MERIT-Facility/Site Registration

A guide for Owners, Directors, Family Child Care Home Licensees, Site Manager, and Additional Designees

The Managed Education and Registry Information Tool (MERIT) is operated by the Washington State Department of Children, Youth, and Families

Department of Children, Youth, and Families

merit@dcyf.wa.gov
Facility/Site Registration Basics

The **Facility/Site Registration** application allows the owner, director, family home child care (FHCC) licensee, site manager, or additional designee to request access to create and maintain a profile of their child care facility certified by the Department of Children, Youth, and Families (DCYF). Upon approval of the DCYF Licensor, professionals in eligible roles will be able to use MERIT as a management tool. The **Facility/Site** tab should be kept current with assistance and monitoring by the DCYF Licensor. Any changes to the **Primary Contact Information** are required to be reported to the DCYF Licensor.

Access to a current employee roster allows professionals in eligible roles to:
- Confirm staff employment* and end date employment when individuals no longer work for the facility/site,
- Track staffs' training and education accomplishments,
- Track staffs' Portable Background Check status,
- Confirm health and safety data for your staff*,
- Participate in Early Achievers, and
- Allow a user to apply for additional designee.

*Information entered by providers with access to the **Facility/Site** tab will display as **Confirmed**. Information entered by MERIT Support or a DCYF Licensor will display as **Verified**.

This application is available only to the owner, director, FHCC licensee, or site manager unless one of these employees designates an additional designee. An additional designee may have similar access and permissions. More information is included in this manual regarding additional designees.

**IMPORTANT:**

To submit the **Facility/Site Registration** application, eligible providers must have:

1. A current employment record associated with the facility/site for which they are requesting permissions already entered in their MERIT professional record.
2. Their first name, last name, and date of birth must be listed under the **Primary Contact Information** section in FamLink.
3. The same name and date of birth listed in FamLink and MERIT.
4. The first and last name spelling of the applicant must match exactly the same in MERIT and FamLink.

**These four factors are required and control the verification process:** If one is missing or mismatches the applicant will not be able to submit the application. To see a copy of the common error message that occurs in this scenario, please go to page 20.
Facility/Site Registration Application Steps

Once you are logged in to your professional record in MERIT, you can submit the Facility/Site Registration application.

1) You will need a current employment record listed in your professional record in MERIT prior to beginning the Facility/Site Registration application. MERIT uses information from DCYF’s licensing database, FamLink, to populate the list of licensed or certified child care facilities (providers). For help updating the license information, please contact the facility’s DCYF Licensor: https://www.dcyf.wa.gov/find-an-office/el-offices. Entering an employment record in the table below will ‘link’ you to the licensed or certified child care facility in MERIT. To do this:
   a. Click on the plus sign +Click here to add Employment.

   **Early Care & Education/School-Age Employment Information**

<table>
<thead>
<tr>
<th>Type</th>
<th>SSIS Provider ID</th>
<th>Provider/ Organization ID</th>
<th>Facility Name</th>
<th>License Status</th>
<th>Facility Type</th>
<th>Job Role/Title</th>
<th>Date</th>
<th>Employment Status</th>
<th>ECEAP Staff Qualification Status</th>
<th>Edit</th>
</tr>
</thead>
<tbody>
<tr>
<td>No Records Found</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

   i. **Job Title:** Choose the type of program you work at and your job title.
Facility/Site Registration Application Steps (continued)

ii. **Employer Search**: Search for the facility/site by the **Facility/Site Name** as listed on the License or by the **Facility/Site ID**.
   - Family Child Care Home Licensees are always listed by the “Last Name First Name” with no comma.
   - For assistance, you can use Child Care Check: [https://www.findchildcarewa.org/](https://www.findchildcarewa.org/)

iii. **Employer Search**: Click **Select** to choose the facility/site after verifying the address.
iv. Employment: Enter in your Employment Start Date. Leave the Employment End Date blank for current employment. The start date may not occur before the License Start Date.

- **IMPORTANT:** This may not be your actual license start date, but is the date licensing files were first computerized. MERIT staff cannot edit this data as it comes from the licensing database, FamLink.

v. Employment: Click Save to record the entry, or Add Another to save and add another employment record.
Facility/Site Registration Application Steps (continued)

2) Click on the **My Applications** tab.
3) Click on the **Facility/Site Registration** application.

### My Applications

<table>
<thead>
<tr>
<th>Application</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Portable Background Check Application</td>
<td>Use this application to request a Portable Background Check (PBC) if you are applying to work, working, volunteering, or you are a household member at an early learning program. You have a PBC application in progress. Click the link on the left to resume it.</td>
</tr>
<tr>
<td>DEL Licensed or Certified Facilities and Head Start or ECEAP Sites</td>
<td>Use this application to create and maintain a profile of your facility/site. Upon approval, you will be able to use MERIT as a management tool.</td>
</tr>
</tbody>
</table>

### Professional Development and Training

- **Training Reimbursement**
  - Use this application to request a cost reimbursement for a state-approved training that you have completed within the past 12 months. Trainings approved for STARS hours through a Continuing Education Proposal (CEP) are not eligible for reimbursement.

- **State-Approved Trainer Application**
  - Use this application to apply to become a state-approved trainer at any level.

- **Conference/Special Event Application**
  - Use this application if you are an organization, practitioner or an individual hosting a training event and requesting to provide STARS hours. Training events may include conferences, visiting speakers, or an ongoing training series.

- **Continuing Education Proposal**
  - Use this application to request STARS credit hours for trainings taken out-of-state from a non-state-approved trainer or for a college class that is not within a college’s Early Childhood Education Department. You will need to submit supporting documents to the Department of Early Learning (DEL) for verification. If you currently work in a Head Start or ECEAP site that is not also licensed by DEL, you are not subject to the Initial Training Requirement.
4) Step 1. Application Information: This step includes basic information about what an approved application will allow you to do. After reviewing this information, click Next.

Facility/Site Registration Application Application Information

This application is used to request access to the Facility/Site tab in MERIT, where you can:

- Confirm staff employment, end-date employment when individuals no longer work for the facility/site, and designate additional staff to manage employee information
- View portable background check status for your staff
- Track staff training and education
- Confirm health and safety data for your staff
- Participate in Early Achievers

Once the application is approved you will have the option to designate staff to the profile. To give additional staff access to the facility/site profile, follow the steps outlined in the Facility/Site Access: Additional Designee Guide.
5) **Step 2. Select Facility/Site.** This step allows you to register for the facility/site that you are attached to. After checking the facility/site, click **Next**.
6) **Step 3. Sign & Submit**: Type in your first and last name only and click on the **Submit** button.

- Once you submit your application, you will be notified that your application was submitted.
Facility/Site Registration Application Steps (continued)

7) Click on the My Record tab to view the status of any application. Your recently submitted Facility/Site Registration application should now be in Pending status. Facility/Site Registration applications are processed by your DCYF Licensor. You will need to contact your DCYF Licensor to notify them that your application is pending. Any questions or concerns regarding approval or denial of your application should be directed to your Licensor.
Facility/Site Registration Online Profile Management

Once your Facility/Site Registration application is approved by your DCYF Licensor, you will have a new Facility/Site tab or an additional facility/site will be listed on the Facility/Site tab. There are four sub-menu options on your Facility/Site tab: Employees Information, Account Management, Early Achievers, and Make PBC Payments.
1) **Employees Information**: A spreadsheet displays that includes your employee roster. In order for an employee to be added to the employee roster, the employee must add an employment record in their professional record in MERIT under the **Early Care & Education/School-Age Employment Information** section. An owner, director, FHCC licensee, or site manager may leave the facility/site. To remove their access, their employment record must be end dated. This will also remove access for all additional designees. You must contact the facility/site’s DCYF Licensor regarding any change in owner, director FHCC licensee, or site manager.

   a. **Export**: You can export this employee roster spreadsheet to Microsoft Excel. This can be a useful tool to track past employment history and record management for your facility/site.

   b. **View and print all cleared PBC certificates**: You can click on this button to print or save all of your confirmed and/or verified employee’s cleared Portable Background Check Certificates.

   c. **STARS ID**: To view further details about an employee, select the STARS ID Number in the first column. You will be able to:
      i. View training and education details.
      ii. Add and/or confirm health and safety records.

   d. **Alert Icons**: These icons will display if the employee is missing training or certifications required to meet their employment position per Washington Administrative Code (WAC) requirements. Use these icons to quickly identify gaps and missing information.
### Facility/Site Registration Online Profile Management (continued)

#### Status/Employment Confirmation:
You can confirm the employment details of each employee at your facility. To do this:

1. Select the icon located at the far right of each employee’s record.

<table>
<thead>
<tr>
<th>Job Title</th>
<th>Initial Training Requirement</th>
<th>Annual Continuing Education Training 2018</th>
<th>Annual Continuing Education Training 2017</th>
<th>BBP (HIV/AIDS)</th>
<th>First Aid</th>
<th>CPR</th>
<th>Food Handler Permit</th>
<th>TB Test</th>
<th>PBC Status</th>
<th>PBC Expiration</th>
<th>Last Submitted PBC Application Date</th>
<th>Last Submitted PBC Application Date</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>Child Care Center Assistant of Aide</td>
<td>(5/24/2016) 3 years 0 months</td>
<td>None</td>
<td>0 hours</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>5/21/2020</td>
<td>^Cleared</td>
<td></td>
<td>5/22/2017</td>
<td>Self-Entered</td>
<td></td>
</tr>
<tr>
<td>Child Care Center Lead Teacher</td>
<td>(11/12/2010) 7 years 6 months</td>
<td>Completed (2011) (20.00)</td>
<td>0 hours</td>
<td>2.00 hours</td>
<td>3/1/2016</td>
<td></td>
<td></td>
<td>6/17/2010</td>
<td>^Cleared</td>
<td></td>
<td>1/5/2013</td>
<td>1/5/2015</td>
<td>Verified</td>
</tr>
</tbody>
</table>
1. **Employment:**
   a. **Employment Start Date:** Update the employee’s start date if incorrect.
   b. **Employment End Date:** Optional. If an employee resigns or you terminate their employment, it is necessary to enter an employment end date. Upon saving, the employee’s record will no longer be associated with your facility/site and will be removed from your roster.
   c. **Confirmed:** Check this box to confirm that the employee currently works at your facility/site. Your Licensor has to verify your employment if you are an owner, director, FHCC licensee, or site manager.
   d. **Allow user to Apply for Additional Designee:** Check this box to allow an employee to apply to be an additional designee in MERIT for your **Facility/Site** tab. Once this box is checked, the employee can submit the **Facility/Site Registration** application and, upon approval of the Licensor, will have the same access and permissions to the **Facility/Site** tab.

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### Employment Edit

**Job Title**
Family Child Care Primary Worker

**Provider**
[Redacted]

**License Start Date**
02/01/2007

**License End Date**
Current

**Employment Start Date**
06/01/2010

**Employment End Date**
(Leave blank if still employed)

**Status**
- Confirmed

**Provider Address**
[Redacted]

**Provider Id**
[Redacted]

**Apply for Additional Designee**
- Allow user to Apply for Additional Designee

**Save**
2. **Job Title:** This tab will only be available if the employment status is **Self-Entered** or **Confirmed**.
   a. **Job Title:** Choose the correct job title if the job title was incorrect. If the job title is correct and this employee’s job title has changed, please end date their current employment and request that the employee add their new employment on their own MERIT account.

3. Select **Save** after entering the desired information.
2) **Account Management:** A roster displays the staff that have access to the Facility/Site tab.

- For example, if an additional designee has been granted permission to apply and their application has been approved, they will display on this roster. The additional designee will also have a Facility/Site tab once they sign in to their MERIT account. By selecting the Facility/Site tab, the director, owner, FHCC licensee, site manager, or additional designee can edit the employee information.
- An additional designee may have their access removed (the Facility/Site tab is removed from their account) by clicking on the red X to the very right of the employee's record on this roster. This will not delete their MERIT record.

<table>
<thead>
<tr>
<th>Employee Name</th>
<th>STARS ID</th>
<th>Job Title</th>
<th>Facility/Site Designee</th>
<th>Additional Designee</th>
<th>Delete</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>Child Care Center Director</td>
<td>Yes</td>
<td>No</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Child Care Center Lead Teacher</td>
<td>No</td>
<td>Yes</td>
<td>🍀</td>
</tr>
</tbody>
</table>
3) Early Achievers: This is where you can review your Early Achievers status and submit Early Achievers applications. Contact the QRIS Team at their email QRIS@dcyf.wa.gov or their phone number 1-866-922-7629 if you have any questions or need assistance.

a. QRIS Rating Improvement System (QRIS) Application:
   i. Early Achievers Registration: Use this application to register for participation in Level 2 of Early Achievers, Washington’s voluntary Quality Rating and Improvement System (QRIS).
   ii. Early Achievers Application for Level 2: Use this application to complete Level 2 of Early Achievers, Washington’s Quality Rating and Improvement System. Links to the required online training modules and online self-assessments are available in this application.
   iii. Early Achievers Request for On-Site Evaluation: Use this link to apply for an on-site evaluation to be rated for Early Achievers. This application allows you to request your initial rating, a renewal rating, or a re-rate based on your current EA participation.

b. Program Description: You can add any information about your program in this section. This description will be listed on the Child Care Check website.
Facility/Site Registration Online Profile Management (continued)

c. **QRIS Contact Information**: This is where you can select who the main Primary QRIS Contact is. You can submit a Secondary QRIS Contact but this is optional.

![QRIS Contact Information]


d. **Participation Agreement**: The Primary QRIS Contact must sign an Early Achievers Participation Agreement in order to participate in Early Achievers:
   
i. The Early Achievers Participation Agreement is an agreement between the participating facility and their local lead agency.
   
   ii. Participants will return signed agreements to their local lead agency, and keep a copy of the signed agreement on-site.

   iii. Please return your signed Participation Agreement to your local lead agency within 14 days of registering for Early Achievers or for every program year you are an Early Achievers Participant.

![Participation Agreement Table]
4) **Make PBC Payments**: This table allows you to pay for your employees Portable Background Check application fees and notifies you if the employees have paid for their pending Portable Background Check application.

   a. Select the employees that need their Portable Background Check application fee paid for.
   b. Click on the **Pay by electronic check** or **Pay by credit/debit card** to make the payment.

   ### Portable Background Check Payments

   Select the checkbox beside the names of the employees you wish to pay for then click ‘Pay by electronic check’ to be directed to US Bank or ‘Pay by credit/debit card’ to be directed to Payeezy to complete the transaction.

<table>
<thead>
<tr>
<th>First Name</th>
<th>Last Name</th>
<th>Application Date</th>
<th>Check to Pay</th>
</tr>
</thead>
</table>

   ### Payment Information

   - Applications selected for ePay: 0
   - Cost per Application: $12.00
   - Total Cost: $0.00

   [Pay by electronic check] [Pay by credit/debit card]
Troubleshooting: You may receive the following error messages if the verification of your application is unsuccessful. Possible error messages included:

1) **Data entered does not match the primary contact on record for the selected provider**

   This error will occur if any of the required information in your professional record in MERIT doesn’t **exactly** match the licensing data in FamLink.

   (Refer to the “**Important**” section of the Application Basics, page 2)

For example, your last name on the license (and therefore in the licensing database, FamLink) may be “VonDyke” but in your MERIT profile your last name is recorded as “Von Dyke.” Even small differences like this space in between your last name will impact the verification process. You will need to inform either your Licensor or MERIT support staff of the correct spelling in order to successfully complete the application.

**Changes to the licensing database** must be made through your DCYF Licensor; any change to the licensing database **will require a one-day waiting period** while FamLink and MERIT sync together.
2) **Select a facility to register. If there are none, use the “I do not see the facility/site I wish to register” link below to add an employment first.**

This error message will display if you have not added an employment record in your professional record in MERIT for the facility.  
(Refer to the “Important” section of the Application Basics, page 2)

For example, if you have an employment record in your professional record but there is an end-date, the employment will not show up in this page. You must either select owner, director, FHCC licensee, or site manager or the appropriate employment record as approved by your employer.