



ELEVATE: a Quality Support System (QSS) Application Guide



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Overview

Your program can now register for ELEVATE: a Quality Support System (QSS)!

The online registration process is available through the Mississippi Department of Human Services' (MDHS) *lift-ED Program Portal* (<https://portal.lift-ED.ms>).

This guide will walk you through each step needed to complete the QSS Application. These steps include:

1. Sign in to your lift-ED account.
2. Open the Program Portal.
3. Select **Quality Support System Application** on your Program Portal Dashboard.
4. Complete each section of the application, including:
 - a. Your Program Information
 - b. Your Program Enrollment
 - c. Your Classroom Information
 - d. Your Agreement
5. Review and submit your application for approval!

Each of these steps will be explored in more detail in the corresponding sections of this guide.

Need Help?

Do not hesitate to contact us!

Use the **chat** in the Professional Portal. Just click the icon located in the bottom left corner of your screen.

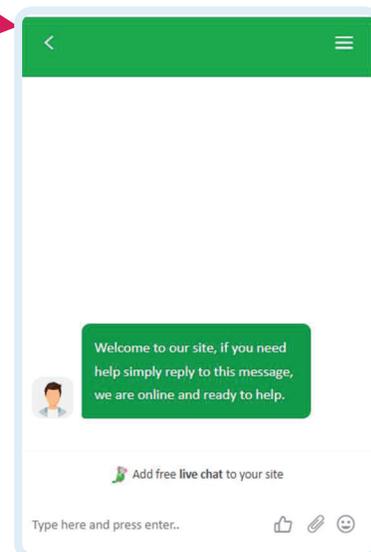
Send us a message via **email** at:

support@welsfoundation.org

Call us at:

(601) 345-3644

Monday - Friday, 9am to 5pm



Sign Up

Open a browser window and type <https://portal.lift-ED.ms> to get to the homepage of the lift-ED website.

Click **Sign Up** to create your personal account.

This will open a new screen where you will fill in basic information about yourself, including:

- **Email Address** (This will also be your Username)
- **Password**
- **First and Last Name**
- **Date of Birth***

When you are done, click **Sign Up**.

After you have signed up, you will receive an email confirming that your account has been created. This message will include your username, which is the email address you provided, and also the contact information for Help Desk support.

**This information is required for verification purposes.*

The image shows two screenshots of the WELS website. The top screenshot displays the WELS logo and two buttons: "Sign In" and "Sign Up". The "Sign Up" button is highlighted with a red box, and a blue arrow points from it to the second screenshot. The second screenshot is the "Sign Up" form, which includes the following fields and information:

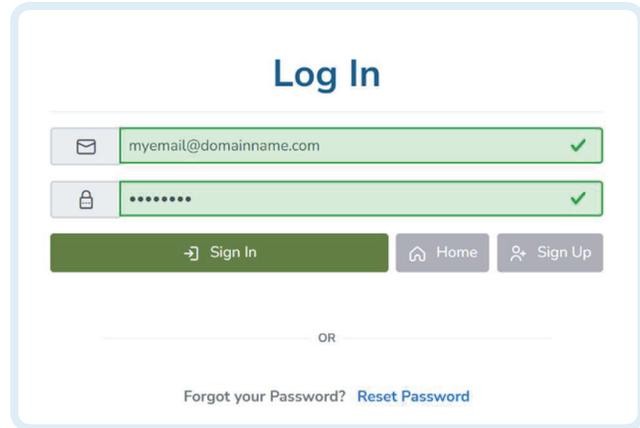
- Email Address:** myemail@domainname.com
- Password:** Masked with dots. A note below the field states: "Password must be at least 6 characters, contain a lowercase character, contain an uppercase character, contain at least one digit and contain at least one non letter or digit character."
- First Name:** Emily
- Last Name:** Snowden
- Date of Birth:** 08/28/1988
- Mobile Phone:** (555) 555-5555

Below the form, there is a note: "Enter your mobile number. You will receive a code via text for verification. Message and data rates may apply." At the bottom of the form, there is a "Sign Up" button (highlighted with a red box) and a "Home" button. Below the "Sign Up" button, there is a link: "Already Registered? Sign In".

Sign In

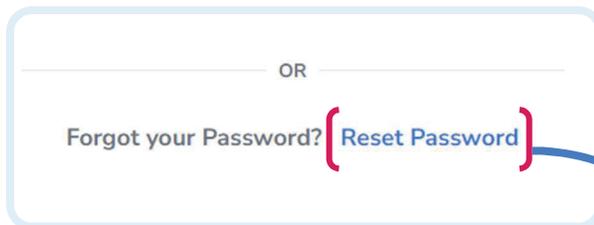
Access the Log In page by typing <https://portal.lift-ED.ms> in your browser. Click **Sign In**.

Once you have created your account, enter your username and password and click **Sign In**.



Forgot Your Password?

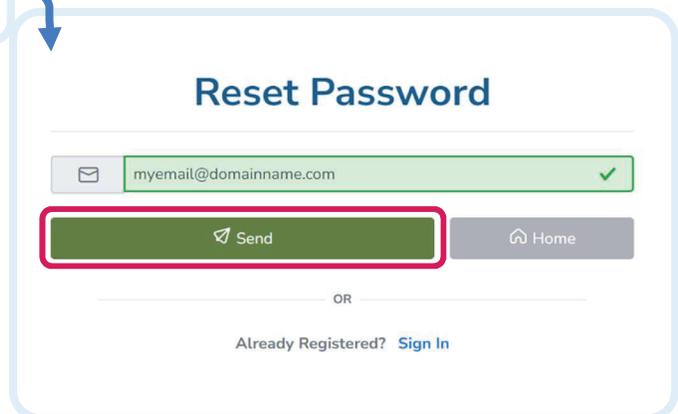
From the Log In page, click the **Reset Password** link. Enter the email address you used to sign up and click **Send**. You will receive an email with a link to reset your password.



Clicking this link will take you back to lift-ED where you will be prompted to create a new password.

Make sure your new password has each of the following:

- 1 uppercase letter [A-Z]
- 1 lowercase letter [a-z]
- 1 number [0-9]
- 1 symbol [!@#\$%^&*()+_{}?~]
- At least 6 characters



When you are finished, click **Update** and use your new password to sign in to your account.

Two-Factor Authentication

We want to keep your account safe by making sure only *you* can sign in to your account. That is why you will be asked to go through two-factor authentication when logging in to your account from a new device or browser.

Two-factor authentication ensures it is you signing in to your account by asking you to use two different methods of signing in. The first of these methods is through your username and password and is done from the **Log In** page.

Once you have clicked **Sign In**, this will bring you to a screen where you will be asked to confirm it is *you* signing in by entering a six-digit code. Choose whether you want to receive this code via email, text message, or call to the phone number you provided when you created your profile.

***NOTE:** *If you want to bypass this process when logging in to the site from this browser on your private device, click the **No** button under **Remember Browser** to change to **Yes**.*

When you receive your code, enter it in the **Verification Code** box.

Click **Sign In** to access your account.

If you are not able to access your phone, contact support by sending an email to support@welsfoundation.org or call (601) 345-3644.

The image displays three sequential screenshots of the WELS login process, connected by orange arrows indicating the flow. The first screenshot shows the 'Log In' page with the email 'esnowden@welsfoundation.org' and a masked password. The 'Sign In' button is highlighted with a purple box. The second screenshot shows the 'wels' logo and a selection screen for the verification code delivery method. The 'Phone Call' option is highlighted with a purple box. The third screenshot shows the 'wels' logo and a 'Two Step Authentication is required for your account.' screen. The verification code '67789' is entered in the 'Verification Code*' field. The 'Remember Browser' section has the 'Yes' button highlighted with a purple box. Below this, there are links for 'Resend', 'Use another verification method', and 'Sign In'.

Program Portal Dashboard

From the *lift-ED Home Page*, select **Program Portal**. This will open your **Program Portal Dashboard**.

Good Afternoon Emily Snowden
We are happy to see you on lift-ED!

This exciting new professional development system was designed by the Mississippi Department of Human Services (MDHS) to support early childhood educators. This site is an integral part of the robust ELEVATE: a Quality Support System that is being introduced across the state.

lift-ED provides a single registration point for all MDHS funded professional development opportunities. Additionally, lift-ED will generate transcripts for completed training and professional resumes for all individuals using the system.

For administrators, lift-ED provides a way to monitor all the training hours earned by all staff to ensure annual training requirements are met.

Need help? Email support@welsfoundation.org or call us at (601) 345-3644 for Help Desk support.

Professional Portal **Program Portal**

Announcements

ES The Program Portal is live!
By Emily Snowden - 09/18/2024 02:13 PM

Directors and Owners of child care programs can now access the MDHS lift-ED Program Portal!

What is the Program Portal? This is a newly available area of the lift-ED website where approved individuals (owners and directors) can view and update information about their programs. This includes information about program staff and their lift-ED Training Transcripts.

Click the **Program Portal** button to get started!

Click here for more on how to get started in the Program Portal.

← Previous Next →

***NOTE:** If you select **Program Portal** on the Dashboard without being granted access through your account, you will have the option to apply for that access.

Start your ELEVATE: a Quality Support System (QSS) Application

To get started on your ELEVATE: a Quality Support System (QSS) Application, click the **Apply for Quality Support System** button on your **Program Portal Dashboard**.

A window will pop up asking you to confirm that you want to start your QSS Application. Click **Yes** to continue.

Save and return to your Application

Once you have started the Application, you will be able to return to it by clicking the newly available **Quality Support System** button on your Program Portal Dashboard. This button will also show your current application status.

Apply

Apply for Quality Support System

Quality Support System

Would you like to continue applying for the Quality Support System Application?

Yes Cancel

Applications

ELEVATE a Quality Support System
Invited

33 / 100%

Introduction

When you open the application, you will see the **Introduction** with some basic information about the ELEVATE online registration process. Start by reading the information provided on this screen.

ELEVATE a Quality Support System Go to Dashboard

Introduction

Welcome to the MDHS ELEVATE: a Quality Support System Application!

This online registration process is designed to gather the information needed from programs to participate in Mississippi's new robust *ELEVATE: a Quality Support System (QSS)*, which focuses on strengthening families and providing input to ensure Mississippi's early care and education system is more responsive to all children and families' needs.

We want to take a minute to thank you for your dedication and care for Mississippi's young children and their families. **The work you do is hard, important, and it matters. ♥**

To complete this application, you will need to provide basic information in each section you see in the menu on the left. This includes:

1. **Your Program Information:** Review basic information about your program imported from LARS.
2. **Your Program Enrollment:** Provide information about the children who are enrolled in your program.
3. **Your Classroom Information:** Add each of the classrooms (Rooms) in your program.
4. **Your Agreement:** Agree to the Terms and Conditions and provide your signature.

When you have entered at least the required information in each section, you will **Review and Submit** the application.

***NOTE:** Once you submit your application, the application will 'lock' and you will not be able to edit the information you provided at submission unless the MDHS team requests "More Information."

Your submitted application will then be reviewed by the MDHS team for verification and approval.

Click **Next** to get started registering for ELEVATE: a Quality Support System.

Next →

When you are ready to add information into the application, click **Next** to get started.

(1) Your Program Information

In **Your Program Information**, information about your program will be available from the *Mississippi Licensing and Reporting System (LARS)*. Start your application by reviewing this information.

The **Program Information** will show details about your program, including whether your program participates in the MDHS **Child Care Payment Program (CCPP)**.

Program Information

Program Name *
OCTUPUS GRADEN

License Number *
25CERFSA-1111

Address Line 1 *
5302 Queen Mary Ln

Address Line 2
Enter Address Line 2

City *
JACKSON

State *
MS

Zip Code *
39209-2919

County
Hinds

Phone Number *
6018260552

MDHS Child Care Payment Program:
Yes

Administration Information

Search Results Show 10 Records

NAME	POSITION	EMAIL	PHONE
Shelley Ezelle	Director	shelley@ogchildcare.com	(601) 555-5555

← Previous Next →

Next, review the **Administration Information** section and make sure the **Name**, **Position**, and contact information (**Email** and **Phone**) for this individual.

***NOTE:** If the information in Program Information is not current or correct, you will need to update the information in LARS. This updated information will be available in the lift-ED Portal the following day.

Click **Next** to save and continue to the next section.

(2) Your Program Enrollment

In **Your Program Enrollment**, you will enter information about the children who are enrolled in your program. This includes information about the kinds of support they receive.

As you answer each of the items on the screen, you will enter the number of children (by age group) who are currently enrolled and meet the criterion outlined in the on the left side of the screen.

Your **License Capacity** will also be available for review at the top of the screen.

License Capacity

N/A

Enrollment by Age Group

	Family Childcare	Year Less One	Year One	Year Two	Year Three	Year Four	Year Five	School Age 5 to 9	School Age 10 to 12
50 Children On CCPP	<input type="text" value="0"/>	<input type="text" value="4"/>	<input type="text" value="6"/>	<input type="text" value="6"/>	<input type="text" value="14"/>	<input type="text" value="18"/>	<input type="text" value="2"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
10 Children on CCPP with Disabilities	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="2"/>	<input type="text" value="1"/>	<input type="text" value="3"/>	<input type="text" value="4"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
0 Current Enrollment	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>				

To fill out the enrollment table, you will need to answer the following questions in each of the columns (by care level/age group). As you update each section with your program’s enrollment information, the total number of children will automatically calculate on the left side of the screen for each.

Children on CCPP *How many children in your program participate in the MDHS Child Care Payment Program? Type your answers for each age group in the box provided.*

Children on CCPP with Disabilities *How many enrolled children who have a disability participate in the MDHS Child Care Payment Program? Type your answers for each age group in the box provided.*

Current Enrollment *How many children are currently enrolled in your program in each care level?*

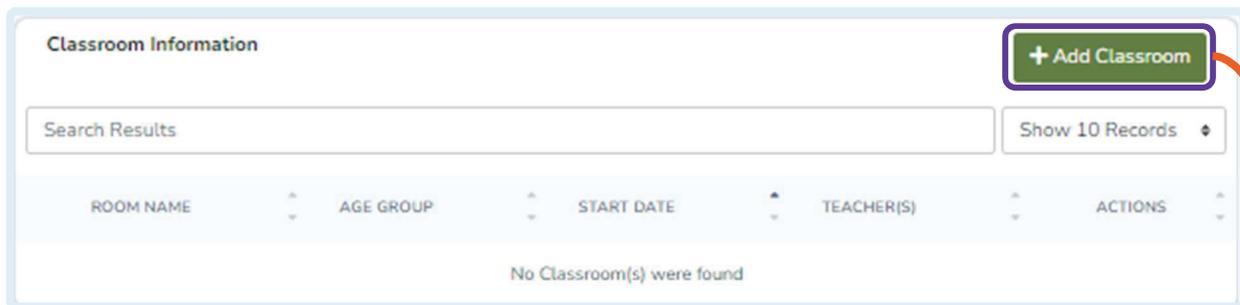
When you have finished entering your information, click **Next** to save and move on to the next section.

(3) Your Classroom Information

In **Your Classroom Information**, you will enter information about each of the classrooms (*Rooms*) your program.

***NOTE:** Any information about classrooms that you previously entered in the **Rooms** section of the Program Portal will autofill. Review this information and update as needed.

To add new rooms, click the **Add Classroom** button.



Start in the **Room** section where you will enter at least the required information. This includes:

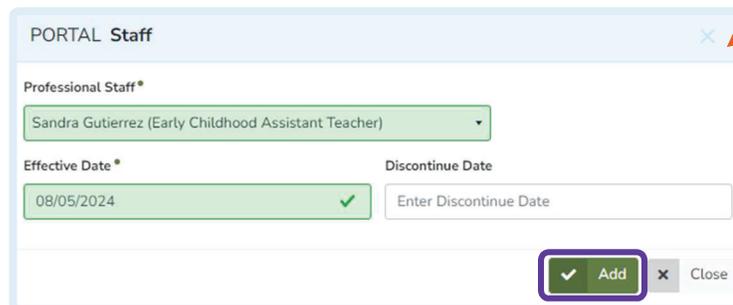
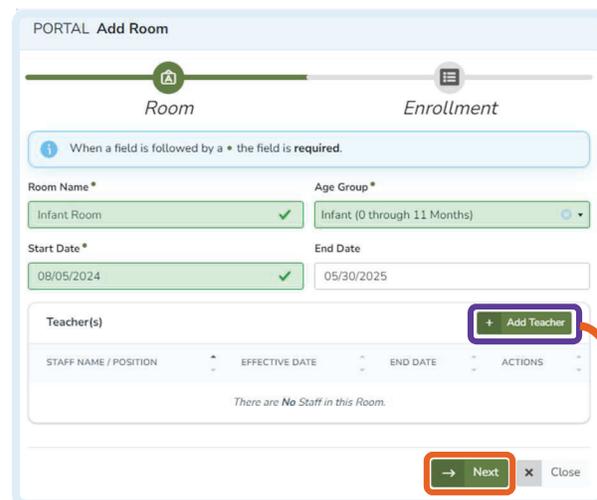
- **Room Name**
- **Age Group**
- **Start Date**

Next, click **Add Teacher** to assign a staff member.

This will open a window where you will select the individual from the list provided under **Professional Staff**.

Then, you will need to enter the date this individual began working in this classroom.

When you have finished entering the **Staff** information, click **Add**.



This will move you on to the **Enrollment** section where you will enter:

- Capacity
- Current Enrollment
- Number of Children with Disabilities
- Number of Adults

When you have finished typing your answer in each box, click **Add** to finish adding the room.

Repeat this process for each **Classroom** at your program.

When you have finished, click **Next** to save and move on to the next page.

(4) Your Agreement

In **Your Agreement**, you will need to read the **Attestation Statement(s)** provided on the screen about ELEVATE: a Quality Support System. This includes reading the provided information about how to best schedule CLASS observations for your program by choosing a **Pathway**.

After you have reviewed this information, you will need to select a **Pathway** for your program. You will need to choose either:

PORTAL Add Room

Room Enrollment

When a field is followed by a * the field is required.

Capacity* 6 ✓

Current Enrollment* 5 ✓

No. Children With Disabilities* 1 ✓

Number of Adults* 2 ✓

← Previous **Add** × Close

ELEVATE a Quality Support System

Go to Dashboard

Introduction

Your Program Information

Your Program Enrollment

Your Classroom Information

Your Agreement

Review and Submit

Agreement

Review the information below, print and sign the contract to be able to submit.

Attestation Statement

Read the Attestation Statement(s) provided on the screen about ELEVATE: a Quality Support System. This includes reading the provided information about how to best schedule CLASS observations for your program by choosing a Pathway.

Pathway Selection

- Pathway 1: The child care program does not wish to receive technical assistance before the receiving CLASS Observations. The Director/Owner is certifying that the program is ready for a CLASS Observation.
- Pathway 2: The child care program wishes to receive technical assistance before any CLASS Observations are conducted.

I choose to proceed with the following pathway as part of my ELEVATE a Quality Support System application process.*

Program Standards

Agree to follow and adhere to all Mississippi Department of Human Services, Division of Early Childhood Care and Development, subsidy policies and procedures.*

Within forty-eight (48) hours of registering for ELEVATE the director will update LARS and Lift-ED with all classroom information, identifying all classrooms and classroom teachers and will continue to update information as needed in both LARS and Lift-Ed as any changes occur.*

Select Option

Pathway 1

Pathway 2

Enter Initials

- **Pathway 1:** The child care program does not wish to receive technical assistance before the receiving CLASS Observations. The Director/Owner is certifying that the program is ready for a CLASS Observation.
- **Pathway 2:** The child care program wishes to receive technical assistance before any CLASS Observations are conducted.

Make your selection by choosing your **Pathway 1** or **Pathway 2** from the list provided.

After you have selected a **Pathway** from the list, you will next need to read each of the **Program Standards** provided on the left side of the screen.

To indicate your agreement with a standard, type your initials in the box provided on the right side of the screen. Complete this process for each.

Next, you will next need to agree to agree to the terms by clicking the button labeled *No* to change to *Yes*.

Finally, **Type or Draw** your **Signature**. Select the signature option that is best for you then follow the directions on the screen to complete.

When you have read the information on the page, selected a pathway, and initialed next to each statement on the page, click **Next** to review your application before submitting.

I choose to proceed with the following pathway as part of my ELEVATE a Quality Support System application process. *

Pathway 2

Program Standards

Agree to follow and adhere to all Mississippi Department of Human Services, Division of Early Childhood Care and Development, subsidy policies and procedures. *	ES <input checked="" type="checkbox"/>
Within forty-eight (48) hours of registering for ELEVATE the director will update LARS and Lift-ED with all classroom information, identifying all classrooms and classroom teachers and will continue to update information as needed in both LARS and Lift-Ed as any changes occur. *	ES <input checked="" type="checkbox"/>
Agree to allow randomly selected classrooms to be observed. Half of classrooms per age group will be observed. All CLASS observations will be conducted by a CLASS Certified Observer. *	ES <input checked="" type="checkbox"/>
Agree to notify the coach of any staff changes within forty-eight (48) hours throughout participation in ELEVATE. Should there be a change in director, the owner of the program must notify the coach within twenty-four (24) hours. *	Enter Initials
The Director or Director Designee remain onsite for the duration of their participation in ELEVATE a Quality Support System. *	Enter Initials
The director and teacher from any observed classroom will meet with the assigned coach to discuss the results of the CLASS Observation and to complete the Training and Technical Assistance Plan. *	Enter Initials
Support and reinforce the technical assistance given to teachers and the director not only during the program period, but after the technical assistance has been completed to continue quality support. *	Enter Initials
Agree to not utilize any staff or partners through ELEVATE as supervision for a classroom or inclusion in licensure compliance ratios. *	Enter Initials

Type Signature Draw Signature

[Handwritten Signature]

Review and Submit

The last screen will show the status of all application requirements. The status will be **green** if you have completed all requirements for that section.

If you are missing information, you will see a **blue** bar indicating the percentage of your progress. You will also see in **red** what requirements are missing.

Return to a section missing information by clicking on the blue button provided. Or, select that section from the menu on the left side of the screen.

Once all requirements are completed, click **Submit** to complete your **Quality Support System Application**.

***NOTE:** *Once you submit your application, the application will 'lock' and you will not be able to edit the information you provided when you submitted unless the MDHS team requests "More Information."*

Once submitted, your application will be reviewed by the MDHS team and either approved or sent back to you with comments requesting more information.

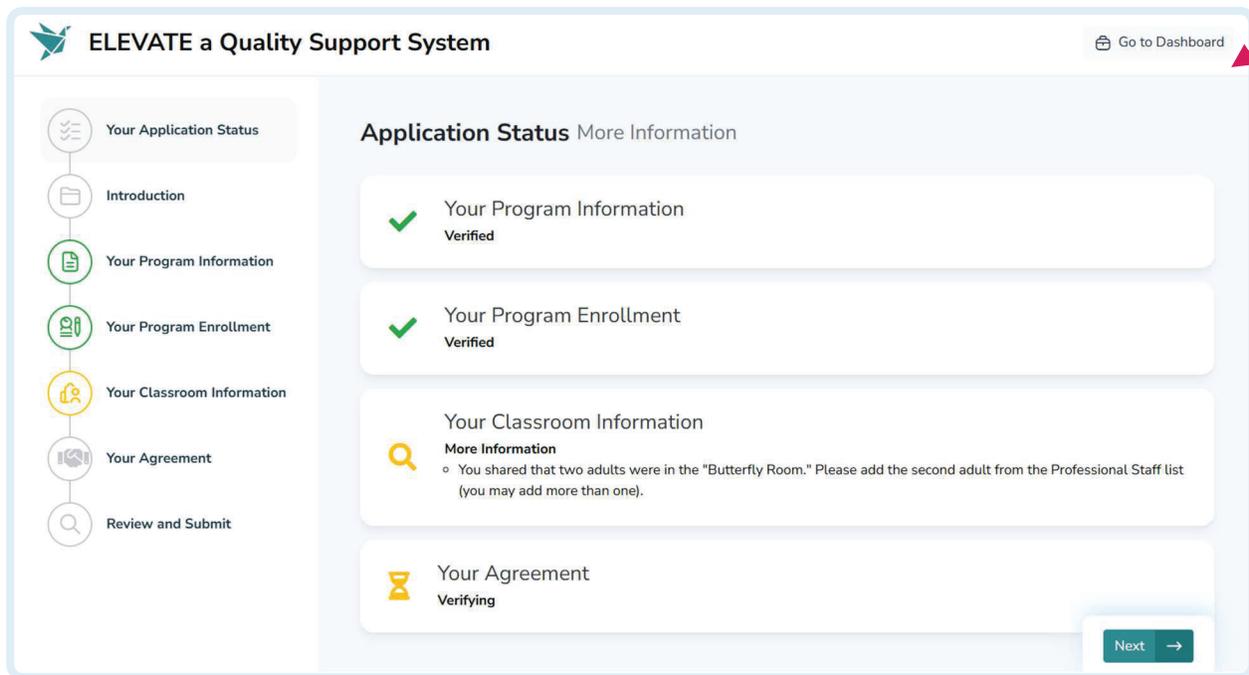
The screenshot shows a 'Review and Submit' interface with four sections:

- Your Program Information:** 89% complete. A blue progress bar is shown. A red message reads: "Please add at least one administrative staff member." A blue button labeled "here" is next to the text "Click here to Update."
- Your Enrollment Details:** 100% complete. A green progress bar is shown. A green checkmark icon is on the left. A message reads: "Congratulations, you have completed all of the requirements for this section."
- Your Classroom Information:** 25% complete. A blue progress bar is shown. A red message reads: "Capacity is required. Current Enrollment is required. No. Children With Disabilities is required. Number of Adults is required. Please add at least one classroom." A blue button labeled "here" is next to the text "Click here to Update."
- Agreement:** 100% complete. A green progress bar is shown. A green checkmark icon is on the left. A message reads: "Congratulations, you have completed all of the requirements for this section."

At the bottom right, there are two buttons: "Previous" (with a left arrow) and "Submit" (with a checkmark).

Check Your Application Status

Return to the Program Portal and open your application to view your current status.



Each section of the application will have its own status. The status will let you know if the section has been:

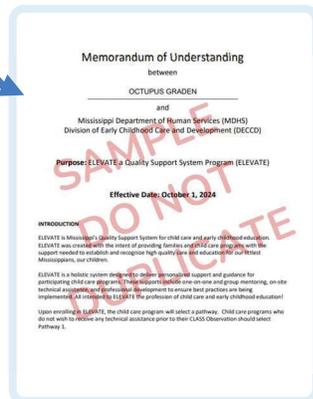
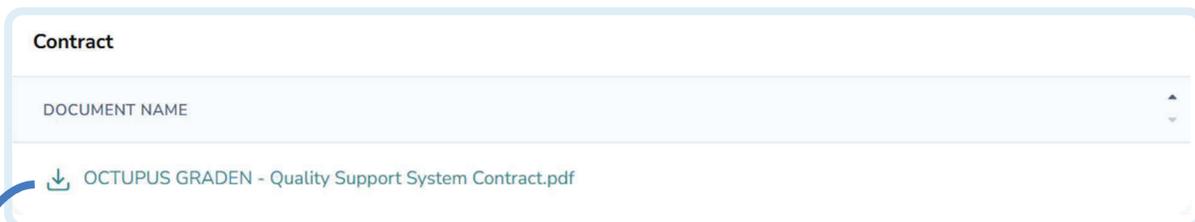
Verifying	<i>Your application has been successfully submitted and you are currently waiting for the MDHS team to review the information you provided.</i>
Verified	<i>The MDHS team has reviewed the information you provided in this section. After reviewing, they verified this section of your application to mark it as complete.</i>
More Information	<i>The MDHS team needs more or different information to mark this section of your application as verified and complete. You need to return to this section of the application to update the information and resubmit to the MDHS team.</i>
Approved	<i>All sections of your application have been reviewed and verified by the MDHS team and your program's application has been approved—welcome to ELEVATE!</i>

Submitting More Information

If for any reason the documentation you uploaded cannot be verified, you will receive an email letting you know more information is needed to verify and approve your application. Sign in to your lift-ED account and update the information in the corresponding section of your ELEVATE application in the Program Portal. Then, make sure to resubmit your application through the **Review and Submit** section.

Download Your Program's QSS Contract

Once you have submitted your application, the **Your Agreement** page will update and a PDF of the information you read and agreed to will be available in the **Contract** section.



Download the PDF of your program's ELEVATE Contract to your device by returning to the **Your Agreement** section of the application.

Scroll down to the **Contract** section and click the linked name to download.

***NOTE:** *If you are having a hard time finding the file, try checking the "Downloads" folder on your device.*

Follow Ups with Your Coach or Observer

Depending on what you chose in the application for your program, you will start in the ELEVATE program by either being assigned to a Coach or scheduling a CLASS observation.