Quality Performance System

Step-by-step Tutorial

https://portal-qps.floridaearlylearning.com/

Welcome to the Quality Performance System

In July of 2018, the Office of Early Learning launched the Quality Performance System (QPS) to be their electronic reporting system for the School Readiness Program Assessment (SRPA).

6M-4.740 Program Assessment Requirements for the School Readiness Program states that all SR contracted providers must activate an account in the system before they can finalize their SR contracts. This applies to programs serving Birth-Kindergarten Readiness.

Click on Login and enter the Username and Password.

If you do not recall the center's Username or Password click on Forgot Username or Forgot Password. To retrieve Username you will need the EFS ID and License Number. If you need further assistance please contact the Education Program Coordinator at (954) 702-9327.

When you log in, the system takes you to the Home page. Click on Launch, this will take you to the center's profile. Click on the green Go Register button on the right hand side and begin the Registration.
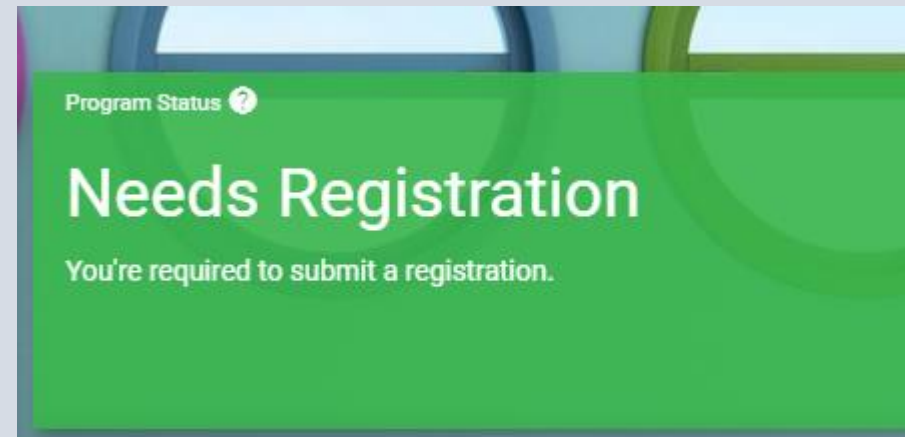
PROVIDER STATUS - NEEDS REGISTRATION

- If the status (Green Box) says "Needs Registration", click the Go Register button in the green box in the upper right corner of the home page (Green arrow on next slide).

- A registration tab with different sections opens (Submitter Information, Profile, Teachers, Classrooms, Acknowledgement.) Complete each section, making edits, as necessary. Complete the required information and click Next.

- The Next tab takes you to the Provider Profile. IMPORTANT: The information on the Provider Profile transfers into the QPS from EFS Mod (the Provider Portal.) Therefore, to correct any information on this tab, you must first correct the information in EFS Mod. The information will update in the QPS during a monthly provider file upload to QPS.

Enter the required information. IMPORTANT: the date of birth field and the staff email addresses are used as data matching points. OEL does not publicly share staff emails.

*For the Teachers section you will need the following information on each teaching staff:

- Name
- Role (Teacher or Director; see definition of Staff Role below*)
- Date of Birth
- Hire Date
- Email address (if the teacher does not have one, one must be created for them)
- Highest Degree, Highest Credential, and Specialization/College Credit Certifications
- Classroom (if it is a floater, please assign to a classroom; all staff must be assigned unless it is an Administrative Director)

*Staff Roles
The QPS considers all instructional personnel as teachers with no distinction between lead and assistant or co-teachers. Directors are either Administrative meaning they work primarily in an office or Instructional meaning they actively work in a classroom.

HOW TO ADD A CLASSROOM

- Click on the Classroom tab and then on Add Classroom or the purple plus button.

- Enter the name of the classroom. Each classroom must have a different name.

- Select the appropriate CLASS tool from the dropdown box for observing this room.   The tool should match the age of the majority of children in the room. Add the main funding source for the room from the dropdown box and the language of instruction.

- Next, add the date that the classroom opened for serving children.

- Assign a teacher. If there are any unassigned staff on your roster, their name will appear in the Assigned Teacher(s) dropdown box. If there are no names in the dropdown box, go to the Staff tab and add the teacher for the room. If you already assigned the teacher to a room, you must remove them from that room before assigning them to a new room.

Click Save (Red arrow).

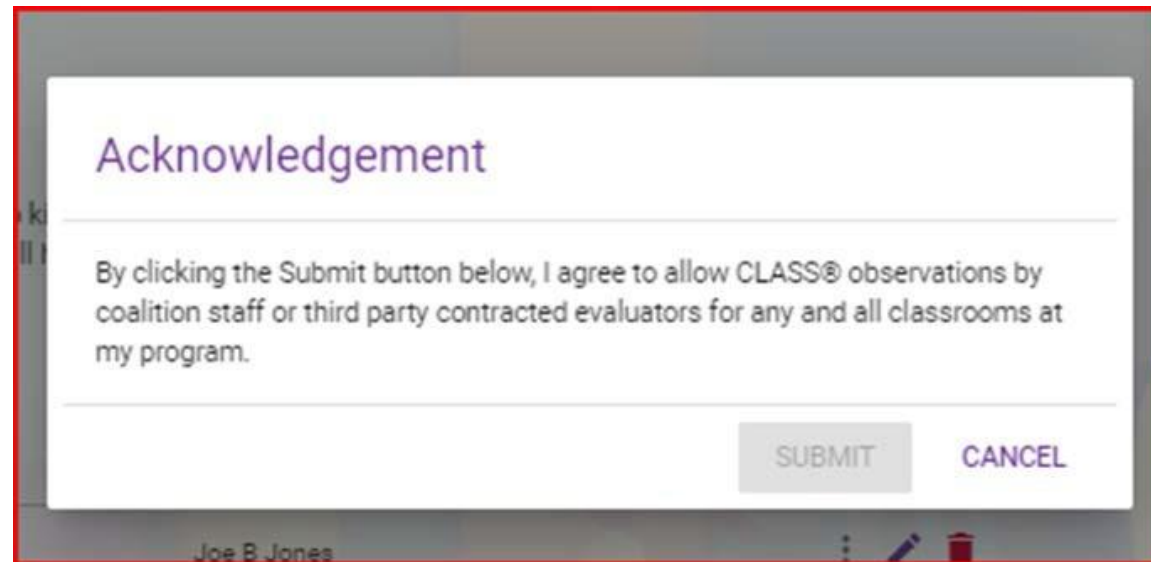*For the Classrooms section you will need the following information on each room:

• Classroom Name

• CLASS Tool to be used (see description below or consult with ELC staff)

• Funding Source (School Readiness SR)

• Language of Instruction (this is extremely important in determining the person who will be assigned to conduct the CLASS observation; interactions are best observed happening in the language the teacher is most comfortable and used to using with the children)

• Day the classroom opened

• Assigned Teacher(s) (All classrooms must have at least one teacher assigned)

The CLASS Tool should be as follows – Infant is 0-18 month old children, Toddler is 19-35 month old children, and Pre-K is 36 to Kindergarten readiness.

Please do not add any school aged classrooms including Kindergarten or any After School Room.

The Acknowledgement is the final step in completing the registration.

Click Submit (blue arrow below) on the Acknowledgement. Once you have submitted please contact the Education Program Coordinator at (954) 702-9327 for final review and next steps.