Q&A Follow-up
Program Attendee Codes Webinar
May 17, 2018
We would like to hear from you! Webinar Evaluation

Events Offered Report

Q: Are the fields, K and P, in the Events Offered Report the only ones that should be edited?
A: Not all event fields can be edited. Required fields in the Registry are marked with a "*". These fields cannot be left blank. Currently, the Primary Program Code is not a required field; therefore, if the field was left blank you will need to go back in to the Registry and select a Primary Program. The Primary Program Code auto-populates the participant Attendee Code based on the Primary Program Code you select when creating or editing an event. Attendee Coding is shared with the Child Development Training Consortium (CDTC). With this data the CDTC prepares the California Department of Education, Early Education and Support Division, Quality Improvement Office "Quality Improvement-Professional Development Participation Report." Click here to view the 2015 -2016 Tracking and Reporting of Training Participants and Training Activities report.

The Vendor Host field, is an important field, it captures a training collaboration between one or more quality improvement programs/agency. We highly encourage you to complete this field in the Registry.

Q: Are you able to edit fields in the Registry from the Events Offered Report Excel Export?
A: You can change fields in the Excel export; however, these changes will not be reflected in the Registry. This holds true for all exported reports from the Registry, changes made in Excel will never be reflected in the Registry.

Q: What should we do with the Events Offered Report, Column N, "Training Event County," if we are serving two counties?
A: The Registry changed the Events Offered Report to include the county name in Column N, also added is the County of the Training Sponsor in column C.

Training Evaluations

Q: Does a training attendee automatically get an evaluation or do sites choose to send it?
A: It is sent automatically after you verify a participant's attendance at a training. Attendance is verified in the Roster and should be done soon after a training has happened.

Q: Are training participants required to fill out an evaluation after they are added to the Registry training roster?
A: A training evaluation will be sent to attendees but they are not required to fill out a training evaluation.

Q: How can we see feedback from the training evaluations?
A: Go to: Training Sponsor Tools, Reports, and Event Feedback Report.

Q: What does the evaluation survey look like?
A: Refer to the Training Sponsor User-Guide, page 28 to see sample survey and page 31 for details about the report.

Program Codes
Q: Are you looking for a way to streamline the program codes?
A: Program Codes are based on a formula developed by the California Department of Education (CDE), Early Education and Support Division (EESD). In the past this data was collected via paper forms distributed at trainings to participants. R&R staff would hand enter this data and submit it to the CDTC. The Registry has worked to streamline this process by generating participant data in a confidential manner. The ECE Workforce Registry is open to feedback. Please email any suggestions you might have to pbecwar@rrnetwork.org.

Q: Can we enter more than one funding source per training?
A: For the purposes of attendee coding for CDE/F5CA you may only select one, however there is also a more generic Funding Source dropdown available. You can also use the Vendor Host field to show collaborations.

Q: Why would we want to enter Health and Safety trainings on the Registry? Are we were supposed to include CPR/First Aid trainings in the Registry?
A: All trainings, provided with Quality Improvement funding, are required to be entered, and attendance confirmed, in the Registry. The Health and Safety Training Activities (CHST) program is funded with Quality Improvement dollars; therefore, trainings provided through this contract are required to be entered in the Registry.

Q: What if we don't see all of our programs (e.g. First 5)? What if I don't know what my county code is?
A: Please call Pam Becwar, (530) 283-5200, or email pbecwar@rrnetwork.org or eceregistry@rrnetwork.org to request a code or to verify your codes.

Q: Do we need to edit every single CCIP attendee code?
A: Before you can edit an Attendee Code you will need to:

1. Make sure a Primary Program Code was entered for the training event,
2. If the Primary Program Code was not entered you will need to edit the event and enter the Primary Program Code,
3. Confirm participant attendance at the training and/or add a non-enrolled attendee to the Roster, and
4. Edit Attendee Coding as needed based on R&R programing.

   Attendee Coding only needs to be edited if it was entered incorrectly or if multiple programs collaborated on the training event.

Reporting
Q: Will you be sharing dates and details about year-end reporting?

A: Yes, the year-end reporting will be covered in the Year-end Webinar and details about year-end reports can be found in the Policies and Procedures.

Sign in Sheets

Q: Are people submitting sign in sheets. Are we supposed to be scanning and submitting those?

A: No, you do not submit sign in sheets. You would use sign in sheets to determine and update attendee status (e.g. enrolled, withdraw, etc.) and to add non-enrolled attendees Registry IDs in to the Registry. Sign-in sheets should be kept for five years per the state's requirement of documentation and record keeping.

Participants

Q: Is there a way for individuals to edit their information if it changes? For example, if there is a type-o in a name.

A: Names cannot be edited by individuals once their Registry Profile is created. Individuals will need to contact the Registry Office at the Child Care Alliance of Los Angeles directly to make changes.
CARegistry@ccala.net
Toll free: 888-922-4453, Local: 323-274-1380, Fax: 323-320-4349

Individuals are able to add a nickname, former last name and edit other demographic, employment, and self-report educational information. Training and education data can be uploaded by individuals or employers, but must be verified by the Registry Office.

Q: Does the Registry required participants to upload transcripts in order to obtain a Registry ID number?

A: The Registry does not require transcripts to obtain a Registry ID number. The Registry Office highly recommends that individuals complete their profiles with education and training documentation as the Registry is expanding statewide. There are nearly 90 organizations and/or projects confirming attendance on the Registry. There are currently 3 counties utilizing the Registry for ECE data and systems. There is another county in the process of executing a Data Sharing Agreement for multiple ECE workforce projects, and there are 15 counties in the process planning for countywide integration of the Registry.

Entering Trainings

Q: Can we still input trainings after the training date?

A: Yes, you can input trainings after they have happen. The sooner you get the attendance data into the Registry, the sooner users can use that data for documenting training to their employer or in ECE systems.

Registry Usability

Q: If we enter a training in Spanish and English is there something we need to do?

A: Enter the training title and description in English and Spanish.

Q: Can you create a mobile app that would provide a quick way to create an ID number with minimum information to get started?

A: We will have a mobile friendly version of the Registry this summer, but it will not reduce the number of questions that will be asked to create the profile. They are important for creating the Direct Service Profile Report.

Instructors and Sponsor Managers

Q: How do we enter options for trainer name?

A: Your instructors will request access to be trainers for your Training Organization. You can only enter one instructor per training.

Q: How do we sign up to access the Training Sponsor Tools?

A: Registry Training Organizations have a Contact Manager/Sponsor Manager(s), these designated individuals can add R&R staff to a Training Organization by entering the staff person's Registry ID under Training Sponsor Information, Add Additional Sponsor Managers. Once a person has been added to a Training Organization they access the Training Sponsor Tools. Pam Becwar can assist R&R staff with determining who their Contact Manager is and any other Registry questions.

Other

Q: Are there any conversations with CDE about the fact that some organizations participating in Quality Counts are being required to use iPinwheel, and that this can seem cumbersome and confusing to participants to have to work with two databases. Is one or the other going to phase out at some point?

A: We are communicating with the CDE's about what their vision is and we will include your comment with feedback collected from the webinar. The Registry is able to send training data to iPinwheel and other QRIS data systems. You may see this come up in the new County Data Integration Toolkit.

Q: If we offer AB212 trainings should they be entered in the Registry?

A: LPCs, through AB212, must track their stipends through the Registry.

Q: Is "CDCT" on the Power Point a type-o?

A: Yes, thank you and apologies. It should read CDTC, which stands for the Child Development Training Consortium.

Q: How can I edit the Gateways box?

A: Gateways is an L.A. program and you will need to contact Karla Perez karla.perez@ccala.net at the Registry if you are a Gateways Passport provider and are having technical issues.

Thank you for your questions!

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