



## New Feature on Child Care Choices: Program Portal

### What is the Program Portal?

The Program Portal has been developed to allow individual programs to update the information displayed on Child Care Choices, Maine's online search for child care programs. Beginning in August of 2020, programs will be able to update the following information:

- Number(s) of openings, listed by age:
  - Infants (6 weeks to 1 year old)
  - Toddlers (1-2 years old)
  - Preschoolers (3-5 years old)
  - School Age (5 years and older)
- If the program accepts Child Care Subsidy Program (CCSP) funding.

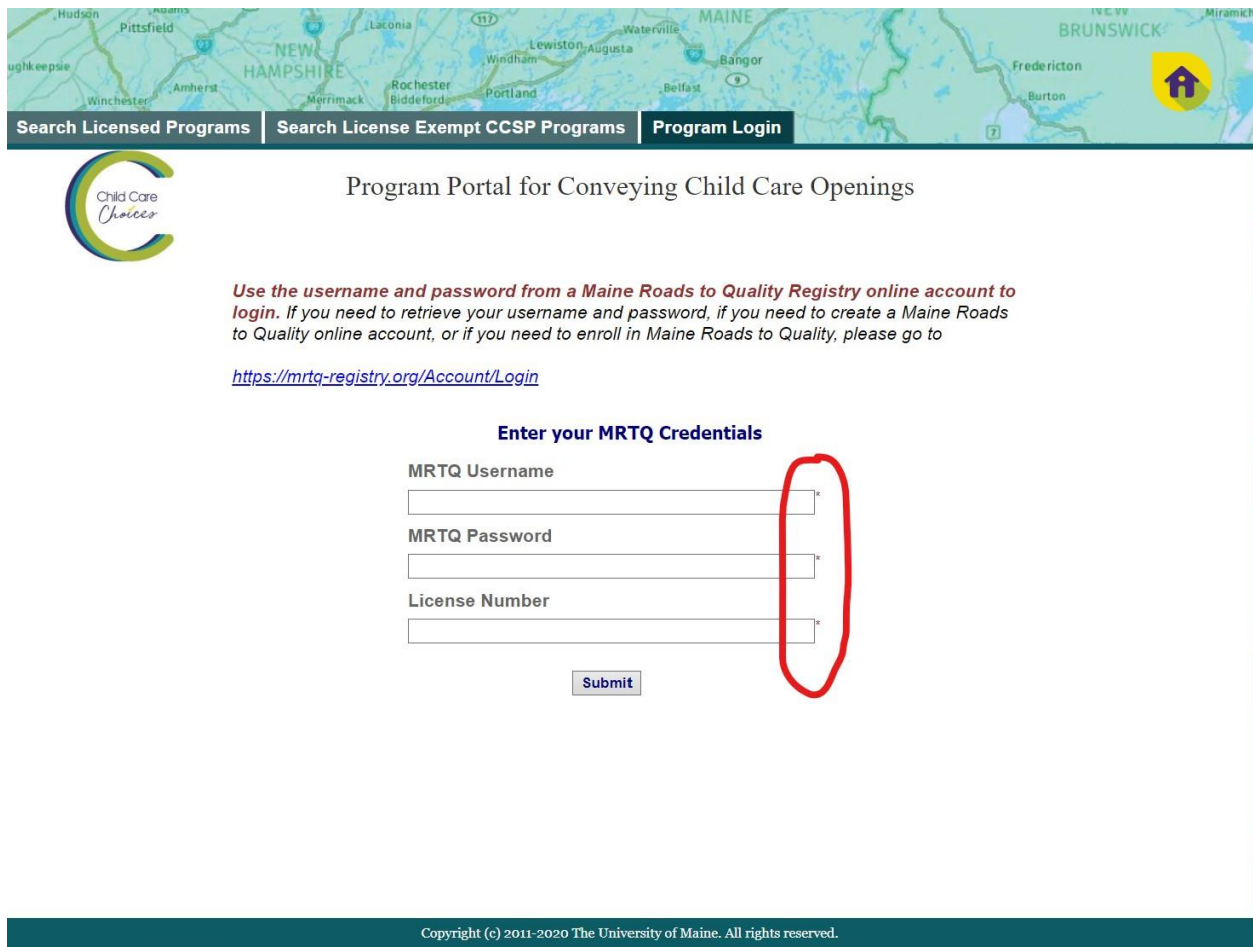
### How can programs access the Program Portal?

Updating your program's information on Child Care Choices is simple. You can find the Program Portal login on the [Child Care Choices search page](#):

The screenshot shows the Child Care Choices search page. At the top, there is a navigation bar with three buttons: "Search Licensed Programs", "Search License Exempt CCSP Programs", and "Program Login". The "Program Login" button is circled in red. Below the navigation bar is the Child Care Choices logo and the heading "Maine Licensed Child Care Search". The main content area contains text explaining the search tool and listing three ways to find child care facilities: by full address, by city, or by ZIP. There are also filter options for provider type, quality rating, and open slots for ages served. A "Find Licensed Providers" button is at the bottom right. A disclaimer at the bottom states: "This will find ALL providers—those with valid licenses and also those with expired licenses or under sanction. For each provider you're interested in, please click 'Licensing Details' for more information."



On the next screen, you will be prompted to login using your MRTQ Registry login information:



The screenshot shows a web interface for the Child Care Choices Program Portal. At the top, there is a map of Maine and surrounding areas with navigation buttons: 'Search Licensed Programs', 'Search License Exempt CCSP Programs', and 'Program Login'. Below the map is a home icon. The main heading is 'Program Portal for Conveying Child Care Openings'. A paragraph of text provides instructions on using MRTQ Registry credentials for login, with a link to <https://mrtq-registry.org/Account/Login>. Below this is a form titled 'Enter your MRTQ Credentials' with three input fields: 'MRTQ Username', 'MRTQ Password', and 'License Number'. A red oval highlights the right side of these three input fields. A 'Submit' button is located below the fields. At the bottom of the page, a copyright notice reads: 'Copyright (c) 2011-2020 The University of Maine. All rights reserved.'

If you do not have an MRTQ Registry login, you can create one at <https://mrtq-registry.org>.

If you need help retrieving your MRTQ Registry login or password, please contact [mrtq.contact@maine.edu](mailto:mrtq.contact@maine.edu) or call 1-888-900-0055.

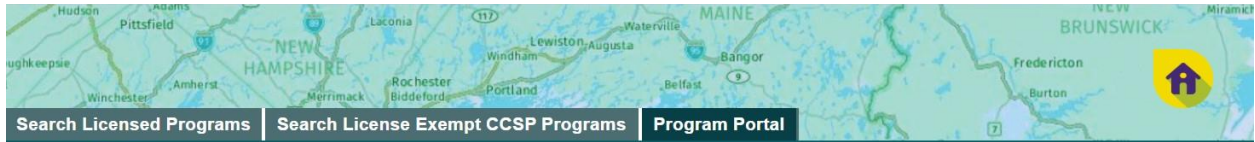


Updated 8.7.20



You will also need your program's license number. (Note: If your MRTQ Registry account does not include your current employer with a license number, you will receive an error message. Contact MRTQ PDN at the information above for assistance.)

The final step is to enter your program's information. Complete the short form and click submit:



### Program Child Care Openings Data Entry

Program License Number: 215291

#### Update your child care openings

Open Infant Slots, 6 weeks to 1 year old

Open Toddler Slots, 1-2 years old

Open Preschool Slots, 3-5 years old

Open School Age Slots, 5 years or older

Accepts Child Care Subsidy Program  
Yes



Submit

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Don't forget to click Submit!

## Troubleshooting

If you receive an error message – like the one shown here – don't panic!

If your program participates with *Quality for ME*, Maine's quality rating and improvement system, the number of open slots your program reports must match the ages served listed on your *Quality for ME* application. If you receive the "QRIS Ages Served Mismatch," it means that you need to login to your program's *Quality for ME* application and update your ages served.

### QRIS Ages Served Mismatch Close [x]

Data update unsuccessful. According to your current QRIS application the following age group(s) are not served:

**PRESCHOOL**

Please follow the below link to update your QRIS application to add the above age group(s) and come back here to update or add open slots data for all the age group(s) served:

<https://www.qualityforme.org>



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You can access *Quality for ME* at <https://www.qualityforme.org>. Once you update your ages served, you can complete the information of current openings in the Program Portal.

What is the benefit of updating my program's information in the Program Portal?

Families searching for child care are the primary users of Child Care Choices. By keeping your program's information about openings up-to-date, families will have access to current information to help them in their search. Open slots will be added to the search options:

The screenshot shows the search interface for Child Care Choices. It features a map of Portland, Maine, with several child care programs marked by pins. The search filters on the right include:

- Search By Address and Distance:** Search By Address and Distance (text input), Within: 5 Miles (dropdown)
- OR**
- Search By City:** Search By City (text input), "Spell out in full ("Mount Desert", not "Mt. Desert")" (text input), south portland (text input)
- OR**
- Search By ZIP:** Search By ZIP (text input)
- Filter Options:**
  - Type of Provider: Family or Center Based (dropdown)
  - Quality Rating Improvement System Step: ALL PROGRAMS (dropdown)
  - Open slots for ages served:
    - Infants
    - Toddlers
    - PreSchool
    - School Age

Below the filters is a "Find Licensed Providers" button and a disclaimer: "This will find ALL providers--those with valid licenses and also those with expired licenses or under sanction. For each provider you're interested in, please click "Licensing Details" for more information."

Thank you for updating your program's information with the Program Portal at Child Care Choices!

Questions about Child Care Choices can be sent to [childcarechoices@maine.edu](mailto:childcarechoices@maine.edu).