



QRSG DATA TRAINING DOCUMENT

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Georgia Department of Early Care and Learning

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When to Submit Your Rosters to DECAL

Bright from the Start: Georgia Department of Early Care and Learning (DECAL) will send an e-mail notification when rosters are open for entry. The e-mail will provide the Roster Count Date and the Roster Due Date. You can begin Roster Entry at this time, but you cannot submit the roster until the Count Date.

Who to Submit on Your Rosters to DECAL

Your roster should include the following:

- All students enrolled in your program who physically attended for at least one (1) day during the month being reported.
- Students who un-enrolled from your program since the previous roster should now have an end date.

Important

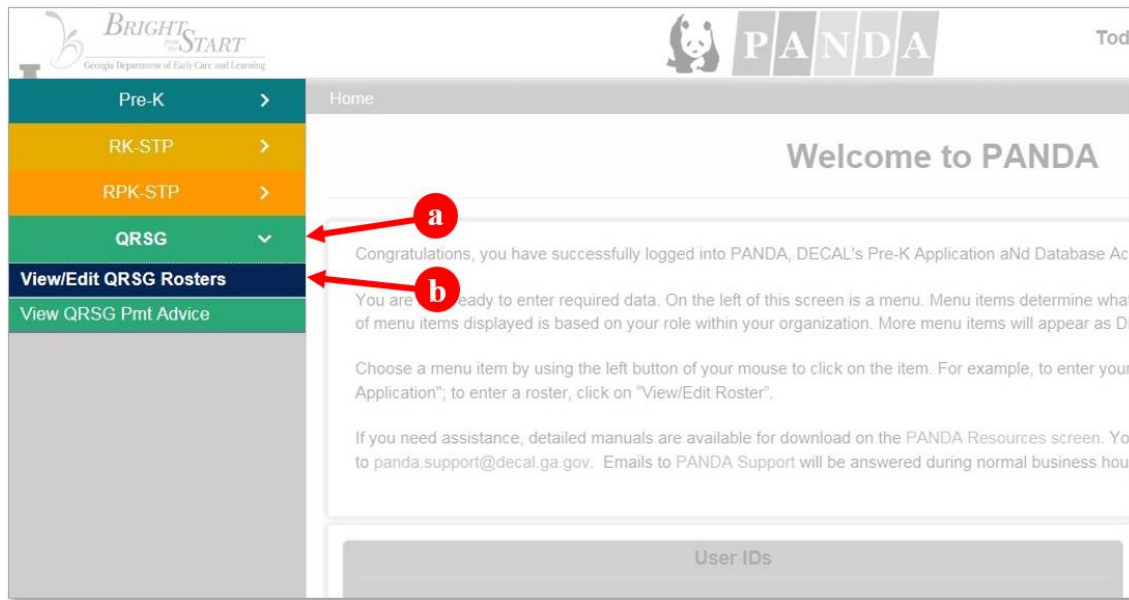
The number of students enrolled in a class on any date may not exceed the number of students approved in your contract unless DECAL has granted a class size waiver. If your roster includes both un-enrolled students and new students, their enrollment dates cannot overlap as this will cause the total number of students enrolled on any given date during the roster cycle to exceed the number of approved students.



If you failed to include a student on a roster previously submitted to DECAL, you can add the student onto the next roster; however, you cannot back date the entry to correct the mistake. The Begin Date you enter has to be within the month being reported. It is highly recommended that you **carefully review each roster for accuracy** before submitting.

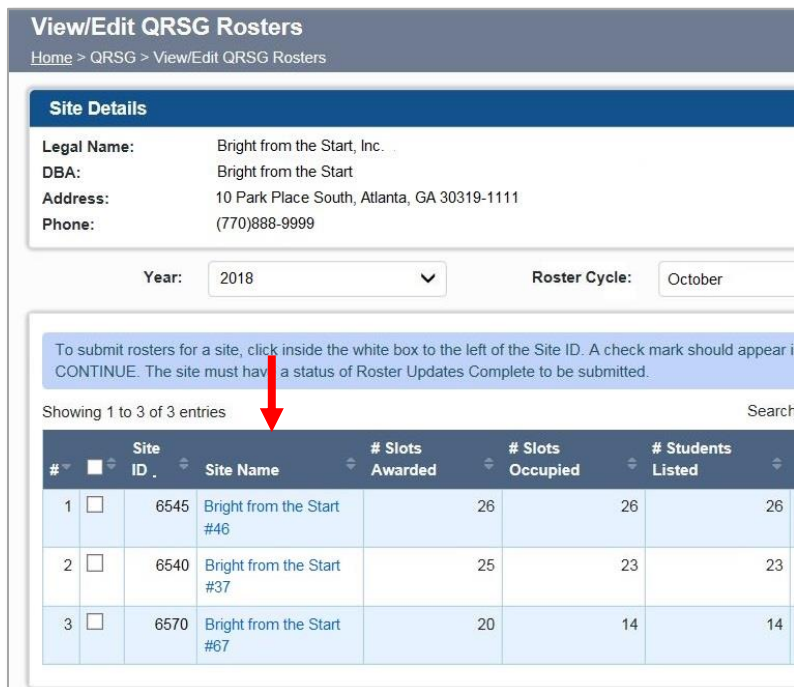
Entering Students on to Your Roster

1. Launch [PANDA](#) and login with your credentials.
 - For information about PANDA user accounts, refer to the [PANDA Provider User Management document](#) found on the PANDA Resources page located at www.decal.ga.gov under the Providers tab.
2. In the left-side navigation menu, select (a) **QRSG** and then click on (b) **View/Edit QRSG Rosters**.



The Site Details page opens. The Site Name column displays each Site Name as a hyperlink.

3. To choose a site, click the **Site Name**.



The Roster Details page displays.

- On the roster details page, scroll down to the **Student Information** section and click the **Add** button.

- The **Student Information** page displays as shown below.

- Complete the following fields for each student who has physically been in attendance for at least 1 day:

Field	Action Required
A Student Last Name	Enter the student's Last Name exactly as it appears on their birth certificate. The student's last name must have two or more letters and may include hyphens, apostrophes, and periods. Do not include a suffix as part of the last name (e.g., D'Angelo, Smith-Kline, or St. Claire).
B Student First Name	Enter the student's First Name exactly as it appears on their birth certificate. The student's first name must have at least two letters. The first name can include two names separated by hyphens, apostrophes, spaces, or periods (e.g., Jean-Paul, Da'Shandra, or T.J.).
C Student Middle Name	Enter the student's full middle name exactly as it appears on their birth certificate. Hyphens, apostrophes, and periods may be included. If the student does not have a Middle Name, enter NMN to represent No Middle Name . This indicates you have verified there is not a middle name listed on the student's birth certificate.
D Suffix	If applicable, select either Jr, II, III, IV etc. from the drop-down.

Field	Action Required
E Date of Birth	Enter the student's birthday exactly as it appears on their birth certificate using the format “MM/DD/YYYY”.
F SSN	<p>Enter the student's SSN (Social Security Number). It will be encrypted in the system to ensure data security.</p> <ul style="list-style-type: none"> • Please verify that each student’s SSN was entered correctly. • If the SSN is omitted, a waiver signed by the parent/guardian is required to be on file at the site and will need to be provided to DECAL upon request if needed. <p>Note (1): If the SSN is not entered prior to clicking Save, the SSN Waiver Reason section will be displayed at the bottom of the screen.</p> <p>(a) Select the appropriate checkbox next to the Waiver Reason specified by the Parent on the Social Security Number Information Form (Appendix B in the Pre-K Operating Guidelines).</p> <p>(b) If the parent selected I do not choose to provide the SSN because ..., enter the reason in the Waiver Reason Detail field exactly as the parent entered it on the Waiver Form.</p> <p>Note (2): To add a SSN after the student information has been saved, return to the Roster Detail screen and click on the POPULATE SSN link next to the desired student’s name. Then enter the SSN and click Save. You do not need to close/re-add the student in order to populate the SSN.</p>

Important

CORRECTING NAME/DOB/SSN AFTER STUDENT HAS BEEN SAVED

If you realize after entering a student that a **correction** is needed to one of these key fields (e.g., Last Name, First Name, Middle Name, Date of Birth, or SSN), **DO NOT** close and re-add the student, instead send a copy of the birth certificate (for changes needed to the Name/Date of Birth) or SSN card (for changes needed to the SSN) to the DECAL Finance Office via their secured fax line at 404-651-8576. Closing and re-adding will flag the student as a duplicate and you will be required to submit all documentation.

Field	Action Required
G Gender	Select the student's gender from the drop-down: <input type="checkbox"/> Male <input type="checkbox"/> Female

Important

The Gender fields are links that you can click on to easily change to the correct value since they do not impact your payment. To change a student's Gender, click on the hyperlinked value. The field menu opens.

Select the correct value and click to save the change.




Field	Action Required
H Parent/Guardian Last Name	Enter the last name of the student's Parent or Guardian (mother preferred if available).
I Parent/Guardian First Name	Enter the first name of the student's Parent or Guardian (mother preferred if available).
J Relationship	From the drop-down list, select the appropriate relationship of the Parent or Guardian to the student: <input type="checkbox"/> Mother <input type="checkbox"/> Father <input type="checkbox"/> Grandparent <input type="checkbox"/> Guardian

Important

Entering the Parent or Guardian information is optional; however, completion of all three fields becomes mandatory if data is populated in one of the fields. For example, if the Parent/Guardians first name is entered, then their last name and the relationship to the student must also be provided.

Field	Action Required
K Ethnicity	Select the student's ethnicity from the drop-down list: <input type="checkbox"/> Hispanic/Latino <input type="checkbox"/> Not Hispanic/Latino <input type="checkbox"/> Information not provided

Field	Action Required
L Race	<p>From the Race choices displayed, select all values that apply to this student:</p> <ul style="list-style-type: none"> <input type="checkbox"/> American Indian/Alaskan Native <input type="checkbox"/> Asian <input type="checkbox"/> Black or African American <input type="checkbox"/> Native Hawaiian/Other Pacific Islander <input type="checkbox"/> White <input type="checkbox"/> Information not provided
M Begin Date	<p>Enter the student's first day in the Pre-K class using the format "MM/DD/YYYY".</p> <ul style="list-style-type: none"> • The Begin Date cannot be on or prior to the Count Date of the previous Roster. • <u>For Roster 1, the Begin Date cannot be prior to August 1st.</u> <p>The Begin Date cannot be after the Count Date of the current roster.</p>
N End Date in Class	<p>If applicable, enter the student's last day in the Pre-K class using the format "MM/DD/YYYY".</p> <ul style="list-style-type: none"> • <u>This date should only be entered if the student has un-enrolled from the class.</u> • The End Date cannot be after the count date of the current roster. <p>The End Date cannot be a future date.</p>
O Days Attended	<p>Enter the number of days the student was in attendance.</p>

7. Click  or  to continue adding new students.
8. Click the  button to return to the Roster Details page.

Entering and Submitting Your Class Attendance

1. In the left-side navigation menu, select (a) **QRSG** and then click on (b) **View/Edit QRSG Rosters**.
2. On the Site Details page, click on the desired Site Name.
3. In the upper right corner, click on the **Student Attendance** button. The QRSG Rosters Student Attendance page displays.
4. Click **Edit**.
5. Scroll over to the **Days Attended** column. For the first student listed, enter the number of days he or she was in attendance.

Click on Edit, enter the Days Attended and click Save. Once done, click Submit to submit the attendance.

Showing 1 to 26 of 26 entries Search in Results:

#	Student Name	Start Date	End Date	Days Attended
1	Yogi Bear	8/13/2018		<input type="text"/>
2	Tinker Bell	8/21/2018		<input type="text"/>
3	Donald Duck	8/27/2018		<input type="text"/>

6. Repeat the preceding step until attendance has been marked for each student in the class.
7. Click **Save** to save the changes. The following confirmation message will display:

Attendance saved successfully

8. Next, click on the **Submit** button to submit attendance for the class. The following confirmation message will display:

Attendance submitted successfully

9. Click **Back**. The **Site Details** page displays. Notice the attendance status field shows **Submitted**.

Showing 1 to 1 of 1 entries Search in Results:

#	Site ID	Site Name	# Slots Awarded	# Slots Occupied	# Students Listed	Roster Status	Attendance Status
1	6545	Bright from the Start #46		14	14	Save in Progress	Submitted

Submitting Your Completed Roster to DECAL



If you failed to include a student on a roster previously submitted to DECAL, you can add the student onto the next roster; however, you cannot back date the entry to correct the mistake. The Begin Date you enter has to be greater than the Count Date of the prior roster. It is highly recommended that you **carefully review each roster for accuracy** before submitting.

- When you have entered/verified all of the teacher and student data on your roster(s), click the **Roster Updates Complete** button located at the bottom of the Roster Details page.

Note: If there are any errors, a message will appear at the top of the screen. The roster status will not change to **Roster Updates Complete** until the error(s) has been resolved. Note that in some browsers, you may not be able to scroll up to see the popup message. If that occurs, change your zoom level and ensure you have enabled popups.

- Click the **Back** button. The **Site Details** page displays. Notice the roster status field shows **Roster Updates Complete**.

Year: 2018 Roster Cycle: October Search

To submit rosters for a site, click inside the white box to the left of the Site ID. A check mark should appear inside the white box. Then click CONTINUE. The site must have a status of Roster Updates Complete to be submitted.

Showing 1 to 1 of 1 entries Search in Results:

#	Site ID	Site Name	# Slots Awarded	# Slots Occupied	# Students Listed	Roster Status	Attendance Status
1	6545	Bright from the Start #46	20	14	14	Roster Updates Complete	Submitted

- Review the roster status for each site. After all rosters are marked complete, the site status will display **Roster Updates Complete** and the site can be submitted.
- To submit the site: (a) read the statement below the site(s) information, (b) click the white checkbox to the left of the Site ID, and then (c) click **Continue**.

To submit rosters for a site, click inside the white box to the left of the Site ID. A check mark should appear inside the white box. Then click CONTINUE. The site must have a status of Roster Updates Complete to be submitted.

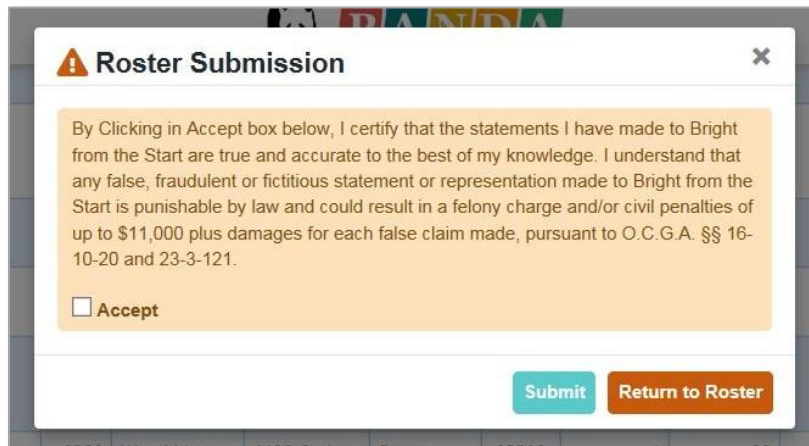
Showing 1 to 1 of 1 entries Search in Results:

#	Site ID	Site Name	# Slots Awarded	# Slots Occupied	# Students Listed	Roster Status	Attendance Status
	6545	Bright from the Start #46		14	14	Roster Updates Complete	Submitted

By Submitting this roster(s) you are asserting via electronic signature that the information on the roster(s) is true, complete, and accurate to include all available student information. Social Security numbers must be entered unless a parent signed waiver is on file.

Continue

5. The following Roster Submission popup screen will be displayed. Read the message very carefully before proceeding.



6. Choose one of the following options:

Select	Condition
Accept	If you concur that all of the data entered is true and accurate to the best of your knowledge, and that you understand any false, fraudulent, or fictitious representation is punishable by law and could result in a felony charge.
Return to Roster	If you are unsure and need to go back and carefully review the data entered – wait to submit until you have verified the data is correct.

7. After selecting **Accept**, complete the submission process by clicking the **Submit** button. The site's **Roster Status** will change to **Submitted**.

You will receive a confirmation e-mail from DECAL to inform you that your roster has been successfully submitted to DECAL. The e-mail will also give you a count of the number of classes that were submitted. If all classes were not submitted, you will need to go back to the roster to see which classes did not submit successfully.

Important

By submitting the roster(s), you are asserting via electronic signature that the information on the roster(s) is true, complete, accurate, and includes all available student and teacher information. Social Security numbers must be entered unless a parent signed waiver is on file.

Printing a PANDA Roster Report


After you finish entering your rosters, you can generate the **PANDA Roster Report**. This report lists the lead teacher, assistant teacher, and students enrolled in each class on the count day.

1. In PANDA, select **View/Edit QRSG Roster** and the Site Details page displays.
2. Whether pulling the report at the Site or Class level, each roster screen will display two Print options:

Level	Buttons / Drop Down Menu Items
Site	
Class	 <p>Note: Click on the Site Name and then click on Reports in the upper right corner of the screen.</p>

3. Use the following criteria to determine which print option to select:

Select	Condition
Print	The report generated by selecting either the Print button should ONLY be viewed by the Project Director to confirm data accuracy (if you prefer not to view it online for accuracy), as this report contains SSN's. Please take appropriate action to shred the report once you have finished verifying/correcting the roster data.
Print w/o SSN	The report generated does not contain the SSN's. This report should be printed and given to the Lead Teacher for each Pre-K class in your program. They will need the PANDA Student ID from this report in order to accurately enter their students into the Work Sampling Online (WSO) System.

4. The PANDA Roster Report will display in a separate browser window. You can then select the **Print** icon () , export to another file type (i.e., PDF, Excel, Word, etc.), or you can save the **Without SSN** version to a file to e-mail to the teacher if she works at a different location from the Project Director.



The screenshot shows the 'QRSG Site Roster Report' in a browser window. Annotations include:

- A green callout with a checkmark: "Use this icon to export the report." pointing to the export icon (a document with a downward arrow).
- A green callout with a checkmark: "Use this icon to print the report so that it is in the correct format." pointing to the print icon (a printer).
- A red callout with an 'X': "These icons are not recommended for use as the roster report may not print in the correct format." pointing to the 'Print' and 'Print w/o SSN' buttons in the top right corner of the report area.







The report data is as follows:

DeKalb	Year:	2017 - 2018	# Active Kids:	22
Site:	Count:	1/5/2018	# Category One:	17
Class:	Due:	1/12/2018	# Cat 1 & Trans:	4

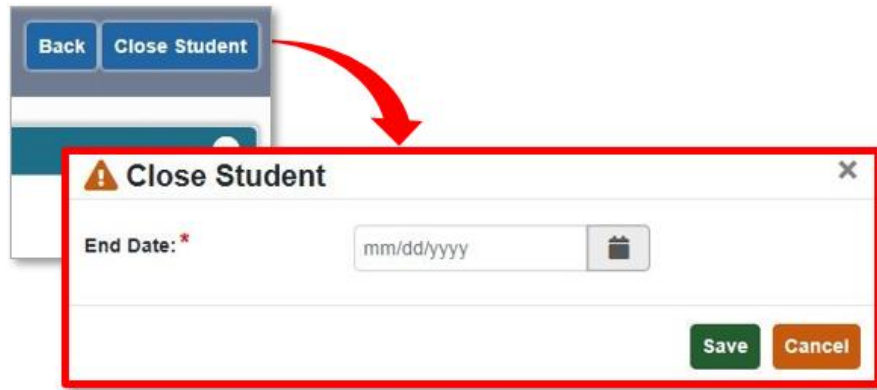
#	Last Name	First Name	SSN	Ins. Begin Date	Ins. End Date	Credential	CYE
Lead Teacher							


How to Update Your Student Information

1. On the Provider Site List page, click name of the site that you want to update or change. The Roster details page displays.
2. Follow the steps below to make your changes:

Fields	Action Required
Gender	<p>The fields are displayed as hyperlinks.</p> <p>(a) Locate the student's name on the roster and click the field that needs to be changed.</p>  <p>(b) The field menu opens.</p> <p>(c) Select the correct value and then click  to save the changes.</p>
Days Attended	<p>The fields are editable.</p> <p>(a) In the upper right corner, click on the  button. The QRSG Rosters Student Attendance page displays.</p> <p>(b) Click .</p> <p>(c) Locate the student's name and correct the value in the Days Attended field.</p>  <p>(d) Click  to save the changes.</p>
SSN, Name, and/or Date of Birth	<p>To correct SSN's, names, and/or birth dates, send documents (e.g., birth certificate or court decree for name changes) to support your request to the DECAL Finance Office via their secured fax line at 404-651-8576. DO NOT close and re-add the student. This will flag them as a duplicate which will result in you being contacted by DECAL to provide all of their documentation.</p>

3. If the student has withdrawn, complete the following steps to close the student's record:
- (a). On the current open roster, click on the student's Last Name to open the selected student's information window.
 - (b). Click the **Close Student** button at the top of the screen. The Close Student pop up window displays.



- (c). Click on the calendar icon () to select the last date of attendance.
- (d). Click **Save** to update the record.

Frequently Asked Questions Relating to Rosters

Q. What is the difference in the count date and the due date?

- A. All roster changes or corrections that have occurred up to and through the count date can be made on the current open roster. The **count date** represents the date at which the information on the roster is accurate and correct.

DECAL allows extra time to record the roster data (accurate as of the count date) on the roster before it must be submitted to our office. The **due date** is therefore the last date that the roster can be submitted without being considered late.

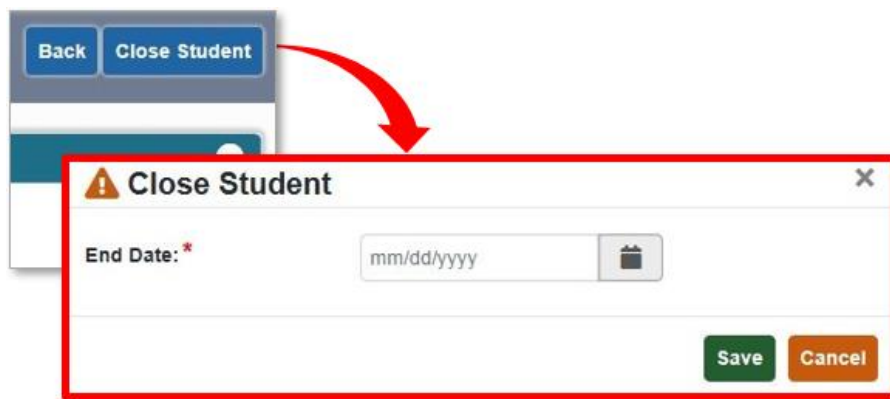
Each roster should show the changes in your class room as of the count date. It is important to remember, you cannot submit your roster *prior* to the count date. You may begin submitting *on or after* the count date and can continually report changes that occur in your class until the end of the count date. Rosters are required to be submitted by the due date which is generally one week following the count date.

Any changes that occur after the count date will go on the next roster. No students can be added to the roster after the final count date.

You may find your count dates on the list of Critical Reporting Dates in the Georgia Pre-K Operating Guidelines.

Q. One of my students has withdrawn. How do I remove the student from the roster?

- A. On the current open roster, click on the student's last name to open the selected student's information window. Click the **Close Student** button at the top of the screen. Enter the last date of attendance and click **Save** to update the record.



Q. How do I make corrections to the Gender roster field?

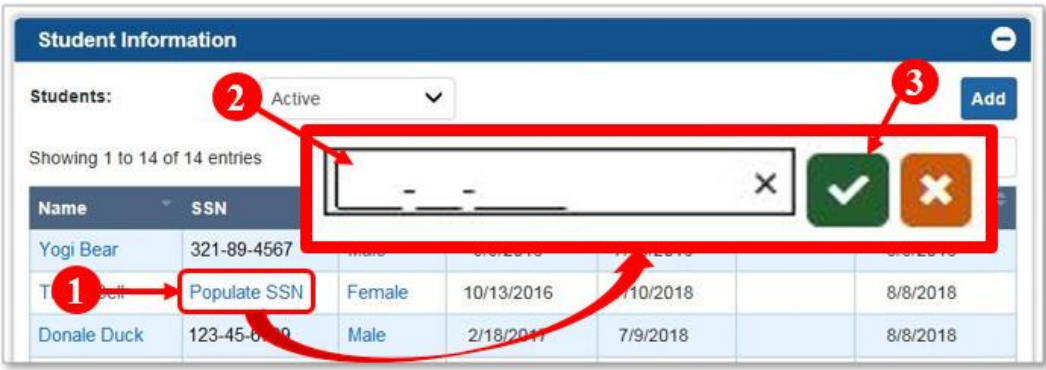

- A. You can correct **Gender** simply by finding the student's name on the roster, click the field (blue link) that needs to be changed, make the needed change, and then save the entry.

Q. How do I make corrections to the SSN, Name, or Date of Birth roster fields?

- A. If you need to correct a student's **SSN, Name, or Date of Birth**, send documents (e.g., birth certificate or court decree for name changes) to support your request to the DECAL Finance Office via their secured fax line at 404-651-8576. **DO NOT** close and re-add the student as this will flag them as a duplicate which will result in you being contacted by DECAL to provide all of their documentation.

Q. A parent has decided to provide the social security number (SSN) for a student already on the roster. How do I add the SSN?

- A. SSNs can be added during open roster periods. Any child without a SSN listed will have the words **POPULATE SSN** in the SSN field on the roster. After you locate the student on the roster, complete the following steps:

Step	Action Required
(1)	Click on the Populate SSN link. 
(2)	Enter the student's SSN.
(3)	Double check your entry for accuracy and then click  to save the change.


Q. I have completed my updates and I am on the site list screen, but I don't see a submit button. Where is the submit button?

- A. Only one person will see the submit button and that is the person with the Provider Management role.

If you are the Provider Manager and don't see the submit button, then...

- ☒ You are trying to submit a roster before the Count Date.
- ☒ You are trying to submit a roster that does not have a **ROSTER UPDATES COMPLETE** status.

To obtain the correct roster status, complete the following steps:

Step	Action Required
(1)	On the Provider Site List window, click the hyperlinked Site Name you want to correct. The Roster Details window displays. Note: Each class must be updated to Roster Updates Complete separately.
(2)	The  button is located on the bottom of the Roster Details page. Once

Step	Action Required
	you locate the button, click it to update the status to Roster Updates Complete . (a) If there are errors, a message will appear in red at the top of the page. You will have to fix the errors and then click the Roster Updates Complete button again. (b) If there are no errors, click the Back button at the top of the page.
(3)	Once you are on the Site List page and you have a status of Roster Updates Complete , begin the submit process by reading the certifications and following the instructions provided on each screen. <u>You will not see the submit button until you have accepted the certifications.</u>

Important

By submitting this roster(s), you are asserting via electronic signature that the information on the roster(s) is true, complete, accurate, and includes all available student and teacher information. Social Security numbers must be entered unless a parent signed waiver is on file.