Division of Early Learning Licensing Tool (DELLT) Training for Facility Leaders

Topic: Updating Staff Records

January 2024

Welcome Child Development Facility Leaders!

Zoom Engagement

Submit your questions using the **Q&A feature.**

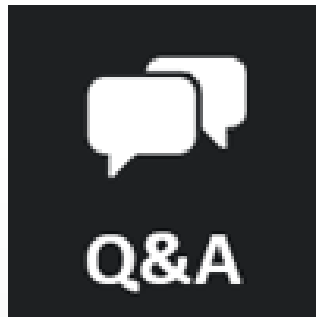Need to leave early? Click the **Leave Meeting** button at any time**.**

Additional **information** and **links to materials** will be shared here.

Listen to the meeting in the language of your choice. Click here to **access Amharic** or **Spanish interpretation.**

Live Questions and Answers

Type your question here and click **Submit.**

Agenda

- What is DELLT?

- Accessing staff records in DELLT

- Creating a new staff record

- Updating an existing staff record

- Removing staff records of individuals no longer employed at the facility

- Important reminders

- Q&A

What is DELLT?

What is DELLT?

- DELLT was created by the Office of the State Superintendent of Education (OSSE) to serve as a comprehensive licensing system for all licensed child care provider, staff and facility data.

- Child care licensing regulations require all child care providers to maintain accurate information in DELLT, including up-to-date staff records for all employees.

- Maintaining accurate staff records in DELLT is important for facilities to stay in compliance with the licensing regulations.

- For facilities that participate in the Early Childhood Educator Pay Equity Fund, staff record information is used to calculate the facility's quarterly award payment.

Accessing Staff Records in DELLT

Log in to the Facility Profile in DELLT

Sign In

We need to know where to send you to sign in.

Do you have a OCTO (Office of the CTO, District of Columbia) corporate username and password?

Yes   No

Click No

Please read the following prompt before signing into Quickbase.

Select "YES" in the box if you have a dc.gov or k12.dc.gov email account.

Select "NO" in the box if you don't have a dc.gov or k12.dc.gov email account.

Enter Email Address/Username and Password

Email address or username

Password

Sign in

I forgot my password

Not a Quickbase user? Create a log-in.

Click Sign in

Select the Staff Tab

Review List of Staff

Creating a New Staff Record

Go to the Staff Tab and Click 'Add Staff'

Facility Profile

Facility Name
*Not Listed/Unknown/Unlicensed Facility

Inspector Assigned
Idun, Clement

License Number
CDC-102535

Facility - Point of Contact
test contact

License Issue Date

Facility - Phone
(123) 456-7890

License Expiration Date

Email
adtquickbase1@gmail.com

Address
1050 First Street Northeast, Washington, District of Columbia 20007

| Messages | Documents to Providers | Facility Documents | Staff | Monitoring Inspection | Annual Inspection | Renewal Inspection | Initial Application | Compliance Docs |

Click the Add Staff button to add a new staff record.
Click the Pencil icon to update a staff record.

Add Staff

Click Add Staff

Full Report | More ▼ 901-950 of 1491 Staff records

	Record ID	Staff Name	Staff Type	Other	Birth Date	Date of Hire	COVID-19 Vaccination Status	Status	Infant Toddler CDA Expiration
🖉 👁	XXXXX	Staff Name	Staff Type		XX-XX-XXXX				
🖉 👁	XXXXX	Staff Name	Staff Type		XX-XX-XXXX				
🖉 👁	XXXXX	Staff Name	Staff Type		XX-XX-XXXX				

Add Staff Information and Select Qualification

Upload Supporting Documents for Staff

Complete Qualification Section for Individuals with a Staff Type of 'Teacher'

✓ Teachers Qualification Section

Obtained one of the following:

☑ **(a)** An associate s degree or higher from an accredited college or university in early childhood education or early childhood development.

College or University

ABC University

Date of Degree

05-01-2001 📅

☐ **(b)** An associate s degree or higher from an accredited college or university, at least (15) credit hours from an accredited college or university in early childhood education or early childhood development, and at least 1-year supervised experience working with children in a licensed District of Columbia Child Development Center or its equivalent in another jurisdiction.

College or University

Date of Degree

mm-dd-yyyy 📅

☐ **(c)** At least (48) credit hours from an accredited college or university, at least (15) credit hours from an accredited college or university in early childhood education or early childhood development and at least 2- years supervised experience working with children in a licensed District of Columbia Child Development Center or its equivalent in another jurisdiction.

College or University

Date of Degree

mm-dd-yyyy 📅

☐ **(d)** A valid Child Development Associate (CDA) credential, specifying that the individual is qualified for the assigned age classification.

Age and Endorsement Program

CDA Expiration Date

mm-dd-yyyy 📅

Complete Compensation Section Including the Staff Email Address and Home Address

Staff   Edit Staff #

✓ Compensation

☐ Staff no longer works here

Salary Type
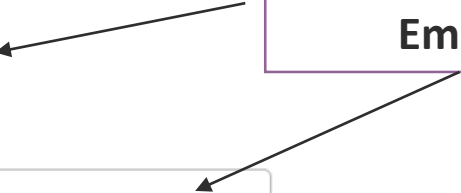
[dropdown]

Enter Salary Type and Email Address

Email *

[text field]

Health Benefits

[dropdown]

Home Address

Search for an address 🔍

Street 1

Street 2

City

Select a State/Region...   Postal Code

Review Staff Records for Accuracy

- Confirm all entered information is correct in **ALL** fields

  - Check spelling of Staff Name
    - All names listed on the individual's official ID must be entered in DELLT
    - Spelling should match what appears on the individual's official ID

  - Check Staff Type
    - Staff Type should match information submitted by the facility on the OSSE Hiring Form
    - Supporting documentation for qualifications/credentials must support Staff Type in record

  - Check Social Security Number (SSN) **or** Individual Taxpayer Identification Number (ITIN)
    - Ensure the number is entered correctly and upload supporting documentation

  - Check Date of Birth
    - Date should match what appears on the individual's official ID

- Confirm supporting documents are attached in the correct fields

  - For example, proof of educational qualifications (e.g., diploma, certificate, transcript) must be uploaded in the Educational Qualifications field of the Attachments section.

Updating an Existing Staff Record

Go to the Staff Tab and Click the Pencil Icon to Edit an Existing Staff Record

Edit Staff General Information

IMPORTANT: Do **NOT** edit the "Teacher Qualification" field if the staff record has already been approved. Email your licensing specialist to request a change. All other fields can be edited.

Upload Missing/Additional Supporting Documents for Staff

Update Compensation Section Including the Staff Email Address and Home Address

Review Staff Records for Accuracy

- Confirm all entered information is correct in **ALL** fields
  - Check spelling of Staff Name

- All names listed on the individual's official ID must be entered in DELLT
  - Spelling should match what appears on the individual's official ID
  - Check Staff Type
    - Staff Type should match information submitted by the facility on the OSSE Hiring Form
    - Supporting documentation for qualifications/credentials must support Staff Type in record
  - SSN **or** ITIN
    - Ensure the number is entered correctly and upload supporting documentation
  - Check Date of Birth
    - Date should match what appears on the individual's official ID

- Confirm supporting documents are attached in the correct fields
  - For example, proof of educational qualifications (e.g., diploma, certificate, transcript) must be uploaded in the Educational Qualifications Ffield of the Attachments section.

Removing Staff Records of Individuals No Longer Employed at the Facility

Go to the Staff Tab and Select the Staff Record of the Individual Who is No Longer Employed

Scroll to the Compensation Section and Upload OSSE Separation Form and Click Save and Close

Staff   Edit Staff #

∨ **Compensation**

☑ Staff no longer works here

Check box to include staff is no longer employed at facility

Salary Type

Email

Home Address

Separation Date*

mm-dd-yyyy

Enter Separation Date

Health Benefits

Search for an address

Street 1

Street 2

City

Separation Document

Browse... No file selected.

Upload OSSE Separation Form

Review Staff Records for Accuracy

- Confirm "Staff no longer works here" box is checked

- Confirm accurate separate date has been entered

- Ensure OSSE Separation Form is uploaded to the "Separation Document" section

Important Reminders

Important Reminders

- Complete all fields accurately to avoid delay in approval of staff record

- Supporting documentation should be clear (e.g., document is legible, not blurry)

- Reference the [Staff Qualification Checklist](#) for a list of all the required staff documentation that must be uploaded to a staff record

- All supporting documentation must be uploaded to the staff record before it can be approved

- Review status assigned to all staff and promptly upload supporting documentation for staff with "Request to Resubmit" status

- Upload education credentials for all staff records with a "Status" field that is blank

- Email your assigned licensing specialist if you want to:

  - Change an employee's Staff Type (e.g., changing an assistant teacher to a teacher)

  - Update an employee's Qualifications (Note: you must upload the employee's education credentials in the specific staff's page for the change to be approved)

Please tell us what language you attended today's session in.

Please respond to the Zoom poll on screen

Q&A

Questions?

- For support updating staff records in DELLT, please contact your assigned licensing specialist.

- Providers who are participating in the Early Childhood Educator Pay Equity Fund who have questions about staff records should email OSSE.ChildCareLicensing@dc.gov.