



# Nonpublic Schools Webinar: How to Navigate the OSSE SQUIRE System

Nov. 17, 2017

OSSE Division of K-12 Systems and Supports  
Nonpublic Payment and Nonpublic Monitoring Teams



# SQUIRE

Staff Qualifications Information Repository

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November 2017



# SQUIRE: General Overview

Data entry fields are organized into five Sections.

Today we will discuss and demonstrate:

- ① Getting Started: Home Page
- ② Nonpublic Staff Information Entry
- ③ Staff Specialties, Credentials, Licensure
- ④ Background & Restraint/Seclusion Info
- ⑤ Program Information Form



## HOME

- Add New Staff
- View Missing Credentials
- View Credentials Expiring within 30 Days

The screenshot shows the SQUIRE Home Page interface. At the top, there are navigation links for Home, My Dashboard, and My Profile. Below this, there are three main sections:

- Staff with Missing Credentials:** A table with columns: Campus ID, Campus Name, Staff First Name, Staff Last Name, Specialty Code, and Credential Top Level Status Type. Below the table, it says "No credentials found".
- Not Validated by OSSE:** A table with columns: Related Credential and Cam. Below the table, it says "No sub level statuses found".
- Credentials Expiring Within 30 Days:** A table with columns: Campus Name and Prefix. Below the table, it says "No credentials found".

A green "Add New Staff" button is located to the right of the "Not Validated by OSSE" section.



## Nonpublic Staff Entry 4 Types of Staff Records

1. *Related Service Provider*
2. *Teacher*
3. *Direct Care Provider*
4. *Administrator*
5. *Other*

A screenshot of a web form showing a dropdown menu for 'Staff Type'. The menu is open, displaying five options: 'Related Service Provider', 'Teacher', 'Direct Care Provider', 'Administrator', and 'Other'. The 'Related Service Provider' option is currently selected and highlighted in blue. The text 'Training' is visible at the bottom right of the dropdown area.





## Nonpublic Staff Entry: Staff Information

Complete the applicable fields. To **save** the staff info record, be sure to select the “Add School Provider Assignment” button.

The screenshot shows the 'Add Staff' form in the SQUIRE system. At the top, there are navigation links for 'Nonpublic Staff', 'Add Staff', 'SETTINGS', and 'REPORTS & CHARTS'. Below these are five buttons: 'Add School Provider Assignment', 'Add Credential', 'Add Restraint / Seclusion Certification', 'Add Criminal Background Check Result', and 'Add Child Protective Services Check'. The 'Add School Provider Assignment' button is highlighted with a yellow border. The 'Staff Type' dropdown menu is set to 'Teacher'. The 'Staff Information' section contains fields for 'Prefix', 'First Name', 'Middle Name', 'Last Name', 'Date of Birth', 'Staff E-Mail', and 'SEDS User Code'. A blue dialog box titled 'Save Staff?' is overlaid on the form, containing the text: 'Before you can add a School Provider Assignment, you must save this Staff first.' The dialog box has 'Cancel' and 'Save' buttons at the bottom right.



## Nonpublic Staff Entry: School Assignments

The School Staff Assignments Section consist of 4 data entry fields:

1. Campus Assignment
2. Position
3. Employment Dates
4. Employee Hours

**Staff School Assignment**

|   |   |                      |
|---|---|----------------------|
| NP Campus Assignment                    | Campus Name                             | Campus State         |
| <input type="text"/>                    |   |                      |
| Position                                |   |                      |
| <input type="text"/>                    |   |                      |
| Subject / Grade Taught                  |   |                      |
| <input type="text"/>                    |   |                      |
| Start Date                              | End Date                                | Hours Worked         |
| <input type="text" value="mm-dd-yyyy"/> | <input type="text" value="mm-dd-yyyy"/> | <input type="text"/> |

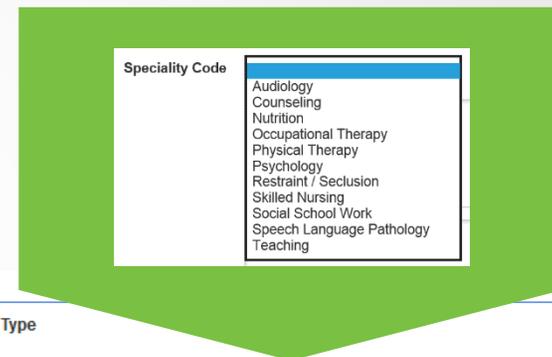


## Specialties & Credentials: Credentials

The Staff Specialties section identifies staff license and certification information

The following information is collected:

- Credential Number
- Credential Status
- Issuing Organization
- Date of Issuance and Expiration
- Supervisory Information
- Credential Image



**Specialty**

Specialty Degree Type

**Staff Credential Info**

Credential Number

Application in Process

Issuing Organization

Credential Top Level Status Type  
No Credential or Incomplete

License Status  
- Not Valid Missing Start Date Missing End Date Missing Image

Certification or License Status

No Certification or License required  Needs Supervision

Issue Date

Expiration Date

Credential Image  
 No file selected.



## Specialties & Credentials: Supervision

When you select the “Needs Supervision” box, additional fields display for supervisory details.

- Supervisory Start Date
- Supervisory End Date
- Supervisory Notes
- Supervisory Letter

Staff Credential Info

|   |  |   |   |
|---|--|---|---|
| Credential Number                               | <input type="text"/>                                       | Certification or License Status                               | <input type="text"/>                                  |
| <input type="checkbox"/> Application in Process |  | <input type="checkbox"/> No Certification or License required | <input checked="" type="checkbox"/> Needs Supervision |
| Supervisory Start Date                          | <input type="text" value="mm-dd-yyyy"/>                    | Supervisory End Date  | <input type="text" value="mm-dd-yyyy"/>               |
| Supervisory Notes                               | <input type="text"/>                                       |   |   |
| Supervisory Letter                              | <input type="button" value="Browse..."/> No file selected. |   |   |
| Issuing Organization                            | <input type="text"/>                                       | Issue Date  | <input type="text" value="mm-dd-yyyy"/>               |
|   |  | Expiration Date   | <input type="text" value="mm-dd-yyyy"/>               |



## Specialties & Credentials: Upload Credential Image(s)

- File Uploads

**Staff Credential Info**

Credential Number

Certification or License Status

Application in Process  No Certification or License required  Needs Supervision

Issuing Organization

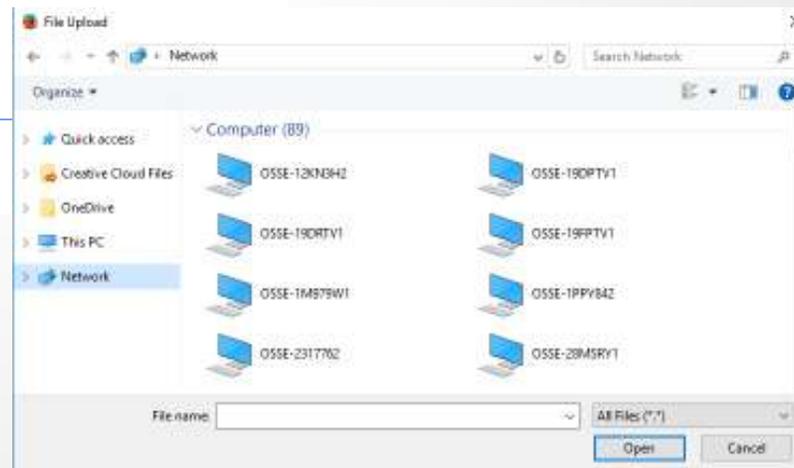
Issue Date

Expiration Date

Credential Top Level Status Type  
No Credential or Incomplete

License Status  
- Not Valid Missing Start Date Missing End Date Missing Image

Credential Image  
 No file selected.





## Additional Credentials: Background & Restraint/Seclusion

Child Protective Services Check [Add Child Protective Services Check](#)

Child Protective Services Registry Check Results\*

Status Date\*

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Criminal Background Check Results [Add Background Check Result](#)

[SETTINGS](#) [REPORTS & CHARTS](#)

Criminal Background Check Results

Criminal Background Check Completion Date\*

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Initial Restraint Information

Restraint / Seclusion Certified

Date of Restraint / Seclusion Training\*

Restraint / Seclusion Expiration Date\*



## Program Information Form

Please update the existing Program Information form. The last section at the bottom of the field has updated fields to reflect the appropriate information for the information sheet. Previously the “Reported Incidents” section displayed fields for 14-15 data, it is now 15-16.

Reported Incidents

OS Suspensions SY 15-16

IS Suspensions SY 15-16

Restraint SY 15-16

Seclusions SY 15-16

Program Information Forms | Program Information Forms Home

REPORTS & CHARTS

Search these program information fi

**FILTERS**

- Campus Name: OSSE First Street
- Program Phone Number: (blank)
- Program Website: (blank)
- SameAddress

| 1 Program Information Form |   |                   |               |                      |                 |             |                        |
|----------------------------|---|-------------------|---------------|----------------------|-----------------|-------------|------------------------|
|                            | All Information is Updated and Accurate | Campus Name       | CampusNumbers | Program Phone Number | Program Website | SameAddress | Corporate Phone Number |
|                            | <input type="checkbox"/>                | OSSE First Street | 1234          |                      |                 |             | (222) 222-2222         |



# SQUIRE: Updating Records

## Updating Staff Records: Changes/renewals

- Open a record
- To update or change staff records click on the “**Pencil**” icon on the left margin

The screenshot shows the 'Nonpublic Staff Home' interface. On the left, there are filters for 'School Name' (OSSE Test School) and 'Campus Name' (OSSE First Street). A search bar is located at the top right of the main content area. The main content displays a table titled 'Staff Status (2017-18) 3 Staffs All'. The table has columns for 'Full Name', 'Campus Name', and 'Staff Status Message'. Three staff members are listed: Jackie Corsey, Kris Taylor, and Edgar Stewart. Each row has a yellow pencil icon in the left margin, indicating that the record can be updated.

| Full Name     | Campus Name       | Staff Status Message  |
|---------------|-------------------|---|
| Jackie Corsey | OSSE First Street | - No NPI number listed<br>- No Restraint / Seclusion Check<br>- No Criminal Background Check<br>- No Child Protective Services Check  |
| Kris Taylor   | OSSE First Street | - No NPI number listed<br>- No assignment position listed<br>- No assignment subject / grade taught listed<br>- No assignment start date listed<br>- No assignment hours worked entered<br>- No Criminal Background Check<br>- No Child Protective Services Check |
| Edgar Stewart | OSSE First Street | -- No assignment subject / grade taught listed<br>- Criminal Background Check Passed<br>- Child Protective Service Check Passed   |



# SQUIRE: Updating Records

## Updating Staff Records:

When an employee no longer works for your school, complete the “End Date” field in the “School Staff Assignment” section

**Staff Information**

NPI Number (If Applicable)  
783098271095

Prefix First Name Middle Name Last Name  
Kris Taylor

Date of Birth  
06-26-1979

Staff E-Mail SEDS User Code  
kris.taylor@dc.gov

Data Entered By  
Taylor, Kris

**School Staff Assignments**

# of Staff Assignments  
1

Full Report | Grid Edit | Email | More ▾ 1 School Provider Assignment

| First Name | Last Name | Campus ID | Campus Name                                  | Start Date | End Date |
|------------|-----------|-----------|--|------------|----------|
| Kris       | Taylor    | 1099      | Forbush School at Glyndon - Hannah More, The | 11-10-2017 |          |

**Staff School Assignment**

NP Campus Assignment  
Forbush School at Glyndon - Hannah More, The ▾

Campus Name  
Forbush School at Glyndon - Hannah More, The

Campus State  
MD

Position  
Developer

Subject / Grade Taught  
k-12

Start Date  
11-10-2017 📅

End Date  
mm-dd-yyyy 📅

Hours Worked  
Contractor Full Time ▾



# SQUIRE: Reports

## Reports: Nonpublic Staff Homepage Report

This report is found on the Homepage of the Nonpublic Staff table. This gives you a snapshot of your staff and any potential missing or expired information.

| Staff Status (2017-18) 3 Staffs All |                   |   |
|-------------------------------------|-------------------|---|
| Full Name                           | Campus Name       | Staff Status Message  |
| Jackie Corsey                       | OSSE First Street | - No NPI number listed<br>-<br>- No Restraint / Seclusion Check<br>- No Criminal Background Check<br>- No Child Protective Services Check   |
| Kris Taylor                         | OSSE First Street | - No NPI number listed<br>- No assignment position listed<br>- No assignment subject / grade taught listed<br>- No assignment start date listed<br>- No assignment hours worked entered |



# SQUIRE: Reports

## Reports: All Staff Info Report

The All Staff Info Report can be found by clicking on Reports & Charts at the top of the Nonpublic Staff table. This gives you more detail than the homepage report. You can see all of the important dates for your staff's certifications.

Nonpublic Staff > All Staff Info  
[REPORTS & CHARTS](#) + New Staff ☆ Favorite 🗒 Grid Edit 📧 Email More ⚙ Customize this Report

Grid Editable columns: Prefix, First Name, Middle Name, Last Name

| 3 Staffs |        |            |             |           |           |             |                       |                     |                        |                      |                     |                   |                     |                          |                                   |                       |                            |                               |                                 | All               |                     |
|----------|--------|------------|-------------|-----------|-----------|-------------|-----------------------|---------------------|------------------------|----------------------|---------------------|-------------------|---------------------|--------------------------|-----------------------------------|-----------------------|----------------------------|-------------------------------|---------------------------------|-------------------|---------------------|
|          | Prefix | First Name | Middle Name | Last Name | Campus ID | Campus Name | Employment Start Date | Employment End Date | Supervision Start Date | Supervision End Date | Sanction Start Date | Sanction End Date | Restraint Certified | Initial Date of Training | Date of Latest Restraint Training | Credential Issue Date | Credential Expiration Date | View Background Check Results | View Protective Service Reviews | Credential Images | Date Modified       |
|          |        | Jackie     |             | Corsey    | 11111111  |             | 11-16-2017            |                     |                        |                      |                     |                   |                     |                          |                                   | 11-16-2017            | 11-16-2018                 | 0                             | 0                               | 1                 | 11-16-2017 11:27 AM |
|          |        | Kris       |             | Taylor    | 11111111  |             |                       |                     |                        |                      |                     |                   | ✓                   | 07-27-2017               | 07-27-2017                        | 11-17-2017            | 11-17-2018                 | 0                             | 0                               | 1                 | 11-17-2017 01:56 PM |
|          |        | Edgar      |             | Stewart   | 11111111  |             | 11-17-2017            |                     |                        |                      |                     |                   | ✓                   | 11-17-2017               | 11-17-2017                        | 11-17-2017            | 11-17-2018                 | 1                             | 1                               | 1                 | 11-17-2017 02:24 PM |
| TOT      |        |            |             |           |           |             |                       |                     |                        |                      |                     |                   |                     |                          |                                   |                       |                            | 1                             | 1                               | 3                 |                     |



# Access & Contacts

## SQUIRE

Database Access & Assistance contact Ms. Jackie Corsey at,  
[Jacqueline.corsey@dc.gov](mailto:Jacqueline.corsey@dc.gov)

Provide the following information in your email request:  
Name, Email Address, Job Title, Telephone Number



# Thank you!

Nonpublic Invoice Payment questions:  
Mgr. Yvonne Smith at, [yvonneS.smith@dc.gov](mailto:yvonneS.smith@dc.gov)

Nonpublic COA or Monitoring questions:  
Mgr. Dr. Edgar Stewart at, [edgar.stewart@dc.gov](mailto:edgar.stewart@dc.gov)