

Quality Counts

Application / Site Update Form

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(ijohnson@smcoe.org)



Login Credentials

The VerticalChange Team support@verticalchange.com via amazonses.com Mon, Mar 18, 8:18 AM ☆ ↩ ⋮
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

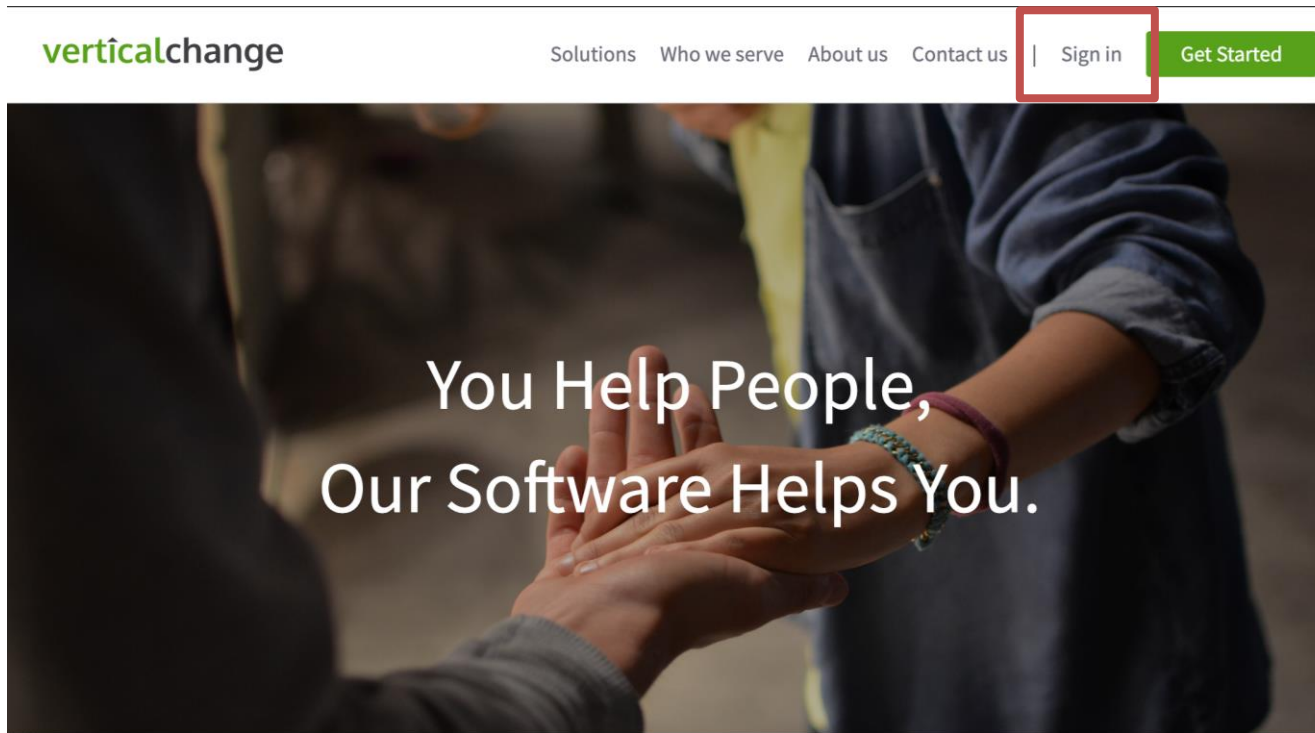
You will be directed to Vertical Change website and asked to set your password before logging in.

You will receive an email with your login credentials. Click on the link to get started.

Reset your password

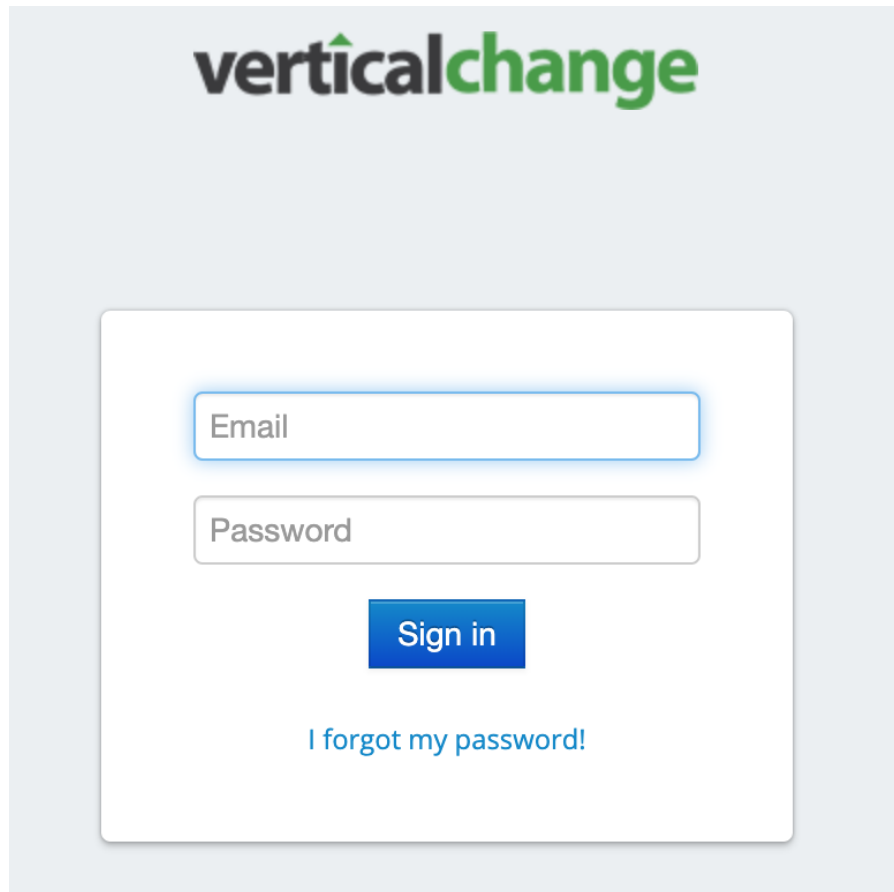
Your password must be at least 8 characters in length.

Logging In



To log in, go to www.verticalchange.com. Click the Sign In button on the top-right corner.

Logging In



The image shows a login form for 'verticalchange'. The logo is at the top left. Below it is a white box containing two input fields: 'Email' and 'Password'. A blue 'Sign in' button is centered below the fields. At the bottom of the box is a link that says 'I forgot my password!'.

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)

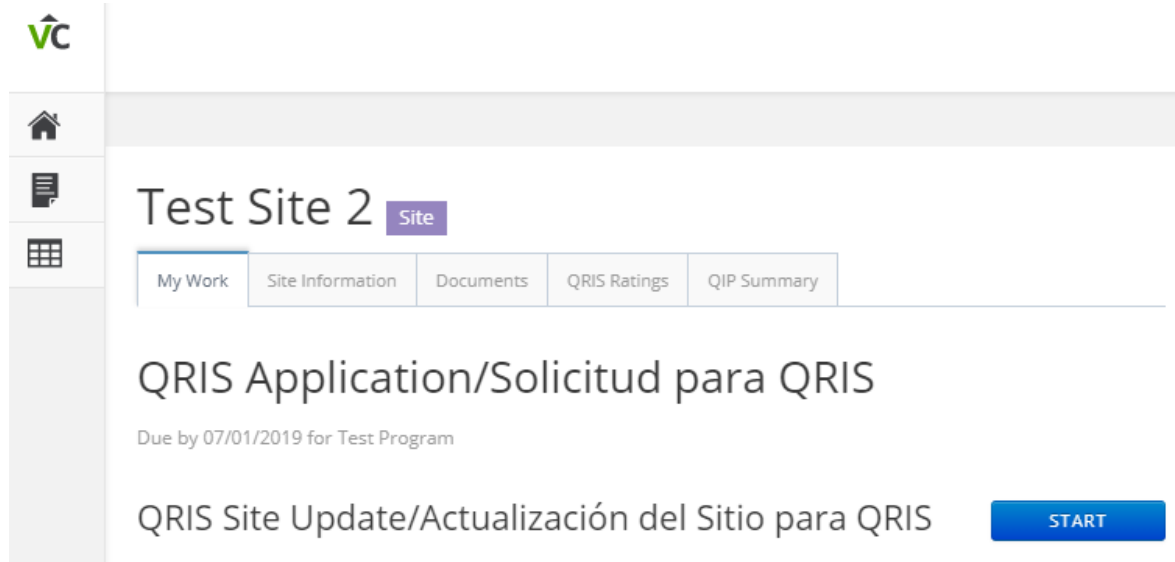
In order to keep the data safe, all users must abide by the following data security protocols:

Agree

Decline

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.



Home Page - Site



The screenshot shows a web application interface. On the left is a vertical sidebar with a green 'vc' logo at the top, followed by icons for home, documents, and a calendar. The main content area has a header 'Test Site 2' with a 'Site' tab. Below this is a horizontal menu with tabs: 'My Work' (selected), 'Site Information', 'Documents', 'QRIS Ratings', and 'QIP Summary'. The main content area displays two items: 'QRIS Application/Solicitud para QRIS' with a due date of '07/01/2019 for Test Program', and 'QRIS Site Update/Actualización del Sitio para QRIS' with a blue 'START' button next to it.

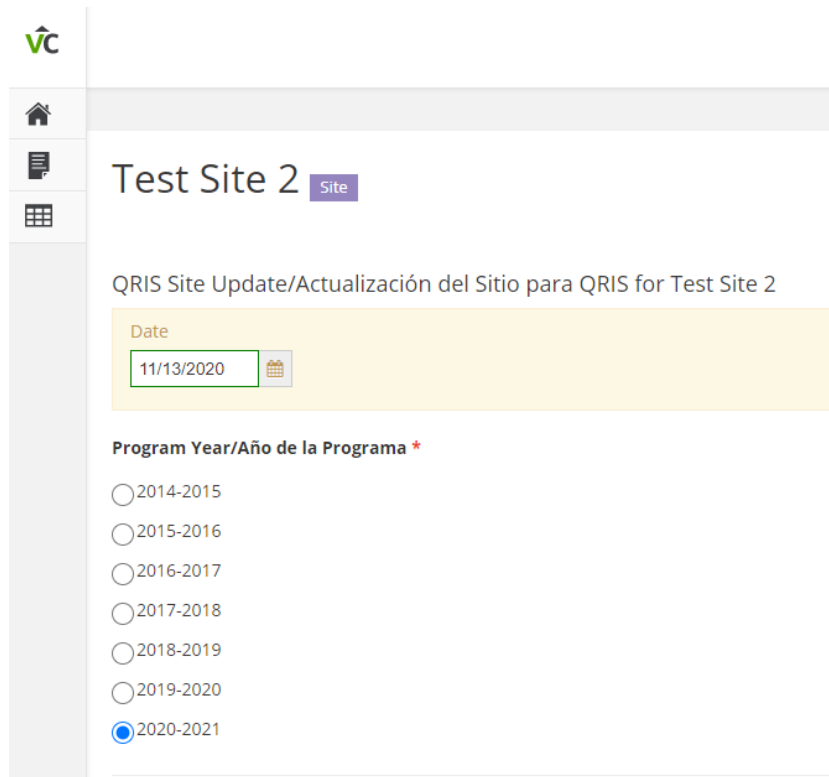
Upon logging, you will see a link to complete the QRIS Site Update form (Application) on the My Work tab. Just click the Start button next to each to begin.

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 (). If all required questions are completed, you can finish by clicking the blue save button ().
- 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



The screenshot shows a web application interface. On the left is a vertical sidebar with a green 'vc' logo at the top, followed by icons for home, list, and grid. The main content area has a header 'Test Site 2' with a 'Site' tag. Below this is the title 'QRIS Site Update/Actualización del Sitio para QRIS for Test Site 2'. A yellow highlighted section contains a 'Date' field with a text input containing '11/13/2020' and a calendar icon. Below that is a 'Program Year/Año de la Programa *' section with a list of radio buttons for years from 2014-2015 to 2020-2021. The 2020-2021 option is selected.

vc

Test Site 2 Site

QRIS Site Update/Actualización del Sitio para QRIS for Test Site 2

Date

11/13/2020

Program Year/Año de la Programa *

2014-2015

2015-2016

2016-2017

2017-2018

2018-2019

2019-2020

2020-2021

Review or Editing Application / Site Update Form

The screenshot shows a web application interface. On the left is a sidebar with icons for home, documents, and a calendar. The main content area is titled "Test Site 2" with a "Site" tag. Below the title are tabs for "My Work", "Site Information", "Documents", "QRIS Ratings", and "QIP Summary". The "Site Information" tab is active, showing "QRIS Application/Solicitud para QRIS" with a due date of "07/01/2019 for Test Program". Below this is "QRIS Site Update/Actualización del Sitio para QRIS 1" with an "ADD NEW" button. A table below shows a record for "11/13/2020 09:28" with a status of "COMPLETE".

| Administered At | Program Year/Año de la Programa | Status |
|----------------------------------|---------------------------------|----------|
| 11/13/2020 09:28 | 2020-2021 | COMPLETE |

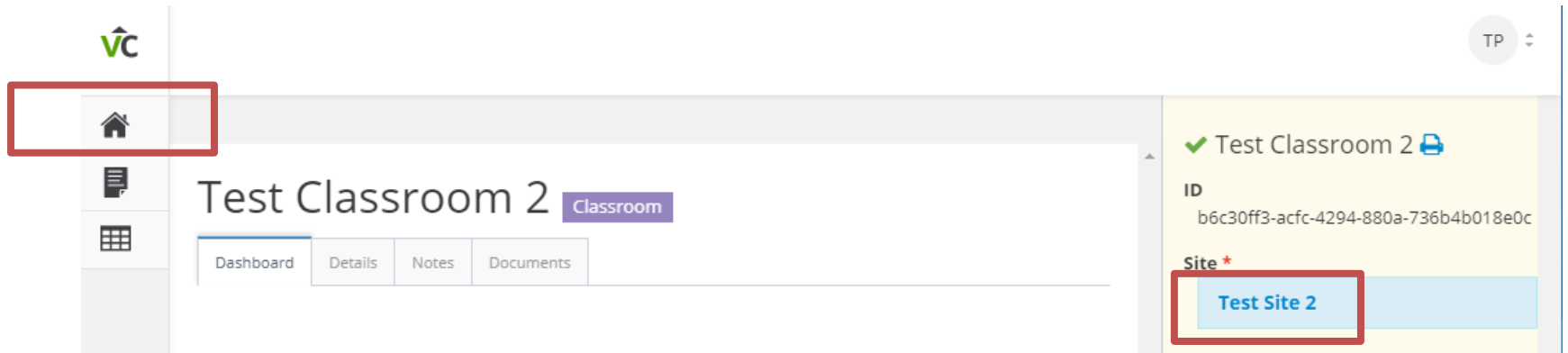
After submitting the Application / Site Update Form, you will be redirected to the Home page. If you need to edit the form, you can click the blue link for the given Program Year.

Viewing Site Information

The screenshot shows a web application interface. On the left is a vertical sidebar with a green 'vc' logo at the top, followed by icons for home, list, and grid. The main content area has a header 'Test Site 2' with a 'Site' tab. Below the header are five tabs: 'My Work', 'Site Information', 'Documents', 'QRIS Ratings', and 'QIP Summary'. The 'Site Information' tab is active, showing a 'Basic Info' section with fields for 'Name' (Test Site 2) and 'External id'. Below this is a 'Site Info' section with the heading 'Site Basic Information' and fields for 'Agency' and 'Classroom(s)'. The 'Classroom(s)' field contains 'Test Classroom 2'.

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



Documents

verticalchange

Home

Documents

Reports

Documents

| Type | Name | Description | Uploaded at | Uploaded by | Action |
|------|-------------------------------|------------------|---------------------|-------------|--------|
| ✓ | 1. Login and User Acco... | General tipsheet | 06/11/2018 04:37 PM | Kim Goutam | ↓ |
| ✓ | 2. Navigating Vertical C... | General tipsheet | 06/11/2018 04:38 PM | Kim Goutam | ↓ |
| ✓ | 3. How to Find, Create, ... | General tipsheet | 06/11/2018 04:39 PM | Kim Goutam | ↓ |
| ✓ | 4. Big Lift Data Collectio... | TBL Document | 06/11/2018 04:40 PM | Kim Goutam | ↓ |
| ✓ | 4. BLIS Data Collection ... | TBL Document | 06/27/2019 04:33 PM | Kim Goutam | ↓ |
| ✓ | 4A. Updating Site and S... | TBL tipsheet | 06/11/2018 04:39 PM | Kim Goutam | ↓ |

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.

QRIS Rating Overview

Test Site 2 Site

| | | | | | | |
|---------|------------------|-----------|--------------|-------------|------------|----------|
| My Work | Site Information | Documents | QRIS Ratings | Assessments | Activities | Sessions |
|---------|------------------|-----------|--------------|-------------|------------|----------|

First Rating Rating ()



Rating date:

| | |
|--------------------------------------------------------------------------|---|
| 1. Child Observation | 5 |
| 2. Developmental and Health Screenings | 5 |
| 3. Minimum Qualifications for Lead Teacher/Family Child Care Home (FCCH) | 5 |
| 4. Effective Teacher-Child Interactions: CLASS Assessments | 5 |

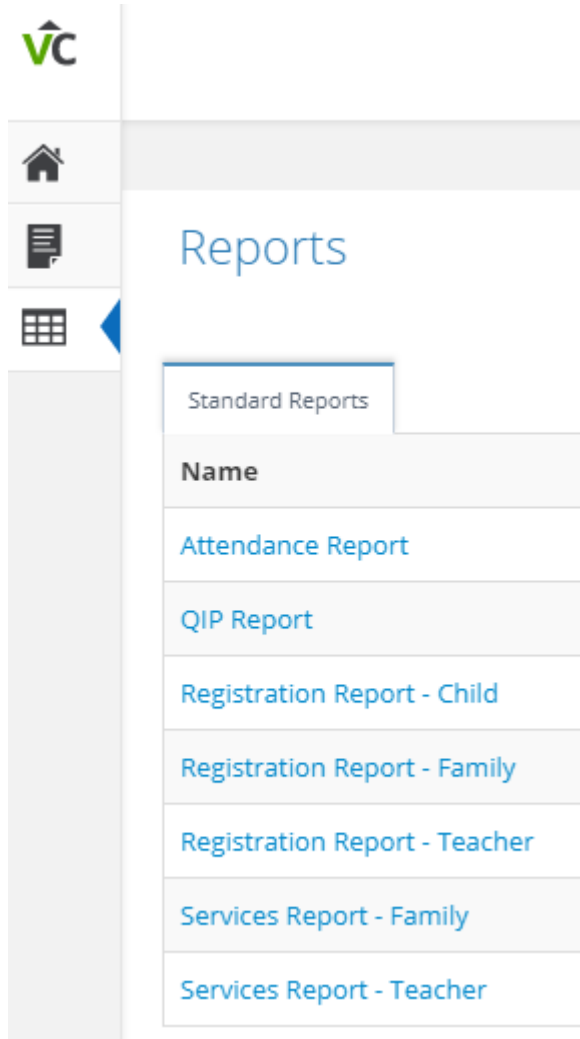
You can view the latest QRIS reports on the QRIS Ratings tab as well.

Viewing Classroom Information

The screenshot shows a web application interface. On the left is a vertical navigation menu with icons for home, documents, and a calendar. The main content area is titled "Test Site 2" with a "Site" tag. Below the title are tabs for "My Work", "Site Information", "Documents", "QRIS Ratings", and "QIP Summary". The "Site Information" tab is active, showing a "Basic Info" section with fields for "Name" (Test Site 2) and "External id". On the right is a yellow sidebar with a "TP" user indicator. It contains a green checkmark and "Test Site 2" with a print icon. Below are fields for "ID" (866021e3-b8cc-4fc6-9939-f12d56fc31c), "Programs" (Test Program), and "Classroom(s)". Under "Classroom(s)", a link "Test Classroom 2" is highlighted with a red box. At the bottom of the sidebar is the label "Site Physical Address".

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.

Reports



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



SAN MATEO
COUNTY
OFFICE OF
EDUCATION

www.smcoe.org