

Oregon's Personnel Qualifications Report: Frequently Asked Questions



Oregon's Quality Rating and Improvement System, (QRIS) has specific training and education requirements at the 3-4-5 Star levels. This report provides a snapshot of how your program is progressing in relation the QRIS Personnel Domain.

This report has 2 main uses:

- *Initially programs receive this report in their QRIS welcome kit. This initial report is a snapshot for programs to use for planning purposes in addressing the Personnel Qualifications domain.*
- *At the time of portfolio submission, programs must request an updated copy of this report to submit as evidence for QRIS Personnel Qualifications Report.*

The following guide provides information on how to read the report, where the data comes from and how to efficiently update the information in the report.

There is someone on my list that no longer works at my program.

Your employee list with the Office of Child Care needs to be updated. Get the staff's end date of employment at your facility and do one of the following three options:

- 1) Call your Licensing Specialist, or
- 2) Call the Office of Child Care Central Office- 1-800-556-6616, or
- 3) Fax an update of your 'Facility Staff Update List' using the form that can be found at www.childcareinoregon.org, Forms and publications, Central Background Registry, facility staff update list and follow the instructions on the form.
www.oregon.gov/EMPLOY/CCD/CCD%20Forms/CBR/CBR-612/CBR-612.pdf

I have staff who are not on the QRIS Report. How do I fix this?

The QRIS Report only contains staff positions that have personnel requirements for QRIS. If you have a staff person that should be on the report and is not appearing, you will need to update your employee list with the Office of Child Care. Follow one of the options above to update.

What should I do if a staff position on this report is not correct?

Follow one the employee update procedures above.

Why don't I see all my staff such as substitutes, or Aide 1's or Assistant 1's?

The QRIS Report only contains staff positions that have personnel requirements for QRIS.

What do I need to know about Oregon Registry Steps?

Oregon Registry Steps 3-12 require a Step application and training and education that meet the requirements for each Step. Applications and the Oregon Registry Steps document, listing requirements for each step, are available on the Oregon Center for Career Development website under Forms and Publications at www.pdx.edu/occd. For help with your Oregon Registry Step, please contact your local Child Care Resource and Referral program and the Quality Improvement Specialist.

What do I need to know about *Annual Hours* on the report?

The *Annual Hours* column includes all training hours verified in ORO within the past 12 months ending with the Application Date on the QRIS Report. Your application date and annual hours will change based on your actual submission of your QRIS Portfolio. Updated QRIS Personnel Qualifications Reports can be obtained by contacting your Quality Improvement Specialist.

What if I have questions about my *Annual Hours* on this report?

Individuals can login to myORO to see a current list of their hours in ORO. Refer to the Application Date on the QRIS Report to verify the hours are for the previous 12 months only. Remember to check the Date Printed at the bottom of the page. If you have questions, contact your Quality Improvement Specialist.

What do I need to know about licensing hours?

Licensing Hours column includes all hours used for licensing during the previous licensing period. Licensing Hours do not include any training or education for the current licensing period.

What if I have questions about my licensing hours on this report?

Contact your Licensing Specialist.

Can I use the *Licensing Hours* on the report to determine if my staff have enough hours for the current licensing period?

No. The licensing hours on the report are for the previous licensing period. To get licensing hours for the current licensing period, contact your Licensing Specialist and request a current Staff Qualifications and Training Log.

Why are there *Annual* and *Licensing Hours*?

Either of these training totals may be used to meet the requirements for the QRIS Personnel Domain.

What do I need to know about *Program Management (PM) Hours*?

Program Management (PM) hours are required at a 4-5 Star level for Providers, Directors and/or multi-site coordinators.

To add PM hours

- 1) You may submit PM trainings or college credit to ORO
- 2) If you have already submitted PM hours over a month ago and they do not show on your Professional Development Statement (PDS) then email or call OCCD to request that your documents be reviewed occdregistry@pdx.edu or 877-725-8535.

How do I submit my *Code of Ethical Conduct Commitment*?

- 1) Complete the voluntary enhancement of your Oregon Registry Step application (Section 8), or
- 2) Complete the Oregon Registry Voluntary Professional Enhancement: Code of Ethical Conduct located at the OCCD website under *Forms and Resources* at www.pdx.edu/occd scroll to the Oregon Step Resources.

After additional training is sent to ORO, how do I get an update of this report?

You can request this report from your local Child Care Resource and Referral program and the Quality Improvement Specialist. Remember to allow at least 20 business days for your training to be processed in ORO.