



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.

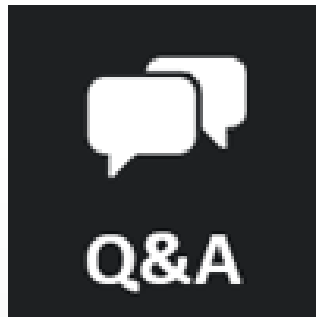


Additional **information** and **links to materials** will be shared here.

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

The image shows a horizontal toolbar with several buttons. From left to right: 'Audio Settings' with an upward arrow, 'Chat' (highlighted with a green box and a green arrow pointing to it from below), 'Raise Hand' with a hand icon, 'Q&A' (highlighted with a red box and a red arrow pointing to it from above), a globe icon (highlighted with an orange box and an orange arrow pointing to it from below), and 'Leave Meeting' (highlighted with a purple box and a purple arrow pointing to it from above).

Live Questions and Answers



A screenshot of a Q&A interface. At the top, it says "Q&A" with a blue arrow icon. Below that are two tabs: "All questions (2)" in a blue button and "My questions" in a grey button. A user named "Lee" posted a question at "01:54 PM": "Will there be a follow-up session?". Below the question is a thumbs-up icon with the number "1" and a "Comment" button. At the bottom of the screenshot, there is a text input field with the placeholder text "Type your question here...". This input field is highlighted with a thick red border.

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?

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

[I forgot my password](#)

Not a Quickbase user? [Create a log-in.](#)

Click Sign in



Select the Staff Tab

Facility Profile Profile #644

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	

Staff Tab

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

Add Message

Subject	Send to	Profile - Related Facility	Profile - Facility Name	Date Created	username to email
No Message records found					

Review List of 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

**Review Staff Name,
Staff Type and Status**

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				



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.

Click Add Staff →

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

Staff Edit Staff

General Info

Facility Name	*Not Listed/Unknown/Unlicensed Facility	Record ID	
License Number	CDC-102535	Ward	
Staff Name *	<input type="text"/>	Teacher Qualification *	<input type="text"/>
Staff Type *	<input type="text"/>	<small>Select up to 20 choices</small>	
<input type="checkbox"/> Staff works at multiple Facilities		Information Source	Background Check
Birth Date *	<input type="text"/>	Last 4 SSN *	<input type="text"/>
Date of Hire	<input type="text"/>	Last 4 of ITIN (Individual Tax Identification Number)	<input type="text"/>
Staff Type Change Date	<input type="text"/>	COVID-19 Vaccination Status	<input type="text"/>
Phone Number	<input type="text"/> ext. <input type="text"/>	Fax	<input type="text"/>
Cell Phone Number	<input type="text"/>	Years of Teaching Experience	<input type="text"/>
<input type="checkbox"/> Cell Phone Number Not Available		Language	<input type="text"/>
Family Childcare CDA Expiration	<input type="text"/>	<small>Select up to 20 choices</small>	
Infant Toddler CDA Expiration	<input type="text"/>	Status	
Preschool CDA Expiration	<input type="text"/>		



Upload Supporting Documents for Staff

Attachments

COVID-19 Vaccination Document * [SA_Covid_DEMO.docx](#) Delete this file No file selected.

Complete Facility Qualification Form with supporting Documents * [SA_CHECKLIST & DOCUMENTS_DEMO.docx](#) Delete this file No file selected.

Educational Qualification (degrees, certificates, credentials, transcripts etc.) * [SA_Education_DEMO.docx](#) Delete this file No file selected.

Professional development No file selected.

Qualification Document Description

Upload Documents Here

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

Date of Degree

- (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

- (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

- (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

Complete Compensation Section Including the Staff Email Address and Home Address

Staff **Edit Staff #**

▼ **Compensation**


Staff no longer works here

Salary Type

Email *

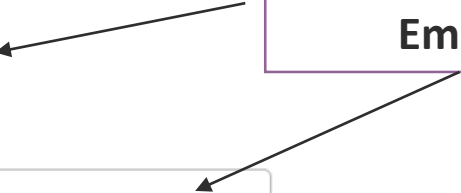
Health Benefits

Home Address



▼

Enter Salary Type and Email 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
 - 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

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 on Pencil

Full Report | More ▾ 901-956 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				

Edit Staff General Information

Staff Edit Staff

General Info

Facility Name *Not Listed/Unknown/Unlicensed Facility

Record ID

License Number CDC-102535

Staff Name *

Staff Type *

Staff works at multiple Facilities

Birth Date *

Date of Hire

Staff Type Change Date

Phone Number ext.

Cell Phone Number

Cell Phone Number Not Available

Family Childcare CDA Expiration

Infant Toddler CDA Expiration

Preschool CDA Expiration

Ward

Teacher Qualification*

Select up to 20 choices

Information Source Background Check

Last 4 SSN *

Last 4 of ITIN (Individual Tax Identification Number)

COVID-19 Vaccination Status

Fax

Years of Teaching Experience

Language

Select up to 20 choices

Status

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

Attachments

The screenshot shows a web interface for uploading documents. On the left, there are three document categories, each with a file name, a 'Delete this file' checkbox, and a 'Browse...' button. On the right, there is a 'Qualification Document Description' text area and a 'Professional development' section with a 'Browse...' button. A purple-bordered box labeled 'Upload Documents Here' has three arrows pointing to the 'Browse...' buttons for the three document categories.

COVID-19 Vaccination Document *
[SA_Covid_DEMO.docx](#) Delete this file
Browse... No file selected.

Complete Facility Qualification Form with supporting Documents *
[SA_CHECKLIST & DOCUMENTS_DEMO.docx](#) Delete this file
Browse... No file selected.

Educational Qualification (degrees, certificates, credentials, transcripts etc.) *
[SA_Education_DEMO.docx](#) Delete this file
Browse... No file selected.

Qualification Document Description

Professional development **Browse...** No file selected.

Upload Documents Here

Update Compensation Section Including the Staff Email Address and Home Address

Staff **Edit Staff #**

▼ Compensation

Staff no longer works here

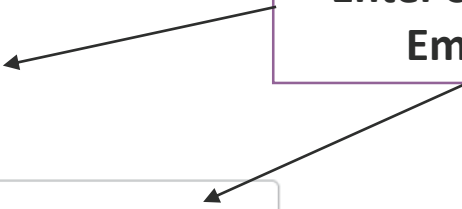
Salary Type

Email *

Health Benefits

Home Address

Enter Salary Type and Email 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

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.

Click the Pencil Icon

Add Staff

Full Report | More ▾ 901-956 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				

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

Staff Edit Staff #

▼ Compensation

Staff no longer works here

Separation Date*
mm-dd-yyyy

Separation Document
Browse... No file selected.

Salary Type

Email

Health Benefits

Home Address

Search for an address

Street 1

Street 2

City

Check box to include staff is no longer employed at facility

Enter Separation Date

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.