



Use the following documentation to help you complete the application.

If you have any issues, contact ECSC Database Services at:

(505) 277-0469

(855) 633-2821 (NMDATA1)

Or, send an email to: ecscdata@unm.edu

Welcome to the New Mexico Tiered Quality Rating Improvement System (NMTQRIS), from this page you can begin your application to enroll your program in FOCUS. Before you begin, check the list next to the red outlined box below and ensure that you have all the information you need. If you have everything, click on the **Begin your application** button to start the process.



FOCUS Application

FOCUS Application

Welcome

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Before you begin your FOCUS application, please make sure you have the following information:

- Your Program's license number and licensed name
- Your Program's accreditation information
- Your Program's email address, phone number and address
- Your Program's student enrollment and language information
- Your Program's staff roster and staff education levels

* Participation in the FOCUS program requires an email address. If you don't have one, please get one through your favorite email provider

** Be prepared to enter both the physical and mailing address of your site

You will have the ability to save and resume later if you do not complete your application.

If you experience any issues, please contact support at:

ecscdata@unm.edu or call 1-855-NMDATA1 (663-2821)

Begin your application

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PULLTOGETHER.ORG



The FOCUS application has seven sections which you can exit from at any time by using the **Save and Resume Later** button located at the bottom of the application screen. You can use the **Previous** and **Next** buttons to move forward and backward through the sections. The sections are as follows: Program Info, FOCUS Info, Profile, Enrollment, Staff, Staff Education, Finish Application. In the pages that follow each of these sections is illustrated for you.

NMTQORIS

FOCUS Application > My Application

FOCUS Application Wizard

Program Info. FOCUS Info. Profile Enrollment Staff Staff-Education Finish Application

All fields marked with a red asterisk (*) are required

Basic Information

Licensed Program Name: *
As listed on your issued license
Program Licensed Name

Other Program Name:
Alternate Program Name

Corporate/Contractor Name: *
If you are not sure what to select here, please choose "Not Listed"
Select...

Program License Number: *
License Number

License Date: *
yyyy-mm-dd

License Expiration Date: *
yyyy-mm-dd

License Capacity: *
License Capacity

Primary Phone: *
(999)999-9999

Primary Ext:
Ext

Fax Number:
(999)999-9999

Primary Email: *
Primary Email

Secondary Phone:
(999)999-9999

Secondary Ext:
Ext

Secondary Email:
Secondary Email

Address

Primary address

Street Address: *
Street Address

Street Address Line 2:
Street Address Line 2

City: *
Select...

State: *
New Mexico

Zipcode: *
Zipcode

Mailing address

Street Address: *
Street Address

Street Address Line 2:
Street Address Line 2

City: *
Select...

State: *
New Mexico

Zipcode: *
Zipcode


☐ Same as primary address:

Previous Save and Resume Later Next

Callouts:

- Use the Program Name on your CYFD License.
- Alternate Program name or any other name your program is known by.
- Name of the company that owns your program, if applicable.
- Use the physical address of your program.
- Check box if your program's mailing address is the same as the physical address.

This page is a finished example of the **Program Info** page. Click **Save and Resume Later** or **Next** to move to the next section.



FOCUS Application > My Application

FOCUS Application Wizard

Program Info. FOCUS Info. Profile Enrollment Staff Staff-Education Finish Application

All fields marked with a red asterisk (*) are required

Basic Information

Licensed Program Name: *
As listed on your issued license
The Test Program

Other Program Name:
Alternate Program Name

Corporate/Contractor Name: *
If you are not sure what to select here, please choose "Not Listed"
Not Listed

Program License Number: *
123456

License Date: *
2016-07-01

License Expiration Date: *
2018-07-01

License Capacity: *
License Capacity

Primary Phone: *
(505)555-1212

Primary Ext:
Ext

Fax Number:
(505)555-5555

Primary Email: *
test_email@nomail.com

Secondary Phone:
(505)555-1212

Secondary Ext:
Ext

Secondary Email:
Secondary Email

Address

Primary address

Street Address: *
1313 Mockingbird Lane

Street Address Line 2:
Street Address Line 2

City: *
Albuquerque

State: *
New Mexico

Zipcode: *
87110

Mailing address

Mailing Address: *
P.O. Box 0000

Mailing Address Line 2:
Street Address Line 2

City: *
Albuquerque

State: *
New Mexico

Zipcode: *
87112

☐ Same as primary address:

Previous

Save and Resume Later

Next

If you clicked **Save and Resume Later**, you will receive this screen which offers a link to paste into your web browser (Chrome, Internet Explorer, etc.,) which allows you to return to your application. You can also fill in your email address and have this link mailed to you. At a later time, if you click on the link you will be put right back into the application to finish it.



FOCUS Application » My Application

FOCUS Application: Save progress and continue later

Save and Resume Later

Please copy the link below and save it in a safe place. You can use this link on any computer within 1 month to resume your FOCUS application. This link will be available until you finish and submit your application:

http://sandbox.nmtqris.org/applications/recover_application/PwZ4ezv8JE60iLW8cJKP1eXNy

Without the link, the data you have entered cannot be retrieved and you will have to start filling out your FOCUS application from the beginning. Please be aware that once you resume your application you will be redirected to the first tab to encourage you to review all the information previously entered.

Want us to email you this link? Enter your email below and click 'Send Link'.

Your email address*:


Send Link



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This page contains the **FOCUS Info** needed to complete the application.



FOCUS Application > My Application

FOCUS Application Wizard

Program Info. **FOCUS Info.** Profile Enrollment Staff Staff-Education Finish Application

All fields marked with a red asterisk (*) are required

FOCUS Designee

First Name: *

First Name

Middle Name:

Middle Name

Last Name: *

Last Name

Phone: *

{999}999-9999

Email: *

Email

Director

☐ Same as FOCUS Designee:

First Name: *

First Name

Middle Name:

Middle Name

Last Name: *

Last Name

Phone: *

{999}999-9999

Email: *

Email

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Save and Resume Later

Next

Type in the name of the person who will be the primary contact for everything related to FOCUS. This will be the person who will meet with the FOCUS consultant.

You only need to add a director if your program has a director who is not acting as the FOCUS/designee

Here is an example of a completed **FOCUS Info** screen that has both a FOCUS Designee and a Director.

[FOCUS Application](#) > [My Application](#)

FOCUS Application Wizard

[Program Info.](#) **FOCUS Info.** [Profile](#) [Enrollment](#) [Staff](#) [Staff-Education](#) [Finish Application](#)

All fields marked with a red asterisk (*) are required

FOCUS Designee

First Name: *

Hatley

Middle Name:

Middle Name

Last Name: *

Paine

Phone: *

(505)555-1211

Email: *

hatpaine@nomail.com

Director

☐ Same as FOCUS Designee:

First Name: *

Fairchild

Middle Name:

Middle Name

Last Name: *

Larkham

Phone: *

(505)111-1234

Email: *


flarkham@nomail.com

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Save and Resume Later

Next

The FOCUS **Profile** section is shown below:



FOCUS Application > My Application

FOCUS Application Wizard

Program Info. FOCUS Info. **Profile** Enrollment Staff Staff-Education Finish Application

All fields marked with a red asterisk (*) are required

Program Type: *

Select...

Business Type: *

Select...

Current Star Level: *

Select...

Service Type:

☐ Head Start Participant

☐ New Mexico PreK

☐ Service Out Of School Time

☐ Faith Based

☐ Tribal

Primary Language spoken at Program:

Select...

Choose the primary language spoken. If the program is bilingual choose English and Spanish

Are you currently under a "Conditions of Operation" due to non-compliance with licensing regulations? *

Select...

Have you recently received a Class A, B, or C license deficiency? *

Select...

Is your Program Currently accredited? *


Select...

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The example show below is of a completed **Profile** section.



FOCUS Application >> My Application

FOCUS Application Wizard

[Program Info.](#) [FOCUS Info.](#) **Profile** [Enrollment](#) [Staff](#) [Staff-Education](#) [Finish Application](#)

All fields marked with a red asterisk (*) are required

Program Type: *

Child Care Center

Business Type: *

Non-Profit

Current Star Level: *

Unknown

Service Type:

☒ Head Start Participant

☒ New Mexico PreK

☐ Service Out Of School Time

☐ Faith Based

☐ Tribal

Primary Language spoken at Program:

English and Spanish

Are you currently under a "Conditions of Operation" due to non-compliance with licensing regulations? *

No

Have you recently received a Class A, B, or C license deficiency? *

No

Is your Program Currently accredited? *


Yes

Accrediting Organization:


NECPA - National Early Childhood Program Accreditation

Accreditation License: *

123321

Start Date: 

2016-05-10

Renewal Date: 

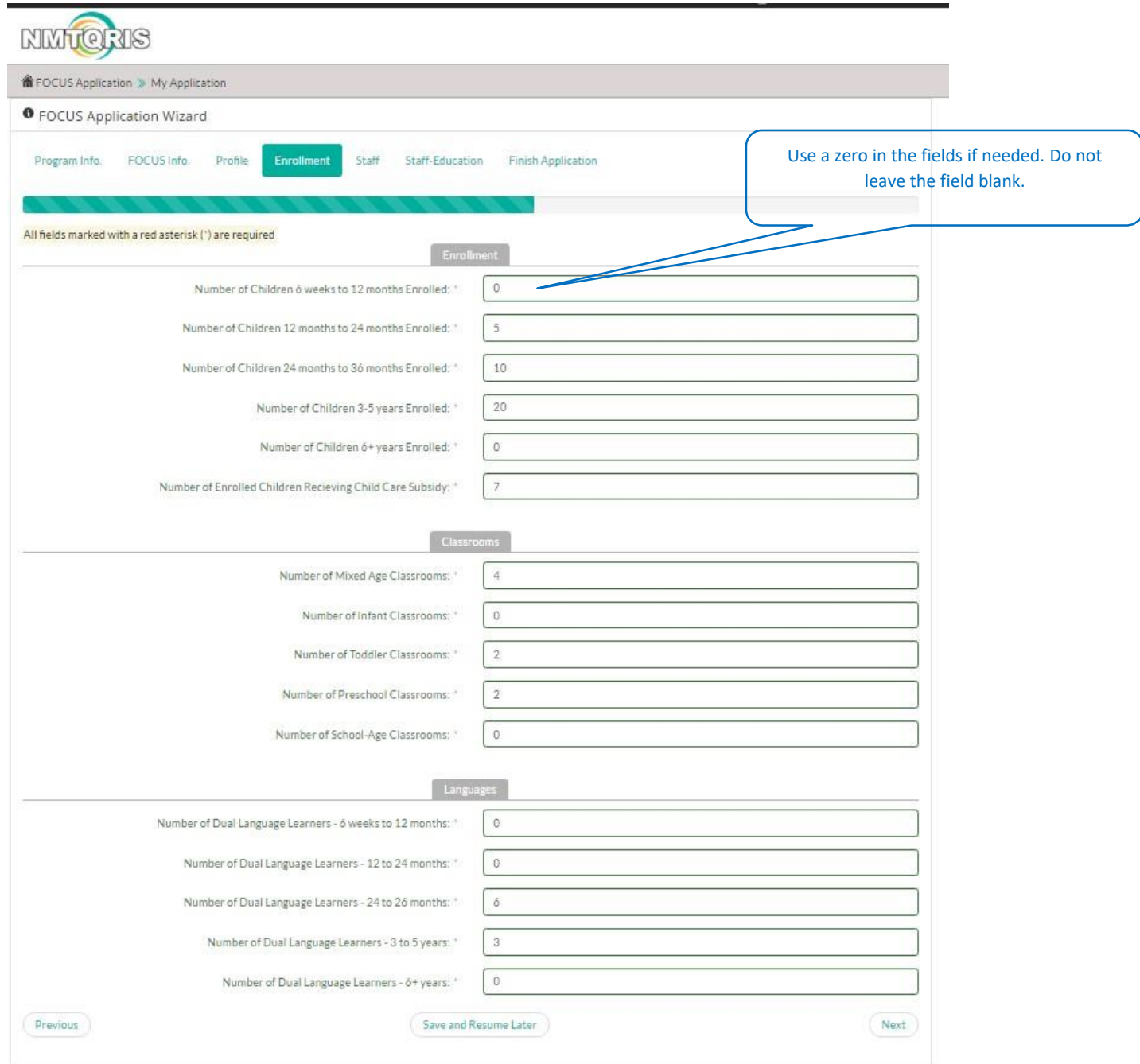
2018-06-01

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The example show below is of a completed **Enrollment** section.



NMTORIS

FOCUS Application > My Application

FOCUS Application Wizard

Program Info FOCUS Info Profile **Enrollment** Staff Staff-Education Finish Application

All fields marked with a red asterisk (*) are required

Enrollment

Number of Children 6 weeks to 12 months Enrolled: *	0
Number of Children 12 months to 24 months Enrolled: *	5
Number of Children 24 months to 36 months Enrolled: *	10
Number of Children 3-5 years Enrolled: *	20
Number of Children 6+ years Enrolled: *	0
Number of Enrolled Children Receiving Child Care Subsidy: *	7

Classrooms

Number of Mixed Age Classrooms: *	4
Number of Infant Classrooms: *	0
Number of Toddler Classrooms: *	2
Number of Preschool Classrooms: *	2
Number of School-Age Classrooms: *	0


Languages

Number of Dual Language Learners - 6 weeks to 12 months: *	0
Number of Dual Language Learners - 12 to 24 months: *	0
Number of Dual Language Learners - 24 to 36 months: *	6
Number of Dual Language Learners - 3 to 5 years: *	3
Number of Dual Language Learners - 6+ years: *	0

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Use a zero in the fields if needed. Do not leave the field blank.

Staff Section – Fill out each section completely. Use a zero (0) if you don't have staff in a particular category. The system counts your staff members and will reconcile them with the categories on the **Staff Education** page.



FOCUS Application >> My Application

FOCUS Application Wizard

Program Info. FOCUS Info. Profile Enrollment **Staff** Staff-Education Finish Application


All fields marked with a red asterisk (*) are required

	Full Time (20+ hours/week)	Part Time (Less than 20 hours/week)
How many lead Educators are in your program?*	<input type="text" value="Full-time"/>	<input type="text" value="Part-time"/>
How many Assistant Educators are in your program?*	<input type="text" value="Full-time"/>	<input type="text" value="Part-time"/>
How many educators work with childrens, but are not assigned to a specific classroom? (e.g. admin staff, floaters, substitutes, kitchen staff, drivers, etc)*	<input type="text" value="Full-time"/>	<input type="text" value="Part-time"/>
Total Educators	<input type="text" value="Total Full-time"/>	<input type="text" value="Total Part-time"/>
During the past 12 months, how many educators were hired to work in your program?*	<input type="text" value="Full-time"/>	<input type="text" value="Part-time"/>
During the past 12 months, how many educators have left your program for any reason?*	<input type="text" value="Full-time"/>	<input type="text" value="Part-time"/>

[Previous](#) [Save and Resume Later](#) [Next](#)

Use a zero in the fields if needed. Do not leave the field blank.

The example below shows a completed **Staff** page.



FOCUS Application > My Application

FOCUS Application Wizard

Program Info. FOCUS Info. Profile Enrollment **Staff** Staff-Education Finish Application

All fields marked with a red asterisk (*) are required

	Full Time (20+ hours/week)	Part Time (Less than 20 hours/week)
How many lead Educators are in your program?*	<input type="text" value="4"/>	<input type="text" value="3"/>
How many Assistant Educators are in your program?*	<input type="text" value="2"/>	<input type="text" value="2"/>
How many educators work with childrens, but are not assigned to a specific classroom? (e.g. admin staff, floaters, substitutes, kitchen staff, drivers, etc)*	<input type="text" value="1"/>	<input type="text" value="2"/>
Total Educators	<input type="text" value="7"/>	<input type="text" value="7"/>
During the past 12 months, how many educators were hired to work in your program?*	<input type="text" value="4"/>	<input type="text" value="0"/>
During the past 12 months, how many educators have left your program for any reason?*	<input type="text" value="0"/>	<input type="text" value="0"/>

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Next

On the **Staff Education** page, fill out all the field completely. The Total Educators number at the bottom should match the Total Educators from the previous page.

NMTQRIS

FOCUS Application > My Application

FOCUS Application Wizard

Program Info. FOCUS Info. Profile Enrollment Staff **Staff-Education** Finish Application

All fields marked with a red asterisk (*) are required

Number of Educators with no high school diploma or GED: *	<input type="text" value="0"/>
Number of Educators with a high school diploma or GED: *	<input type="text" value="0"/>
Number of Educators with a CDA (Child Development Associate): *	<input type="text" value="1"/>
Number of Educators with some Early Childhood Education: *	<input type="text" value="6"/>
Number of Educators with a NM Child Development Certificate: *	<input type="text" value="2"/>
Number of Educators with AA Degree in ECE or related field: *	<input type="text" value="1"/>
Number of Educators with BA Degree in ECE or related field: *	<input type="text" value="2"/>
Number of Educators with MA Degree in ECE or related field: *	<input type="text" value="2"/>
Number of Educators with PhD Degree in ECE or related field: *	<input type="text" value="0"/>
Total Educators	<input type="text" value="14"/>

*The Total Educators from the Staff Tab (listed here), should match the Total Educators on this tab:

14

Use a zero in the fields if needed. Do not leave the field blank.

These numbers need to match.

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Finish Application – Use the **Previous** button to move through the pages and check your work for missing data fields. When complete, click on **Finish** to submit your application.



FOCUS Application >> My Application

FOCUS Application Wizard

Program Info. FOCUS Info. Profile Enrollment Staff Staff-Education **Finish Application**

All fields marked with a red asterisk (*) are required

You are almost done! This is the last stop before submitting your FOCUS Application. Please be sure that all the information previously entered is correct by navigating to each of the tabs above and double-checking that the information is correct.

Once you are ready, please click on the "Finish" button below and CYFD will be notified that you have submitted your application. Please note: if you previously saved your application to "continue later", the link you received by email will no longer work.

A confirmation email will be sent to the **"Primary Email" email address** located under the "Program Info." tab. Please double check that email address before submitting your application.

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Save and Resume Later

Finish

This message appears when your application is complete!



[Home](#) [FOCUS Application Complete](#) » [My Application](#)

FOCUS Application: Complete

i No further action on your part is required



Your FOCUS application has been received and is under review. You will receive an email from a CYFD Representative within 5 business days regarding the status of your application. Next steps will be explained at that time. If you have questions about your FOCUS application, or do not hear from CYFD within 5 business days, please contact the Administrative Support Bureau, at 505-827-7946

If you need assistance, please contact ECSC Database Services at:

(505) 277-0469

(855) 633-2821 (NMDATA1)

Or, send an email to: ecscdata@unm.edu