

How to View an OCFS Program Staff Report



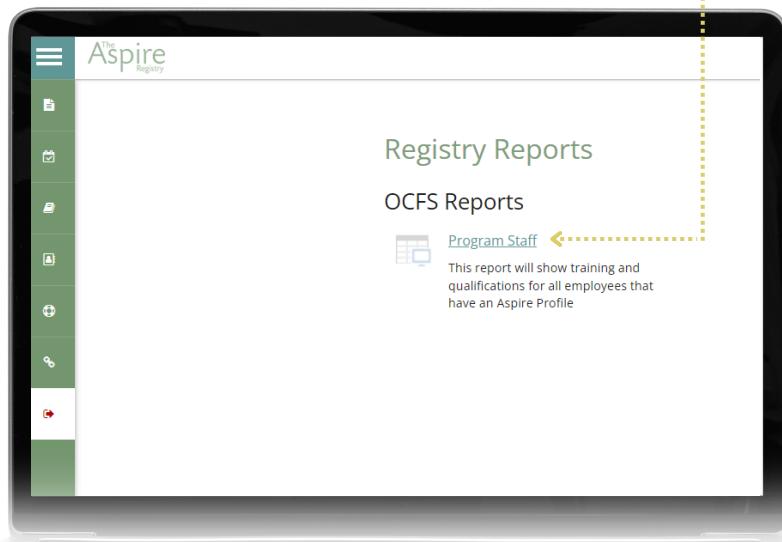
SCAN TO LOG IN

- 1 Go to www.nyworksforchildren.org and click "Aspire Login"

- 2 Sign in using your email address and password*

**Before logging in for the first time, check with your regional office to confirm they've completed the Aspire OCFS Login Set-Up Form*

- 3 Click the "Program Staff" report link



- 4 In the top left corner, enter the OCFS Facility ID* for the program you want to view and click "View Report" on the right side of the screen.

**If the ID number is less than six digits, you must enter zeroes at the front of the ID number until it is six digits long (e.g. ID number is 1234, than you would enter it as 001234)*

- 5 Adjust the "Training After" and "Training Before" dates to fit within your licensing period. During site visits, you can also include past employees if you need to examine the professional development of individuals who were employed at the program during the licensing period under review.

- 6 You are now viewing the OCFS Program Staff Report. Click on the name of the individual to view their Professional Development Record. To return to the previous page, click the return button.

Aspire recommends exporting the report into Excel. To do this, click on the export drop-down menu (CSV) and select Excel. When the new window pops up, choose "Open with Microsoft Excel."

Using an OCFS Program Staff Report to Conduct a File Review: 4 Questions to Ask Yourself



SCAN TO LOG IN

1 Are all employees in the Aspire Registry?

When you access a Program Staff Report, you will see a table at the bottom entitled "Staff in CCFS not Matched in the Aspire Registry." This table shows you staff found in CCFS but not in Aspire.

Staff in CCFS not Matched in The Aspire Registry

Name	Role	Start Date
Bird, Big	Employee	11/7/2024
Stark, Tony	Employee	7/28/2023

There are three reasons why an employee may show up on this list:

Former employee

An employee no longer works at the program but is on the official CCFS list. Once the individual is expunged from the record, they will no longer appear on this list.

Variation in spelling of name

The spelling entered in CCFS does not match the spelling in the Aspire Registry. For example, an employee might start a position using their maiden name and change their surname before creating their Aspire profile.

New or current employee who needs to create a profile in the Aspire Registry

All remaining names will likely still need to create a profile in the Aspire Registry. All staff who regularly work with children need to be in the system.

2 Have all employees sent education documentation?

To view an individual's education information, click on the hyperlink of their name. Please also note that viewing the Career Ladder Level column can be a good indicator of what you will see in an individual's education information. For instance, a Career Ladder Level of 1 could mean that an individual:

- has earned less than a high school diploma
- did not submit their documents for verification
- sent their documents, but they were not sufficient for verification, i.e., a course list or unofficial transcript

The tablet screen shows the Aspire Registry interface. At the top, it displays facility information: Facility ID: 000000, Effective Date: 6/1/2017, License Status: LICENSED, Expiration Date: 5/31/2027, Type: Day Care Center, Facility: Sample Daycare, Contact: Erie, County: Erie, and Address: 123 ABC Street, Buffalo, NY 14200. Below this is a table titled "All Staff with Aspire Accounts". The table has columns for CCFS ID, Aspire ID, Name, Position, Regulatory Position Title, Position Start Date, Career Ladder Level, OCFS Topics, Training Hours, Infant Child CPR, Pediatric FirstAid, MAT, and Study Plan. The table lists 11 staff members, each with a checkmark in the "Match" column. The last row of the table shows a total of 11. At the bottom of the screen is a table titled "Staff in CCFS not Matched in The Aspire Registry", which lists the two employees from the first table: Bird, Big and Stark, Tony.

CCFS ID	Aspire ID	Name	Position	Regulatory Position Title	Position Start Date	Career Ladder Level	OCFS Topics	Training Hours	Infant Child CPR	Pediatric FirstAid	MAT	Study Plan
✓ 04547	Sample_Nanc	Infant/Toddler Teacher			2/12/2024	Career Ladder Level 3B	10	21.50	6/11/2026	6/11/2026	6/28/2027	Verified
✓ 169999	Sample_Jane	Teacher			5/9/2022	Career Ladder Level 4	10	9.50	10/9/2025	8/17/2019	7/6/2025	Verified
✓ 71999	Doe_Jane	Assistant Teacher			10/2/2023	Career Ladder Level 4	10	19.25	11/19/2023	11/16/2023		
✓ 71999	Doe_Jan	Infant/Toddler Teacher			10/12/2023	Career Ladder Level 4	10	19.25	11/19/2023	11/16/2023		Self-Reported
✓ 35144	Teacher_American	Assistant Teacher			8/5/2019	Career Ladder Level 3B	10	9.00	10/6/2025			
✓ 35058	Teacher_Toddler	Infant/Toddler Teacher			8/4/2020	Career Ladder Level 3B	5	7.00				Self-Reported
✓ 30222	Director_Assistant	Director/Administrator			8/6/2019	Career Ladder Level 5A	6	4.25	10/9/2025	10/11/2023	7/31/2023	
✓ 39512	Director_Administrator	Director/Administrator			10/30/2017	Career Ladder Level 5A	10	18.00	5/31/2019	5/31/2019		
✓ 39210	Staff_America	Agency Staff			6/26/2006	Career Ladder Level 5	0	0				
✓ 139839	Aide_Pnk	PK/PreK Teacher/Aide			9/18/2023	Career Ladder Level 3A	3	2.00				
✓ 48778	Staff_Non-Teaching	Non-Teaching Staff			9/16/2019	Career Ladder Level 4	10	17.50	10/9/2025	10/11/2023	6/28/2027	
✓ 66993	Teacher_Infant	Infant/Toddler Teacher			10/17/2022	Career Ladder Level 3A	5	10.00			6/28/2027	

Staff in CCFS not Matched in The Aspire Registry		
Name	Role	Start Date
Bird, Big	Employee	11/7/2024
Stark, Tony	Employee	7/28/2023

Using an OCFS Program Staff Report to Conduct a File Review: 4 Questions to Ask Yourself (cont.)



3 Do all employees have up-to-date training records?

You can determine if training certificates were submitted by looking at the OCFS topics column. This column shows how many of the nine training topics are complete.

If you see an individual who has satisfied a low number of topics, first, take a look at the Position Start Date column. It's possible that the individual is a new hire. To view the full list of training completed, click on the hyperlink of an individual's name to see their Professional Development Record.

The screenshot shows a table of staff training records and a separate table for study plans.

Staff Training Records Table:

CCFS ID	Aspire ID	Name	Position	Regulatory Position Title	Position Start Date	Career Ladder Level	OCFS Topics	Training Hours	Infant Child CPR	Pediatric FirstAid	MAT	Study Plan
✓ 94247	Samuel_Jones	Samuel_Jones	Infant/Toddler Teacher		2/12/2024	Career Ladder Level 3B	10	21.50	6/11/2026	6/11/2026	6/28/2027	Verified
✓ 105556	Samuel_Jones	Samuel_Jones	Teacher		5/9/2022	Career Ladder Level 3A	10	0.50	10/6/2025	8/17/2019	7/5/2025	Verified
✓ 71892	Dave_Jones	Dave_Jones	Assistant Teacher		10/2/2023	Career Ladder Level 4	10	19.25	11/18/2023	11/18/2023		
✓ 98544	Dave_Jones	Dave_Jones	Infant/Toddler Teacher		10/12/2023	Career Ladder Level 4	10	19.25	11/18/2023	11/18/2023		Self-Reported
✓ 30085	Zaheer_Toddler	Zaheer_Toddler	Infant/Toddler Teacher		8/4/2020	Career Ladder Level 3B	5	7.00				Self-Reported
✓ 90222	Director_Assistant	Director_Assistant	Director/Administrator		8/6/2019	Career Ladder Level 6A	6	4.25	10/9/2025	10/11/2023	7/31/2023	
✓ 99312	Director_Administrator	Director_Administrator	Director/Administrator		10/20/2017	Career Ladder Level 8C	10	18.00	5/31/2019	5/31/2019		
✓ 99310	Staff Assistant	Agency Staff			8/28/2020	Career Ladder Level 5D	0	0				
✓ 118053	Julie_Prest	Julie_Prest	Part-Time Teacher Aide		9/18/2023	Career Ladder Level 1A	3	2.00				
✓ 38778	Staff_Non-Teaching	Staff_Non-Teaching	Non-Teaching Staff		9/16/2019	Career Ladder Level 4	10	17.50	10/6/2025	10/11/2023	6/28/2027	
✓ 44443	Teacher_Infant	Teacher_Infant	Infant/Toddler Teacher		10/17/2022	Career Ladder Level 3A	6	10.00				6/28/2027

Total: 11

Staff in CCFS not Matched in The Aspire Registry

Name	Role	Start Date
Bob_Big	Employee	11/7/2024
Mark_Tony	Employee	7/20/2023

4 Are any employees on an approved plan of study?

If an individual has indicated that they are on an approved plan of study, you will find one of two things in the Study Plan column:

Self-Reported

Individuals indicated they are on a plan of study on their Aspire profile but have not yet uploaded the signed plan of study form.

Verified

Individuals have indicated they are on a plan of study and uploaded the signed plan of study form. Click on their name to access their Professional Development Record.

Please note that individuals can upload more than just the plan of study form, including documents to demonstrate their progress toward completing the study plan. If an individual uploads any documents, they will appear as hyperlinks under the Study Plan section of the Professional Development Record.

Study Plan - Verified

Type	Description	Institution Name	+	+	Completion Date
OCFS Plan of Study Commitment for Group Teacher	Final completion of CDA	Child Care Resource Network / CDA			11/22/2021 11/21/2022

[CDA_CheckoutVerification.pdf](#)
[CDA_ExamReminder.pdf](#)
[CDA_PDSpecialist.pdf](#)
[CDA_PlayoStudy2.pdf](#)

When directors create employee study plans through their organization profile, they will not link to the individual's Professional Development Record. Only the Study Plan section in the individual profile is reflected on the Professional Development Record.

How to Use the PD Finder



SCAN TO LOG IN

The PD Finder

Use the PD Finder to search for upcoming professional development opportunities statewide. Filter your trainings by keywords, location, date, CBK or OCFS training topics, trainer type, and/or training language to find high-quality events. The PD Finder is a great resource to share with directors to help them locate meaningful professional development for themselves and for their staff.

The screenshot shows the Aspire PD Finder interface. On the left is a sidebar with a green header and a white body containing various filtering options: Course Title, Training for Licensing/Initiative (set to All), Event ID, Trainer Name, Sponsor Name, From Date (06/27/2022), To Date, Training Location (City, Zip Code, Distance), Training Content, Training Type, and Training Fee. At the bottom of the sidebar are 'Search' and 'Reset' buttons. The main content area has a header 'Find Professional Development' and a sub-header 'Find training by subject, location, or browse our current course catalog!'. It includes a sorting section with 'Sort by' (Training Start Date, Direction: Ascending). Below this are two training results, each in a card format. The first result is for 'Capacitación en salud y seguridad: Competencias para ser un proveedor de cuidado infantil en familia' (Event ID #424373) on Monday, June 27, 2022 - Wednesday, June 29, 2022, with a fee of \$350.00. It is marked as 'COUNTS TOWARDS NYS REGULATORY TRAINING REQUIREMENTS'. The second result is for 'Health & Safety Training: Competencies for Becoming a Family or Group Family Day Care Provider' (Event ID #425071) on Monday, June 27, 2022 - Thursday, June 30, 2022, with a fee of \$350.00. It is also marked as 'COUNTS TOWARDS NYS REGULATORY TRAINING REQUIREMENTS'. Both results show the event location as 'Independent Network, Inc' in New York, NY 10031, and the primary trainer as 'Amalia Pena'. Each result has a 'View Overview' button.

Questions? Contact us at info@nyworksforchildren.org