FIRST 5 ALAMEDA COUNTY

2025 Family Child Care (FCC) 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

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.

Contents

ACCESS

**1. How do I submit my ECE family child care information to First 5 Alameda County?**

Submit information about your Alameda County ECE family child care home 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.

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.
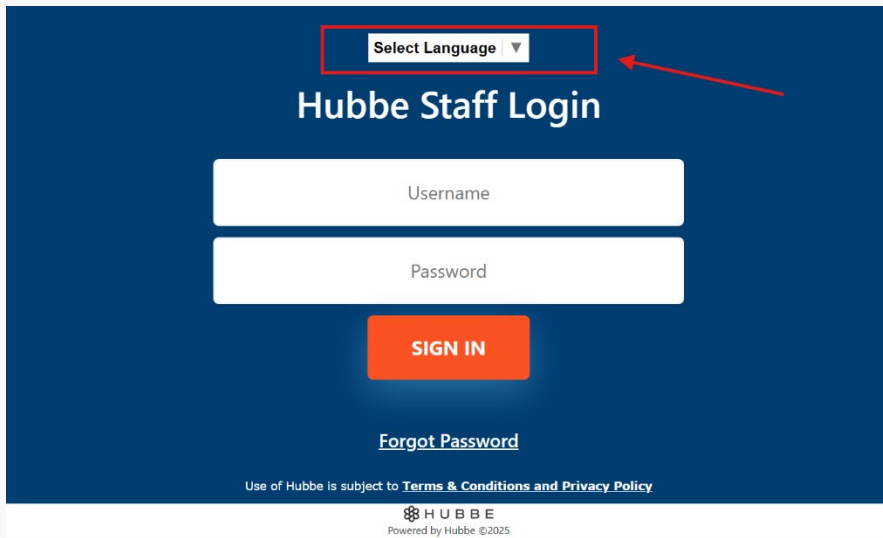- For forgotten username or password:

  First, try the "Forgot Password" button on the screen at
  https://alameda.qrishubbe.com/Home/Login
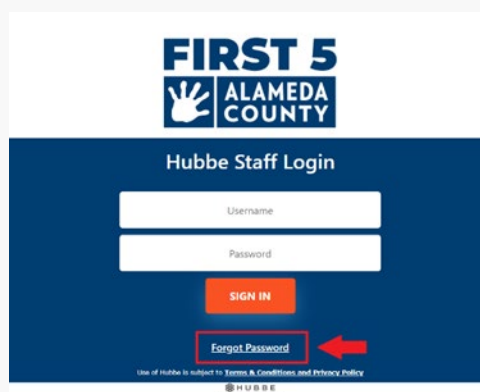
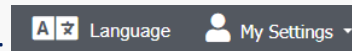- For additional support, contact HubbeHelp@first5alameda.org.

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 update my email address?

- Yes. We can help!
- FCC Owners: please contact us at HubbeHelp@first5alameda.org
  and provide your full name that matches your child care license and your new or corrected email address.

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.**
- FCC Owners can **update staff information directly** on the CDF Wizard
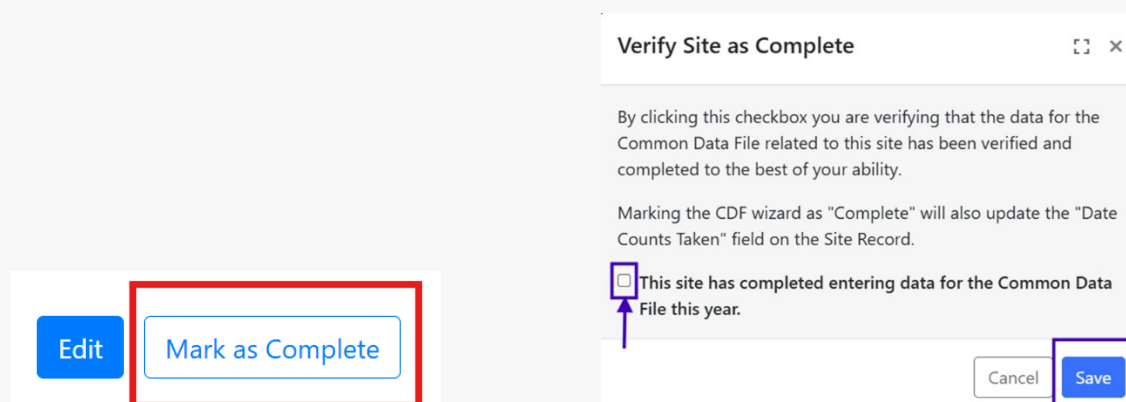
- There are **messages on the screen** to easily see if there is missing information or corrections needed.
- <u>After you submit your report</u>, you will be able to **see your submission status** and **download a copy of the information** that you have submitted.

IMPORTANT DATES

1. *For Alameda County Quality Counts* participants:* **When do I need to complete the CDF Wizard report for my 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.

[*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.]

STEPS TO COMPLETE THE CDF WIZARD IN HUBBE

There are 4 main sections of the FCC Hubbe CDF Wizard:

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

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1. Site Information

❗ Jane Pan

[Edit] [Mark as Complete]

Site ID	**Address**	**Phone Number**
Test_FCC_01	Alameda, 123 Somewhere Street , Alameda 94501	510-222-2222

Site Funding	**Languages Used with Children at the Site**	**Months Operational**
Head Start, Early Head Start, Private / Tuition-Funded Program, Military, Site able to receive a voucher payment	Cantonese, English, Spanish	12

Site Information

Review Site Information for Accuracy:

- **Site License Name:** as shown on your family child care license
- **Site Phone Number:** general phone number for the FCC
- **Site Address:** the address found on your child care license
- **Site License Number and Type of License (Small or Large Family Child Care Home):** If this is not correct, 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? For most FCCs, this will be 12 months.

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:
- o Head Start
- o Early Head Start
- o Private /Tuition-Funded Program
- o Military
- o 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:

- o 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.

- o 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

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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.

Funding

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

☐ Head Start
☐ Early Head Start
☐ Private / Tuition-Funded Program
☐ Military
☐ Is the site funded by a source(s) other than the ones listed above? [Other source of funding]

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.

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 *(birth-17 months):*	$_____	OR	[ ] No infant private pay tuition
Current tuition rate toddler *(18-35 months):*	$_____	OR	[ ] No toddler private pay tuition
Current tuition rate preschool *(36 months to kindergarten entry):*	$_____	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
[0.00]   ☑ I do not have a private-pay Infant program.

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

PreK (36 months - kindergarten) Tuition Rate
[1200.00]   ☐ I do not have a private-pay PreK program.

School-Age Tuition Rate
[0.00]   ☑ 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:

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

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2. 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)	2
Toddlers (18-35 months)	2
Infants (birth-17 months)	1
Total	5

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)	0	2	1

Language Counts

Number of children by primary language spoken at home

	Infant Count [Edit]	Toddler Count [Edit]	PreK Count [Edit]
Arabic Language	0	0	0
Armenian Language	0	0	0
Cantonese Language	0	0	0
English Language	1	0	1
Tagalog Language	0	0	0
Other Filipino Language	0	0	0
Hindi Language	0	0	0

Demographic Counts [Edit]

Number of children served by race/ethnicity

	Child Count
Number of Children Who are Hispanic or Latino	1
Number of Children Who are American Indian or Alaskan Native	0
Number of Children Who are Asian	2
Number of Children Who are Black or African American	2
Number of Children Who are Native Hawaiian or other Pacific Islander	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).***

- o   Preschoolers (36 months to kindergarten entry)
- o   Toddlers (18-35 months)
- o   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**…

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

Additional Child Information Counts   [Edit]

	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	0

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

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

Screening Counts [Edit]

	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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3. Classroom/Session Information

FCCs will have only 1 session that the Hubbe Team has created for you. Do not remove this session.

4. Staff Information for Each Site and Session/Classroom

1. Confirm that the Site Supervisor and the Lead Teacher matches <u>your name and information</u> as the FCC Owner.

2. If you have other staff working at your family child care home as of March 31, 2025, enter them in Other Teachers, Instructional Assistants (Aides). 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.
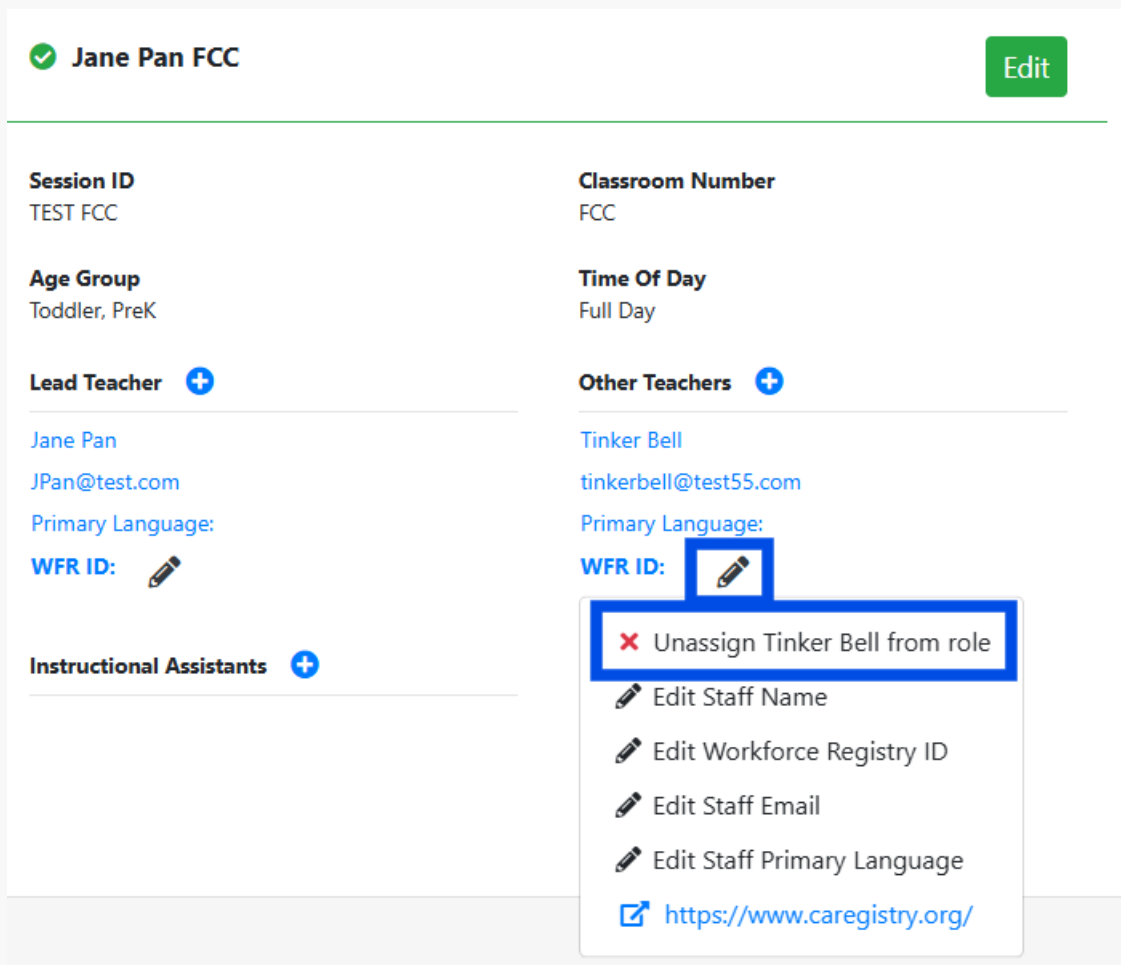
Edit staff information by clicking on the pencil next to the staff person's name/information.

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

Enter as many other teachers or instructional assistants as applicable.
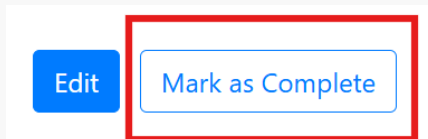
Staff information:

- First Name
- Last Name
- Email address
- (Optional) Primary Language
- Workforce Registry ID (WFR ID)
- Session/Classroom Role: Lead Teacher (FCC Owner), Other Teachers, Instructional Assistants

5. Submit the Site's CDF Wizard Report

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.

Next Steps: Once you have marked your Hubbe Profile as complete/submitted, 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 FCC Profile as 'Incomplete' so that you are able to go back and edit the information.
- Resubmit 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.

⊗ **Jane Pan**   **Edit**   **Mark as Complete**

Site ID   **Address**   **Phone Number**
Test_FCC_01   Alameda, 123 Somewhere Street , Alameda   510-222-2222
                             94501

Site Funding   **Languages Used with Children at the**   **Months Operational**
Head Start, Early Head Start, Private / Tuition- **Site**   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
☐ Private / Tuition-Funded Program
☐ Military
☐ Is the site funded by a source(s) other than the ones listed above?   [Other source of funding]

> 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.

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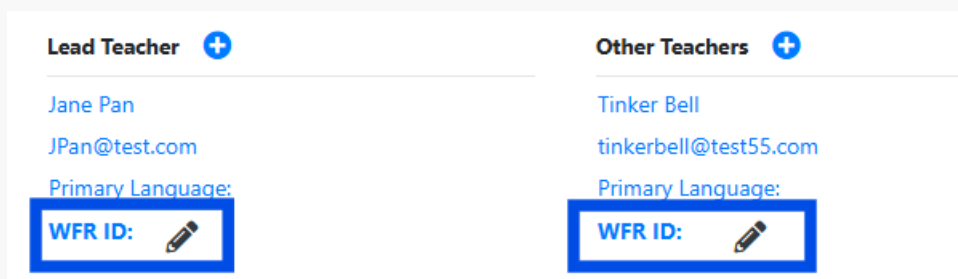
3. (Quality Counts Participants Only) What date should I use when reporting number of children screened by a developmental screening tool?

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.
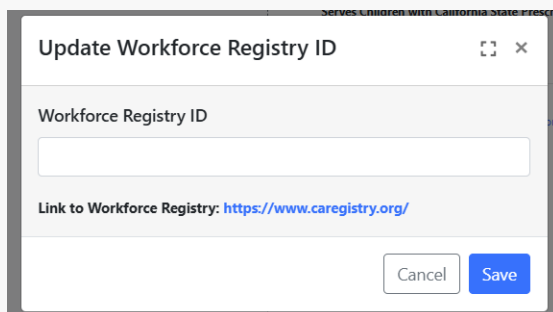
FAQ – Staff Information

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).

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
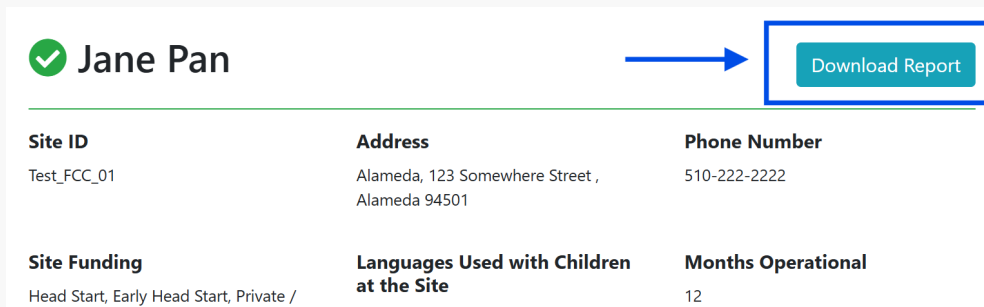- Talk to support staff, call toll free: (855) 645-0826

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.

FAQ – Confirm Submission Status &Download the Hubbe Profile

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

After successfully submitting your FCC's information, the "Download Report" becomes available at the top of your Hubbe CDF Wizard Profile. You may immediately download a PDF report.
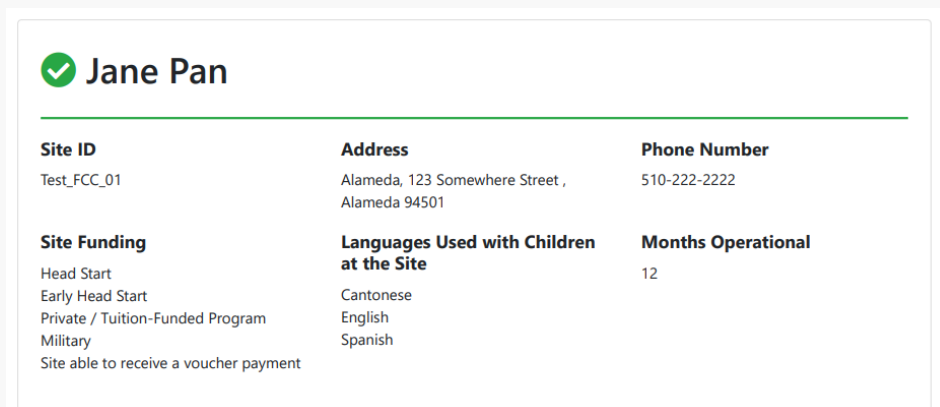
Click on "**Download Report**" in the upper right.

The download will be available as a PDF:

You can log-in back into your Hubbe profile later and view and download your submitted FCC Hubbe Profile.

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