Quality Counts
Application / Site Update Form

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Login Credentials

The VerticalChange Team support@verticalchange.com via amazonses.com to smcoe.verticalchange+site2

Hi Site Test

You have been invited to join the San Mateo County Office of Education account at VerticalChange.

Welcome to VerticalChange, an easier and more effective way to manage client relationships, provide services and improve client outcomes.

All you need to do is choose a username and password. It only takes a few seconds.

Click this link to get started:
https://app.verticalchange.com/confirm/3a38ba5c-ae5f-48c5-aefa-a9959ba898b9

Have questions? Contact us at 888-639-9717, or email us at: support@verticalchange.com

VerticalChange Support Team

You will be directed to Vertical Change website and asked to set your password before logging in.

You will receive an email with your login credentials. Click on the link to get started.
To log in, go to www.verticalchange.com. Click the Sign In button on the top-right corner.
Please use the email address where you received your login credentials.

Then, type in the password you selected for logging in.
Security Protocols

San Mateo County Office of Education User Agreement

SMCOE Data Security Protocols

The Vertical Change data management system is used to track and utilize large-scale data to improve early education and support services for young children, their families, and educators in San Mateo County.

To protect the privacy and security of student, family, and teacher data stored in Vertical Change, SMCOE is compliant with the following laws and regulations pertaining to data security and privacy:

- California Assembly Bill 1584
- California Education Code
- The Children’s Online Privacy and Protect Act (COPPA)
- The Family Educational Rights and Privacy Act (FERPA)

In order to keep the data safe, all users must abide by the following data security protocols:

You will be asked to agree to the SMCOE’s Data Security Protocols. In order to proceed to the site, you must first agree to the terms upon your first login.
Upon logging, you will see a link to complete the QRIS Site Update form (Application) on the My Work tab. Just click the Start button next to each to begin.
Application / Site Update Form

• The form must be completed in one sitting.
• Required questions will be marked with a red asterisk (*). If required fields are not completed, the Save button will be red and disabled (Save & Exit). If all required questions are completed, you can finish by clicking the blue save button (Save & Exit).
• For the full list of questions on the Site Update Form, please go to Provider Documents section of the SMCOE’s Quality Counts page.
Application

- Reach out to Edirle Menezes (emenezes@smcoe.org) or Ian Johnson (ijohnson@smcoe.org) with any questions about the field values you should enter
# Review or Editing Application / Site Update Form

After submitting the Application / Site Update Form, you will be redirected to the Home page. If you need to edit the form, you can click the blue link for the given Program Year.

<table>
<thead>
<tr>
<th>Administered At</th>
<th>Program Year/Año de la Programa</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>11/13/2020 09:28</td>
<td>2020-2021</td>
<td>COMPLETE</td>
</tr>
</tbody>
</table>
Viewing Site Information

You can also visit the Site Information tab to review the licensing, accreditation, contact, and QRIS participation information. This information will be updated based on your submitted Application / Site Update.
Navigating Back to Site

To navigate back to the Site page, you can click either the Site link under Site (in the right-navigation pane) OR the Home button in the top-left corner.
Additional Navigation Information
If you click the Documents page on the left-navigation pane, you will be shown a list of tip sheets (help documents) to navigate the site. For tip sheets specific to QRIS, please type “QRIS” in the box below Description. Resources are added as they are developed.
You can view the latest QRIS reports on the QRIS Ratings tab as well.
Viewing Classroom Information

In the right-hand pane, there is a section titled Classroom(s). A link to all classrooms for your site are listed. If you click on the link, you will be redirected to the Classroom page.
If you click on the Reports page, you will be shown a list of downloadable reports. QRIS-related reports will be added in the coming months. Note that you may not have permissions to view all reports if the data corresponds with a program other than QRIS.
For questions about Vertical Change access, please contact Yung-Hui Chien at ychien@smcoe.org