



# CARES Plus

Program Management Tools

October 30, 2014

1:30 to 2:30 p.m.

# Welcome

## CARES Plus Team – Program Management Division

- Sarah Neville-Morgan, Deputy Director
- Desiree Soto, Education Administrator I
- Lori Gladding, Child Development Consultant
- Mary Anne Riehl-Campos, Child Development Consultant
- Lupe Almer, Associate Government Program Analyst



# Setting the Stage

## CARES Plus Program Management Tools

- CARES Plus Data System
- Teachstone<sup>®</sup> Online Reports

# Presentation Overview

- Roll call
- Understand CARES Plus Data System expectations for program management
- Use reports to monitor participant progress of Teachstone® online programs
- Brainstorm ways to encourage participant success
- Submit questions to [caresplus@ccfc.ca.gov](mailto:caresplus@ccfc.ca.gov)



# CARES Plus Data System: A Program Management Tool

A real-time program management tool to:

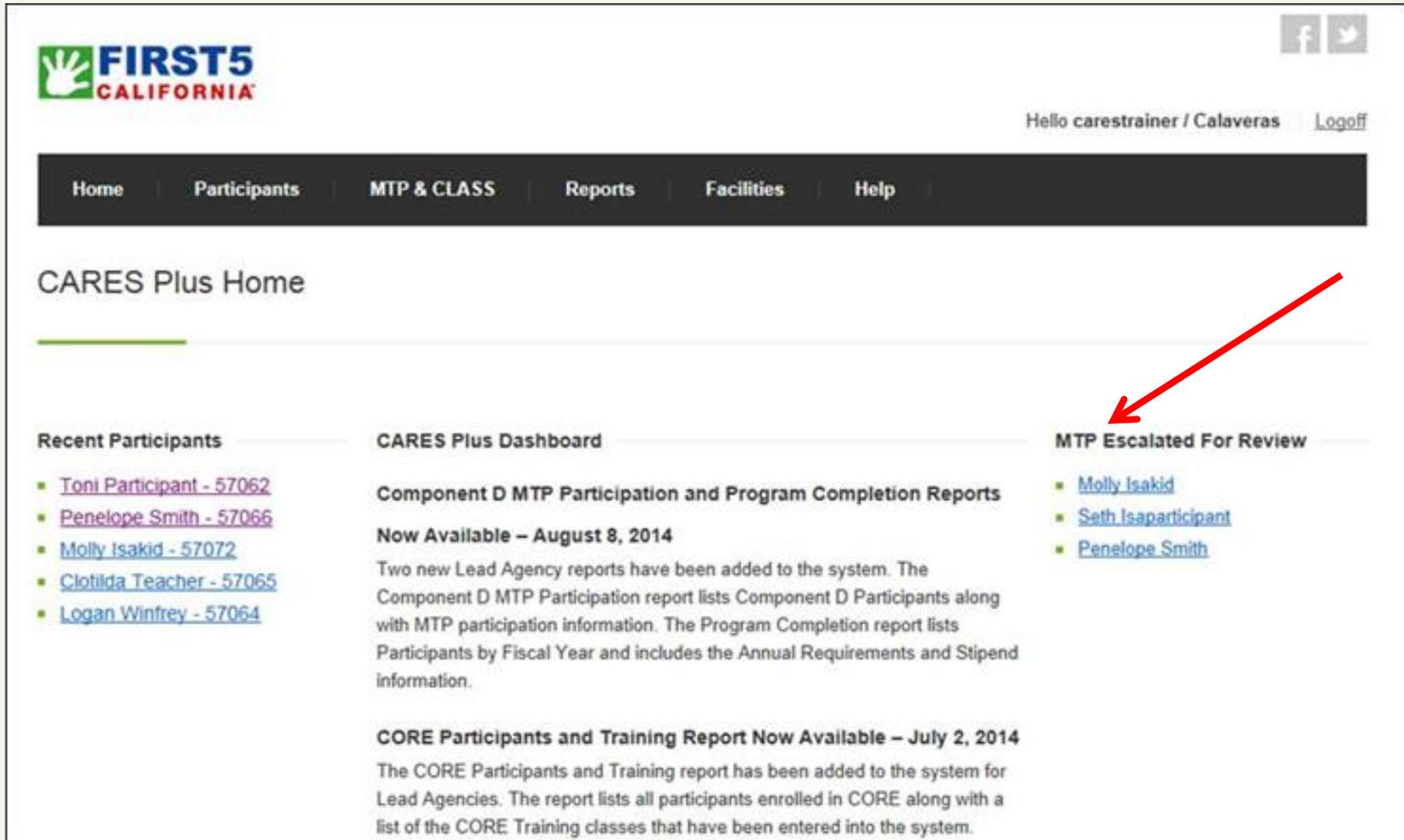
- Run reports
- Monitor participants
- Enter timely and accurate data

Be mindful of user confidentiality and visibility to all users.

# CARES Plus Data System Reports

- CARES Plus Participant Report
  - FY 2013–14 – program status = “Program Complete” or “Withdrawn”
  - FY 2014–15 – program status = “Enrollment Complete” or “Withdrawn”
- CARES Plus MTP Status Report = monitor MTP status to identify MTP status of “Incomplete”

# A Newly Added MTP Program Management Tool



**FIRST5 CALIFORNIA**

Hello carestrainer / Calaveras [Logoff](#)

Home Participants MTP & CLASS Reports Facilities Help

## CARES Plus Home

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**Recent Participants**

- [Toni Participant - 57062](#)
- [Penelope Smith - 57066](#)
- [Molly Isakid - 57072](#)
- [Clotilda Teacher - 57065](#)
- [Logan Winfrey - 57064](#)

**CARES Plus Dashboard**

**Component D MTP Participation and Program Completion Reports**

**Now Available – August 8, 2014**

Two new Lead Agency reports have been added to the system. The Component D MTP Participation report lists Component D Participants along with MTP participation information. The Program Completion report lists Participants by Fiscal Year and includes the Annual Requirements and Stipend information.

**CORE Participants and Training Report Now Available – July 2, 2014**

The CORE Participants and Training report has been added to the system for Lead Agencies. The report lists all participants enrolled in CORE along with a list of the CORE Training classes that have been entered into the system.

**MTP Escalated For Review**

- [Molly Isakid](#)
- [Seth Isaparticipant](#)
- [Penelope Smith](#)

# “MTP Escalate for Review”

## Process:

1. Coach flags MTP participant
2. Lead Agency logs into system to see the names of those “Escalated for Review” on *Home Page*
3. Lead Agency contacts participant(s)
4. Lead Agency determines status and updates system:
  - Continue in MTP
  - Enroll in another Component
  - Withdraw from CARES Plus

# Using Teachstone Online Resources to Monitor CORE Participants

- Register key codes
- Monitor participant progress for online courses through online reports



# CORE Participant Program Requirements

Participants are required to complete each course once. When resources are available, an exception to repeat the CORE is allowed when:

- A participant works with multiple-age groups of children, for example, a family child care provider
- A participant has changed classrooms and now serves a different age group of children (Pre-K to Toddler)

Component C Advisors are required to complete both the Pre-K and Toddlers versions of the online courses if they advise both Pre-K and Toddler teachers.

# Monitoring CORE Participants' Online Progress

Program management is needed to:

- Ensure proper use of state resources
- Understand the cost of online courses
- Monitor participant progress and activities
- Encourage and support completion



# Running Teachstone Reports

The CARES Plus Team asks that you run reports to:

- Identify duplicate entries to avoid double billing
- Ensure adherence to registration and completion deadlines
- Monitor participant progress toward completion
- Improve participant completion rates



# Demonstration of Teachstone<sup>®</sup> Reports

[https://home.teachstone.com/d/users/sign\\_in](https://home.teachstone.com/d/users/sign_in)

# Logging On

Teachstone CLASS

https://home.teachstone.com/d/users/sign\_in

Teachstone  
Building connections. Enhancing learning

Language

myCLASS

### Existing Users

Already have a Teachstone MyCLASS account? Enter your login information below to access existing products or activate a new one.

**Email**

lgladding@ccfc.ca.gov

**Password**

.....

Remember me

**Log In**

[Forgot your password?](#)

### New Users

**Have a product activation key?**

Click the green button below to enter your key and create an account.

**Enter Product Key**

**Pre-registered for a training?**

Refer to your "CLASS Training Details" email to complete your account setup and access pre-training materials.

Didn't receive an email? [Set your account password](#) using your email address. [Need more help?](#)

1:49 PM  
10/2/2014

# Select My Professional Development Online Programs

The screenshot shows the Teachstone CLASS website interface. At the top, there is a navigation bar with the Teachstone CLASS logo and a welcome message: "Welcome, Lori Gladding". Below this, the main content area is divided into several sections:

- Certifications:** Includes a "View History" link and a "Don't see your certifications?" link. It features a table for "Active certifications" with columns for Certification, Age Level, Expiration Date, and Actions. A message states "No certificates at this time" and "All your certifications have expired. View your Certification History or explore upcoming Training Programs to get recertified."
- Product Activation:** Includes a green checkmark icon and a message: "Have a product key? Click the green button below to enter your key." with an "Enter Product Key" button.
- Proof of Participation:** Includes a ribbon icon and a link: "View MMCI and UCF certificates".
- Help:** Includes a question mark icon and links for "Frequently Asked Questions" and "Contact Us".
- My Professional Development:** Includes a book icon and a link: "Online Programs". A red arrow points to this link.
- Training:** Includes a group of people icon and a link: "My Training".

The Windows taskbar at the bottom shows the system tray with the time 1:49 PM and date 10/2/2014.

# Select Age Range

The screenshot shows a web browser window with the URL [learn.teachstone.com](http://learn.teachstone.com). The page features a blue header with the Teachstone logo and social media icons. Below the header is a banner image of a child's face with a green button labeled "Return to myCLASS" and the text "You are logged in as Lori Gladding (Log out)".

The main content area is titled "My courses" and contains two white buttons with blue text: "CA: Pre-K Programs" and "CA: Toddler Programs". Two red arrows point to these buttons. To the left of the "My courses" section is a "Main menu" with a hamburger icon and a "What's New" link.

At the bottom of the page, there is a "Need Service or Support?" section with contact information and a "Stay Connected" section with social media icons and links to "RETURN POLICY", "PRIVACY POLICY", "TERMS OF USE", "WEB ACCESSIBILITY", and "CONTACT US".

The Windows taskbar at the bottom shows the system tray with the time 1:50 PM and date 10/2/2014.

# Select Report

Course: CA: Pre-K Programs

learn.teachstone.com/course/view.php?id=38

HOME / MY COURSES / CA / CA: PRE-K

[Overview](#) [Introduction to the CLASS Tool](#) [Looking at CLASSrooms](#) [Video Library](#) [Certificates](#)

Attention Participants. Read the following information before you continue the program.

1. Use of Internet Explorer is not recommended.  
Read [Teachstone Online Course Browser Compatibility](#) to learn more about downloading and using Mozilla Firefox or Google Chrome.
2. Clear your browser cache or history often.  
The content in this course releases as you progress through the program. Browser cache can affect the visibility of recently released content. Try [clearing your browser cache](#) if you complete a presentation or activity and the following content does not release.

12/13

## The Pre-K CLASS Programs

**Important dates**

Reporting Admins: July 1 is the deadline to access and download your final reports for the 2013/2014 year.

**Reporting Admin**

Resources

**Configurable Reports**

- [Lori Gladding 2014-2015 Template Time and Completion](#)
- [State Admin 2013-2014 Time and Completion \(English\)](#)
- [State Admin 2013-2014 Time and Completion \(Spanish\)](#)
- [State Admin 2014-2015 Time and Completion \(English\)](#)
- [State Admin 2014-2015 Time and Completion \(Spanish\)](#)

1:50 PM  
10/2/2014

# Screen Shot of Online Report

State Admin 2014-2015 Ti...

learn.teachstone.com/blocks/configurable\_reports/viewreport.php?id=417&courseid=38&page=1

Teachstone  
Building connections. Enhancing learning

Return to myCLASS

You are logged in as Lori Gladding (Log out)

HOME / MY COURSES / CA / CA: PRE-K

```
); tmpw.document.close(); tmpw.print(); tmpw.close(); }
```

Filter

group All

Apply Cancel

First Name	Last Name	Email	Group	Language	Time	Intro Cert (Certificate: Introduction to the Pre-K CLASS Tool)	LC Cert (Certificate: Looking at Pre-K CLASSrooms)
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Page: 6

2:04 PM 10/2/2014

# Download Report to Excel

The screenshot shows a web browser window displaying a report from learn.teachstone.com. The report contains a table with the following data:

Name	Address	City	Language	Duration	Status	Issue Date
Angela Barnes	angiebarnes44@gmail.com	Orange 2014	English	6 secs	Not Issued	Not Issued
[Redacted]	[Redacted]	Santa Clara 2014	English	1 sec	Not Issued	Not Issued

Below the table, the page indicates: Page: (Previous) 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 (Next). Total record count = 217. Execution time = 0 (Sec). A red arrow points to the 'Download report: XLS' button. There is also a 'Print report' link.

At the bottom of the page, there is a 'Need Service or Support?' section with contact information and a 'Stay Connected' section with social media icons.

# Sample of Excel Extract Columns A-K

The screenshot shows a Microsoft Excel spreadsheet titled "Demo book 2.xlsx". The data is organized into columns A through K. Column C is highlighted in yellow. The data is as follows:

	A	B	C	D	E	F	G	H	I	J	K
1	First Name	Last Name	Email	Time						Group	Language
2	Jane	Beltran	<a href="mailto:jtran2@yahoo.com">jtran2@yahoo.com</a>	1 hour		24 mins				State User	English
3	Makai	Hass	<a href="mailto:mhass@gmail.com">mhass@gmail.com</a>	16 hours		58 mins				State User	English
4	Adel	Humboldt	<a href="mailto:adel@yahoo.com">adel@yahoo.com</a>			4 mins		39 secs		State User	English
5	Alice	Tratt	<a href="mailto:mama@yahoo.com">mama@yahoo.com</a>	15 hours		43 mins				State User	English
6	Trinh	Nguyen	<a href="mailto:trinhn@yahoo.com">trinhn@yahoo.com</a>	19 hours		1 min				State User	English
7	Susan	Murphy	<a href="mailto:smurp@gmail.com">smurp@gmail.com</a>	4 hours						State User	English
8	Jane	Beltran	<a href="mailto:Jltran62@yahoo.com">Jltran62@yahoo.com</a>			49 mins		16 secs		State User	English
9	Peter	Howard	<a href="mailto:phoward@att.net">phoward@att.net</a>	10 hours		16 mins				State User	English
10	Shari	James	<a href="mailto:sharijames@gmail.com">sharijames@gmail.com</a>	15 hours		32 mins				State User	English
11	Martha	Fransico	<a href="mailto:martha7th@hotmail.com">martha7th@hotmail.com</a>	21 hours		43 mins				State User	English
12											
13											
14											
15											
16											
17											



# Sample of Excel Extract Columns K-U

Demo book 2.xlsx - Microsoft Excel

	K	L	M	N	O	P	Q	R	S	T	U
1	Language	Intro Cert (Certificate)	LC Cert (Certificate: Lo	OI:1 (W	OI:2 (Wh	OI:3 (W	OI:4 (W	OI:5 (Ho	LC:1 (Lo	LC:2 (Po	LC:3 (T
2	English	Issued Thursday, April 1	Not Issued	Grade: 10	Grade: 100	Grade:	Grade:	Grade:	Grade:	Grade:	Grade:
3	English	Issued Friday, January 1	Issued Monday, April 28,	Grade: 10	Grade: 100	Grade: 10	Grade:				
4	English	Not Issued	Not Issued	Grade: -	Grade: -	Grade: -	Grade: -	Grade: -	Grade: -	Grade: -	Grade:
5	English	Issued Saturday, October	Issued Sunday, January 2	Grade: 10	Grade: 100	Grade: 10	Grade:				
6	English	Issued Saturday, October	Not Issued	Grade: 10	Grade: 100	Grade:	Grade: 10	Grade: 10	Grade: 10	Grade: 10	Grade:
7	English	Not Issued	Not Issued	Grade: 10	Grade: 100	Grade: 10	Grade:				
8	English	Issued Friday, November	Not Issued	Grade:	Grade:	Grade:	Grade:	Grade:	Grade: -	Grade: -	Grade:
9	English	Issued Sunday, January	Not Issued	Grade: 10	Grade: 100	Grade: 10	Grade:				
10	English	Issued Saturday, October	Issued Thursday, January	Grade: 10	Grade: 100	Grade: 10	Grade:				
11	English	Issued Tuesday, October	Issued Tuesday, November	Grade: 10	Grade: 100	Grade: 10	Grade:				
12											
13											
14											
15											
16											

Sheet1 | Sheet2 | Sheet3

Ready | 1:58 PM | 10/10/2014



# Monitoring Resources

## Guide Distribution Guidelines:

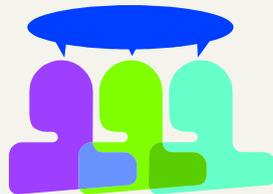
- Number of Guides provided by Teachstone is directly related to the number of participants who enroll in Looking at CLASSrooms (LAC).
- Teachstone does not require a participant who is completing Intro to the CLASS Tool to have a Dimensions Guide.
- The Guide is needed to complete LAC.
- Guidelines:
  - Distribute Guides once the Intro to the CLASS Tool course has been completed.
  - Collect Guides from participants who do not register for LAC.



# Keeping Participants Engaged

Brainstorm ways to:

- Encourage successful completion of online courses
- Increase participant completion rates
- Monitor progress



# Exciting News

First 5 California developed a training approval process to expand local training opportunities for both:

- New Training
- New Trainers

Practice-based Coaching in Higher Education

- Webinar for Lead Agencies on November 20, 2014, from 10:45 to 12:15 p.m.



# Regional Assignments and Support

- Regional assignments
- First 5 California website – <http://www.ccfc.ca.gov>
- CDTC website  
<https://www.childdevelopment.org/cs/cdtdc/print/htdocs/caresplus/home.htm>
- Webinars and regional meetings
- CARES Plus inbox – [caresplus@ccfc.ca.gov](mailto:caresplus@ccfc.ca.gov)



# Upcoming Key Dates

- **December 1, 2014** – Last day to enroll the remaining 20% of CARES Plus participants.
- **January 31** – Last day to register for Introduction to the CLASS® Tool.
- **January 31** – Last day to submit Semi-Annual Expenditure Report.
- **February 28** – Last day to complete Introduction to the CLASS Tool online course. This course will no longer be available after this date.
- **May 15** – Last day to submit CLASS two-hour observation video for MTP participants.
- **May 31** – Last day to complete Looking at CLASSrooms *and Kids and Smoke Don't Mix* online courses.
- **July 31** – Last day to submit year-end program completion data in the CARES Plus Data System for Fiscal Year 2014–15. Last day to submit Semi-Annual Expenditure Report.

