WELS User's Manual

For Coaches and Regional Coordinators

WELS, the web-based Early Learning System is a QRIS data system which holds rating and evaluation data, Quality Improvement Plans and facility reports. WELS has been designed to interface with MERIT to generate facility-level data to support quality improvement.

WASHINGTON
EARLY ACHIEVERS
PREPARING CHILDREN FOR SUCCESS IN SCHOOL

wels
Web-based Early Learning System

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Logging in to WELS

Step 1) You will access WELS by logging into your MERIT account at merit.del.wa.gov

To find your username and password:

MERIT » Sign in

Welcome to MERIT - Sign in

If you have a STARS ID number and this is your first time signing into MERIT, find your user type below and follow the steps to get your MERIT username and password.

Early Care & Education and School-age Professionals (ECE/SA)

To find your MERIT username:
- Your username will always be your STARS ID **OR** the primary email address used in your MERIT record.
- In the Early Care & Education and School-age Professional search, use your name and/or date of birth to find your STARS ID.
- If you do not find a STARS ID number assigned to you through the ECE/SA search, or you do not know which email is recorded in your MERIT profile, please Contact MERIT Support Services or call toll free: 1.866.482.4325 and choose option 8.

To receive your password:
- If you have forgotten your password, click here to reset your password, or click "Forgot Your Password?" on the right-hand side of this screen. You will receive a temporary password in an email from merit@del.wa.gov
- If you do not receive your temporary password, it may be that the record in MERIT does not have a valid email address. Please Contact MERIT Support Services to request an email update and to have your password reset.

Sign in

Returning users:

Username: 🔵
(STARS ID or email address)

Password:

[Sign in]

Forgot your Password?

New users:

[MERIT Registration]

Please note: A working e-mail account is required to register in MERIT and submit applications on-line.

A. Username: Your username will either be your primary e-mail address recorded in your MERIT record <u>or</u> your STARS ID number.

B. Password: If you have forgotten your password, you may reset it. To do this, click on "Forgot Your Password?" and follow the instructions.

If you have difficulty signing in to MERIT and need assistance you can contact MERIT Support Services at merit@del.wa.gov or call toll free 1(866)482-4325 and choose option 8

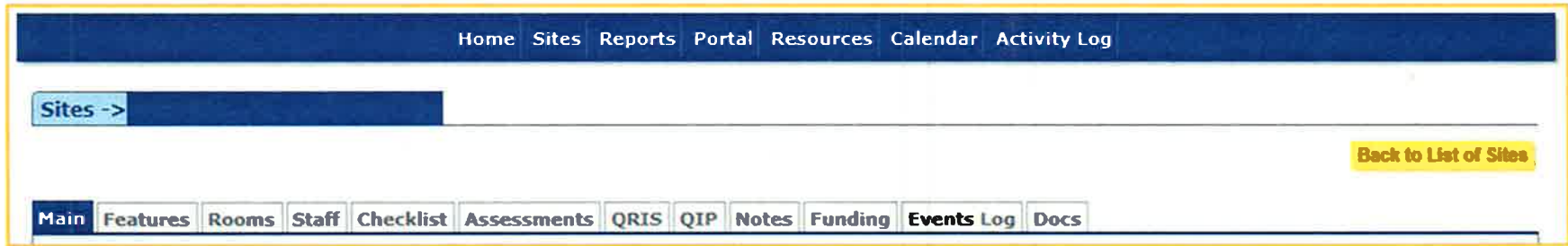Step 2) From the MERIT homepage you will select the WELS User Tab and then click on the Go to WELS Tab

If you do not have a MERIT account: visit the MERIT homepage at merit.del.wa.gov and click on the MERIT Registration button under the main Sign in section. Complete the required fields with your basic information and create a password.

Once you submit your registration you will be asked to check your email for a verification link. Simply click this link and your record will be activated. The next time you visit the MERIT website, you can sign in to your record using your email address as your Username and the password you created during registration.

Once you have successfully set up your MERIT account please notify your Regional Coordinator and give them your MERIT User name. A few additional steps will need to take place behind the scenes to link your MERIT and WELS accounts, and give you access to the WELS User Tab.

Navigating through WELS

From the WELS homepage you will access the main tabs and site specific tabs which will display when you are working within a specific site. You will use these tabs to navigate through WELS.

| Home | Sites | Reports | Portal | Resources | Calendar | Activity Log |

Sites ->

Back to List of Sites

| Main | Features | Rooms | Staff | Checklist | Assessments | QRIS | QIP | Notes | Funding | Events Log | Docs |

Main Tabs:

The highlighted tabs will be read-only and you will not need to add or edit anything in these sections!

Sites Tab- In the sites tab you will see the list of sites assigned to you by your Regional Coordinator

Reports- In the reports tab you will view facility-level reports generated to support quality improvement

Portal- In the portal tab you will view a facility's self-assessment

Resources- The resources tab will direct you to the WELS Resource Library

Calendar- In the calendar tab you will access your calendar which will populate with notes from your facility visits

Activity Log- In the activity log tab you can track your coach specific time and activities

Site-Specific Sub Tabs:

The highlighted tabs will be read-only and you will not need to add or edit anything in these sections!

Main - The main tab contains basic facility data regarding demographics and operations that will auto populate from MERIT

Features - The features tab contains facility specific information, such as: special populations served accreditation, etc...

Rooms - The rooms tab will allow you to view a facility's classroom information auto populated from MERIT

Staff - The staff tab will allow you to view a facility's staff information auto populated from MERIT

Checklist - The checklist tab will allow you to view the Quality Standards Checklist for each facility

Assessments - In the Assessments tab you will view the ERS and CLASS assessments for each facility

QRIS - The qris tab will allow you to view rating information for a site, including points earned

QIP - In the QIP tab you will create and update Quality Improvement Plans

Notes - In the notes tab you will document facility visits

Funding - The funding tab will direct you to a space to document providers' Quality Improvement Award spending

Events Log - The events log tab will auto populate with major events in each facilities pathway through Early Achievers, such as registration and approval of their Level 2 Application
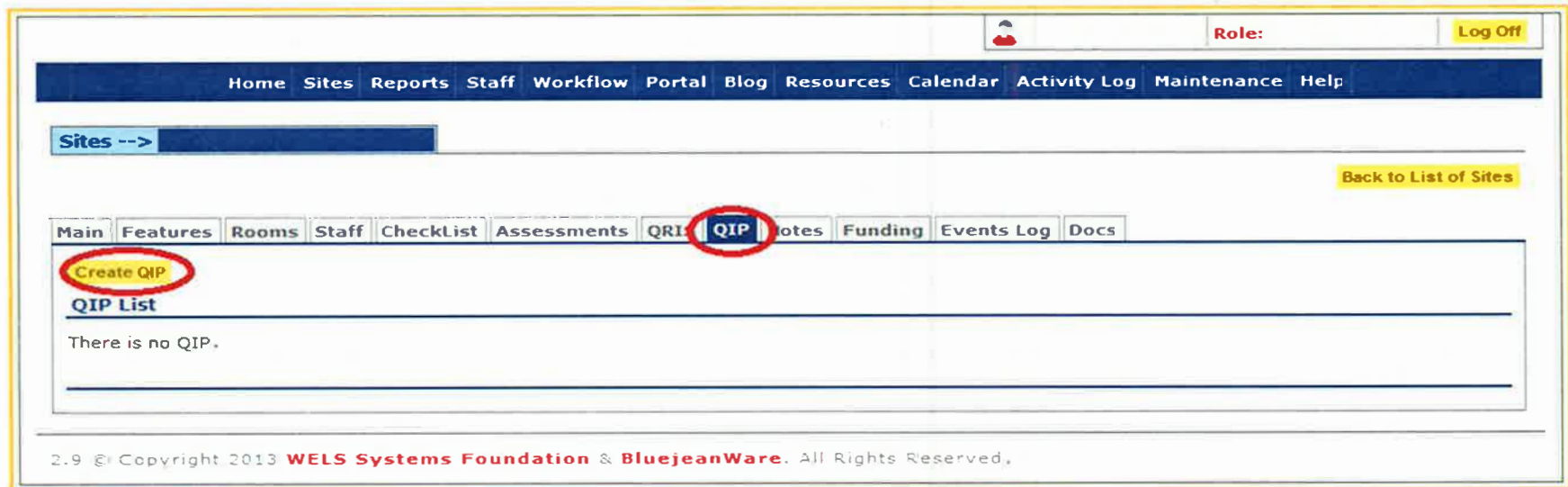
Docs - in the Docs tab you will be able to reference a facilities completed Rating Readiness Tool

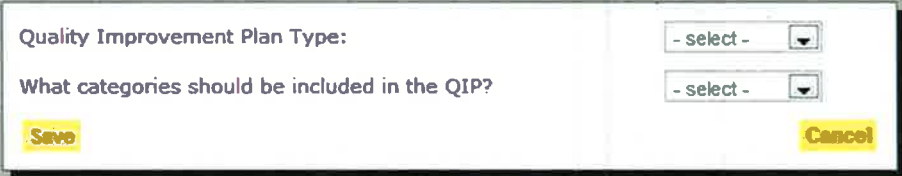# Creating and Updating Quality Improvement Plans

Step 1) Click on the Sites tab and select the site name you wish to work with from the list of sites

Step 2) Click on the QIP tab and Select the yellow highlighted text Create QIP

Step 3) Next you will indicate the type of QIP by selecting "QRIS" from the first drop down menu. In the second drop down menu you will select "All"

Step 4) Click on the QIP named Early Achievers which appears as a blue hyperlink. Please Note: By default all QIP's are named Early Achievers and this name cannot be edited.

Step 5) Select a standard area then click on the blue hyperlink, Goal Description to add a big picture goal statement for this quality standard. You can create only one goal per standard area. The custom goal/action plan section titled *Additional Coaching Support* has drop down options focused around coaching guiding principles.
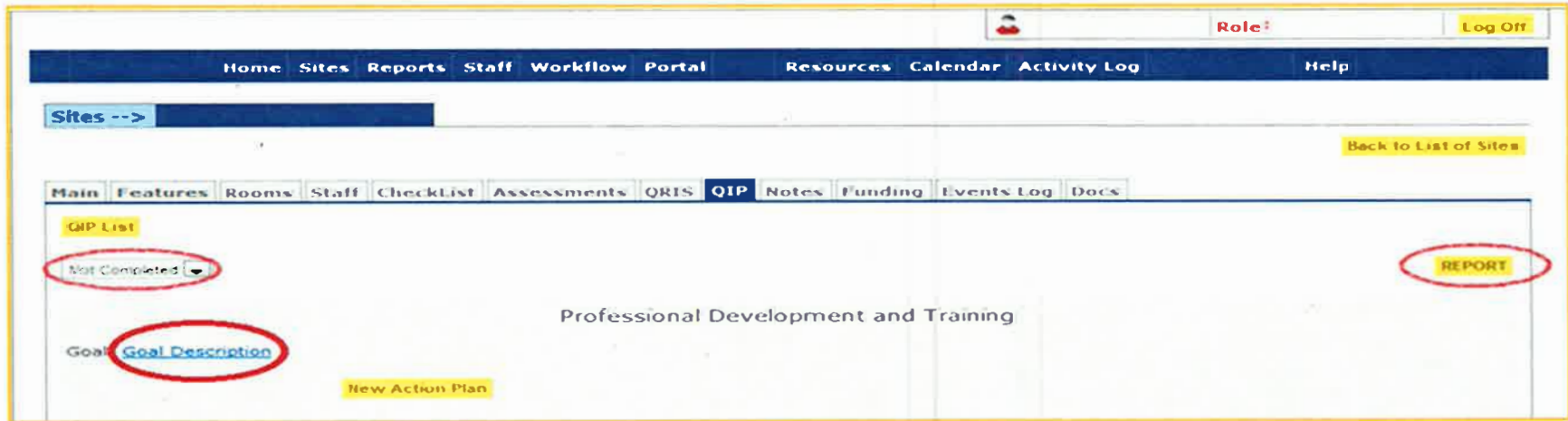
Step 6) Select the yellow text, New Action Plan to enter an achievable, observable and measureable goal. You can create as many action plans per goal as needed.
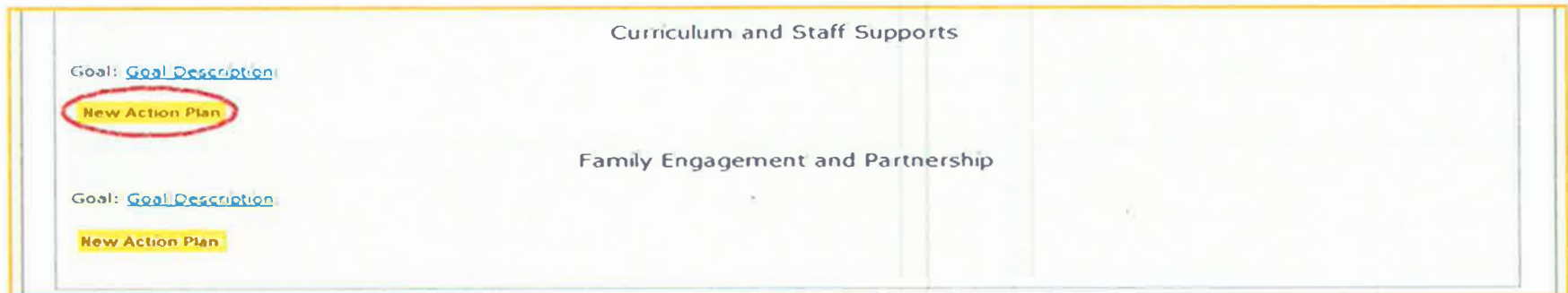
Step 7) To create an action plan a) Select one item from the drop down menu, which will be populated with quality standards –or- subscales and items from the ERS/CLASS depending on which standard area you are working in. b) Write in an observable, measureable, and achievable goal c) Document the person responsible for completing the work d) Select a position for the person responsible for completing the work from the drop down menu.

e) Indicate progress (not started, waiting, in progress, terminated, or completed) f) Add a target completion date g) Write in resources needed h) Write in training needed
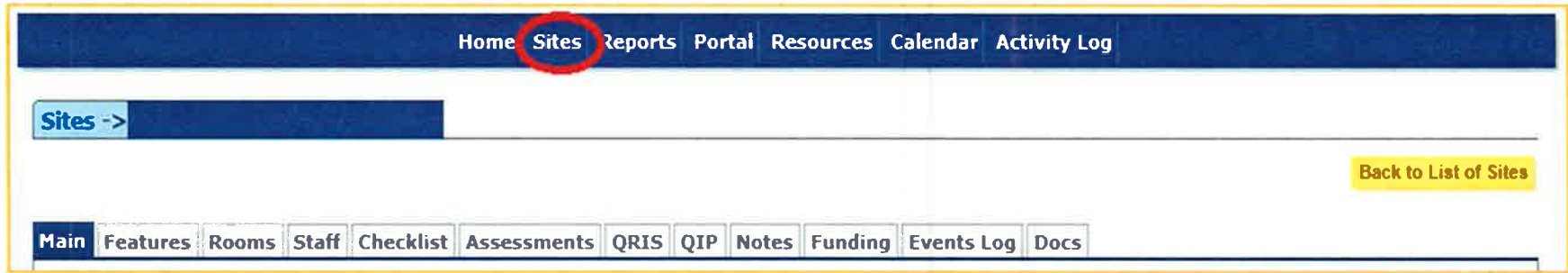

You can view all the goals and action plans for this site by clicking on the words View Report, at the top right hand corner of your screen.
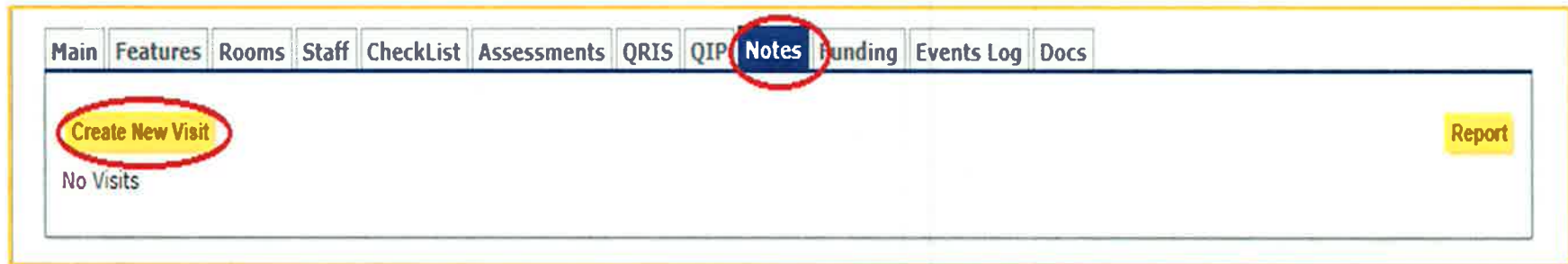
Creating Notes for Facility Visits

Facility notes should be entered within 5 calendar days of your visit. The facility notes you create will appear when completed as a blue hyperlink under your notes tab as well as in your calendar section. You will be able to go back into your notes and edit them as needed as long as the note status is open.

Step 1) Click on the Sites tab and select the site name you wish to work with from the list of sites

Home **Sites** Reports **Portal Resources Calendar Activity Log**

Sites ->

Back to List of Sites

Main Features Rooms Staff Checklist Assessments QRIS QIP Notes Funding Events Log Docs

Step 2) Click on the Notes tab and select the yellow highlighted text Create New Visit

Main Features Rooms Staff CheckList Assessments QRIS QIP **Notes** Funding Events Log Docs

Create New Visit

Report

No Visits

Step 3) For each visit you will enter: visit type, date, facilitator, primary and secondary objective, narrative, plan for next visit as well as start and end times. Please note: Your visit status should always be kept open so you will be able to access and edit notes as needed.
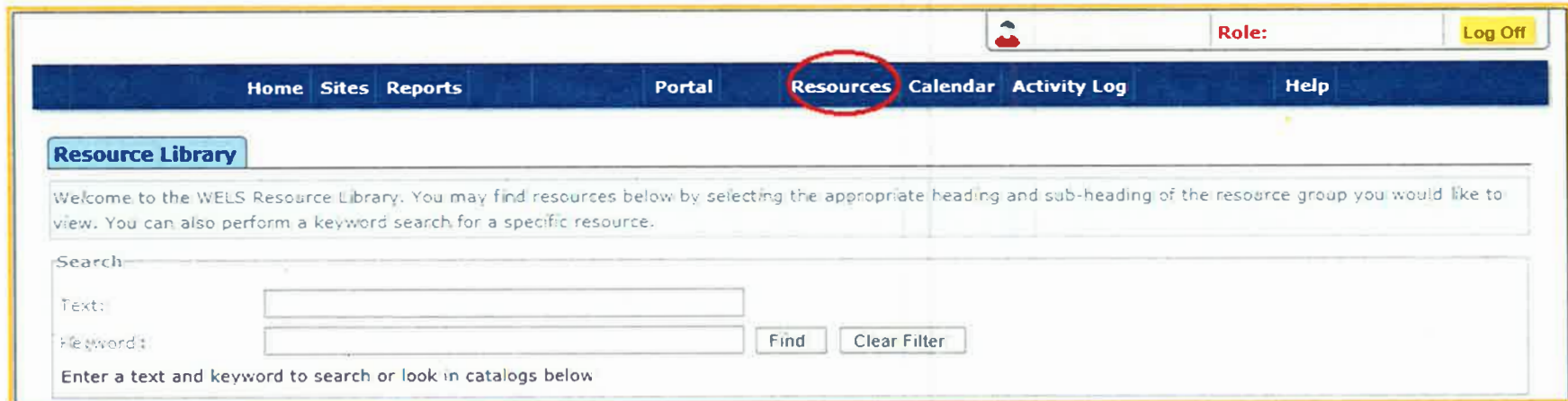
WELS Resource Library

The resource library is available for coaches to link providers with resources relevant to their quality improvement work. In this area you will be able to track how many times a resource has been recommended and how useful providers thought the resource was. As a coach you can also rate a resource as useful or not useful.

Click on the Resources tab to get to the Resource Library.

You may find resources by selecting the appropriate heading and sub heading of the resource group you would like to view. You may also perform a keyword search for a specific resource.

The Resources Library is organized by:

Dark blue heading bars

Light gray sub heading bars

Dark gray title bars

CHILD OUTCOMES			
Child Assessment			
Birth to Three Screening and Assessment Resource G			
Birth to Three Screening and Assessment Resource G	Rate: 👍 Useful 👎 Not Useful 📑 Recommend		
Providers who are looking for screenings and assessments specifically for infants and toddlers may find this to be a useful tool	Useful	Not Useful	Used
Agency Staff	0	0	0
Professional Staff	0	0	0

CLASS
COACHING
CURRICULUM AND STAFF SUPPORTS

You will access the individual resources by clicking on the hyperlink under the dark gray title bar.

To recommend resources:

Step 1) Select the blue hyperlink, Recommend to the right of the article title

FACILITY CURRICULUM AND LEARNING ENVIRONMENT			
Classroom/ FCC Home Environment			
Early Moments Matter Content References for Traine			
Early Moments Matter Content References for Traine	Rate: 👍 Useful	👎 Not Useful	🗋 Recommend
References related to the Early Moments Matter powerpointand materials	Useful	Not Useful	Used
Agency Staff	0	0	0
Professional Staff	0	0	0

Step 2) Click on the check box next to the site you wish to recommend the resource to. You will be able to recommend to one or many providers.

Recommend Resource			
Birth to Three Screening and Assessment Resource G		Save	Cancel
Name:		License:	
Site		**License**	**Recommended**
A BIT OF HOME DAY CARE			☐
A BRIGHT BEGINNING			☐
A CHILD'S LIFE LEARNING CENTER TWO			☐
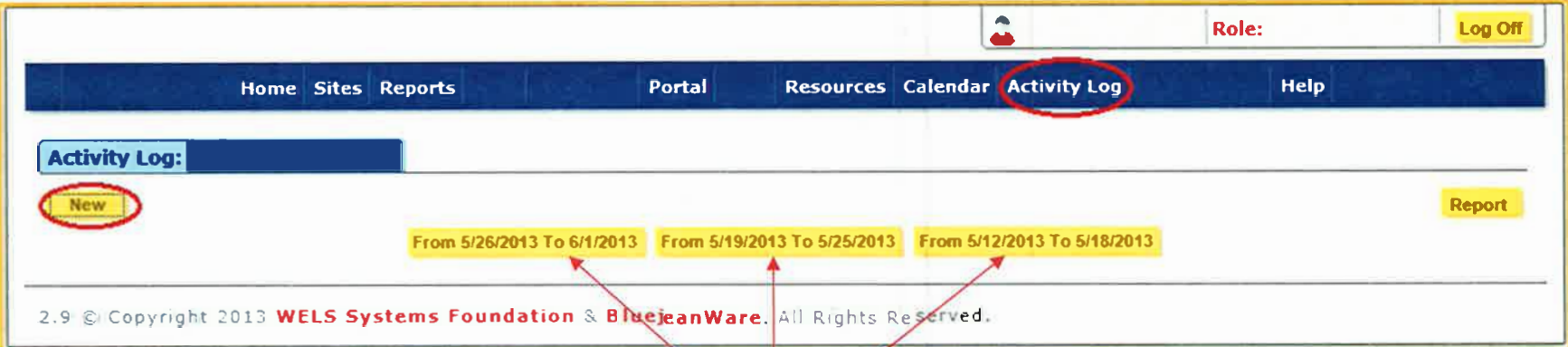
Tracking your time and activities in the Activity Log

Coaches will use the activity log for coaching-related work that does not occur in a facility visit, such as writing emails to individuals or a group of sites. Entries made by coaches will populate under a site's Notes tab within a specific site.

Step 1) Click on the Activity Log tab

Step 2) Select the yellow highlighted text, New listed under Activity Log

To look at a quick report of your activities for the last 3 weeks, select the the date ranges you wish to view.

Step 3) In this section you will add the date, amount of time spent, and a short narrative. Under the activity section you will select Quality Improvement and select options from the drop down menu. You will not need to document your Out of Office or Office time. You will also select the site or multiple sites you were working with.

Save Cancel		Report
Date/Duration		00 ▼ : 00 ▼
Narrative		▲ ▼
	Check Spelling	
Activity	Out of Office	
	Quality Improvement	
	Office	
	A BIT OF HOME DAY CARE A BRIGHT BEGINNING A CHILD'S LIFE LEARNING CENTER TWO	▲ ☰

✸ To select multiple sites press control and click the name of each site you wish to document for.

Viewing Self-Assessments for a Facility

The ERS Self-Assessment and Quality Standards Checklist as entered by the provider will be available for coaches to view. These assessments will be displayed as read-only and coaches will not be able to enter or edit information in this section.

Step 1) Click on the Portal Tab and select the large computer screen icon above the words Self Study

Step 2) Search for a Facility by: type, status or license number. To view Self-assessments select the clipboard icon to the right of the facility information.
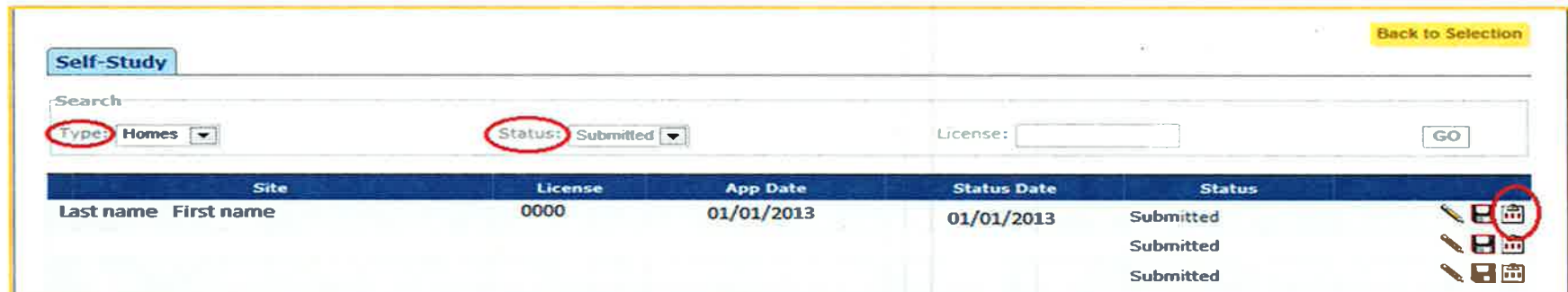
Viewing Rating Information for a Facility

Step 1) Click on the Sites tab and select the facility you wish to view rating information for

Step 2) Select the QRIS sub tab
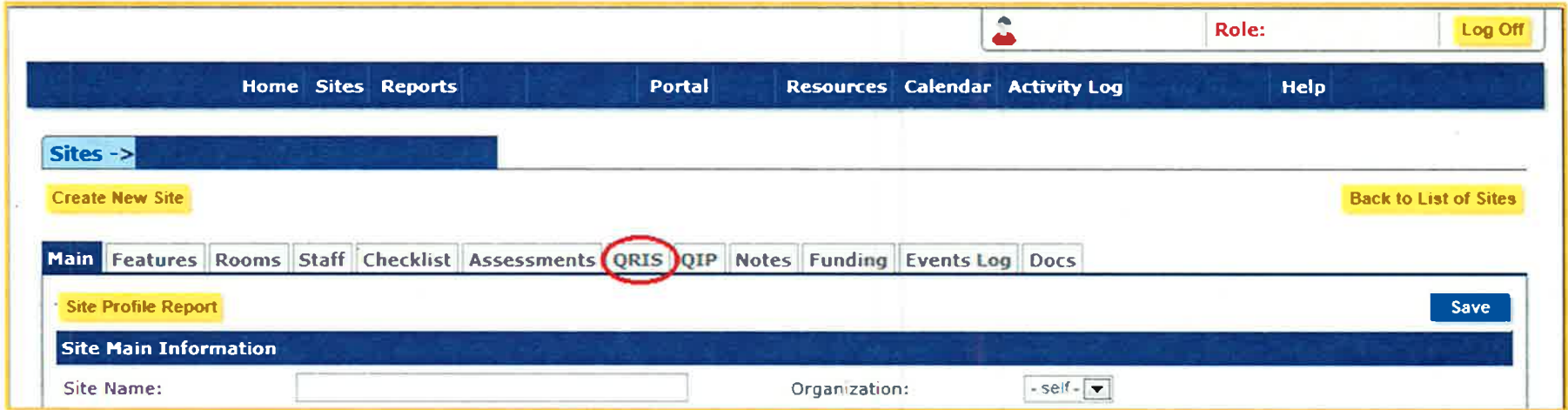
A detailed rating report will be displayed, with the facility rating as well as a breakdown of points earned.

Viewing Reports

Reports in this section will be generated from facility-level data gathered from MERIT and WELS. Reports can be used as tool to guide your quality improvement work with providers. Reports can be saved, exported or printed for your convenience.
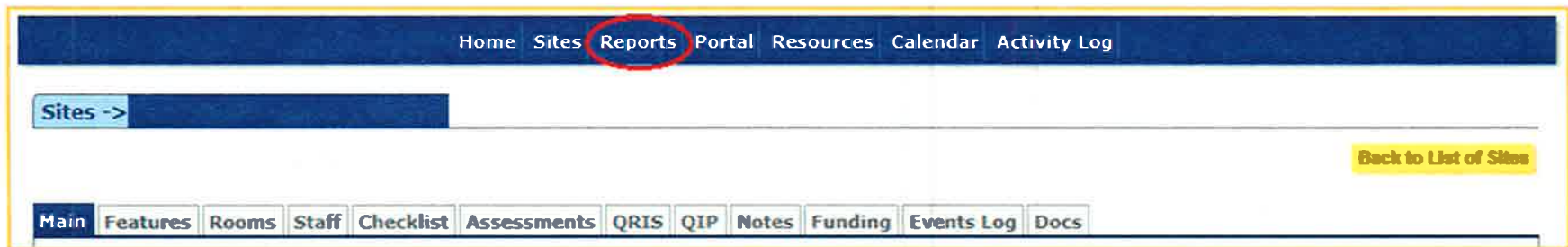

There are currently no reports accessible through WELS, however; they will be added in the near future. DEL will contact Regional Coordinators when reports become available.

Quality Improvement Award Tracking

The Funding sub tab will direct you to the Site Funding Support section where you will document a providers Quality Improvement Award spending. Providers will track their QI spending using a template created by CCA. Coaches will only be required to enter QI spending into WELS twice a year using the templates the provider's completed. The dates to enter QI Award spending will be universal dates for all coaches and not dependent on when the provider's awards were issued.

Step 1) Click on the Sites Tab and select the specific site you would like document for
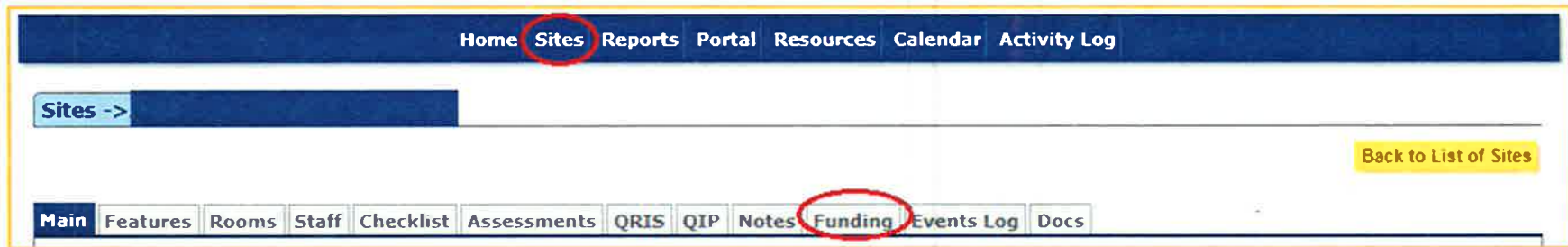
Step 2) Click on the Funding sub tab to open the Site Funding Support section
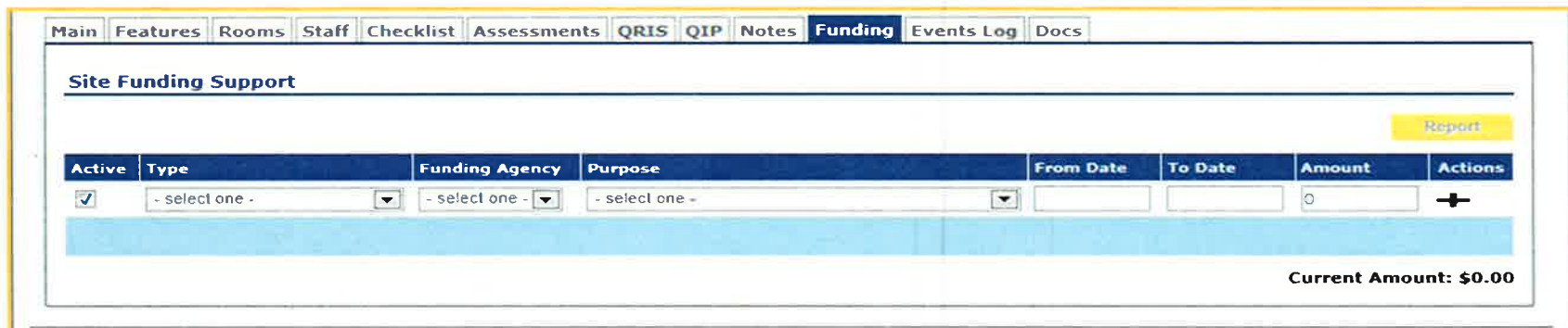
Step 3) In the Site Funding Support section you will add: The type of funding, the funding agency, the purpose of the funding, date, and an estimated amount.

| Main | Features | Rooms | Staff | Checklist | Assessments | QRIS | QIP | Notes | **Funding** | Events Log | Docs |

Site Funding Support

Report

Active	Type	Funding Agency	Purpose	From Date	To Date	Amount	Actions
✓	- select one - ▼	- select one - ▼	- select one - ▼			0	➕

Current Amount: $0.00

The Purpose drop down menu is populated with the following choices:

Child Outcomes: Developmental Screening

FC&LE: Program /Classroom Materials

FC&LE: Observational/Assessment Resources

PD&T: Staff Training and Professional Development

FE&P: Parenting Education/Support Program

Technology: Computers or Software

Child Outcomes: Child Assessment

FC&LE: Curriculum

PD&T: Continuing Education

PD&T: Wage Enhancements

PD&T: Release Time

Technology: Cameras/Video

Provider Portal

The Provider Portal has been created specifically for providers and gives them limited access to their site specific data in WELS. Providers will enter the Provider Portal through the Early Achievers tab in their MERIT record. In the portal they will be able to view read-only versions of their rating and Quality Improvement Plan. Providers will also be able to access and rate resources that their coaches have recommended to them. A step by step guide has been created and will be accessible to providers soon.

Additional Technical Support

For WELS Technical Assistance please contact the QRIS Support team at: qris@del.wa.gov