Wisconsin Child Care Regulatory System (WISCCRS)

User Guide

The Registry

October 2019

Division of Early Care and Education

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Background

The Registry collects educational information on child care providers and early childhood staff. Since the implementation of the YoungStar (YS) Quality Rating System in 2011, this information has been brought into the YS Case Management System from the Registry on a daily basis. In February 2018, this information was also added to the Child Care Provider Portal (CCPP). In October 2018, this information was added to WISCCRS.

The Registry information can be found in the left-side navigation menu in WISCCRS for staff who have been pulled into the WISCCRS Individual module and who are associated with a licensed/certified program.

Staff attached to multiple sites

If an employee works in multiple sites, the Registry information is viewable under the site that the employee is attached to in the Registry System.

Employee moves from Facility A to Facility B

If an employee with a Registry profile is attached to Facility A and then applies for a position in Facility B, the Registry information does not automatically move over to Facility B in WISCCRS. Using the Registry portal, Facility A must first end date the employee at their center. After that, using the Registry portal, Facility B can pull the employee into their center. WISCCRS is updated the day after the change is made in the Registry portal.

Registry Details

This page displays the program profile of the director and a list of classrooms for a provider location. The data is updated by a nightly batch and accurate as of yesterday.

Director Details

The Director Details section shows the name of the director, the date the person assumed the role as the director, Registry Level, and the Registry ID.

Provider/Loc Number 4800039704 / 001			Name Watts Valley Care
Facility Number 1122684			Applicant/Loc Number 4800078844 / 001
Facility Address 2702 Monroe St Milwaukee, WI 53203			Facility Name Watts Valley Day Care
Director Details			
Director Name	Diana Director		
Effective From	5/1/2018		
Registry Level	1		
Registry #	7000000821		
Classrooms			
Classroom Name	Class Size	Age Range	Lead Teacher
Infant A	4	0 Year(s) To 2 Year(s)	Iiris Infant Teacher	Classroom Details
Infant B	4	0 Year(s) 6 Month(s) To 2 Year(s)	Ina InfantTeacher	Classroom Details
Preschool A	16	2 Year(s) To 5 Year(s)	Penny Preschool Teacher	Classroom Details

The classrooms section displays the classrooms for the facility including Classroom Name, Class Size (number of children in the room), Age Range for the classroom, and Lead Teacher. The Classroom Details is a link to the classroom staff details page.

Classroom Details

This page shows details on the classroom.

Classroom Details			
Classroom Name	Infant A		
Age Range	0 Year(s) 0 Months(s) 6 Week(s) To 2 Year(s) 0 Months(s) 0 Week(s)		
Number of Children	4		
Hours Open Per Week	50		
Staff Search			
As Of Date	8/22/2018	Search	
Staff			
Staff Name	Classroom Position	Effective Period	Registry Level
Anna Assistant	Assistant Teacher	1/1/2016	3	Details	Copy to Individuals
Iiris Infant Teacher	YoungStar Lead Teacher	5/1/2018	7	Details	Copy to Individuals

The Classroom Details section on this page displays the following information on the classroom:
1. Classroom name
2. Age range of the children in the classroom
3. Number of children in the classroom
4. Number of hours the classroom is open each week.

The Staff Search section allows the user to search to find staff working in a classroom at a specific date.

The Staff section shows the list of staff working in the classroom. Following information is displayed:
1. Staff Name
2. Position in the classroom
3. Effective Period displays dates the staff member worked in the classroom
4. Registry level of the staff

5. Details link takes the user to Registry Staff page.
6. Copy to Individuals link: This link appears on staff attached to a center whose details have not been pulled into the Individual module for background checks. The link takes the user to the Add Individual page where the details can be entered.

Registry Staff

This page lists all current staff for a facility/provider location.

Provider/Loc Number 4800039704 / 001			**Name** Watts Valley Care	
Facility Number 1122684			**Applicant/Loc Number** 4800078844 / 001	
Facility Address 2702 Monroe St Milwaukee, WI 53203			**Facility Name** Watts Valley Day Care	

Staff				
Staff Name	**Position**	**Registry Level**		
Anna Assistant		3	Details	Copy to Individuals
Diana Director		1	Details	
Iiris Infant Teacher		7	Details	Copy to Individuals
Ina InfantTeacher		1	Details	Copy to Individuals
Ina InfantTeacher		1	Details	Copy to Individuals
Penny Preschool Teacher		9	Details	

The page includes the following information:
1. Staff Name
2. Position listed in the Registry system.
3. Registry Level
4. The Details link takes the user to the details on the staff person chosen.
5. Copy to Individuals link: This link appears on staff attached to a center whose details have not been pulled into the Individual module for background checks. The link takes the user to the Add Individual page where the details can be entered.

Registry Staff Details

This page shows Registry details on the staff member. Past information can be viewed by changing the As Of Date.

Search	
As Of Date	5/31/2018 ▦ [Search]

Staff Summary	
Name	Iiris Infant Teacher
Position(s)	
Birth Date	01/01/1985
SSN	[Show]
Gender	Female
Registry Number	7000000822
Registry Level	7
Effective Period	05/01/2018

Below is a table that explains the fields on this page:

Field Name	Description
Name	First Name and Last Name of the staff member.
Position	Position of staff member.
Birth Date	Date of Birth of the staff member.
SSN	SSN of the Staff. This field is hidden for inquiry users. Staff with WISCCRS update access to the regulation type can view the SSN by clicking the Show button.
Gender	Gender of the Staff.
Registry Number	Unique ID assigned to each staff in the Registry.
Registry Level	Registry Level of the staff member
Effective Begin Period	The effective date the staff member at the facility.

Staff Qualifications section

This section displays qualifications listed in the Registry system for the staff member.

Staff Qualifications	
Qualification	**Effective Period**
Administrator	02/26/2016
Assistant Teacher	02/26/2016
Director (Under 50)	02/26/2016
Director (50+)	02/26/2016
Family Child Care Provider	02/26/2016
Provisionally Certified Provider	02/26/2016
School-Age Assistant Teacher	02/26/2016
School-Age Teacher	02/26/2016
School-Age Director (Under 50)	02/26/2016
School-Age Director (50+)	02/26/2016
Teacher	02/26/2015

Field Name	Description
Qualification	This field identifies the type of qualification.
Effective Period	The time period for the qualification.

Staff Credentials

This page shows staff credentials listed in the Registry.

Staff Credentials							
Category	**Area**	**Description**	**Credit**	**Institution Name**	**Effective Period**	**Earned Date**	**Expiry Date**
High School Diploma			0		02/27/2016	10/04/2004	
Bachelor's Degree	Related	Secondary Education	120	University of Education, Winneba	02/27/2016	05/01/2003	
DPI License		Grade 6-12/Kindergarten-Grade 12	0	State of Illinois	02/27/2016	07/28/2010	
Shaken Baby Syndrome			0		02/26/2016	04/13/2013	

Below is a table that explains the fields on this page:

Field Name	Description
Category	This column lists the diploma, degree or course work taken.
Area	The values available are: Early childhood. Related Unrelated
Description	Degree description.
Credits	Credits associated with the degree/credential if applicable.
Institution Name	Name of institution from where staff earned the credential/degree.
Effective Period	Effective period of the Credentials.
Earned Date	Date on which the credential was earned.
Expiry Date	For most credentials, this field is blank. However, there can be some that require renewal.

Staff Trainings

This page shows the trainings the staff member has completed.

Staff Trainings				
Category	**Related Credits**	**Total Credits**	**Earned Date**	**Expiry Date**
Administrator Personnel Credits	3	0	05/26/1993	
CSEFEL	3	0	05/26/1993	
Darkness to Light	0	0	04/10/2014	
Inclusion Credits	3	0	05/26/1993	
Post-High School	46	67	05/20/1993	
Inclusion Registry Equivalent	3	0	05/26/1993	
Mandatory Reporter	0	0	10/16/2014	
WMELS	0	0	03/24/2012	

Field Name	Description
Category	Type of training completed
Related Credits	Credits associated with the training if applicable.
Total Credits	This is total credits (scores) including childcare related and non-related credits.
Earned Date	Date on which the training was earned.
Expiry Date	Date on which the training expires if applicable.

Staff Courses

This section displays courses that the staff member has completed and reported to the Registry.

The user can select course tags from the list on top of the section. The value is set at 'All Items Checked' but can be narrowed to a smaller number.

☑ Select All Course Types
☑ Child Abuse
☑ DCF - Introduction to the School Age Care Profession 40 Hour
☑ DCF - Administrator Supervision (10 hr)
☑ DCF - All Related
☑ DCF - Broad Entry Level
☑ DCF - Center Administrator
☑ DCF - Center Director
☑ DCF - Fundamentals of Family Childcare
☑ DCF - Fundamentals of Infant and Toddler Care (10 Hr)
☑ DCF - Introduction to the Childcare Profession
☑ DCF - Narrow Entry Level
☑ DCF - School-Age Assistant Child Care Worker (10)hr)
☑ DCF - Skills and Strategies for the Child Care Teacher
☑ 24 Hour Day Camp Orientation

Child Abuse, DCF - Introduction to the School Age Care Profession 40 Hour, DCF - ▼

Selected Course Types: Child Abuse, DCF - Introduction to the School Age Care Profession 40 Hour, DCF - Administrator Supervision (10 hr), DCF - All Related, DCF - Broad Entry Level, DCF - Center Administrator, DCF - Center Director, DCF - Fundamentals of Family Childcare, DCF - Fundamentals of Infant and Toddler Care (10 Hr), DCF - Introduction to the Childcare Profession, DCF - Narrow Entry Level, DCF - School-Age Assistant Child Care Worker (10)hr), DCF - Skills and Strategies for the Child Care Teacher, 24 Hour Day Camp Orientation

Course Title	Course Date	Course Hours	Licensed Type	Course Types	Effective Period
Psychology/Education - Exceptional Child	01/01/2012	60	Early Childhood	DCF - Narrow Entry Level	02/26/2016
Introduction To Elementary Education	12/20/2010	60	School Age	DCF - Broad Entry Level	10/18/2016
Introduction To Special Education	05/01/2003	30	Early Childhood	DCF - Narrow Entry Level	02/26/2016
Mainstreaming Special Needs Children	05/01/2003	30	Early Childhood	DCF - Narrow Entry Level	02/26/2016
Literature And Child Development	05/01/2003	30	Early Childhood	DCF - Narrow Entry Level	02/26/2016
School Organization And Administration	05/01/2003	30	Early Childhood	DCF - Narrow Entry Level,...	02/26/2016
Language And Speech Deviations	05/01/2003	30	Early Childhood	DCF - Narrow Entry Level	02/26/2016

Field Name	Description
Course Title	Description of the name of the course.
Course Date	The date the course was completed.
Course Hours	The number of training hours for the course.
Licensed Type	This identifies the license type the course content is related to. It also identifies business related content.
Course Types	Tag field describes the qualification the training course meets. One course can be tagged with multiple qualifications.
Effective Period	This field displays the effective period for the courses.