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Topics

- Editing current Staff Members (address, contact info, deletion of staff)
- Entering new Staff Member Personal Identification Information
- Uploading mandatory proof of qualifications for Director/Director Assignee
- Uploading mandatory proof of qualifications for all Other Staff
- “What if this happens” while I’m entering Staff?



Entity Roles and Access

Edlink Provider Roles

All provider roles will have the following:

- **My Dashboard**- This dashboard updates based on the role the user is signed in for. This is the main page where updates and information are shown to the user.
- **Messages/Notifications** - All internal system messages and notifications will be shown here.
- **Account Settings**- Used to update user information and request new roles.
 - Personal Profile
 - Password Reset
 - Request Access
- **Help**- Overall helpful information for providers is listed here.
 - Frequently Asked Questions
 - Resources
 - User Guide
 - Report Child Abuse
 - Submit an Incident/Complaint
 - Find the Right Program

Edlink Provider Roles

Entity Management View	Staff View	Administrative Staff View	
 Entity Management	Professional Profile	Staff Management	Read Only
Entity Dashboard	Staff Dashboard	Staff Dashboard	Entity Dashboard
Entity Information	Training	Manage Staff	Entity Information
Services and Hours		Manage Training Updates	Services and Hours
Emergency Contacts		Renewal Applications	Ownership and Owners
Rates and Fees			Emergency Contacts
			Entity Documents
			Health and Safety

Entity Management View

- **Entity Management:** Entity Dashboard, Entity Information, Services and Hours, Health and Safety, Emergency Contacts, Rates and Fees
- **Staff Management:** Staffing Dashboard, Manage Staff, Training, and Staff Access Requests
- **Financial Management:** Financial Dashboard and Banking and Fees
- **Edlink Search:** Edlink Entity Search and Edlink Staff Search

Staff Administration View

- **View Only:** Entity Dashboard, Entity Information, Services and Hours, Ownership and Owners, Emergency Contacts, Entity Documents, and Health and Safety
- **Staff Management:** Staffing Dashboard, Add/Remove Staff, Check CCCBC Statuses, and Update Trainings
- **Financial Management:** Banking and Fees
- **Personal Profile:** User information

Staff View

- **Profile:** User profile information and training
- **Messages/Notifications:** All Messages/Notifications
- **Account Settings:** Personal Profile, Request Access, Password Reset and Notifications
- **Help:** FAQs, Find the Right Program, Resources, User Guide, Report Child Abuse, and Submit a Complaint

Entity Manager Dashboard

edlink Entity Dashboard

Pamela Mertens

All Approved Entities

103585 - Type 3

Entity

My Dashboard

Entity Management

Staff Management

Financial Management

Messages

Account Settings

Help

Welcome Back, Pamela Mertens

This page will show you all the relevant information about your entity. It includes widgets that highlight new alerts, messages, and calls to action from each of major administrative functions of your entity.

Entity

Charu R Academy
Rath Dam
Elza Springs
Bossier City, Louisiana, 70301

License Status

Initial	License Number
	87981168
Expiration Date	
02/16/2023	

Entity Snapshot

Category	Value
Total Staff	4
Capacity	3
Licensing Visits	0
Deficiencies	0

Quick Links

The links below are for common, frequently-used actions for applications, changes, or renewals for your business.

- Update Entity Information
- Change License Type
- Change of Location
- + Start New Application
- Submit Renewal Application

**Early Learning Center
Staff Updates**



Adding New Staff

Select, + Add New. You'll be navigated to the next slide image.

Early Learning Center Staff

Home / Find the Right Program / New Type II Application / Early Learning Center Staff

Early Learning Center Staff

Enter all hired Staff Members who will be on site at the Early Learning Center. Every Center must have at least one Director identified. If that Director is responsible for multiple Centers, then a Director Designee will also be required. Owners who will be working on site will also need to be re-entered to Staff Member page.

[← Return to Application Home](#)

Section 1: Staff Members

Name	Position Type	Primary Phone Number	Email Address	Date Hired
There are no records to show				

[+ Add New](#)

[← Back to Center Owner](#) [Continue →](#)

Selecting + Add New” on the previous screen will navigate you to staff member’s name and contact information. Don’t overlook the toggle question.

Center Staff Detail

[Home](#) / [Find the Right Program](#) / [New Type II Application](#) / [Center Staff List](#) / Center Staff Detail

Early Learning Center Staff

Provide the details for all Center Staff that will be working on site at the Center.

Section 1: Name and Contact

Owner Name:	Owner Information:
Prefix	*Primary Phone Number
<input type="text"/>	<input type="text"/>
*First Name	Secondary Phone Number
<input type="text"/>	<input type="text"/>
Middle Name	*Email Address
<input type="text"/>	<input type="text"/>
*Last Name	This employee is an emergency contact for this Center
<input type="text"/>	<input checked="" type="radio"/> Yes
Suffix	
<input type="text"/>	

The Staff Member's DOB, SSN and Drivers License (or Gov. Issued ID), sex, race and marital status require data entry or selections.

Center Staff Detail

Section 2: Address Information

Physical Address

*Street Name 1

Street Name 2

*City *State

*Zip *Parish/County

Copy to Mailing

Mailing Address

*Street Name 1

Street Name 2

*City *State

*Zip *Parish/County

Section 3: Personal Identification

*Date Of Birth

*SSN

*Identification Number ⓘ

*Issuing State

*Sex

*Race

Are you married?
 No

↑

Complete the Employment Detail section. Use the small square (date picker) or manually enter the dates. The Degrees and Certification section must be completed for each Director and/or Staff Member in one sitting before the uploaded files will save. If this isn't possible, personal ID information will need to be reentered for the staff member when you return to the page. This is for security reasons. Select, "Save" once you have uploaded all mandatory files.

Section 4: Employment Details

*Position Type

*Date appointed to current role

*Date Hired in any Capacity

Section 5: Degrees and Certifications

Add all validated education, training, and/or certifications. Choose the category and type from the drop down selections and upload your supporting documentation. For Directors and Director Designees, please review [Application Instructions](#)

Category	Type
There are no records to show	

[+ Add New](#)

[Save](#) [Cancel](#) [↑](#)

Mandatory Qualifications for Directors and Director Designees

- Current CPR Certification
- Current Pediatric First Aid Certification
- Pre-Service Orientation for all CCAP beneficiaries (1 person per center- does not expire)
- Current Mandatory Reporter Certification
- Current Medication Administration Certification (2 per center/1 for IH/FH)
- ELC Experience (LDOE Director Qualifications Letter or LOR from a licensed Director)

Mandatory Qualifications for all Other Staff

- Current CPR Certification
- Current Pediatric First Aid Certification
- Current Mandatory Reporter Certification
- Current Medication Administration Certification

“Dummy” Docs that must be uploaded. Create a Word docx. that states, “Doc not required” and upload it into the Pre-Service, ELC, Medication Administrator categories. You will not be able to save the staff member unless all category requirements have been met.

Note: Must meet experience requirements for Directors & Director Designees.

In this section, degrees, training and continuing education documents may be added. Select, “+Add New” to add documents.

Section 5: Degrees and Certifications

Add all validated education, training, and/or certifications. Choose the category and type from the drop down selections and upload your supporting documentation. For Directors and Director Designees, please review [Application Instructions](#)

Category Type

There are no records to show

[+ Add New](#)

*Category *Type

--Select-- --Select--

*Choose File

Choose File [Browse](#)

[Save](#) [Cancel](#) [↑](#)

Select the category and type of your document.

+ Add New

***Category**
Education/Training

***Choose File**
Choose File **Browse**

✓ ✕

***Type**
--Select--
--Select--
CPR Training
Pediatric First Aid
Pre-service Orientation
Medication Administration Training
Degree
Continuing Education Training
College Credit Hours
Mandated Reporters

Save **Cancel** ↑

+ Add New

***Category**
Certifications

***Choose File**
Choose File **Browse**

✓ ✕

***Type**
--Select--
--Select--
Certificate
ECAC (or NAC)

Save **Cancel** ↑

+ Add New

*Category

Experience

*Choose File

Choose File

Browse



*Type

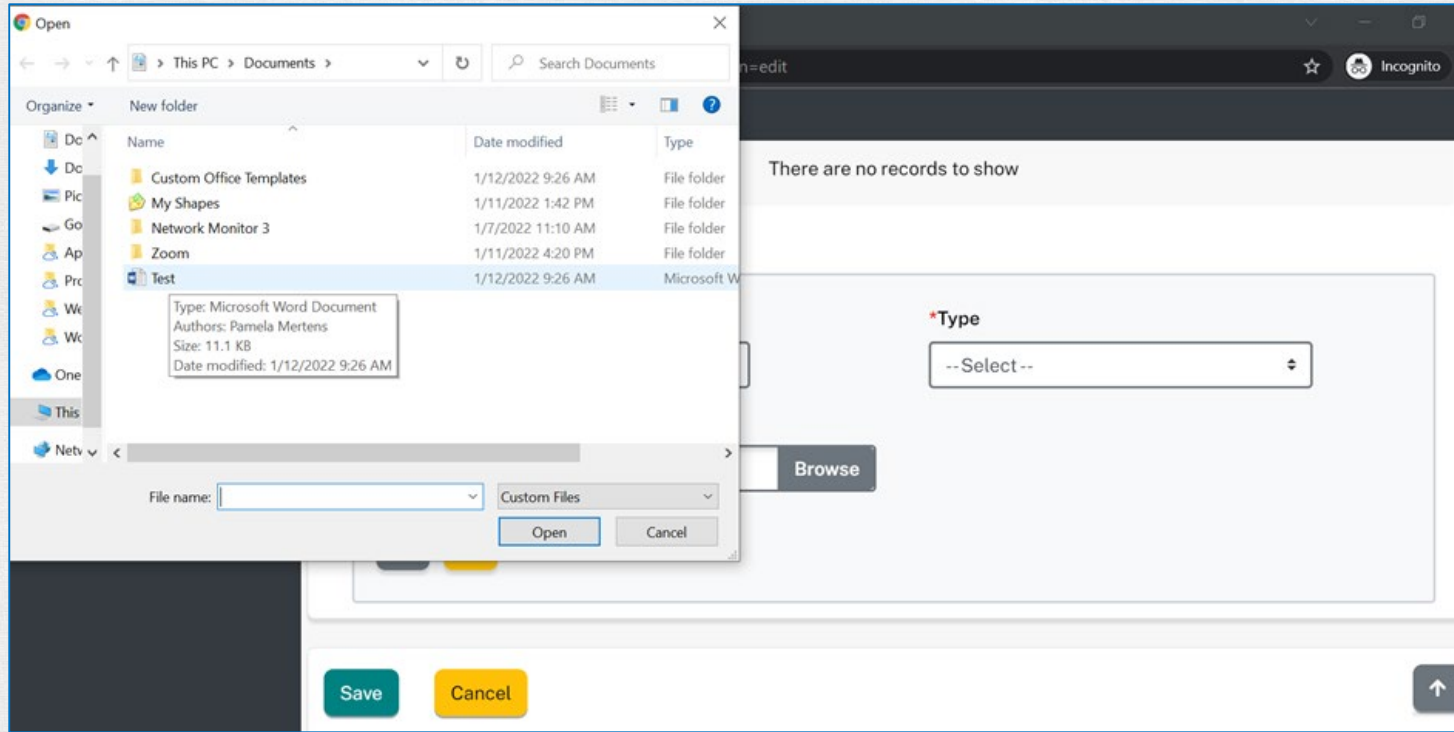
--Select--
--Select--
ELC Experience

Save

Cancel



“Browse” and locate the document on your computer. Once you locate the file, select, “Open” or simply double-click on the file name.



What if this happens?

- I can't edit current staff in my renewal application. Select the Edit button in the section that you want to edit. The boxes that stay grey cannot be edited. The boxes that turn white can be. You may delete staff no longer working at your center, by selecting the yellow trashcan.
- Why do I see "Select Position" or "Incomplete" in red next to a listed staff member? There are a few questions that need to be responded to that where previous data was not transferred. Select the Pencil icon to open the staff members file. Answer all questions from top to bottom with red asterisks. Often the parish is overlooked.
- Why don't I see myself or a staff member as an Emergency contact in the Emergency Plan Step? Return to the Center Staff Step and select the staff member with the Pencil icon. In the first section, select yes on the toggle button asking, "Is this person and emergency contact." Then Save. You will see this staff member listed in Emergency contacts now.

What if this happens?

- Why won't my file upload? While Edlink can support all file types, the size of the file does have some constraints. If you personally scanned the document, be sure that the scan profile is set to or near 150dpi, BW and JPG/PDF for best results. This will keep your file around 3MG.
- What do I do if I'm uploading a document and it buffers endlessly? Return to the Dashboard and reopen the application by selecting, "Edit."
- Edlink keeps giving me an error asking for additional documents for my staff members that are not required to have the qualifications. You will need to upload a document into each category, regardless of whether it is a mandated requirement or not. See slide #15 for a list of required documents and what to do in this situation.
- Read all questions carefully.









All Staff Members will be added to your Staff list, along with their individual CCCBC status.

Staff Members

Note: Staff Member information is not linked to CCCBC currently. Should you make changes in EdLink, you may also be required to make updates in CCCBC

Warning! Any change to staff record needs the LDOE approval and will be reflected in entity record after the request has been approved. A notification will be sent once LDOE processes the request. ✕

Expand All

Staff ID	Name	Position Type	Email	Quality Score	CCCBC Status	
▶ 7408	Frieda Luettgen	Other Staff	chad_hartmann@wisoky.co.uk	N/A	▲ No Match	 
▶ 7406	Lexie Schumm	Director	alison.torphy@walter.ca	N/A	▲ No Match	 
▶ 7409	Marc Thompson	Other Staff	montana.treutel@oconnell.co.uk	N/A	▲ No Match	 
▶ 7407	Osbaldo Beahan	Other Staff	peggie.blick@dickens.com	N/A	▲ No Match	 

+ Add New

Questions?

