NORTH **Dakota** | Health & Human Services
Be Legendary.

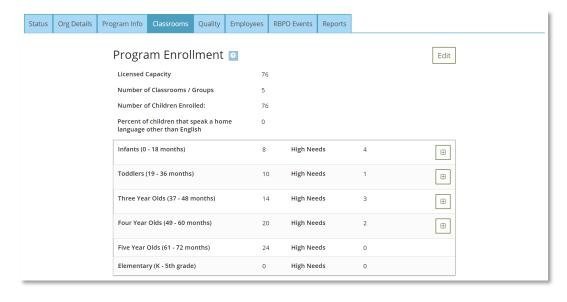# How to Use the Classrooms Tab

STEP-BY-STEP INSTRUCTIONS

Programs participating in the Quality Rating and Improvement System (QRIS) will store classroom or group level information in their organization profile in Growing Futures. These step-by-step instructions will help you enter program enrollment, designate a Licensee/Owner or Director, create classrooms/groups and assign Lead Staff to each classroom/group.

Step 1: Go to the Growing Futures website at www.ndgrowingfutures.org, click Login.

Step 2: Log in to your Growing Futures account by entering your email address and password.

Step 3: To access your organization profile, click on the green box in the upper right-hand corner. Then, select your organization profile.

Step 4: On the Classrooms tab, click edit to update program enrollment information.

Number of Classrooms/Groups Section: You may input more than one (1) classroom/group if your program separates children by age or physical space for majority of the day. Most Family and Group licensed programs will input a one (1) in this box.

High Needs Section: In this section you will report your current enrollment and any 'high needs' children you serve. A child should be counted as 'high needs' if the child meets one or more of the following criteria:

- Children with an Individualized Education Plan (IEP), Individual Family Service Plan (IFSP) or diagnosed special need.
- Children who speak English as a second language.
- Families and children involved with multiple state agencies (children and families receiving WIC, early intervention services, etc.).
- Recent immigrants (within the past 5 years).
- Children whose parents are deployed and who do not live on a military base.
- Low-income households (children enrolled in the Child Care Assistance Program).
- Parents with less than a high school education.
- Children who are homeless, do not have a permanent home address, or move more than once a year.

When entering enrollment into the 'high needs' section, the following tips will ensure a smooth transition.

- If you input a number greater than one (1) in the 'high needs' section, you will be directed to select which criteria this child meets. You may select multiple criteria for one child (see example below).
- If you do not serve any children that may be counted as 'high needs', you must at least put a zero (0) in the 'high needs' section.

Infants (0 - 18 months)	8	High Needs	4	⊟
Children with IEP or IFSP			1	
Children whose home language is not English				
Families and children involved with multiple state agencies			1	
English language learners				
Recent immigrants (within the past 5 years)				
Children whose parents are deployed and who do not live on a military base				
Low-income households			3	
Parents with less than a high school education			1	
Children who are homeless, do not have a permanent home address, or move more than once a year				

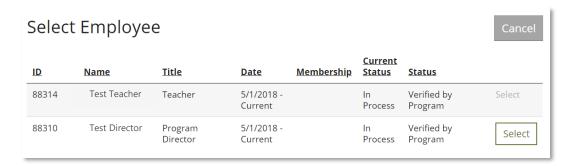**Step 5:** Check over the information entered, click Update when finished.

Step 6: Click edit to add a 'Licensee/Owner' *(for Family and Group licensed programs)* or a 'Director of Record' *(for Preschool and Center-based programs)*.
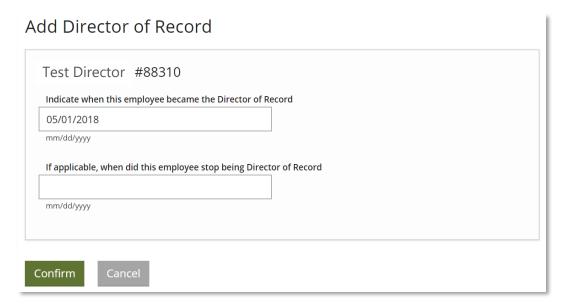
Step 7: Click Add Director, under 'Edit Licensee/Owner' *(for Family and Group licensed programs)* or 'Edit Director of Record' *(for Preschool and Center-based programs)*.

Edit Director of Record

Add Director

Update   Return

Step 8: A list of the organization's current employees will generate. Click select to assign this role.

Select Employee

Cancel

ID	Name	Title	Date	Membership	Current Status	Status	
88314	Test Teacher	Teacher	5/1/2018 - Current		In Process	Verified by Program	Select
88310	Test Director	Program Director	5/1/2018 - Current		In Process	Verified by Program	Select

Enter the date the 'Licensee/Owner' *(for Family and Group licensed programs)* or 'Director of Record' *(for Preschool and Center-based programs)* began employment in that role, when completed click confirm. Check over the information listed, click Return when finished.
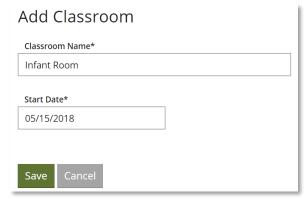
Add Director of Record

Test Director   #88310

Indicate when this employee became the Director of Record

05/01/2018

mm/dd/yyyy

If applicable, when did this employee stop being Director of Record

mm/dd/yyyy

Confirm   Cancel

Step 9: Click the green Add button to create a new classroom or group.

Classrooms / Groups   Add

⚠ No Classrooms / Groups exist

a.   Add the classroom information and click Save.

Add Classroom

Classroom Name*

Infant Room

Start Date*

05/15/2018

Save Cancel

b.   To add a Lead Teacher to the classroom/group, click the Plus Sign Icon.
Please note, the Classrooms tab uses the term 'Lead Teacher' to describe both the Lead Caregiver *(for Family and Group licensed programs)* and Lead Teacher *(for Preschool and Center-based programs)*.

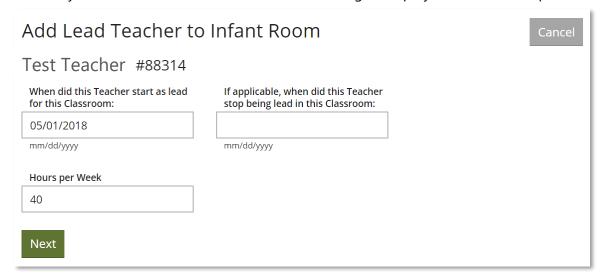### Lead Teacher   +

☐ Position is Vacant

c.   A list of the organization's current employees will generate. From this list, click Select to assign this role. If you do not see an employee listed, this means they have not added the organization to their 'employment' tab in their individual Growing Futures account.

Select Lead Teacher for Infant Room   Cancel

Select the teacher/provider who works the most hours in this classroom/home. If there are two teachers who work the same amount of hours, select the teacher with the highest Career Level.

ID	Name	Title	Date	Membership	Current Status	Status	
88314	Test Teacher	Teacher	5/1/2018 - Current		In Process	Verified by Program	Select
88310	Test Director	Program Director	5/1/2018 - Current		In Process	Verified by Program	Select

d. Next you will enter the date the 'Lead Teacher' began employment, when completed click Next.

Add Lead Teacher to Infant Room

Cancel

Test Teacher   #88314

When did this Teacher start as lead
for this Classroom:

05/01/2018

mm/dd/yyyy

If applicable, when did this Teacher
stop being lead in this Classroom:

mm/dd/yyyy

Hours per Week

40

Next

e. For this classroom/group, select the age groups served by checking the boxes, add the capacity of the classroom/group and click Update.

Capacity

Age Ranges*

- ☑ Infants (0 - 18 months)
- ☐ Toddlers (19 - 36 months)
- ☐ Three Year Olds (37 - 48 months)
- ☐ Four Year Olds (49 - 60 months)
- ☐ Five Year Olds (61 - 72 months)
- ☐ Elementary (K - 5th grade)

What is the capacity of this room / group?

8

Update   Cancel