WELS User Manual

For Coaches, Regional Coordinators, & Grantee/Contractors

WELS, the web-based Early Learning System is a QRIS data system which holds rating and evaluation data, Quality Improvement Plans and facility reports. WELS has been designed to interface with MERIT to generate facility-level data to support quality improvement.

WASHINGTON EARLY ACHIEVERS
PREPARING CHILDREN FOR SUCCESS IN SCHOOL

wels
Web-based Early Learning System

Date Last Update 10/1/2015

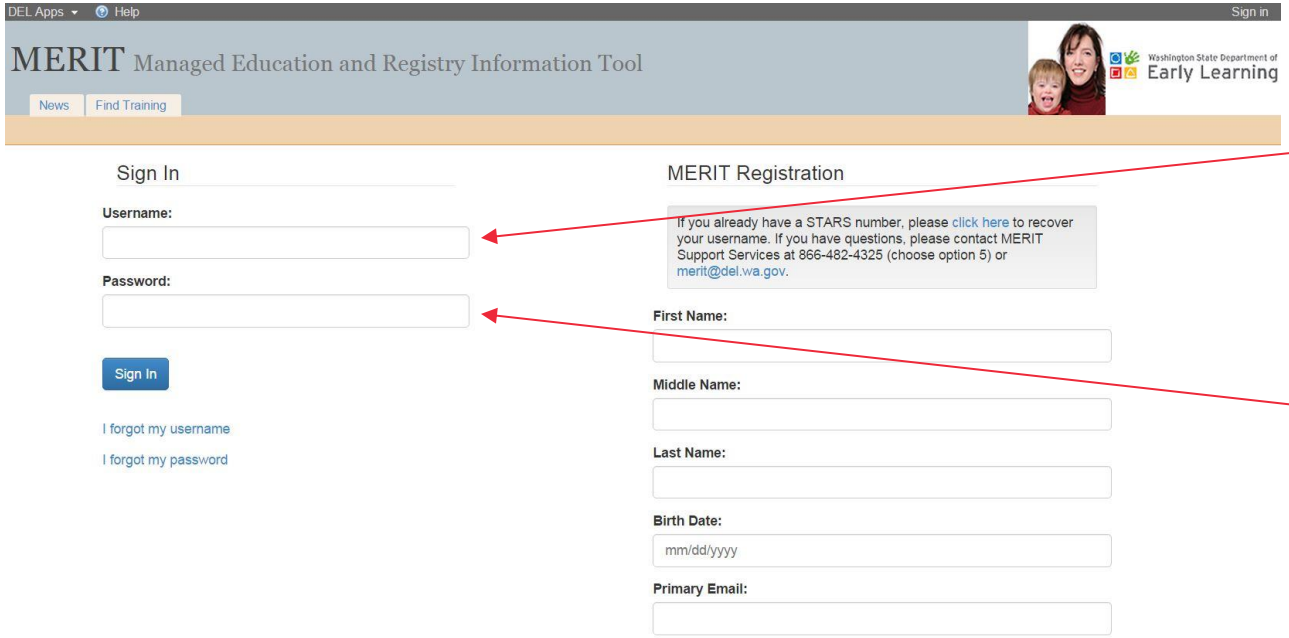
Table of Contents

Logging in to WELS 3
Navigating through WELS 5
Creating and Updating Quality Improvement Plans 7
Creating Notes for facility visits 12
Notes Template 14
Resource Library 16
Tracking your time/activities in the Activity Log 19
Viewing a facility's Rating Report 21
Viewing Reports 22
Quality Improvement Award Tracking 23
Provider Portal 25
Additional Technical Support 26

Date Last Update 10/1/2015

Logging in to WELS

Step 1) You will access WELS by logging into your MERIT account at merit.del.wa.gov.



To find your username and password:

A. **Username**: Your username will either be your primary e-mail address recorded in your MERIT record or your STARS ID number.

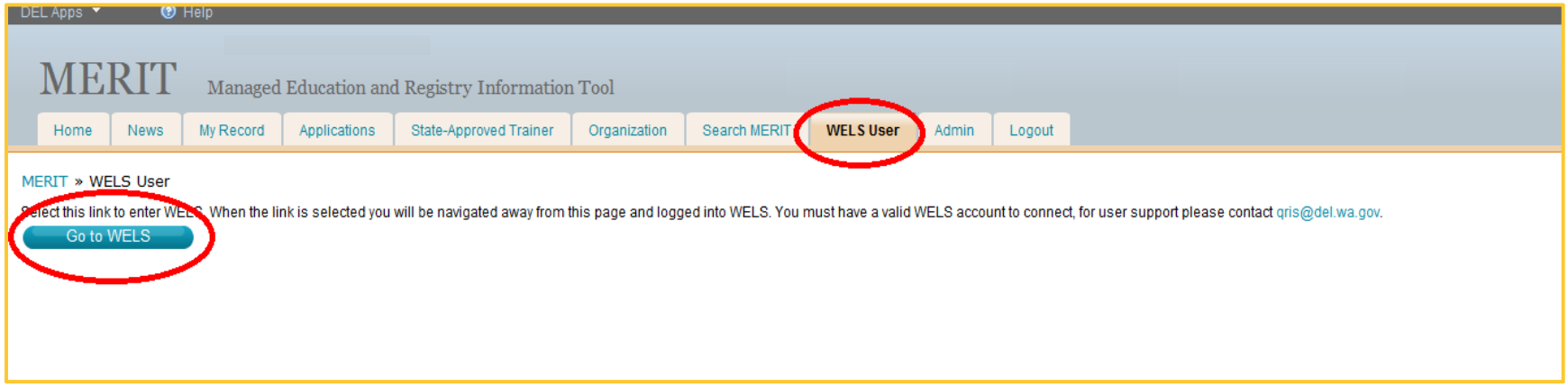
B. **Password**: If you have forgotten your password, you may reset it. To do this, click on "Forgot Your Password?" and follow the instructions.

If you have difficulty signing in to MERIT and need assistance you can contact MERIT Support Services at merit@del.wa.gov or call toll free 1(866)482-4325 and choose option 5

Date Last Update 10/1/2015

Logging in to WELS (continued)

Step 2) From the MERIT homepage you will select the WELS User Tab and then select Go to WELS



If you do not have a MERIT account: visit the MERIT homepage at merit.del.wa.gov and click on the MERIT 'Sign In or Register' button at the bottom of the page. Complete the required fields with your basic information and create a password.

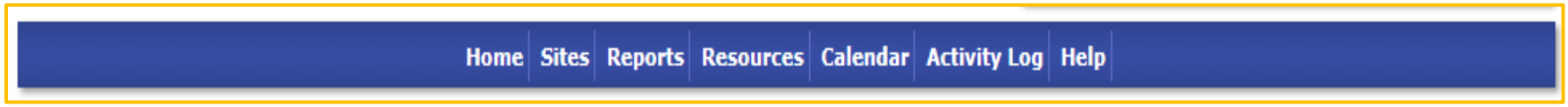
Once you submit your registration you will be asked to check your email for a verification link. Simply click this link and your record will be activated. The next time you visit the MERIT website, you can sign in to your record using your email address as your Username and the password you created during registration.

Once you have successfully set up your MERIT account, please notify your Regional Coordinator or Grantee/Contractor and give them your MERIT User name. Your supervisor (Regional Coordinator or Grantee/Contractor) will contact DEL and DEL will link your MERIT and WELS accounts, to give you access to the WELS User Tab.

Navigating through WELS

From the WELS homepage you will access the main tabs and site specific tabs which will display when you are working within a specific site. You will use these tabs to navigate through WELS.

Main Tabs:



All tabs will be read-only except for the Activity Log tab.

Sites - In the sites tab you will see the list of sites assigned to you by your supervisor (Regional Coordinator or Grantee/Contractor)

Reports - In the reports tab your supervisor and/or designated staff in your program will be able to pull reports of your current caseload as well as your activity log entries

Resources - The resources tab will direct you to the WELS Resource Library

Calendar - In the calendar tab you will access your calendar which will auto populate with notes from your facility visits and other coaching efforts.

Activity Log - In the activity log tab you can track your coach specific time and activities as well as indirect contact

Site-Specific Sub Tabs:

The highlighted tabs will be read-only and you will not need to add or edit anything in these sections.

Main - The main tab contains basic facility data regarding demographics and operations that will auto populate from MERIT

Enrollment – Shows basic enrollment information that will auto-populate from MERIT

Features - The features tab contains facility specific information, such as: special populations served accreditation, etc.

Rooms - The rooms tab will allow you to view a facility's classroom information auto populated from MERIT

Staff - The staff tab will allow you to view a facility's staff information auto populated from the MERIT Early Achievers Request for On-site evaluation Application. It is only updated at that time.

Checklist - The checklist tab will allow you to view the Quality Standards Checklist for each facility

Assessments - In the Assessments tab you will view the ERS and CLASS assessments for each facility as well as the ERS reports

QRIS - The QRIS tab will allow you to view rating information for a site, including points earned

QIP - In the QIP tab you will create and update Quality Improvement Plans

Notes - In the notes tab you will document direct contact with teachers/teaching teams

Funding – The funding tab will allow you to document facility's Quality Improvement Award spending as it aligns with the facility's Quality Improvement Plan.

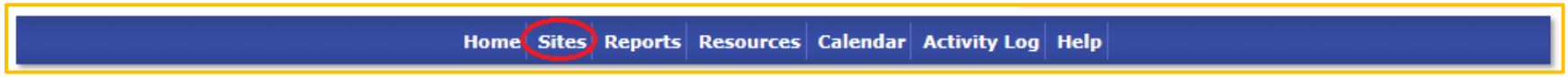
Date Last Update 10/1/2015

Events Log – The events log tab will auto populate with major events in each facilities pathway through Early Achievers, such as registration and approval of their Level 2 Application.

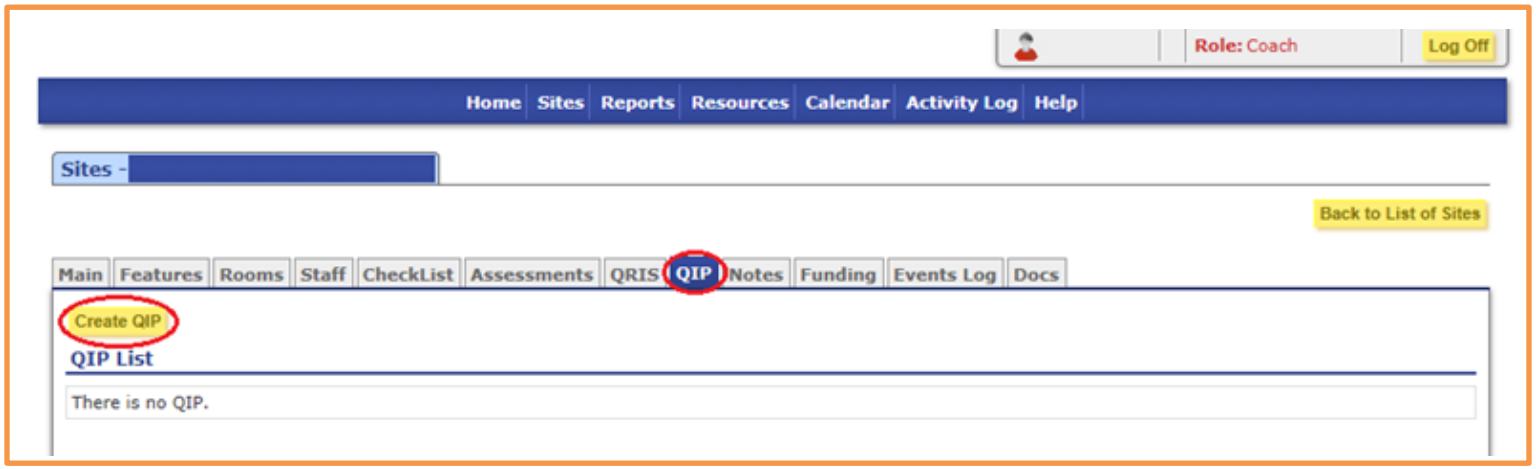
Docs - In the Docs tab you will be able to reference a facility's completed Rating Readiness Tool

Creating and Updating Quality Improvement Plans

Step 1) Click on the Sites tab and select the site name you wish to work with from the list of sites



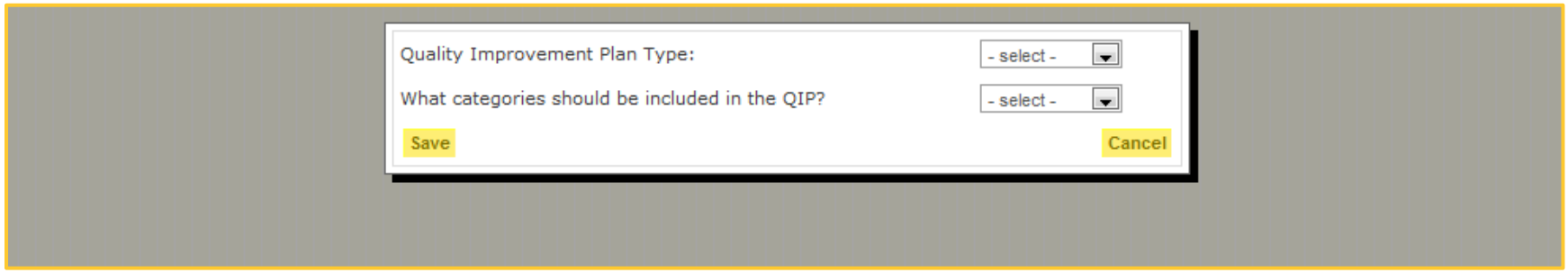
Step 2) Click on the QIP tab and Select the yellow highlighted text "Create QIP"



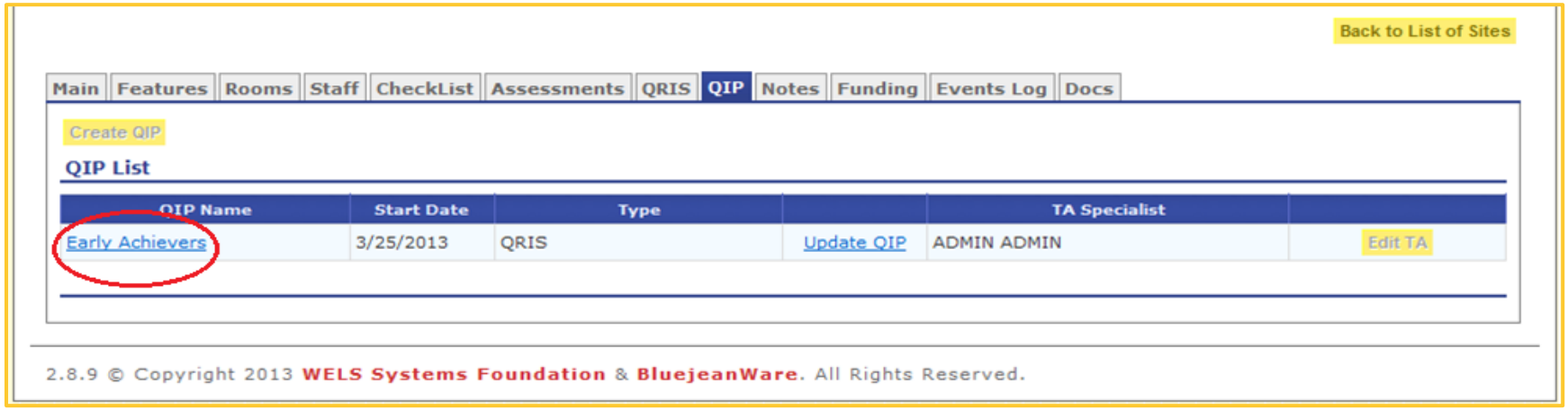
Date Last Update 10/1/2015

Creating and Updating Quality Improvement Plans (continued)

Step 3) Next you will indicate the type of QIP by selecting "QRIS" from the first drop down menu. In the second drop down menu you will select "All." Do not select "Needs-based" as this will reduce your options and will only allow you to create a QIP around the facilities deficiency areas.

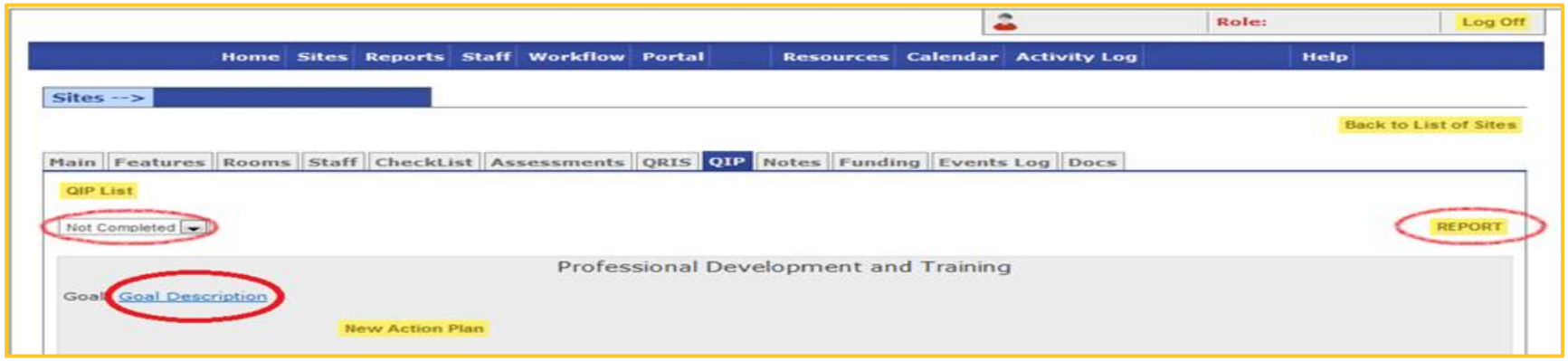


Step 4) Click on the QIP named "Early Achievers" which appears as a blue hyperlink. Please Note: By default all QIP's are named Early Achievers and this name cannot be edited.

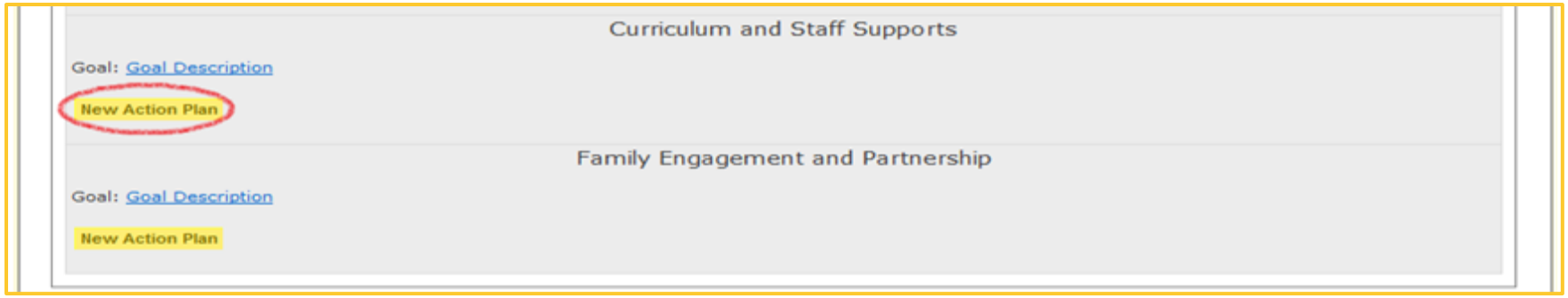


Creating and Updating Quality Improvement Plans (continued)

Step 5) Select a standard area then click on the blue hyperlink, "Goal Description" to add a big picture goal statement for this quality standard. You can create only one goal per standard area. The custom goal/action plan section titled *Additional Coaching Support* has drop down options focused around coaching guiding principles.

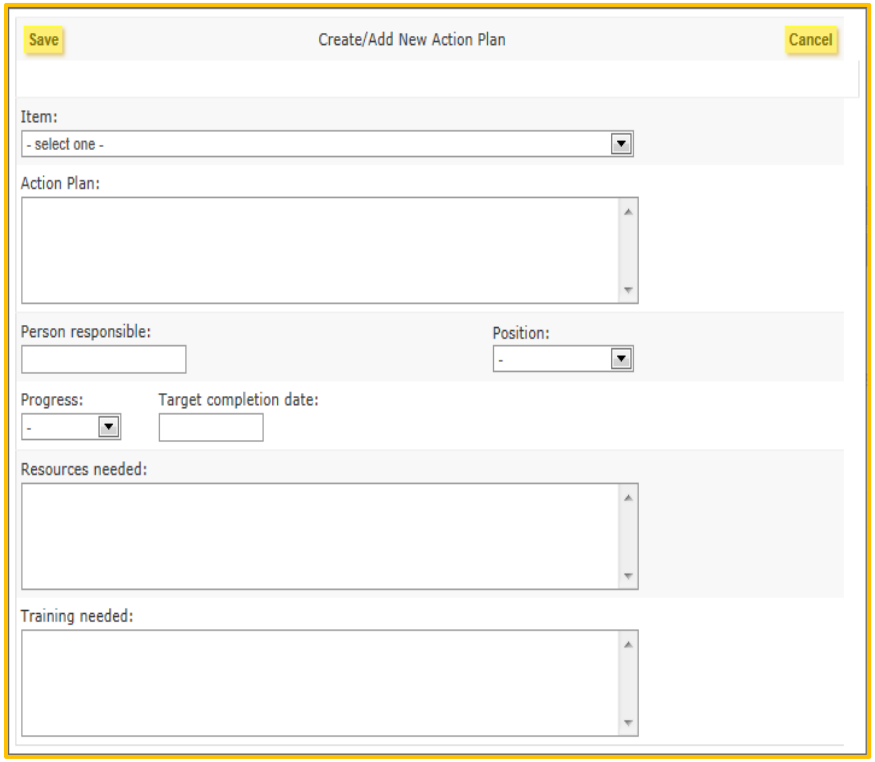


Step 6) Select the yellow text, "New Action Plan" to enter an achievable, observable and measureable goal. You can create as many action plans per goal as needed.



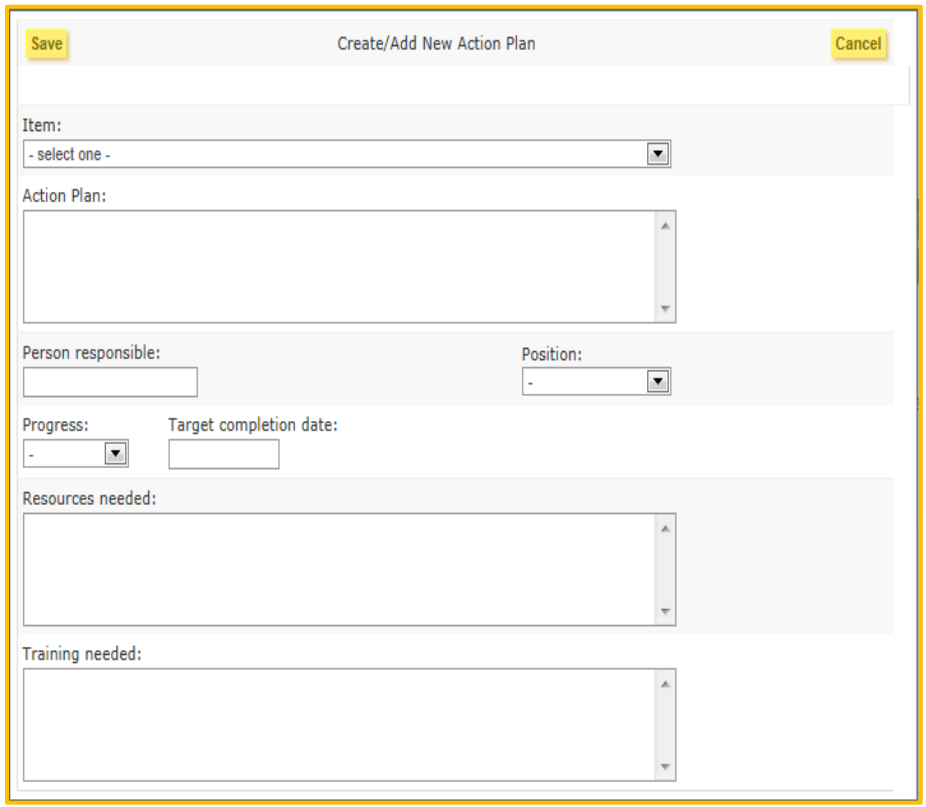
Creating and Updating Quality Improvement Plans (continued)

Step 7) To create an action plan: a) Select one item from the drop down menu, which will be populated with quality standards –or- subscales and items from the ERS/CLASS depending on which standard area you are working in; b) Write in an observable, measureable, and achievable goal; c) Document the person responsible for completing the work; d) Select a position for the person responsible for completing the work from the drop down menu;

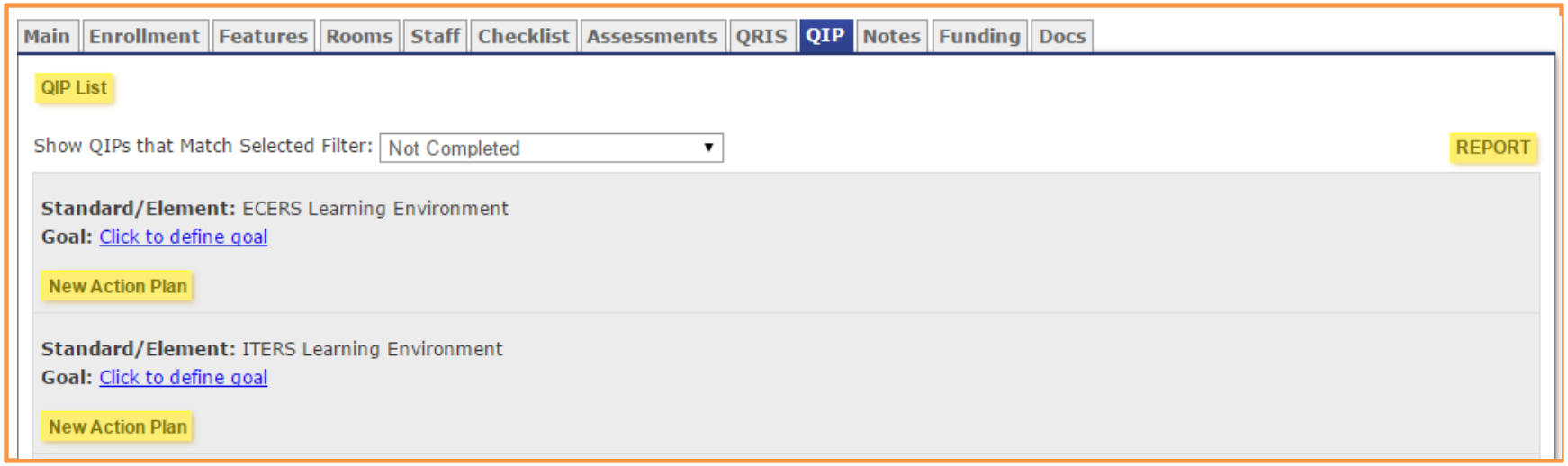


Date Last Update 10/1/2015

e) Indicate progress (*not started, waiting, in progress, canceled,* or *completed*); f) Add a target completion date; g) Write in resources needed; h) Write in training needed.



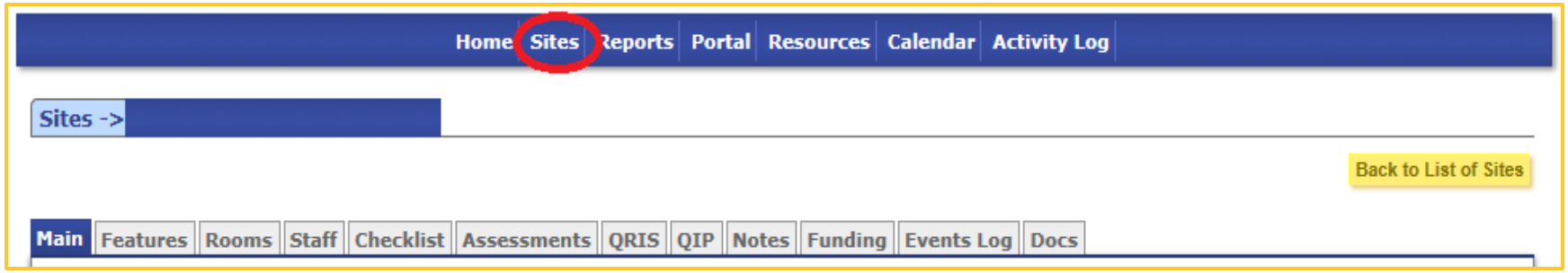
- You can view all the goals and action plans for this site by clicking on the "Report" button, located at the top right hand corner of your screen. See below.



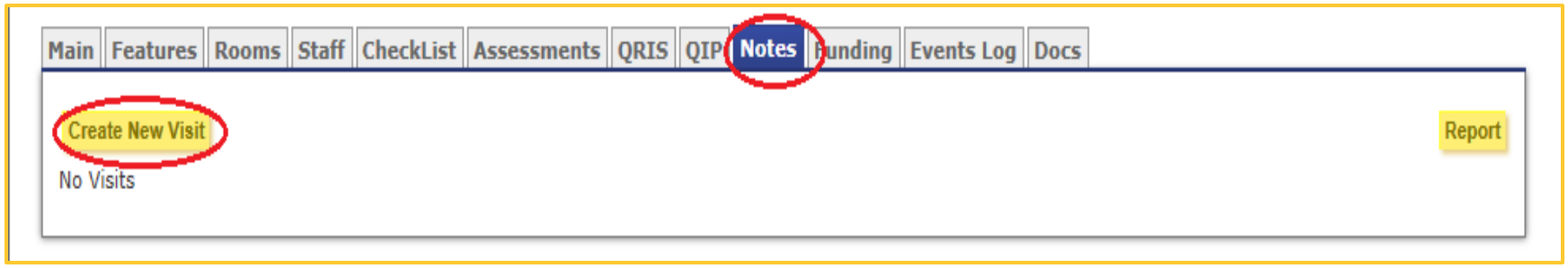
Creating Notes for Facility Visits

Facility notes should be entered within 5 calendar days of your visit. The facility notes you create will appear when completed as a blue hyperlink under your notes tab as well as in your calendar section. You will be able to go back into your notes and edit them as needed as long as the Visit Status is "Open."

Step 1) Click on the Sites tab and select the site name you wish to work with from the list of sites



Step 2) Click on the Notes tab and select the yellow highlighted text "Create New Visit"



Creating Notes for Facility Visits (continued)

Step 3) For each visit you will enter: visit type, date, facilitator, primary and secondary objective, narrative (which will be completed using your Notes template created by UW), plan for next visit as well as start and end times. **Please note: Your visit status should always be kept open so you will be able to access and edit notes as needed.**

Sites ->

Back to List of Sites

Main | Features | Rooms | Staff | CheckList | Assessments | QRIS | QIP | Notes | Funding | Events Log | Docs

Back to List of Visits | Back to Calendar | Report

Visit Status should always be kept open

Save

Visit Type:	Visit	Visit Status:	Open
Visit Date:	3/31/2014		
Facilitator:			
Primary Objective:	-- select one --		
Secondary Objective:	-- select one --		
Narrative:	*Please refer to your Notes Template*		
Plan for next visit:			
Created/Updated Date:	3/31/2014	Created/Updated By:	
Start Time:	: AM	End Time:	: AM

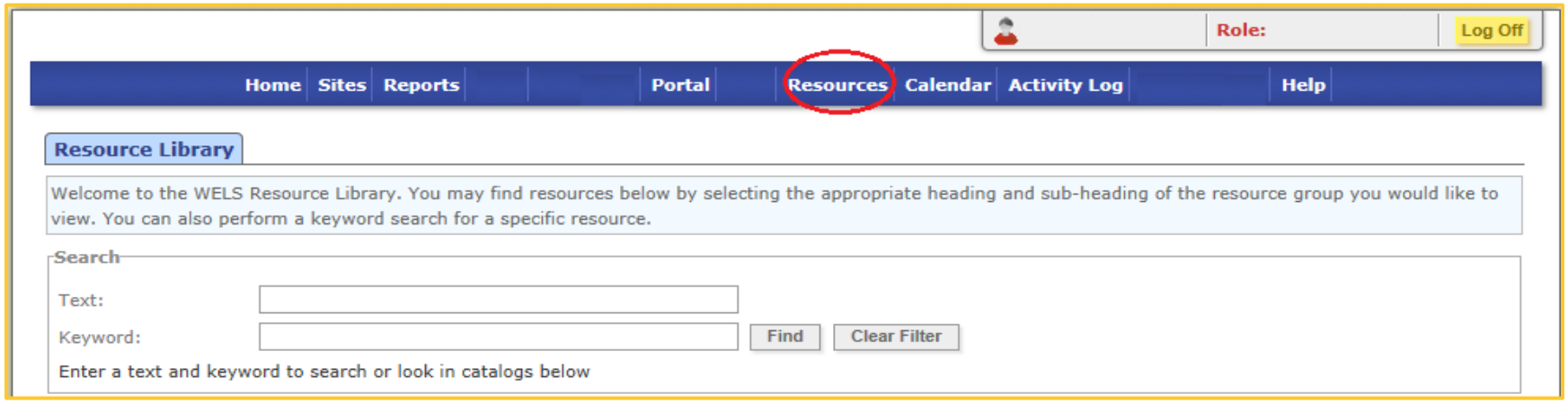
2.9.3 © Copyright 2014 **WELS Systems Foundation** & **BluejeanWare**. All Rights Reserved.

- **Please be double check your start and end times, including a.m. and p.m. options to ensure accurate hours are being reported.**

WELS Resource Library

The resource library is available for coaches to link providers with resources relevant to their quality improvement work. In this area you will be able to track how many times a resource has been recommended and how useful providers thought the resource was. As a coach you can also rate a resource as useful or not useful.

Click on the Resources tab to get to the Resource Library.

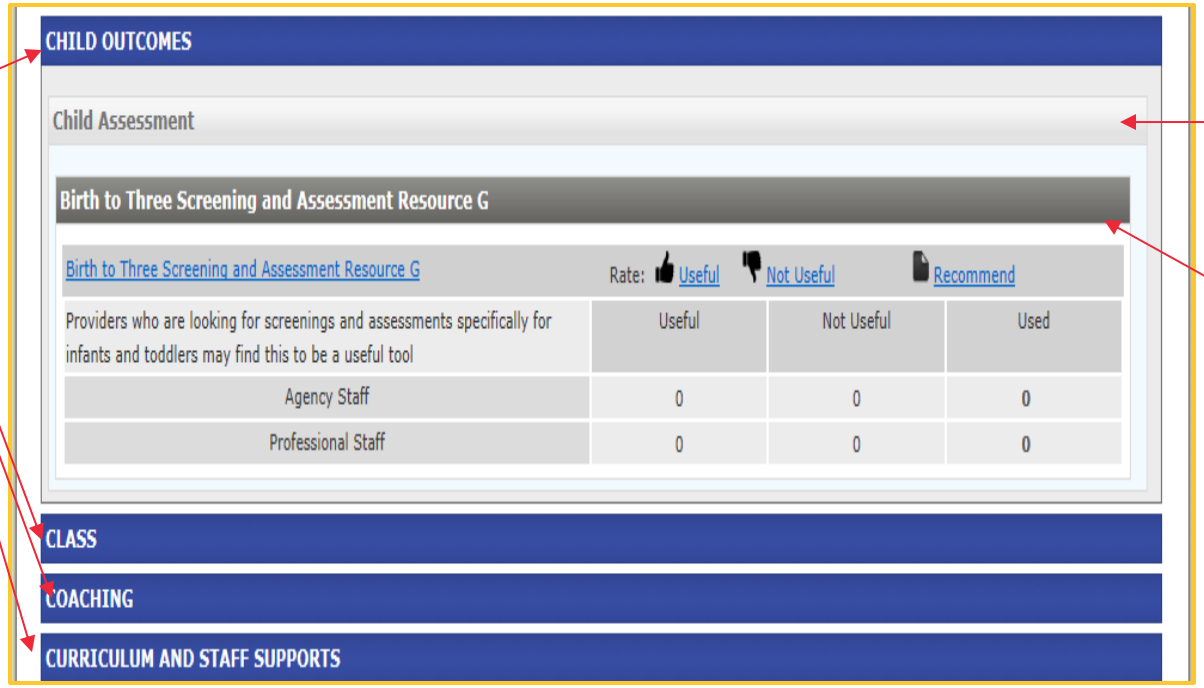


You may find resources by selecting the appropriate heading and sub heading of the resource group you would like to view. You may also perform a keyword search for a specific resource.

Date Last Update 10/1/2015

The Resources Library is organized by:

Dark blue heading bars are the general topic areas



Light gray heading bars are the specific topics

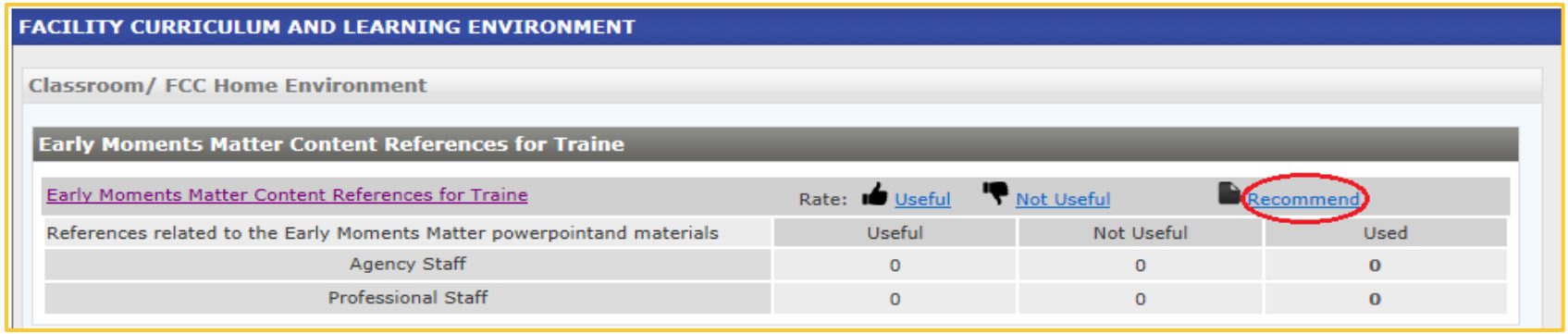
Dark gray bars are the specific resources

You will access the individual resources by clicking on the hyperlink under the dark gray title bar.

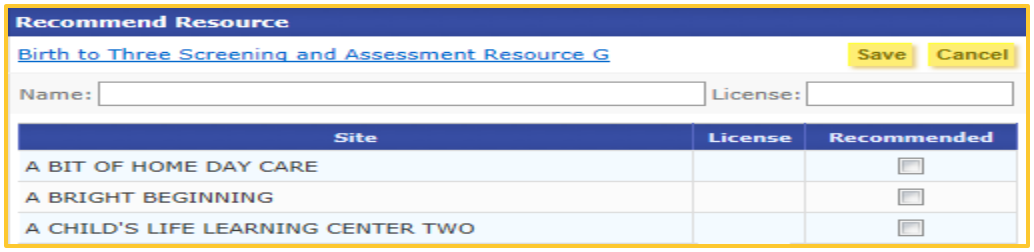
Date Last Update 10/1/2015

To recommend resources:

Step 1) Select the blue hyperlink, "Recommend" to the right of the article title



Step 2) Click on the check box next to the site you wish to recommend the resource to. You will be able to recommend to one or many providers.



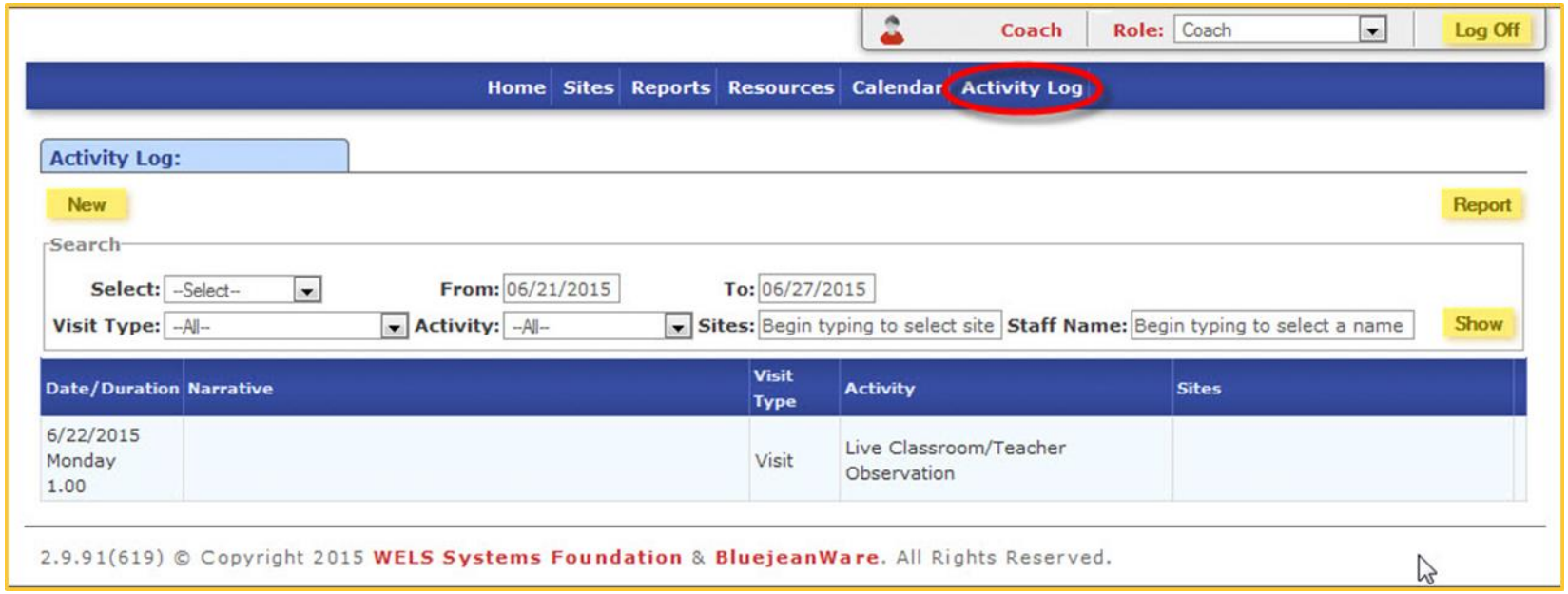
Date Last Update 10/1/2015

Tracking your time and activities in the Activity Log

Coaches will use the activity log for coaching-related work that does not occur in a facility visit, such as writing emails to individuals or a group of sites, or preparing for a facility visit. Entries made by coaches will populate under a site's Notes tab within a specific site. The activity log also allows coaches to do a single entry for multiple providers i.e. reflective practice session.

Step 1) Click on the Activity Log tab

Step 2) Select the yellow highlighted text, "New" listed under Activity Log

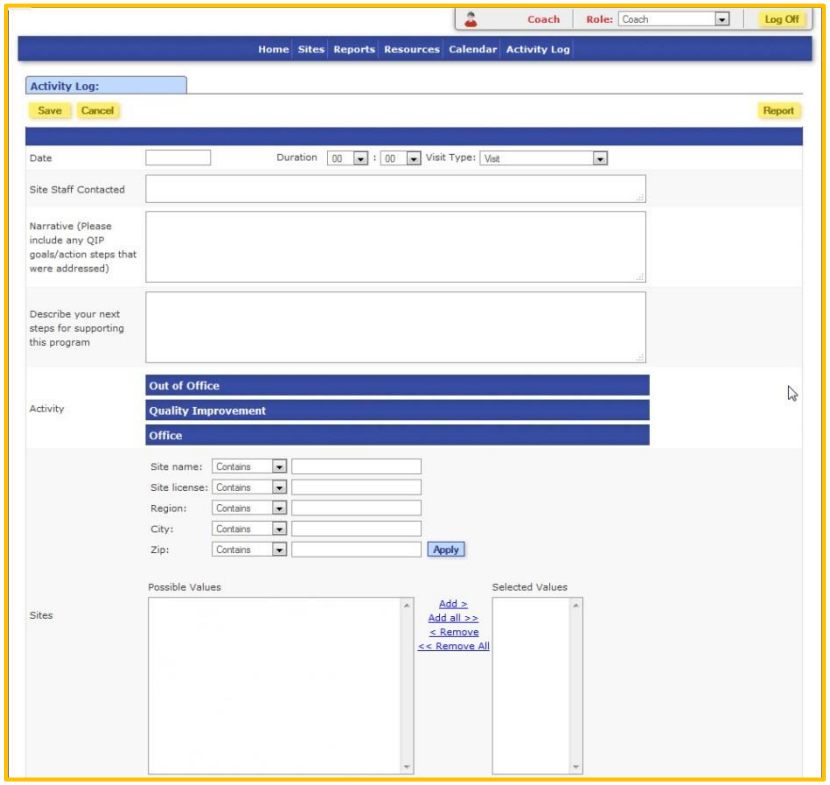


Date Last Update 10/1/2015

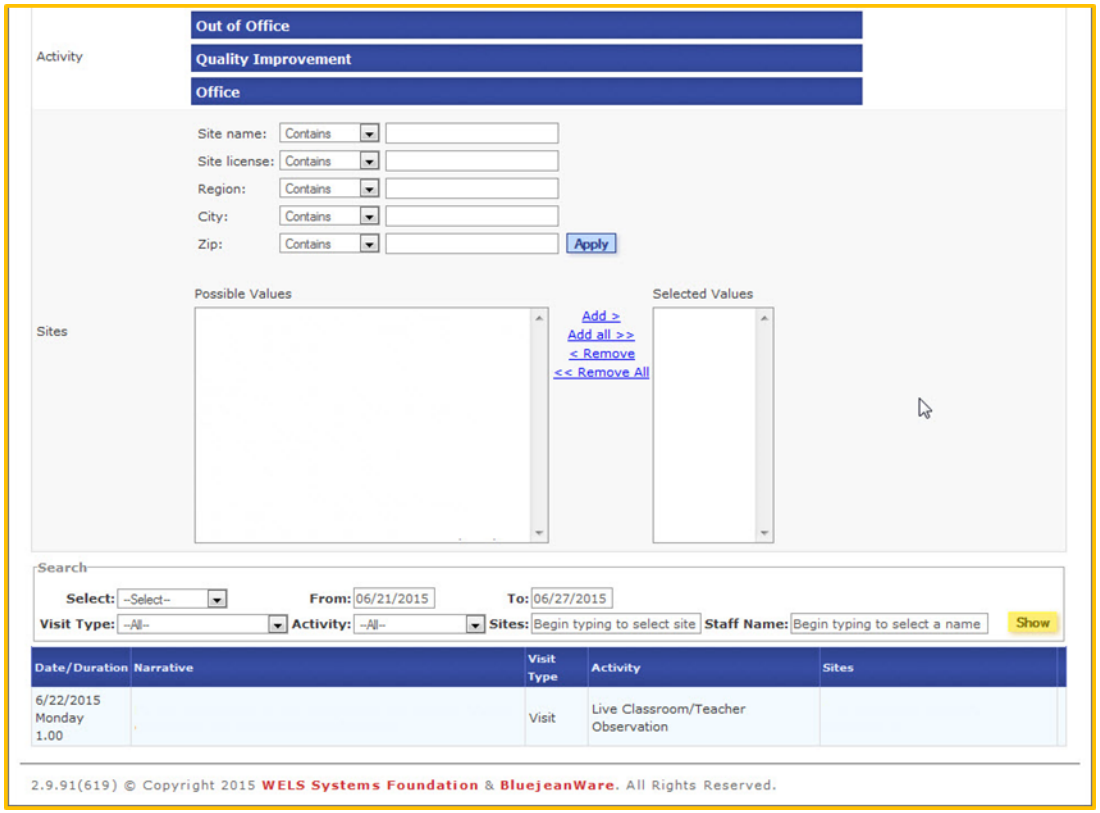
To look at a quick report of your activities you can use a variety of search options.

Tracking your time and activities in the Activity Log (continued)

Step 3) In this section you will add the date, amount of time spent, and a short narrative, if applicable. Under the activity section you will select "Quality Improvement" and select options from the drop down menu. You will need to document your "Out of Office" and "Office" time. You will also select the site or multiple sites you were working with.



Date Last Update 10/1/2015

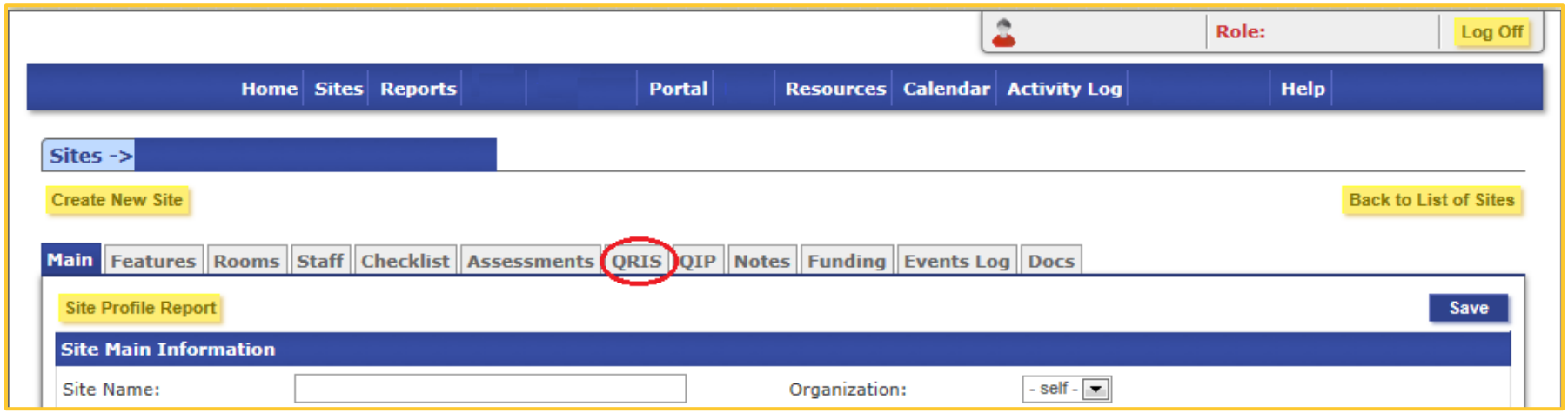


- To select multiple sites press "Ctrl" on your keyboard and click the name of each site you wish to document for, and then click "Add."

Viewing a Facility's Rating Report

Step 1) Click on the Sites tab and select the facility you wish to view rating information for

Step 2) Select the QRIS sub tab

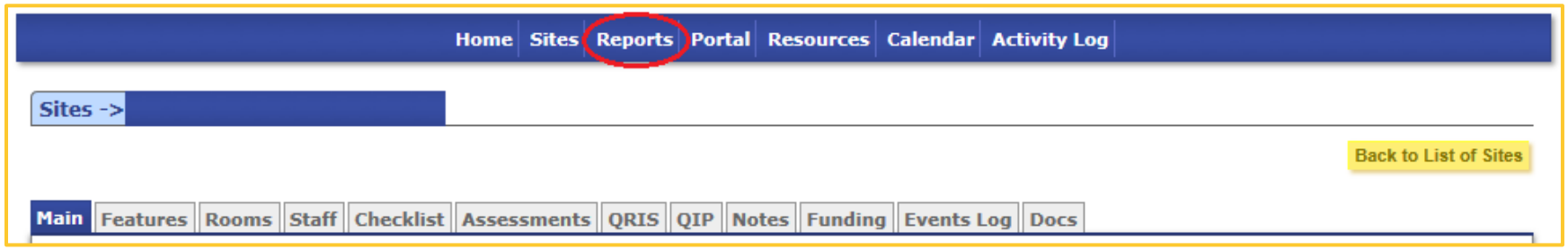


A detailed rating report will be displayed, with the facility rating as well as a breakdown of points earned.

Date Last Update 10/1/2015

Viewing Reports

Reports in this section will be generated from facility-level data gathered from MERIT and WELS. Reports can be used as tool to guide your quality improvement work with providers. Reports can be saved, exported, or printed for your convenience.

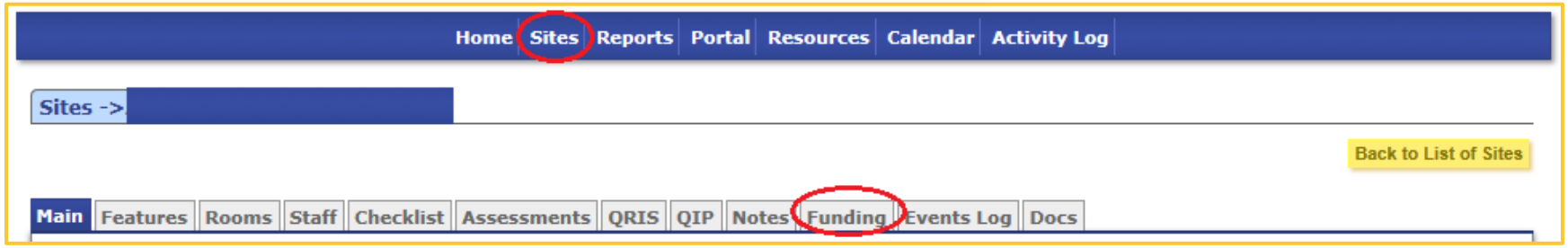


There are currently limited reports (2) accessible through WELS. Your supervisor will be able to access a caseload report (per coach) as well as your activity log entries. **More will be added in the near future. DEL will contact your supervisor as more reports become available.**

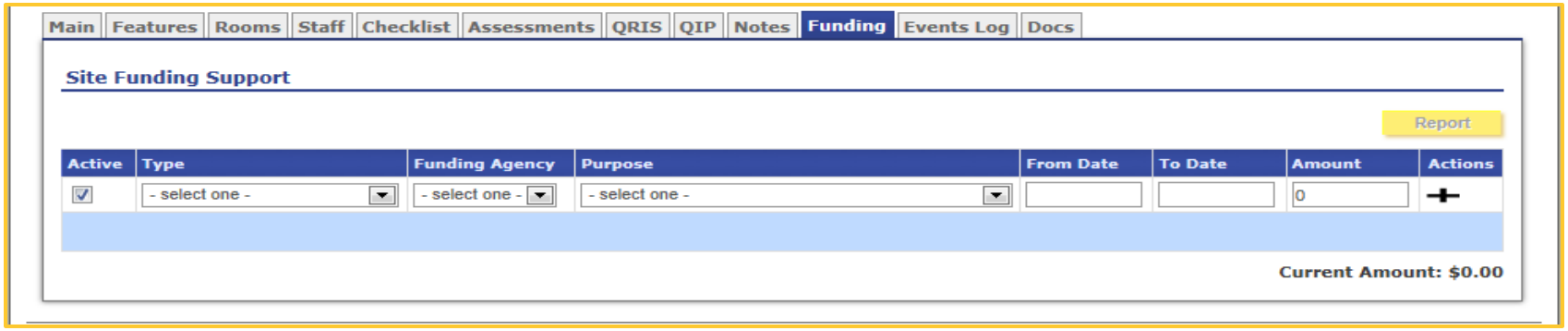
Quality Improvement Award Tracking

The Funding sub tab will direct you to the Site Funding Support section where you will document a providers Quality Improvement Award spending. Providers will track their QI spending using a template created by CCA. Coaches will only be required to enter QI spending into WELS twice a year, June 1st and December 1st using the templates the provider has completed. The dates to enter QI Award spending will be universal dates for all coaches and not dependent on when the provider's awards were issued.

Step 1) Click on the Sites Tab and select the specific site you would like document for



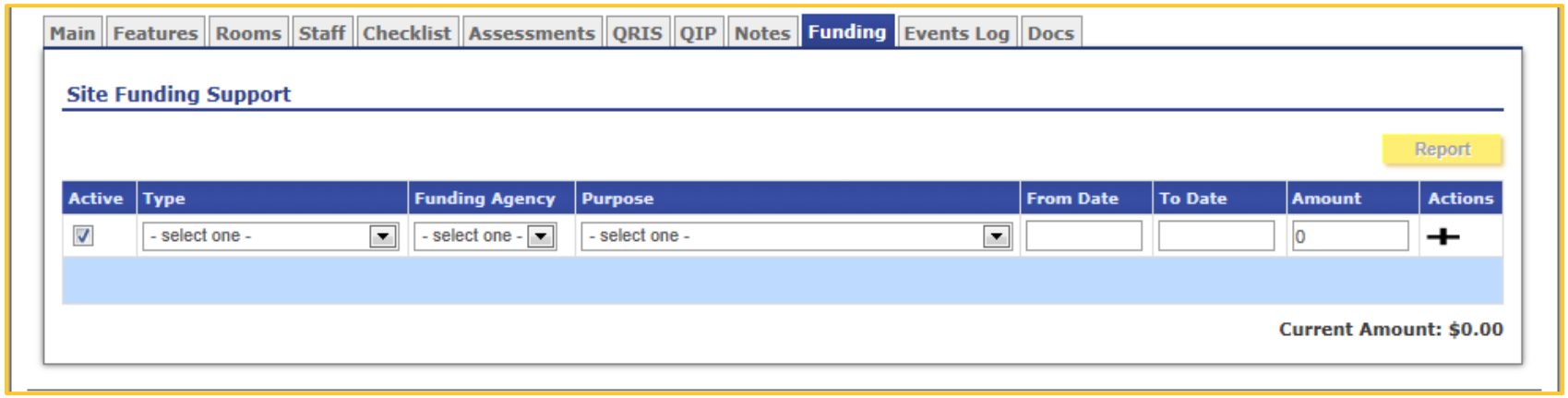
Step 2) Click on the Funding sub tab to open the Site Funding Support section



Date Last Update 10/1/2015

Quality Improvement Award Tracking (continued)

Step 3) In the Site Funding Support section you will add: The type of funding, the funding agency, the purpose of the funding, date, and an estimated amount.



The Purpose drop down menu is populated with the following choices:

Child Outcomes: Developmental Screening

Child Outcomes: Child Assessment

FC&LE: Program /Classroom Materials

FC&LE: Curriculum

FC&LE: Observational/Assessment Resources

PD&T: Continuing Education

PD&T: Staff Training and Professional Development

PD &T: Continuing education (credit bearing)

PD&T: Wage Enhancements

FE&P: Parenting Education/Support Program

PD&T: Release Time

Date Last Update 10/1/2015

PD &T: Staff bonuses

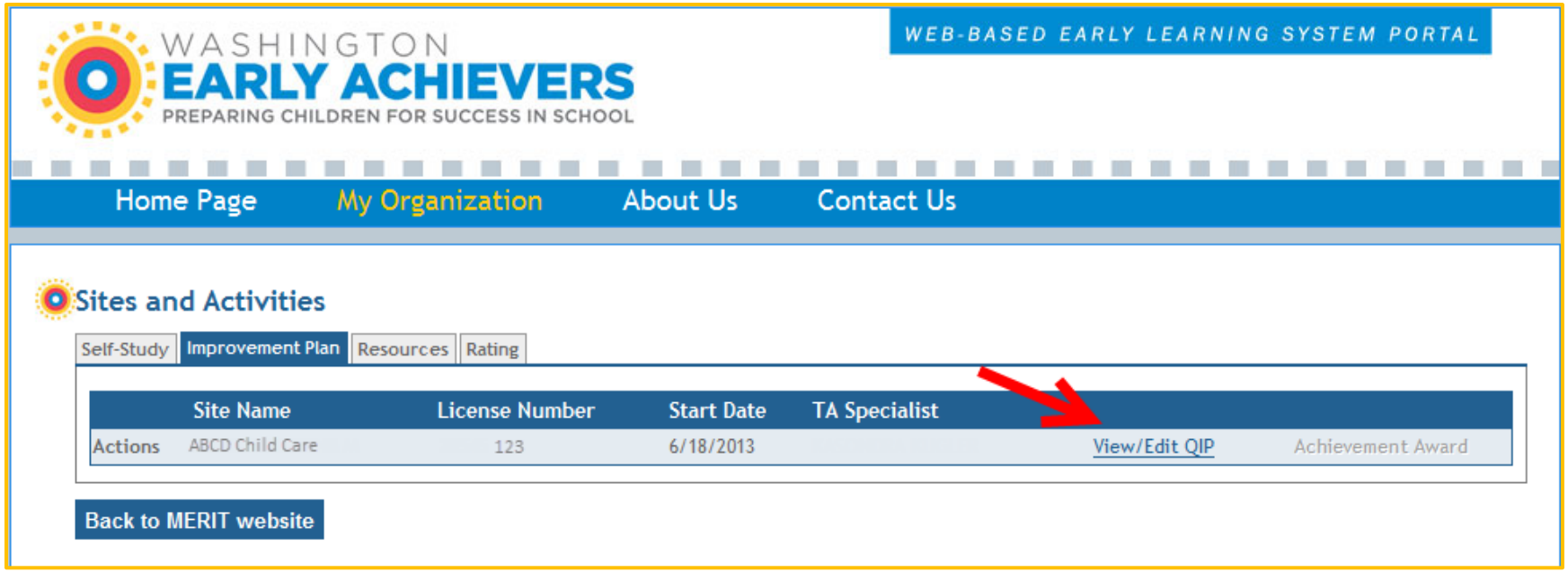
Technology: Computers or Software

Technology: Cameras/Video

Re-Rating

Provider Portal

The Provider Portal has been created specifically for providers and gives them limited access to their site specific data in WELS. Providers will enter the Provider Portal through the Early Achievers tab in their MERIT record. In the portal they will be able to view read-only versions of their Rating Report and Quality Improvement Plan. Providers will also be able to access and rate resources that their coaches have recommended to them. A step by step guide has been created and will be accessible to providers with their quality rating notification.



Additional Technical Support

For WELS Technical Assistance please contact the QRIS Support team at: qris@del.wa.gov

Date Last Update 10/1/2015