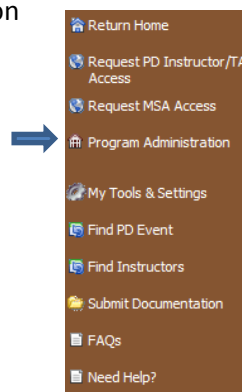


Program Administration

This feature of the Arizona Early Childhood Workforce Registry is a central location for Administrators to input and view their program details. The Program Administrator function allows the Admin to confirm staff employment and monitor Professional Development (PD) taken through the registry and provides a central location for the administrator to view pertinent information with regards to their center and their staff.

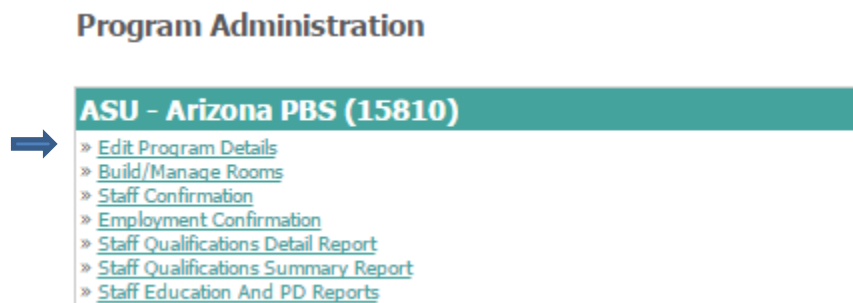
1. An administrator can review their Program Administration information through the registry by clicking the **“Program Administration”** link on the left hand navigation menu.



2. The user will now see an information page.



3. Select **“Edit Program Details”**.



Within this feature, Program Administrators can edit their program details, licensing information, mark curriculum being used, and ages served. The “Program Details” section is a central location for administrators to enter accreditation validation dates and accreditation numbers. Here you can also select the funding source and document program assessment tools and completion dates.

- After returning to the Program Administration page, select “Build and Manage Rooms”. Every center is unique in how they design their rooms, numb of children in room has and number of staff in each classroom. This feature enables Administrators to build to rooms by the days of the week the classrooms are open and list how many children the classroom is licensed for.

Program Administration

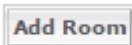


- You will see a screen that looks similar to the screenshot below.

Building/Managing Rooms

Rooms in ASU - Arizona PBS		
Room Name	Age Group	
Infants	Infant	Edit Delete Add/Manage Staff
Prescool	Preschool	Edit Delete Add/Manage Staff
Toddler Room	Toddler	Edit Delete Add/Manage Staff

[Add Room](#)



Clicking the [Add Room](#) will allow you to add a classroom and enter in the specific room information:

Add Room for ASU - Arizona PBS *Required Field

Room information:

Room Name: *

Age Group: *

QRIS Classroom: *

Days and hours of operations:

Monday From: : AM To: : PM

Tuesday From: : AM To: : PM

Wednesday From: : AM To: : PM

Thursday From: : AM To: : PM

Friday From: : AM To: : PM

Saturday From: : AM To: : PM

Sunday From: : AM To: : PM

Children and Staff Counts:

	Licensed For		Current Enrollment		Receiving Financial Assistance (subsidy or head start)
	Part-Time	Full-Time	Part-Time	Full-Time	
No. of Children: *	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
No. of Staff: *	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	

The information that is put into the “Build/Manage Rooms” feature will be viewed in the “Program Profile Editor” section of the Registry which is located under the “Edit Program Details” function.

- After returning to the Program Administration page, select “Staff Confirmation”.

Program Administration

ASU - Arizona PBS (15810)

- » [Edit Program Details](#)
- » [Build/Manage Rooms](#)
- » [Staff Confirmation](#)
- » [Employment Confirmation](#)
- » [Staff Qualifications Detail Report](#)
- » [Staff Qualifications Summary Report](#)
- » [Staff Education And PD Reports](#)

After Selecting, “Staff Confirmation,” the Program Administrator will see a screen similar to the following:

Annual/Hourly	Wage	Hours/Week	Weeks/Year	Completed Staff Orientation	BOE Contracted Classroom
Hourly	11.00	25	25	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Hourly	100.00	2	24	<input type="checkbox"/>	<input type="checkbox"/>
Hourly	15.00	40	48	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Hourly	10.00	40	52	<input type="checkbox"/>	<input type="checkbox"/>

The feature of this section will enable the Program Administrator to document, keep track, change and modify their staff’s employment. It is recommended that you Confirm Employment of each staff member.

- After returning to the Program Administration page, select “Employment Confirmation”.

Program Administration

ASU - Arizona PBS (15810)

- » [Edit Program Details](#)
- » [Build/Manage Rooms](#)
- » [Staff Confirmation](#)
- » [Employment Confirmation](#)
- » [Staff Qualifications Detail Report](#)
- » [Staff Qualifications Summary Report](#)
- » [Staff Education And PD Reports](#)

After selecting “Employment Confirmation”, the Program Administrator will see a screen similar to the following:

Verify Employment History

Click the + to show or hide job details.

Past Employment Verification Information For ASU - Arizona PBS

Name	Employer	Not Verified	Verified	Not Verifiable	Method
+	First Things First	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	-- Please Select --
+	Rio Salado Community College	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	-- Please Select --
+	Southwest Human Development Head Start@ Palomino Primary	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	-- Please Select --
+	Governor's Office For Children, Youth And Families	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	-- Please Select --
+	First Things First	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	-- Please Select --
+	First Things First	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	-- Please Select --

Last Updated On 01/06/16

The individuals on this list have NOT had their employment verified by an administrator. After an Administrator has verified their employment, then the administrator can build the staff members into the classrooms “in Build/Manage Rooms”.

- After returning to the Program Administration page, select “Staff Qualification Detail Report”.

Program Administration



After selecting this feature, the Administrator will see a report similar to the following:



Staff Qualifications Detail Report							
ASU - Arizona PBS (15810) 03/07/2016							
Participant Role	Participant Name	Participant ID	Lattice Level	Employment Confirmed	Primary Language	Has CDA	Years In Field
Volunteer			Registry Member	No		no	4
Volunteer			Registry Member	No		no	6
Teacher/Caregiver	Brown, Testuser	100012748	A	Yes	English	no	1
Teacher/Caregiver	Tucson, Basicuser	100012752	Registry Member	No		no	1
State Agency Administrator	Administrator, Registry	100010940	Registry Member	No	Did Not Answer	no	2
State Agency Administrator			H	Yes	English	no	17
State Agency Administrator	Trainer, Susana	100012739	Registry Member	Yes		no	17
PD Instructor	Admin, Tucson Test	100012753	Registry Member	No	English	no	1
PD Instructor			Registry Member	No	English	no	15
Lead Teacher	Account, Demo	100015984	I	No	English	no	6
Lead Teacher			Registry Member	No		no	4
Lead Teacher			H	No	English	no	27
Instructional Assistant			F	No	English	no	1
Family Child Care Provider			Registry Member	No		no	11
Facility Director			Registry Member	No	English	no	15
Early Childhood Supervisor	Brown, Testadmin	100012749	H	Yes	English	no	10
Early Childhood Supervisor			Registry Member	No	English	no	0
Contract/Program Manager			Registry Member	Yes		no	16
Contract/Program Manager			H	No	English	no	8
Contract/Program Manager			Registry Member	No		no	2
Consultant	Admin, Test	100012598	Registry Member	No	English	no	5
Consultant	Agency, Train	100014275	Registry Member	No		no	1

This report is a summary of the site/centers' staff information and provides the administrator with the specific information about their staff.

- After returning to the Program Administration page, select “Staff Qualification Summary Report”.

Program Administration



This section of the registry creates an Excel spreadsheet that summarizes how many staff you have working in a specific role, number of individuals that are enrolled in the Arizona Early Childhood Workforce Registry and summarizes how many individuals working at your site have specific Lattice Levels.

Staff Qualifications Summary Report												
ASU - Arizona PBS (15810) 03/07/2016												
Participant Role	Number in Center	Number Registry Member	Number Level A	Number Level B	Number Level C	Number Level D	Number Level E	Number Level F	Number Level G	Number Level H	Number Level I	Number Level J
Volunteer	2	2	0	0	0	0	0	0	0	0	0	0
Teacher/Caregiver	2	1	1	0	0	0	0	0	0	0	0	0
State Agency Administrator	3	2	0	0	0	0	0	0	0	1	0	0
PD Instructor	2	2	0	0	0	0	0	0	0	0	0	0
Lead Teacher	3	1	0	0	0	0	0	0	0	1	1	0
Instructional Assistant	1	0	0	0	0	0	0	1	0	0	0	0
Family Child Care Provider	1	1	0	0	0	0	0	0	0	0	0	0
Facility Director	1	1	0	0	0	0	0	0	0	0	0	0
Early Childhood Supervisor	2	1	0	0	0	0	0	0	0	1	0	0
Contract/Program Manager	3	2	0	0	0	0	0	0	0	1	0	0
Consultant	19	16	0	0	0	0	0	0	0	2	1	0
Coach	1	1	0	0	0	0	0	0	0	0	0	0
Child Care Owner	1	1	0	0	0	0	0	0	0	0	0	0
Assistant Director	1	0	0	0	0	0	0	0	0	1	0	0
After School Assistant (K-3)	1	1	0	0	0	0	0	0	0	0	0	0
Totals:	43	32	1	0	0	0	0	1	0	7	2	0

This feature is different from “Staff Qualification Report” because this specific report only generates number of individuals that work in specific roles with a particular Lattice Level. The “Staff Qualification Report” gives the administrator specific staff information in one central location.

- After returning to the Program Administration page, select “Staff Education and PD Report”.

Program Administration



This is a central location for the administrative staff to view all their staffs Professional Development. All professional Development that staff members enroll through the Arizona Early Childhood Workforce Registry autofill to their PD Report once the Instructor has marked them as “Attended”.