

Updates to Grantee/Contractor Functionality in MERIT

Effective July 1, 2022, the QRIS team made updates to the grantee/contractor tab in MERIT. These updates were based on feedback from the field and are intended to make Early Achievers participation more streamlined and user-friendly.

Update 1: Remove the Grantee/Contractor Registration Application

New Grantee/Contractors will no longer need to complete the Grantee/Contractor registration application that was previously found under the Grantee/Contractor tab > Early Achievers sub-tab. Now when a new Grantee/Contractor needs to be assigned, they will just contact the QRIS inbox at QRIS@dcyf.wa.gov to request access to the Grantee/Contractor tab.

Update 2: More Than Two Grantee/Contractors Can Be Assigned

Previously, our system only allowed for two people to be assigned the role of Grantee/Contractor in MERIT. We have updated our system so that any number of people can now be assigned a role of Grantee/Contractor. This allows more flexibility in how sites are managed and allows more administrative staff to hold this role.

*Please note: Anyone assigned the Grantee/Contractor role will have access to sensitive information for all sites within a program. This includes employment records, and the ability to view and make edits to Early Achievers participation at the site level. If you would like to add an additional Grantee/Contractor to your program, please have the **current Grantee/Contractor** contact QRIS@dcyf.wa.gov with the name and STARS ID of the person you would like to add.*

Update 3: Early Achievers Applications Are Now Available Under the Grantee/Contractor Tab

Previously, if Grantee/Contractors wanted to manage Early Achievers participation or input an application for a specific site, they needed to have a completed facility/site registration for that specific site. We have now changed our system so that Early Achievers applications are available under the Grantee/Contractor tab without the need of a Facility/Site Registration. With this new function, the Grantee/Contractor will also be able to see the My Timeline table for each site, as well as the Quality Recognition Framework.

The screenshot displays the MERIT (Managed Education and Registry Information Tool) interface. At the top, there is a navigation bar with options like 'My Record', 'My Education', 'Grantee/Contractor', 'My Applications', 'State-Approved Trainer', 'My Conferences / Special Events', 'Find Training', and 'WELS User'. Below this is a sub-navigation bar with 'ECE/SA Search', 'Facility/Site Search', 'Early Achievers', 'Application Queue', 'WELS', and 'ECEAP Staff Qualifications'. The main content area is titled 'Facility/Site Details' and shows information for 'ABC Child Care' at '12345 Any Street, Olympia, WA 98502'. It includes a 'SWV Number' field with a help icon, a 'Program Type: Licensed' indicator, and a table of details. A 'NEW!' badge is prominently displayed in red. At the bottom, a navigation bar contains 'Employee Information', 'Account Management', 'Early Achievers', 'Quality Recognition Framework', and 'Make PBC Payments'. The 'Early Achievers' and 'Quality Recognition Framework' buttons are highlighted with a green box.

Facility/Site Details		
ABC Child Care 12345 Any Street Olympia, WA 98502 (360) 123-4567 SWV Number: What is a statewide vendor ID?	Early Achievers Status: Participating, not yet rated Quality Level Date: Click here to enter the WELS Provider Portal to view your Early Achievers Rating Report and Quality Improvement Plan	
Program Type: Licensed		
Provider ID: 123456 Facility Type: Child Care Center License Type: Non-Expiring Initial License Date: 9/6/2013 Anniversary Date: 09/04 Licensed Expires: Non-Expiring Primary Contact Name: Jane Smith Primary Contact Date of Birth: 11/25/1978	Data current as of 09/07/2021	License Capacity: 20 Children Ages Served: From 2 years To 12 years Current License Status: Open DEL Licensor: Bob Smith DEL Licensor Phone: (253) 123-4567 Child Care Check
	Licensee Name: Jane Smith Licensee Date of Birth: 11/25/1978 Substitute Pool Status: N/A	

Original Date: July 14, 2022

Early Learning Division

Approved for distribution by Jennifer Norris,
QRIS Technical Services Manager



Update 4: Grantee/Contractors Can Now Assign Additional Facility/Site Designees Through A Checkbox System

Previously, if a Grantee/Contractor wanted to give a person access to the Facility/Site application, the user had to complete a Facility/Site registration. Now a Grantee/Contractor can assign a Facility/Site designee to anyone with an ECEAP or Head Start job role simply by checking a box next to their name under the Account Management tab.

Please Note: This is only true for sites that are ECEAP/Head Start only. Sites that are blended (licensed + ECEAP or Head Start) still need to have the person who is the licensing Primary Contact first complete a facility/site registration and have it approved by your licensor. Once that is complete, then the Grantee/Contractor can assign additional designees through this function to people with an ECEAP or Head Start job role.

Employee Name	STARS ID	Job Title	Facility/Site Designee	Additional Designee
Natasha Romonoff	123456789	Center Director		
Pepper Potts	234567891	ECEAP Lead Teacher	<input type="checkbox"/>	<input type="checkbox"/>
Peter Parker	345678912	ECEAP Assistant Teacher	<input type="checkbox"/>	<input type="checkbox"/>
Steven Strange	456789123	ECEAP Site Contact/Manager	<input type="checkbox"/>	<input type="checkbox"/>
Tony Stark	567891234	Center Aide		
Vision	678912345	Center Assistant Teacher		

NEW FUNCTION!

Contact MERIT Support Services or call toll free: 1.866.482.4325 and choose option 5

About DCYF - Privacy Policy - MERIT Help

Copyright © 2021 by State of Washington Department of Children, Youth, and Families V15.75

Across Washington