

# 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](http://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.

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

For agencies with multiple sites the easiest way to look at data <sup>5</sup> 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.

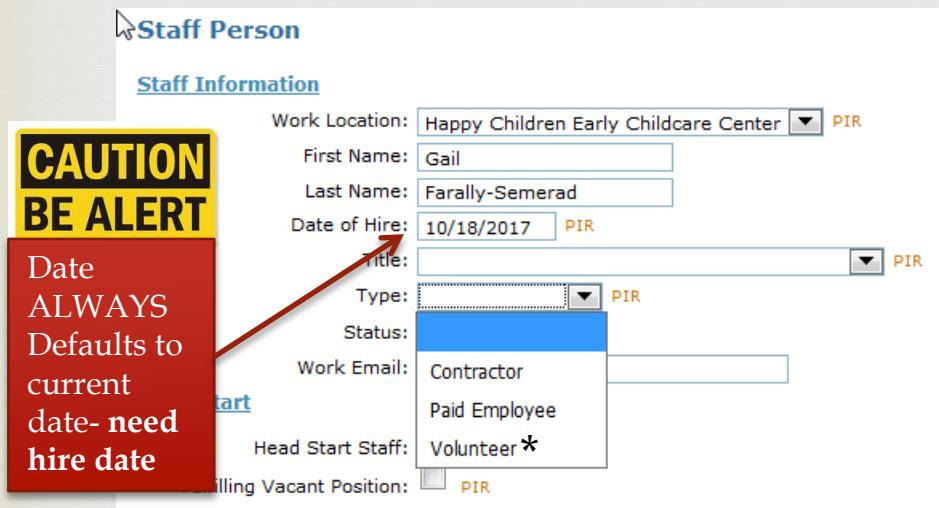
\* *Volunteers do not need to be added in ChildWare*

**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:   
Type:  PIR  
Status:   
Work Email: Contractor  
Paid Employee  
Volunteer \*

Head Start Staff:  PIR  
Fulfilling Vacant Position:  PIR

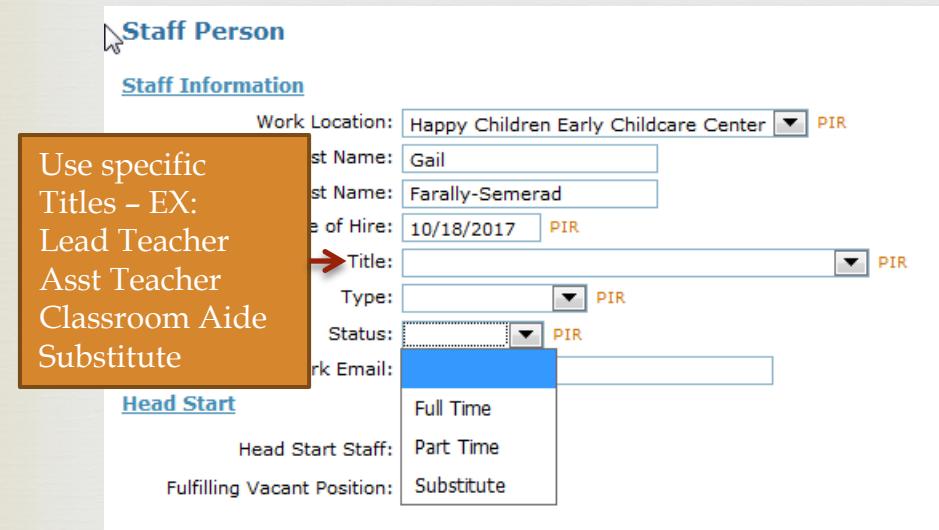


Use specific  
Titles - EX:  
Lead Teacher  
Asst Teacher  
Classroom Aide  
Substitute

**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:   
Type:  PIR  
Status:   
Work Email:   
Full Time  
Part Time  
Substitute

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*

**Staff Person: Gail Farally-Semerad**

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

**Demographics**

First Name:	Gail	Work Phone:	<input type="text"/>	-	X	<input type="text"/>	
Last Name:	Farally-Semerad	Work Email:	gfarallysem erad@phmc.org				
DOB:	<input type="text"/>	PA Keys Registry ID:	<input type="text"/>				
SSN:	<input type="text"/>						
Sex:	<input type="button" value="▼"/>						
Race:	<input type="button" value="▼"/>	PIR					
Ethnicity:	<input type="button" value="▼"/>	PIR					
Primary Language:	<input type="button" value="▼"/>	PIR					
Other Languages:	<input type="button" value="▼"/>	PIR					
	<input type="button" value="▼"/>	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	<a href="#">Delete</a>

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

# Staff Hiring Tab

**Staff Person: Gail Farally-Semerad**

**Hiring Information**

**Experience**

ECE Experience at Hire:  years

Experience Teaching Preschool:  PIR

Experience/Hiring Notes: Worked at It's a Small World in Orlando, FL.

Multiple forms of proof of age are acceptable.

**Required Documents**

Proof of Age:  State:

Resume:

Civil Rights Form:

**References**

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

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

**Required Payroll Documents**

Residency

Verification Form:

W-4:

I-9:

**Head Start**

Former HS parent:  PIR

Staff Person: Gail Farally-Semerad

Main	Hiring	<b>Credentials</b>	Clearances	Contact Information	PD-Training	PD-Events	Schedule	Documents	Logs
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ECE Experience: 5 years

**Credentials PIR** ← Add Credential

[Career Lattice / ECE Credits](#) Add Career Lattice / ECE Credit

Staff Person: Marcel Marino

Main	Hiring	<b>Credentials</b>	Clearances	Contact Information	PD-Training	PD-Events	Schedule	Documents	Logs
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**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
Select: Master's Degree/Computer Information Sciences	01/01/2008	05/20/2001			05/18/2017	MMARINO
Select: Bachelor's Degree/Psychology	09/01/2001	06/30/2006			05/18/2017	MMARINO

[Career Lattice / ECE Credits](#) Add Career Lattice / ECE Credit

Credential

Credential Type:	<input type="button" value="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



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

# 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.**

# 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



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"/>	
State Police Clearance:	<input type="text"/>	<input type="checkbox"/>	
Disclosure:	<input type="text"/>		
FBI Check:	<input type="text"/>	<input type="checkbox"/>	
Clearance Note:	<input type="text"/>		

Medical Clearances

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



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



## 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

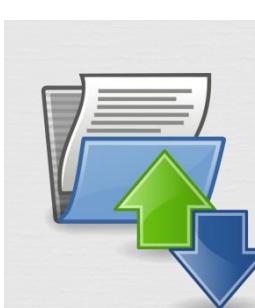
There are multiple staff reports that can be retrieved in ChildWare

**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.*

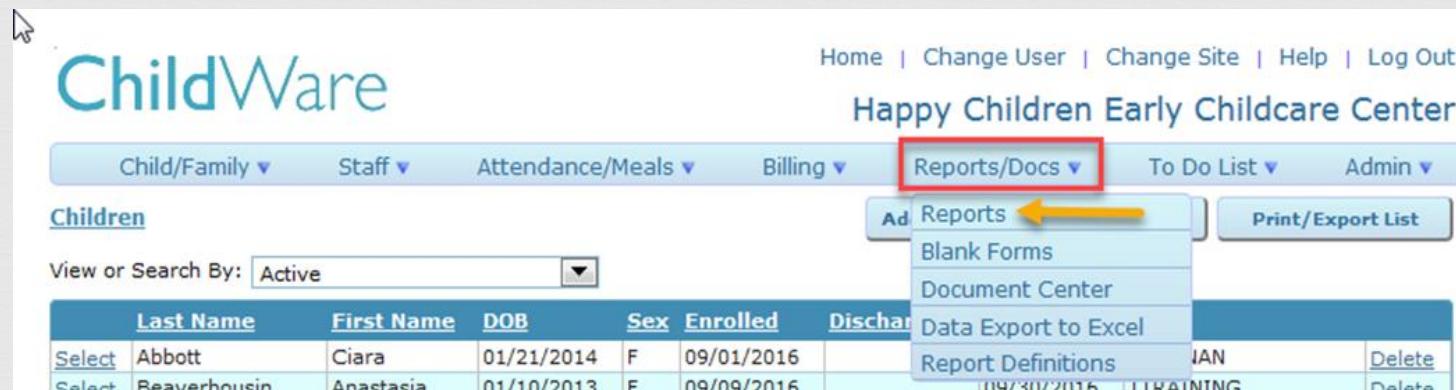
**Staff Training:** Displays a detailed list of trainings completed by each staff member. This report calculates total hours in addition to Act 48 and PQAS hours. Training records can be added or modified via the PD-Training tab on the staff member's record, or via Group PD-Training Entry on the Processing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



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

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

Reports

Blank Forms

Document Center

Data Export to Excel

Report Definitions

JAN  
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

The screenshot shows the ChildWare software interface with the following elements:

- Header:** Home | Change User | Change Site | Help | Log Out  
Happy Children Early Childcare Center
- Navigation:** Child/Family ▾ Staff ▾ Attendance/Meals ▾ Billing ▾ Reports/Docs ▾ To Do List ▾ Admin ▾
- Buttons:** Preview Report
- Left Sidebar:** Reports/Documents (selected)
  - Attendance/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** (selected)  
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
- 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:
- Annotations:**
  - Name and description of report** (orange box with arrows pointing to the Report and Description fields)
  - Report Formats include: PDF, Excel, Report Viewer** (orange box with arrows pointing to the Output To dropdown)
  - Filter by Site (multiple or one) or Staff Title** (orange box with arrows pointing to the Site and Staff Title dropdowns)
  - Pick the type of report you would like to view** (red box with an arrow pointing to the Staff Reports link in the sidebar)

# 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
<b>No Health Assessment</b>					
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, Hoec	Other administrative	8/22/2017			
Marino, Marcel	Other administrative	5/12/2017			
McCantest, Laura	Other administrative	3/09/2017			
McGough, Michael	Other administrative	5/12/2017			
Melville, Theodosius	Executive director	3/08/2017			
Miranda, Justin	IT support	7/20/2017			
Morgan, Peter	Lead teacher	11/08/2018			
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
<b>Overdue</b>					
Richardson, Myra	Lead teacher	11/13/2010	5/05/2015		
<b>Overdue Totals: 4</b>					
<b>Up To Date</b>					
Training, One	Other administrative	9/30/2016	9/07/2017	9/08/2017	9/04/2017
<b>Up To Date Totals: 1</b>					

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



Have a great week!