



This document may be periodically updated as needed.
Check this link for the latest guide & FAQ: www.first5alameda.org/HubbeHelp

2025 Center Guide to the Hubbe Common Data File (CDF) Wizard & Frequently Asked Questions (FAQ)

First 5 Alameda County contracts with Hubbe Inc. (Hubbe) to provide a web-based data collection and program management system for designated early care and education sites and/or agencies and family child care (FCC) homes participating in Quality Counts, Alameda County's Quality Rating and Improvement System (QRIS) and/or the First 5 Early Care and Education Emergency Grant.

For more information about data collection and use, please review the **First 5 Alameda County Statement on Use of Hubbe:** www.first5alameda.org/HubbeStatement

This guide applies to the following two groups of licensed early learning and care (ECE) centers in Alameda County that are required to complete profiles in the Hubbe CDF Wizard for First 5 Alameda County:

1. **2025 First 5 ECE Emergency Grants Applicants (Current Funding Opportunity):** The Hubbe CDF Wizard profile is required as a part of the application.
2. **Enrolled Quality Counts Participants:** Required for participation in the Alameda County Quality Counts program by Quality Counts California – a collaboration between First 5 California, California Department of Education, and the California Department of Social Services.

Differences in requirements between the two groups will be noted in this guide and FAQ.

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ACCESS

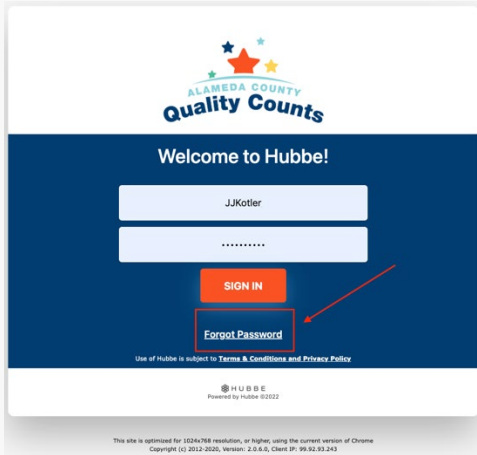
1. How do I submit my ECE center's information to First 5 Alameda County?

Submit information about your Alameda County ECE center, classroom and number of children served using an online data collection tool called the "CDF Wizard." This is an online, secure portal within Hubbe where designated center staff and family child care (FCC) owners can log-in to the First 5 Alameda County ECE data system called Hubbe.

Center designated staff and FCC owners will receive log-in information and instructions directly from Hubbe starting in April. The email invitation with instructions and resources will come from noreply@hubbeinc.com. If you do not see this email in your inbox, first check your spam or junk folder, then contact us at HubbeHelp@first5alameda.org.

2. What do I do if I forgot my CDF Wizard log-in information or if I have not received my log-in information?

- Contact the support team at HubbeHelp@first5alameda.org if you did not receive your invitation email.
- For forgotten username or password: First, try the "Forgot Password" button on the screen at <https://alameda.qrishubbe.com/Home/Login>



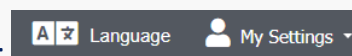
- For additional support, contact HubbeHelp@first5alameda.org.

3. How do I change the language to another preferred language?

Language options are available in Hubbe using a built-in Google translate feature.

(1) Log-in

(2) Select the "Language" option in the top left grey settings bar:





(3) Choose a language from the drop-down menu. **Select Language from the available options:** Amharic, Arabic, Chinese (Simplified), Chinese (Traditional), Filipino (Tagalog), Hindi, Korean, Mongolian, Persian, Portuguese (Brazil), Punjabi (Gurmukhi), Russian, Spanish, Tigrinya, Urdu, or Vietnamese.



4. Can I change or add a designated data reporter for my agency or site?

- Yes. We can help! Please contact us at HubbeHelp@first5alameda.org and provide the site name and information for the corrected or additional authorized person to view/complete site information in Hubbe.

5. How long does it take to complete the CDF Wizard in Hubbe?

- Once all information has been gathered, it can take **10 minutes per site** to submit the data.
- The amount of time to gather information *varies by site and depends on many factors*. We estimate the range of time could be 15 minutes – 1 hour per site.
- In this guide, there is a list of information that is required to help you prepare. It is recommended to begin locating or gathering site information as soon as possible.

6. What are the next steps after I submit the CDF Wizard?

- A member of the Hubbe support team will review the information submitted.
- If there are any questions, we will reach out to the designated data reporter for the site by email. Otherwise, data reporters will receive a confirmation email that this step has been completed successfully.

7. What are some important features of the CDF Wizard tool that are helpful to know?

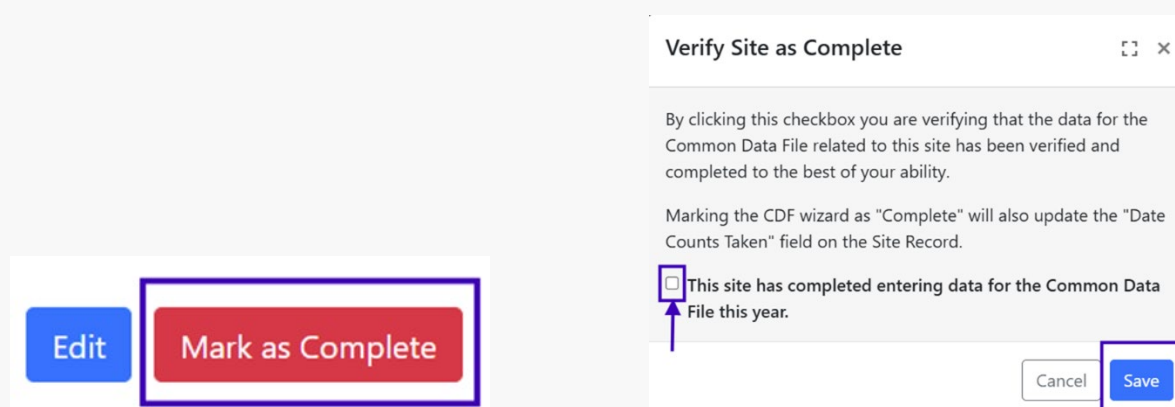
- You can **save your progress** and **return any time** before finalizing and until the deadline
- The support team will be able to see your saved progress and provide **assistance**.
- Site data reporters can **update classroom** and **staff information directly** on the CDF Wizard
- There are **messages on the screen** to easily see if there is missing information or corrections needed.
- After you submit your report, you will be able to **see your submission status** and **download a copy of the information** that you have submitted.

IMPORTANT DATES

1. **For Alameda County Quality Counts* participants:** When do I need to complete the CDF Wizard report for my center site(s) or FCC?

Please submit your data by **May 30, 2025**. Before submitting, ensure that your data is complete and accurate. When ready, click on the red 'Mark as Complete' button at the top right corner of the CDF Wizard Site Card.

Certify that the data has been verified and completed to the best of your ability for your site by reviewing the statement and checking the box. Finally, click blue "Save" button to submit your information.



The image shows two parts of the CDF Wizard interface. On the left, a site card has a blue 'Edit' button and a red 'Mark as Complete' button. On the right, a modal dialog titled 'Verify Site as Complete' is open. The dialog contains the following text: 'By clicking this checkbox you are verifying that the data for the Common Data File related to this site has been verified and completed to the best of your ability.' and 'Marking the CDF wizard as "Complete" will also update the "Date Counts Taken" field on the Site Record.' Below this text is a checkbox labeled 'This site has completed entering data for the Common Data File this year.' with a blue arrow pointing to it. At the bottom right of the dialog are 'Cancel' and 'Save' buttons.

[Verify Site as Complete: By clicking this checkbox you are verifying that the data for the Common Data File related to this site has been verified and completed to the best of your ability. Marking the CDF Wizard as "Complete" will also update the "Date Counts Taken" field on the Site Record.

Check box: This site has completed entering data for the Common Data File this year.]

Multi-center agencies (agencies with more than one center site enrolled in Quality Counts): If you have more than one site, data must be reported for each site. Return to the CDF Wizard Agency page and repeat the steps to complete the report for each individual site until all sites on your list are green/complete.



2. *For eligible First 5 Alameda ECE Emergency Grants Applicants:* How do I complete the Hubbe CDF Wizard report for my center sites(s) or FCC?

Follow these steps in order:

- 1) Complete the online grant application and receive confirmation of eligibility.
- 2) Each agency director, program director, teacher, associate teacher, and instructional assistant completes a Workforce Registry profile.
- 3) Administrators request and get administrator level access to the Workforce Registry for your site/agency and verify all staff profiles. If FCC owners have additional paid staff , please also complete this step.
- 4) Then log-in to Hubbe to complete the steps below.

STEPS TO COMPLETE THE CDF WIZARD IN HUBBE

There are 5 main sections of the CDF Wizard:

- 1) Agency information
- 2) General site information
- 3) Child enrollment and demographic counts
- 4) Session/Classrooms
- 5) Staff

1. Agency Information

Agency Information

- After logging in, centers with *more than one site* will see their agency page.
- Centers with only one site will first see their site page.
- From your site page, you may get to your Agency Page by clicking on the [blue hyperlink name of your agency](#) on the top left as shown below:



Review the following agency information already in Hubbe:

1. **Agency General Address:** if this is incorrect, contact us at HubbeHelp@first5alameda.org
2. **Agency Phone Number:** this is a general number or main agency contact phone number

ABC Test Preschool		
Agency ID Test Center: 01	Address 123 Sunny Lane Alameda, CA, 94001 Alameda	Phone Number (510) 111-1111
Agency Director	Preschool Type For Profit Organisation	State Vendor Number (None)
Federal Employment Identification Number (FEIN) [None]		

3. **(Quality Counts only) Federal Employment Identification Number (FEIN):** only sites enrolled in Quality Counts will update this number if they have the following funding sources – California State Preschool Program (CSPP), General Child Care (CCTR) - funding through CDSS



contracts, or voucher funding (CalWORKs or Alternative Payment vouchers). Click on the blue edit button to update if applicable.

4. **(Quality Counts only) State Vendor Number:** only sites enrolled in Quality Counts that have CSPP and/or CCTR funding sources will update this number. Click on the blue edit button to update if applicable.

Next, click on the **“View”** button for the Site Card for the site you want to edit.

ABC Test Preschool

View

ID: Test_Site_01 CCL License: 012345678

Contact Info Site Supervisor

Alameda TinkerBell Center
94501 tinkerbellsjk+592@gmail.com
510-111-1111

2. Site Information

If your center agency has more than one licensed center [referred to as “Site” in Hubbe] in Alameda County or more than one site enrolled in Quality Counts, you must submit data for each site. Repeat these steps for each site.

ABC Test Preschool 1

Site ID Test_Site_01	Address Alameda, 123 Sunny Lane, Alameda 94501	Phone Number 510-111-1111
Site Funding CAPP: California Alternative Payment Program	Languages Used with Children at the Site Arabic English Spanish	Months Operational 12
Site CDS Code	Site Supervisors TinkerBell Center tinkerbellsjk+592@gmail.com Primary Language: English WFR ID: 10234567 Remove Supervisor Link to Workforce Registry: https://www.caregility.org/	
CCL Licenses		
License Number 012345678	Facility Type Child Care Center Preschool – serves ages 2-5	Expiration Date

Site Information

Review Site Information for Accuracy:

- **Site License Name:** as shown on your child care license
- **Site Phone Number:** general phone number for the site
- **Site Address:** the address found on your child care license
- **Site License Number and Facility Type/Type of License:** If this is not correct or if you have another child care license to add, please contact the Hubbe Support Team at HubbeHelp@first5alameda.org.



Enter/Update:

Months per year the program is operational: typically, how many months of the year is your program open?

Site Funding anytime between July 1, 2024 and now: What are the funding sources utilized to fund the program(s) at this site? Check all that apply:

- ☐ Head Start
- ☐ Early Head Start
- ☐ Title I
- ☐ California State Preschool Program (Title 5)
- ☐ CCTR – CA State General Childcare & Development Program
- ☐ Private /Tuition-Funded Program
- ☐ IDEA Part C (Early Intervention)
- ☐ IDEA Part B (Special Education)
- ☐ Military
- ☐ Local Education Agency (LEA) Funds, including LEA LCFF
- ☐ Is the site funded by a source(s) other than the ones listed above? _____

Vouchers/Child Care Subsidies: Please check all the statements below that are true for your program anytime between July 1, 2024 to now:

- ☐ Program is able to receive voucher-based child care subsidy payments through an agency contracted through the State of California

Select this option if your site is **ABLE** to receive voucher/subsidy payments ***even if*** your site is not currently ***or even if*** your site has never received a voucher/subsidy payment in the past. This question is asking if your site *can* receive voucher/subsidy payments.

- ☐ Program received payments for a voucher-based child care subsidy (*California Alternative Payment Program or CalWORKs*) for any children served during the fiscal year.

Learn more about voucher funding here: <https://www.cdss.ca.gov/inforesources/calworks-child-care/subsidized-programs>

Funding

What are the funding sources utilized to fund the program(s) at this site? Select all that apply:

- ☐ Head Start
- ☐ Early Head Start
- ☐ Title I
- ☐ California State Preschool Program (Title 5)
- ☐ CCTR - CA State General Childcare & Development Program
- ☐ Private / Tuition-Funded Program
- ☐ IDEA Part C (Early Intervention)
- ☐ IDEA Part B (Special Education)
- ☐ Migrant Head Start
- ☐ Tribal Head Start
- ☐ Military
- ☐ State Migrant Child Care and Development (CMIG)
- ☐ Local Education Agency (LEA) Funds, including LEA LCFF
- ☐ Is the site funded by a source(s) other than the ones listed above?

Other source of funding

Please check all the statements that are true for your program below:

- ☐ Site received an Alternative Payment (AP) or CalWORKs voucher
- ☐ Program is able to receive voucher-based child care subsidy payments through an agency contracted through the State of California.

Check this box if you received a child care subsidy payment (voucher payment) **anytime between July 1, 2024 and now** even if you do not currently have children enrolled with a child care subsidy.

Check this box if your site is **ABLE** to receive child care subsidy payments (voucher payments) even if your site has never received this or even though your site is not currently receiving this.



Monthly Private Pay / Tuition Rates: Enter the following current monthly full-time tuition rates for each age group below as of 3/31/2025 date:

Current tuition rate infant (<i>birth-17 months</i>):	\$_____	OR	<input type="checkbox"/> No infant private pay tuition
Current tuition rate toddler (<i>18-35 months</i>):	\$_____	OR	<input type="checkbox"/> No toddler private pay tuition
Current tuition rate preschool (<i>36 months to kindergarten entry</i>):	\$_____	OR	<input type="checkbox"/> No preschool private pay tuition
Current tuition rate school-age:	\$_____	OR	<input type="checkbox"/> No school-age private pay tuition

**If your program does not have any private pay spaces, check the box to indicate there is no private pay tuition.*

If your program offers a range of monthly full-time tuition rates that depend on options such as meals or whether the child is potty trained as examples, enter the highest current monthly full-time tuition rate for each age group.

Languages of Instruction - Languages used with children at the site for group or individualized instruction and communication with the intent to develop and support early language skills. Select all that apply:

- ☐ Arabic, Armenian, Cantonese, English, Filipino, Hmong, Japanese, Korean, Mandarin, Punjabi, Russian, Spanish, Vietnamese, American Sign Language (ASL), Other, Unknown language

3. Child Information at the Site

Enter data for children ages birth – 5 years old who were enrolled at this site on 3/31/2025. Count each child only once in each section.

Student Counts

Enter data for children age Birth - Age 5 for the entire program year. Count each child once.

Use the counts entered manually rather than counts from child records:

Yes

Site Closed/Zero Child Services:

No

Edit student counts

Students Served Counts

For centers and family child care homes, please enter the # of infant, toddler, and preschool age children. For alternative sites, such as libraries, please enter the combined estimated # of children served ages Birth - Age 5 in the final row only.

	Child Count
Preschoolers (36 months to kindergarten entry)	1
Toddlers (18-35 months)	1
Infants (birth-17 months)	0
Total	2
Alternative Sites Only: Estimate of Children served/reached annually	0

Dual Language Learners

Number of preschool-age children who primarily speak a language other than English or speak another language and English equally.

	Child Count
Count of Dual Language Learners	1

Demographic Counts

Number of children served by race/ethnicity

	Child Count
Number of Children Who are Hispanic or Latino	0
Number of Children Who are American Indian or Alaskan Native	0
Number of Children Who are Asian	0

Language Counts

Number of preschool-age children who primarily speak the following languages at home:

	Child Count
Arabic Language	0
Armenian Language	0
Cantonese Language	0
English Language	1
Filipino Language	0
Hmong Language	0
Other Language	0

Students/Children Served Counts - Enter the number of infant, toddler, and preschool-age children (*choose only one per child; count each child enrolled on March 31, 2025 only once. Please skip the Alternatives Sites Only field*).

- Preschoolers (36 months to kindergarten entry)
- Toddlers (18-35 months)
- Infants (birth-17 months)

Demographic Counts – Number of children served by **race/ethnicity** of the children birth to 5 years old enrolled above. (*Choose only one per child; count each child enrolled on March 31, 2025, only once.*)

- Number of children who are:
 - Hispanic or Latino, American Indian or Alaskan Native, Asian, Black or African American, Native Hawaiian or other Pacific Islander, White, more than one race (bi-racial or multi-racial), unknown/declined to state

Dual Language Learners (Multilingual Learners) –




- Enter the **number of preschool-age children only** who primarily speak a language other than English or speak another language and English equally at home.
- Enter the **number of infant and toddler-age children** who primarily speak a language other than English or speak another language and English equally at home.

Language Counts – Primary Language Spoken at Home (*choose only one per child; count each child enrolled on March 31, 2025, only once.*)

- Number of preschool-age children who primarily speak the following languages at home
- Number of infant and toddler-age children who primarily speak the following languages at home
 - Arabic, Armenian, Cantonese, English, Tagalog, Other Filipino Language, Hindi, Hmong, Japanese, Korean, Mandarin, Portuguese, Punjabi, Russian, Spanish, Vietnamese, American Sign Language (ASL), Other Language, Unknown Language
 - Enter the languages spoken by children counted in the “Other Language” category (optional)

Additional Child Information Counts – Of the children enrolled birth – 5 years old on March 31, 2025, enter the **number of children**...


- with an IFSP (Individualized Family Service Plan)
- with an IEP (Individualized Education Plan)
- receiving an Alternative Payment Program and/or CalWORKs Voucher
- from families experiencing homelessness
- in foster care

Additional Child Information Counts 	
	Child Count
Number of Children with an IFSP	0
Number of Children with an IEP	0
Number of Children Receiving an Alternative Payment Program and/or CalWORKs Voucher	1
Number of Children from Families Experiencing Homelessness	0
Number of Children in Foster Care	0



(Quality Counts Only) Screening Counts for the fiscal year from July 1, 2024, to now:

- Number of children screened with a developmental screening tool (conducted by site or screening results provided by another entity).
- Of the total children screened above, enter the number of children receiving subsequent referrals based on a screening.
- Of the children who received a referral above, enter the number of children who received/are receiving services based on the referral.

Screening Counts 	
	Child Count
Number of Children Whose Parents Declined to Participate in the Developmental Screening Process	0
Number of Children Screened with a Developmental Screening Tool (conducted by site or screening results provided by another entity)	2
Of the children screened above, enter the number of children receiving subsequent referrals based on screening	1
Of the children who received a referral above, enter the number of children who received/are receiving services based on referral	1

4. Classroom/Session Information

Sessions/Classrooms: Review the information about the sessions at this site. **Enter session/classroom information as of March 31, 2025.**

The term "Session" refers to a group of children. There are sometimes 2 groups of children served in a single physical classroom such as one group in the morning (AM) and a different group of children in the afternoon (PM).

Create one session for each time of day serving different groups of children served. Enter the same classroom number when there are two sessions that share the same classroom (AM/PM). For example, Room Number: 1 for both the AM and the PM sessions where the physical space is the same.

Update the session/classroom information for each session as of March 31, 2025:

Create a session: Click on the **"Create"** button to create a new session.

Edit a session: Click on the **"Edit"** button on each session.



- Room Name: enter the name you use for the room (*Examples: Butterflies or PreK Dragonflies*)
- Room Number: enter simple room numbers or letters (*Examples: 1 or 1A*)
- Age Group of Children in the session: select all that apply to the session from Infant, Toddler, PreK, TK, K, School Age
- Time of Day: select only one option - AM only (morning session), PM only (afternoon session), Full Day

Check the following boxes if they apply to the session/classroom:

- Serves Children with California State Preschool (CSPP) **Full Day** Funding for this session
- Serves Children with California State Preschool (CSPP) **Part Day** Funding for this session

Sessions/Classrooms

Review the information about the sessions at this site below. The term "Session" refers to a group of children who represent a session or one group of children served. Enter the same classroom number when there are no changes. If you are no longer in service at this site, click 'Edit' and uncheck the box for "Session is Included in CDF Reporting." To update a session, click the "Edit" button. To create a new session, click the "Create" button. Note that the "Create" button may have been disabled by the system.

- NEW SESSION -	
Session ID TBD	Room Number TBD
Lead Teacher TBD	Other Teachers TBD
Instructional Assistants TBD	

Create

Edit Session

Name
[Text Field]

Room Number
[Text Field]

Physical room (e.g. "Butterfly Room" or "Preschool Room" or "12")
[Text Field]

Age Group of Children
[Dropdown Menu]

Time of Day
[Dropdown Menu]

Available options are based on the selected Age Groups.

☐ Serves Children with California State Preschool (CSPP) Full Day Funding

☐ Serves Children with California State Preschool (CSPP) Part Day Funding

☒ Check here if this session was active during any part of the program year

Cancel Save



Inactivate a session: If you notice that there is a session that is no longer open/serving children at this site as of March 31, 2025, click **“Edit”** and select **“Check here if this session was NOT active during any part of the program year”**. This will remove that session.

Edit Session

Name
PreK

Room Number
1
Physical room (e.g. "Butterfly Room" or "Preschool Room" or "12")

Age Group of Children
PreK

Time of Day
Available options are based on the selected Age Groups.
Full Day

☐ Serves Children with California State Preschool (CSPP) Full Day Funding

☐ Serves Children with California State Preschool (CSPP) Part Day Funding

☒ Check here if this session was active during any part of the program year


Cancel Save

5. Staff Information for Each Site and Session/Classroom

Update the Site Supervisor near the top of the Site Card.

Update staff for Lead Teacher, Other Teachers, Instructional Assistants (Aides) for each session/classroom as of March 31, 2025. These are staff working directly with children at least 15 hours per week.

Add missing staff by using the blue **+** plus sign to each session/classroom role.

 **Full Day PreK Room**
Edit

Session ID
TEST_SE19039118


Room Number
2


Age Group
PreK


Time Of Day
Full Day


Serves Children with California State Preschool (CSPP) Full Day Funding
Yes

Serves Children with California State Preschool (CSPP) Part Day Funding
No

Lead Teacher 


Tinker Bell
thinktanktinker@testSTAFFEMAILUPDATE.com
Primary Language:
WFR ID: 

Other Teachers 


Instructional Assistants 





Edit staff information by clicking on the pencil next to the staff person’s name/information.

Remove staff by clicking on the pencil icon for the staff person and selecting “**X** Unassign from role”.

 **Full Day PreK Room**
Edit

Session ID


 Unassign Tinker Bell from role


 Edit Staff Name
 Edit Workforce Registry ID
 Edit Staff Email
 Edit Staff Primary Language
<https://www.caregistry.org/>


Room Number
2

Time Of Day
Full Day

Serves Children with California State Preschool (CSPP) Part Day Funding
No

Other Teachers 

Tinker Bell
thinktanktinker@testSTAFFEMAILUPDATE.com
Primary Language:
WFR ID: 

Instructional Assistants 

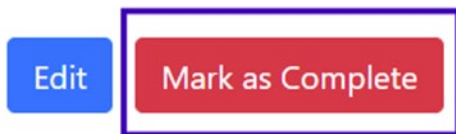
A minimum of one Lead Teacher for every session/classroom is required. If there is a vacancy in the lead teacher role, enter the interim person. This must be the name of the person filling in for this position and this can be the same person entered in the site supervisor role. Enter as many other teachers or instructional assistants as applicable.

Staff information:

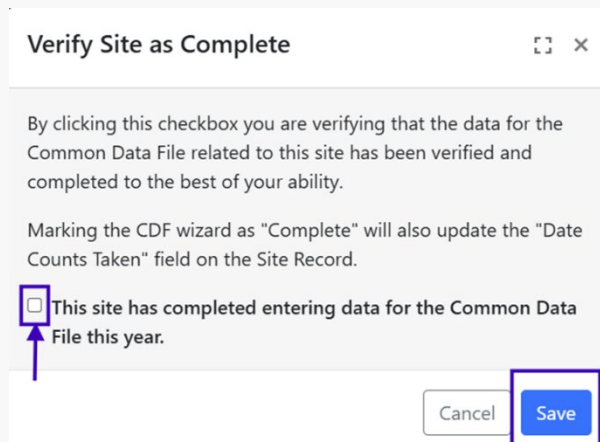
- First Name
- Last Name
- Email address
- (Optional) Primary Language
- Workforce Registry ID (WFR ID)
- Session/Classroom Role: Lead Teacher (One required for each session), Other Teachers, Instructional Assistants

6. Submit the Site's CDF Wizard Report

When the agency, site, child demographics, session/classroom, and staff information is completed for each site, click on the red **'Mark as Complete'** button at the top right corner of the CDF Wizard Site Card.



Certify that the data has been verified and completed to the best of your ability for your site by reviewing the statement and checking the box. Finally, click blue "Save" button to submit your information.



Verify Site as Complete

By clicking this checkbox you are verifying that the data for the Common Data File related to this site has been verified and completed to the best of your ability.

Marking the CDF wizard as "Complete" will also update the "Date Counts Taken" field on the Site Record.

☐ This site has completed entering data for the Common Data File this year.

Cancel Save

Multi-center agencies: Once you complete the site information, click on your blue agency name link at the top left of the page to update the agency information as needed or access more site reports.

Next Steps: Once all sites are marked as complete/submitted for your agency, the information will be reviewed by the Hubbe Support Team. A member of the team will reach out by email to ask questions or provide confirmation of completion.



Frequently Asked Questions (FAQ) - General

1. If there are any changes needed after I submit, how can I make edits?

If you need to make a change to your reporting, contact us at HubbeHelp@first5alameda.org

- If a First 5 Alameda County staff member has reviewed the data and determined that updates are necessary, and/or contacted you for required changes, we will mark your site as 'Incomplete' so that you are able to go back and edit the information.
- Resubmit with any changes by clicking on the 'Mark as Complete' button again.

2. Where can I watch the Video Guide: How-To-Complete the CDF Wizard in Hubbe?

Links to video guide: **COMING SOON**

Frequently Asked Questions (FAQ) - Funding

1. What date should I use to select funding sources for my site?

Choose all funding sources your site received/receives at any time between July 1, 2024 to now.

2. How should I select funding sources?

All sites should view their funding.

- **Click 'Edit'** on the Site Card at the top then make your selections in the "Site Funding" section.
- **Check** the funding sources that your site directly receives.

! ABC Test Preschool 1

[Edit](#)
[Mark as Complete](#)

Site ID

Test_Site_01

Address

Alameda, 123 Sunny Lange , Alameda
94501

Phone Number

510-111-1111

Site Funding

CAPP: California Alternative Payment

Languages Used with Children at the Site

Months Operational

12

Funding

What are the funding sources utilized to fund the program(s) at this site? Select all that apply:

- ☐ Head Start
- ☐ Early Head Start
- ☐ Title I
- ☐ California State Preschool Program (Title 5)
- ☐ CCTR - CA State General Childcare & Development Program
- ☐ Private / Tuition-Funded Program
- ☐ IDEA Part C (Early Intervention)
- ☐ IDEA Part B (Special Education)
- ☐ Migrant Head Start
- ☐ Tribal Head Start
- ☐ Military
- ☐ State Migrant Child Care and Development (CMIG)
- ☐ Local Education Agency (LEA) Funds, including LEA LCFF
- ☐ Is the site funded by a source(s) other than the ones listed above?

Centers: if you have LEA funding, it is important to select that funding here.

Please check all the statements that are true for your program below:

- ☐ Site received an Alternative Payment (AP) or CalWORKs voucher
- ☐ Program is able to receive voucher-based child care subsidy payments through an agency contracted through the State of California.

3. **QUALITY COUNTS ONLY:** When and how do I add my agency's State Vendor Number and/or Federal Employee Tax Identification Number (FEIN #)?

Please report your agency's State Vendor # if your agency has any of these funding sources:

- CSPP - California State Preschool Program
- CCTR – CA State General Childcare & Development Program

The State Vendor Number is also called the California Department of Education Provider Vendor Number/Submission Code.



Please report your agency's FEIN # if your agency has any of these funding sources:

- CSPP - California State Preschool Program
- CCTR – CA State General Childcare & Development Program
- Voucher funding (CalWORKs or Alternative Payment vouchers)

Looking for your Agency's FEIN#? This number is used on business tax forms as well as in reports to the State such as the CDD-801A Monthly Child Care Population Report (CDD-801A) for agencies that are required to submit this report.

Enter the FEIN and State Vendor numbers on your Agency Card (not site-level).

Language

My Settings

CA QRIS CDF Wizard

Agency Overview

Home / 1 ABC Test Preschool Agency

You are using the CDF Management Portal for 1 ABC Test Preschool Agency.
When ready, you can exit the CDF Wizard and [return to your Hubbe homepage](#).

! ABC Test Preschool Agency

Agency ID

Test Center_01

Address

123 Sunny Lane
Alameda, CA, 94501
Alameda

Phone Number

(510) 111-1113

Edit

Agency Director

Preschool Type

For Profit Organization

State Vendor Number

[None]

Edit

Federal Employment Identification Number (FEIN)

[None]

Edit

Two ways to get to your Agency page:



1) **Log-in** to Hubbe to get to your Agency landing page.

ABC Test Preschool Agency

Agency ID

Test_Center_01

Address

123 Sunny Lane
Alameda, CA, 94501
Alameda

Phone Number

(510) 111-1113

Edit

Agency Director

Preschool Type

For Profit Organization

State Vendor Number

[None]

Edit

Federal Employment Identification Number (FEIN)

[None]

Edit

ABC Test Preschool

View

ID: Test_Site_01

CCL License: 012345678

Contact Info

Alameda
94501
510-111-1111

Site Supervisor

TinkerBell Center
tinkerbell.jjk+592@gmail.com

ABC Test Preschool Site 2

View

ID: Test_Site_02

CCL License: 01234567

Contact Info

Alameda
94577
123-456-7890

Site Supervisor

2) Or, if you are done editing your site profile, you may return to the Agency landing page. At the top of the page, **click on your agency name** using the blue links at the very top of the page on the left under “CA QRIS CDF Wizard, Site Overview” as shown below:

CA QRIS CDF Wizard

Site Overview

Home / CDF Wizard Management / ABC Test Preschool / ABC Test Preschool

You are using the CDF Management Portal for ABC Test Preschool.
When ready, you can exit the CDF Wizard and return to your Hubbe homepage.

ABC Test Preschool 1

Site ID

Test_Site_01

Address

Alameda, 94501

Site Funding

Early Head Start
Private / Tuition-Funded Program
Accepts Voucher Payments
Site able to receive a voucher payment

Languages Used with Chi

Armenian
Filipino
Hmong
Japanese
Korean

CA QRIS CDF Wizard

Site Overview

Agency Name

Site Name

Home / 1 ABC Test Preschool Agency / ABC Test Preschool

2025 CDF Wizard Site Data Reporting Guide & FAQ

Last Updated: February 2025

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FAQ – Child Enrollment Information

1. What date should I use when reporting my site’s program, child, staff, and classroom information?

Child demographics and enrollment, classrooms and staff should be as of **March 31, 2025**. Enter data on child enrollment and demographics, number of children counted in additional child information, staff assignments, and session information as it was on March 31, 2025 for all enrolled children birth to 5 years old.

The number of children screened should be for the complete year (July 1, 2024 to now). This section is only for sites enrolled in Quality Counts. See # 3 below.

2. What date should I use when reporting my site’s funding information?

Funding for your program should be for the entire fiscal year (July 1, 2024 – June 30, 2025).

3. **(Quality Counts Participants Only)** What date should I use when reporting number of children screened by a developmental screening section?

Screening Counts section includes all children from **July 1, 2024 to now** screened by a developmental screening tool (and counted only once), children who received a referral based on that screening, and children who received or are receiving services as a result of the referral.


FAQ – Staff Information


1. How do I update staff members’ Workforce Registry IDs (WFR ID)? How do I find this information?

2025 First 5 Alameda County ECE Emergency Grants Applicants *(may include Quality Counts Participants)*: The staff Workforce Registry ID (WFR ID) is REQUIRED for staff assigned in Hubbe’s CDF Wizard as the site supervisor, lead teacher, other teachers, and instructional assistants working directly with children for at least 15 hours a week.


Quality Counts Participants *(who are not 2025 ECE Emergency Grants Applicants)*: The Workforce Registry ID (WFR ID) is currently OPTIONAL on the CDF Wizard. However, if you have this information readily available, you may choose to enter it by clicking on the pencil icon next to “WFR ID” under each staff person’s name such as the site supervisor, lead teacher, other teacher(s), instructional assistant(s).

Site Supervisors +

TinkerBell Center 
tinkerb主bell.jjk+592@gmail.com


Primary Language: English



WFR ID: 

✖ Remove Supervisor

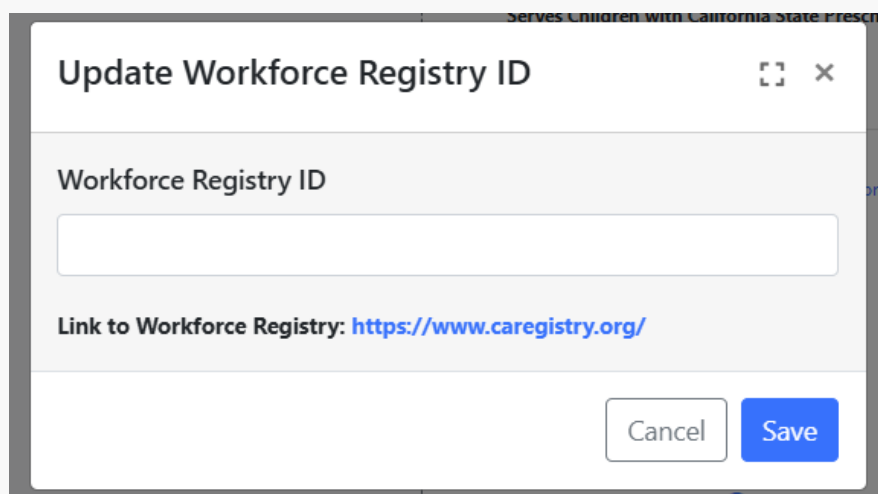
Link to Workforce Registry: <https://www.caregistry.org/>

Lead Teacher +

Tinker Bell
thinktanktinker@testSTAFFEMAILUPDATE.com

Primary Language:

WFR ID: 



Update Workforce Registry ID

Workforce Registry ID

Link to Workforce Registry: <https://www.caregistry.org/>

Cancel Save

California Workforce Registry Website: <https://www.caregistry.org/>

Learn where you can find your Registry ID number through [Workforce Registry Resources](#).

What if I have more Workforce Registry related questions?

- Visit the [Registry website](#) and select “Registry Help Desk” to access resources
- Leave a message using their “Live Chat,” Monday – Friday 8 a.m. to 5 p.m. on their webpage
- Talk to support staff, call toll free: (855) 645-0826

Note: If you are an [approved Employer Administrator](#) in the Registry, you are able view, manage and certify staff records for your center or family child care home.


2. What do I do if we have a vacancy for the Site Supervisor or a lead teacher role?

Enter the [interim person](#) filling in for the site supervisor role or the lead teacher role as of March 31, 2025. Do not leave this blank. Enter the name of the person filling in for either of these roles.


FAQ – Submit & Download the Hubbe Profile

1. **Center agencies with more than one location:** How do I submit my complete Hubbe Profile after I am finished verifying all site information?


When logging in, you will see your agency information first with all sites listed below. From this page, click “View” on each site to complete the Hubbe CDF Reporting.


ABC Test Preschool Agency

Agency ID Test Center_01	Address 123 Sunny Lane Alameda, CA, 94501 Alameda	Phone Number Edit (510) 111-1113
Agency Director	Preschool Type For Profit Organization	State Vendor Number Edit [None]
Federal Employment Identification Number (FEIN) Edit [None]		


ABC Test Preschool
[View](#)

ID: Test_Site_01	CCL License: 012345678
Contact Info Alameda 94501 510-111-1111	Site Supervisor TinkerBell Center tinkerbellsjk+592@gmail.com


ABC Test Preschool Site 2
[View](#)

ID: Test_Site_02	CCL License: 01234567
Contact Info Alameda 94577 123-456-7890	Site Supervisor

Return to the Agency Card by clicking on the blue link for name of your Agency at the top left of your site page. Repeat this step until all Site Cards have been completed and turn green.



2. How can I download my Hubbe CDF Site Information that I have submitted to First 5 Alameda County?

After successfully submitting your site information, you may immediately download a PDF report.



From the site page, click on “Download Report” in the upper right.

✓ ABC Test Preschool 1

Download Report

Site ID Test_Site_01	Address Alameda, 123 Sunny Lange , Alameda 94501	Phone Number 510-111-1111
Site Funding CAPP: California Alternative Payment Program	Languages Used with Children at the Site Arabic English Spanish	Months Operational 12

The download will be available as a PDF:

✓ ABC Test Preschool 1

Site ID Test_Site_01	Address Alameda, 123 Sunny Lange , Alameda 94501	Phone Number 510-111-1111
Site Funding CAPP: California Alternative Payment Program	Languages Used with Children at the Site Arabic English Spanish	Months Operational 12
Site CDS Code	Site Supervisor TinkerBell Center tinkerbell.jjk+592@gmail.com WFR ID:	
CCL Licenses		
License Number	Facility Type	Expiration Date
012345678	Child Care Center Preschool – serves ages 2-5	

Student Counts

Use the counts entered manually rather than counts from child records:
Yes

Site Closed/Zero Child Services:
No

You can also log-in back into your Hubbe profile later to view and download the submitted Hubbe Profile for each site.

It is recommended that you download your site reports for your own records. It is also a good way for you to confirm that you have submitted your site information.

Reminder: First 5 Alameda County staff will review the information submitted and will follow-up with any questions or confirmations directly with you by email.