



ANNOUNCEMENT: ELS/KS-09 # 20
ELS/HS # 06
OFFICE OF CHILD DEVELOPMENT & EARLY LEARNING

ISSUE DATE: July 10, 2009
EFFECTIVE DATE: July 10, 2009
SUNSET DATE: On-Going

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| SUBJECT: | Access to the Early Learning Network Secure Web-Based System - PELICAN |
| TO: | OCDEL Contractors and/or Grantees Including: Head Start Supplemental Assistance Programs; Regional Keys Directors and Managers, Accountability Block Grant Early Childhood Contacts |
| FROM: | Harriet Dichter Deputy Secretary, Office of Child Development & Early Learning |

A handwritten signature in black ink that reads "Harriet Dichter".

PURPOSE:

To provide user registration forms and instructions for NEW users to gain access to Pennsylvania's Enterprise to Link Information for Children Across Networks (PELICAN) for the Early Learning Network (ELN) and Ounce Scale Online/Work Sampling Online, if applicable. New users include Accountability Block Grant (ABG) Pre-Kindergarten programs, Head Start State Supplemental Assistance Programs, and Keystone STARS 3 and 4 child care centers who are not currently participating in PELICAN as part of a PA Pre-K Counts grant. This Announcement also provides instructions when access should be revoked.

BACKGROUND:

The Office of Child Development and Early Learning (OCDEL) developed PELICAN-ELN, a secure web-based system as a comprehensive unified data system that allows authorized users to assess individual-level child outcomes across multiple programs. PELICAN-ELN links existing data systems and will collect additional information on child and family services across program areas. When fully implemented, the data will be used to inform state policy decisions, investments and improvement efforts for early educational programs. In order to meet these goals, all Legal Entities must provide the necessary information through PELICAN-ELN. Potential PELICAN-ELN users must submit complete documentation to gain access.

DISCUSSION:

New User Registration:

The Commonwealth requires that each individual user of a state administered information technology system read the attached Management Directive 205.34. It is imperative that each individual requesting access to PELICAN-ELN:

- (1) Complete/Sign Enclosure 3 of that Directive, and
- (2) Complete the Account Request Form using the Account Request Form Instructions.

Please refer to page 2 of the Account Request Form Instructions when designating user roles on the Account Request Form. Use sound judgment when deciding which individuals to authorize access to PELICAN-ELN.

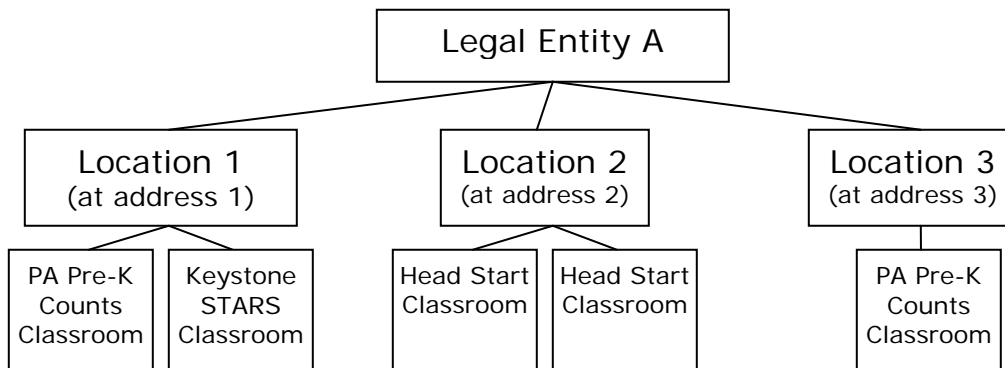
Two user roles are available in PELICAN-ELN.

1. The Legal Entity user role allows the user to access all locations within a Legal Entity's scope. For purposes of this announcement, the term "legal entity" corresponds to the school district for each ABG Pre-Kindergarten grant; the child care legal entity as defined by regulations for Keystone STARS; the grantee for each Head Start State Supplemental Assistance Program or PA Pre-K Counts; the county/jointer program for Infant/Toddler Early Intervention; and, the MAWA for Preschool Early Intervention. Assign this role to one or two individuals who normally would be authorized to access all program, teacher and child demographic information.
2. The Location/Service Site user role allows a user access to a specific location. Each Location/Service Site has a unique address. Examples of Location/Service Sites are: the elementary school where the ABG Pre-Kindergarten program operates; the community center where the Head Start program operates; and, the child care center that holds the STAR designation. Assign this role to one or two individuals who would normally be authorized to oversee all program, teacher, and child demographic information at the location.

ELN has specific requirements for access to certain data elements. Some of these fields are specific to the early learning program for which a user has access. OCDEL recommends that Legal Entities authorize access to a limited number of trusted individuals. Assign each user to one or more of the following ELN Programs, in addition to the role mentioned above, in order to access information regarding that program:

- ABG Pre-Kindergarten
- Keystone STARS
- Head Start
- PA Pre-K Counts
- Infant/Toddler Early Intervention
- Preschool Early Intervention

The following diagram displays a possible provider structure within PELICAN-ELN.



Using the structure above for Legal Entity A,

- A Legal Entity Keystone STARS user will have access to all Locations and the Keystone STARS data within Location 1.
- A Legal Entity PA Pre-K Counts user will have access to all Locations and the PA Pre-K Counts data in Locations 1 and 3. To gain access to the Keystone STARS data in Location 1, the user will need to check Keystone STARS on the Account Request Form. To gain access to the Head Start data in Location 2, the user will need to check Head Start on the Account Request Form.
- A Location/Service Site PA Pre-K Counts user for Location 1 will only be able to access data in Location 1, including the PA Pre-K Counts data. This user will not be able to access data associated to the PA Pre-K Counts classroom in Location 3. To gain access to Location 3, the user will need to complete a new Account Request Form.
- A Location/Service Site Head Start user for Location 2 will not be able to access data associated to Location 1 or Location 3.

As previously stated, a signed Enclosure 3 and complete Account Request Form is necessary to create a user account. For ELN implementation scheduled for August 29, 2009, the deadline to submit completed forms to OCDEL is **July 24, 2009**. This will help to ensure that a user ID and password is emailed to the user during the last week of August 2009. For post-implementation account requests, once OCDEL receives the completed forms, it will take **approximately one week** for a user ID and password to be emailed to a user.

Once an account is established, the email address for the user will be added to the PELICAN System Impact distribution list. Emails from "PW, OCDEL-PELICAN System Impact" will be sent to inform users of planned or unplanned system downtime, enhancements and changes to PELICAN-ELN.

Current User Termination:

Whenever an authorized user should no longer have access to PELICAN-ELN (i.e. termination or transfer), the Legal Entity is responsible to insure that a request for account deletion is immediately submitted to OCDEL. Upon receipt of such request, the individual's account will be deleted and the user will no longer be able to access PELICAN-ELN. Mail or fax requests for account deletion to OCDEL to the attention of PELICAN-ELN Account Deletion.

NEXT STEPS:

1. Regional Keys should forward this announcement to Legal Entities of Keystone STARS 3 and 4 child care centers in their region. Legal Entities should forward this announcement as appropriate to all Locations and must verify that all users have read the attached documents.
2. Regional Keys should work with the Keystone STARS 3 and 4 child care centers in their region to ensure that each program is aware of the need to complete the attached Enclosure 3 and Account Request Form. All OCDEL communications about the process to gain access to PELICAN-ELN should follow Announcement ELS/KS-08 #28.
3. Preschool Program Specialists should work with the Accountability Block Grant Pre-Kindergarten and Head Start State Supplemental Assistance Program providers in their areas to ensure that each provider is aware of the need to complete the attached Enclosure 3 and Account Request Form in order to gain access to PELICAN-ELN.
4. Accountability Block Grant Pre-Kindergarten programs, Head Start State Supplemental Assistance Programs, and Keystone STARS 3 and 4 child care centers should mail or fax the completed and signed Enclosure 3 and Account Request Form for **each new** user to OCDEL at the address below **by July 24, 2009**. Explanations of the information to provide on the forms are attached.

PELICAN-ELN Access Request
Office of Child Development and Early Learning
333 Market Street, 6th Floor
Harrisburg, PA 17126-0333
Fax: 717-346-9330 or 717-787-1529

5. Legal Entities that have questions about or need assistance with any of the requirements mentioned in this Announcement are encouraged to send an e-mail to earlylearningnetwork@pattan.net.