20/2017			
Cohen, Zachary	Other administrative	9/09/2016			
Desir, Rony	IT support	8/29/2017			
Desktest, Help	Other administrative	5/19/2017			
Fox, Richard	IT support	7/20/2017			
Greenfield, Heather	Other administrative	8/26/2016			
Gutteridge, Jason	IT support	7/20/2017			
Henderson, Sean	IT support	8/29/2017			
Kiosk, Hoeco	Other administrative	8/22/2017			
Marino, Marcel	Other administrative	5/12/2017			
McCanntest, Laura	Other administrative	3/09/2017			
McGough, Michael	Other administrative	5/12/2017			
Melville, Theodoros	Executive director	3/08/2017			
Miranda, Justin	IT support	7/20/2017			
Morgan, Peter	Lead teacher	11/08/2016			
Parks, Grace	Accountant / CFO	1/01/2010			
Robinson, Deanna	IT support	7/20/2017			
Simpson, Beverly	IT support	7/20/2017			
Smith, Austin	IT support	7/20/2017			
Temple, Shirley	Administrative Assistant	6/03/2016			
Test, Mary	Executive director	1/06/2017			
Test, Nancy	Assistant director	4/14/2017			
Training, Two	Other administrative	9/30/2016			

No Health Assessment Totals: 24

ABC Day Care
Happy Children Early Childcare Center
Staff Health Assessment Status
Report Date: 10/30/2017

Name	Title	Hire Date	Physical	PPD Test	Chest XRay
Overdue					
Richardson, Myra	Lead teacher	11/13/2010	5/05/2015		
Up To Date					
Training, One	Other administrative	9/30/2016	9/07/2017	9/08/2017	9/04/2017

Overdue Totals: 4

Up To Date Totals: 1

Don't forget to complete
your course evaluation before
you leave!



Have a great week!