

# Monitoring ECEAP Staff Qualifications

As part of your ECEAP contract, you are expected to monitor that all ECEAP lead teachers, assistant teachers and family support staff complete their ECEAP staff qualification application within 30 days of hire.

## Monitoring in MERIT by ECEAP Contractor Staff

### To view the monitoring screen:

1. Log in to MERIT at <https://apps.dcyf.wa.gov/MERIT>
2. Click on the Grantee/Contractor tab
3. On the peach-colored submenu bar, select “ECEAP Staff Qualifications”
4. Then click the blue “Search” button to view your list of staff
  - a. You can also search for an individual staff member using the search options at the top of the page
  - b. The Export button allows you to export this grid to Excel

### Monthly Staff Qualifications Monitoring:

1. Check completeness:
  - a. Make sure all of your ECEAP lead teachers, ECEAP assistant teachers and ECEAP family support staff are listed on the ECEAP Staff Qualifications page
    - If there is staff missing, please update staff employment records to show their current ECEAP position
  - b. Review Application Status and Staff Qualification Determination columns
    - If both columns are blank, prompt staff to submit their staff qualifications application as soon as possible using these instructions
    - If Application Status is “Not Submitted,” prompt staff to complete their application and click submit
    - If Application Status is “Awaiting Documents” or “Partial Documentation Received,” prompt staff to send in official transcripts and/or any other supporting documents to Centralia MERIT
    - If Staff Qualification Determination is “PDP Dates Needed,” please process PDP
2. Process PDPs:
  - a. For any staff with a status of “PDP Dates Needed,” make sure they have a written, signed Professional Development Plan. See sample PDPs under the category Staff Qualifications
  - b. Enter PDP end dates and any notes:
    - Click the edit icon at the right of the line with the person’s name on the ECEAP Staff Qualifications page
    - At the bottom of the page, click the blue button “Click here to update PDP”
    - Enter the “Planned PDP End Date,” any notes and click save
    - Their status will change to “On PDP”



- c. When a staff person completes the education required by their PDP:
  - Click the edit icon at the right of the line with the person's name on the ECEAP Staff Qualifications page
  - At the bottom of the page, click the blue button "Click here to update PDP"
  - Enter the "Date PDP Activities Were Completed," any notes and click save
  - The staff person will receive an email reminding them to complete a new staff qualifications application in MERIT to update their status to fully qualified, and possibly receive an education award

## Monitoring in ELMS by ECEAP Contractor Staff

### To view Staff Monitoring Report:

1. Log into ELMS at <https://apps.dcyf.wa.gov/ELMS>
2. Click on the Reports tab
3. Scroll down and select the Staff Monitoring Report
4. Choose the school year and detail level you want to monitor
5. Click the Run Report button.
  - a. The Export icon button allows you to export this table to Excel

### Monthly Staff Qualifications Monitoring:

1. Check completeness:
  - a. Make sure all of your ECEAP lead teachers, ECEAP assistant teachers and ECEAP family support staff are listed on the Staff Monitoring Report
  - b. If there is staff missing, please add the correct roles to their ELMS record
  - c. If staff is missing their STARS ID, add their number to their ELMS record
2. View Staff Qualifications Status column:
  - a. Make sure that all staff has submitted their application
    - If staff has a "Not Submitted" status, prompt staff to submit an application in MERIT using these instructions
    - If staff has a "Pending" status, prompt staff to review instructions for completion
  - b. Make sure that all PDPs are processed
    - If staff has a "PDP Needed" status, process PDP in MERIT

If you have questions, please email [eceap@dcyf.wa.gov](mailto:eceap@dcyf.wa.gov).