

SF DEC WELS Quality Portal – QIP Access Guide

You will be able to access your Quality Improvement Plan (QIP) in the WELS Quality Portal. Please review the [Quality Standards](#) and identify goals within two or three standards before entering the QIP in WELS.

Good Evening Jennifer Delos Reyes

Welcome to the SF DEC WELS Quality Portal!

Need help navigating the website? See the [Help](#) section for guides and videos with step-by-step instructions on how to navigate the Portal.

Have questions about the website or your CA Registry account? Send an email to sfqc@sfgov.org.

Need technical help with the WELS Quality Portal website? You can also access "Help Desk" support by sending an email to support@welsfoundation.org

Click on one of the links below for quick access to videos on "Getting Started in the SF DEC Portal."

[English](#) [Cantonese](#) [Spanish](#)

Please note: any changes needed in "My Early Childhood Career Journey" need to be made in your [CA Registry](#) account.



Professional Portal



Program Portal

Click the "Program Portal" button on the main page

In the Program Portal, you will have options

[Home](#) [Professional Portal](#) [Program Portal](#) [Messaging Hub](#)



Program Portal

[Switch Program](#) SF TEST SITE (SF123456)



Rooms



Staff Roster



Plans



Notes

Click on the "Plans" button

When you're in the "Plans" page, click "Create New"



Plans

[Switch Program](#) SF TEST SITE (SF123456)

[Go to Dashboard](#)

[+ Create New](#)

Q Search...

Id	Name	Created On	Type	QI Specialist	Staff Assigned	Last Updated By	Last Updated On
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No Plan Records.

Rows to display 10 0 entries

You will get a pop up with a drop down menu. Click “QIP PY 26-27”

Add QIP

QIP Type*

Select Option

QIP PY 26-27

Site Visit 1

Click “Save”

Add QIP

QIP Type*

QIP PY 26-27

Save

Cancel

This is what the QIP page looks like

Open

QIP PY 26-27

Improvement Plan List

I'm Done

Add Task

Quality Indicator

Learning Opportunities

Filters

List View

Choose one or more Key Practice

Objective

Click to Add Objective

Goal

Click to Add Goal

Not Started / 0

+ Add New Task

In Progress / 0

+ Add New Task

Completed / 0

+ Add New Task

Canceled / 0

+ Add New Task

Start with choosing your Quality Indicator (Standard)

Open QIP PY 26-27

< Improvement Plan List Done + Add Task

Quality Indicator

Learning Opportunities

Continuous Professional Development

Engaged Educators and Effective Interactions

Family Partnership

Learning Opportunities

Safe & Engaging Environments

Filters List View

Not Started / 0

In Progress / 0

Completed / 0

Canceled / 0

+ Add New Task

Then choose the corresponding key practice

Open QIP PY 26-27

< Improvement Plan List Im Done + Add Task

Quality Indicator

Learning Opportunities

Key Practice

Choose one or more Key Practice

Enhance knowledge around Child Observation Tools and conducting/documenting/organizing meaningful child observations

Enhance observation skills and use of observations/assessments to develop curriculum/learning opportunities

Strengthen the ability to use DRDP or other approved research-based assessment tool results to create activities, select materials and individualize instruction

Enhance teachers use of technology (i.e. DRDP Tech) to collect and organize child observation to inform planning for activities and learning opportunities

Implement universal developmental screenings in order to keep track of children's well-being, vision and hearing development

Enhance the ability to identify children who may not be meeting developmental milestones in one or more areas of development by implementing a valid and reliable child screening tool

+ Add New Task

Now, write in your goal

Open QIP PY 26-27

< Improvement Plan List Im Done + Add Task

Quality Indicator

Learning Opportunities

Choose one or more Key Practice

Objective Click to Add Objective

Goal Click to Add Goal

Not Started / 0

In Progress / 0

Completed / 0

Canceled / 0

+ Add New Task

A pop up window will appear with a box for you to write in your goal.

The screenshot shows a 'Pop Up' window titled 'Add Goal' overlaid on a dashboard. The dashboard background includes a header with 'Open QIP PY 26-27', a navigation bar with 'Improvement Plan List', 'I'm Done', and '+ Add Task', and a sidebar with 'Quality Indicator: Learning Opportunities'. The main content area has a section for 'Choose one or more Key Practice' and a table with four columns: 'Not Started / 0', 'In Progress / 0', 'Completed / 0', and 'Canceled / 0'. Each column has a '+ Add New Task' button. The 'Add Goal' pop-up window contains the text 'We will know we have achieved our goal when...' followed by a text input field labeled 'Enter Overall Goal'. A red arrow points to this input field. At the bottom of the pop-up are 'Save' and 'Cancel' buttons.

Now that you have your goal written, you can add tasks that you'll do to get to your goal. You can track them in WELS. Click “+Add New Task”

This screenshot shows the WELS dashboard after the goal has been added. The 'Add Goal' pop-up is no longer present. The dashboard layout is the same as in the previous screenshot, but the 'Not Started / 0' column in the task table is highlighted with a blue background, and a red arrow points to the '+ Add New Task' button in that column.

You will see this pop-up window. Fill in all the fields.

The screenshot shows the 'PORTAL Create Task' form. It has a header 'PORTAL Create Task' and a sidebar with 'Quality Indicator: Learning Opportunities'. The form fields are: 'Quality Indicator*' (dropdown menu), 'Scope of the Plan*' (dropdown menu with a red error message 'Scope of the Plan is required.'), 'Key Practice' (text input), 'Action Step*' (text input with a red error message 'Action Step is required.'), 'Person Responsible' (text input), 'Position' (dropdown menu), 'Progress*' (dropdown menu), 'Target Completion Date*' (text input with a red error message 'Target Completion Date is required.'), 'Ages Description' (text input), and 'Resource Needed' (text input). At the bottom are 'Close', 'Save & Add', and 'Save' buttons.

Once you have created the task, you can update the task as you complete them. You will see your task move from the “Not Started” bucket to the “In-Progress” bucket.

PORTAL Update Task

Quality Indicator*
Learning Opportunities

Scope of the Plan*
Room

Plan Target Room*
BUSY BUILDERS (AgeGrp:Family child care)

Key Practice
Enhance teachers use of technology (i.e. DRDP Tech) to collect and organize child observation to inform planning for activities and learning opportunities

Action Step*
We will do the DRDPOnline training

Person Responsible
Olivia

Position
Administrator

Progress*
Not Started

Target Completion Date*
12/04/2026

Not Started
In Progress
Completed
Canceled

Close Save

QIP PY 26-27

Quality Indicator
Learning Opportunities

Key Practice
Enhance teachers use of technology (i.e. DRDP Tech) to collect and organize child observation to inform planning for activities and learning opportunities

Objective
Click to Add Objective

Goal
Click to Add Goal

Not Started / 0

In Progress / 1

Completed / 0

Canceled / 0

We will do the DRDPOnline training

Add New Task

Repeat these steps for the other Quality Standards you will be working on in you QIP.