



MRTQ Registry Director of Record Access (DoRA) Instruction Guide

Maine Roads to Quality (MRTQ) has enabled the ability to allow authorized program directors/owners/assistants limited access to MRTQ data concerning their programs and staff.

All directors/owners/assistants 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/owner, have written permission from that person, or provide additional proof of employment as the director for the program.

Once MRTQ has granted access privileges, you will be able to log into your personal MRTQ record and have access to your facility records. 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)

Log in

Log in to your registry account

Email

Password

Log in

Fig. 1

My Contact Information Page

Once you have logged in, **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)

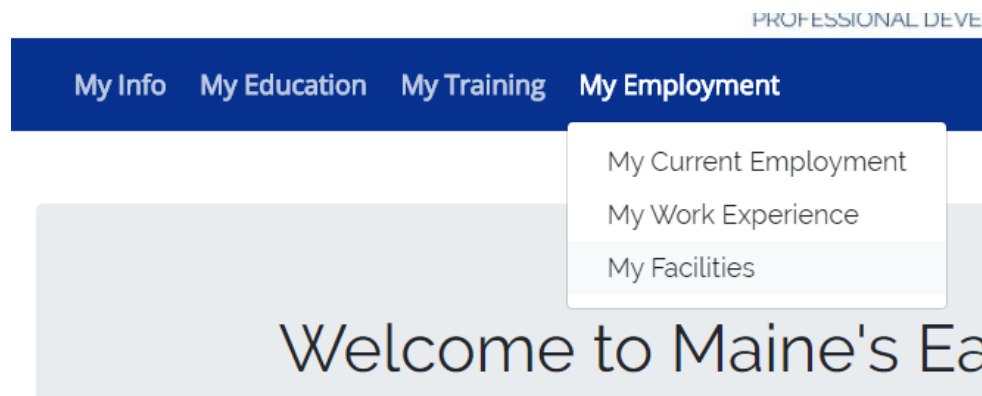


Fig. 2

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 to save any changes.

Facility Menu	Facility Information	
Contact Information	Facility	Sample Facility
Facility Description		
Capacity and Enrollment	Resource Address	
Accreditation and QRS Information	Street Address *	34 Bedford St
Employees	City/Town *	Portland
Employees and Age Groups	State *	Maine
Active Staff Training Overview	Zip Code *	04101
Contact MRTQ	County *	Cumberland
Instruction Manual	Telephone	

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 at mrtq.registry@maine.edu. Please check off or change any of the fields that apply to your program and save the changes. (Fig. 4 below)

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Facility Description

Facility

Facility Type: Center
License Number:

Please click all that apply.

- ☐ Head Start
- ☐ Early Head Start
- ☐ Public Pre-K
- ☐ Small Facility
- ☐ Tribal
- ☐ School-Age Child Care
- ☐ License Exempt
- ☐ Child Care Subsidy

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)

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Facility Capacity and Enrollment

Facility

Please complete this information based on current enrollment and capacity.

Age Group	Capacity	Enrollment
Infant	<input type="text" value="0"/> Infant Capacity	<input type="text" value="0"/> Infant Enrollment
Toddler	<input type="text" value="0"/> Toddler Capacity	<input type="text" value="0"/> Toddler Enrollment
Preschool	<input type="text" value="0"/> Pre-School Capacity	<input type="text" value="0"/> Pre-School Enrollment
School Age	<input type="text" value="0"/> School-Age Capacity	<input type="text" value="0"/> School-Age Enrollment
Total	<input type="text"/> Total Capacity	<input type="text"/> Total Enrollment

☐ 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 *Rising Stars for ME* program (risingstarsforme@maine.edu) if your QRS step is not correct. Please contact MRTQ at mrtq.registry@maine.edu if your accreditation status is not correct. (Fig. 6)

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Accreditation and QRS Information

Facility

This facility is not accredited.

☐ In Process of Accreditation ☐ In Process of Reaccreditation

☐ Candidacy Met

Date Type

QRS Certificate Number

QRS Step

QRS Decision Date

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.

Facility Employees

Facility

Sample Facility

[Print-friendly employees report](#)

[Active Staff Training Overview](#)

Update	Status	Start Date	Career Path	Level	Position	Education	Responsibility
Sample Director	NonMember	01/01/2018	Center Based Direct Care Professional	0	Program Director/Coordinator	Master Degree in ECE, Soc. Serv. or related field	Direct Care, Administrative & Supervisory
Scout Finch	Active	01/01/2019	Center Based Direct Care Professional	0	Teacher	Bachelor Degree	Direct Care
Sandy Sim	Active	10/01/2022	Family Education and Support Professional	5	Program Director/Teacher	Associate Degree in ECE, Soc. Serv. or related field	Direct Care, Administrative & Supervisory
Kilgore Trout	NonMember	01/01/2019	Center Based Direct Care Professional	0	Assistant Teacher/Teacher Aide	High School Diploma/GED/HISET	Direct Care

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 mrtg.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.

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Update Employee

Facility

Scout Finch

Start Date *	<input type="text" value="1/1/2019"/>
Position *	<input type="text" value="Teacher"/>
Please specify other	<input type="text"/>
Responsibility *	<input type="text" value="Direct Care"/>
Works full/part-time	<input type="text" value="Not Answered"/>
Works full/part year	<input type="text" value="Not Answered"/>

Fig. 8

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

Ending Employment

If a staff person listed no longer work for you, click on the End Current Employment button. (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.

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Update Employee

Facility

Scout Finch

Start Date *

End Date *

Please enter the last date of employment at this facility and click the 'Finish' button.

Fig. 9

Employees and Age Groups

This page lists the ages of children that your employee has indicated they work with. (Fig.10 below) Please take a moment 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	Sample 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
Sandy Sim	No	Yes	Yes	Yes	Yes	No	No	No	No
Kilgore Trout	No	No	Yes	No	No	No	No	No	No

Fig. 10

Employee Age Group Edit

Facility	Sample Facility
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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

Save

Fig. 11

Print-friendly employees report (on Employees page)

When you click on this link, it will bring up a pdf/adobe acrobat document prompt. Click "OK" to Open/Save your facility report. (Figs. 12 and 13 below)

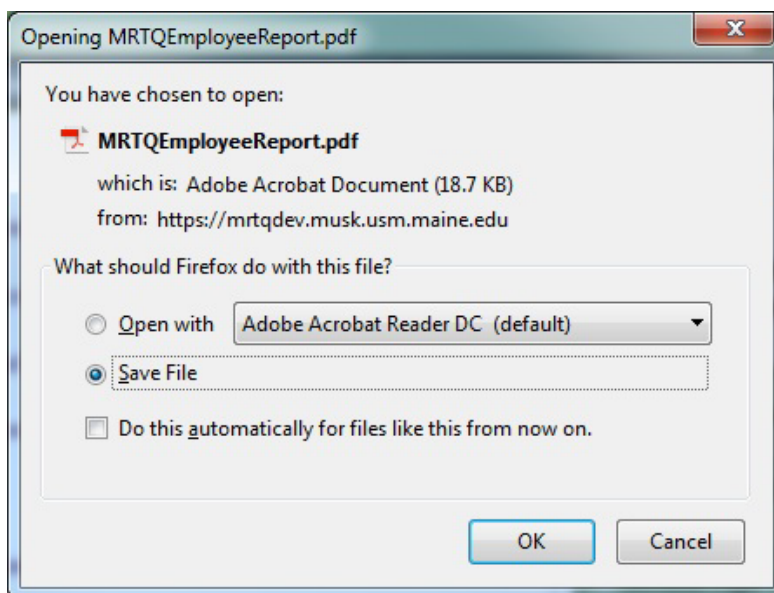


Fig. 12

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	NonMember	Center Based	Master Degree in ECE, Soc. Serv. or related field	Program Director/Coordinator	Level 0
Scout Finch	Active	Center Based	Bachelor Degree	Teacher	Level 0
Sandy Sim	Active	Family Education and Support	Associate Degree in ECE, Soc. Serv. or related field	Program Director/Teacher	Level 5
Kilgore Trout	NonMember	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	0.000000
Family Education and Support Professional	1	5.000000

Fig. 13

Please note the Status column. If the status is anything other than Active, the employee listed is not yet a Registry member. They would need to log back in and follow prompts to Become a Member.

Active Staff Training Overview

This page shows limited training information for Active status Registry members listed under the facility (Fig. 14 below). This shows whether each employee:

Has taken the 6-hour Health and Safety Orientation

Has taken the 2-hour Health and Safety renewal training for the current calendar year

Is listed on the Registry as working with Preschool-aged children

Has completed the preschool-level MELDS (Maine Early Learning and Development Standards)

Is listed on the Registry as working with Infants and/or Toddlers

Has completed the Infant Toddler MELDS (Maine Early Learning and Development Standards)

Active Staff Training Overview

Facility

Sample Facility

Print-friendly staff training overview

Provider	Level	Position	6-hour H&S Orientation	Current Year H&S Renewal	Works with Preschool	MELDS	Works with Infant/Toddler	IT MELDS	Highest Ed Level
Scout Finch	0	Teacher	No	No	Yes	No	No	No	Bachelor's Degree (BA/BS)
Sandy Sim	5	Program Director/Teacher	No	No	Yes	No	Yes	No	Associate's Degree (AA/AS) in ECE *

Fig. 14

This page also shows career lattice level, job title, and highest education level. **Please note:** Highest education level is determined by education documentation that has been received and verified by Registry staff. If highest education level shows "Less than High School Diploma or GED or HiSET," this likely means we have either not received any education documentation for this employee, or have received it but have not verified it yet. If you are unsure of an employee's documentation status, please reach out to us at mrtq.registry@maine.edu or (888) 900-0055.

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. 15 below)

Facility Menu	
Contact Information	<h2>Contact MRTQ</h2> <p>Facility <input type="text" value="Sample Facility"/></p> <hr/> <p>Please enter your message to MRTQ and click the Send button.</p> <div></div> <p>Send</p>
Facility Description	
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Fig. 15