Delaware Stars *for Early Success*
Delaware Institute for Excellence in Early Childhood
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Newark, DE 19716 (302)831-3239
FAX: (302)831-4223
http://www.dieec.udel.edu
http://delawarestars.udel.edu

Database Contact Form

Delaware Stars uses an online database to support programs in their quality improvement journey. This online database is a secure site housed within the Delaware Department of Education. All technical assistants use this database and we are excited to now provide access to programs in Delaware Stars. With access to this database a program can: update program characteristics (classroom, staff, enrollment), view staff qualifications connected to the career lattice, review the program Quality Improvement Plan developed with their Stars TA, apply for grants, and much more. The goal of providing database access to programs is to support more coordinated work between programs and their technical assistants throughout the quality improvement journey.

Within a program you can decide who will have access to your program information. Access will be provided across four categories:

- Primary Stars contact: Will receive notifications. Can view database. Cannot edit database. This is the person who most actively works with the Stars TA (technical assistant) to support quality improvement within your program. This person is usually the Program Director or Owner.
- Financial Contact: Will receive financial notifications. Can view database. Cannot edit database. This point of contact will be the individual who manages grant requests and tiered reimbursement information. For some programs this may be the same as the Primary Stars contact.
- Program Director/Owner: Will receive notifications. Can edit/update program & staff information. This category is for any program that has a director who does not fall into any of the above categories and would like access to the database.

If you have had previous access via a public school in Delaware, your past user name and password are valid. If you have forgotten your password you can always retrieve it from IMS.

If you currently have CACFP/E-school plus sign on access for IMS email your username to bruane@udel.edu
CACFP/ IMS username (if applicable): _____

Please fill out the table below to let us know who you would like to be your program's authorized database users.

Program Name as appears on OCCL License:
_____

Program Role	Contact Name	Phone Number	Email Address	Preferred method of contact
Primary Stars Contact				☐ Email ☐ Phone
Financial Contact				☐ Email ☐ Phone
Program Director/Owner				☐ Email ☐ Phone
				☐ Email ☐ Phone

Please note that if any of the individuals listed in the table above leave your program you will need to notify Stars immediately so that access can be removed. Only members actively associated with each program should be given access.