

The background of the image is a server room. On the left, there are several rows of server racks. The top rack has some components with yellow lights. Below it, there are racks with blue LED lights glowing. The background is filled with more server racks, creating a sense of depth. On the right side, there are out-of-focus yellow and green circular lights, resembling bokeh. A white, torn-edge banner is positioned on the right side of the image, containing the text.

# ***Vertical Change Site Updates***

REQUIRED MILESTONE #1

A large server room with rows of server racks and a bright light at the end of the aisle.

# Table of Contents

Click to jump  
to a section

The logo for Vertical Change, featuring a dark circle with 'v/c' in white and the words 'vertical change' in green to its right.

An isometric illustration of a modern office environment. It shows several people engaged in different activities: one person stands near a large screen displaying a line graph, another sits at a desk with a laptop, and others are in motion, including one on a bicycle. The scene is filled with various office equipment like monitors, desks, and plants, all rendered in a clean, stylized manner.

**Click to jump  
to a section**



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# *Getting Started*

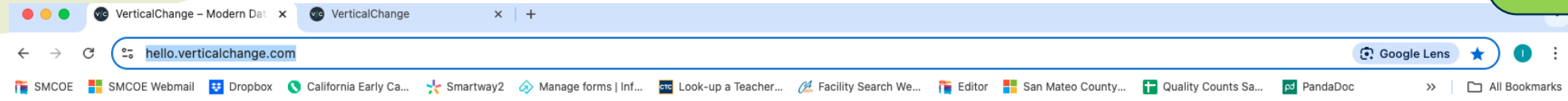
*Vertical Change Site Updates*



# Login Screen

<https://hello.verticalchange.com>

Click Here  
to Log In



You help people. Our  
software helps you.

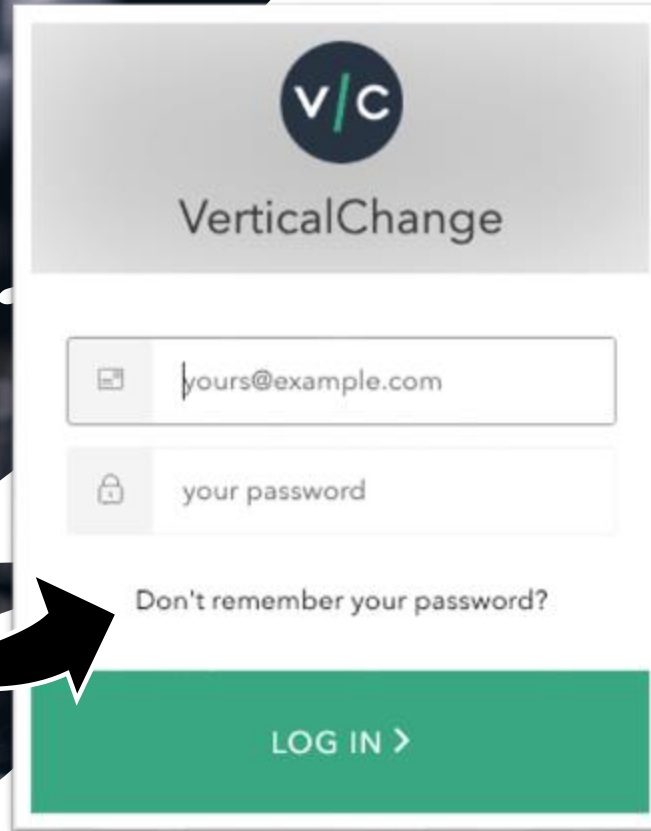
A flexible and affordable data management solution for the social sector.

REQUEST A DEMO

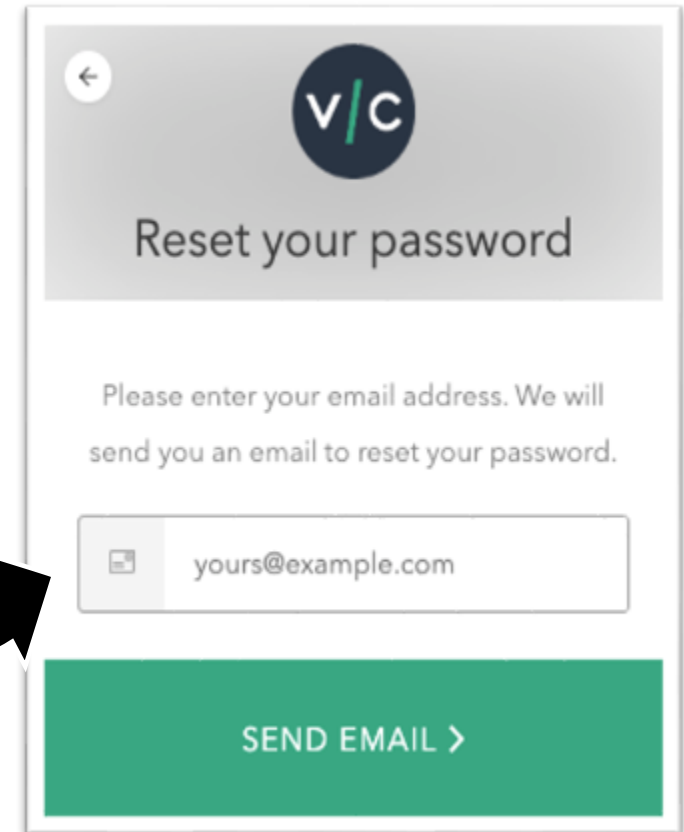


# *Login Issues ?*

If you are having problems signing in. Please select 'Don't Remember your password' from the login screen to prompt a password reset email.



The login screen for VerticalChange features a grey header with the 'v/c' logo and the text 'VerticalChange'. Below the header are two input fields: the first for an email address (containing 'yours@example.com') and the second for a password (containing 'your password'). A link 'Don't remember your password?' is positioned below the password field. At the bottom is a green button labeled 'LOG IN >'. A black arrow points from the 'Don't remember your password?' link to the 'Reset your password' screen.

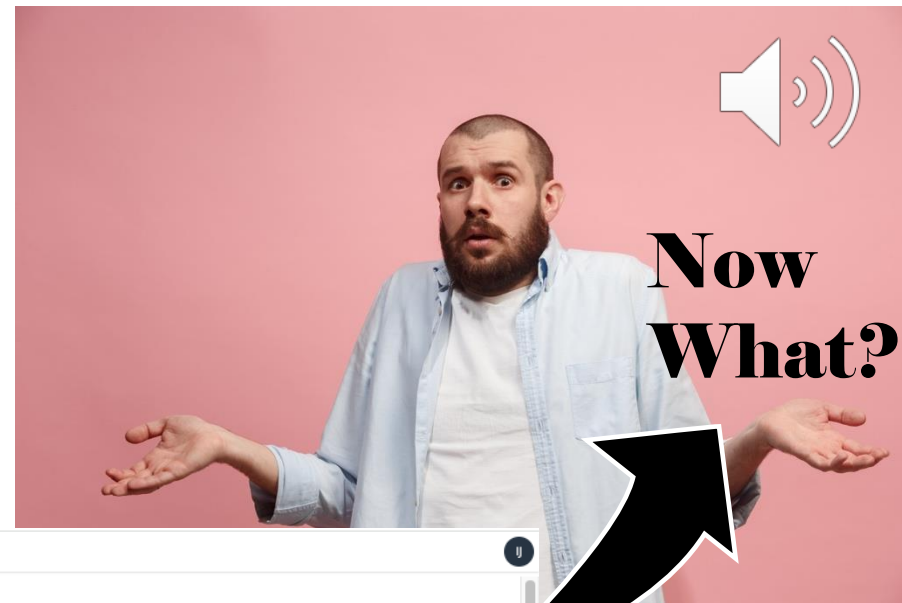
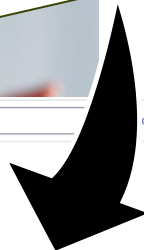


The password reset screen for VerticalChange has a grey header with a back arrow, the 'v/c' logo, and the text 'Reset your password'. The main content area contains the instruction 'Please enter your email address. We will send you an email to reset your password.' followed by an email input field (containing 'yours@example.com'). At the bottom is a green button labeled 'SEND EMAIL >'. A black arrow points from the 'LOG IN >' button on the login screen to this screen.

# Next Steps



You're in!



Now  
What?



vertical change

Create ▾

Jump to contact...

Home

Contacts

Dashboards

Documents

Programs

Reports

Tasks

QualityConnect

Good morning Ian!

Product Update

September 2024 Product Updates

Click for More Details

Dismiss

Bulletin Board Hide

Stephanie Cruz

Successful first week of BLIS! Have a great weekend.

Show All

Tasks

My Tasks Assigned to Others

Overdue

Today

Upcoming

Completed

+ New Post

4mo ago

+ Add Task

# *Home Screen / Dashboard*

If you are greeted with this screen (see below), Please select 'ADD NEW' and skip ahead to slide #11. If you are not greeted by this screen, please continue to the next slide.



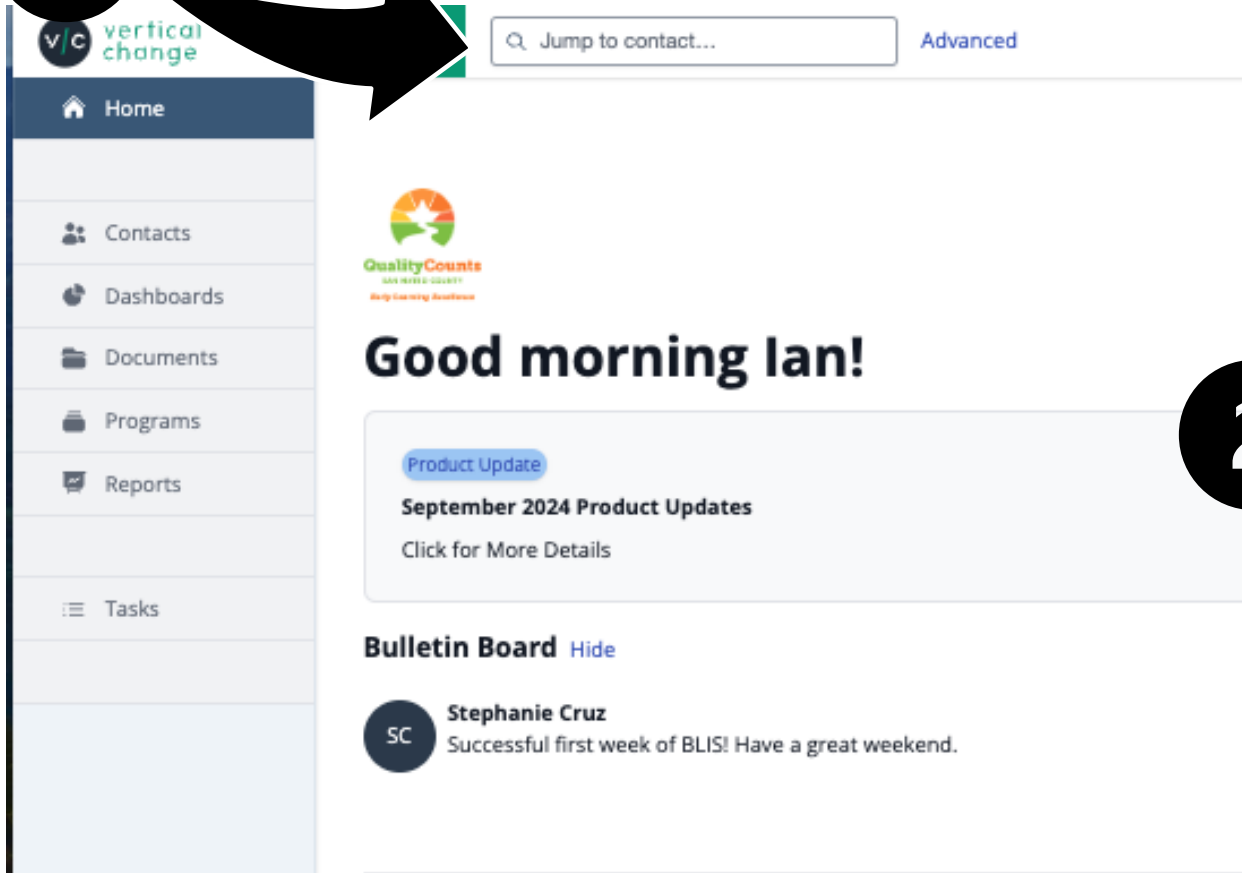
The screenshot shows a web dashboard for 'Test Site'. At the top, there is a navigation bar with tabs: Dashboard, Site Information, Documents, Classrooms/Teachers, Programs, QRIS Ratings, Assessments, Activities, Rating Preview, and QIP Summary. Below the navigation bar, the main heading is 'QRIS Site Update/Actualización del Sitio para QRIS'. Under this heading, it says 'Due by 01/28/2022 for Test Site'. Below that, it says 'QCSM Annual Site Update 7 prior result(s) completed. Last: 11/20/2023'. There is a table with three columns: 'Administered At', 'Program Year/Año de la Programa', and 'Status'. The table has one row with the following data: '11/20/2023 04:00', '2023-2024', and 'COMPLETE'. To the right of the table, there is a green button labeled 'ADD NEW' which is circled in red. Below the table, there is a blue button labeled 'VIEW/EDIT'. A large black arrow points from the right side of the slide towards the 'ADD NEW' button.

| Administered At  | Program Year/Año de la Programa | Status   |
|------------------|---------------------------------|----------|
| 11/20/2023 04:00 | 2023-2024                       | COMPLETE |

# Finding Your Agency or Site

If your agency only has one participating site, you may have to search for your agency / site in the 'Jump to contact field'

1

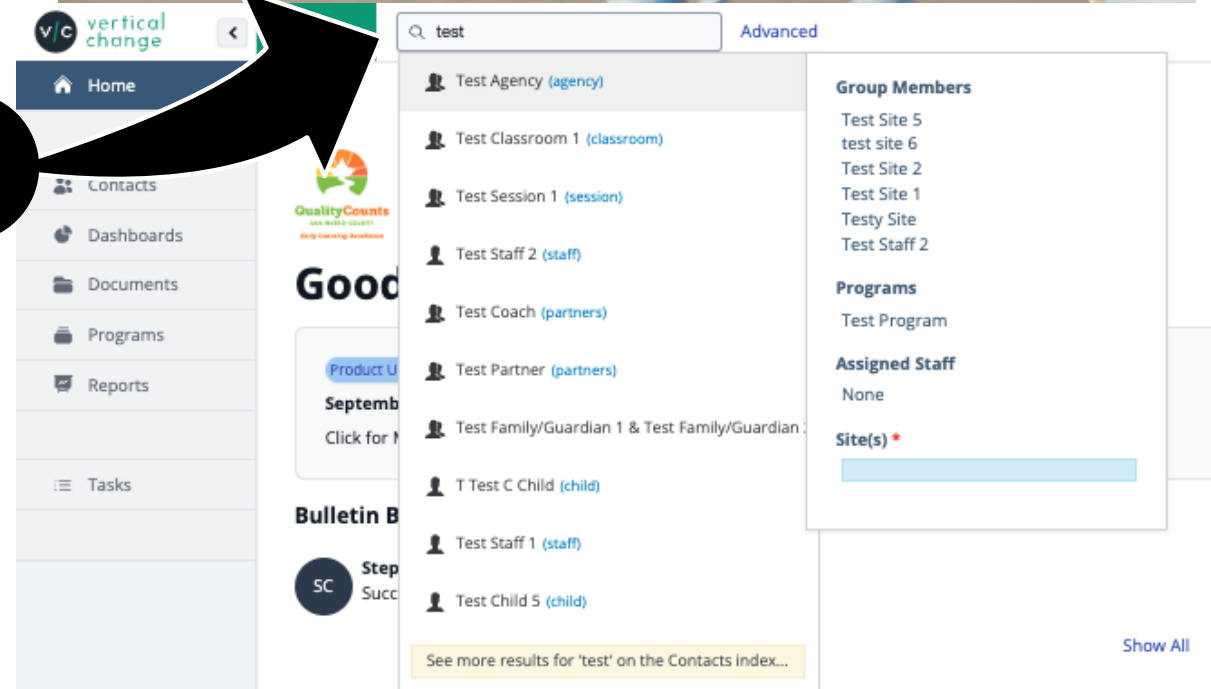


The screenshot shows the Vertical Change dashboard interface. On the left is a sidebar with navigation links: Home, Contacts, Dashboards, Documents, Programs, Reports, and Tasks. The main content area displays a greeting 'Good morning Ian!', a 'Product Update' section for 'September 2024 Product Updates', and a 'Bulletin Board' with a post from Stephanie Cruz. At the top of the main content area, there is a search bar labeled 'Jump to contact...' with a magnifying glass icon and an 'Advanced' link to its right. A large black arrow points from the number '1' to this search bar.



From this field, you can search for your agency name or site name

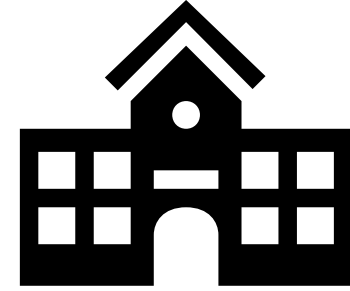
2



This screenshot shows the search results for the term 'test' in the Vertical Change dashboard. The search bar at the top contains the text 'test' and the 'Advanced' link. Below the search bar, a list of results is displayed, including 'Test Agency (agency)', 'Test Classroom 1 (classroom)', 'Test Session 1 (session)', 'Test Staff 2 (staff)', 'Test Coach (partners)', 'Test Partner (partners)', 'Test Family/Guardian 1 & Test Family/Guardian 2 (family)', 'T Test C Child (child)', 'Test Staff 1 (staff)', and 'Test Child 5 (child)'. To the right of the list, there are sections for 'Group Members' (listing Test Site 5, test site 6, Test Site 2, Test Site 1, Testy Site, and Test Staff 2), 'Programs' (listing Test Program), 'Assigned Staff' (listing None), and 'Site(s) \*' (with a blue bar). A 'Show All' link is at the bottom right. A large black arrow points from the number '2' to the search bar.

# *Agency Level / Site Level*

Site updates are entered at the site level. If you navigated to the **agency level**, please select the **site name** from the list of sites on the right-hand side of the screen



vertical change

Create ▾

Jump to contact...

Advanced

Home

Contacts

Dashboards

Documents

Programs

Reports

Tasks

## Test Agency 5

Agency

Dashboard Details Groups Notes Documents Programs Activities Assessments

This contact has no goals to complete.

Test Agency 5

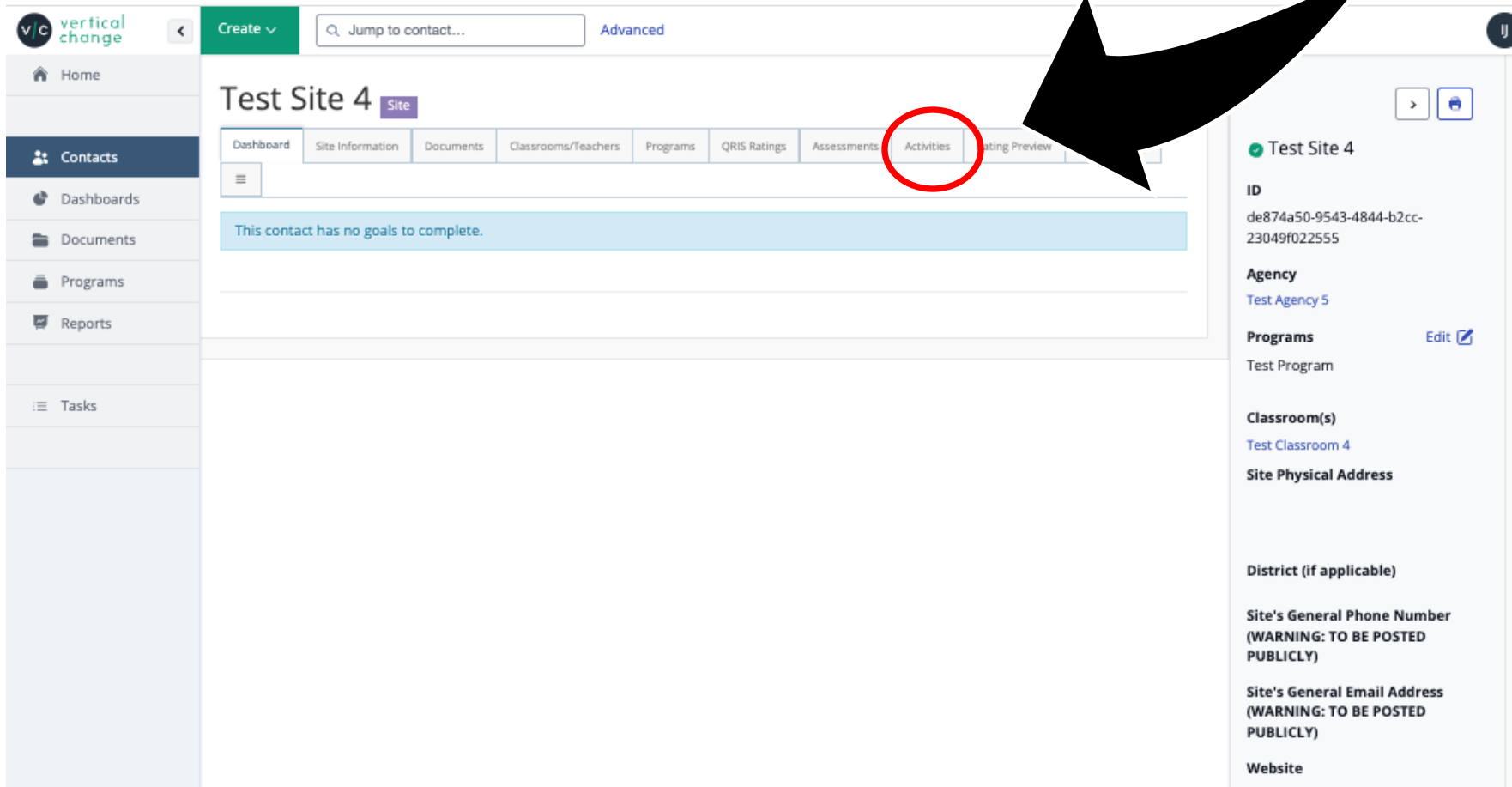
ID  
4213b6cf-4aa1-4f56-b236-a63d9d2898eb

Programs  
Test Program

Site(s)  
Test Site 4

# *Finding Your Site Update*

From the Site level page, select the 'activities' tab



The screenshot displays the Vertical Change website interface. On the left is a sidebar with navigation links: Home, Contacts, Dashboards, Documents, Programs, Reports, and Tasks. The main content area is titled 'Test Site 4' with a 'Site' label. Below the title is a horizontal tab bar with the following tabs: Dashboard, Site Information, Documents, Classrooms/Teachers, Programs, QRIS Ratings, Assessments, **Activities** (circled in red), and Rating Preview. A large black arrow points from the 'Activities' tab towards the top right. Below the tabs, a light blue message box states: 'This contact has no goals to complete.' On the right side of the page, there is a detailed information panel for 'Test Site 4'.

**Test Site 4**

**ID**  
de874a50-9543-4844-b2cc-23049f022555

**Agency**  
[Test Agency 5](#)

**Programs** [Edit](#)  
Test Program

**Classroom(s)**  
[Test Classroom 4](#)

**Site Physical Address**

**District (if applicable)**

**Site's General Phone Number**  
(WARNING: TO BE POSTED PUBLICLY)

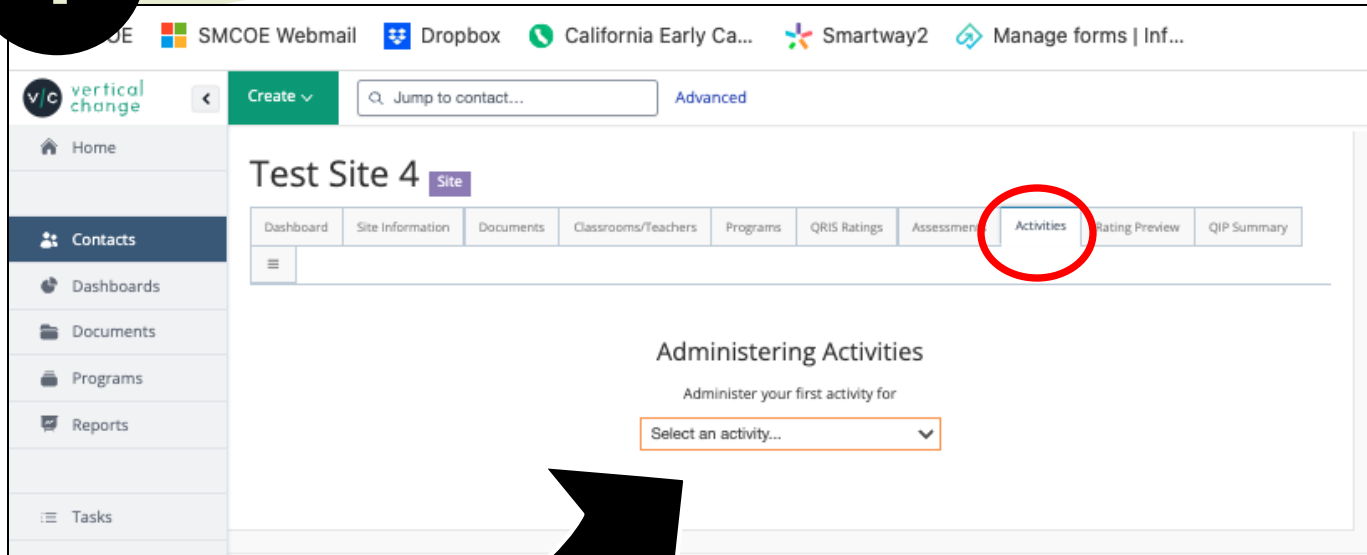
**Site's General Email Address**  
(WARNING: TO BE POSTED PUBLICLY)

**Website**



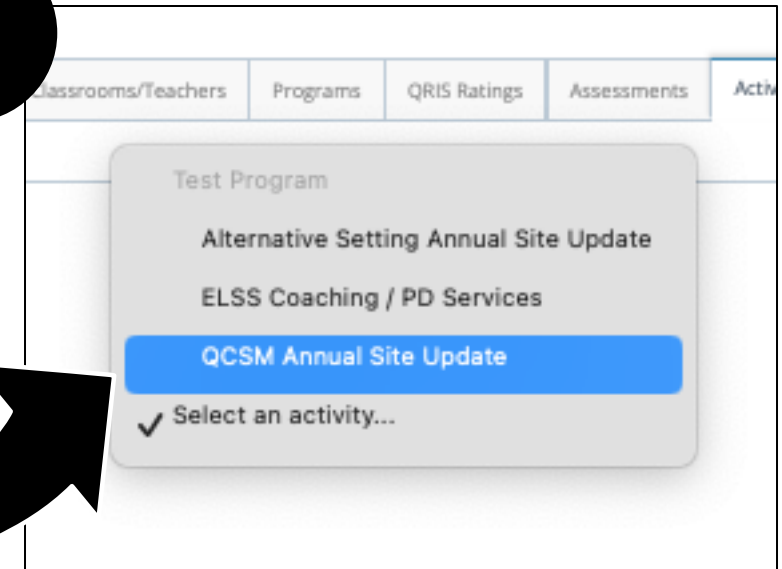
# ***Finding Your Site Update***

1



Open the dropdown menu under Administering Activities

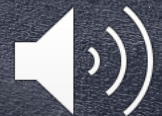
2



Select 'QCSM Annual Site Update'



# ***Completing Your Site Update***



# Beginning Your Site Update

1

Please start by including the date you are completing this form.

2

From the dropdown menu, select this program year 2024-25

## Don't Forget!

!

If this is **not** the first time you are completing a site update, please remember to select **copy results from previously administered "QCSM Annual Site Update"**. This function will copy over your results from your last site update. After copying these results, you will then continue to verify and adjust last years' entry to reflect the current state of your program.

Test Site 4 Site

Dashboard Site Information Documents Classrooms/Teachers Programs QRIS Ratings Assessments Activities Rating Preview QIP Summary

« Back to summary Print

### QCSM Annual Site Update for Test Site 4

Date

This field is required

[Copy results from previously administered "QCSM Annual Site Update".](#)

There are no previous results for this form and contact.

Program Year/Año de la Programa\*

3

# Contact Information



Enter and/or verify your program information, including the phone number, email address, and website you would like to be **publicly posted**.

## Site Contact Information/Información de contacto del program (para compartir en la página de Quality Counts)

### Program Physical Address/Dirección del hogar\*

Street Address

street address, PO Box, C/O

Street Address 2

apartment, suite, unit, building, etc

Zip Code

City

State

### Program Phone Number (will be posted PUBLICLY; optional for FCCs)/Número de Teléfono del Programa (\*se anunciará públicamente\*; opcional para FCCs)

555-867-5309

ext

123

### Program Email (will be posted PUBLICLY)/Correo Electrónico del Programa (\*se anunciará públicamente\*)\*

user@example.com

### Program Website (will be posted PUBLICLY)/Página del Web (\*se anunciará públicamente\*)

http://

# Contact Information

The details on this portion of the site update should include information about the site director. **These details are not publicly posted.**

If you would like to include a secondary contact or oversee multiple sites, please select '**Site Director Oversees Multiple Sites**' to include a secondary contact, such as a site supervisor or other agency representative.

If you are completing this form **on behalf of** the Site Director, please include your contact details. This is necessary to ensure that you continue to have user access to Vertical change.

Contact Person/Información de Contacto

Site Director Name/Nombre del Director del Plantel\*

Site Director Title/Título Formal del Director del Plantel\*

Site Director Email/Correo Electrónico del Director del Plantel\*  
user@example.com

Site Director Work Phone/Número de Teléfono del Director del Plantel\*  
555-867-5309 ext 123

Site Director Mobile Phone/Número de Celular del Director del Plantel  
555-867-5309 ext 123

Site Director Oversees Multiple Sites (Contact Alternative Site Supervisor Instead)/El Director del Plantel Supervisa varios Lugares (or planteles)  
☐ Yes/Sí

Is the person filling out this form the site director?\*

☐ Yes  
☐ No

Name of person filling out form\*  
user@example.com

Email of person filling out form\*  
user@example.com

# Agency and Licensing Information

Federal Tax Identification Number (FEIN) is required for all CSPP / Title V agencies

Please indicate your type of program

If your site has more than one license, your licenses should be listed in order of highest enrollment.

- For example, if your site has two licenses and is serving 25 children ages 0-18 months and 13 children ages 3-5, your infant license should be listed first.

Note: License Expiration is an optional field, if you do not have this information, please leave this field blank. This will not prevent you from saving the form.

Federal Tax Identification Number (FEIN)

Required - CSPP / Title V Sites\*

FEIN (Required only for Title V sites)

Licensing Information/Información de la Licencia

1

Type of Program/Tipo de Proveedor\*

- ☐ Small Family Child Care Home (up to 8 Children)/Hogar de cuidado infantil familiar pequeño (hasta 8 niños)
- ☐ Large Family Child Care Home (Up to 14 Children)/Hogar de cuidado infantil familiar grande (hasta 14 niños)
- ☐ Infant Child Care/Cuidado Infantil
- ☐ Child Care Center/Centro de Cuidado
- ☐ Child Care Center for Mildly Ill Children/Centro de Cuidado para niños con necesidades moderadas
- ☐ Licensed-Exempt Center/Centro exento de licencia
- ☐ Other/Otro

License Number/Número de Licencia\*

License Effective Date/Fecha de Entrada en Vigor de la Licencia

License Expiration Date/Fecha de Expiración de la Licencia

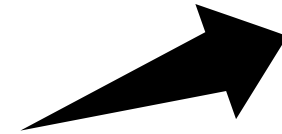
# *Multiple Licenses?*



Reminder: If your site has more than one license, your licenses should be listed in order of highest enrollment.

If you have a second license, please select the 'yes' on the 'Do you have a second license' check box and additional fields will be added to capture this information

2



Do you have a second license?

☐ Yes

If you have a third license, please select the 'yes' on the 'Do you have a third license' check box and additional fields will be added to capture this information

3



Do you have a third license?

☒ Yes

# *Actions From Community Care Licensing?*



Please indicate if your site has any of the following actions in progress

Please select 'None of the above' if none of these apply

Does this site have any of the following actions in progress by Community Care Licensing?/¿Tiene su lugar alguna de las siguientes acciones en curso por parte de la Oficina de Licencia para el Cuidado Comunitario?\*

- ☐ Non-compliance conference/Una reunión por incumplimiento
- ☐ An administrative action taken or currently in progress/Una acción administrativa tomada o en curso
- ☐ Probationary license/Una licencia probatoria
- ☐ None of the above/Ninguno

# *Accreditation and LEA Funding*

If your site is accredited or receives LEA funding, please select the 'yes' checkbox, after doing so an additional field will open to capture more information.

Accreditation Information/Información de la Acreditación

Is this site accredited?/¿Está acreditado su lugar?\*

☒ Yes/Sí  
☐ No

Accreditation

Accreditation Body/Que tipo de acreditación tiene?\*

☐ NAEYC  
☐ NAFCC  
☐ NAC  
☐ COA  
☐ NECPS  
☐ SACS  
☐ ACSI  
☐ AMS  
☐ Other/Otro

Does your site receive LEA funding?/¿Su sitio recibe financiamiento de LEA?

☒ Yes/Sí  
☐ No

CDS data

CDS Code\*

# Funding Details

Please select all that apply

NEW: If your site receives vouchers, please indicate the type of voucher you receive

'Voucher Ready' indicates that your site is available to receive vouchers, this does not indicate whether you are currently receiving vouchers

Funding Sources/Marque todas las fuentes de financiamiento que correspondan\*

- ☐ Head Start
- ☐ Early Head Start
- ☐ State Title I
- ☐ California State Preschool (Title V)
- ☐ General Child Care (CCTR)
- ☐ Private
- ☐ IDEA Part C (Early Intervention)
- ☐ IDEA Part B (Special Education)
- ☐ First 5 Local Non-CSP Funds
- ☐ Migrant Head Start
- ☐ Tribal Head Start
- ☐ Family Child Care Home Education Network
- ☐ US Military
- ☐ State Migrant (CMIG)
- ☐ Voucher (CalWORKS)
- ☐ Voucher (Alternative Payment)
- ☐ Voucher (California Migrant Alternative Payment)
- ☐ Voucher (Other)
- ☐ Voucher Ready
- ☐ LEA Unrestricted funds, including LEA CRRF
- ☐ CSPP QRIS Block Grant
- ☐ QCC QRIS Block Grant
- ☐ Other/Otro



CSPP / Title V sites please select this box

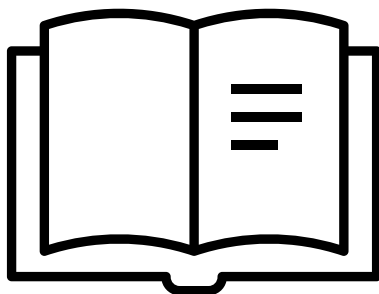
Non-CSPP Sites Please select this box

Only one of these two boxes should be selected

# Defining Classrooms



Please keep these definitions in mind while completing the next section



## Defining Classrooms for Assessment

Classrooms are defined by the *teaching team* and the *group of children*. The table below demonstrates several scenarios to help determine the number of classrooms.

| Scenario                                                            | Number of Classrooms | Rationale                                                                                               |
|---------------------------------------------------------------------|----------------------|---------------------------------------------------------------------------------------------------------|
| AM Preschool + PM Preschool<br>Same teaching team for AM and PM     | 1                    | Ages served and teaching team are the same.                                                             |
| AM Toddlers + PM Preschool<br>Same Teaching team in AM and PM       | 2                    | Teaching team is the same. Different <i>age groups</i> require different assessments.                   |
| AM Preschool + PM Preschool<br>Different Teaching team in AM and PM | 2                    | Same age group served in morning and afternoon. Different teaching teams require different assessments. |

# ***Reporting CCTR IT Classrooms***



If you are a **CSPP / Title V** site and have **CCTR Infant Toddler** classrooms at your site, please provide the following details. It is important that this section is accurate and up to date. **These details will be used in determining your eligibility for a CCTR IT Award.**



## CCTR

Total number of CCTR Infant/Toddler Classrooms\*

Number of Part Day CCTR Infant/Toddler Classrooms\*

Number of slots filled in Part Day CCTR Infant/Toddler Classrooms\*

Number of Full Day CCTR Infant/Toddler Classrooms\*

Number of slots filled in Full Day CCTR Infant/Toddler Classrooms\*

Direct & Subcontractors

# ***Reporting CSPP Classrooms***

!

**CSPP / Title V sites**, it is important that this section is accurate and up to date. This information will be used in calculating your **CSPP Local Block Grant and QI Awards and** will be cross-referenced with your classroom details previously entered in NOHO (if applicable) and the classroom details provided later in this form.

!

!



## CSPP

CDE Provider Vendor Number/Submission Code\*

Total Number of Direct contracted CSPP Classrooms\*

Number of Part Day Direct contracted CSPP Classrooms\*

Number of slots filled in Part Day Direct contracted CSPP classrooms\*

Number of Full Day Direct Contracted CSPP Classrooms\*

Number of slots filled in Full Day Direct contracted CSPP Classrooms\*

Direct Contract

# ***Reporting CSPP Classrooms***

!

If you are a **CSPP / Title V** site and have **CCTR Infant Toddler** classrooms at your site, please provide the following details. It is important that this section is accurate and up to date. These details will be cross-referenced with the information your previously provided in NOHO (if applicable) and **will be used in determining your eligibility for a CCTR IT Award.**

!

!



Total number of Subcontracted CSPP Classrooms\*

Number of Part Day Subcontracted CSPP Classrooms\*

Number of slots filled in Part Day Subcontracted CSPP Classrooms\*

Number of Full Day Subcontracted CSPP Classrooms\*

Number of slots filled in Full Day Subcontracted CSPP Classrooms\*

Subcontractors

# Program Operation Information



For hours of operation, if your program has structured start and end times that are consistent throughout the week please select 'yes' and provide those times.

If your site has a more flexible schedule (start and end times change throughout the week) please select 'No' and provide us your hours of operation.

Is the operation hours the same for all days of operations?/¿Son las horas de operación las mismas todos los días?\*

☐ Yes/Sí  
☒ No

Different/Diferente

If hours vary by day, please specify/Indique las horas de operación de cada día mencionado arriba\*

## Program Operation/Información sobre las Operaciones

Months of Operation/Número de Meses que el programa opera durante el año\*

Min: 1. Max: 12.

Operation Days/Días de Operación\*

- ☐ Sunday/Domingo  
☐ Monday/Lunes  
☐ Tuesday/Martes  
☐ Wednesday/Miércoles  
☐ Thursday/Jueves  
☐ Friday/Viernes  
☐ Saturday/Sábado

Is the operation hours the same for all days of operations?/¿Son las horas de operación las mismas todos los días?\*

☒ Yes/Sí  
☐ No

Same/Mismo

Start Time/Hora de inicio\*

End Time/Hora de finalización\*

# *Program services and languages Used*

Please select **all** that  
apply



## Program Services/Servicios que ofrece el Programa\*

- ☐ Drop-In/Programa de asistencia opcional
- ☐ Full Day/Día completo
- ☐ Part Day/Medio día
- ☐ Before School/Antes de la escuela
- ☐ After School/Después de la escuela
- ☐ School Day/Día escolar
- ☐ School Year/Año escolar
- ☐ Full Year/Año completo
- ☐ Part Year/Parte del año
- ☐ Weekends/Fines de semana
- ☐ Evenings/Noches
- ☐ Food Served/Servicio de comidas
- ☐ Infant or Toddler Care/Cuidado Infantil
- ☐ School-Aged Care/Cuidado de niños de edad escolar

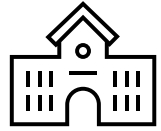


## Languages used with children during classroom instruction/Los idiomas que se hablan con los niños en su hogar\*

- ☐ English/inglés
- ☐ Spanish/español
- ☐ Arabic/árabe
- ☐ Armenian/armenio
- ☐ Cantonese/cantonés
- ☐ Hindi/hindi
- ☐ Hmong/hmong
- ☐ Japanese/japonés
- ☐ Korean/coreano
- ☐ Mandarin/mandarín
- ☐ Portuguese/portugués
- ☐ Punjabi/panyabí
- ☐ Russian/ruso
- ☐ Tagalog (Filipino)/tagalo
- ☐ Vietnamese/vietnamita
- ☐ ASL/lenguaje de señas en inglés
- ☐ Other/Otro, especifique



# *Enrollment Information*



This number should be the sum of all your licensed capacities

Total License Capacity/Capacidad de la Licencia\*

Please indicate all ages served at your site. School age information is only collected for Family Child Cares

Ages of Children Being Served/Edad de los Niños Atendidos\*

- ☒ Infant/Bebes
- ☒ Toddler/Niños Pequeños
- ☒ Preschool Age/Edad Preescolar
- ☐ (for FCCs only) School Age/(solo para FCCs) Edad Escolar

The sum of enrolled Infants, Toddlers, and Preschoolers will be used for many of the upcoming prompts



## Enrollment Information

Infant/Bebes

Total Number of Infants Enrolled at Site/Número actual de bebés atendidos (0-18 meses)\*



Toddler/Niños Pequeños

Total Number of Toddlers Served at Site/Número actual de niños pequeños (18-36 meses)\*

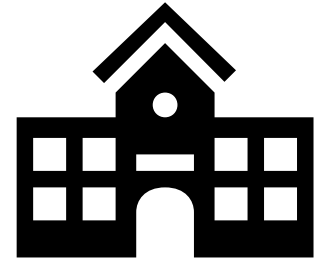


Preschool/Preescolar

Total Number of Preschoolers Served at Site (36 months to kindergarten entry)/Número actual de niños de edad preescolar atendidos (3-5 años)\*

# *Enrollment Information*

## Enrollment Information



### Infant/Bebes

Total Number of Infants Enrolled at Site/Número actual de bebés atendidos (0-18 meses)\*



### Toddler/Niños Pequeños

Total Number of Toddlers Served at Site/Número actual de niños pequeños (18-36 meses)\*



### Preschool/Preescolar

Total Number of Preschoolers Served at Site (36 months to kindergarten entry)/Número actual de niños de edad preescolar atendidos (3-5 años)\*

The total of these two categories should be equal



Number of Children Enrolled for Part-Day, Part-Year Care/Número aproximado de niños recibiendo cuidado por parte de día, parte del año\*

Number of Children Enrolled for Part-Day, Full-Year Care/Número aproximado de niños recibiendo cuidado por parte del día, todo el año\*

Number of Children Enrolled for Full-Day, Part-Year Care/Número aproximado de niños recibiendo cuidado todo el día, solo una parte del año\*

Number of Children Enrolled for Full-Day, Full-Year Care/Número aproximado de niños recibiendo cuidado todo el día, todo el año\*

Please make sure the sum of all enrolled children is equal to the sum of all Part-Day/ Full-Day, Part-Year/ Full Year spots filled

# Race and Ethnicity

The total of these two categories should be equal

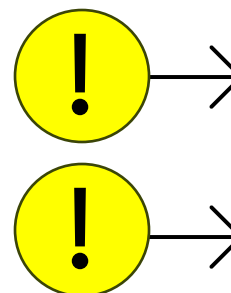
Please list the Race/Ethnicity of each child. There should only be 1 (one) input per child enrolled.

If a child has **more than one race**, use the more than one race field for this child

If the race of a child is **unknown**, please use the 'unknown ethnicity' field

|                                                                                                                                                                                               |   |  |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---|--|
| Infant/Bebes<br>Total Number of Infants Enrolled at Site/Número actual de bebés atendidos (0-18 meses)*<br><input type="text"/>                                                               | + |  |
| Toddler/Niños Pequeños<br>Total Number of Toddlers Served at Site/Número actual de niños pequeños (18-36 meses)*<br><input type="text"/>                                                      |   |  |
| Preschool/Preescolar<br>Total Number of Preschoolers Served at Site (36 months to kindergarten entry)/Número actual de niños de edad preescolar atendidos (3-5 años)*<br><input type="text"/> |   |  |

=



|                                                                                                                                                                                |                      |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------|
| Race/Ethnicity Breakdown of Children at Your Site<br>(MUST EQUAL TOTAL NUMBER OF CHILDREN ENROLLED)                                                                            |                      |
| Race/Ethnicity Breakdown of Children at Your Site who are American Indian or Alaska Native/<br>Número total de niños que son amerindios o nativos de Alaska*                   | <input type="text"/> |
| +                                                                                                                                                                              |                      |
| Race/Ethnicity Breakdown of Children at Your Site who are Asian/Número total de niños que son asiáticos*                                                                       | <input type="text"/> |
| +                                                                                                                                                                              |                      |
| Race/Ethnicity Breakdown of Children at Your Site who are Black or African American/Número total de niños que son negros o afroamericanos*                                     | <input type="text"/> |
| +                                                                                                                                                                              |                      |
| Race/Ethnicity Breakdown of Children at Your Site who are Hispanic/Latino/Número total de niños que son hispanos/latinos*                                                      | <input type="text"/> |
| +                                                                                                                                                                              |                      |
| Race/Ethnicity Breakdown of Children at Your Site who are Native Hawaiian or Pacific Islander /<br>Número total de niños que son nativos de Hawái o de las Islas del pacífico* | <input type="text"/> |
| +                                                                                                                                                                              |                      |
| Race/Ethnicity Breakdown of Children at Your Site who are White/Número total de niños que son blancos*                                                                         | <input type="text"/> |
| +                                                                                                                                                                              |                      |
| Race/Ethnicity Breakdown of Children at Your Site who are more than one race/Número total de niños que son de raza mixta*                                                      | <input type="text"/> |
| +                                                                                                                                                                              |                      |
| Race/Ethnicity Breakdown of Children at Your Site of Unknown Ethnicity/Número total de niños de raza o etnia desconocida*                                                      | <input type="text"/> |

# Home Languages



## Infant/Bebes

Total Number of Infants Enrolled at Site/Número actual de bebés atendidos (0-18 meses)\*



## Toddler/Niños Pequeños

Total Number of Toddlers Served at Site/Número actual de niños pequeños (18-36 meses)\*



## Preschool/Preescolar

Total Number of Preschoolers Served at Site (36 months to kindergarten entry)/Número actual de niños de edad preescolar atendidos (3-5 años)\*

Please indicate the home language of each child. **Do not list more than one language for each child.**

### Language Breakdown of Children at Your Site/Información Demográfica de los Niños (lenguaje)

(MUST EQUAL TOTAL NUMBER OF CHILDREN ENROLLED)

Count of Children who speak English/Número total de niños que hablan inglés\*



Count of Children who speak Spanish/Número total de niños que hablan español\*



Count of Children who speak Arabic/Número total de niños que hablan árabe\*



Count of Children who speak Armenian/Número total de niños que hablan armenio\*



Count of Children who speak Cantonese/Número total de niños que hablan cantonés\*



Count of Children who speak Hindi/Número total de niños que hablan hindi\*



Count of Children who speak Hmong/Número total de niños que hablan hmong\*



Count of Children who speak Japanese/Número total de niños que hablan japonés\*



Count of Children who speak Korean/Número total de niños que hablan coreano\*



Count of Children who speak Mandarin/Número total de niños que hablan mandarín\*



Count of Children who speak Portuguese/Número total de niños que hablan portugués\*



Count of Children who speak Punjabi/Número total de niños que hablan panyabi\*



Count of Children who speak Russian/Número total de niños que hablan ruso\*



Count of Children who speak Tagalog (Filipino)/ Número total de niños que hablan tagalo\*



Count of Children who speak Vietnamese/Número total de niños que hablan vietnamita\*



Count of Children who speak ASL/Número total de niños que hablan el lenguaje de señas en inglés\*



Count of Children who speak Other Language/Número total de niños que hablan otros idiomas\*



If other, specify language/Si otro, especifique idiomas



For children who have more than one home language, please select 'other language' and provide a description in the other field



# Enrollment Information

Infant/Bebes

Total Number of Infants Enrolled at Site/Número actual de bebes atendidos (0-18 meses)\*

Toddler/Niños Pequeños

Total Number of Toddlers Served at Site/Número actual de niños pequeños (18-36 meses)\*

Preschool/Preescolar

Total Number of Preschoolers Served at Site (36 months to kindergarten entry)/Número actual de niños de edad preescolar atendidos (3-5 años)\*



=

The sum of the number of boys and girls should be equal to total enrollment

Number of Boys/Número total de niños (varones)\*

Number of Girls/Número total de niñas\*



None of these fields can exceed total number of enrolled children

Total number of children whose families are at or below 85% of State Median Income (or, in other words, eligible for subsidized child care in San Mateo County)/El número total de niños cuyas familias están en o por debajo del 85% del ingreso promedio estatal ( en otras palabras, son elegibles para el cuidado infantil subvencionado en el condado de San Mateo)\*

Number of children screening with developmental screening tool/Número total de niños evaluados con un examen de desarrollo\*

Number of children receiving referrals based on screening results/Número total de niños referidos basado en los resultados de los exámenes de desarrollo\*

Number of Children with IFSP Only/Número total de niños con un programa de servicios individualizados para la familia\*

Number of Children with IEP Only/Número total de niños con un plan educativo individual\*

Number of Children Served with Voucher Payments/Número total de niños que reciben servicios a través del programa de cupones de pago\*



Infant/Bebes

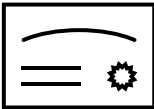
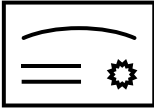
Total Number of Infants Enrolled at Site/Número actual de bebes atendidos (0-18 meses)\*

Toddler/Niños Pequeños

Total Number of Toddlers Served at Site/Número actual de niños pequeños (18-36 meses)\*

Preschool/Preescolar

Total Number of Preschoolers Served at Site (36 months to kindergarten entry)/Número actual de niños de edad preescolar atendidos (3-5 años)\*



# Enrollment Information



## Infant/Bebes

Total Number of Infants Enrolled at Site/Número actual de bebes atendidos (0-18 meses)\*



## Toddler/Niños Pequeños

Total Number of Toddlers Served at Site/Número actual de niños pequeños (18-36 meses)\*



## Preschool/Preescolar

Total Number of Preschoolers Served at Site (36 months to kindergarten entry)/Número actual de niños de edad preescolar atendidos (3-5 años)\*



None of these fields can exceed total number of enrolled children

**Number of Dual Language Learners** is defined as the number of preschool age children who primarily speak a language other than English or speak another language AND English equally.

Número de estudiantes que aprenden en dos idiomas se define como el número de niños en edad preescolar que hablan principalmente un idioma distinto del inglés o hablan otro idioma E inglés por igual.

**Number of Dual Language Learners/Número total de niños de edad preescolar que están aprendiendo ingles (# de niños de edad preescolar que hablan primordialmente un idioma en la casa que no es el inglés)\***

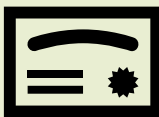
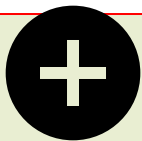
**Number of Foster Children/Número total de niños de crianza\***

**Number of Homeless Children/Número total de niños desplazados (sin hogar)\***

# Teacher Credentials

Please only include the **highest permit level** of each teacher

The total of all permits entered should be equal to the total number of teaching staff



## Teacher Information/Información del Maestro(a)

Count of Teachers without a Permit at Your Site/Número de maestros sin licencia\*



Count of Teachers with an Assistant Permit at Your Site/Número de maestros con una licencia de asistente de maestro\*



Count of Teachers with an Associate Permit at Your Site/Número de maestros con una licencia de maestro asociado\*



Count of Teachers with an Teacher Permit at Your Site/Número de maestros con una licencia de maestro\*



Count of Teachers with an Master Teacher Permit at Your Site/Número de maestros con licencia de Maestro Instructor\*



Count of Teachers with an Site Supervisor Permit at Your Site/Número de maestros con licencia de Supervisor del Plantel\*



Count of Teachers with an Program Director Permit at Your Site/Número de maestros con licencia de Director de Programa\*

Total Number of Teaching Staff/Número total del personal docente (Autocalculated)\*



# *Classroom Data*



Please indicate the total number of classrooms serving ages 0-5 at your site. Please also indicate the number of part-day and full-day classrooms.



The next fields will ask for more information about your classrooms

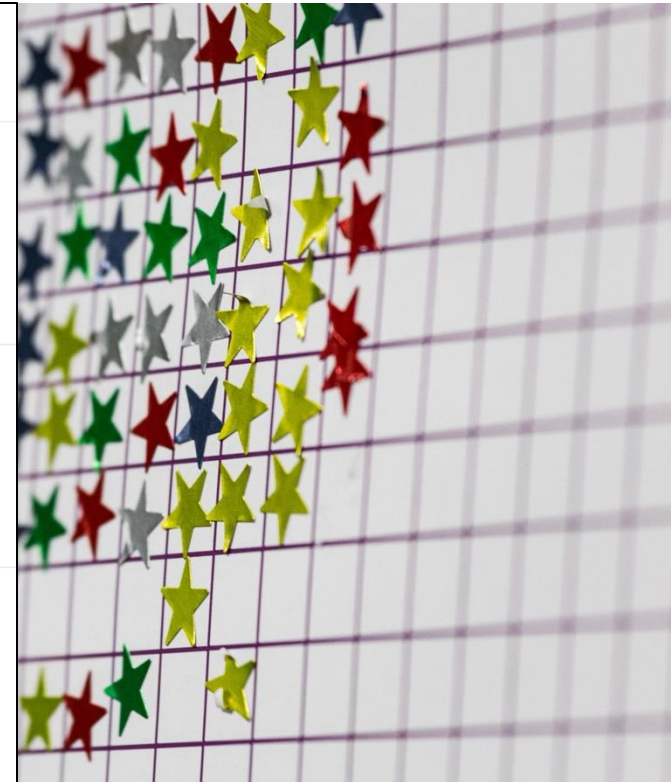


## **Classroom Information/Información del Salón**

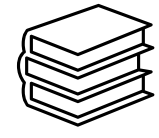
**Total Number of Classrooms/Numero Total del Salones\***

**Total Number of Part Day Classrooms\***

**Total Number of Full Day Classrooms\***



# Classroom Data



Please provide a classroom name.

If you are a **CSPP subcontractor**, please include the classroom name, as well as, the name you have assigned to the classroom in NOHO (if the two names are different).

Example: Yellow Room (CSPP PD AM)

Please make sure to indicate if this is a CSPP classroom

Please make sure to indicate if this is a CCTR IT classroom

Please provide the classroom schedule

This slide and the following slide represent the data we will need to collect for each classroom at serving children ages 0-5

Classroom 1 Name/Nombre del Salón 1\*

Is Classroom 1 a CSPP classroom?/¿Es esta un aula de CSPP?\*

☐ Yes/Sí

☐ No

Is Classroom 1 a CCTR IT classroom?/¿Es esta un aula de CCTR IT?\*

☐ Yes/Sí

☐ No

Classroom 1 Schedule/Horario del Salón 1\*

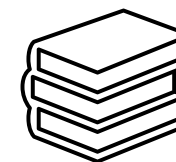
☐ AM

☐ PM

☐ AM/PM

☐ Full Day/Día completo

# Classroom Data



Please provide a list of the teaching staff assigned to this classroom and their roles.

Example: Justin Short (Lead Teacher)

If you have another classroom to add please select this box.

Please indicate all ages enrolled at this site (check all that apply)

Please indicate the majority age group at this site

**Classroom 1 Lead Teachers and Additional Staff (include all staff names and positions)/Maestras Principales y Personal Docente Adicional en Salón 1 (Incluya el nombre y la posición)\***

**Would you like to add another classroom?/¿Le gustaría añadir otro salón de clases?**

☐ Yes/Sí

**Represent all age groups served in Classroom 1/Represente todos los grupos de edad atendidos en el Aula 1\***

☐ <18 months/meses

☐ 18 months-3 years/18 meses-3 años

☐ 3-5 years/3-5 años

**What is the primary age group for Classroom 1/¿Cuál la principal edad de su Aula de clase 1?\***

☐ <18 months/meses

☐ 18 months-3 years/18 meses-3 años

☐ 3-5 years/3-5 años

# *Almost* *finished...*

Please sign and date  
to confirm this years'  
site update  
information is  
accurate and up to  
date

Signature/Firma

Signature/Firma 

Draw Signature



# ***Troubleshooting Tips and Tricks***

**\*** (asterisk symbols) Indicate a required fields

(Red text boxes) Indicate incomplete required fields

Pay attention to formatting requirements

http://

user@example.com

555-867-5309

 MM/DD/YYYY

If you are still unable to complete your site update, please reach out to QCSM Student Services Specialist Ian Johnson ([ijohnson@smcoe.org](mailto:ijohnson@smcoe.org), 650-802-5344)



# Thank you!



## *Congratulations*



Completion of the Vertical Change Site Update marks the completion on participation milestone #1. This data is meaningful and helpful and will be used to benefit your program and report to CDE and our funders. Thank you for being a part of the Quality Counts San Mateo Team.

