

# **COMPASS**

## **Early Learning Program and Provider Search Quick Reference Guide**



**COMPASS**

**CLICK. APPLY. BENEFIT.**

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## COMPASS Child Care and Early Learning Program Search Overview

COMPASS Child Care and Early Learning Program Search is Pennsylvania's fast and easy way to find child care and early learning programs within the state. With the click of a button you can find the programs in your area that best meet the needs of your child(ren) and even get directions to the location(s) of the program(s).

### Get Started Now

To access the COMPASS Early Learning Program and Provider Search:

- Navigate to [www.FindChildCare.pa.gov](http://www.FindChildCare.pa.gov) OR
- From the *COMPASS Home* page, scroll to the bottom of the page under **Provider Search** and click the [Find Early Learning Programs and Child Care Providers](#) link.

### Returning Users

Perform a search using any of the following methods:

- Basic Search (available on the initial landing page) allows you to search by your address and child(ren)'s age(s) or by a Provider's name and address. This search is for 1 mile radius around the location entered.
- Advanced Search (accessed by clicking Advanced Search on the initial landing page) allows you to search by address or Provider name and address, but with an option for distance up to 30 miles radius from the location entered. In addition, you can search by county or school district and narrow down your search by selecting specific programs offered, schedule, environment, transportation available and financial aspects.

**This Quick Reference Guide is designed to assist you in the use of the  
COMPASS Early Learning Program and Provider Search.**

## Basic Navigation Tips

Before you get started, here is some useful information that will help you become familiar with the look and feel of COMPASS and the Child Care and Early Learning Program Search pages.

### Buttons

The most frequently used page elements in COMPASS are buttons.

Frequently used BUTTONS include:

- **Next** – Takes you to the next page.
- **Prev** – Takes you back to the previous page.
- **FIND A PROVIDER**– Starts a search based on your entered search criteria.
- **Tool Tip (? button)** – Pops out a description of the item. To close, click anywhere on the page.
- **Apply Filters** – Applies your specified filters to further refine search results.
- **REFINE SEARCH** – Lets you modify your original search criteria and re-execute the search.
- **CLOSE** – Closes a pop-up window.
- **EXPAND ALL** – Expands to provide additional information.
- **COLLAPSE ALL** – Collapses to hide or reduce the amount of information displayed.
- **Ascending or Descending Order** – Up and down arrow buttons that sort results in ascending or descending order.
- **View My List** – Navigates you to the *My List* page where you can export a summary or detailed report that lists your selected search results.



### Links

Links allow you to move to a page within the COMPASS Child Care and Early Learning Program Search or to other websites. Clicking a link opens the page described by that link.

Links are identified by underlined text. Once a link is clicked, it will change color to indicate that the page has been accessed.

Link to [www.FindChildCare.pa.gov](http://www.FindChildCare.pa.gov) for example

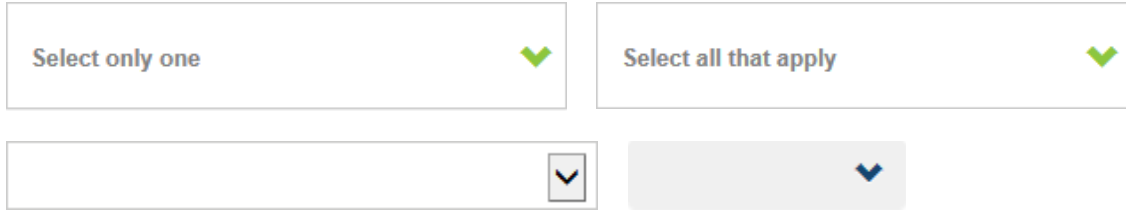
## Check Boxes

Check boxes allow you to select and deselect multiple options.

- Early Child Care in High School
- Kindergarten
- Montessori
- Faith Based Organization
- Intergenerational Care

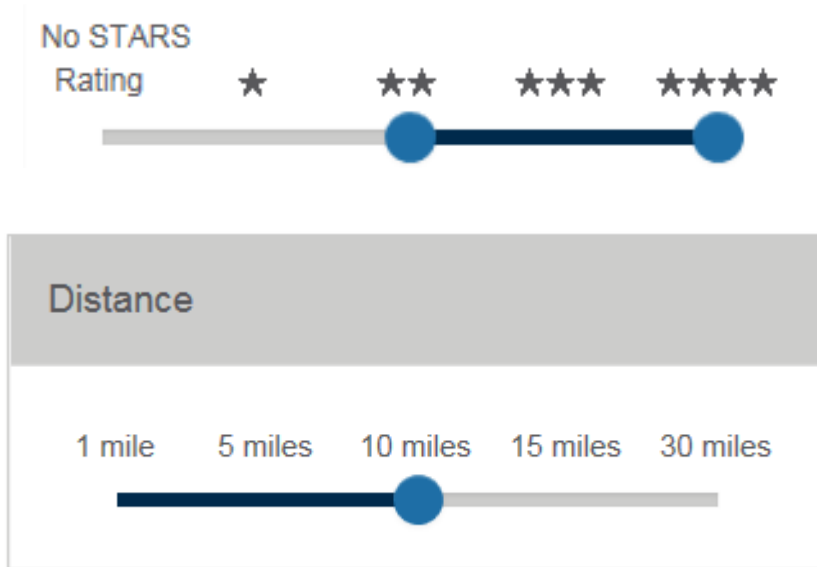
## Drop-down Boxes

Drop-down boxes allow you to select one or more options from an expandable list. Drop-down boxes are identified by a down arrow to the right of the box.



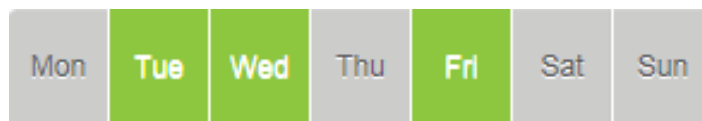
## Bar Slider

A bar slider allows you to select one parameter or a range within that parameter by selecting and dragging the beginning and / or the ending slider.



## Day Selector

The day selector allows you to select and deselect the day(s) of the week during which you need services for your child(ren) at a child care or early learning program.



## COMPASS Child Care and Early Learning Program Search Home Page

The *COMPASS Child Care and Early Learning Program Search* home page provides you with links to a variety of helpful tools and information, as well as providing the ability to conduct basic and advanced searches.

### Header Area

Near the top of the page is a series of general links. These links provide access to additional information about child care and early learning programs.

1. **Pennsylvania PA (keystone) logo** – Click this logo to navigate to the Pennsylvania *Department of Human Services* home page.
2. **COMPASS logo** – While using the COMPASS Child Care and Early Learning Program Search, click this logo to navigate back to the search home page.
3. **Language** – The COMPASS Child Care and Early Learning Program Search pages automatically display in English. Click the [Español](#) link to view the pages translated in Spanish. Click the [English](#) link to return to the English translation.
4. **Contact Us** – This page provides contact information for Early Learning Resource Centers (ELRC), Regional Licensing Offices and other early learning program offices.
5. **FAQ** – This page displays the website's Frequently Asked Questions (FAQ) and related answers.
6. **Site Map** – This page displays links that provide direct access to pages within the COMPASS website and associated websites. Click on the Site Map links to go directly to the page or site that is of interest.
7. **Learn about OCDEL** – Click the Learn about OCDEL link, to display information about the Office of Child Development and Early Learning (OCDEL) and to access links to all the various early learning, child care and early intervention programs supported by OCDEL.
8. **Take a Tour** – Click this link to watch a virtual tour that explains how to use the Child Care and Early Learning Program Search pages.

### Basic Search Types

1. **By Address** – Perform a search for up to one mile radius using any of the following criteria:
  - a. Address, city or ZIP code
  - b. Children's ages
2. **By Provider Name** – Perform a search for up to one mile radius using any of the following criteria:
  - a. Provider's name
  - b. Address, city or ZIP code (optional)
3. **Advanced Search** – Access more advanced criteria to refine your child care and early learning program search results. Refer to the **Advanced Search** section of this document for more details on this page.

## Other Links on Home Page

1. **Programs** – Links are available to view information on the following programs:
  - a. **Child Care** – Click **See If You Qualify** to learn more about how to gain help with paying for child care.
  - b. **Early Learning** – Click **Look at Your Choices** to learn more about early learning programs offered by various providers in Pennsylvania.
  - c. **Keystone STARS** – Click **Learn More** to read about this voluntary program that Pennsylvania providers are participating in.
2. **Carousel** – Cycle through and click any of the buttons to view various pages within the *Pennsylvania's Promise for Children* website.
3. **Submit a Complaint or Incident** – Click to submit a complaint or incident related to a specific early learning program or child care provider.
4. **Request a List** – Click to submit a request for a full list of provider locations using your selected criteria. This list will be emailed to you within 2 business days.



## Advanced Search

From the COMPASS Child Care and Early Learning Program Search home page, click **Advanced Search** to navigate to this page. This page offers four search types as well as a many additional search criteria to further refine your search.

### Advanced Search Types

Perform a search using any of the following search types:

1. **By Address**
  - a. Address, city or ZIP code (For best results, do not include PA in a City or ZIP code search.)
  - b. Distance (radius) from address entered (select by up to 30 miles)
  - c. Children's ages
2. **By Provider Name**
  - a. Provider's name
  - b. Address, city or ZIP code (optional)
  - c. Distance (radius) from address entered (select by up to 30 miles)
3. **By County**
  - a. County (select up to two)
  - b. Municipality (optional, select up to three)
  - c. Children's ages
4. **By School District**
  - a. County (selections here dictate what is available in the School District drop-down)
  - b. School District (select up to two)
  - c. Children's ages

### Additional Criteria

The following additional search criteria may be entered to refine your search. Based on the child(ren)'s age(s) entered during a search, some of these criteria may already be selected. For example, if an age of 4 or younger is selected, **Early Intervention** would automatically be selected on the *Programs* tab. Criteria may be selected or deselected as you desire, prior to performing a search.

1. **Programs** – Narrow your search to certain Child Care or Early Learning programs.
2. **Schedule** – Narrow your search to programs that operate during certain days or hours during the day; follow certain general schedules (such as 24 hour care or care before or after school); or provide meals.
3. **Environment** – Narrow your search by provider type, environment (such as peanut-free), special accommodations (such as administers injections), additional activities (such as help with homework or field trips), accreditations, STARS rating, or speak / teach / support a certain language.
4. **Transportation** – Narrow your search to programs that are near public transportation or that utilize school district transportation.
5. **Financial** – Narrow your search to programs that participate in financial assistance programs or charge additional fees.

## Search Results

Your search results are displayed on the *Search Results* page. If you are unhappy with the search results, you may refine your search criteria and re-execute the search.

## View, Sort and Filter Results

1. **Programs tabs** – The search results are displayed in tabs by the following programs. To view the results for a particular program, select the desired tab. If there are results within that program, the number of results is displayed on the program tab.
  - a. Child Care
  - b. Head Start
  - c. PA Pre-K Counts
  - d. Early Intervention
  - e. Home Visiting Programs
  - f. Additional Programs (Private Academic School and School District Pre-Kindergarten)
2. **Sort By** – Select one of the following criteria to sort the list of results:
  - a. City
  - b. Distance (only available when searching by address)
  - c. Enrollment (*Call for Availability or Not Enrolling*)
  - d. Provider Name
  - e. STARS Rating
  - f. ZIP Code
3. **Filters** – The following criteria can be changed to further refine your search results. Make selections, then click the **Apply Filters** button. *The filters are currently available on the Child Care program tab only.*
  - a. Distance (only available when searching by address, select up to 30 miles)
  - b. STARS Rating (select a range from No STARS to four STARS)
  - c. Hours of Operation (select specific days of the week and hours of the day)
  - d. Provider Type (Child Care Center, Family Child Care Home or Group Child Care Home)
  - e. Financial Programs Accepted (Child Care Works, Child Welfare Agency or Scholarship)
  - f. Languages (may select one)
4. **More Details** – Click this link to view the following additional details about a program listed in your search results:
  - a. Provider Type (*Child Care program tab only*)
  - b. Certification status and history (*Child Care program tab only*)
  - c. School District(s) Served
  - d. Languages supported, spoken or taught
  - e. Hours of Operation (*Child Care program tab only*)
  - f. Ages Served, Rates and other financial-related details (*Child Care program tab only*)
  - g. Accreditations
  - h. Special Accommodations
  - i. Meal Options (*Child Care program tab only*)
  - j. School and Public Transportation (For best results, perform an Advanced Search By Municipality)

## Export My List Report

Use this feature to create a list of up to 25 programs in a summary format or up to 5 programs in a detailed format to view or print as a spreadsheet or PDF.

1. **Add to My List** – Click this link next to any provider that you want to add to your list.
2. **Remove From My List** – Click this link next to a program that you want to remove from your list.
3. **View My List** – Click this link to view the list of programs you have selected (this displayed the *My List* page).
4. **Export Report** – Select the programs from the *My List* page that you would like to view in a report, then select the format in which you wish to generate the report from this drop-down box.

**Note:** *Depending upon your browser, installed applications and settings, you will have various options that allow you to save, open and / or print the report you have exported.*