



# *QRIS Tool Access User Guide*

## *for County Level Administrators*

Updated August 9th, 2024

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## Registry QRIS Tool User Guide Introduction

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In this document you will find instructions and tips on how to use the Registry QRIS Tool for approved county level administrators. The User Guide is meant to serve as a guide with best practices. If you have technical questions about the QRIS Tool, contact the Registry staff identified in the last page of this document.

The QRIS Registry Tool will allow County administrators to view QRIS site staff roster, QRIS points based on various roles, verified education and professional development data, including source documents. County administrators may search for a QRIS Program and/or for an individual employed currently employed by a QRIS Program.

## Accessing the QRIS Tool

### Step 1: Login

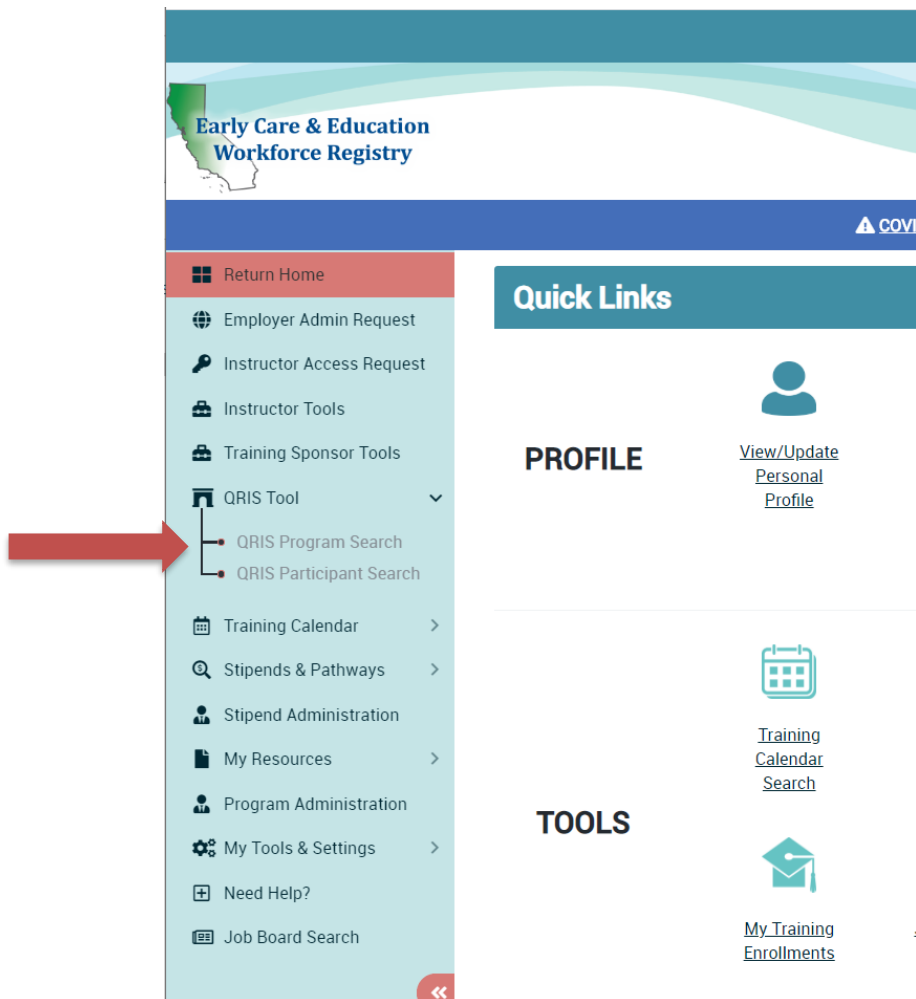
- If you are an approved QRIS Tool user authorized by a county administrator, with an executed Data Sharing Agreement, you will begin by going to the [www.caregistry.org](http://www.caregistry.org) website and logging into your account (**Note: Only one Registry account per person and sharing accounts is not allowed**).
- Once you are logged in, look at the Green navigation bar on the left and find the QRIS Tool (**see picture below**).

**NOTE:** Contact Angel Duran Ramirez at [Angel.Ramirez@ccala.net](mailto:Angel.Ramirez@ccala.net) to request a Data Sharing Agreement to acquire County Administrative approval.

The screenshot shows the user interface of the Early Care & Education Workforce Registry. At the top right, there are links for 'RETURN HOME' and 'LANGUAGE'. Below the header is a blue banner for 'COVID-19: Response & Program Updates'. The main content area is divided into three sections: 'PROFILE', 'TOOLS', and 'CONTACT'. A red arrow points to the 'QRIS' option in the left-hand navigation menu.

Section	Item	Action
PROFILE	View/Update Personal Profile	View/Update
	View/Update Employment History	View/Update
	My Documents	View
	View/Print Membership Card (PDF)	View/Print
	View Education and Training Report (PDF)	View
TOOLS	Training Calendar Search	Search
	Resume Builder	Build
	My Stipend Application Requests	View
	My Training Enrollments	View
	Job Board Search	Search
	Stipend Module Application	Apply
CONTACT	Where to Submit Education/Training	Submit
	Email CA ECE Workforce Registry Administrator	Email
	Registry Help Desk	Help

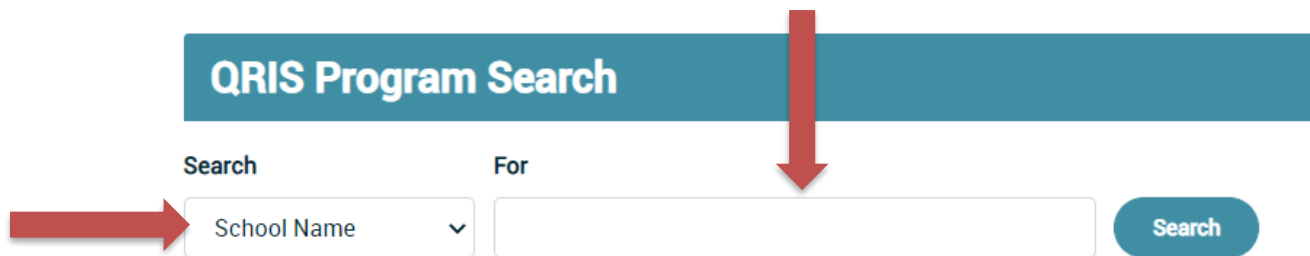
- The QRIS Tool now enables search by identified QCC program or participant employed in a participating QCC site.



## Search by Participating QRIS (QCC) Site

### Step 2: Click on the QRIS Tool Link

- Search for your previously identified QRIS site
  - School Name
  - Program ID
  - License number
  - School's Address (street)
  - City
  - Zip code
  - Licensee
  - Program Phone Number
- or
- You can click search without entering a site name and all the QRIS sites will pop up or you can search for a specific site name.

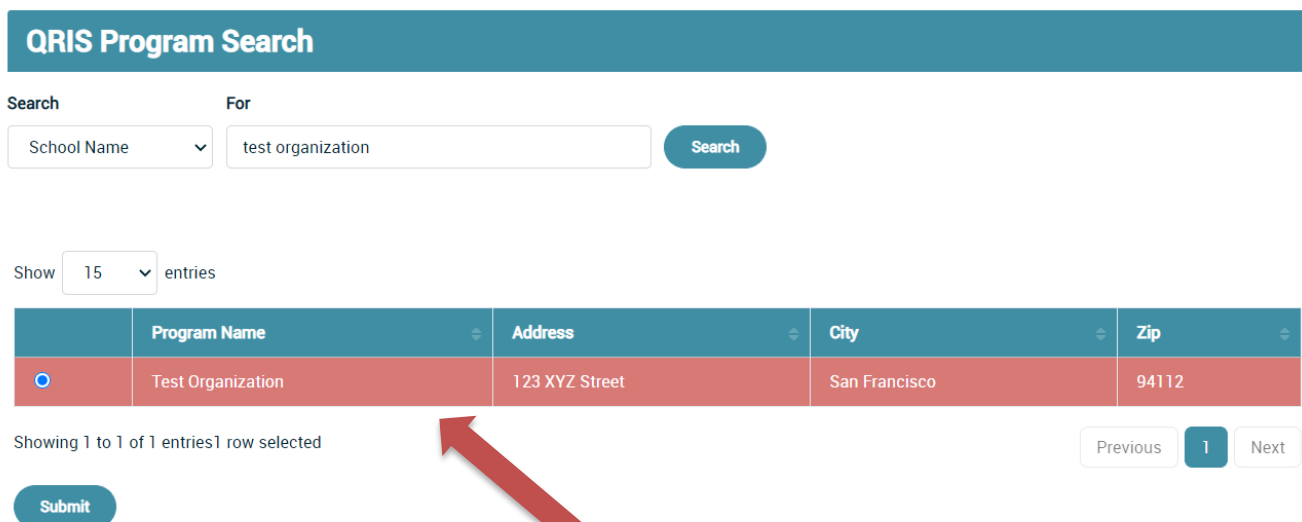


**QRIS Program Search**

Search For

School Name  Search

### Step 3: Chose the site you would like to review and click the circle



**QRIS Program Search**

Search For

School Name  Search

Show 15 entries

	Program Name	Address	City	Zip
<input checked="" type="radio"/>	Test Organization	123 XYZ Street	San Francisco	94112

Showing 1 to 1 of 1 entries 1 row selected

Submit Previous 1 Next

## Site Level Document Options

### Step 4: Select an Option:

- Staff Report
- Staff Education and Training Report
- User Documents

or

[Back to the QRIS Program Search](#)

Example reports are included on the following pages.

### Test organization - Amanda Tester

- [Staff Report - PDF](#)
- [Staff Education and Training Report](#)
- [Show User Documents](#)

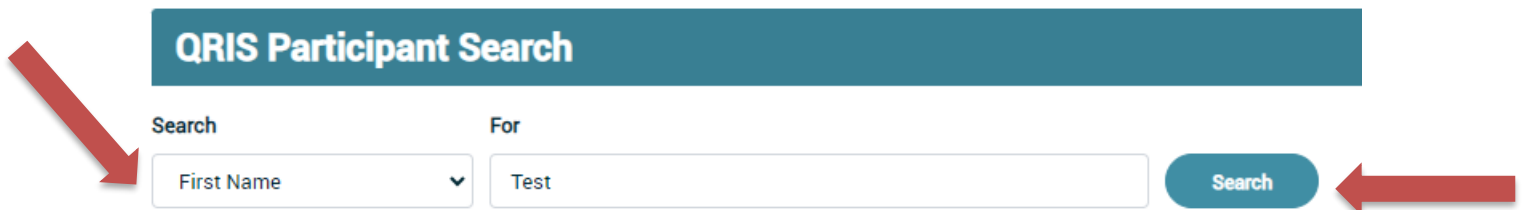


[Back to QRIS Program Search](#)

## Search by Individual Employed in QRIS (QCC) Site

### Step 2: Click on the QRIS Tool Link

- Search for your previously identified QRIS site
  - Last Name
  - First Name
  - First and Last Name
  - Residential Address (street)
  - User Email
  - User Program
  - User Registry ID (9-digit number)
  - User Phone Number







**QRIS Participant Search**

Search For

First Name Test Search

Show 15 entries

Participant First Name	Participant Last Name	Job Title	Hours per Week	Program ID	Program Name	Start Date	Employer Admin Access?	Ed & Training Report	Part. Documents
Elise-test	Crane-test	Floater	40	29283	Test Organization	01/25/2024	Yes		
Fivetest	Tester	Assistant Director	36	7959	Ccei test (family care home) test	07/03/2013	No		

By clicking on the icon, you can view the individual's Education and Training Report.

By clicking on the icon, you can view the individual's documents.



## Site Program Staff Report

Types of Reports included in the QRIS Tool:

### Registry Program Staff Report

- Staff self-report their employment role, which is then confirmed by employers in “Program Administration”.
- Permit information is uploaded to the Registry site by staff, or employers, and verified by Registry staff. Additional Permit information is on participant Education & Training Reports including permit number.
- “Annual PD Hours” accrued for 12 months from the date of the Education & Training Report. If you need participant hours by fiscal year, be sure to run reports on June 30 of the fiscal year.
- Please refer to the [California QRIS Rating Matrix](#) for more information on the accrual of QRIS Lead Teacher/FCCP Points and QRIS Director Points.



Program Name: \*\*\*Test Program\*\*\* DO NOT USE  
 Registry Program ID: 000031154  
 Total Current Staff: 6

REGISTRY ID	FIRST NAME	LAST NAME	START DATE	ROLE	CD PERMIT TYPE	PERMIT EXPIRATION	PD ONLY		QCC LEAD TEACHER/FCCH-O/O POINTS		QCC DIRECTOR POINTS	
							ANNUAL PD HOURS	MET 21 HOURS	ED POINTS	TOTAL QRIS POINTS	ED POINTS	TOTAL QRIS POINTS
100074935	Test	Account	07/03/2024	Administrator/Manager	No Permit on File		0	no	0	0	0	0
100074935	Test	Account	07/03/2024	Administrator/Manager	No Permit on File		0	no	0	0	0	0
100011681	test	Admin	04/15/2024	Head Teacher	Site Supervisor	07/01/2021	8	no	5	2	0	0
100154505	Jaydeetest	Test-aroni	10/11/2023	Head Teacher	No Permit on File		0	no	0	0	0	0
100154505	Jaydeetest	Test-aroni	12/02/2023	Lead Teacher	No Permit on File		0	no	0	0	0	0
100018977	Aiden	Testman	06/10/2024	Master Teacher	Assistant	04/21/2020	0	no	5	2	0	0

Information regarding Quality Counts California Tier Points for Staff:

If your organization participates in your local Quality Rating and Improvement System (QRIS) through Quality Counts California (QCC), the information listed below shows your/staff estimated Education (ED) and Professional Development (PD) points according to verified education and training data submitted to the CA ECE Workforce Registry.


Please note:

- ED and PD points listed below may differ from the actual points achieved for Quality Counts California Tier Rating due to local county QRIS program requirements. For actual ED and PD points, please contact your local QCC Implementation agency.
- If you/staff enrolled in professional development through the Registry your/staff attendance should be verified by the training organization in the Registry.
- If you/staff entered your/their Registry ID and First and Last Name to match the information in the Registry with California Early Childhood Online (CECO), your/their hours will automatically be verified and updated in Registry within 24 hours of PD attendance after the training certificate is opened in CECCO.

## User Education and Training Report

While Registry staff verify site staff documents, QRIS Tools will allow you to access uploaded documents while waiting for documents to be verified. Please note that Education and Training Reports will not be updated until Registry staff have completed the verification process. While documents remain unverified, site staff will be able to delete their documents in case of mistakes in uploaded documents. Once the document has been verified, site staff will no longer be able to delete the document and will need to contact the Registry Help Desk if they would like to remove a document from their profile.

## Registry Participant Education and Training Report



**REGISTRY PARTICIPANT EDUCATION AND TRAINING REPORT**  
08/09/2024

Participant Name: Account , Test  
 Registry ID: 100074935  
 Employer Name:  
 Employer's Registry ID: 000000000  
 Participant Role:

See the last page for Quality Counts California (QCC) points for Elements 3 and 7.


**Degrees:**  
No Verified Information Found

**Courses:**  
No Verified Information Found

**Permits, Credentials and Other:**  
No Verified Information Found

**Infrastructure Certifications with Expiration Dates:**  
No Verified Information Found

**Professional Development (PD) and Training:**  
No Verified Information Found



**REGISTRY PARTICIPANT EDUCATION AND TRAINING REPORT**  
08/09/2024

### Information regarding Quality Counts California Tier Points for Staff:

If you are currently employed in an early care and education program participating in your local Quality Rating and Improvement System (QRIS) through Quality Counts California (QCC), the information listed below shows your estimated Education (ED) and Professional Development (PD) points according to verified education and training data submitted to the CA ECE Workforce Registry.

Job Role	PD ONLY		QCC LEAD TEACHER/FCCH-O/O POINTS		QCC DIRECTOR POINTS	
	ANNUAL PD HOURS	MET 21 HOURS	ED POINTS	TOTAL QCC POINTS	ED POINTS	TOTAL QCC POINTS
Director	0	no	0	0	0	0
Lead Teacher	0	no	0	0	0	0
Family Child Care Owner/Operator	0	no	0	0	0	0

**Please Note:**

- ED and PD points listed above may differ from the actual points achieved for Quality Counts California Tier Rating due to local county QRIS program requirements. For actual ED and PD points, please contact your local QCC Implementation agency.
- If you enrolled in professional development through the Registry your attendance should be verified by the training organization in the Registry.
- If you entered your Registry ID and First and Last Name to match the information in the Registry with California Early Childhood Online (CECO), your hours will automatically be verified and updated in Registry within 24 hours of your PD attendance after you open the training certificate in CECO.

## User Documents

For instructions on how to upload education and training documents to the Registry profile, and to learn more about which documents are acceptable for profile upload, refer to tip sheets on the [Registry's Resource page](#), or our [YouTube Library](#). Document verification takes from 2 to 4 weeks and staff must upload documents in plenty of time for verification if they would like them to be included as part of their PD hours or qualification. Site staff may elect to "Hide" documents.

### Show User Documents

**\*\*\*test program\*\*\* do not use - Aiden Testman**

- [Staff Report - PDF](#)
- [Staff Education and Training Report](#)
- [Show User Documents](#)

Aiden Testman

[Show Docs](#)

Jaydeetest Test-aroni

[Show Docs](#)

Test Account

[Show Docs](#)

Test Admin

[Show Docs](#)

[Back to QRIS Program Search](#)



### View: When User Documents is clicked/selected

Staff documents can be viewed individually, as they were uploaded to the Registry, by clicking on “View”.

User Documents ✕

Show  entries Search:  Clear Filters

Doc ID	Document Type	Upload Date	Description	View	Status
<input type="text" value="Doc ID"/>	<input type="text" value="Document Type"/>	<input type="text" value="Upload Date"/>	<input type="text" value="Description"/>		<input type="text" value="Status"/>
1632430	Official/Registrar Transcript	06/10/2024		<a href="#">View</a>	Verified
1026485	Credential	05/23/2018		<a href="#">View</a>	Unverified
1026484	Credential	05/23/2018		<a href="#">View</a>	Verified
1021880	Training Certificate	01/22/2018		<a href="#">View</a>	Verified
1021865	Institution of Higher Ed Course	01/22/2018		<a href="#">View</a>	Verified
1021864	Credential	01/22/2018		<a href="#">View</a>	Verified

Previous 1 Next

You can now view the status of each document. If the document is “Verified” that is an indication that the data is also verified in an individual’s Education and Training Report and would be included in data transfers for QCC into your QRIS data system. “Unverified” documents are pending review by Registry staff.



## Contact Information for QRIS Tool

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