

State
Training
and
Resource
System
(STARS)
Policy

2011

Policy for the operation and application of services for the Wyoming
State Training and Resource System (STARS) subsequent to Wyoming
Department of Family Services Child Care Certification Rules (3/2012)

Policy

1. Registry Participation

All licensed child care providers will be members of the registry as a means of tracking their required training for licensing purposes. Initial participation in the registry is dependent upon the licensing of a child care facility. Child care facilities are classified by state agency rules as follows:

Family Child Care Homes:

Means a licensed child care facility in which care is provided for no more than 10 children in the primary residence of the provider

Family Child Care Centers:

Means a child care facility in which care is provided for a maximum of 15 children for part of a day, which may be in a residential or commercial type structure.

Child Care Centers:

A business operated by a private person, partnership, association or corporation that is operating a business for profit, non-profit or otherwise in a building used solely for commercial purposes, where 16 or more children receives care for part of the day.

2. Facility Entry

A. Licensed Facilities: The training registry (STARS) will receive a Child Care Transmittal Slip (DFS Form CCL-600) from a DFS licensor. Staff will enter the new facility into the database and link an individual, identified by licensing as the director to the new facility.

- a. The Child Care Transmittal Form should provide the following information:
 - i. Legal business name of the facility
 - ii. Name of the facility director or home licensee
 - iii. Phone number for the facility
 - iv. Physical address for the facility
 - v. License number
 - vi. Capacity and License type
 - vii. Start date for the licensing period
- b. Additional information which must be acquired by staff for the database includes:
 - i. Email address for the director
 - ii. Alternative contact information for the facility, if appropriate
 - iii. Mailing address for the facility

Authority

Administrative Rules for Child Day Care Certification, Wyoming Department of Family Services promulgated pursuant to WS 9-2-2104 (a) (vii), W.S. 14-4-104 and WS 16-3-101, et seq. (1999).

Note: State statute provides authority for DFS to certify child care facilities and pursuant to that authority, DFS regulations define certification as resulting in licensed status for certified facilities.

The state agency is responsible for the process of certification. The state agency contracts for the development, management and operation of the training and resource system (STARS). WCAA is the contractor for this work.

- B. Legally Exempt Facilities: A facility legally exempt from certification may be added to the database for the purposes of tracking training and career development of staff members on a fee for service basis when the following conditions are met:
- a. The facility must provide the following data elements annually:
 - i. Legal business name of the facility
 - ii. Name of the facility director with email address
 - iii. Alternative contact information for the facility, if appropriate
 - iv. Physical address of the facility
 - v. Mailing address of the facility
 - vi. Phone number for the facility
 - vii. Type of facility based on licensing capacity categories
 - b. Since no licensing information will be provided, it is the responsibility of the exempt facility to provide annual updates and corrections for facility information including the name and email address of the current director. Updates are required when a change in directors occurs.
 - c. It is the responsibility of the director at the exempt facility to assure that the employee list for the facility is current.
 - d. At least one employee in the facility must have transcript entries each calendar year in order to maintain open account status in the database for the facility.
 - e. Each legally exempt facility that elects to participate in the State Training And Resource System (STARS) must pay an annual fee of \$50 per facility site.
 - i. The fee must be received prior to activation in the system.
 - ii. Any legally exempt facility served by STARS prior to December 31, 2011 must provide updated information and the required fee by April 1, 2012 to maintain an open account in the system.
 - iii. The fee is due on April 1 annually and must be received prior to April 1 annually to maintain open account status.
 - iv. The fee will be assessed on a facility site basis. A single organization having multiple sites will be assessed the fee per child caring facility site.

- v. Staff members working in legally exempt facilities that fail to maintain open account status will not be tracked in the system following a move to closed account status. Accounts for these staff members will be locked to prevent transcript entries.

3. Child Care Provider Entry

New providers may complete a “Provider Registry” form to enter the system and gain an ID number and password. The form is available online for download.

New providers may also be registered when they submit their first “Staff Orientation Evaluation” form. This is frequently the point of entry for new employees at child care centers. The form must be complete and link the person to a licensed facility.

4. Instructor Registry

- A separate but linked registry is provided for instructors who provide the training required by child care licensing. A single individual may play multiple roles, (i.e., provider, instructor, facility director).
 - One set of personal demographic information is retained in the database but linked to registry information specific to different roles.
- Unique user numbers and passwords are issued for each role an individual might play in the system, i.e. provider, trainer, director.
 - A separate trainer file is constructed for each approved instructor that contains documents used to verify qualifications and experience to instruct others.
 - STARS will develop, implement and maintain a process for approving instructors including verification of qualifications and expertise in the core areas of knowledge.
 - STARS will track the specific classes offered by each instructor and periodically review and renew their approval status.

5. Class Approval and Training Calendar

- A separate but linked registry is provided for all classes approved for STARS credit.

See Guide for Classifying Training in STARS

- STARS will develop, maintain and operate a process for approving instructional classes including a method identifying different types of learning opportunities.
- Requests for class approvals shall be submitted not less than 14 days prior to the class date.
- Incomplete requests for approval may be rejected.
- The approval review will be completed within 14 days of receipt.
- College courses will not be subject to prior approval.
 - A college course is a semester long class offered by an accredited institution of high learning such as a community college or university for college credit.
 - Accreditation typically means that one of the regional accrediting bodies has given the college/university their seal of approval AND that fact is reflected in public materials offered by the college AND on the US Dept Ed accreditation listing on the agency's government website.

6. Practice status

Both providers and instructors will be identified as either active or inactive in the system.

In the database a checkbox is provided to indicate status.

In the file system, files are physically moved from one file area to another with a change in status.

After three years with no training activity noted in a provider's file is moved to inactive status. Status will change automatically in the database and personnel are notified daily to move the physical file.

After two additional years of no activity, the paper file is destroyed. The database record will exist indefinitely.

7. Review Process:

The following policies are provided to assure the validity and accuracy of the information submitted to the Statewide Training and Resource System database.

Enrollment: To assure that person information is correct:

- Any provider requesting entry into STARS must complete a new provider registration form or submit their first "STARS Evaluation Form"

- New providers may complete the registration form on paper.
- Staff will check forms for completeness.
- The minimum information required for enrollment are full name, home address, phone number and email, facility name and address and phone number.
- If forms contain incomplete information, the individual or the facility director will be contacted to obtain the needed information. Preferred contact method will be by phone call.

8. Credit entry

Training hours for credit will be entered based upon the receipt of a completed STARS Evaluation Form for all non-credit bearing classes.

College credit will be substantiated by the submission of a transcript from an accredited institution of higher education.

Courses for STARS credit must focus on the care and education of children from birth through age eight.

9. Verification

Verification for education, credentials and training serves to ensure the data accurately represents the professional achievement of registry participants.

Verification Policies and Procedures

- Clock hour training will be verified by the submission of a completed course evaluation on a form approved by STARS. In addition to the participant's name and address the form must contain the following information:
 - Date of the class, STARS Reference Number for the class, STARS Event Identification Number, name of the instructor and location of the class
 - In addition, the instructor must provide the STARS approved sign-in sheet for the class displaying the signatures of all class participants.
- College courses for STARS credit must focus on the care and education of children from birth through age eight.
 - Transcripts may be an original transcript or a copy of a student issued transcript or a copy of a student grade report.
 - All transcripts must display as part of the document:
 - institution's name,
 - student name,

- course number,
 - course name,
 - credits received
 - term (the semester in which the course was taken, i.e. Spring 08)
 - grade (a C or better grade is required for credit)
- College transcripts or copies of transcripts used to verify degrees must provide
 - institution's name
 - student's name
 - name of degree awarded with major
 - date of degree award
 - full listing of all courses taken and the semester in which each course was completed
- Credential certificates or licenses may be substantiated by providing a copy of the document unless the certifying or licensing agency provides the information on-line which can be accessed by STARS staff.
 - If licensing or certification information is provided on-line, the person must provide STARS with the information required to check the certifying agencies' database for confirmation of certificate or license.
- Copies of training certificates may be mailed, faxed or emailed to STARS. All training is evaluated for STARS credit. If a certificate pertains to a class, which has not been pre-approved, the provider seeking credit will be required to complete the class approval process to gain credit.
- The accreditation status of all institutions of higher education will be verified prior to accepting college courses or degree confirmation from the institution.
- The college's website will be checked for documentation of accreditation status.
- The college's status will be checked with an accreditation body such as the Council for Higher Education Accreditation or the US Department of Education Office of Post Secondary Education website listing.
- Colleges courses completed prior to 1/1/2000 cannot be added to a STARS training record but total early childhood credit or degrees prior to that time can be added to a participant's career record.

- Continuing Education Units (CEUs) earned by other professionals as defined in DFS Rules Chapter 6, Section 7(p) are accepted into STARS at the rate of 15 clock hours per CEU.
- Effective June 1, 2010, all Continuing Education Units (CEUs) granted by accredited institutions of higher education which are reviewed and approved for credit will be accepted into STARS at the rate of 15 clocks hours per unit.
- Credit issued by the Wyoming Professional Teaching Standards Board (PTSB) will be accepted and entered into STARS at the rate of 14 hours per credit based on a conversion agreement effective October 31, 2007. PTSB uses the following formula to award credit: 7 contact hours equals .5 CEU; 14 contact hours equals 1 CEU.
- Training credit will be granted once for the preparation of non-credit bearing classes approved by STARS. Credit will accrue in the record of instructors who are simultaneously also licensed or exempt care providers. This credit will not be awarded for classes required biennially such as CPR, first aid or blood borne pathogens. To gain credit the instructor must complete a Request for Class Preparation Credit form for approval.

DFS Administrative Rules, Chapter 6, Section 7(p) on applying credit for staff members who have a professional certificate or license requiring continuing education hours

10. Frequency of Credit

STARS credit for training is provided in the following manner:

- Each provider will receive credit in each biennium for re-occurring required trainings commonly referred to as “core” trainings
- Each provider may receive credit for attending a statewide or national conference as it occurs.
- Each provider will receive credit for the required two-hour staff orientation training once each time he/she begins work with a new employer.
- Each provider may receive credit for the following types of classes once in their career:
 - Any standard pre-approved class, sequenced training, workshop or institute
 - Any clearinghouse item
 - Completion of a webinar, internet-based training or correspondence course
 - Any college course

- CEUs focused on early care and education provided by another training or professional organization
- No credit will be awarded for the following activities:
 - Staff meetings, team meetings, supervisory meetings or reflective practice meetings
 - Networking events
 - Strategic planning, focus groups or facilitated discussions for planning or information gathering purposes
 - Coaching, mentoring or consultative activities.

11. Rejection of credit

- Any request for STARS training hours, which cannot be verified by matching it with a pre-approved class will be rejected.
- Any college course, which cannot be confirmed as being offered at an accredited college, will be rejected for credit.

12. Fraudulent submissions

Any request for credit that is determined to be fraudulent will be rejected and/or removed from the participants training record. Some examples of fraud might include:

- Copying the evaluation of another provider to make it appear a provider attended training when in reality the individual did not.
- Submitting an evaluation form for training, which cannot be matched to the sign-in sheet for the training session or attendance, cannot be substantiated in another way.
- Submitting a certificate for training which cannot be verified from the listed training source.
- When potentially fraudulent training requests are submitted, the individual submitting the request will be notified about the problem and provided an opportunity to correct any errors.
- When the potentially fraudulent event involves more than one worker at a child care facility the director will be contacted about the situation and provided an opportunity to correct any errors.
- College transcripts or grade reports which have material blacked out, appear altered or otherwise changed from their original condition will be rejected.

13. Data Entry and Continuity:

The accuracy of the data entered into the Statewide Training and Resource System is critical to the licensing status of all child care providers in Wyoming. In addition tracking of training and when and where it is offered is of importance to the state licensing agency. Accuracy of data entry and data maintenance is a critical.

14. Data Entry Procedures

The procedures for entry of data into the STARS systems will be described in the STARS Practice Manual that will be reviewed and updated regularly.

- Practical updates will be made as necessary
- Planned reviews will occur every three years.

15. Data Continuity Policies and Procedures:

All data entry errors will be entered into an error log containing the type of error and the data element in which the error occurred, the date discovered and the name of the person correcting the error.

When a data error is discovered, the error will be corrected in the record and a note of correction placed in the notes field for the record.

A baseline for data entry errors will be constructed in calendar year 2011 using a data error tracking log.

The log will differentiate between an historic error which cannot be tracked to current staff, erroneous information provided by the licensing agency or provider and data input or filing errors made in the past year by staff members.

An evaluation of this data early in 2012 will inform a process for attributing data entry errors to real time data input by staff members. This process will exclude an historic errors or incorrect information provided by the other sources.

16. Processing Time

All complete requests for entry of training credit into provider records, approval of instructors and approval of classes for credit will be completed within 14 business days of receipt of the request.

- The 14 business days time maybe extended in certain instances such as events creating high volumes of credit requests such as following statewide conferences.
- New providers will be entered into the system within three business days of receipt of complete registration forms.

17. Processing Time Policies and Procedures

- All new provider registry entry forms will be accepted into the system upon receipt or within three working days, holiday closures and weather events are excluded from the timeframe.
- All requests for class approvals will be handled within the 14 business days after receipt.
- All requests for instructor approval will be processed within 14 business days of the receipt of the supporting documentation including college transcripts, license confirmation or other certification documentation.

18. Data Maintenance, Storage and Sharing

- A. All data in the Statewide Training and Resource System will be retained indefinitely when the information is in electronic format.
- At minimum data will be maintained in the following way:
 - Individual information such as name or address changes may be changed at any time at the request of the individual.
 - Changes may be requested by phone, email, fax or mail by the individuals requesting the change.
 - Participants in the registry will automatically move to inactive status after three years of continuous inactivity (Inactivity is definite as having no training credit entered into the individual's record.)
 - All participants, instructors and classes will have paper files constructed when they enter the system.
 - As long as a provider, instructor or class is active, the paper file will be maintained.
 - Inactive files will be moved to inactive file storage for a period of two years.
 - Following two years of inactive storage the provider or instructor file will be shredded with the exception of college transcripts, CDA or other certification documentation.
 - Retained materials will be scanned and retained digitally indefinitely.
- B. Data will be stored in a manner that is secure and avoids the opportunity for exterior tampering.
- Data is backed up in a redundant manner providing both on-site and off-site backup capabilities.

- The data system is backed up daily to limit disaster loss potential.
- One copy of the database must be stored at another location. The process and location may change with best practices.

19. Data Transfer Policies and Procedures

Data may be shared and transferred as determined appropriate by the state child care licensing agency and the Wyoming Children’s Action Alliance.

Personally identifying information such as social security numbers is not stored in the system.

Individual record information is not shared with others entities aside from the licensing agency unless permission is specifically provided by the individual.

Aggregate information about all providers in the system may be provided or exchanged at the discretion of the executive director.

20. Confidentiality

Because child care is a state licensed process, basic information on each child care facility is public information. STARS must provide the business name, owner name and address of any or all child care facilities when requested by any member of the public. This information is a public record and must be provided when requested.

Other information such as training records and demographic information is confidential and will be shared only in aggregate form or in a manner which prevents individuals from being personally identified. For example, STARS may share or talk about the number of child care providers attending the annual conference or the general profile of training among all child care providers in Wyoming.

Some compiled records are available to a limited number of individuals. For example, your individual biennium training record is available to you, your employer and your DFS licensor but no one else without your permission.

DFS Administrative Rules: Chapter 3, Section 10(a) Department of Family Services records concerning the licensing of facilities are open to public inspection with some exceptions as outline in Section 10(c).

21. Confidentiality Procedures

- A. Sensitive identifiers are not stored in the system:
- Social security numbers are not stored in the system. Any information received containing social security numbers shall have that information obliterated from the document prior to storage in paper or digital files.

- The system will generate a unique identification number for each facility, provider, instructor and sponsor in the system that is proprietary to this system.
 - It is the responsibility of registry staff to maintain the confidentiality of individual information in the system by sharing protected information only with the child care licensing agency or others for whom the individual has provided consent to share.
 - The registry staff confirms that requests for personal information, such as passwords, are coming from the individual affected by the information.
- B. Confirmation methods will include:
- Confirming a participant’s identity over the phone is accomplished by asking the caller to provide a STARS ID number, their home address or other specific information.
 - Training records may be emailed to the provider, the provider’s employer or the state licensor. Providers are encouraged to share records themselves through the secure website and email information themselves to licensors or other who may request it.
 - Database information or paper files may not removed from the premises aside from disaster recovery backup processes.
 - All files with personal information will be stored out of sight at the close of business each day and the office site locked and secured during non-business hours.
 - Shredding of reports and inactive provider files will be accomplished with a shredding machine and shredded material taken to a recycle center.

22. Due Process

The Statewide Training and Resource System believe that when disagreements with the application of STARS policy and process occur they should be resolved at the lowest level possible.

Individuals with complaints are encouraged to resolve issues with the staff person issuing the disputed decision as the first step. If this step does not result in resolution of the complaint follow-up with supervisory personnel is advised. When these attempts do not result in a satisfactory resolution of a complaint a formal appeal may be filed with the STARS Board of Review.

All staff will be formally trained on the complaint and appeal processes and required to track low level complaint resolution efforts and referral to supervisors on internal tracking forms.

STARS Board of
Review Complaint
Policy.

Individuals or organizations, which dispute decisions made by the State Training and Resource System staff, may appeal decisions to the STARS Board of Review. The process for filing a complaint is available on the website or by request at the WCAA office and in Section 25 below.

23. Complaint review body

The STARS Board of Review is an advisory body made of up child care practitioners from all three types of licensed facilities, instructors, and agency personnel. This body makes recommendations about policy, operational procedures and standards used by the Statewide Training and Resource System (STARS).

The STARS Board of Review also makes recommendations to the STARS contractor (WCAA) and the state licensing agency on changes and improvement to the State Training and Resource System.

24. Appeals

All appeals to the decisions of registry will be referred to the STARS Board of Review. Board decisions are final. The process for filing a complaint is available on the website or by request at the WCAA office and in Section 25 below.

25. STARS Board of Review Complaint Procedure

The Statewide Training and Resource System believe that when disagreements with the application of STARS policy and process occur they should be resolved at the lowest level possible. The process for resolving complaints is outline below. This process includes a method for appealing the complaint resolution process.

STARS Board of Review Complaint procedures
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Individuals or organizations who disagree with decisions made by the State Training and Resource System (STARS) should follow the following process to resolve the disagreement.

1. Complaint Resolution

- 1.1 Any provider, facility, sponsor or instructor who is not satisfied with a decision by STARS staff person should first speak with the staff member at STARS providing the decision.
 - The provider, facility, sponsor or instructor should work with the staff to resolve the issue.
- 1.2 If a complaint cannot be resolved at the staff member level, the staff member and provider, facility, sponsor or instructor should involve the staff member's immediate supervisor to attempt a solution.

- 1.3 When complaints cannot be resolved by the immediate supervisor, the executive director of Wyoming Children's Action Alliance will be asked to resolve the complaint.
 - Steps two and three may be combined
 - These steps may occur immediately and by telephone conference call with the provider, facility, sponsor or instructor, the staff member, the supervisor and the executive director convening together.
 - If a conference call cannot be immediately arranged, one should be scheduled within three working days to resolve the issue.
- 1.4 The determination of the executive director of the Wyoming Children's Action Alliance is the decision that will be implemented in the complaint.
- 1.5 If the executive director's decision is unacceptable to the complaining provider, facility, sponsor or instructor an appeal may be filed with STARS Board of Review. The STARS Board of Review is final arbiter in the complaint process.

2. Appeals

- 2.1 Any provider, facility, sponsor or instructor who wishes to appeal a decision by STARS may do so by completing the following form and submitting it to the STARS Board of Review.
- 2.2 Complaints about the STARS system may address
 - 2.2.1 Policies of the STARS system
 - 2.2.2 Acceptance/rejection of training evaluation forms or college courses for credit
 - 2.2.3 Acceptance/rejection of credentials
 - 2.2.4 Acceptance/rejection of class or instructor approval
 - 2.2.5 Classification of instructor or class level
- 1.2.6 All complaints must provide specific details
- 2.3 Complaints should be addressed to the Board of Review and sent in care of the staff support person for the board at the Wyoming Children's Action Alliance.
- 2.4 The STARS Board of Review will deal with complaints as they arise in the following manner:

- 2.4.1 Complaints will be forwarded to the STARS Board of Review within three working days of receipt a specific complaint.
- 2.4.2 A telephone conference meeting to hear the complaint will be scheduled within 15 working days of receipt of a specific complaint.
- 2.4.3 The complaining party will be provided with conference call-in information for the meeting to support their attendance at the call.
- 2.4.4 The Board of Review may seek additional information from the complaining party and/or from the staff of STARS.
- 2.4.5 The Board may make take one of the following actions:
 - Reverse the decision of the Wyoming Children’s Action Alliance
 - Reject the complaint
 - Recommend an amendment or change in policy or process
 - Determine that the complaint is not within the scope of the board to resolve. For example, the issue is related to licensing regulation.
- 2.5 The STARS Board of Review will provide the complainant with a written report of its finding within three business days of the meeting.
 - 2.5.1 A written report will be provided whether or not the complaining party attends the meeting which will be mailed to the person at the address provided on the complaint form.
- 2.6 A formal list of all complaints and their resolution will be available annually On October 1, following the end of the fiscal year.

Complaints should be addressed to and provided on the following form:

STARS Board of Review Complaint Process
c/o STARS Board of Review staff support
Wyoming Children’s Action Alliance
3116 Old Faithful Road, Suite 100
Cheyenne, WY 82001
FAX: 1-307-635-2306

Complainant Name: _____
Address: _____
Preferred Phone Number for contact in this matter: _____
Email address: _____
STARS ID Number: _____ (if you have one)
Trainer ID Number: _____ (if you have one)
Facility ID and Name: _____

Please check the element on which you have a dispute:

- Policies of the STARS system
- Acceptance/rejection of training evaluation forms or college courses for credit
- Acceptance/rejection of credentials
- Acceptance/rejection of class or instructor approval
- Classification of instructor or class level

Date on which the issue first developed _____

Staff member(s) to whom you spoke _____

Date on which you conferred with the executive director to resolve this issue _____

What was the decision the executive director provided for you? _____

Provide your reason for seeking a change in this decision: _____

26. Communication

Communication with participants in the STARS system will be provided at the earliest possible point that information is needed and in as clear a fashion as possible.

A. Participant Communication Policy and Procedures

- Any individual opening a certified child care facility or entering employment in a certified facility is eligible for the registry:
 - The first point of information is frequently state licensing agency personnel who provide information about STARS and how to contact the program.
- New providers are asked to complete a new provider registry form, which is available on the website when they call STARS to inquire about the registry, or from their employer or licensor.
- New employees may also complete the top portion of the evaluation form for staff orientation to be entered into the system.
- Each new provider will receive a packet of information on STARS. The information will describe STARS, what it does and how to access information in the system either by email or US Postal services.
- New providers, instructors and facilities will receive information on the various forms required by the system where they can find them, including web-based forms, and how request information from STARS.
- The STARS Practice Manual will provide guidelines for the avoidance of fraud in the information provided to the registry from sources other than the licensing agency.
- STARS procedures and processes are clearly communicated to participants, by:
 - Updates and alerts on the website
 - Email communications with providers, instructors and facilities including newsletters
 - Detailed responses to individual requests for specific information about the system.
 - Presentations at state and regional conferences
- When questions arise about forms submitted to STARS by child care providers, instructors or facilities the preferred method of contact is direct contact with a phone call to the individual to gain additional information or clarification and providing

coaching on the use of STARS. In some instances email, pre-formed email responses or postal letters will be used.

B. Staff Communication Policy and Procedures

- The registry processes and procedures are clearly communicated to registry staff through staff meetings and updates to policy, the practice manual and STARS Board of review policy
- The policies regarding confidentiality are clearly communicated and accessible to registry staff members in the personnel policies for WCAA.

27. Collection of Partnership Eligibility Review Core Data Elements

STARS has completed a comparative analysis of the Partnership Eligibility Review core data elements required in Wyoming and find that its data fields match of the requirements as of September 2010.

28. Core Data Element Related Requirements

A. Format of Core Data Elements

All text data fields are formatted with upper and lower case punctuation aside from the email text field that is all lower case.

B. Multi-Year Data Collection

Information is collected in STARS is as it received. While information is kept for, a provider's entire career the biennium licensing period is the focus but since all facility-licensing periods are different, information can be pulled from the data with a date specific query for any period that is required.

C. Person ID

- The STARS database assigns each participant a unique ID number and stores it in the database. This not a social security number of other sensitive identifier.
- STARS ID numbers are used only once. A specific procedure exists for the elimination of duplicate name records when identified which requires the intervention of the data system administrator.

D. Name Criteria

Participant "Last Name" is collected and stored in the database

Participant "First Name" is collected and stored in the database

E. Date of Birth

Participant “Date of Birth” is collected and stored in the database when participants consent to provide this information. Data is stored as mm/dd/yyyy.

F. Gender

Participant “Gender” is collected and stored in the database when participants consent to provide this information.

G. Race/Ethnicity

- Participant “Race/Ethnicity” is collected and stored in the database when participants consent to provide this information.
- Race/ethnicity data are grouped in U.S. Census categories.

H. Facility License Number

Facility License Number is received from licensing agency and stored in the database.

I. STARS Unique Facility ID

- STARS assigns a Facility ID number to each licensed or legally exempt program and stores it in the database. The identifier is not the state license number.
- Facility ID numbers are used only once and any suspected duplicate facility events must be resolved by the data system administrator to assure that no duplicates exist in the system.

J. Facility Name

- STARS will use the legal business name of the program as the name stored in the registry for any certified program
 - STARS receive this information from state agency licensors on a form CCL-600.
 - In certain instances the Facility Name must be corrected when it is determined, that information on the CCL-600 contained inaccuracies.

K. License Type

- STARS collects the program type and is able to report data in the following categories:
 - Child Care Center
 - Family Child Care Center
 - Family Child Care Home
- Group homes are licensed by a different structure in Wyoming and not subject to child care licensing rules.

- Any person providing child care for two or more unrelated children in their home or a commercial facility is subject to licensing and inclusion in the STARS system.

M. Licensing Status

- The license number is collected from CCL-600
 - License expiration is an available but not a mandatory field.
 - The CCL-600 may contain provisional dates
- Biennial license dates will be collected if the provider shares the date printed on the license.

N. Location Data will include

- Physical addresses of facility
- County where the program is located
- Mailing address for the facility

O. Employment Data Elements

- Employment Record
- Providers are linked to program from list of facilities in the registry.
- Provides transfer to Unknown/No Facility when they move between employers or leave a specific facility
- Providers may not be associated with a closed facility

P. Start Date

For the purposes of STARS, the start date is the date of entry into the system. Not the date of employment with a particular facility. Dates are stored as mm/dd/yyyy

Q. Position Title

Position title is self-reported and is a text entry field.

R. Hourly Wage

Hourly wage is collected when the provider is willing to share this information or when it is required for career development programs.

S. Highest Level of Education

STARS collects education date when the provider is willing to share or wishes to participate in the Wyoming Career Development Ladder. The categories are:

- Some high school (does not require verification)
- High School Diploma/GED (does not require verification)
- Trade or Technical School (requires verification)
- Certificate or License (requires verification)
- Associate's (requires verification)

- Bachelor's (requires verification)
- Master's (requires verification)
- Doctorate (requires verification)
- Institution of Higher Education Name
 - Must be the official name for the accredited institution

Providers who supply information on a degree but do not provide a transcript shall have the information entered but the information shall be listed as “unverified”.

- When a transcript is provided staff will enter the date of the verification and click “yes” in the verification field. This will confirm verification and lock the field from future editing by the participant.

T. Degree Name

The name of the degree is entered as it appears on the transcript used to verify the degree. The information is entered into the “subject” box for the type of degree awarded.

U. Date Conferred

The date conferred is gathered from the transcript and stored as mm/dd/yyyy.

V. Major

Major must be data entered as listed on the transcript in the field called “subject” and follows the name of the degree. (i.e. Subject Field = Family and Consumer Science, Early Childhood Education.)

W. College Credits

- All credits listed on transcript shall be entered in semester hours as opposed to quarter hours
- Quarter hours must be converted to semester hours when the course is entered into the database
- College credits convert to 15 STARS hour per credit and will be distributed across the eight core-areas-of-knowledge as appropriate to individual course.

X. Credit Categories

STARS does not currently identify categories of college credit such as ECE, SA or business and administrative credit.

29. Credential Data Elements

A. STARS will track the CDA Credential:

By type:

- Center based Infant/Toddler, initial certificate

DFS Administrative Rules for Certification of Child Care Facilities, Chapters 6, 7, & 8 Sections 7 (n)

- Center based Infant/Toddler, renewal certificate
- Center-based Preschool, initial certificate
- Center-based Preschool, renewal certificate
- Family Child Care Home, initial certificate
- Family Child Care Home, renewal certificate

CDA Credential Expiration:

Data stored as mm/dd/yyyy

B. Other Credentials/Licenses

- Each listed credential requires the institution or agency issuing the credential (Professional Teaching Standards Board, Board of Nursing, etc.)
- Each credential will list subject or title of credential

C. Other Credential Award Date

Data stored as mm/dd/yyyy

D. Other Credential Expiration Date

- Data stored as mm/dd/yyyy
- When credentials do not expire, the staff person entering the verification data will click the check box for no expiration date.

30. Training Data Elements

A. Training Name:

- Must be official title of training
- Instructor must be specifically named:
- Must be listed for each class title listed
- The Sponsor must be specifically named:
- The Sponsor for each class must be specifically identified

B. Class End Date

All classes will expire two years following their approval date.

C. Clock Hours Criteria

- The database will not accept entry of an event identification number and class without at least .5 hours of time associated with the event.
- The Instructor and Class Analyst will assign hour values to core areas of knowledge as appropriate when approving classes for credit.
- Training is summed in a variety of ways by using specific dates in the biennium training summary screen. Any specific start and end date may be used.

- A complete training history and CDA eligible training report histories are also available and may be run for specific timeframes.
- D. CPR/First Aid Training
- CPR/First Aid Training Name:
 - The reference number for this training must be active in the system.
 - CPR/First Aid Date:
 - Data stored as mm/dd/yyyy
 - CPR/First Aid Expiration:
 - Expiration dates are required in the STARS system. All CPR/First training expires two years from the date taken and by state licensing regulation must be repeated once in each licensing biennium.