



New Jersey Child Care Information System

www.NJCCIS.com

Preparing for the \$1,000 Hiring and Retention Bonus Grant Application for Licensed Child Care Providers

Things you can do to prepare for these grants:

First, check your user account profile in NJCCIS to make sure your profile information is correct and updated, such as demographics (gender, race and ethnicity). The grant rules require the collection of demographic information on the director/owner.

Second, make sure all eligible staff are associated with your program. If they aren't then you need to:

- Make sure your staff has an NJCCIS user account. If not, direct them to create one at www.njccis.com.
- Once your staff has their NJCCIS user account, make sure they have associated with your program through the "Work Experience" section on their Professional Profile and that you approve the association request.

You should encourage your staff to check that their NJCCIS profile information is correct and up-to-date.

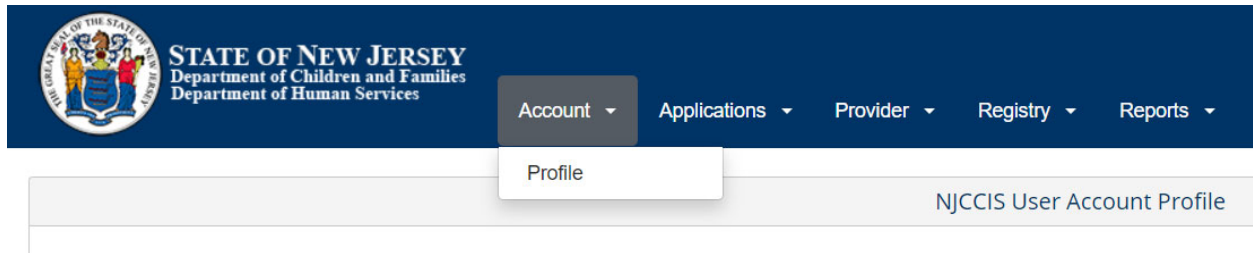
The following pages contain step-by-step instructions with screenshots or you can visit www.njccis.com/njccis/help.

How to Update Demographics.....2
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How to Update Demographics in Your User Account Profile

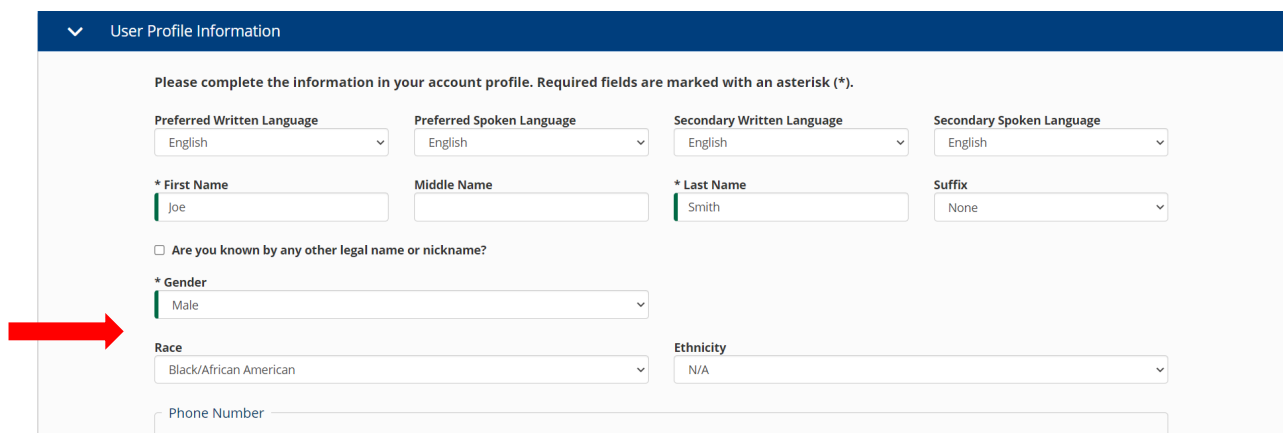
Your Demographics must be updated on your NJCCIS User Profile by clicking on the Account button and selecting Profile.

See Fig. 1



Next, Scroll down to update – Gender, Race and Ethnicity

See Fig. 2

A screenshot of the "User Profile Information" form. The form is titled "User Profile Information" and includes a dropdown arrow. Below the title is a note: "Please complete the information in your account profile. Required fields are marked with an asterisk (*)." The form contains several fields: "Preferred Written Language" (English), "Preferred Spoken Language" (English), "Secondary Written Language" (English), "Secondary Spoken Language" (English), "* First Name" (Joe), "Middle Name", "* Last Name" (Smith), "Suffix" (None), a checkbox for "Are you known by any other legal name or nickname?", "* Gender" (Male), "Race" (Black/African American), "Ethnicity" (N/A), and "Phone Number". A red arrow points to the "Gender" field.

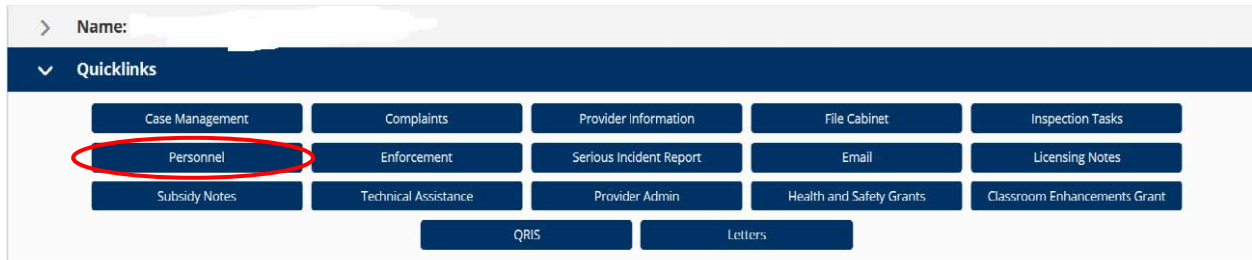
Finally, Scroll down and click "Update Profile" to save your information.

See Fig. 3

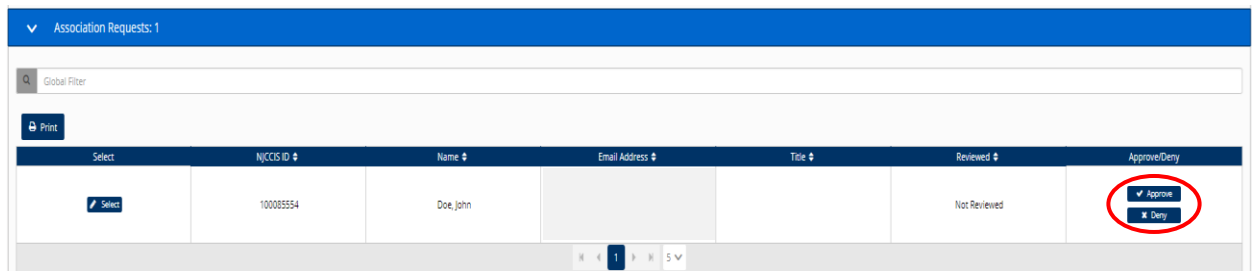


How to Approve Employees for Facility and Verify Employment Details

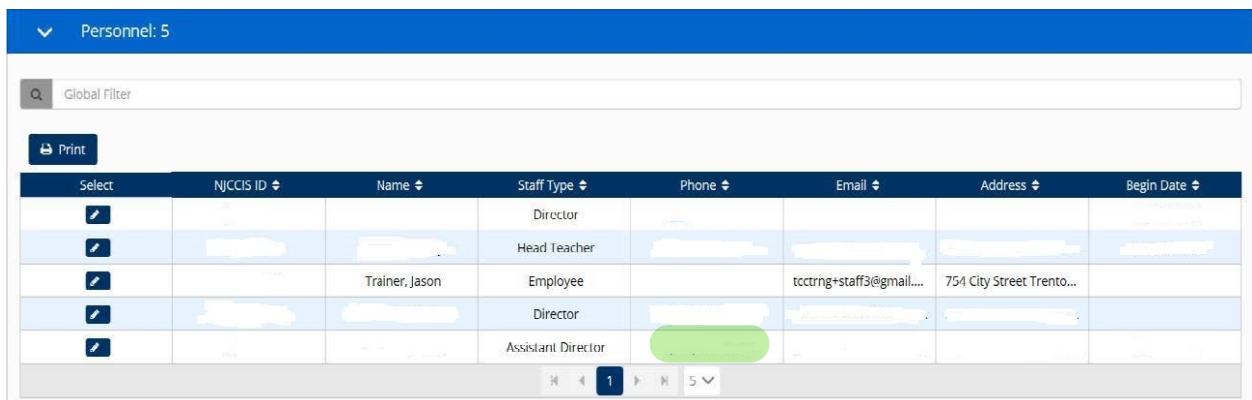
1. Click on the “Personnel” tab in the Provider Information section to view the facility information.



2. Expand the Association Requests section and select the profile to view the member’s information. Once you have confirmed that this staff member is employed by your facility and click on the Approve or Deny button to approve or deny the association request.



3. Once you have approved a staff member’s association request, they will appear in the Personnel section of the facility’s page.



4. Select the staff member to make the Details and Professional Profile sections for that staff member appear below.

Global Filter

Print

Select	NJCCIS ID	Name	Staff Type	Phone	Email	Address	Begin Date
<input type="checkbox"/>			Director				
<input type="checkbox"/>			Head Teacher				
<input checked="" type="checkbox"/>	100063889	Trainer, Jason	Employee		tcctrng+staff3@gmail....	754 City Street Trento...	
<input type="checkbox"/>			Director				
<input type="checkbox"/>			Assistant Director				

Previous Personnel: 0

Jason Trainer's Details

Jason Trainer's Professional Profile

Jason Trainer's Registered Events: 0

5. Expand the Details section to verify their personnel details, then click on the Save button.

Jason Trainer's Details

Details

ID: 100063889

Address: 754 City Street Trenton, New Jersey 87654

Email: tcctrng+staff3@gmail.com

Phone:

* Staff Type: Employee

Assign Permissions:

- > Email
- > Facility Information
- > File Cabinet
- > Personnel
- > Provider Admin
- > Serious Incident Report

Cancel Save