



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

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

**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.

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## ACCESS

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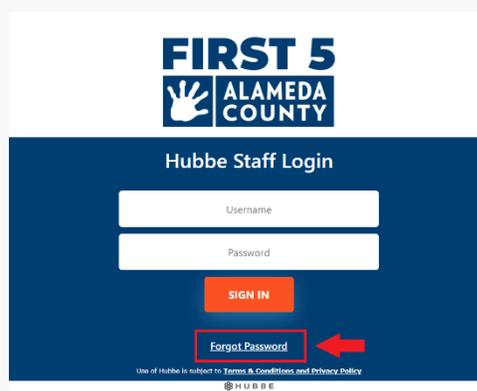
### 1. How do I submit my ECE center’s information to First 5 Alameda County?

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](mailto: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](mailto: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?

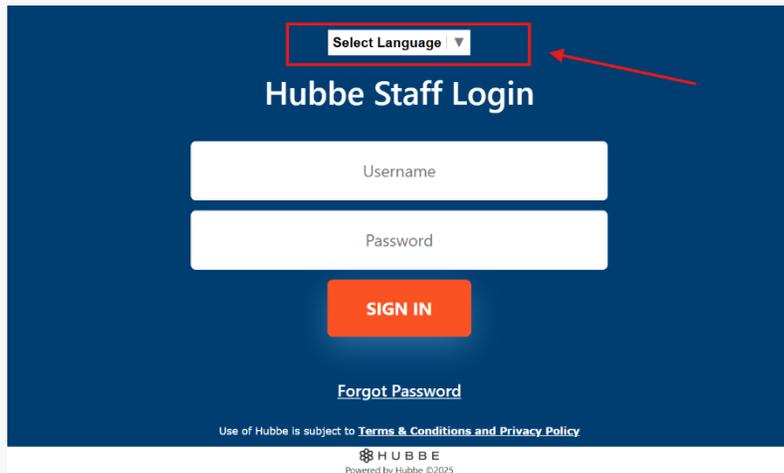
- Contact the support team at [HubbeHelp@first5alameda.org](mailto:HubbeHelp@first5alameda.org) if you did not receive your invitation email.
- For forgotten username or password: First, try the “Forgot Password” button on the screen at <https://alameda.grishubbe.com/Home/Login>



- For additional support, contact [HubbeHelp@first5alameda.org](mailto: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.

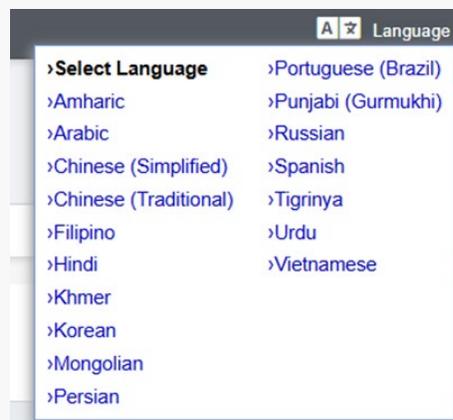


(1) Log-in

(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](mailto: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.

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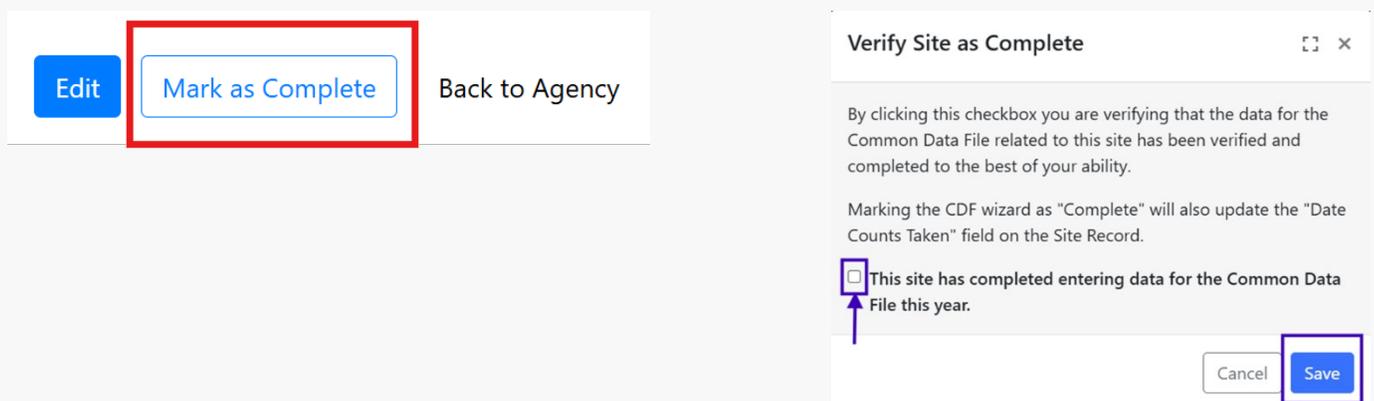
## IMPORTANT DATES

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### 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 ‘**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 horizontal bar contains three buttons: a blue 'Edit' button, a white 'Mark as Complete' button with a blue border, and a grey 'Back to Agency' button. On the right, a modal dialog box titled 'Verify Site as Complete' is open. It 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.' Below this, it says: 'Marking the CDF wizard as "Complete" will also update the "Date Counts Taken" field on the Site Record.' At the bottom of the dialog, there is a checkbox with the text 'This site has completed entering data for the Common Data File this year.' and a blue arrow pointing to the checkbox. 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.



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## STEPS TO COMPLETE THE CDF WIZARD IN HUBBE

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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

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### 1. Agency Information

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#### Agency Information

**! ABC Test Preschool Agency**

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

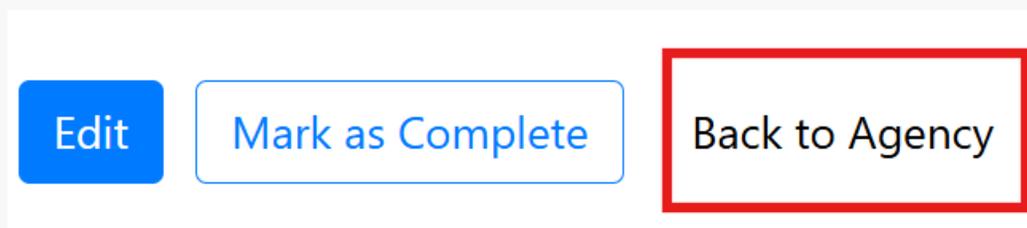
**✓ ABC Test Preschool** [View](#)

<b>ID:</b> Test_Site_01	<b>CCL License:</b> 012345678
<b>Contact Info</b>	<b>Site Supervisor</b>
Alameda 94501 510-111-1111	TinkerBell Center tinkerbjlk+392@gmail.com

**! ABC Test Preschool Site 2** [View](#)

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

- From your site page, you may get to your Agency Page by clicking on the "Back to Agency" link on the top right.



Review the following agency information already in Hubbe:

- Agency General Address:** if this is incorrect, contact us at [HubbeHelp@first5alameda.org](mailto:HubbeHelp@first5alameda.org)
- Agency Phone Number:** this is a general number or main agency contact phone number

**!** ABC Test Preschool Agency

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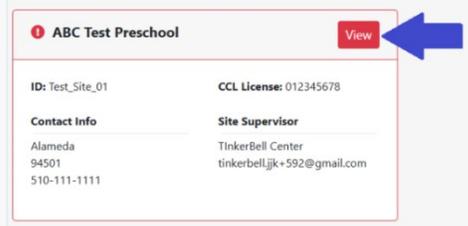
<b>Agency ID</b> Test Center_01	<b>Address</b> 123 Sunny Lane Alameda, CA, 94501 Alameda	<b>Phone Number</b> <span style="float: right;"><a href="#">Edit</a></span> (510) 111-1113
<b>Agency Director</b>	<b>Preschool Type</b> For Profit Organization	<b>State Vendor Number</b> <span style="float: right;"><a href="#">Edit</a></span> [None]
<b>Federal Employment Identification Number (FEIN)</b> <span style="float: right;"><a href="#">Edit</a></span> [None]		

- (Quality Counts only) Federal Employee 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.





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

### 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](mailto: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?

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.

Vouchers/Child Care Subsidies: Please check all the statements below that are true for your program anytime between July 1 to now:  
 Learn more about voucher funding here: <https://www.cdss.ca.gov/calworks>

- Program is **able** to receive voucher-based child care subsidy payments through an agency contracted through the State of California. 
- Program **received** payments for a voucher-based child care subsidy (California Alternative Payment Program or CalWORKs) for any children served during the fiscal year.



**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	[ ] No infant private pay tuition
Current tuition rate toddler ( <i>18-35 months</i> ):	\$_____	OR	[ ] No toddler private pay tuition
Current tuition rate preschool ( <i>36 months to kindergarten entry</i> ):	\$_____	OR	[ ] No preschool private pay tuition
Current tuition rate school-age:	\$_____	OR	[ ] No school-age private pay tuition

Enter the following current monthly full-time tuition rates for each age group below as of March 31 of the current program year.  
 If your program offers a range of monthly full-time tuition rates that depend on options for meals or whether the child is potty trained as examples, enter the highest current monthly full-time tuition rate for each age group.

Infant (birth - 17 months) Tuition Rate  
  I do not have a private-pay Infant program.

Toddler (18 - 35 months) Tuition Rate  
  I do not have a private-pay Toddler program.

PreK (36 months - kindergarten) Tuition Rate  
  I do not have a private-pay PreK program.

School-Age Tuition Rate  
  I do not have a private-pay School-Age program.

*\*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.

#### Child Counts

Enter data for children age Birth - Age 5 for the entire program year. Count each child enrolled as of March 31st of the fiscal year (July – June) once.

##### Children Served Counts [Edit](#)

For centers and family child care homes, please enter the number of infant, toddler, and preschool age children.

	Child Count
Preschoolers (36 months to kindergarten entry)	20
Toddlers (18-35 months)	15
Infants (birth-17 months)	10
<b>Total</b>	<b>45</b>

##### Dual Language Learners (Multilingual Learners) [Edit](#)

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

	Infant Count	Toddler Count	PreK Count
Number of Dual Language Learners (Multilingual Learners)	10	15	15

##### Demographic Counts [Edit](#)

Number of children served by race/ethnicity

	Child Count
Number of Children Who are Hispanic or Latino	20
Number of Children Who are American Indian or Alaskan Native	0
Number of Children Who are Asian	15
Number of Children Who are Black or African American	0
Number of Children Who are Native Hawaiian or other Pacific Islander	0
Number of Children Who are White	0
Number of Children Who are More Than One Race	10
Number of Children Who are Unknown/Declined to State	0
<b>Total</b>	<b>45</b>

##### Language Counts

Number of children by primary language spoken at home

	<a href="#">Edit</a> Infant Count	<a href="#">Edit</a> Toddler Count	<a href="#">Edit</a> PreK Count
Arabic Language	0	0	0
Armenian Language	5	0	0
Cantonese Language	5	0	0
English Language	0	0	5
Tagalog Language	0	0	5
Other Filipino Language	0	0	0
Hindi Language	0	0	0
Hmong Language	0	0	0
Japanese Language	0	0	0
Korean Language	0	0	0
Mandarin Language	0	0	0
Portuguese Language	0	0	0
Punjabi Language	0	0	0
Russian Language	0	0	0
Spanish Language	0	15	10
Vietnamese Language	0	0	0
American Sign Language	0	0	0

##### Additional Child Information Counts [Edit](#)

Child Count

**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 <span style="float: right;">Edit</span>	
	Child Count
Number of Children with an IFSP	0
Number of Children with an IEP	1
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	1



**(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 <a href="#">Edit</a>	
	Child Count
Number of Children Screened with a Developmental Screening Tool (conducted by site or screening results provided by another entity)	5
Of the children screened above, enter the number of children receiving subsequent referrals based on screening	2
Of the children who received a referral above, enter the number of children who received/are receiving services based on referral	1

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## 4. Classroom/Session Information

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**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 multiple sessions longer in service at this site, click 'Edit' and uncheck the box for "Session is Included in CDF Reporting." To create a new session, click the "Create" button to create a new session. Note that the "Create" button may have been disabled by...

- NEW SESSION -

**Create**

Session ID <i>TBD</i>	Room Number <i>TBD</i>	<b>1</b>
Lead Teacher <i>TBD</i>	Other Teachers <i>TBD</i>	
Instructional Assistants <i>TBD</i>		

### Edit Session

Search in this menu...

- [Select all]
- Infant
- Toddler
- PreK
- TK
- K
- School Age

Name

Room Number

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

Age Group of Children

- Select -

Time of Day

Available options are based on the selected Age Groups.

AM

PM

Full Day

Other

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**

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

**Age Group of Children**

**Time of Day**  
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

## 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

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<p><b>Session ID</b> TEST_SE19039118</p> <p><b>Age Group</b> PreK</p> <p><b>Serves Children with California State Preschool (CSPP) Full Day Funding</b> Yes</p> <p><b>Lead Teacher</b> <span style="border: 1px solid red; padding: 0 2px;">+</span></p> <p>Tinker Bell thinktinkertinker@testSTAFFEMAILUPDATE.com Primary Language: WFR ID: </p> <p><b>Instructional Assistants</b> <span style="border: 1px solid red; padding: 0 2px;">+</span></p>	<p><b>Room Number</b> 2</p> <p><b>Time Of Day</b> Full Day</p> <p><b>Serves Children with California State Preschool (CSPP) Part Day Funding</b> No</p> <p><b>Other Teachers</b> <span style="border: 1px solid red; padding: 0 2px;">+</span></p>
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**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”.

**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:**

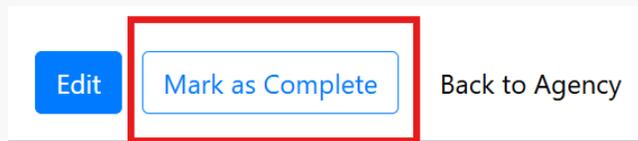
- First Name
- Last Name
- Email address
- (Optional) Primary Language
- Workforce Registry ID (WFR ID)
- Session/Classroom Role: Lead Teacher (One required for each session), Other Teachers, Instructional Assistants

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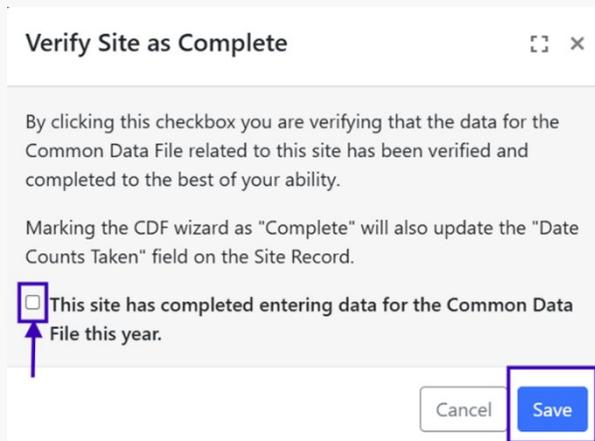
## 6. Submit the Site's CDF Wizard Report

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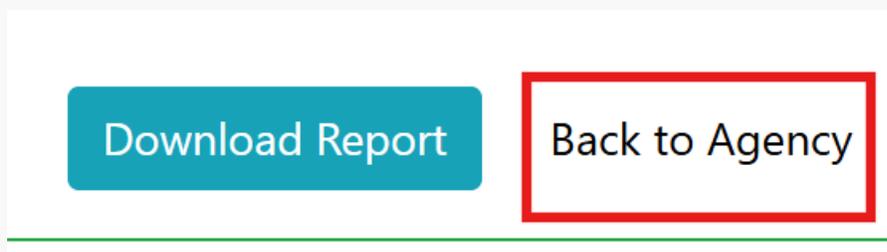
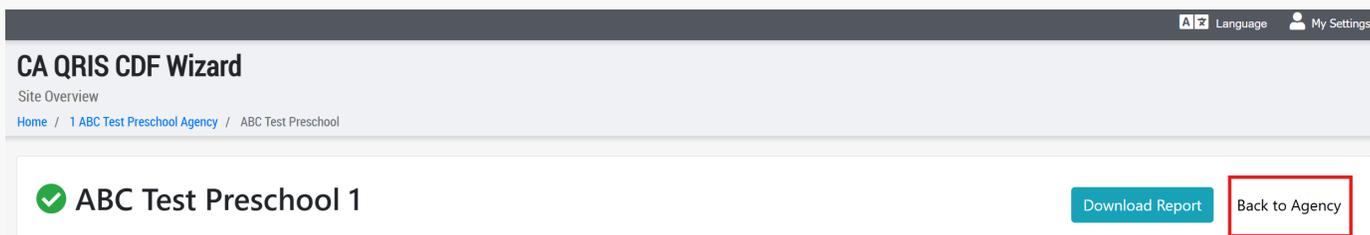
When the agency, site, child demographics, session/classroom, and staff information is completed for each site, click on the **“Mark as Complete”** button at the top right corner of the CDF Wizard Site Card.



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.



- **Multi-center agencies:** Once you complete the site information, you may get to your Agency Page by clicking on the "Back to Agency" link on the top right.



**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.

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## Frequently Asked Questions (FAQ) - General

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### 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](mailto: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**

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## Frequently Asked Questions (FAQ) - Funding

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### 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

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Site ID	Address	Phone Nu
Test_Site_01	Alameda, 123 Sunny Lange , Alameda 94501	510-111-111
Site Funding	Languages Used with Children at the Site	Months O
CAPP: California Alternative Payment		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.

Vouchers/Child Care Subsidies: Please check all the statements below that are true for your program anytime between July 1 to now:  
Learn more about voucher funding here: <https://www.cdss.ca.gov/calworks>

- Program is **able** to receive voucher-based child care subsidy payments through an agency contracted through the State of California.
- Program **received** payments for a voucher-based child care subsidy (California Alternative Payment Program or CalWORKs) for any children served during the fiscal year.

### 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).

## 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

**Agency Director**

**Preschool Type**  
For Profit Organization

**State Vendor Number**   
[None]

**Federal Employment Identification Number (FEIN)**   
[None]



**Two ways to get to your Agency page:**

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

### ! ABC Test Preschool Agency

<b>Agency ID</b> Test_Center_01	<b>Address</b> 123 Sunny Lane Alameda, CA, 94501 Alameda	<b>Phone Number</b> <a href="#">Edit</a> (510) 111-1113
<b>Agency Director</b>	<b>Preschool Type</b> For Profit Organization	<b>State Vendor Number</b> <a href="#">Edit</a> [None]
<b>Federal Employment Identification Number (FEIN)</b> <a href="#">Edit</a> [None]		

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**! ABC Test Preschool** [View](#)

<b>ID:</b> Test_Site_01	<b>CCL License:</b> 012345678
<b>Contact Info</b>	<b>Site Supervisor</b>
Alameda 94501 510-111-1111	TinkerBell Center tinkerbell.jk+592@gmail.com

**✓ ABC Test Preschool Site 2** [View](#)

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

- 2) Or, if you are done editing your site profile, return to the Agency landing page.

[Edit](#)   [Mark as Complete](#)   [Back to Agency](#)



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## FAQ – Child Enrollment Information

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### 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).

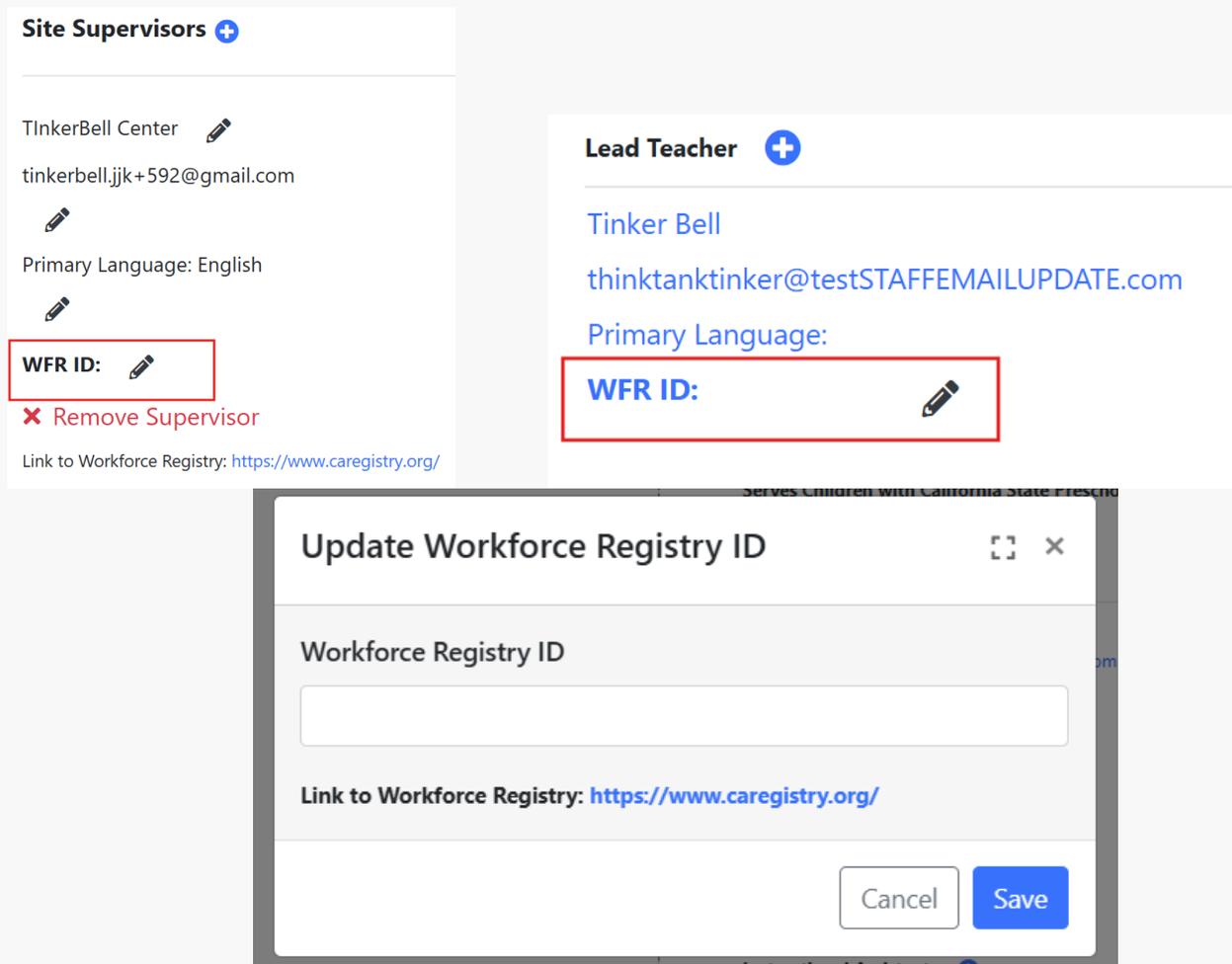
### 3. **(Quality Counts Participants Only)** What date should I use when reporting number of children screened by a developmental screening tool?

**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?

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).



The screenshot displays two staff profiles. The 'Site Supervisors' section shows 'TinkerBell Center' with contact information and a 'WFR ID' field highlighted in red. The 'Lead Teacher' section shows 'Tinker Bell' with contact information and a 'WFR ID' field highlighted in red. An 'Update Workforce Registry ID' modal window is open, featuring a text input field for the 'Workforce Registry ID', a 'Link to Workforce Registry' with the URL <https://www.caregistry.org/>, and 'Cancel' and 'Save' buttons.

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 to 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

<p><b>Agency ID</b> Test Center_01</p>	<p><b>Address</b> 123 Sunny Lane Alameda, CA, 94501 Alameda</p>	<p><b>Phone Number</b> <span style="float: right; border: 1px solid #ccc; padding: 2px 5px;">Edit</span></p> <p>(510) 111-1113</p>
<p><b>Agency Director</b></p>	<p><b>Preschool Type</b> For Profit Organization</p>	<p><b>State Vendor Number</b> <span style="float: right; border: 1px solid #ccc; padding: 2px 5px;">Edit</span></p> <p>[None]</p>
<p><b>Federal Employment Identification Number (FEIN)</b> <span style="float: right; border: 1px solid #ccc; padding: 2px 5px;">Edit</span></p> <p>[None]</p>		

!
ABC Test Preschool View

<b>ID:</b> Test_Site_01	<b>CCL License:</b> 012345678
<b>Contact Info</b>	<b>Site Supervisor</b>
Alameda 94501 510-111-1111	TinkerBell Center tinkerbell.jjk+592@gmail.com

✓
ABC Test Preschool Site 2 View

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

- From your site page, you may get to your Agency Page by clicking on the "Back to Agency" link on the top right. Repeat this step until all Site Cards have been completed and turn green.

Edit

Mark as Complete

Back to Agency

2025 CDF Wizard Site Data Reporting Guide & FAQ

Last Updated: March 2025

30

## 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

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

The download will be available as a PDF:

✓

### ABC Test Preschool 1

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

**Student Counts**

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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.