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.

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

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

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:
Work Email:

Contractor
Paid Employee
Volunteer *

CAUTION BE ALERT

Date ALWAYS Defaults to current date- **need hire date**

Head Start Staff:
Fulfilling Vacant Position: ☐ PIR

Staff Person

Staff Information

Work Location: Happy Children Early Childcare Center ▾ PIR
st Name: Gail
st Name: Farally-Semerad
e of Hire: 10/18/2017 PIR
Title: ▾ PIR
Type: ▾ PIR
Status: ▾ PIR
rk Email:
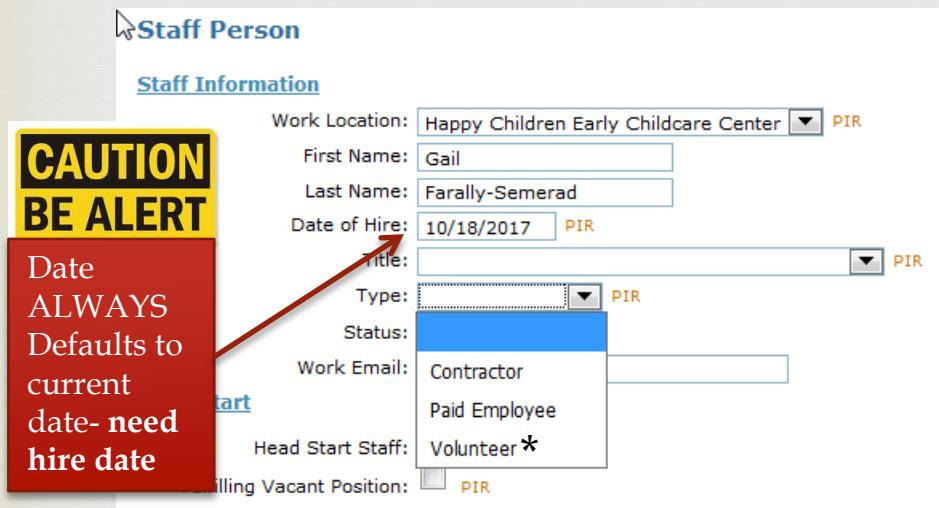
Use specific Titles – EX:
Lead Teacher
Asst Teacher
Classroom Aide
Substitute

Full Time
Part Time
Substitute

Head Start

Head Start Staff:
Fulfilling Vacant Position:
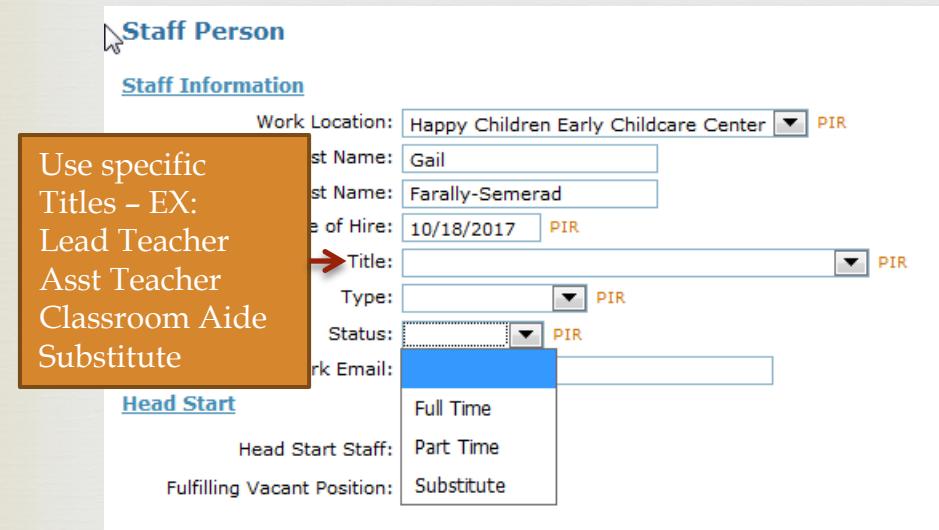
Updating Existing Staff

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*

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

Staff Hiring Tab

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*.

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

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

Report definitions

There are multiple staff reports that can be retrieved in ChildWare

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.

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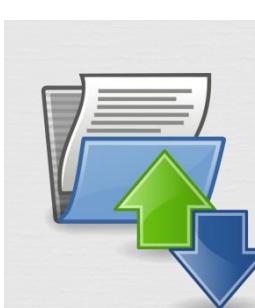
The greater the amount of data inputted – the more useful the reports.

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ChildWare Reports
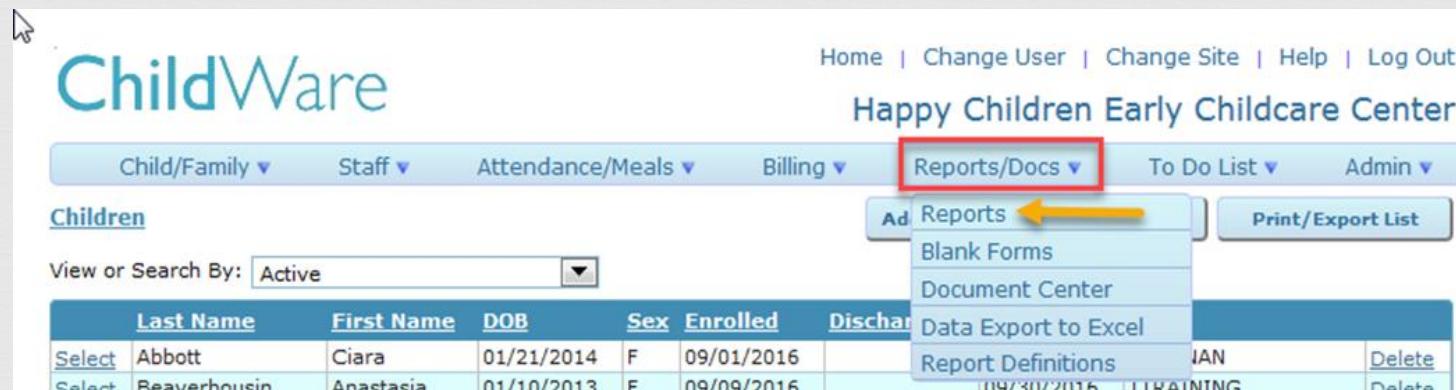
To access reports.
1. Login to ChildWare
2. Click on "Reports/Docs" downward arrow and scroll down to and click on "Reports."
3. A new dialogue box will open.

List of Staff Reports

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

Staff Qualifications Report

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:		

Staff Health Assessment Status Report

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, Hoecc	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, Theodorous	Executive director	3/06/2017			
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		
					Overdue Totals: 4
Up To Date					
Training, One	Other administrative	9/30/2016	9/07/2017	9/08/2017	9/04/2017
					Up To Date Totals: 1

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

Have a great week!