



DIRECTOR OF RECORD ACCESS INSTRUCTION GUIDE

MRTQ has enabled the ability to allow authorized program directors (center based and family child care) limited access to MRTQ data concerning their programs.

All directors requesting access privileges must have completed the Director of Record Facility Access Request form, must be full Registry members, have set up a username and password, and either be listed on the Maine State Licensing database as the director or provide additional proof of employment as the director for the program.

Once MRTQ has granted you access privileges, you will be able to log into your personal MRTQ record and then have access to your facilities. Please refer to this Director of Record Access Instruction Guide to assist you in accessing and updating your facility information.

Logging In

Log into the Registry using your personal User Name and Password at mrtq-registry.org/Account/Login (Fig. 1 below)

A screenshot of the login page for the MRTQ Registry. At the top, a dark blue navigation bar contains the text "Training Calendar" and "MRTQ PDN Website". Below this, the heading "Log in" is displayed in a large, dark font. Underneath, the instruction "Log in to your registry account" is shown. The login form consists of two input fields: "Email" with the text "teddytest@test.edu" and "Password" with a masked password of eight dots. A green "Log in" button is positioned below the password field.

Fig. 1

Proceed to **Your Registry Record**

My Contact Information Page

Once you have logged in, you will be at your contact information page. **Click on My Employment.** You will see 3 options. My Current Employment is where you currently work. My Work Experience is your past work experience. My Facilities are the facilities to which you have been given access. **Click on My Facilities** for the list of your facilities. (Fig.2 below)



MAINE **ROADS**
TO QUALITY
PROFESSIONAL DEVELOPMENT NETWORK

[My Info](#) [My Education](#) [My Training](#) [My Employment](#) [Sample Director](#)

My Contact Information

Welcome, **Sample Director**, to the MRTQ Professional Development Registry.

Your contact information is listed below.

Please change address and phone number as necessary, and click the "Save Changes" button to save any changes.

Mailing Address *	PO Box 9300
City/Town *	Portland
State *	Maine
Zip Code *	04104

Fig. 2

Facility Menu and Information

You have now reached the Facility Menu and Information page (Fig 3 below). The menu is located on the left side of your screen. You may click on any menu item that you wish to view, but we strongly encourage you to view all menu items to be sure that the information is current.

You can update your Facility Address Information on this page if necessary. All fields in **bold with an asterisk** must be complete in order to save any changes.

MAINE ROADS TO QUALITY
PROFESSIONAL DEVELOPMENT NETWORK

My Info My Education My Training My Employment Sample Director

Facility Information

Facility: Sample Facility

Resource Address

Street Address * 34 Bedford St

City/Town * Portland

State * Maine

Zip Code * 04101

County * Cumberland

Telephone

Format: (207) 555-5555

Mailing Address

Mailing Address * PO Box 9300

Mailing City/Town * Portland

Mailing State * Maine

Mailing Zip Code * 04104

Save Center Information

Fig. 3

Facility Description


This link allows you to provide additional information about your Facility. MRTQ receives facility type and license number from the DHHS licensing department. You may not change this information. If there is an error concerning the license number or facility type, please contact MRTQ. Please check off or change any of the fields that apply to your program and save the changes. (Fig. 4 below)

The screenshot shows the 'Facility Description' page. At the top is the logo for 'MAINE ROADS TO QUALITY PROFESSIONAL DEVELOPMENT NETWORK'. Below the logo is a blue navigation bar with links for 'My Info', 'My Education', 'My Training', 'My Employment', and 'Sample Director'. On the left is a green 'Facility Menu' sidebar with options: 'Contact Information', 'Facility Description', 'Capacity and Enrollment', 'Accreditation and QRS Information', 'Employees', 'Employees and Age Groups', 'Employee Report', 'Contact MRTQ', and 'Instruction Manual'. The main content area is titled 'Facility Description' and features a 'Facility' dropdown menu set to 'Sample Facility'. Below this, the 'Facility Type' is 'Center' and the 'License Number' is blank. A section titled 'Please click all that apply.' contains a list of checkboxes: 'Head Start', 'Early Head Start', 'Public Pre-K', 'Small Facility', 'Tribal', 'School-Age Child Care', 'License Exempt', and 'Child Care Subsidy'. A green 'Save' button is located at the bottom right of the form.

Fig. 4

Capacity and Enrollment

This is information that we would like to capture about your program. Please complete this information based on current enrollment and capacity. (Fig. 5 below)



My Info My Education My Training My EmploymentSample Direct

Facility Menu

Facility Capacity and Enrollment

Facility

Please complete this information based on current enrollment and capacity.

Age Group	Capacity	Enrollment
Infant	<input style="width: 80px;" type="text" value="0"/> <small>Infant Capacity</small>	<input style="width: 80px;" type="text" value="0"/> <small>Infant Enrollment</small>
Toddler	<input style="width: 80px;" type="text" value="0"/> <small>Toddler Capacity</small>	<input style="width: 80px;" type="text" value="0"/> <small>Toddler Enrollment</small>
Preschool	<input style="width: 80px;" type="text" value="0"/> <small>Pre-School Capacity</small>	<input style="width: 80px;" type="text" value="0"/> <small>Pre-School Enrollment</small>
School Age	<input style="width: 80px;" type="text" value="0"/> <small>School-Age Capacity</small>	<input style="width: 80px;" type="text" value="0"/> <small>School-Age Enrollment</small>

This facility only serves school-age children

Fig. 5

Accreditation/QRS Information

This page lists the facility's accreditation status and QRS step. You cannot make changes on this page. Please contact the *Quality for Me* program if your QRS step is not correct. Please contact MRTQ if your accreditation status is not correct. (Fig. 6)



My Info My Education My Training My Employment Sample Director

Facility Menu

- Contact Information
- Facility Description
- Capacity and Enrollment
- Accreditation and QRS Information
- Employees
- Employees and Age Groups
- Employee Report
- Contact MRTQ
- Instruction Manual

Accreditation and QRS Information

Facility: Sample Facility

This facility is not accredited.

In Process of Accreditation In Process of Reaccreditation

Candidacy Met

Date	NA	.
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QRS Certificate Number: No Certificate Recorded.

QRS Step: No QRS Step Recorded.

QRS Decision Date: No QRS Date Recorded.

If the information displayed is incorrect, please contact MRTQ

Fig. 6

Employees

All of the employees who are Registry members or have pending applications will be listed here (Fig.7 below). In the following sections (Fig. 7-11 below), you may terminate a staff person's employment, update job titles and responsibilities, change full or part time status, and ensure that the ages of children with whom an individual staff person works is correct.

Please note the "Status" column. If the employee has a status other than "Active," they are not yet a Registry member. Please have the employee contact us if they are unclear as to why they are not yet a member.

Note: You will not be able to see the training records of your employees. The employee must sign a release form, allowing MRTQ PDN to share their Professional Development Profile (PDP) with you. The release can be found here: bit.ly/pdp_release.

Facility Employees

Facility

Update	Status	Start Date	Career Path	Level	Position	Education
Sample Director	Active	01/01/2018	Center Based Direct Care Professional	6	Program Director/Coordinator	Master Degree in ECE, Soc. Serv. or related field
Scout Finch	Active	01/01/2019	Center Based Direct Care Professional	0	Teacher	Bachelor Degree
Kilgore Trout	Online Application Completed	01/01/2019	Center Based Direct Care Professional	0	Assistant Teacher/Teacher Aide	High School Diploma/GED

Fig. 7

To make changes to any employee, click on the employee's name. This will bring you to the Update Employee page. (Fig. 8)

Please note: You are not able to add new employees. If you have a new employee who is already on the Registry, they can update their employment online or you can contact Registry staff for assistance at mrtq.registry@maine.edu or (888) 900-0055.

Employee Job Title

On this page (Fig. 8 below), you can update job title using the drop down box. Please use the title that is closest to the job titles used at your facility. If you do not see an appropriate title, choose "Other" and enter the actual job title in the field below.

My Info My Education My Training My Employment Sample Director

Facility Menu

- Contact Information
- Facility Description
- Capacity and Enrollment
- Accreditation and QRS Information
- Employees
- Employees and Age Groups
- Employee Report
- Contact MRTQ
- Instruction Manual

Update Employee

Facility: Sample Facility

Scout Finch

Start Date * 1/1/2019

Position * Teacher

Please specify other

Responsibility * Direct Care

Works full/part-time Not Answered

Works full/part year Not Answered

Save

End Current Employment

Fig. 8

Note for programs enrolling in Quality for ME, Maine's Quality Rating and Improvement System: Your direct care staff list on the MRTQ Registry is shared with Quality for ME. Listing an employee as "Teacher" on the MRTQ Registry translates to "Lead Teacher" on the Quality for ME application.

Ending Employment

If a staff person listed no longer work for you, click on the link End Current Employment. (Fig.8 previous page). This will bring you to the screen that will allow you to end employment for that staff person. (Fig. 9 below) Enter the End date and click on the Finish button.

The screenshot shows a web application interface for updating employee information. At the top, there is a navigation bar with links for 'My Info', 'My Education', 'My Training', 'My Employment', and 'Sample Director'. On the left, a 'Facility Menu' lists various options like 'Contact Information', 'Facility Description', 'Capacity and Enrollment', 'Accreditation and QRS Information', 'Employees', 'Employees and Age Groups', 'Employee Report', 'Contact MRTQ', and 'Instruction Manual'. The main content area is titled 'Update Employee' and shows the facility name 'Sample Facility' and the employee name 'Scout Finch'. There are two input fields: 'Start Date *' with the value '1/1/2019' and 'End Date *' which is currently empty. A pink message box prompts the user to 'Please enter the last date of employment at this facility and click the 'Finish' button.' At the bottom, there are two green buttons labeled 'Finish' and 'Cancel'.

Fig. 9

Employees and Age Groups

This page lists the ages of children that that your employee indicated he/she worked with at the time of Registry membership. (Fig.10 below) Please take the time to review this information and make any necessary changes. We send this data to the QRIS program so it is **essential** that it is correct. To make changes, click on the employee's name. This will bring up the screen that will allow you to make changes. **Please click all that apply but be sure to check **only** the specific ages that the employee works with, not the ages that the program serves. (Figs. 10 and 11 below)**

Employee Age Groups

Facility

Update	Infant	Toddler	Preschool	Kindergarten	School Age 7-9	School Age 10-12	School Age 13-15	Providers	Families
Sample Director	No	No	Yes	No	No	No	No	No	No
Scout Finch	No	No	Yes	No	No	No	No	No	No
Kilgore Trout	No	No	Yes	No	No	No	No	No	No

Fig. 10

Employee Age Group Edit

Facility

Scout Finch

Please select the group or groups with whom this provider works on a typical day.

- Infant (6 weeks to 12 months)
- Toddler (12 months to 30 months)
- Preschool (30 months up to Kindergarten)
- Kindergarten
- School Age (7-9)
- School Age (10-12)
- School Age (13-15)
- Families
- Providers

Fig. 11

Employee Report

When you click on this link, it will bring up a pdf/adobe acrobat document prompt. Click "OK" to print out your facility report. (Figs. 12 and 13 below) **Helpful Hint: This report will not allow any changes so update all your employee information before you print the report.**

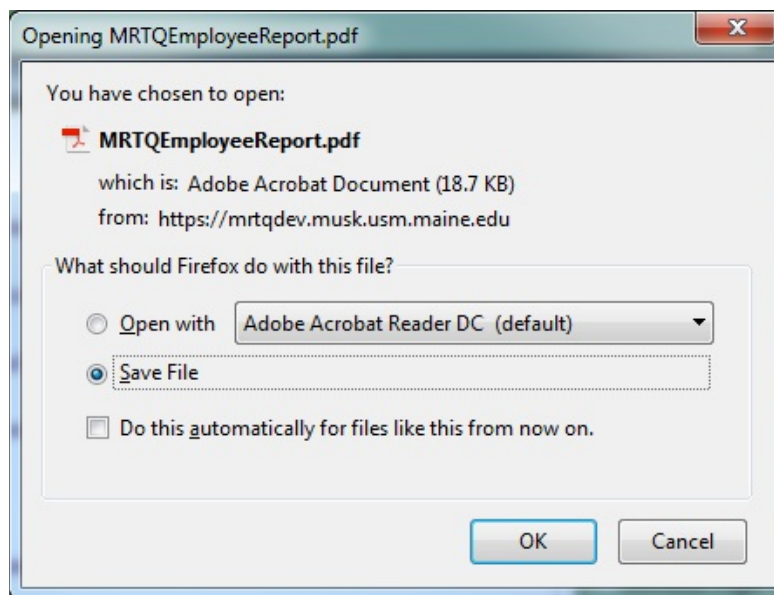


Fig. 12

Maine Roads to Quality Registry Facility Report

Sample Facility

34 Bedford St
Portland, ME 04101

License Number:

Name	Status	Career Path	Education	Position	Level
Sample Director	Active	Center Based	Master Degree in ECE, Soc. Serv. or related field	Program Director/Coordinator	Level 7
Scout Finch	Active	Center Based	Bachelor Degree	Teacher	Level 0
Kilgore Trout	Online Application Completed	Center Based	High School Diploma/GED/HISET	Assistant Teacher/Teacher Aide	Level 0

Summary Information

Career Path	# of Providers	Average Level
Center Based Direct Care Professional	3	2.333333

Fig. 13

Contact MRTQ

Please use the Contact MRTQ link if you need assistance. Please describe your problem in detail so we may best assist you in resolving your problems and then click Send. Please allow up to two business day for us to respond. (Fig. 14 below)

Facility Menu
Contact Information
Facility Description
Capacity and Enrollment
Accreditation and QRS Information
Employees
Employees and Age Groups
Employee Report
Contact MRTQ
Instruction Manual

Contact MRTQ

Facility

Please enter your message to MRTQ and click the Send button.

Fig. 14