MERIT Facility/Site Profile Guide

Use this guide to learn how to manage a Facility/Site Profile in the Manage Education and Registry Information Tool (MERIT).

Washington State law (WAC 110-300-0115, 110-301-0115, 110-302-0115) requires staff records to be kept and maintained in MERIT.

What is a Facility/Site Profile?

A Facility/Site Profile in MERIT helps you **manage staff records and view site details**.

It is used to:

- Keep track of who works at your site.
- Check that staff have completed the required background check, training, and education.
- Sign up for and manage your participation in **Early Achievers**, Washington's quality rating system.

TIP: Want help navigating your Facility/Site Profile?
Watch the MERIT Webinar: Navigating the Facility/Site Tab

How to Request Access to a Facility/Site Profile?

How to request access depends on the **type of site you work at.**

TIP: If there is a **change in management**, you must contact your Licensor or Grantee/Contractor. Licensors may need to verify employment records in MERIT and update information in FamLink. **If you don't, your site may lose access**.

I need access to a licensed site.

(This includes blended sites that are licensed and serve ECEAP and/or Head Start)

Access Role	Who Assigns Access	What you need to do
Primary Contact	Licensor	• Must have active employment with a child care license in **Open** status as an Owner, Director, or Family Home Owner verified by a licensor in MERIT. • Submit a Facility/Site Registration application in MERIT. Visit the MERIT Workforce Registry webpage and review the **Facility/Site Registration** section under "MERIT Support."
Additional Designee	Primary Contact and Licensor	• Must have active employment with a **confirmed or verified** status at the site in MERIT. • Primary Contact must grant permission to apply by checking the box: **"Allow user to apply for additional designee"** • Submit a Facility/Site Registration application in MERIT. Visit the MERIT Workforce Registry webpage and review the **Facility/Site Registration** section under "MERIT Support."

I need access to a licensed-exempt site.

(Sites only serve that ECEAP and/or Head Start)

Access Role	Who Assigns Access	What you need to do
Facility/Site Designee	Grantee/Contractor	• Must have active employment as a Site Contact/Manager for ECEAP or Head Start in MERIT. • **No application is needed**. Reach out to your Grantee/Contractor to have access assigned.
Additional Designee	Grantee/Contractor or Facility/Site Designee	• Must have active employment with a **confirmed or verified** status at the site in MERIT.

		• **No application is needed.** Reach out to your Grantee/Contractor or Facility/Site Designee to have access assigned.

What is included in a Facility/Site Profile?

Your Facility/Site Profile in MERIT has different sections that help you manage your program. Here's what you'll find and what you can do in each section:

Feature	What You Can Do
Facility/Site Details	• Shows your site's basic information. • For **Licensed sites**, this information comes from **FamLink**. To update, contact your **Licensor**. • For **ECEAP/Head Start sites**, this information comes from **ELMS**. To update, contact your **Grantee/Contractor**.
Employees Information	• View a list of all staff or household members with active employment at your site. • Confirm status of staff employment records by clicking the **edit icon** in the "Status" column. • Grant staff access to manage your Facility/Site Profile by clicking the edit icon in the "Status" column and selecting **"Allow user to apply for additional designee"** at licensed and blended sites. • View staff training and education by clicking on their STARS ID. • View, edit, or confirm Health & Safety records by clicking their STARS ID. • Pull current staff and their details into an editable excel sheet by clicking on the "Export" button.
Licensed Job Roles *(Licensed sites only)*	• View a list of staff in roles that have licensing staff qualifications. • Preview each person's **Dashboard**, which gives an at-a-glance view of their staff qualification progress. • Filter staff by job role, qualification type, and staff qualification progress (met, unmet, in-progress).

Account Management	• See which staff have access to the Facility/Site Profile. • Remove access for additional designees (this won't remove their employment record).
Early Achievers	• Sign up for **Early Achievers** (Washington's quality rating system). • View your Early Achievers timeline and application history. • Submit a **Request for Quality Recognition application** to start your quality recognition cycle. • Update contact information for your Early Achievers primary and secondary contact (these contacts get program updates).
Quality Recognition Framework	• Track your progress toward your **Quality Level** by pre-viewing completed points and projected Quality Level. • Finalize your site's Quality Level.

Frequently Asked Questions

What happens after I submit my Facility/Site Registration application?

A **DCYF Licensor** will review your application. For questions about approval or denial, contact your Licensor.

What if there is a change in site management?

- You must contact your **Licensor** (for Licensed/Blended) or **Grantee/Contractor** (for ECEAP/HS).
- For **Licensed** and **Blended** sites, the new **Primary Contact** must submit a **Facility/Site Registration** in MERIT.
- Make sure the **first name**, **last name** and **date of birth** listed in **FamLink Primary Contact details** match the individual's **MERIT** account. It must match their current identification card.
- Changes in FamLink may take up to **24 hours** to update in MERIT.

Why do I get this error: "Data entered does not match…"?

This happens when the Primary Contact's name and date of birth in FamLink do not exactly match what is listed in MERIT for the person trying to submit the Facility/Site Registration application.

To fix this:

- Contact your Licensor to update the **FamLink Primary Contact details**. To find your licensor's contact information, visit the Early Learning Child Care Offices webpage.

- Email MERIT@dcyf.wa.gov if your MERIT Professional Record needs to be updated.

Why do I get this error: "Select a facility to register…"?

You need to have an **active employment record** listed with the appropriate site in MERIT. Add or update your employment in your MERIT Professional Record. For more information on how to enter employment information, visit the MERIT Workforce Registry webpage.

Why did my Facility/Site tab disappear?

Your employment record with the site may have been end dated or access was removed due to Primary Contact losing access. Ensure you have active employment with no end-date recorded in your MERIT Professional record in an appropriate role and submit a new Facility/Site Registration application. If your employment record was accidentally end-dated, please contact MERIT@dcyf.wa.gov for assistance.

Need Help?

- **For help with your MERIT Facility/Site Profile:**
  Email: MERIT@dcyf.wa.gov
- **For Early Achievers support:**
  Email: QRIS@dcyf.wa.gov
- **For licensing questions or updates:**
  Contact your **Licensor**. Find their contact information on the Early Learning Child Care Offices webpage.
- **For ECEAP or Head Start information:**
  Email: ELMS@dcyf.wa.gov