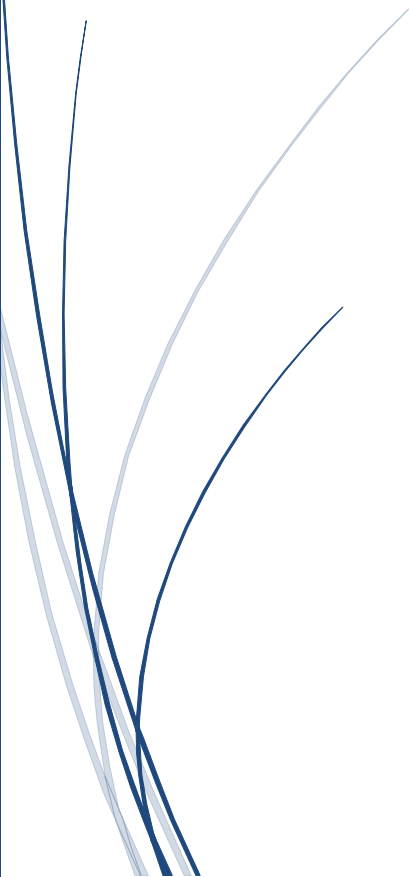




Version 3.0

PELICAN: New Provider Training Guide



Office of Child Development and Early Learning (OCDEL).
COMMONWEALTH OF PENNSYLVANIA

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OVERVIEW

Pennsylvania's **E**nterprise to **L**ink **I**nformation for **C**hildren **A**cross **N**etworks (PELICAN) is the over-arching system that supports the Office of Child Development and Early Learning (OCDEL). PELICAN

Integrates OCDEL's child care programs under a single management information system. All early learning services information is managed within PELICAN.

The purpose of this New Provider User Training Guide is to provide a step by step reference for entering data into the PELICAN system for the following users:

- Pre-K Counts (PKC) Lead Agencies (LA)
- Head Start (HS) Lead Agency (LA)
- Early Learning Network (ELN) STARS Providers – Legal Entities (LE)
- Location Users (LU):
 - STARS ELN LU
 - PKC LU
 - HS LU

The goal of this reference is to minimize the amount of time you spend entering data so that you will have more time to devote to your children.

Getting Access to PELICAN ELN for PA Pre-K Counts, Head Start & STAR Providers

To access and use the PELICAN system, you must first obtain a username and password that will allow you to properly log into the system. In order to get your PELICAN username and password, you must first complete a “PELICAN Account Request Form.” This form takes approximately 2-3 weeks to process so it is important to complete it as soon as you know you will be entering data into the ELN/PKC System. If you have a user name for Provider Self Service already, please be sure to note this on the form prior to submitting.

You may click on [PELICAN Account Request Form](#) to download the form. If you have trouble accessing this link, follow the steps provided below to find and download the form:

1. Visit the Pennsylvania Key’s website (www.pakeys.org).
2. Click [Early Childhood Programs] from the Navigation Menu.
3. Click [PELICAN] on the left side of the screen.
4. Click [PELICAN Account Request Form]. At this time, you will want to review the System Requirements as well.
5. To help you complete the form, OCDEL has included detailed instructions within this form. Follow these instructions, complete the form and return it as instructed.
6. For security purposes, you will receive 2 emails:
 - a. Email identifying your user name “b-xxxxx”
 - b. Email identifying your password.

Regarding any concerns that you may have about the PELICAN system, you are always encouraged to contact the PELICAN Help Desk at 877-491-3818 or by email at ra-eln@pa.gov where there are caring people to answer your questions, resolve technical problems and above all, help you become an independent user of the PELICAN system.

Logging into PELICAN

Once you have received your Username and Password, you are ready to proceed. For this user guide, we will be using the Username **b-uatslds007**. User names are case sensitive. User name b-uatslds007 and B-UATSLDS007 are different user names. Please be careful to note what cases (lower or upper case) your user name uses.

1. Click the PELICAN link <https://www.pelican.state.pa.us/>.
 - a. Enter your Username.
 - b. Enter your Password.
 - c. Click [LOGIN].



Figure 1 PELICAN Login Screen

2. The type of PELICAN User you are will determine what you will see when you first login to the system. A LA or LE will see things differently than a Location User. You will be taken to the *PA Pre-K Counts Home* page that matches your combination of Program (Ex. Head Start) and the Security Access Role (Ex. Lead Agency) which you have been granted.
 - a. PKC & HS Lead Agencies – Lead Agencies will see the same *PA Pre-K Counts Home* page when they login to the system. Location Users will have an extra screen from which they will select their individual location before the *PA Pre-K Counts Home* page is displayed as shown below.

Note: For Lead Agencies/Partners, you will have links in the Navigation Menu for **Financial Management** and **Quality Management**. This functionality is not available for Location Users or ELN STARS Providers.



The screenshot displays the 'PA Pre-K Counts Home' interface for a Lead Agency (LA). At the top, the Pennsylvania Pelican Early Learning Network logo is on the left, and the title 'Pennsylvania's Enterprise to Link Information for Children Across Networks' is in the center. A navigation bar contains links: 'My Providers', 'Home', 'Financial Management', 'My Details', 'Quality Management', 'Tools', 'Child Information', and 'Reports'. Two red arrows point to 'Financial Management' and 'Quality Management'. Below the navigation bar, the page title 'PA Pre-K Counts Home' is shown. The main content area is divided into two sections. On the left, under the heading 'Status', there is a blue box with links: 'Alerts', 'Funds Inbox', 'Correspondence', and 'Reports'. On the right, under the heading 'Welcome to PA Pre-K Counts Broadcast Messages', there is a test message: 'Attention: test' with a 'Posted Date: 21 March 2013'. The footer contains 'UserID: b-uatslds007' and 'System Acceptance Test for PA Pre-K Counts | Version 1.0.0.0'.

Figure 2 PA Pre-K Counts Home – for PKC/HS LA

- b. ELN Stars Provider – Legal Entities – *PA Pre-K Counts Home* page has a different Navigation Menu as we discussed above. Several options do not exist for ELN Star Providers including Financial Management, Quality Management and Tools.



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Pennsylvania's Enterprise to Link Information for Children Across Networks

Help | Logout

My Providers | Home | My Details | Child Information | Reports

PA Pre-K Counts Home

Status

Alerts Reports

Welcome to PA Pre-K Counts
Broadcast Messages

Attention: test
Posted Date: 21 March 2013
test

UserID: b-uatslds003 System Acceptance Test for PA Pre-K Counts | Version 1.0.0.0

Figure 3 PA Pre-K Counts Home – for ELN Stars LA

- c. PKC / HS / ELN Location Users – Location Users all must first select the location they will be working with when they login to the system. After entering their credentials, the first screen displayed to Location Users will be the *Location Home* page. All Locations tied to your User ID will be displayed. To continue, click on the Location ID link for the location you wish to work on as shown below.



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Pennsylvania's Enterprise to Link Information for Children Across Networks

Help | Logout


Location Home

Location ID	Location Name	Programs	Address	Lead Agency/Partner	Status	Grant ID
10987	Mozart's Mavens Northside	PA Pre-K Counts, Head Start	35 RIDGE AVE, GETTYSBURG, PA 17325	Mozart's Mavens, Inc.	ACTIVE	852,856

UserID: b-uatslds007 System Acceptance Test for PA Pre-K Counts | Version 1.0.0.0

Figure 4 Location Users Login - Location Home

The *PA_Pre-K Counts Home* page for a Location User will be displayed. A Location User's Navigation Menu is different from the others we have previously indicated. Financial Management & Quality Management links do not exist for Location Users however they do have access to the Tools link which we will address as part of the Alerts functionality within PELICAN.



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PA Pre-K Counts

Pennsylvania's Enterprise to Link Information for Children Across Networks

Help | Logout

My Locations | Home | Location | Child Information | Tools | Reports

PA Pre-K Counts Home

Alerts
Correspondence
Reports

Welcome to PA Pre-K Counts
Broadcast Messages

Attention: test
Posted Date: 21 March 2013
test

UserID: b-uatslds007 System Acceptance Test for PA Pre-K Counts | Version 1.0.0.0

Figure 5 PA Pre-K Counts Home – for Location Users

NOTE: For the remainder of the User Guide, we will display screens based on the PKC Lead Agency user access unless otherwise noted.

Creating Staff Records

1. All classrooms must have at least one teacher assigned. Providers can create records for staff and identify the classrooms they are assigned to. From the *PA Pre-K Counts Home* page, click **My Details** from the Navigation Menu. As noted previously, the Home Page for you may look slightly different then below. Click on **My Details** no matter where on the Navigation Menu. However, if you are a Location User, you will need to click on [Location] on the Sub Navigation Menu then skip to [Step 3 on page 14](#).

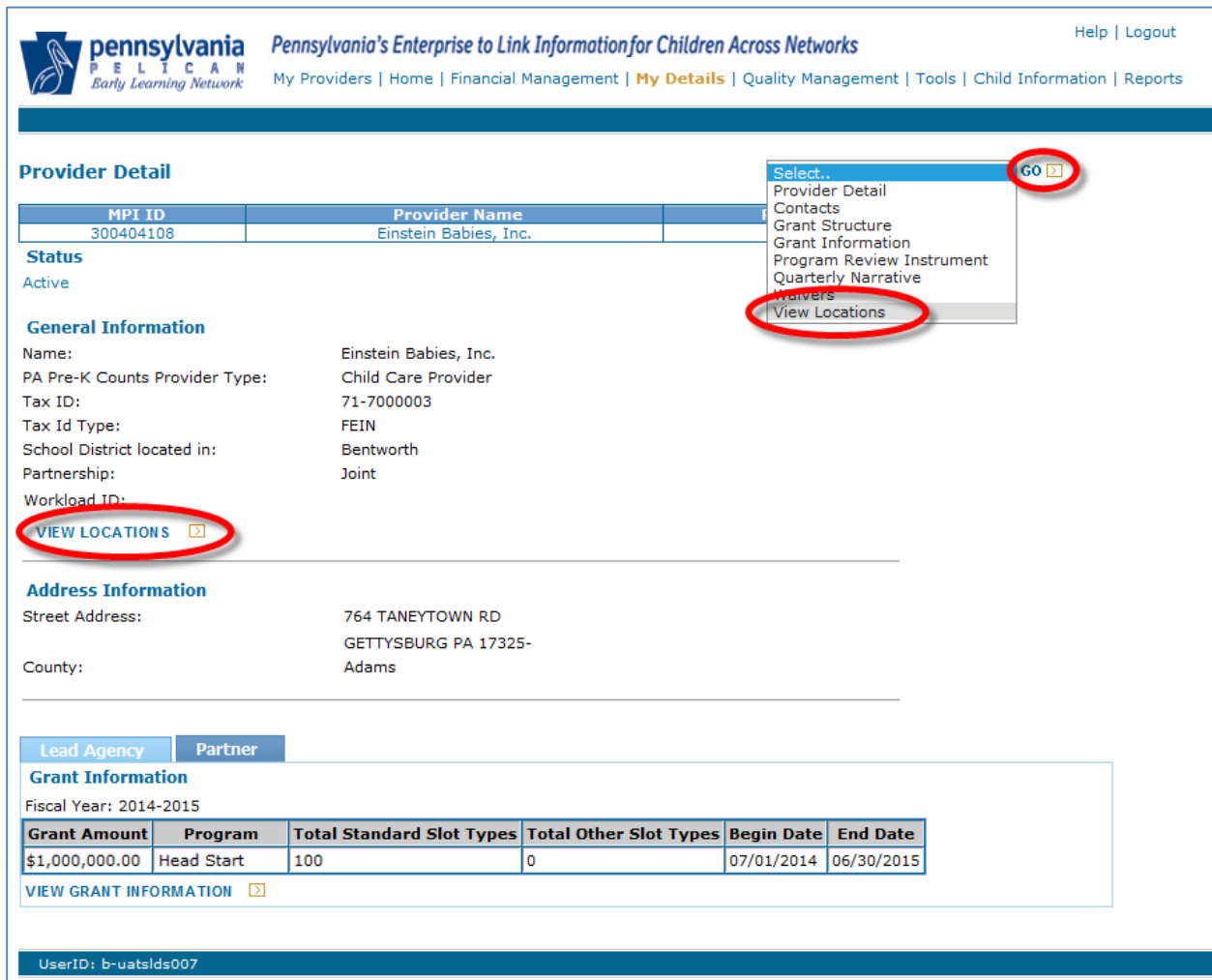


Figure 6 PA Pre-K Counts Home – Select My Details

- The *Provider Detail* page is displayed. Note PKC and HS users will see grant information at the bottom of the page whereas STARS users will not.

You must navigate to the *Locations Home* page before you are able to create Staff Members in the system. You may click [VIEW LOCATIONS] under the General Information section of the screen. You can also use the drop-down list in the upper right. Anytime you encounter a drop-down list in PELICAN, repeat the following steps. Click on the drop-down, select the option you want and then click on the [GO] link as shown below:

- Step 1 - Click on the drop-down list and the options are displayed.
- Step 2 - Click on your chosen option. ("View Locations" in this case)
- Step 3 - Click [GO].



Provider Detail

MPI ID	Provider Name
300404108	Einstein Babies, Inc.

Status
Active

General Information

Name: Einstein Babies, Inc.
 PA Pre-K Counts Provider Type: Child Care Provider
 Tax ID: 71-7000003
 Tax Id Type: FEIN
 School District located in: Bentworth
 Partnership: Joint
 Workload ID: [VIEW LOCATIONS](#)

Address Information

Street Address: 764 TANEYTOWN RD
 GETTYSBURG PA 17325-
 County: Adams

Lead Agency **Partner**

Grant Information
 Fiscal Year: 2014-2015

Grant Amount	Program	Total Standard Slot Types	Total Other Slot Types	Begin Date	End Date
\$1,000,000.00	Head Start	100	0	07/01/2014	06/30/2015


[VIEW GRANT INFORMATION](#)

UserID: b-uatslds007

Figure 7 Provider Detail - Select View Locations

The *Location Home* page is displayed. All locations that are available to you, your own as well as your partners if you have any, will be displayed. Find the desired location where you plan to add

staff and then click on the Location ID Link as shown below. For this example, we will add staff to the Einstein Babies Southside location so we would click the Location ID [10983](#).



Pennsylvania's Enterprise to Link Information for Children Across Networks

Home | My Providers | **My Details** | Financial Management | Child Information | Quality Management | Tools | Reports

Help | Logout

Location Home

Select.. **GO**

Status
Active

Location ID	Location Name	Programs	Address	Lead Agency/Partner	Status	Grant ID
10983	EINSTEIN BABIES SOUTHSIDE	PA Pre-K Counts, Head Start, Keystone STARS	764 TANEYTOWN RD, GETTYSBURG, PA 17325	Einstein Babies, Inc.	ACTIVE	852
10984	EINSTEIN BABIES NORTHSIDE	PA Pre-K Counts, Head Start, Keystone STARS	600 S WASHINGTON ST, GETTYSBURG, PA 17325	Einstein Babies, Inc.	ACTIVE	852
10986	Mozart's Mavens Southside	PA Pre-K Counts, Head Start	704 WRIGHT AVE, GETTYSBURG, PA 17325-8724	Mozart's Mavens, Inc.	ACTIVE	852
10987	Mozart's Mavens Northside	PA Pre-K Counts, Head Start	35 RIDGE AVE, GETTYSBURG, PA 17325	Mozart's Mavens, Inc.	ACTIVE	852

UserID: b-uatslds007 System Acceptance Test for PA Pre-K Counts | Version 1.0.0.0

Figure 8 Location Home - Select a Location ID

3. The *Location Information* page is displayed. To create staff records, you will need to go to the *Staff Summary* page. You can get there by one of two ways.

- Click **Staff** from the Navigation Sub-Menu, or
- Click on the drop-down list and Select “Staff Summary” and Click [GO].

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Pennsylvania's Enterprise to Link Information for Children Across Networks

Help | Logout

My Locations | Home | Location | Child Information | Tools | Reports

Location Information | **Staff** | Attendance | Funding Information

Location Information

Select.. **GO**

MPI ID	Location Name	Location ID	Lead Agency
300404108-0001	EINSTEIN BABIES SOUTHSIDE	10983	Einstein Babies, Inc.

Status
Active

Physical Rooms have not been created at this location. Please create a Physical Room before proceeding

LOCATION DETAILS

Physical Room Summary

Physical Room

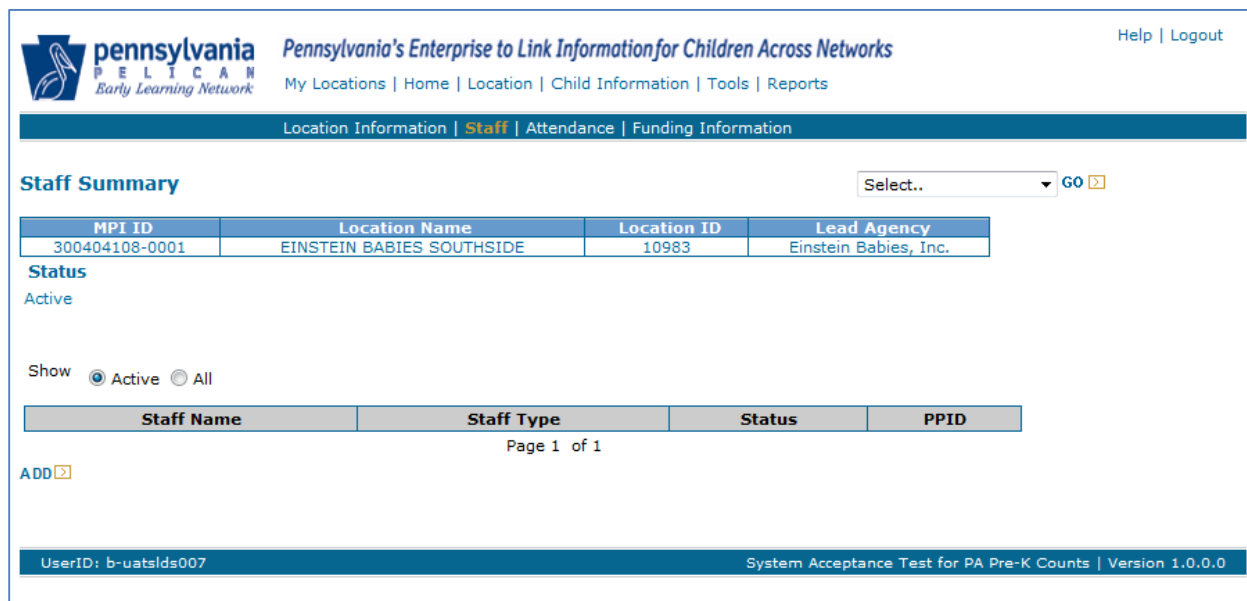
SAVE CANCEL

Classroom Session Summary

Classroom Session Name	Lead Teacher	Physical Room	Children Enrolled		Class Size	Curriculum	ERS	
			Program	Count			Full	Modified

Figure 9 Location Information - Select Staff

The *Staff Summary* page is displayed. The page will list all active staff members currently entered into the system. You may select the *All* radio button to look at active and inactive staff members. However, for new providers, this page will have no staff visible until you have entered them.



The screenshot shows the 'Staff Summary' page. At the top, there's a navigation bar with 'Location Information', 'Staff' (highlighted), 'Attendance', and 'Funding Information'. Below this, a 'Staff Summary' section includes a 'Select..' dropdown and a 'GO' button. A table displays staff information:

MPI ID	Location Name	Location ID	Lead Agency
300404108-0001	EINSTEIN BABIES SOUTHSIDE	10983	Einstein Babies, Inc.

Below the table, the 'Status' is 'Active'. There are radio buttons for 'Show' with 'Active' selected and 'All' unselected. A table header for staff details is shown:

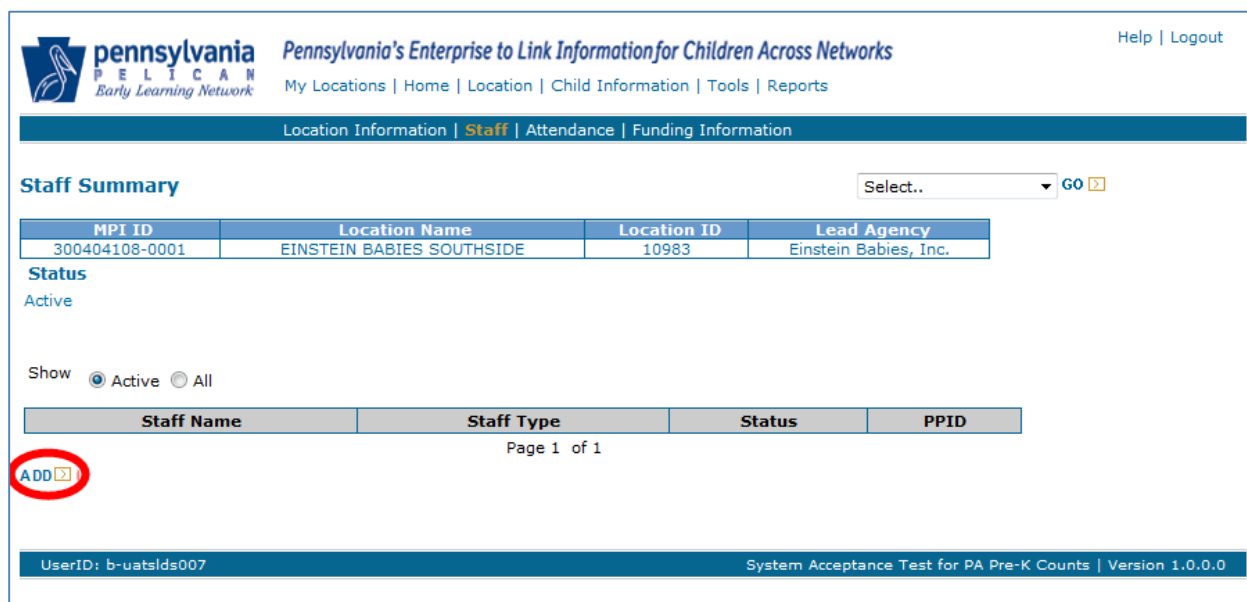
Staff Name	Staff Type	Status	PPID
------------	------------	--------	------

Below this header, it says 'Page 1 of 1'. An 'ADD' button with a question mark icon is visible on the left. At the bottom, a footer bar shows 'UserID: b-uatslds007' and 'System Acceptance Test for PA Pre-K Counts | Version 1.0.0.0'.

Figure 10 Staff Summary - Active vs. Inactive Staff

Entering New Staff Records:

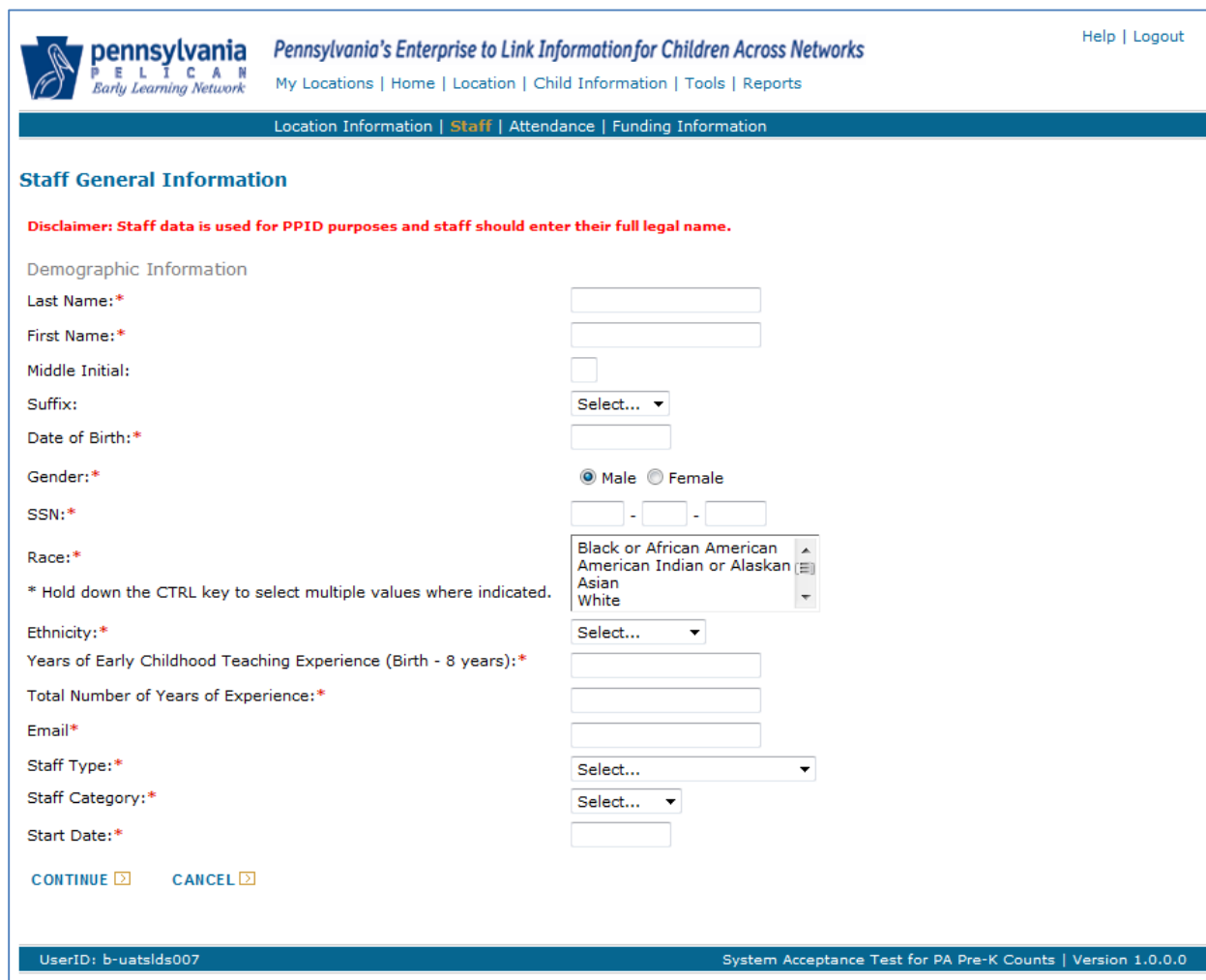
- Click [ADD] to start the process of adding a new staff member. This includes Teachers, Aides, Assistant Group Supervisors, Group Supervisors, Directors and Home Visitors.



This screenshot is identical to Figure 10, but the 'ADD' button with the question mark icon is circled in red to highlight it. The rest of the page content, including the navigation bar, staff table, status, and footer, remains the same.

Figure 11 Staff Summary - Adding Staff

5. The *Staff General Information* page is displayed.



The screenshot shows the 'Staff General Information' page. At the top, there is a header with the Pennsylvania Pelican Early Learning Network logo, the title 'Pennsylvania's Enterprise to Link Information for Children Across Networks', and navigation links: 'My Locations | Home | Location | Child Information | Tools | Reports'. A secondary navigation bar includes 'Location Information | **Staff** | Attendance | Funding Information'. The main title 'Staff General Information' is followed by a red disclaimer: 'Disclaimer: Staff data is used for PPID purposes and staff should enter their full legal name.' Below this, the 'Demographic Information' section contains various input fields. Fields marked with a red asterisk (*) are required: Last Name, First Name, Date of Birth, Gender, SSN, Race, Ethnicity, Years of Early Childhood Teaching Experience (Birth - 8 years), Total Number of Years of Experience, Email, Staff Type, Staff Category, and Start Date. The Middle Initial and Suffix fields are optional. The Race field is a multi-select dropdown with options: Black or African American, American Indian or Alaskan, Asian, and White. The Gender field has radio buttons for Male and Female. The Suffix field is a dropdown menu. The form ends with 'CONTINUE' and 'CANCEL' buttons. At the bottom, a footer shows 'UserID: b-uatslds007' and 'System Acceptance Test for PA Pre-K Counts | Version 1.0.0.0'.

Figure 12 Staff General Information – Entering Staff Information

On the *Staff General Information* page, all fields marked with a red * are required fields and must be entered. On this page, only the Middle Initial and Suffix fields may be omitted. For each new member you are adding, you will need to enter the following data:

Last Name:	Enter the last name.
First Name:	Enter the first name.
Middle Initial:	Enter the middle initial if desired. Not a required field.
Suffix:	Use the drop-down list to select a suffix if desired. Not a required field.
Date of Birth:	Enter the date your staff member was born in the format MM/DD/YYYY.
Gender:	Click on the radio button to indicate the sex of your staff member.
SSN:	Enter the Social Security Number in the boxes provided. You are only required to enter the last 5 digits if you prefer not to share your entire SSN#.

New Provider User Training Guide

Race: Use the scroll box to find the staff member's race. The available options are:

- Black or African American
- American Indian or Alaskan
- Asian
- White
- Other
- Native Hawaiian or Pacific
- Unknown

Ethnicity: Use the drop-down list to indicate if your staff member is Hispanic, Non-Hispanic or Unknown.

Years of Early Childhood Teach Experience (Birth – 8 years): Enter the number of years your staff member has worked at the Early Childhood level (Children from Birth – 8 years of age).

Total Number of Years of Experience: Enter the number of total years of educational work experience.

Email: Enter valid email address.

Staff Type: Use the drop-down list to indicate the type of staff you are entering. The following staff types are available:


- Teacher
- Aide
- Assistant Group Supervisor
- Group Supervisor
- Director
- Home Visitors

Note: PKC providers must accurately reflect the roles of the staff member in the classroom, i.e. Teacher or Aide.

Staff Category: Use the drop-down list to indicate if your staff member will be Full-time, Part-time or Unknown.

Start Date: Enter the date this staff member will begin with your organization.

- After entering the required information as show below, click [CONTINUE] to submit and create the staff record or [CANCEL] to return to the *Staff Summary* page. Note, if you cancel the process, you will lose all staff member data entered at this point.



Pennsylvania's Enterprise to Link Information for Children Across Networks

My Locations | Home | Location | Child Information | Tools | Reports

Help | Logout

Location Information | **Staff** | Attendance | Funding Information

Staff General Information

Disclaimer: Staff data is used for PPID purposes and staff should enter their full legal name.

Demographic Information

Last Name:*

First Name:*

Middle Initial:

Suffix:

Date of Birth:*

Gender:* ☐ Male ☒ Female

SSN:* - -

Race:*
 Other
 Native Hawaiian or Pacific
 Unknown

* Hold down the CTRL key to select multiple values where indicated.

Ethnicity:*

Years of Early Childhood Teaching Experience (Birth - 8 years):*

Total Number of Years of Experience:*

Email*

Staff Type:*

Staff Category:*


Start Date:*

CONTINUE **CANCEL**

UserID: b-uatslds007
 System Acceptance Test for PA Pre-K Counts | Version 1.0.0.0

Figure 13 Staff General Information - Continue

- Once you have clicked Continue to submit your staff record, the *Staff Information Verification* page is displayed. The staff person's Name, Date of Birth, Gender and their Social Security Number with all but the last 4 digits hidden are displayed.



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Pennsylvania's Enterprise to Link Information for Children Across Networks

Help | Logout

My Locations | Home | Location | Child Information | Tools | Reports

Location Information | **Staff** | Attendance | Funding Information



Staff Information Verification

Status
Active

Please verify that the following staff information is correct.

Demographic Information

Full Name: Jane A Teacher
Date Of Birth: 12/11/1967
Gender: Female
SSN: xxx-xx-1234

CONFIRM  **CHANGE INFORMATION** 

UserID: b-uatslds007 System Acceptance Test for PA Pre-K Counts | Version 1.0.0.0

Figure 14 Staff Information Verification - Confirming Staff

If this information needs to be corrected, click [CHANGE INFORMATION] to return to the *Staff General Information* page to update the information as described in step 6. Otherwise Click [Confirm]. There may be a slight delay after clicking [CONFIRM] before the next page is displayed.

- At this point, one of two different pages may be displayed. Running in the background, when you clicked CONFIRM on the *Staff Information Verification* page, PELICAN searches the system for a possible match against existing staff members. Depending on whether matches are found, will dictate what screen you will see next.

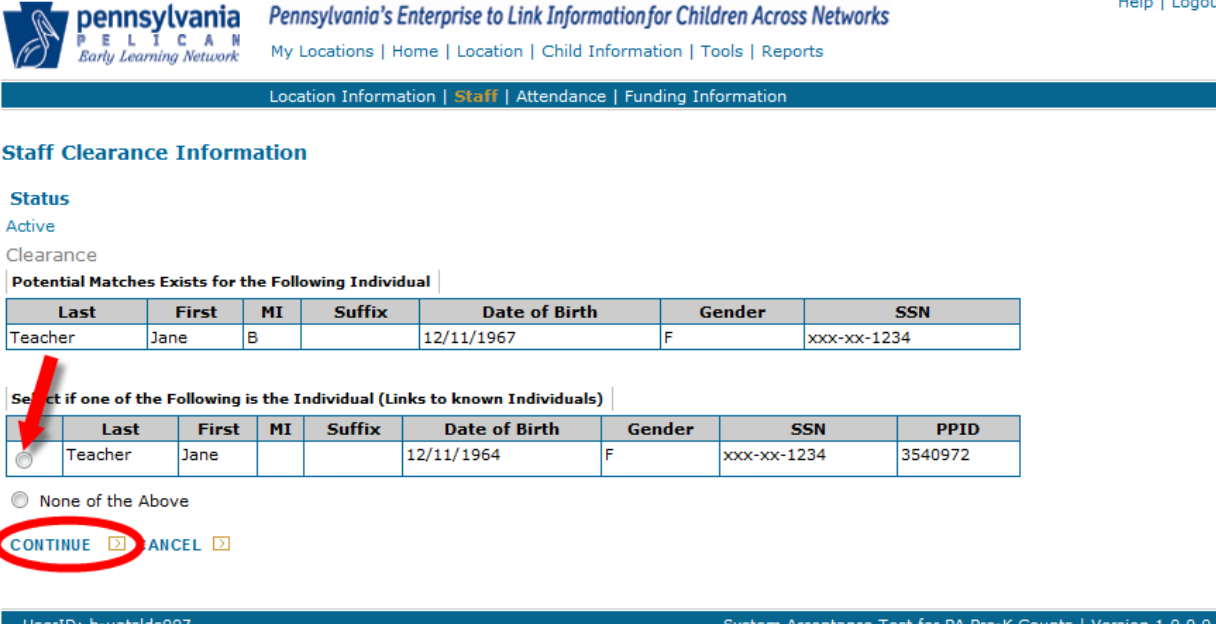
The *Staff Clearance* page only displays if there are matches found. If no matches are found, the *Staff Information* page will be displayed. If you do not see the following *Staff Clearance* page, you can skip to [Step 9](#) to continue.

Below you will see the *Staff Clearance* page which occurs when you are entering a staff member and the system believes you may be entering a staff member who has previously been entered into the system. It is important that you review the potential matches and determine if you are entering a new staff member. If you find that the match is true, select the correct match (Ex. Jane B. Teacher) and click [CONTINUE] as shown below.

Match is found.

Step 1 – Select Match record for your staff member Ex. Teacher, Jane B.

Step 2 – Click [CONTINUE].



Staff Clearance Information

Status
Active
Clearance

Potential Matches Exists for the Following Individual

Last	First	MI	Suffix	Date of Birth	Gender	SSN
Teacher	Jane	B		12/11/1967	F	xxx-xx-1234

Select if one of the Following is the Individual (Links to known Individuals)

	Last	First	MI	Suffix	Date of Birth	Gender	SSN	PPID
<input checked="" type="radio"/>	Teacher	Jane			12/11/1964	F	xxx-xx-1234	3540972

☐ None of the Above

CONTINUE **CANCEL**

UserID: b-uatslds007 System Acceptance Test for PA Pre-K Counts | Version 1.0.0.0

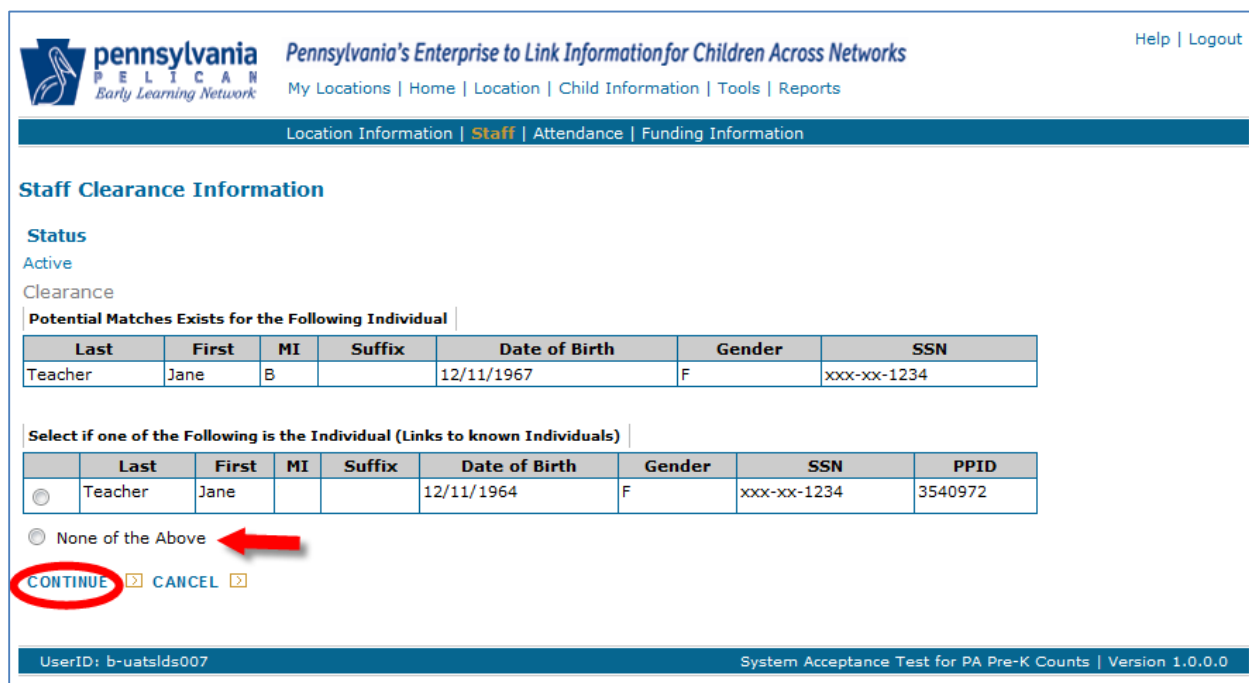
Figure 15 Staff Information Clearance - Selecting a match

If there is no valid match, you will have no entry to select. In the example below, the entries are only slightly different. In this case, the Middle Initial is missing and the birth year is different for Jane Teacher. It is a potential match but not the same person as your staff member so you should select [None of the Above] and then click [CONTINUE].

Match is NOT found.

Step 1 – Select [None of the Above]

Step 2 – Click [CONTINUE].



Staff Clearance Information

Status
Active

Clearance

Potential Matches Exists for the Following Individual

Last	First	MI	Suffix	Date of Birth	Gender	SSN
Teacher	Jane	B		12/11/1967	F	xxx-xx-1234

Select if one of the Following is the Individual (Links to known Individuals)

	Last	First	MI	Suffix	Date of Birth	Gender	SSN	PPID
<input type="radio"/>	Teacher	Jane			12/11/1964	F	xxx-xx-1234	3540972

☒ None of the Above

CONTINUE **CANCEL**

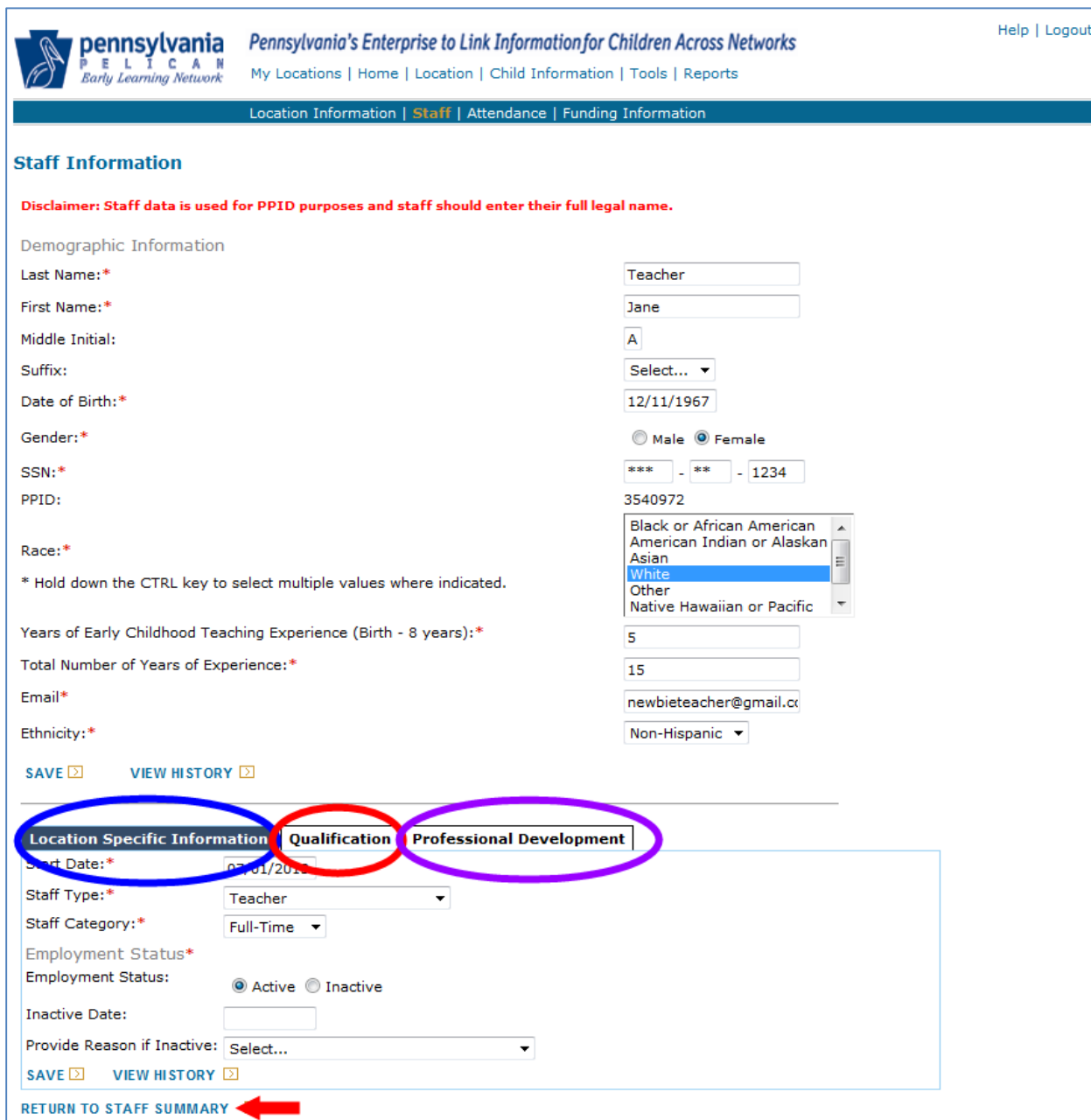
UserID: b-uatslds007 System Acceptance Test for PA Pre-K Counts | Version 1.0.0.0

Figure 16 Staff Clearance Information - No Match to select

- Regardless of whether you selected found a match or clicked [None of the Above] on the previous screen, the *Staff Information* page is displayed next. The page displays the data you had previously entered as well as a new area along the bottom of the page which has three tabbed sections that collects additional staff information, involving:

- ✓ Location Specific Information
- ✓ Qualification Information
- ✓ Professional Development Information

One at a time, click on the tabs as shown below.



Staff Information

Disclaimer: Staff data is used for PPID purposes and staff should enter their full legal name.

Demographic Information

Last Name:* Teacher

First Name:* Jane

Middle Initial: A

Suffix: Select... ▼

Date of Birth:* 12/11/1967

Gender:* ☐ Male ☒ Female

SSN:* *** - ** - 1234

PPID: 3540972

Race:*
 Black or African American
 American Indian or Alaskan
 Asian
 White
 Other
 Native Hawaiian or Pacific

* Hold down the CTRL key to select multiple values where indicated.

Years of Early Childhood Teaching Experience (Birth - 8 years):* 5

Total Number of Years of Experience:* 15

Email* newbieteacher@gmail.co

Ethnicity:* Non-Hispanic ▼

[SAVE](#) [VIEW HISTORY](#)

Location Specific Information **Qualification** **Professional Development**

Start Date:* 07/01/2012

Staff Type:* Teacher ▼

Staff Category:* Full-Time ▼

Employment Status*
 Employment Status: ☒ Active ☐ Inactive

Inactive Date:

Provide Reason if Inactive: Select... ▼

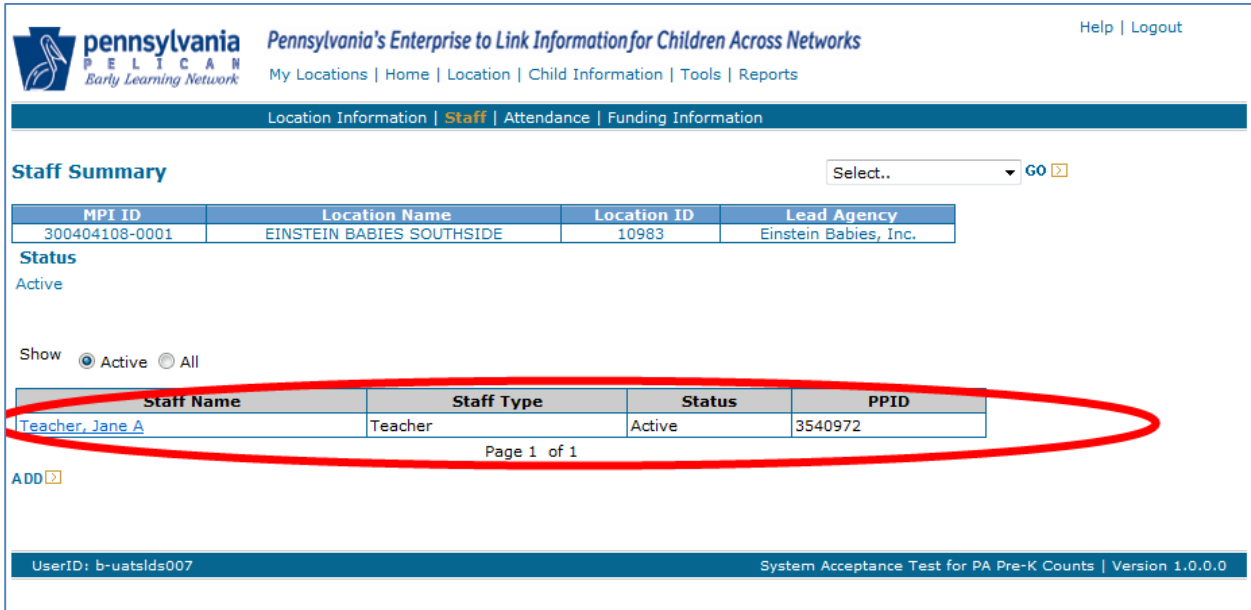
[SAVE](#) [VIEW HISTORY](#)

[RETURN TO STAFF SUMMARY](#)

Figure 17 Staff Information - Additional Information Tabs

Note: When entering information on the Qualification Tab, be sure to add each degree or certification separately.

Once information has been entered on the tabs, click [RETURN TO STAFF SUMMARY]. The *Staff Summary* page will display showing a new row for the staff member you have just entered.



The screenshot shows the 'Staff Summary' page with a table containing one record for 'Teacher, Jane A'. The record is circled in red. The table has columns for Staff Name, Staff Type, Status, and PPID. The record shows 'Teacher, Jane A' as the Staff Name, 'Teacher' as the Staff Type, 'Active' as the Status, and '3540972' as the PPID. The page also includes a 'Show' section with radio buttons for 'Active' and 'All', and a 'Page 1 of 1' indicator.

MPI ID	Location Name	Location ID	Lead Agency
300404108-0001	EINSTEIN BABIES SOUTHSIDE	10983	Einstein Babies, Inc.

Staff Summary

Select.. GO

Status
Active

Show ☒ Active ☐ All

Staff Name	Staff Type	Status	PPID
Teacher, Jane A	Teacher	Active	3540972

Page 1 of 1

ADD

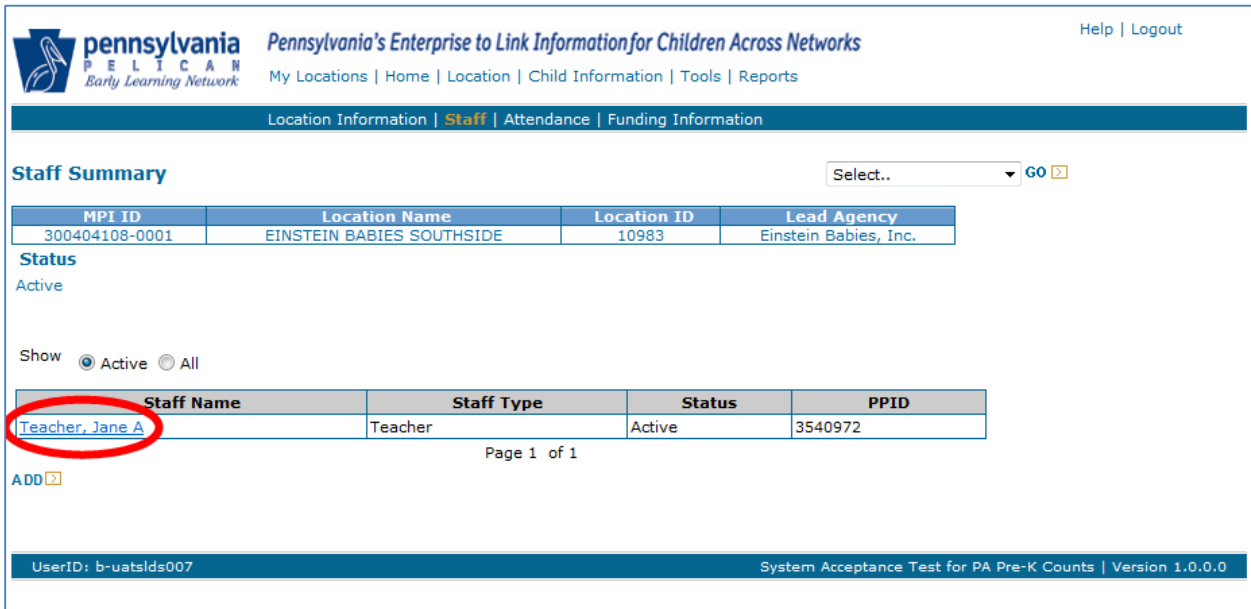
UserID: b-uatslds007 System Acceptance Test for PA Pre-K Counts | Version 1.0.0.0

Figure 18 Staff Summary - New Record Displayed

10. Repeat Steps 5 – 9 until all staff members have been added.

Editing Existing Staff Records:

11. From the *Staff Summary* page, click on the staff member's name that you wish to update.



The screenshot shows the 'Staff Summary' page with a table containing one record for 'Teacher, Jane A'. The record is circled in red. The table has columns for Staff Name, Staff Type, Status, and PPID. The record shows 'Teacher, Jane A' as the Staff Name, 'Teacher' as the Staff Type, 'Active' as the Status, and '3540972' as the PPID. The page also includes a 'Show' section with radio buttons for 'Active' and 'All', and a 'Page 1 of 1' indicator.

MPI ID	Location Name	Location ID	Lead Agency
300404108-0001	EINSTEIN BABIES SOUTHSIDE	10983	Einstein Babies, Inc.

Staff Summary

Select.. GO

Status
Active

Show ☒ Active ☐ All

Staff Name	Staff Type	Status	PPID
Teacher, Jane A	Teacher	Active	3540972

Page 1 of 1

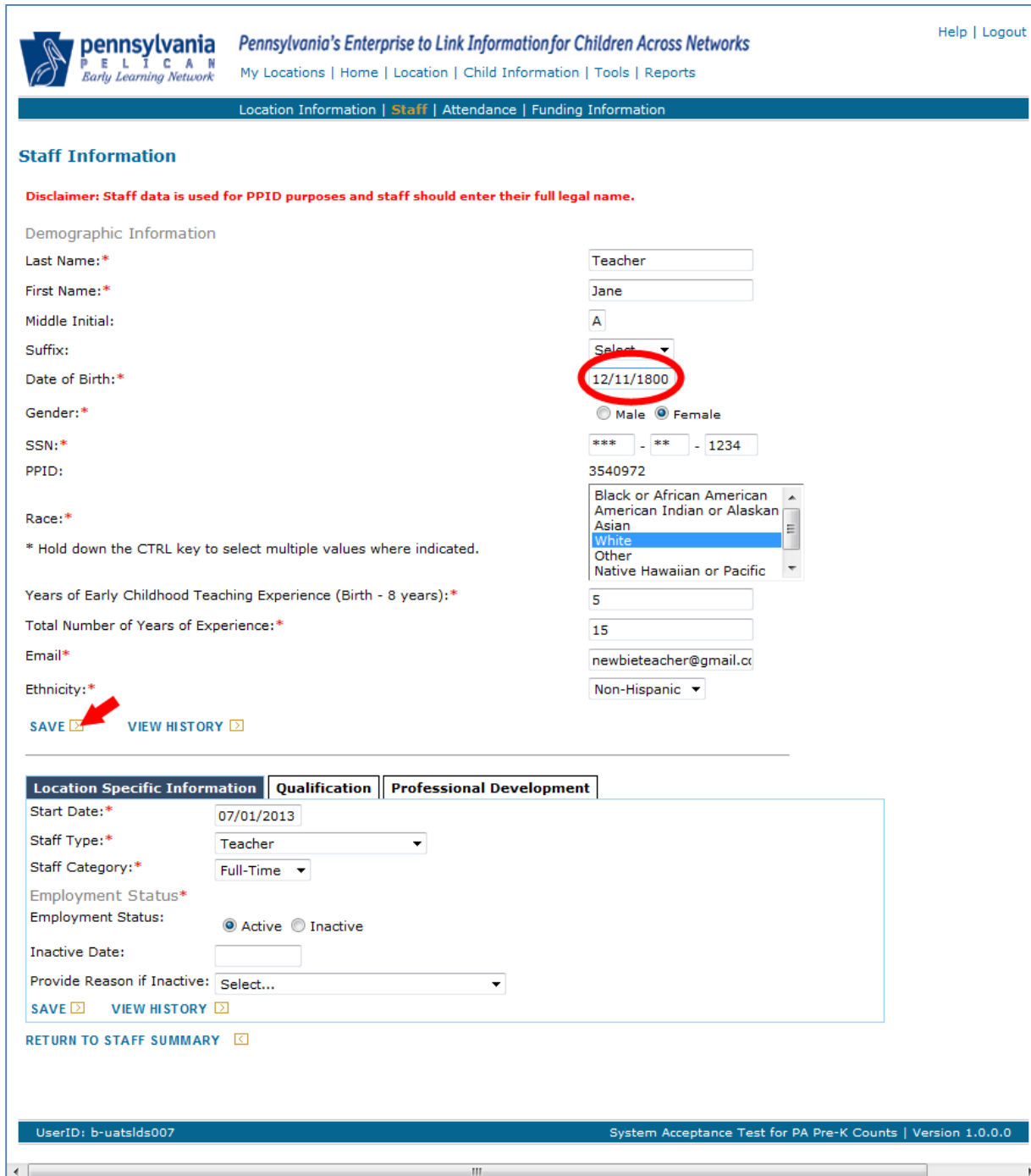
ADD

UserID: b-uatslds007 System Acceptance Test for PA Pre-K Counts | Version 1.0.0.0

Figure 19 Staff Summary - Selecting Existing Staff

12. The *Staff Information* page is displayed. Current information for the selected staff member is presented. Simply update the fields with the correct information and Click [SAVE]. Note - you may click [VIEW HISTORY] to view previous edits made to this staff member's record. For new providers, initially there will be no history records available.

In the example below, we are attempting to change the Date of Birth to the date 12/11/1800 and then clicking [SAVE] to submit the change.



pennsylvania
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Early Learning Network

Pennsylvania's Enterprise to Link Information for Children Across Networks

My Locations | Home | Location | Child Information | Tools | Reports

Help | Logout

Location Information | **Staff** | Attendance | Funding Information

Staff Information

Disclaimer: Staff data is used for PPID purposes and staff should enter their full legal name.

Demographic Information

Last Name: * Teacher

First Name: * Jane

Middle Initial: A

Suffix: Select

Date of Birth: * 12/11/1800

Gender: * ☐ Male ☒ Female

SSN: * *** - ** - 1234

PPID: 3540972

Race: *
 Black or African American
 American Indian or Alaskan
 Asian
 White
 Other
 Native Hawaiian or Pacific

* Hold down the CTRL key to select multiple values where indicated.

Years of Early Childhood Teaching Experience (Birth - 8 years): * 5

Total Number of Years of Experience: * 15

Email * newbieteacher@gmail.co

Ethnicity: * Non-Hispanic

SAVE **VIEW HISTORY**

Location Specific Information **Qualification** **Professional Development**

Start Date: * 07/01/2013

Staff Type: * Teacher

Staff Category: * Full-Time

Employment Status *
 Employment Status: ☒ Active ☐ Inactive

Inactive Date:

Provide Reason if Inactive: Select...

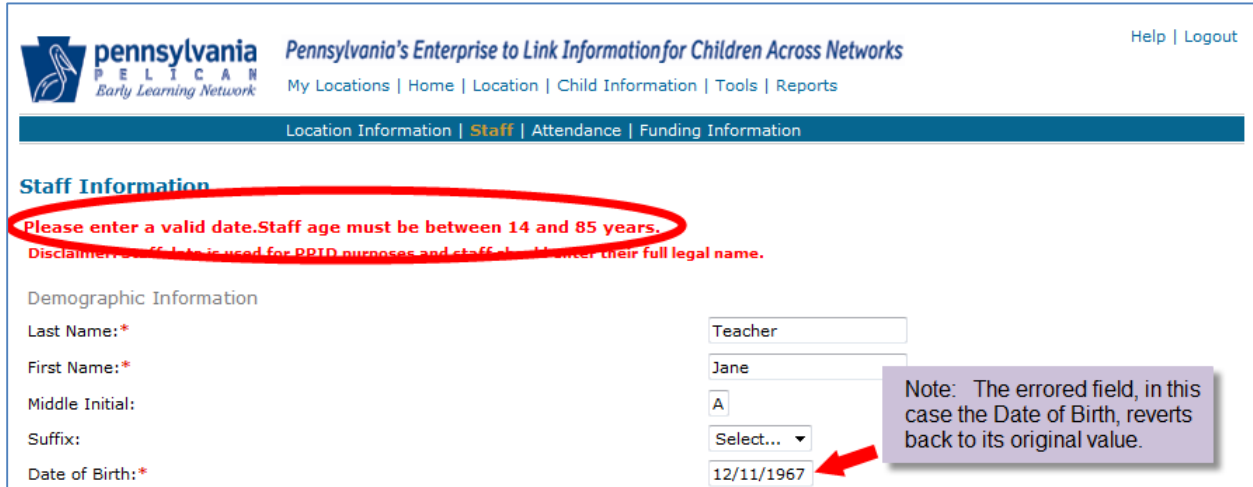
SAVE **VIEW HISTORY**

RETURN TO STAFF SUMMARY

UserID: b-uatslds007 System Acceptance Test for PA Pre-K Counts | Version 1.0.0.0

Figure 20 Staff Summary - Editing Staff

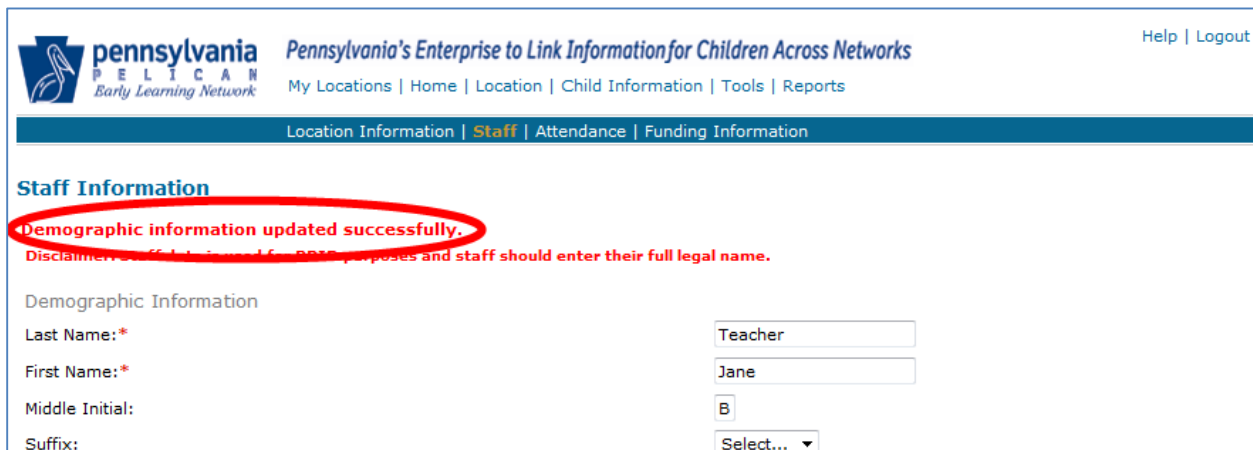
13. If you make an illegal edit as we attempted above, the system will display an error message indicating that there is a problem with the change you are trying to make. In this case, we changed the Date of Birth to 12/11/1800 which makes the teacher too old to even be alive now. Staff members must be between 14 and 85 years of age so the Date of Birth is invalid and the system shows you this in the error message displayed.



The screenshot shows the 'Staff Information' form in the PELICAN system. At the top, there is a navigation bar with 'Location Information', 'Staff', 'Attendance', and 'Funding Information'. The 'Staff' tab is selected. Below the navigation bar, the 'Staff Information' section is highlighted with a red oval. A red error message is displayed: 'Please enter a valid date. Staff age must be between 14 and 85 years.' Below this, a disclaimer states: 'Disclaimer: Staff data is used for PPID purposes and staff should enter their full legal name.' The form fields include 'Last Name' (Teacher), 'First Name' (Jane), 'Middle Initial' (A), 'Suffix' (Select...), and 'Date of Birth' (12/11/1967). A red arrow points to the 'Date of Birth' field, and a note box says: 'Note: The errored field, in this case the Date of Birth, reverts back to its original value.'

Figure 21 Staff Information - Error Message

14. PELICAN will display the following message “**Demographic information updated successfully.**” Indicating that your staff member’s changes were accepted. In the example shown below, we changed the staff member’s Middle Initial from “A” to “B”.



The screenshot shows the 'Staff Information' form in the PELICAN system. At the top, there is a navigation bar with 'Location Information', 'Staff', 'Attendance', and 'Funding Information'. The 'Staff' tab is selected. Below the navigation bar, the 'Staff Information' section is highlighted with a red oval. A red success message is displayed: 'Demographic information updated successfully.' Below this, a disclaimer states: 'Disclaimer: Staff data is used for PPID purposes and staff should enter their full legal name.' The form fields include 'Last Name' (Teacher), 'First Name' (Jane), 'Middle Initial' (B), 'Suffix' (Select...), and 'Date of Birth' (12/11/1967).

Figure 22 Staff Information - Update Successful

Creating Physical Rooms and Classroom Sessions

In order to enroll children at a specific location, you must create both a physical room(s) and a classroom session(s). To create the physical room, you must first navigate to the *Location Information* page.

1. As a Location User, follow these steps:
 - a. Click **Location** on the Navigation Menu wherever it appears.
 - b. Skip to [Step 2](#).

As a PKC/HS LA or ELN Stars LA, follow these steps:

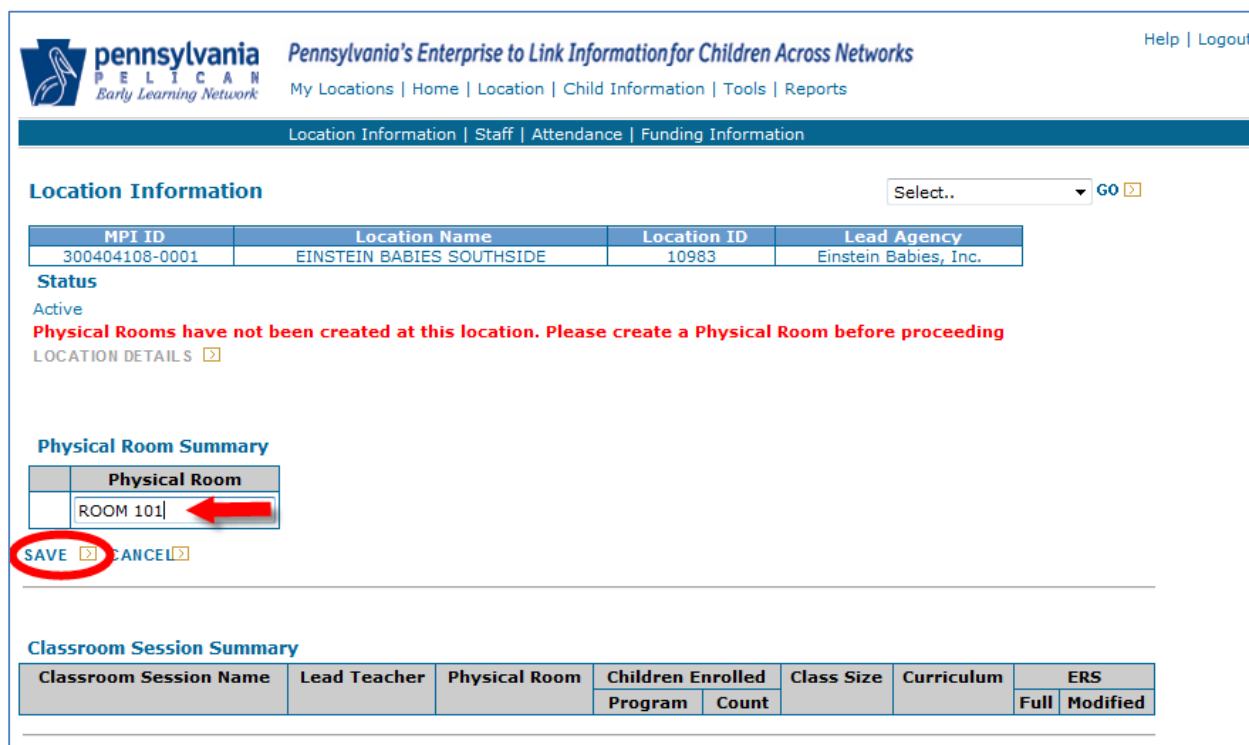
- a. Click **Home** on the Navigation Menu wherever it appears.
- b. The *PA Pre-K Home* page is displayed. Click **My Details**. (See [Figure 6](#)).
- c. The *Provider Detail* page is displayed. You may click [VIEW LOCATIONS] under General Information or by the links in the Navigation Menu or drop-down list. (See [Figure 7](#)).
- d. The *Location Home* page is displayed. Click the Location ID for the location you wish to update. (See [Figure 8](#)).

- The *Location Information* page is displayed. As a new provider with no physical rooms created, the system will display the message **Physical Rooms have not been created at this location. Please create a Physical Room before proceeding**.

Step 1 – Enter the name of the physical room into the **Physical Room** field. We will use **ROOM 101**.

Step 2 – Click [SAVE].

Note: The Physical Room names should identify an actual physical space within your location (Ex. A room, trailer, annex building, etc.).



Location Information | Staff | Attendance | Funding Information

Location Information Select.. GO

MPI ID	Location Name	Location ID	Lead Agency
300404108-0001	EINSTEIN BABIES SOUTHSIDE	10983	Einstein Babies, Inc.

Status
Active

Physical Rooms have not been created at this location. Please create a Physical Room before proceeding

LOCATION DETAILS

Physical Room Summary

Physical Room
ROOM 101


SAVE **CANCEL**

Classroom Session Summary

Classroom Session Name	Lead Teacher	Physical Room	Children Enrolled		Class Size	Curriculum	ERS	
			Program	Count			Full	Modified

Figure 23 Location Information - Creating Physical Room

- The system remains on the *Location Information* page. The Physical Room now shows the new room **ROOM 101** with a radio button for selecting as well as the options to ADD, EDIT or DELETE. You are now ready to create a classroom session. Click [ADD] under the Classroom Session Summary table.



Pennsylvania's Enterprise to Link Information for Children Across Networks

My Locations | Home | Location | Child Information | Tools | Reports

Help | Logout

Location Information | Staff | Attendance | Funding Information

Location Information

Select.. GO

MPI ID	Location Name	Location ID	Lead Agency
300404108-0001	EINSTEIN BABIES SOUTHSIDE	10983	Einstein Babies, Inc.

Status
Active

LOCATION DETAILS

Physical Room Summary

Physical Room
<input type="radio"/> ROOM 101

ADD EDIT DELETE

Classroom Session Summary

Classroom Session Name	Lead Teacher	Physical Room	Children Enrolled		Class Size	Curriculum	ERS	
			Program	Count			Full	Modified
ADD								

* Hold down the CTRL key to select multiple values where indicated

What formal transition

Figure 24 Location Information - Adding Classroom Session

4. The *Classroom Session/Caseload Details* page is displayed. You will need to enter the fields listed under the General Information section and then click [SAVE] to create a classroom session. A Classroom Session needs to be created first and then you will create child enrollments which will be directly tied to the newly created Classroom Session being conducted in your new Physical Room.

Classroom Session Name: Enter a unique Classroom Session name.
Classroom Session Begin Date: Enter July 1st of the fiscal year.
Classroom Session End Date: Do NOT enter a Classroom Session End Date.
Current Physical Room: Use the drop-down list to select an available physical room. We will select the **ROOM 101** that we just created.
Approved Assessment: Select one of the approved from the list box. The assessments available are:

- Curriculum Associates – BRIGANCE
- High Reach – GRO (Pre-K)
- Pearson – Ounce Scale
- Pearson – Work Sampling System
- Teaching Strategies – GOLD

For more information on the assessment process, please see the [Early Learning Outcomes](#) section of this guide (See Page 60).

Note- if you haven't selected a vendor, you still need to create a class but you should come back as soon as possible and enter the selected vendor information.

In our example, we have filled out the screen as described below and then clicked [SAVE]:

Classroom Session Name: Pre-K Counts 4 Year Olds
Classroom Session Begin Date: MM/DD/YYYY
Classroom Session End Date: LEAVE BLANK
Current Physical Room: ROOM 101
Approved Assessment: High Reach – GRO (Pre-K)



Classroom Session/Caseload Details

MPI ID	Location Name	Location ID	Lead Agency
300404108-0001	EINSTEIN BABIES SOUTHSIDE	10983	Einstein Babies, Inc.

Status
Active

General Information

Classroom Session Name:* Pre-K Counts 4 Year Olds

Classroom Session Begin Date:* 07/01/2013

Classroom Session End Date:

Current Physical Room:* ROOM 101

Approved Assessment:

Curriculum Associates - BRIGANCE
 High Reach - GRO (Pre-K)
 Pearson - Ounce Scale
 Pearson - Work Sampling System


SAVE **CANCEL**

LOCATION INFORMATION

UserID: b-uatslds007 System Acceptance Test for PA Pre-K Counts | Version 1.0.0.0

Figure 25 Classroom Session/Caseload Details - Saving General Information

- The *Classroom Session/Caseload Details* page is re-displayed with the General Information section entered. Additional information is now displayed allowing you to enter information for the Classroom Session School Year. A Classroom Session should be used in subsequent years as long as it is still active. However, Classroom Session School Year Information must be entered annually. Use July 1st of the current fiscal year in the format MM/DD/YYYY.



Pennsylvania's Enterprise to Link Information for Children Across Networks

My Locations | Home | Location | Child Information | Tools | Reports

Help | Logout

Classroom Session/Caseload Details

NOTE ID	Location Name	Location ID	Lead Agency
300404108-0001	EINSTEIN BABIES SOUTHSIDE	10963	Einstein Babies, Inc.

Status
Active

General Information
 Classroom Session Name: * Pre-K Counts 4 Year Olds
 Classroom Session Begin Date: * 07/01/2013
 Classroom Session End Date:
 Current Physical Room: * ROOM 101
 Approved Assessment: High Reach - GRO (Pre-K)
 EDIT

Classroom Session School Year Information

School Year	School Year Start Date	Schedule	Operational Days Per Year	Instructional Hours Per Day	Hours of Operation	Total Active Children	Class Size	Primary Curriculum	Screening Tool	
Select...		Select...			From: : AM To: : AM			Select...	Select...	SAVE <input type="button" value=""/>

Staff Information

Show ☒ Active ☐ All

Classroom Session Lead	Staff Name	Classroom Session Role	Staff Classroom Session Begin Date	Staff Classroom Session End Date	
<input type="checkbox"/>	Select...	Select...			SAVE <input type="button" value=""/>

Environmental Rating Scale (ERS) Score

Show ☒ Active ☐ All

ERS Full	ERS Modified	Effective Begin Date	Effective End Date	Physical Room

LOCATION INFORMATION

User ID: b-uatolds007

System Acceptance Test for PA Pre-K Counts | Version 1.0.0.0

Figure 26 Classroom Session/Caseload Details – Classroom Session School Year Information

Enter the data as described below by typing or selecting data from the available text fields or drop-down lists:

School Year:	Enter the current school year.
School Year Start Date:	Enter July 1 st of the fiscal year.
Schedule:	Enter Full Time, Part-Time, Both or Home-Visiting.
Operational Days Per Year:	Enter # of days center will be open during the school year.
Instructional Hours Per Day:	Enter # of hours of instruction for each day.
Hours of Operation:	Enter the daily starting and ending times for your facility.
Class Size:	Enter the number of spaces available for this class.
Primary Curriculum:	Use the drop-down to select an approved curriculum.
Screening Tool:	Use the drop-down to select an approved screening tool.

Once you have entered the required information, click [SAVE] as shown below.

Classroom Session School Year Information										
School Year*	School Year Start Date*	Schedule*	Operational Days Per Year*	Instructional Hours Per Day*	Hours of Operation*	Total Active Children	Class Size*	Primary Curriculum*	Screening Tool	
2013-14	07/01/2013	Full Time	180	6	From: 8 : 00 AM To: 2 : 00 PM		25	Mother Goose Time	Ages and Stages Questionnaire	SAVE

Figure 27 Classroom Session School Year Information - Save

6. The system will display a message “**School Year Information saved successfully.**” Now you may assign staff members based on staff which has been previously entered into the system. Enter the data for your staff as described below and then click [SAVE]. In our example here, we will add our teacher Jane B. Teacher as the only staff for this classroom session. Every classroom MUST have a Lead Teacher.

Classroom Session Lead:

Select the Classroom Session Lead checkbox to indicate Lead Teacher. Each classroom must have a Lead Teacher.

Staff Name:

Use the drop-down to select available staff.

Classroom Session Role:

Use the drop-down to select the staff role.

Available roles:

- Teacher
- PA Pre-K Counts Aide
- Teaching Assistant / Aide
- Home Visitor

Staff Classroom Session Begin Date: Enter the date the staff members starts. Note - the start date for a lead teacher must be the same as the class start date.

Staff Classroom Session End Date: Leave blank.

Staff Information					
Show <input checked="" type="radio"/> Active <input type="radio"/> All					
Classroom Session Lead	Staff Name*	Classroom Session Role*	Staff Classroom Session Begin Date*	Staff Classroom Session End Date	
<input checked="" type="checkbox"/>	Teacher, Jane B	Teacher	07/01/2013		SAVE


Figure 28 Staff Information - Assigning Staff to Session

7. The system will display a message “**School Year Information saved successfully.**” Another row is displayed in Staff Information Box. At this point, you may repeat step 10 and add additional staff members if you have previously entered them in the system.

Note: To change Lead Teachers at any time. To do this, repeat step 10 to add the new Lead Teacher.

When finished adding staff members, click [LOCATION INFORMATION].

- The *Location Information* page is displayed with a new entry found in the Classroom Session Summary table.



Pennsylvania's Enterprise to Link Information for Children Across Networks

My Locations | Home | Location | Child Information | Tools | Reports

Help | Logout

Location Information | Staff | Attendance | Funding Information

Location Information

Select.. [GO](#)

MPI ID	Location Name	Location ID	Lead Agency
300404108-0001	EINSTEIN BABIES SOUTHSIDE	10983	Einstein Babies, Inc.

Status

Active

[LOCATION DETAILS](#)

Physical Room Summary

Physical Room
ROOM 101

[ADD](#) [EDIT](#) [DELETE](#)

Classroom Session Summary

Classroom Session Name	Lead Teacher	Physical Room	Children Enrolled		Class Size	Curriculum	ERS	
			Program	Count			Full	Modified
<u>Pre-K Counts 4 Year Olds</u>	Jane Teacher	ROOM 101		0	25	Mother Goose Time		

[ADD](#)

* Hold down the CTRL key to select multiple values where indicated

What formal transition activities are available with the school district(s)?

Which of the following outreach activities do you offer?

[SAVE](#)

Formal transition agreements with the school districts where the EC/EI provider has facilities
Written policy or guidance for EC/EI staff to guide transition efforts
Ongoing transition meetings of administrators to problem-solve transition issues at systems level
Parent education on school district program and transition process

Adult Education
Assist in Identifying Health Care
Assist in Obtaining Health Insurance
Assist Families of Incarcerated Indiv.

UserID: b-uatslds007

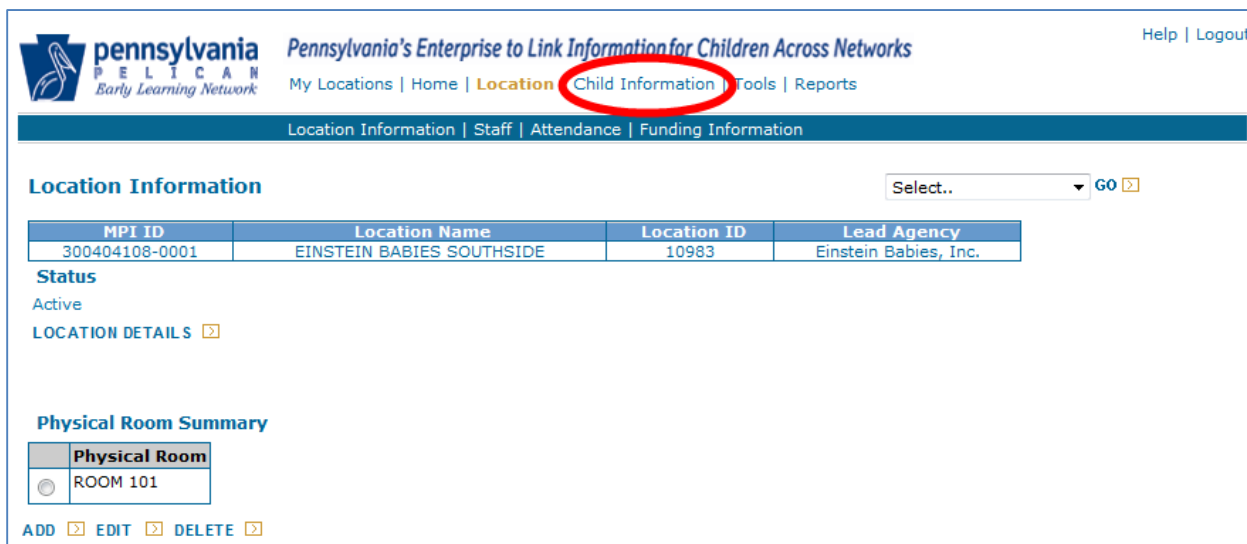
System Acceptance Test for PA Pre-K Counts | Version 1.0.0.0

Figure 29 Location Information - New Session Displayed

Enrolling Children

At this point in the process, you have created staff member(s), physical room(s) and at least one classroom session. Continue through these steps until all staff, physical rooms and classroom sessions have been created. Now it is time to enroll your children! You will create the child record with child and legal guardian information. Lastly you will enter the enrollment information. If this is the first time the child has been enrolled in a program in this location, he/she will be assigned an Outcome ID when the enrollment is complete. The Outcome ID is used to track the child's assessment outcomes at this location.

1. Click **Child Information** from Navigation Menu.



The screenshot shows the Pennsylvania Pelican Early Learning Network interface. The navigation menu at the top includes 'My Locations', 'Home', 'Location', 'Child Information' (circled in red), 'Tools', and 'Reports'. Below the navigation menu, there is a section for 'Location Information' with a table showing details for 'EINSTEIN BABIES SOUTHSIDE'. The table has columns for MPI ID, Location Name, Location ID, and Lead Agency. Below the table, there is a 'Status' section showing 'Active' and a 'LOCATION DETAILS' link. At the bottom, there is a 'Physical Room Summary' section showing a table with 'ROOM 101' and a 'Physical Room' header. At the very bottom, there are links for 'ADD', 'EDIT', and 'DELETE'.

MPI ID	Location Name	Location ID	Lead Agency
300404108-0001	EINSTEIN BABIES SOUTHSIDE	10983	Einstein Babies, Inc.

Status
Active

[LOCATION DETAILS](#)

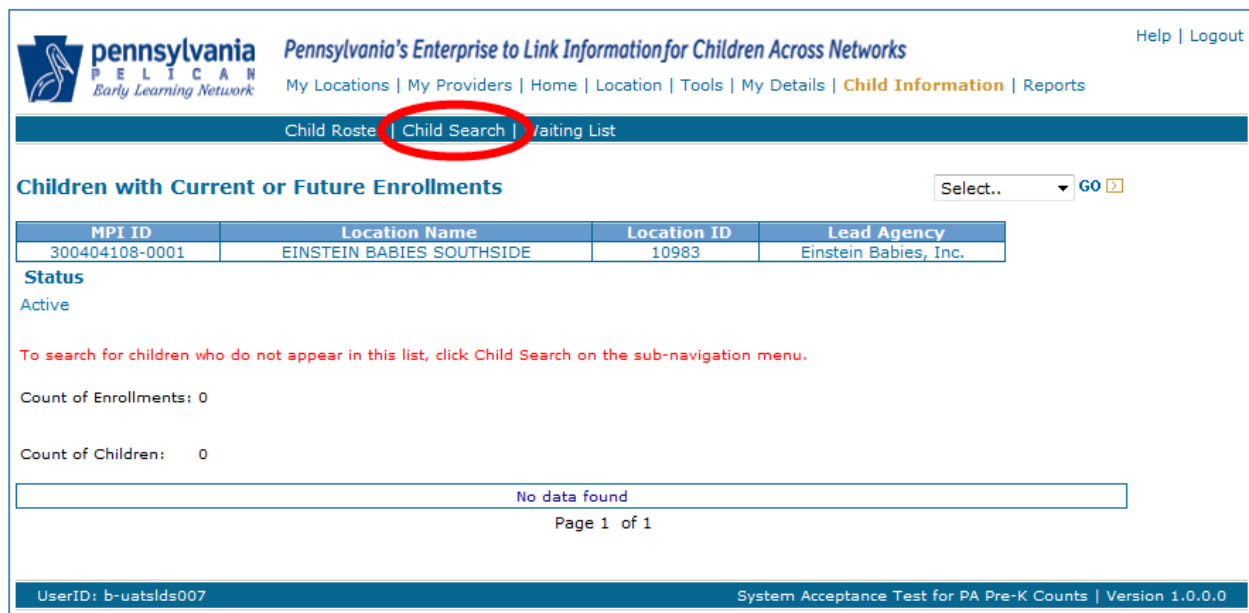
Physical Room Summary

Physical Room
ROOM 101

[ADD](#) [EDIT](#) [DELETE](#)

Figure 30 Location Information - Child Information

- The *Children with Current or Future Enrollments* page is displayed. As a new provider, your screen will look just as it does below. After you have added enrollments, this page will display a table with your active children listed which you can use to later modify their information. To add a new child, you will start by clicking **Child Search** from Sub-Navigation Menu.



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Early Learning Network

Pennsylvania's Enterprise to Link Information for Children Across Networks

Help | Logout

My Locations | My Providers | Home | Location | Tools | My Details | **Child Information** | Reports

Child Roster | **Child Search** | Waiting List

Children with Current or Future Enrollments

Select.. GO

MPI ID	Location Name	Location ID	Lead Agency
300404108-0001	EINSTEIN BABIES SOUTHSIDE	10983	Einstein Babies, Inc.

Status
Active

To search for children who do not appear in this list, click Child Search on the sub-navigation menu.

Count of Enrollments: 0

Count of Children: 0

No data found

Page 1 of 1

UserID: b-uatslds007

System Acceptance Test for PA Pre-K Counts | Version 1.0.0.0

Figure 31 Children with Current or Future Enrollments - Child Search

3. The *Child Search* page is displayed. The system was setup to require a provider to conduct a child search before attempting to enter a new child. This is an effort to avoid entering duplicate child records. There are a variety of parameters which can be selected to conduct a child search. A search can be based on the Program Type, Physical Room – Classroom Session or by Teacher. However, the most important parameter to use is found in the Search Criteria Box. The Status parameter is defaulted to “Active” so any search using “Active” status will only return active students. Students who are in process (created but not yet enrolled) or are Inactive, will not be returned by the search. The statuses you can select are as follows:
 - a. Active
 - b. All
 - c. Inactive
 - d. On Waiting List
 - e. In-Process

For the situation where you are looking to add a new student, you should use the Status of “All”. For this search, enter the search criteria and change the Status field in the Search Criteria box to “ALL” then click [SEARCH]. By using “All”, your search will return all Active, Inactive and In-process enrollments. You can search on many data elements but we will show a simple search. On the screen below, we show the search based on the following:

Last Name: X

Note: You do not need to enter the child’s full last name. In this example, we show using just the first letter.

If the record displayed appears to be the same child, choose the record. This will prevent duplicates being created in the system.



Pennsylvania's Enterprise to Link Information for Children Across Networks

[Help](#) | [Logout](#)

[My Locations](#) | [My Providers](#) | [Home](#) | [Location](#) | [Tools](#) | [My Details](#) | [Child Information](#) | [Reports](#)

[Child Roster](#) | [Child Search](#) | [Waiting List](#)

Child Search

Select.. [GO](#)

MPI ID	Location Name	Location ID	Lead Agency
300404108-0001	EINSTEIN BABIES SOUTHSIDE	10983	Einstein Babies, Inc.

Status

Active

Search Criteria

To search for a child at this specific location, enter the first few letters of the child's first or last name, then click Search.

Last Name:	<input type="text" value="X"/>	First Name:	<input type="text"/>						
SSN:	<input type="text"/>	Age:	= <input type="text"/>						
Program Date between:	<input type="text"/>	and	<input type="text"/>						
Provider Name:	<input type="text"/>	Teacher:	<input type="text" value="Locke, John"/>						
Program Type:	<input type="text" value="PA Pre-K Counts"/> <input type="text" value="Head Start"/> <input type="text" value="School District Pre-K"/> <input type="text" value="Keystone STARS"/> <input type="text" value="EIIT"/>		<input type="text" value="Teacher, Jane A"/> <input type="text" value="Teacher, Jane B"/> <input type="text" value="Teacher, John B"/> <input type="text" value="Teacher, John B"/>						
Physical Room - Classroom Session:	ROOM 101 - Pre-K Counts 4 Year O								
<table> <tr> <th colspan="2">Search Criteria</th> </tr> <tr> <td>Status:</td> <td><input type="text" value="All"/></td> </tr> <tr> <td>Schedule:</td> <td><input type="text" value="Select"/></td> </tr> </table>				Search Criteria		Status:	<input type="text" value="All"/>	Schedule:	<input type="text" value="Select"/>
Search Criteria									
Status:	<input type="text" value="All"/>								
Schedule:	<input type="text" value="Select"/>								

Sort Options

☐ Ascending ☐ Descending

☐ First Name ☐ Last Name ☐ Age ☐ Begin Date

[SEARCH](#) [CLEAR](#)

UserID: b-uatslds007

System Acceptance Test for PA Pre-K Counts | Version 1.0.0.0

Figure 32 Child Search - Submitting Search

- At the bottom of the *Child Search* page, the Search Results are displayed. If a potential match is displayed, you will need to determine if this is the same child as the one you are seeking to enroll. If it is not the same child, click [CREATE NEW CHILD].



Figure 33 Child Search - Create New Child Link

Child Demographics

- The *Child Demographics* page is displayed. Enter child demographics information as described below and then click [SAVE AND CONTINUE].

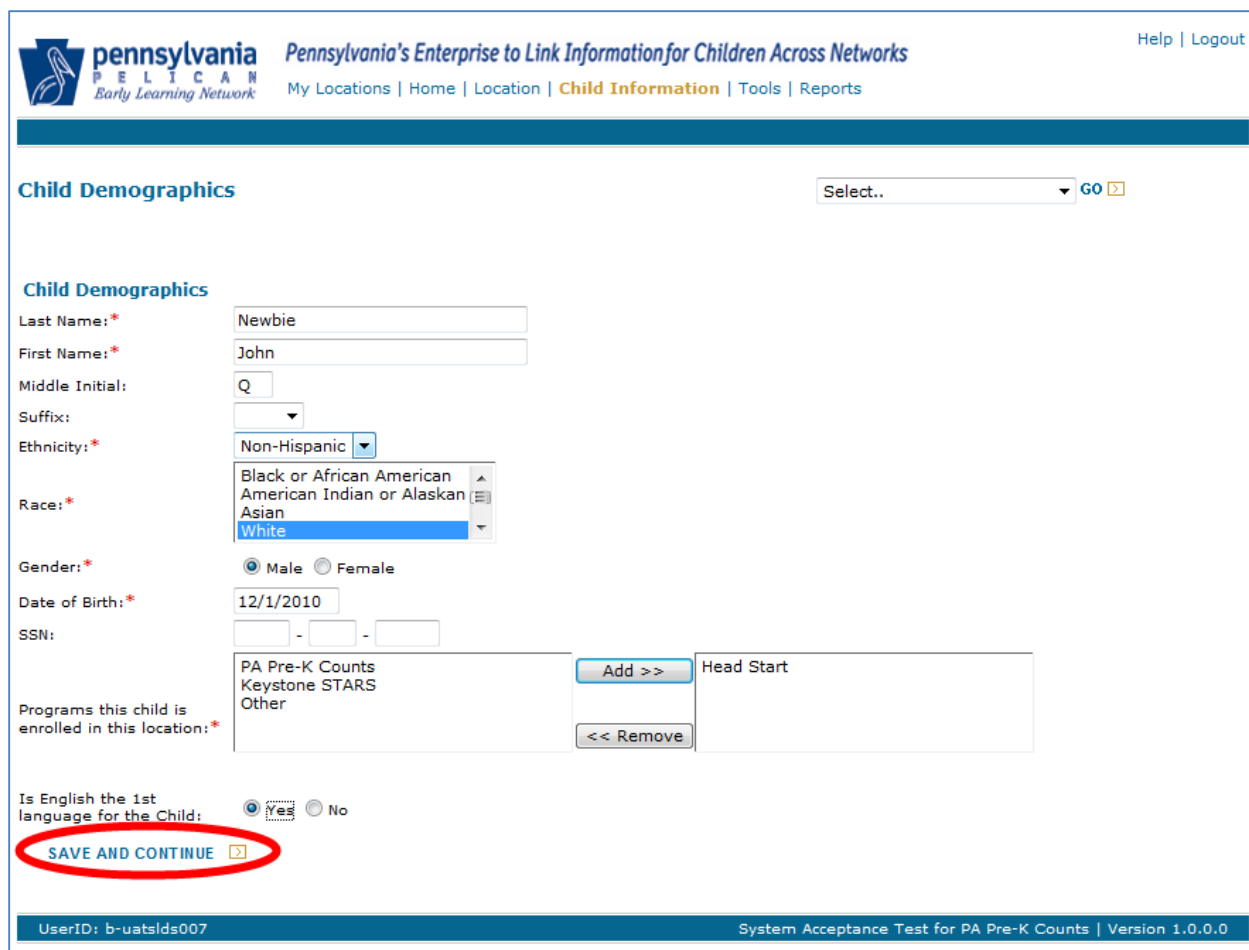
Last Name:	Enter child's last name.
First Name:	Enter child's first name.
Middle Initial:	Not required. You may enter a middle initial for your child.
Suffix:	Not required. You may enter suffix if your child has one.
Ethnicity:	Use the drop-down list to indicate if your child is Hispanic, Non-Hispanic or Unknown.
Race:	Use the scroll box to find the child's race. The available options are: <ul style="list-style-type: none"> Black or African American American Indian or Alaskan Asian White Other Native Hawaiian or Pacific Unknown
Gender:	Select Male or Female.
Date of Birth:	Enter the date your child was born in the format MM/DD/YYYY.
SSN:	Not Required. You may enter the Social Security Number in the boxes provided. Enter the first 3 numbers, press the tab button, enter 2 digits in the second box and press tab again before entering the last 4 digits in the last box. After you hit tab, the numbers you have entered will be replaced by asterisks symbols.

Programs the child is Enrolled in this location:

You must enter one or more programs for your child. Click on the first program you want to select. If you want to select more than one, hold down the Control (Ctrl) key and click on the remaining programs. Afterwards Click [Add >>] to add the programs. If you make a mistake, you may select programs and click [<< Remove] to remove programs as well.

Is English 1st language for the child:

Not required. Select Yes or No in answer to the question of whether English is your child's first language.



Child Demographics

Help | Logout

My Locations | Home | Location | **Child Information** | Tools | Reports

Select.. GO

Child Demographics

Last Name: * Newbie

First Name: * John

Middle Initial: Q

Suffix:

Ethnicity: * Non-Hispanic

Race: *

Gender: * ☒ Male ☐ Female

Date of Birth: * 12/1/2010

SSN: - -

Programs this child is enrolled in this location: *

PA Pre-K Counts
Keystone STARS
Other

Add >> Head Start

<< Remove

Is English the 1st language for the Child: ☒ Yes ☐ No

SAVE AND CONTINUE

UserID: b-uatslds007 System Acceptance Test for PA Pre-K Counts | Version 1.0.0.0

Figure 34 Child Demographics - Submitting Information

Note: If there is matching child information existing in the system, the *Child Clearance* page will appear. On this page, a list of potential matching child records will be displayed along with a percentage indicating how close the information matches.

The *Child Clearance* page displays because the system believes you may be entering a child who has previously been entered into the system. It is important that you review the potential matches

and determine if you are entering a child. If you find that the match is true, select the correct match and click [CONTINUE]. Note that if your match is at 98% or higher, the system forces you to select the match and the *Legal Guardian* page may be populated automatically. You will need to verify the legal guardian information and update if needed.

If there is no match, you are entering a new child into the system. The *Legal Guardian* page will display.

Legal Guardian Information

- The *Legal Guardian Information* page is displayed. As a new child, there is no current Parent/Legal Guardian information to display. Click [ADD].

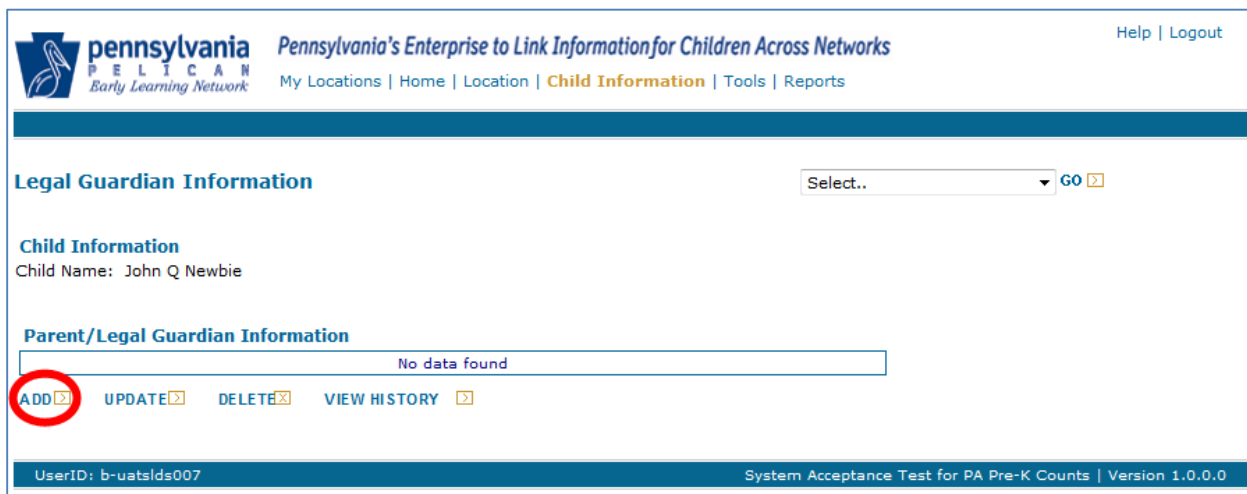


Figure 35 Legal Guardian Information - Adding information

- The *Legal Guardian Information* page is redisplayed with a lot more fields displayed in which you must enter data. Enter legal guardian information as described below and then click [SAVE AND CONTINUE].

Last Name:	Enter legal guardian's last name.
First Name:	Enter legal guardian's first name.
Middle Initial:	Not required. You may enter a middle initial for the legal guardian.
Suffix:	Not required. Enter suffix, as needed, for the legal guardian.
Gender:	Select Male or Female for the legal guardian's gender.
Date of Birth:	Enter date of birth for the legal guardian.

Relationship to Child (field 1): Select from drop-Down list.

- Not Required
- Father
- Mother
- Grandparent
- Guardian
- Other

Relationship to Child (field 2): Select from drop-Down list.

- Not Required
- Biological
- Foster
- Adoptive
- Step Parent
- Other

Role:

Select from drop-Down list.

- Not Required
- Primary Guardian
- Secondary Guardian
- Legal Guardian
- Caregiver
- Support Team Member
- Power of Attorney
- Living Will
- Fiscal Guardianship
- Representative Payee
- Personal Guardianship
- Substitute Decision Maker
- Child Care Worker
- Case Worker
- Primary Care Physician
- Specialist

Address Line 1:

Enter legal guardian's street address.

Address Line 2:

Not Required. Enter additional address information if needed.

City:

Enter legal guardian's city.

State:

Select legal guardian's state from drop-down list.

Zip:

Enter legal guardian's zip code.

County:

Enter legal guardian's county.

School District of Residence:

Select the school district based on the residence of the legal guardian. *Note - if State is not PA, please select Provider's School District.*


Phone:

Not Required. Enter legal guardian's phone number.

Email:

Not Required. Enter legal guardian's email address.

- Send Correspondence to the Legal Guardian:** Select the checkbox if this is the address which the state should use to send you correspondences.
- Primary Address of Child:** Select the checkbox if the first legal guardian's address as entered is also the primary address for the child.
- Highest Education:** Not Required. Select from Drop-Down list.
- Up to 8th grade
 - 9th – 11th grade
 - High school diploma
 - GED
 - Vocational or technical program after high school
 - Some college
 - Associates degree
 - Bachelor's Degree
 - Graduate/Professional Schools
 - Unknown
- What is the Employment Status of the Parent/Guardian?** Not Required. Options if desired:
- Full Time (30 hours /week and over)
 - More than one Part Time
 - Seasonal
 - Student Part Time
 - Student Full Time
 - No Employment
 - Full Time (30 hours/week and over)
- Highest Education of Mother Level of the birth mother:** Not Required. Options if desired:
- Up to 8th grade
 - 9th – 11th grade
 - High school diploma
 - GED
 - Vocational or technical program after high school
 - Some college
 - Associates degree
 - Bachelor's Degree
 - Graduate/Professional Schools
 - Unknown



Pennsylvania's Enterprise to Link Information for Children Across Networks

My Locations | Home | Location | **Child Information** | Tools | Reports

Help | Logout

Legal Guardian Information

Select..
GO

Child Information

Child Name: JOHN Q NEWBIE

Parent/Legal Guardian Information

No data found

ADD
UPDATE
DELETE
VIEW HISTORY

Demographic Information

Last Name : *
 First Name : *
 Middle Initial :
 Suffix :

Gender : * ☐ Male ☒ Female
 Date of Birth :

Relationship to Child : *
 *
 Role : *

Address

Address Line 1 : *

Address Line 2 :

City : *
 State : *
 Zip : *

County : *
 School district of Residence : *

Contact Information

Phone :
 Email :

☒ Send Correspondence to this legal guardian

☒ Primary address of the child

Other Information

What is the highest education level completed ?

What is the Employment status of the Parent/Guardian ?

Full Time (30 hours/week and over)

 Part Time (Fewer than 30 hours/week)

 More than one Part Time

 Seasonal

 Student Part Time

Add >>


 << Remove

SAVE AND CONTINUE
RETURN TO CHILD SUMMARY

UserID: b-uatslds007
 System Acceptance Test for PA Pre-K Counts | Version 1.0.0.0

Figure 36 Legal Guardian Information

- The *Address Clearance* page is displayed. If any potential matches for the legal guardian's address are returned, you may select one if it is a match. Otherwise, click [CONTINUE] to continue with your invalidated address.



Pennsylvania's Enterprise to Link Information for Children Across Networks

My Locations | Home | Location | **Child Information** | Tools | Reports

Help | Logout

Address Clearance

Select..
GO

MPI ID	Location Name	Location ID	Lead Agency
300404108-0001	EINSTEIN BABIES SOUTHSIDE	10983	Einstein Babies, Inc.

Status
Active

Address Entered

Address Line 1	Address Line 2	Address Line 3	City	State	Zip
610 Taneytown Rd			Gettysburg	PA	17325

Potential Address Matches

No Matches Found

☒ Continue with unvalidated address

CONTINUE CANCEL

UserID: b-uatslds007
System Acceptance Test for PA Pre-K Counts | Version 1.0.0.0

Figure 37 Address Clearance

- If PKC or Head Start programs were selected on the *Child Demographics* page, the *Income and Risk Factor Information* page is displayed. Enter income information on the page and click [SAVE]. STARS enrollments will not see this page and you may skip directly to [Enrolling Children on page 48](#).



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Pennsylvania's Enterprise to Link Information for Children Across Networks

Help | Logout

My Locations | Home | Location | **Child Information** | Tools | Reports

Income and Risk Factor Information Select.. GO

MPI ID	Location Name	Location ID	Lead Agency
300404108-0001	EINSTEIN BABIES SOUTHSIDE	10983	Einstein Babies, Inc.

Child Information
Child Name: JOHN Q NEWBIE

Income Information

Date of Income Verification per Program Guidance in [Enrollment and Documentation of Children's At-Risk Status for PA Pre-K Counts](#) Announcement: * 06/01/2013

Including the child, how many people are in this household? * 2

What is the annual household income? * \$ 10500

Federal Poverty Level Percentage: 0.00%

SAVE CALCULATE

Additional Risk Factors

No data found

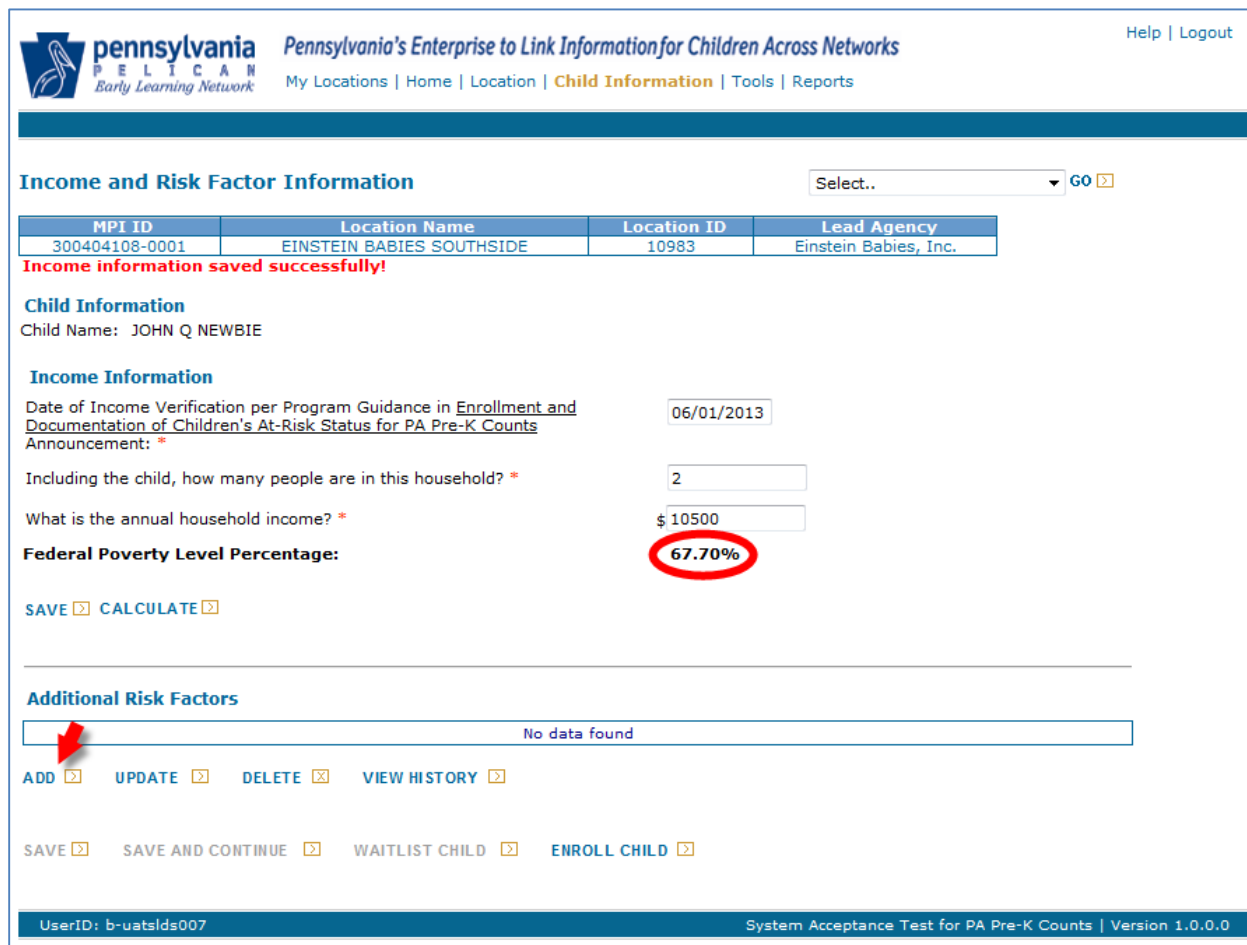
ADD UPDATE DELETE VIEW HISTORY

SAVE SAVE AND CONTINUE WAITLIST CHILD ENROLL CHILD

UserID: b-uatslds007 System Acceptance Test for PA Pre-K Counts | Version 1.0.0.0

Figure 38 Income and Risk Factor Information - Adding Income Information

10. The *Income and Risk Factor Information* page is redisplayed. The system displays the message “**Income information saved successfully!**” and the Federal Poverty Level Percentage is calculated. Click [ADD] at below the Additional Risk Factors section to add risk factors. If no risk factor is identified, select “Child Has None of the Risk Factors Listed” from the Risk Factor drop-down list.



Income and Risk Factor Information Select.. GO

MPI ID	Location Name	Location ID	Lead Agency
300404108-0001	EINSTEIN BABIES SOUTHSIDE	10983	Einstein Babies, Inc.

Income information saved successfully!

Child Information
Child Name: JOHN Q NEWBIE

Income Information
Date of Income Verification per Program Guidance in [Enrollment and Documentation of Children's At-Risk Status for PA Pre-K Counts](#) Announcement: *
Including the child, how many people are in this household? *
What is the annual household income? *
Federal Poverty Level Percentage: **67.70%**

SAVE CALCULATE

Additional Risk Factors
No data found

ADD UPDATE DELETE VIEW HISTORY

SAVE SAVE AND CONTINUE WAITLIST CHILD ENROLL CHILD

UserID: b-uatslds007 System Acceptance Test for PA Pre-K Counts | Version 1.0.0.0

Figure 39 Income and Risk Factor Information - Adding Risk Factors

11. The *Income and Risk Factor Information* page is redisplayed but now additional questions are found at the bottom under the Additional Risk Factors section of the page.

Risk Factor:

Select from drop-Down list.

- Individualized Education Plan
- Migrant(non-immigrant)/ Seasonal Student
- English Language Learner
- Homeless
- Child in or part of family in the Child Welfare System (Foster Child, Kinship Care, Children & Youth Services)

- Child's Family or Living Structure (select all that apply)
- Child considered at risk in another category (Select from List Below)
- Child has None of the Risk Factors Listed
- Child referred by Behavioral Supports
- Child of Teen Mother
- Child of Incarcerated Parent
- Child Guardian has not obtained High School Diploma or GED

Other Risk Categories:

Only required if the risk factor "Child considered at risk in another category" is selected. Select from drop-Down list.

- Child lives in a Geographic Area of High Poverty
- Concerns regarding Child's Physical Development or Existing Medical Condition (Currently Not Receiving EI Services)
- Concerns regarding Child's Speech or Language Development (Currently Not Receiving EI Services)
- Concerns regarding Child's Speech or Language Development (Currently Not Receiving EI Services)


Risk Factor Begin Date:

Enter the date the risk factor began. Note – additional risk factors can be entered any time during the year and should be kept current.

Risk Factor End Date:

For a new child and legal guardian, leave the end date blank.
Enter the date the risk factor ends if appropriate.

Note: If multiple risk factors exist, they can be added one at a time.



Pennsylvania's Enterprise to Link Information for Children Across Networks

My Locations | Home | Location | **Child Information** | Tools | Reports

Help | Logout

Income and Risk Factor Information

Select.. [GO](#)

MPI ID	Location Name	Location ID	Lead Agency
300404108-0001	EINSTEIN BABIES SOUTHSIDE	10983	Einstein Babies, Inc.

Child Information

Child Name: JOHN Q NEWBIE

Income Information

Date of Income Verification per Program Guidance in [Enrollment and Documentation of Children's At-Risk Status for PA Pre-K Counts](#) Announcement: *

Including the child, how many people are in this household? *

What is the annual household income? *

Federal Poverty Level Percentage: **67.70%**

[SAVE](#) [CALCULATE](#)

Additional Risk Factors

No data found

[ADD](#) [UPDATE](#) [DELETE](#) [VIEW HISTORY](#)

Risk Factor Details

Risk Factor: *

Other Risk Categories:

Risk Factor Begin Date : *

Risk Factor End Date :

[SAVE](#) [SAVE AND CONTINUE](#) [WAITLIST CHILD](#) [ENROLL CHILD](#)

UserID: b-uatslds007

System Acceptance Test for PA Pre-K Counts | Version 1.0.0.0

Figure 40 Income and Risk Factor Information - Saving & Continuing

After answering the questions, you have 3 options. You may:

SAVE – Saves the Risk Information but remains on the current screen.

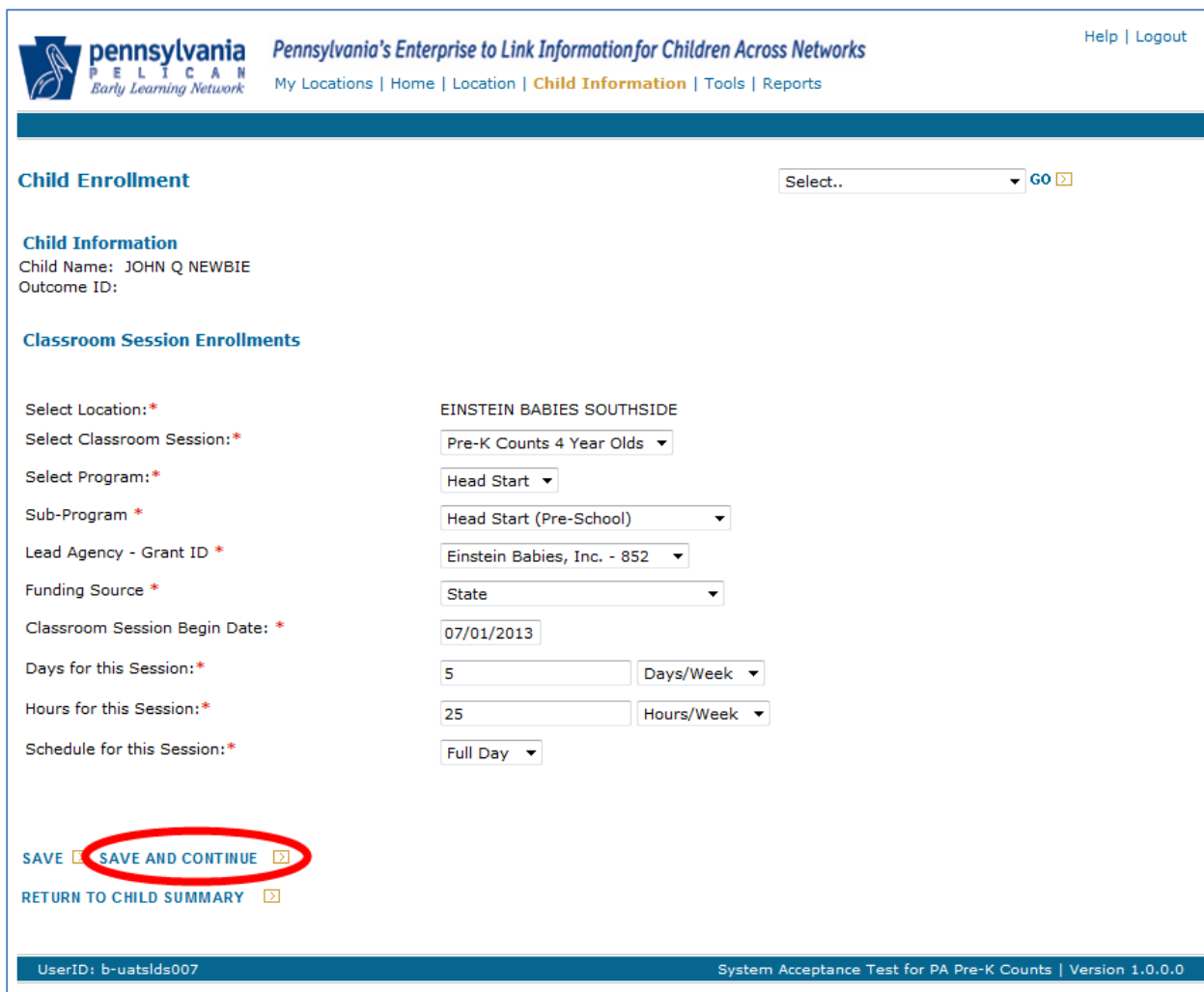
SAVE AND CONTINUE – Saves the Risk Information and opens the *Child Enrollment* page.

ENROLL CHILD – Saves the Risk Information and opens the *Child Enrollment* page.

Enrolling Children

12. *Child Enrollment* page is displayed. An enrollment is required for each program the child participates in at your location. Use the drop-down lists or enter information as described below. Once entered, you can click [SAVE] to save and remain on the screen. To submit the enrollment, click [SAVE AND CONTINUE].

Select Location:	Your location will be auto-populated.
Select Classroom Session:	Select classroom session from drop-down list.
Select Program:	Select child's program from drop-down list. If desired program does not appear in the drop-down list, you will need to return to the <i>Child Demographics</i> page and add the desired program. (See Page 37)
Sub-Program:	Select child's sub-program from drop-down list if applicable.
Lead Agency – Grant ID:	Enter the appropriate the grant ID for your enrollment.
Funding Source:	Enter the source of the program funding if applicable.
Classroom Session Begin Date:	Enter the enrollment begin date.
Days for this Session:	Enter number of days for their session per week.
Hours for this Session:	Enter the number of session hours per week.
Schedule for this Session:	Enter schedule for the session. This is Part-Time or Full-time.



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My Locations | Home | Location | **Child Information** | Tools | Reports

Help | Logout

Child Enrollment Select.. GO

Child Information
Child Name: JOHN Q NEWBIE
Outcome ID:

Classroom Session Enrollments

Select Location: * EINSTEIN BABIES SOUTHSIDE

Select Classroom Session: * Pre-K Counts 4 Year Olds

Select Program: * Head Start

Sub-Program * Head Start (Pre-School)

Lead Agency - Grant ID * Einstein Babies, Inc. - 852

Funding Source * State

Classroom Session Begin Date: * 07/01/2013

Days for this Session: * 5 Days/Week

Hours for this Session: * 25 Hours/Week

Schedule for this Session: * Full Day

SAVE SAVE AND CONTINUE


RETURN TO CHILD SUMMARY

UserID: b-uatslds007 System Acceptance Test for PA Pre-K Counts | Version 1.0.0.0

Figure 41 Child Enrollment

13. The *Child Assessment* page is not a page you will use during initial enrollment of children. On this page, you will be able to eventually view outcomes provided by assessment vendors. However, as a new enrollment, you will see no available outcomes available to be selected at this time. While the screen shows the option to ADD new outcome information, you should not add any outcome information. Click [RETURN TO PREVIOUS].

For more information on the assessment process, please see the [Early Learning Outcomes](#) section of this guide (See Page 60).



Pennsylvania's Enterprise to Link Information for Children Across Networks

My Locations | Home | Location | **Child Information** | Tools | Reports

Help | Logout

Child Assessment

Select..
GO

MPI ID	Location Name	Location ID	Lead Agency
300404108-0001	EINSTEIN BABIES SOUTHSIDE	10983	Einstein Babies, Inc.

Status
Active

Child Information
Child Name: JOHN Q NEWBIE

Child Outcome Information


No data found

RETURN TO PREVIOUS
ADD
EDIT

UserID: b-uatslds007
System Acceptance Test for PA Pre-K Counts | Version 1.0.0.0

Figure 42 Child Assessment

14. The *Child Information Summary* page is displayed and the new enrollment is listed under the **Classroom Session Enrollments at this location** section. Click **Child Information**.



Pennsylvania's Enterprise to Link Information for Children Across Networks

My Locations | Home | Location | **Child Information** | Tools | Reports

Help | Logout

Child Information Summary

Select.. Go

Child Information

Full Name: JOHN Q NEWBIE

Gender: MALE

Date of birth: 12/01/2010

School District: Gettysburg Area

Outcome ID: 545154376

[VIEW DETAILS](#)
[GENERATE CORRESPONDENCE](#)
[GENERATE CHILD/HOUSEHOLD UPDATE FORM](#)

Legal Guardian Information

Full Name	Role	Relationship	Date of Birth	Address
Jane Newbie	Primary Guardian	Mother	05/01/1995	610 Taneytown Rd Gettysburg,PA,17325

[VIEW LEGAL GUARDIAN INFORMATION](#)

Classroom Session Enrollments at this location

Classroom Session Name	Physical Room	Program	Begin Date	End Date	Days Per Week	Hours Per Week	Schedule
Pre-K Counts 4 Year Olds	ROOM 101	Head Start	07/01/2013		5	25	Full Day

[VIEW ENROLLMENT INFORMATION](#)

All Enrollments

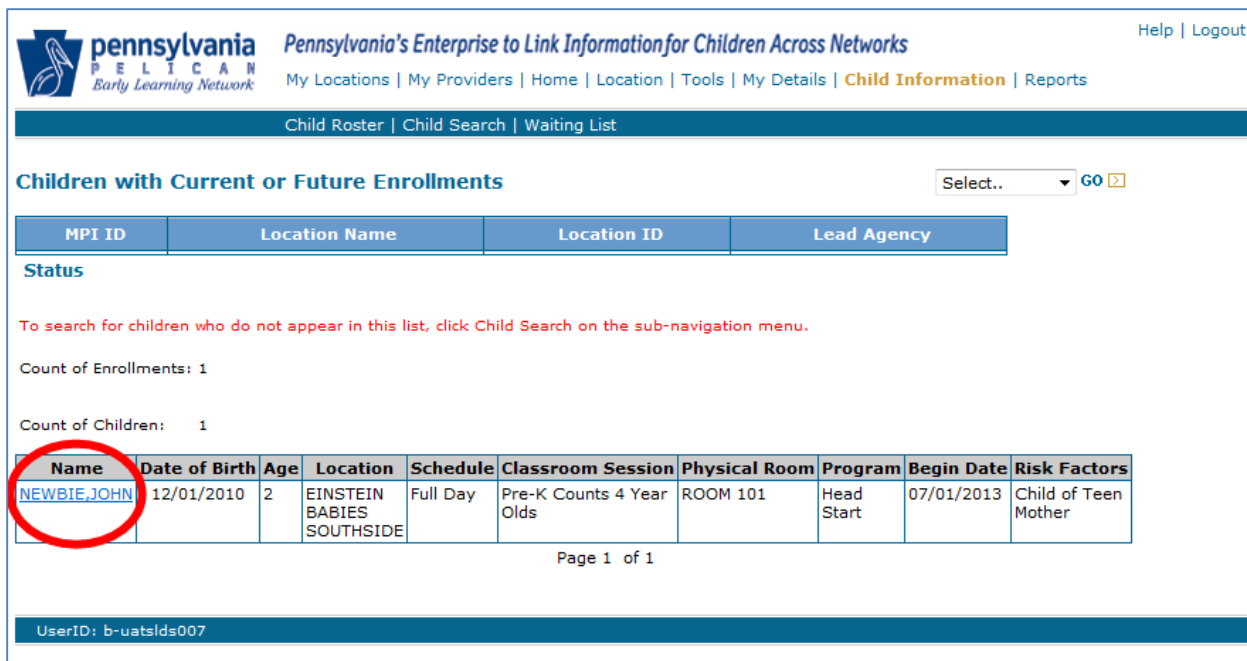
Program	Begin Date	End Date	Hours Per Week
Head Start	07/01/2013		25

UserID: b-uatslds007

System Acceptance Test for PA Pre-K Counts | Version 1.0.0.0

Figure 43 Child Information Summary

The *Children with Current or Future Enrollments* page is displayed and the new enrollment is listed in the enrollment table. Repeat steps 1-14 until all enrollments are displayed on this page.



Children with Current or Future Enrollments Select.. GO

MPI ID	Location Name	Location ID	Lead Agency						
Status									
To search for children who do not appear in this list, click Child Search on the sub-navigation menu.									
Count of Enrollments: 1									
Count of Children: 1									
Name	Date of Birth	Age	Location	Schedule	Classroom Session	Physical Room	Program	Begin Date	Risk Factors
NEWBIE, JOHN	12/01/2010	2	EINSTEIN BABIES SOUTHSIDE	Full Day	Pre-K Counts 4 Year Olds	ROOM 101	Head Start	07/01/2013	Child of Teen Mother

Page 1 of 1

UserID: b-uatslds007

Figure 44 Children with Current or Future Enrollments – new enrollment added

Transfers for PKC and Head Start Providers

Staff Transfers

Sometimes you may want to switch the location where your staff is working. For example, you are a LA with 2 different locations. Teacher A is assigned to the UPTOWN Location but you now want them to teach at the DOWNTOWN location. In order to do this, you may “transfer” them to the new location. The next section will show you how to transfer staff. The transfer of children is described in the following section. (See [Child Transfers](#)).

Note: A LA/Grantee can transfer between its own locations and the locations of Partners in their grant.

- Click **Tools** wherever it appears in the Navigation Menu.

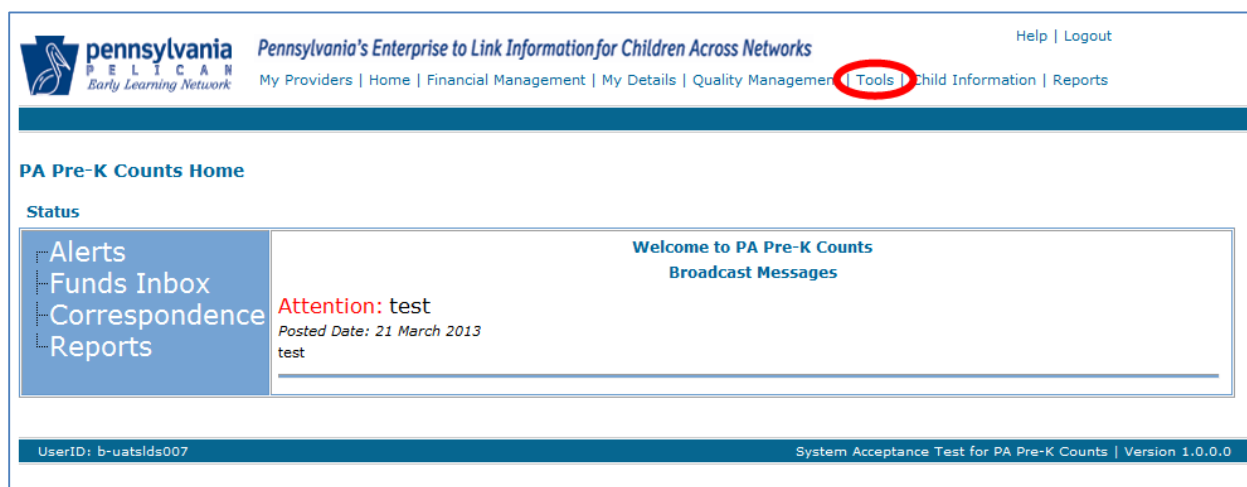


Figure 45 PA Pre-K Counts Home - Select Tools

The *Alerts Inbox* page is displayed. Click [Transfers] from the Sub-Navigation Menu.



Figure 46 Alerts Inbox - Select Transfers

- b. *The Transfer Menu* page is displayed. Click [Transfer Staff Menu].

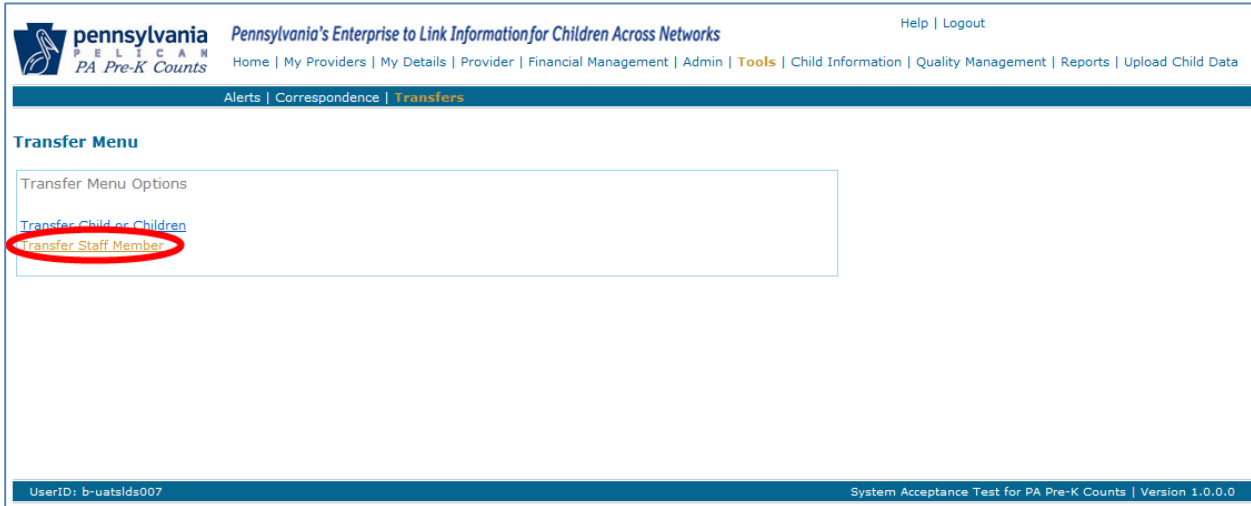


Figure 47 Transfer Menu - Select Staff

- c. *The Staff Transfer* page is displayed. The first step in the transfer is to locate your teacher within the system which is done through a search process. Enter your staff member information and click [SEARCH].

First Name:	Not Required. Enter your staff member's First Name
Last Name:	Not Required. Enter your staff member's Last Name.
Lead Agency Name:	System auto populated.
Location Name	Select the location your staff resides from the drop-down list

If you do not populate the first or last name, all staff from the specified location will be displayed.

Below shows how you would enter data for the teacher we created earlier – Jane Teacher.

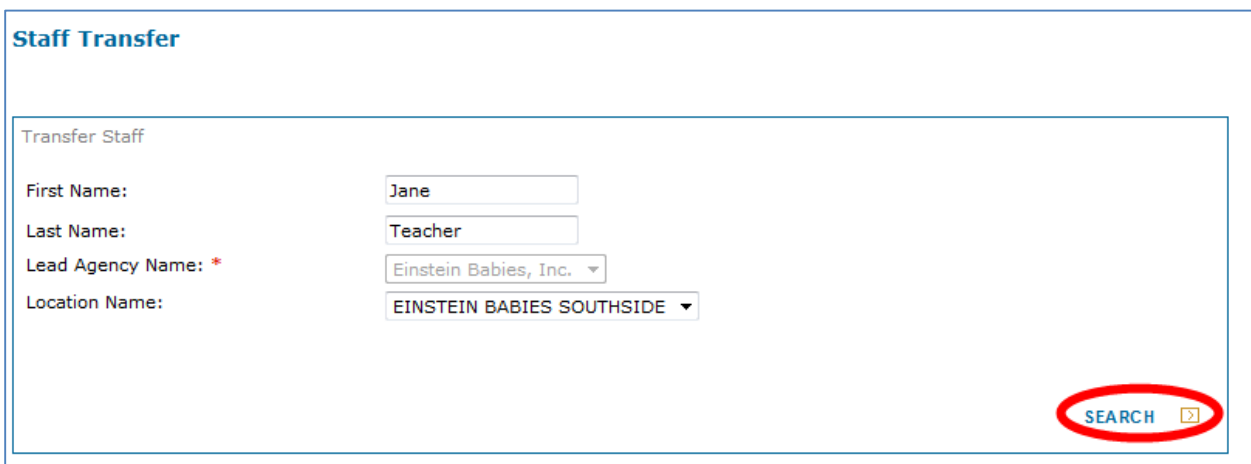


Figure 48 Staff Transfer - Search

New Provider User Training Guide

- d. The *Staff Transfer* page is redisplayed with any matched teacher records it can find. Select the correct staff record by clicking the checkbox beside your staff member and then click [CONTINUE].



Staff Transfer

Transfer Staff

Select a Staff Record

<input type="checkbox"/> All	First Name	Last Name	PPID	Lead Agency	Current Location	Staff Type
<input checked="" type="checkbox"/>	Jane	Teacher	2982513	Einstein Babies, Inc.	EINSTEIN BABIES SOUTHSIDE	Teacher

Page 1 of 1

PREVIOUS  CONTINUE 




Figure 49 Staff Transfer - Selecting a staff record

- e. The *Staff Transfer* page is redisplayed.
- Use the drop-down list to select where the new staff member will be working.
 - Enter the date the staff member will begin working at the new location.
 - Click [CONTINUE].

Staff Transfer

Transfer Staff

Lead Agency: Einstein Babies, Inc.

Destination Location Name: * EINSTEIN BABIES NORTHSIDE ▼

Current Location End Date:

Destination Location Start Date: * 07/01/2013

First Name	Last Name	PPID	Lead Agency	Current Location	Staff Type
Jane	Teacher	3540972	Einstein Babies, Inc.	EINSTEIN BABIES SOUTHSIDE	Teacher

PREVIOUS  CONTINUE 



Figure 50 Staff Transfer - Select staff member to transfer

- f. A confirmation page is displayed. Click [CONFIRM TRANSFER].

Staff Transfer

Transfer Staff

Lead Agency: Einstein Babies, Inc.

Destination Location Name: EINSTEIN BABIES NORTHSIDE

Current Location End Date:


Destination Location Start Date: 08/01/2013

First Name	Last Name	PPID	Lead Agency	Current Location	Staff Type
Jane	Teacher	3540972	Einstein Babies, Inc.	EINSTEIN BABIES SOUTHSIDE	Teacher

PREVIOUS
CONFIRM TRANSFER

Figure 51 Staff Transfer - Confirming transfer

- g. The *Staff Transfer* page is redisplayed the message “**Staff transfer completed successfully.**” is displayed when the transfer is successful.



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Home | My Providers | My Details | Provider | Financial Management | Admin | **Tools** | Child Information | Quality Management | Reports | Upload Child Data

Alerts | Correspondence | **Transfers**

Help | Logout

Staff Transfer

Staff transfer completed successfully.

Transfer Staff

Lead Agency: Einstein Babies, Inc.

Destination Location Name: EINSTEIN BABIES NORTHSIDE

Current Location End Date:

Destination Location Start Date: 08/01/2013

First Name	Last Name	PPID	Lead Agency	Current Location	Staff Type
Jane	Teacher	3540972	Einstein Babies, Inc.	EINSTEIN BABIES SOUTHSIDE	Teacher

UserID: b-uatslds007

System Acceptance Test for PA Pre-K Counts | Version 1.0.0.0

Figure 52 Staff Transfer - Successful transfer

To navigate from this page, you must click an option from the Navigation or Sub Navigation menu.

Child Transfers

Even as a new providers, there will be times that you will want to transfer a student from one location to another. For example, the child could have been initially enrolled in the wrong location or a parent could move and request a change in location. PELICAN provides the capability for a LA/Grantee to transfer a child similarly to the way staff is transferred.

Note: A LA/Grantee can transfer between its own locations and the locations of Partners in their grant.

- Click **Tools** wherever it appears in the Navigation Menu. (See [Figure 44](#))
- The *Alerts Inbox* page is displayed. Click [Transfers] from the Sub-Navigation Menu. (See [Figure 45](#))
- The *Transfer Menu* page is displayed. Click [Transfer Child or Children].



Figure 53 Transfer Menu - Transferring children

- d. The *Child Transfer* page is displayed. You are asked to enter information about the child you wish to transfer. Enter the following fields and then click [Search].

First Name: Not required. Enter child's first name.
Last Name: Not required. Enter child's last name.
Program: Select program in which your child is enrolled from drop-down list.
Lead Agency: Select LA from drop-down list.
Location Name: Not required. Select your child's Location from drop-down list.
Classroom Session Name: Select your child's Classroom Session Name from drop-down list.

In our example, we have filled out the screen as described below and then clicked [SAVE]:

First Name: Leave blank.
Last Name: Leave blank.
Program: Head Start
Lead Agency: Einstein Babies, Inc.
Location Name: EINSTEIN BABIES SOUTHSIDE
Classroom Session Name: Pre-K Counts 4 Year Olds

Note: By leaving the First Name and Last Name blank, the search will return the full list of children from that LA, Program & Location enrolled in the particular Classroom Session. You can limit the search by entering either the First Name or Last Name.



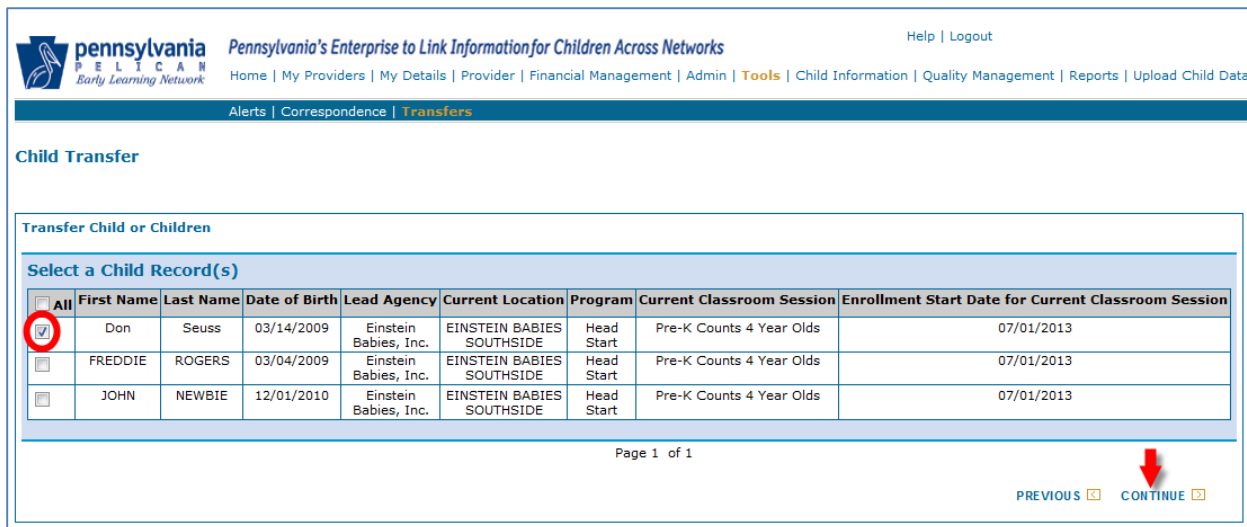
The screenshot displays the 'Child Transfer' page within the Pennsylvania Pelican Early Learning Network. The page header includes the network logo and navigation links. The main content area is titled 'Child Transfer' and contains a form for searching for children to transfer. The form fields are as follows:

- First Name: (Empty text box)
- Last Name: (Empty text box)
- Program: * (Dropdown menu showing 'Head Start')
- Lead Agency: * (Dropdown menu showing 'Einstein Babies, Inc.')
- Location Name: (Dropdown menu showing 'EINSTEIN BABIES SOUTHSIDE')
- Classroom Session Name: (Dropdown menu showing 'Pre-K Counts 4 Year Olds')

A red circle highlights the 'SEARCH' button, which is located at the bottom right of the form area. The footer of the page shows the user ID 'b-uatslds007' and the system version 'System Acceptance Test for PA Pre-K Counts | Version 1.0.0.0'.

Figure 54 Child Transfer - Search

- e. The *Child Transfer* page displays the list of children who met the search criteria. Select the checkbox to select one or more children to transfer to the same new location. You may also check All to select all the children. In our example, we will be transferring only one child: **Don Seuss**. Click [CONTINUE].



The screenshot shows the 'Child Transfer' page with a table titled 'Select a Child Record(s)'. The table has columns: All, First Name, Last Name, Date of Birth, Lead Agency, Current Location, Program, Current Classroom Session, and Enrollment Start Date for Current Classroom Session. The first row is selected, and a red arrow points to the 'CONTINUE' button.

All	First Name	Last Name	Date of Birth	Lead Agency	Current Location	Program	Current Classroom Session	Enrollment Start Date for Current Classroom Session
<input checked="" type="checkbox"/>	Don	Seuss	03/14/2009	Einstein Babies, Inc.	EINSTEIN BABIES SOUTHSIDE	Head Start	Pre-K Counts 4 Year Olds	07/01/2013
<input type="checkbox"/>	FREDDIE	ROGERS	03/04/2009	Einstein Babies, Inc.	EINSTEIN BABIES SOUTHSIDE	Head Start	Pre-K Counts 4 Year Olds	07/01/2013
<input type="checkbox"/>	JOHN	NEWBIE	12/01/2010	Einstein Babies, Inc.	EINSTEIN BABIES SOUTHSIDE	Head Start	Pre-K Counts 4 Year Olds	07/01/2013

Page 1 of 1

PREVIOUS [X] CONTINUE [X]

Figure 55 Child Transfer - Selecting a child record

- f. The *Child Transfer* page is displayed. You are asked to enter information where you want to transfer your child(ren). Enter the following fields and then click [CONTINUE].

Destination Location: Enter the new location.
Destination Classroom Session: Enter the Classroom Location at new location
Enrollment End Date for Current Classroom Session: Enter End date for current classroom session.
Enrollment Start Date for Destination Classroom Session: Enter Start date for news classroom session.

In our example, we have filled out the screen as described below and then clicked [CONTINUE]:

Destination Location: EINSTEIN BABIES
Destination Classroom Session: Pre-K 4 year olds – Head Start
Enrollment End Date for Current Classroom Session: 7/1/2013

Enrollment Start Date for Destination Classroom Session: 7/1/2013

Child Transfer

Transfer Child or Children

Destination Location: * EINSTEIN BABIES NORTHSIDE

Destination Classroom Session: * Pre-K 4 year olds - Head Start

Enrollment End Date for Current Classroom Session: * 7/1/2013

Enrollment Start Date for Destination Classroom Session: * 7/1/2013

First Name	Last Name	Date of Birth	Lead Agency	Current Location	Program	Current Classroom Session	Enrollment Start Date for Current Classroom Session
Don	Seuss	03/14/2009	Einstein Babies, Inc.	EINSTEIN BABIES SOUTHSIDE	Head Start	Pre-K Counts 4 Year Olds	07/01/2013

PREVIOUS

UserID: b-uatslds007 System Acceptance Test for PA Pre-K Counts | Version 1.0.0.0

Figure 56 Child Transfer - Selecting a child

- g. The page redisplay the transfer information for your child and you are given the opportunity to cancel the transfer, return to a previous pages to make adjustments to the transfer to or to confirm the transfer. To complete the transfer, click [CONFIRM TRANSFER].

Child Transfer

Transfer Child or Children

Enrollment End Date for Current Classroom Session: 07/01/2013

Enrollment Start Date for Destination Classroom Session: 07/01/2013

Destination Location: EINSTEIN BABIES NORTHSIDE

Destination Classroom Session: Pre-K 4 year olds - Head Start

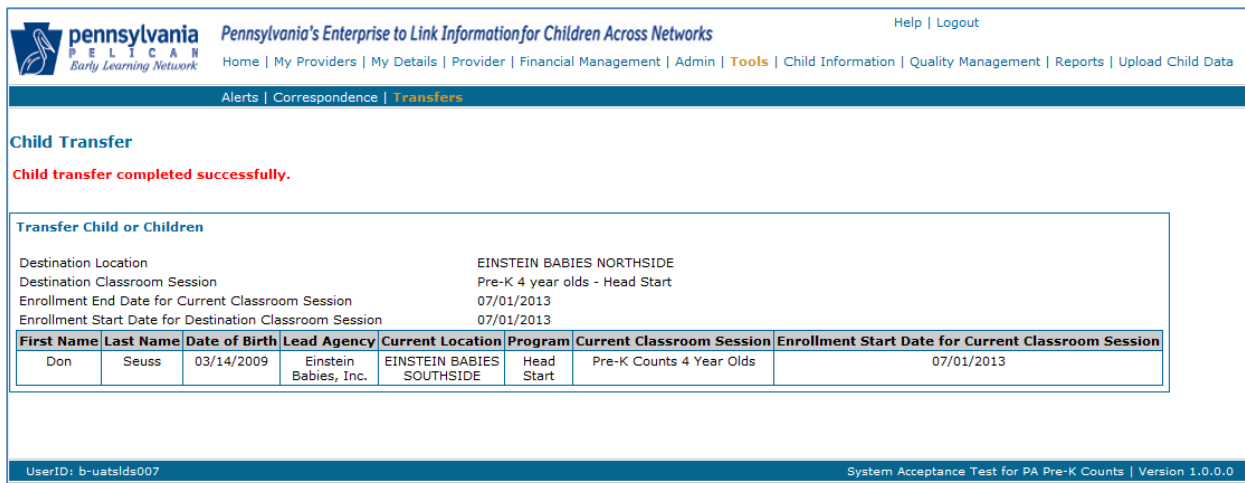
First Name	Last Name	Date of Birth	Lead Agency	Current Location	Program	Current Classroom Session	Enrollment Start Date for Current Classroom Session
Don	Seuss	03/14/2009	Einstein Babies, Inc.	EINSTEIN BABIES SOUTHSIDE	Head Start	Pre-K Counts 4 Year Olds	07/01/2013

PREVIOUS

UserID: b-uatslds007 System Acceptance Test for PA Pre-K Counts | Version 1.0.0.0

Figure 57 Child Transfer - Confirm transfer

- h. The *Child Transfer* page is displayed and the system will display the message “**Child transfer completed successfully.**” when the transfer is complete.



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Pennsylvania's Enterprise to Link Information for Children Across Networks

Help | Logout

Home | My Providers | My Details | Provider | Financial Management | Admin | **Tools** | Child Information | Quality Management | Reports | Upload Child Data

Alerts | Correspondence | **Transfers**

Child Transfer

Child transfer completed successfully.

Transfer Child or Children

Destination Location: EINSTEIN BABIES NORTHSIDE
 Destination Classroom Session: Pre-K 4 year olds - Head Start
 Enrollment End Date for Current Classroom Session: 07/01/2013
 Enrollment Start Date for Destination Classroom Session: 07/01/2013

First Name	Last Name	Date of Birth	Lead Agency	Current Location	Program	Current Classroom Session	Enrollment Start Date for Current Classroom Session
Don	Seuss	03/14/2009	Einstein Babies, Inc.	EINSTEIN BABIES SOUTHSIDE	Head Start	Pre-K Counts 4 Year Olds	07/01/2013

UserID: b-uatslds007

System Acceptance Test for PA Pre-K Counts | Version 1.0.0.0

Figure 58 Child Transfer - Successful transfer

Early Learning Outcomes

Pennsylvania transformed how child outcomes are reported through PELICAN ELN. The new strategy allows early childhood providers to choose from a list of approved child assessment tools. Within these tools, providers will be able to create their own classrooms, enter staff and children, and generate teacher and parent reports by fully utilizing the assessment company's online products.

ELN provides a new unique identifier for each child (Child Outcome ID) which must be entered into the online system of a program's chosen tool. This Child Outcome ID will be the link between assessment data and outcomes reported to ELN from the chosen assessment tool.

Although OCDEL will provide basic information on each approved assessment tool, it is each provider's responsibility to select and purchase a license for the approved assessment tool that best meets its needs. Some issues to consider when selecting a tool:

- Does the tool assess the age ranges for children in my program?
- What online tools and reports are available and will they meet the needs of my teachers, families and program?
- What training is offered, how is it offered, and will it meet my program's needs?
- Can the assessment tool be used with the curriculum my program uses?
- What is the cost and does the cost fit in my program's budget?

Informational sheets for each approved assessment tool are posted on the PA Keys website, www.pakeys.org, by clicking on “Early Childhood Programs and Outcomes Reporting,” and provide basic information on many of the above questions.

There are several reference documents and a report that can assist you in reviewing Outcomes reporting statuses. After assessments are completed in your chosen tool, you will want to wait several days to give your assessment company time to process the outcomes results and send these results to ELN.

- When you are ready to see if ELN has received the results, you will want to request the ELNRPT102-Outcomes Reporting Compliance Report. How to request any report is described in the next section on [Reporting](#).
- Another way to review children's assessment completion is to request ELNRPT103-Detailed Child Spreadsheet report as shown in the [Reporting](#) section. This report will list each child as active or inactive at a location. Scroll to the far right side of the report to identify which children do not have outcomes reported.
- After your assessments are completed and the outcomes have been reported to ELN, you may run the Early Learning Outcomes report of your choice. Go to ELNRPT106-113 - Child Longitudinal Outcomes Reports and select Early Learning Outcomes (0-5 years) or Student Outcomes (k-grade 12). Review the [Child Longitudinal Outcomes Report Tip Sheet](#) found on the PA Keys website to assist you with your understanding of the multiple reports available to you.

Reporting

The PELICAN system provides a wide range of reports that you can generate yourself. Which reports are available to you depends on the system security access you have with your Logon ID. It would be impossible to discuss each report here but this guide will show you how you can request a report and how to view the report once it has been generated. Please note that requesting a report does NOT cost you anything. You may request reports as often as you like. If you see a report and you are wondering if it would help you, please don't hesitate to run it. You can always save or delete reports so there is never a danger in requesting reports. Please feel free to explore the reports available to you.

You have both HQ and Location Reports available to you. Each report has different parameters to select in order to request the report you want. It is impossible to show you every possible report. This guide will show one example of a report and how to request it. The guide also will show you the process of viewing and then printing your requested report.

The PA Keys website has various training materials available to you which involve reporting capabilities in PELICAN. New materials can be added any time so we will not provide a full listing in this guide. To see if information on your requested report is available, click on the [PA Keys website report page](#) link and search for your report.

1. Click the **Reports** on the Navigation Menu wherever it appears on your screen.

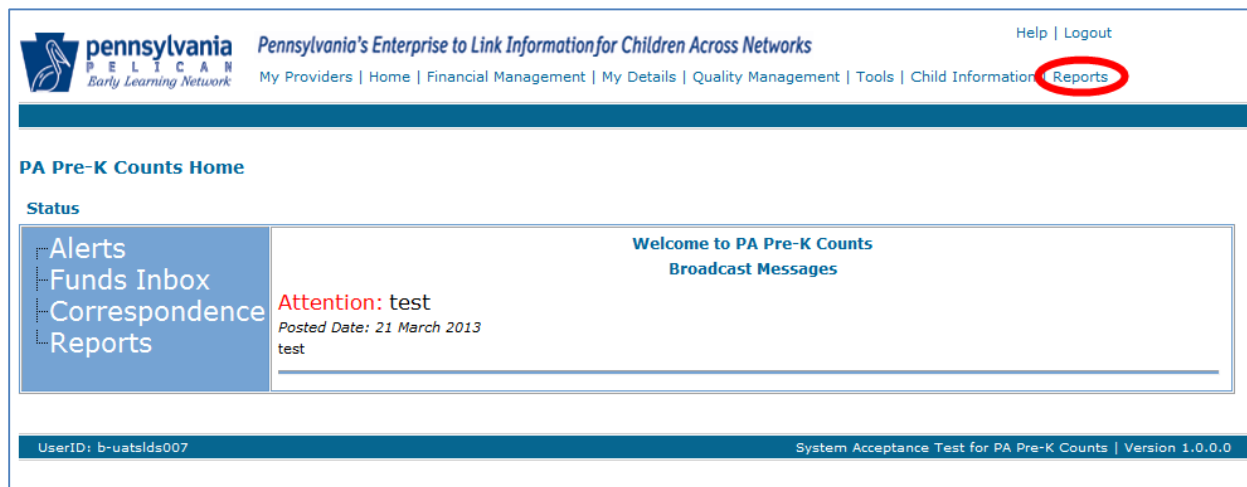


Figure 59 PA Pre-K Counts Home - Select Reports

2. The *Reports Home* page is displayed. For our example, we will click [HQ Reports]. If you wish to request a Location Report, you would click [Location Reports].

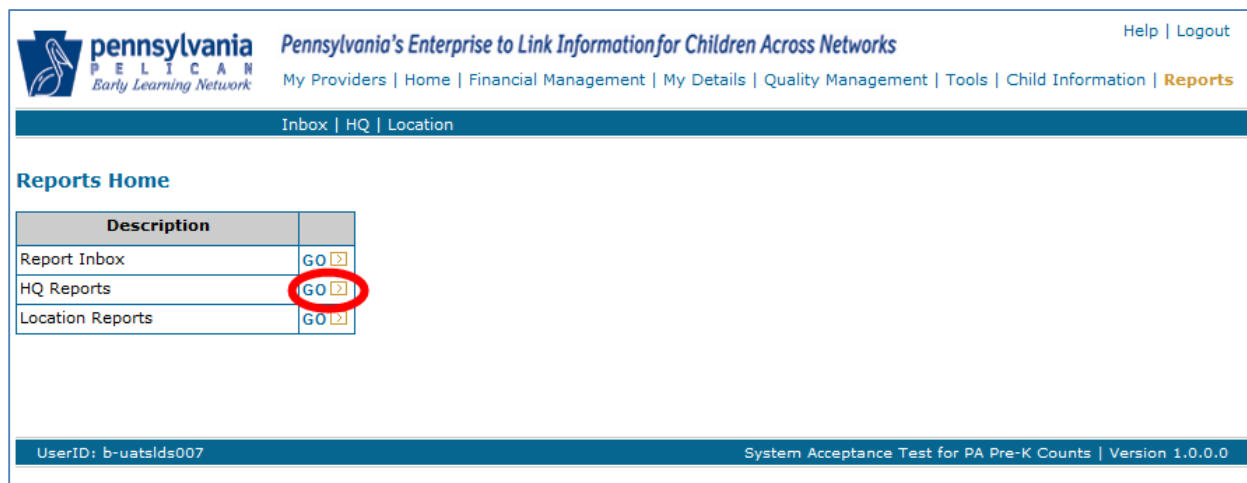



Figure 60 Reports Home - Select HQ Reports

- The *HQ Reports* page is displayed. You will select the report you wish to run. We will select the PKCRPT113-Grantee report. To do this, click [GO] next to the row for the PKCRPT113-Grantee report.



Pennsylvania's Enterprise to Link Information for Children Across Networks

Home | Provider | Financial Management | Tools | Admin | **Reports** | Upload Child Data


Inbox | **HQ** | Location

HQ Reports

Report	Description	
PKCRPT107-Waitlist report	Generates list of all waitlisted children.	GO
PKCRPT108-Waitlist Summary report	This report will show a count of waitlisted children broken down by lead agency and partner. It will also display a state-wide count.	GO
PKCRPT109-Waiver report	Generates list of all all providers that have an approved waiver.	GO
PKCRPT110-Contact report	This report will list all contacts of Children.	GO
PKCRPT111-Staff Qualification report	This report breaks down staff members by location and show their staff type, status, level of degree/field, certifications, training hours and the classroom session they teach in.	GO
PKCRPT112-ERS Score report	This report shows the ERS Score for all active classroom sessions.	GO
PKCRPT113-Grantee report	This report will show an overview of a lead agency with respect to slots allocated, children enrolled and funding breakdown.	GO
PKCRPT115-Enrollment report	This report will show enrollments broken down by lead agency, partner, location, county and school district.	GO
PKCRPT116-Classroom Session Attendance report	This report will display the classroom sessions that have not entered attendance.	GO
PKCRPT117-Compliance report	This report will show how lead agency's are complying with requirements.	GO
PKCRPT124-Quarterly Narrative report	This report will show all the lead agencies in a caseload and their responses to Quarterly Narrative questions.	GO
PKCRPT125-Continuation Grant Structure report	This report will show the continuation grant structure.	GO
PKCRPT126-Narrative Response report	This report will show the response of multiple questions selected.	GO
PKCRPT127-Provider Grant Detail report	This report will show the provider grant details.	GO

Figure 61 HQ Reports - Select a report

- The *Grantee Report* page is displayed. Enter the report criteria and click [GENERATE REPORT].



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Pennsylvania's Enterprise to Link Information for Children Across Networks

Help | Logout

My Providers | Home | Financial Management | My Details | Quality Management | Tools | Child Information | **Reports**

Inbox | HQ | Location

Grantee Report


Program: *

Lead Agency: Einstein Babies, Inc.

Request Date: *

Name of Request:

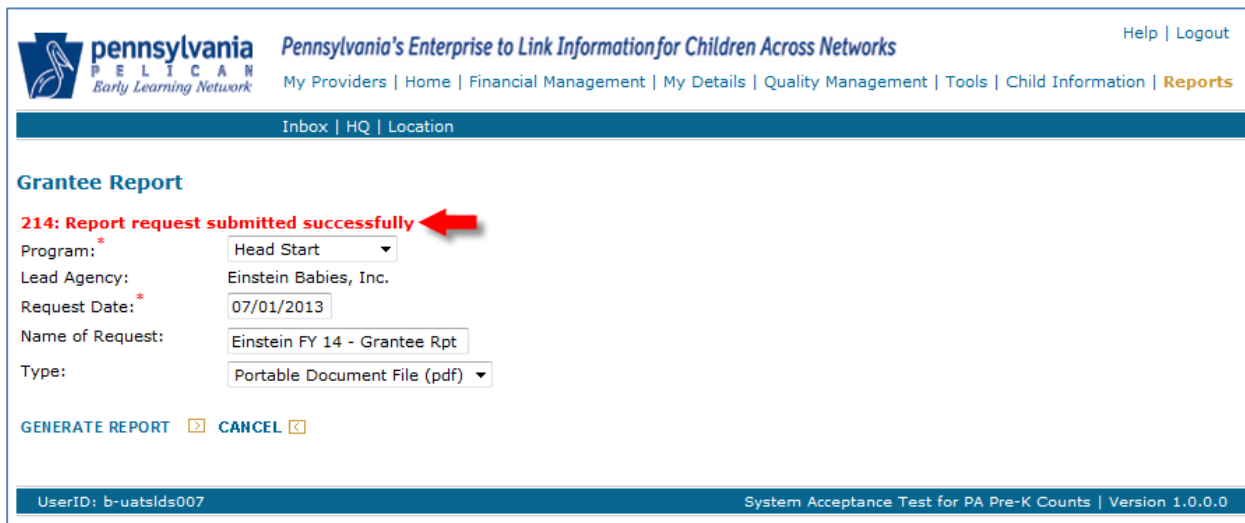
Type:

GENERATE REPORT  **CANCEL** 

UserID: b-uatslds007 System Acceptance Test for PA Pre-K Counts | Version 1.0.0.0

Figure 62 Grantee Report - Generate report

- If there are issues with how the report criteria was entered, an error message is displayed in the same location. Correct the report criteria and click [GENERATE REPORT] to resubmit the report. When the report is successfully submitted, the message **"214: Report request submitted successfully"** is displayed as shown below. You may change Report Criteria again to submit a different report. Once you have submitted all the Grantee Reports that you require, click [Inbox].



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Pennsylvania's Enterprise to Link Information for Children Across Networks

Help | Logout

My Providers | Home | Financial Management | My Details | Quality Management | Tools | Child Information | **Reports**

Inbox | HQ | Location

Grantee Report

214: Report request submitted successfully 



Program: *

Lead Agency: Einstein Babies, Inc.

Request Date: *

Name of Request:


Type:

GENERATE REPORT  **CANCEL** 

UserID: b-uatslds007 System Acceptance Test for PA Pre-K Counts | Version 1.0.0.0

Figure 63 Grantee Report - Successful request

- The *Reports Inbox* page is displayed. The status of the report is "Report Requested". The status will change to "Completed" when the report is ready to be reviewed.



Pennsylvania's Enterprise to Link Information for Children Across Networks

My Providers | Home | Financial Management | My Details | Quality Management | Tools | Child Information | **Reports**

Inbox | HQ | Location

Reports Inbox

Reports Requested

Delete	Date Requested	Report Title	Status	Days Remaining in Inbox
<input type="checkbox"/>	10/6/2013 11:35:16 AM	PKCRPT113: Einstein FY 14 - Grantee Rpt	Report Requested	30


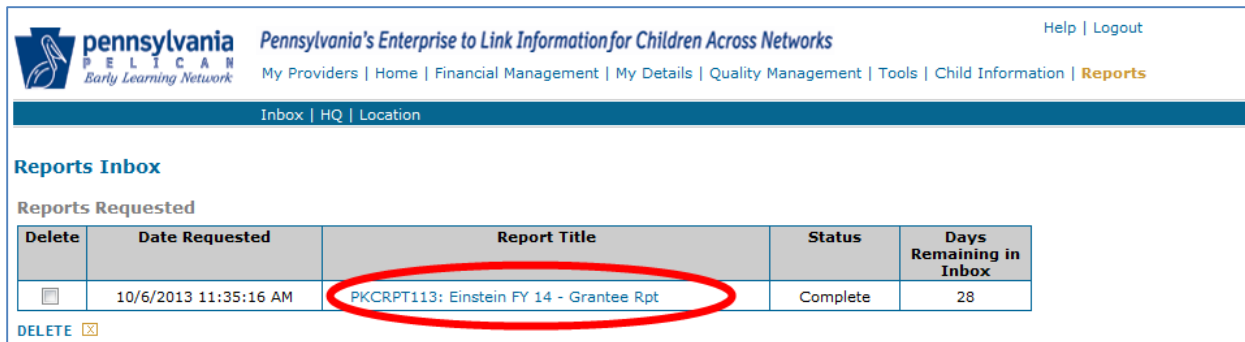
DELETE 

Figure 64 Reports Inbox – Immediately after submission

- Return to the *Reports Inbox* page the next business day and the status should now display “Complete”. The report title will display as a link. Click the report title to view your report.



Delete	Date Requested	Report Title	Status	Days Remaining in Inbox
<input type="checkbox"/>	10/6/2013 11:35:16 AM	PKCRPT113: Einstein FY 14 - Grantee Rpt	Complete	28



DELETED 

Figure 65 Reports Inbox - Next day

Note: The report will be available for 30 days. The “Days Remaining in Inbox” column will update daily so you will know when the report will be systematically removed. If you wish to remove the report earlier than that, you may click on the Delete checkbox and then click [Delete].

- Your browser may open up a new browser window or will add a new tab on your current browser will to display your selected report. Each report will return different data based on the report requested. “No Data Found” will display on most reports if there is no available data for you.



Grantee Report

Lead Agency: Einstein Babies, Inc.		Date Generated: 01/16/2015	
Request Date: 01/16/2015		Primary Specialist:	
Program: Head Start			

Name	Standard Slot Types	Total Children Enrolled for Standard Slot Types	% of Utilization for Standard Slot Types	Other Slot Types	Total Children Enrolled for Other Slot Types	% of Utilization for Other Slot Types	Funding
<p style="font-size: 24px; font-weight: bold; text-decoration: underline;">NO DATA FOUND</p>							

Page 1 of 1

Figure 66 Grantee Report - No data found

9. There is no print functionality built into the PELICAN application. To print reports, you will need to use the print functionality which is part of your browser. To learn more about your browser's print capability, use their navigation menu to find and view their Help files.

End Dating

End dating is a process which can be used to accomplish several different activities within PELICAN:

- Ending a Child's enrollment in a classroom
- Ending a staff member's assignment to a classroom session
- Ending a staff member's assignment with a location
- Ending a Classroom Session at a particular location.

End dating closes an enrollment, classroom session, or staff assignment, but maintains the history of that information.

For example:

End Dating – You end date a child enrollment. You can still view information about the child’s demographics, legal guardian information, previous enrollments, etc. The child is merely inactive with regards to current programs within the system.

At any time of the year as a child could leave your program or need to switch to a new classroom session, you will need to end date an individual enrollment. You do this by entering the last date of the session on the *Child Enrollment* page. When the session you created is over for the year, you will need to “End Date” all of your enrollments. The following steps will show you how to update the Session End Date for an enrollment.

1. Login to PELICAN and click **Child Information** from the Navigation Menu.

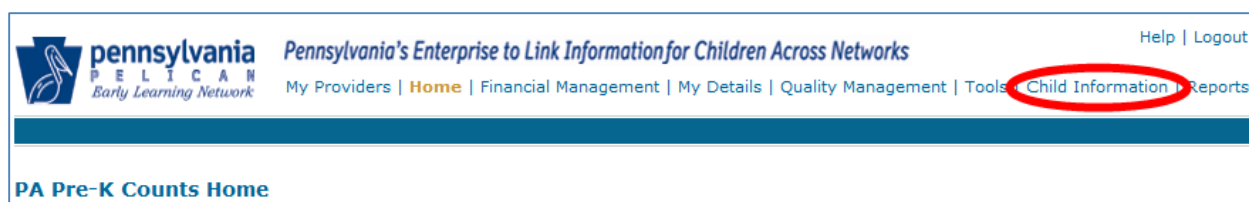


Figure 67 PA Pre-K Counts Home - Child Information

- The *Children with Current or Future Enrollment* page is displayed displaying your roster of active children. Click the Child's link as shown below.



Pennsylvania's Enterprise to Link Information for Children Across Networks

My Locations | My Providers | Home | Location | Tools | My Details | **Child Information** | Reports

Help | Logout

[Child Roster](#) | [Child Search](#) | [Waiting List](#)


Children with Current or Future Enrollments

Select..
GO

MPI ID	Location Name	Location ID	Lead Agency						
Status									
To search for children who do not appear in this list, click Child Search on the sub-navigation menu.									
Count of Enrollments: 3									
Count of Children: 3									
Name	Date of Birth	Age	Location	Schedule	Classroom Session	Physical Room	Program	Begin Date	Risk Factors
NEWBIE,JOHN	12/01/2010	2	EINSTEIN BABIES SOUTHSIDE	Full Day	Pre-K Counts 4 Year Olds	ROOM 101	Head Start	07/01/2013	Child of Teen Mother
ROGERS,FREDDIE	03/04/2009	4	EINSTEIN BABIES SOUTHSIDE	Full Day	Pre-K Counts 4 Year Olds	ROOM 101	Head Start	07/01/2013	Child of Incarcerated Parent
Seuss,Don	03/14/2009	4	EINSTEIN BABIES NORTHSIDE	Full Day	Pre-K 4 year olds - Head Start	ROOM 200 - 2nd Floor	Head Start	07/01/2013	Homeless

Figure 68 Children with Current or Future Enrollments - Select child

- The *Child Information Summary* page is displayed. Click [VIEW ENROLLMENT INFORMATION].



Pennsylvania's Enterprise to Link Information for Children Across Networks

My Locations | Home | Location | **Child Information** | Tools | Reports

Help | Logout

Child Information Summary

Select.. [GO](#)

Child Information

Full Name: FREDDIE ROGERS

Gender: MALE

Date of birth: 03/04/2009

School District: Gettysburg Area

Outcome ID:

[VIEW DETAILS](#)
[GENERATE CORRESPONDENCE](#)
[GENERATE CHILD/HOUSEHOLD UPDATE FORM](#)

Legal Guardian Information

Full Name	Role	Relationship	Date of Birth	Address
Fred Rogers Jr	Primary Guardian	Father		323 Taneytown Rd Gettysburg, PA, 17325

[VIEW LEGAL GUARDIAN INFORMATION](#)

Classroom Session Enrollments at this location

Classroom Session Name	Physical Room	Program	Begin Date	End Date	Days Per Week	Hours Per Week	Schedule
Pre-K Counts 4 Year Olds	ROOM 101	Head Start	07/01/2013		5	24	Full Day


[VIEW ENROLLMENT INFORMATION](#)

All Enrollments

Program	Begin Date	End Date	Hours Per Week
Head Start	07/01/2013		24

Figure 69 Child Information Summary - View enrollments

4. *Child Enrollment* page is displayed. Select the Classroom Session Enrollment you want to end date and click [UPDATE].



Pennsylvania's Enterprise to Link Information for Children Across Networks

My Locations | Home | Location | **Child Information** | Tools | Reports

Help | Logout

Child Enrollment

Select.. [GO](#)

Child Information

Child Name: FREDDIE ROGERS
Outcome ID:

Classroom Session Enrollments

Select	Classroom Session Name	Physical Room	Program	Schedule	Begin Date	End Date	Days	Hours
<input checked="" type="radio"/>	Pre-K Counts 4 Year Olds	ROOM 101	Head Start	Full Day	07/01/2013		5 Days/Week	24 Hours/Week

[UPDATE](#) [DELETE](#) [NEW](#) [VIEW HISTORY](#)


[RETURN TO CHILD SUMMARY](#) [WAITLIST CHILD](#)

UserID: b-uatslds007

System Acceptance Test for PA Pre-K Counts | Version 1.0.0.0

Figure 70 Child Enrollments - Update

5. Enter the end date in the format MM/DD/YYYY in the Classroom Session End Date box and click [SAVE].



Pennsylvania's Enterprise to Link Information for Children Across Networks

My Locations | Home | Location | **Child Information** | Tools | Reports

Help | Logout

Child Enrollment

Select.. [GO](#)

Child Information

Child Name: FREDDIE ROGERS
Outcome ID:

Classroom Session Enrollments

Select	Classroom Session Name	Physical Room	Program	Schedule	Begin Date	End Date	Days	Hours
<input checked="" type="radio"/>	Pre-K Counts 4 Year Olds	ROOM 101	Head Start	Full Day	07/01/2013		5 Days/Week	24 Hours/Week

[UPDATE](#) [DELETE](#) [NEW](#) [VIEW HISTORY](#)

Select Location:* EINSTEIN BABIES SOUTHSIDE

Select Classroom Session:* Pre-K Counts 4 Year Olds

Select Program:* Head Start

Sub-Program *
Head Start (Pre-School)

Lead Agency - Grant ID *
Einstein Babies, Inc. - 852

Funding Source *
State

Classroom Session Begin Date: *
07/01/2013

Classroom Session End Date: *
10/8/2013

Days for this Session: *
5 Days/Week

Hours for this Session: *
24 Hours/Week

Schedule for this Session: *
Full Day

SAVE [SAVE AND CONTINUE](#)

[RETURN TO CHILD SUMMARY](#) [WAITLIST CHILD](#)

UserID: b-uatslds007

System Acceptance Test for PA Pre-K Counts | Version 1.0.0.0

Figure 71 Child Enrollment - End Dating

6. At the bottom of the *Child Enrollment* page, two options are displayed. Depending on which available option you select, the screen will display differently. Guidance for both options are explained below.
 - a. **Enrolled in another classroom at this location** – If you select this option, additional data entry space is displayed so you can enroll the child in the new classroom directly. Enter the data similar to how you entered data when newly enrolling the child (see [Enrolling Children on page 48](#)).

You have chosen to end this child's enrollment. Please select one of the options to continue ...

Will this child be:

☒ enrolled in another classroom session at this location

☐ no longer enrolled at this location

Please provide new classroom session information below. Not providing this information will not save the previous classroom session

New Enrollment Information

Select Classroom Session: * Select... ▼

Select Program: * Select... ▼

Sub-Program * ▼

Lead Agency - Grant ID * ▼

Funding Source * ▼

Classroom Session Begin Date: * []

Days: * [] ▼

Hours: * [] ▼

Schedule: * ▼

SAVE [?] SAVE AND CONTINUE [?]

RETURN TO CHILD SUMMARY [?] WAITLIST CHILD [?]

Figure 72 End Dating Child - enrolled in another classroom

- b. No longer enrolled at this location** - If you select this option, the end date for the child will be saved and he/she will no longer have an enrollment for this program at this location.

You have chosen to end this child's enrollment. Please select one of the options to continue ...

Will this child be:

☐ enrolled in another classroom session at this location

☒ no longer enrolled at this location

The above child will be assigned an **INACTIVE** status and can be found through **Child Search**

[SAVE](#) [SAVE AND CONTINUE](#)

[RETURN TO CHILD SUMMARY](#) [WAITLIST CHILD](#)

Figure 73 End Dating Child - no longer enrolled at this location

Where to go for help?

Additional training resources are available to you on the [Pennsylvania \(PA\) Keys website](http://www.pakeys.org/). This site has computer simulations and tip sheets to help you learn more about the PELICAN system and the various programs offered by OCDEL.

To access the training materials, follow the steps below:

Step 1 – Go to the PA Keys website at <http://www.pakeys.org/>.

Step 2 – Click [Early Childhood Programs].



Figure 74 PA Keys Website - Select Early Childhood Programs

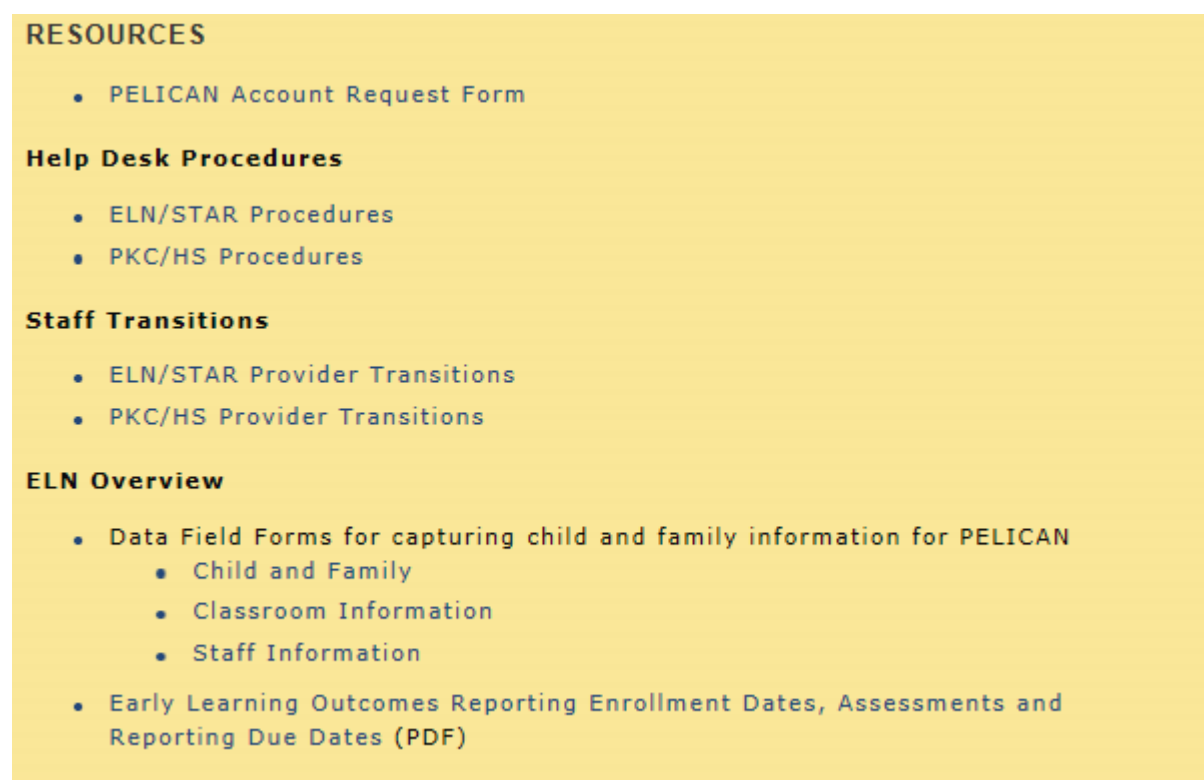
Step 3 – The *Early Childhood Programs* page will display. In the red frame on the left side of the page, click [PELICAN] to access training materials.



Figure 75 PA Keys Website - Select PELICAN

Step 4 – The *Early Learning Programs* page is redisplayed with a large number of training materials prepared to assist you similar to this guide you are now using. There are both general references as well as references to specific functionality and reports. We encourage you to take time to explore these materials. You may be referred to this site by the PELICAN Help Desk staff as well as your Specialist. The next several figures are samples of information found on this page.

Towards the top of this page are some general resources including the PELICAN Account Request Form that you need to complete in order to receive your credentials to log in and use the PELICAN system. Note, the information on this page is often broken out by your programs.



The screenshot shows a yellow background with the following content:

RESOURCES

- [PELICAN Account Request Form](#)

Help Desk Procedures

- [ELN/STAR Procedures](#)
- [PKC/HS Procedures](#)

Staff Transitions

- [ELN/STAR Provider Transitions](#)
- [PKC/HS Provider Transitions](#)

ELN Overview

- [Data Field Forms for capturing child and family information for PELICAN](#)
 - [Child and Family](#)
 - [Classroom Information](#)
 - [Staff Information](#)
- [Early Learning Outcomes Reporting Enrollment Dates, Assessments and Reporting Due Dates \(PDF\)](#)

Figure 76 PA Keys - PELICAN Resources

If you look to the middle of the page, you should see a section for training simulations. These simulations are online training materials that step you through the processes listed such as Reports which shows you how to run, view and print a report.

B. TRAINING FOR PA PRE-K COUNTS, HEAD START AND STARS PROVIDERS

PA PRE-K COUNTS AND HEAD START PROVIDERS ONLINE PELICAN TRAINING

Please note: Some of these files are very large and may take several minutes to download. To view the Web Based Trainings (WBTs), click on the title.

These training simulations are presented using a program called Captivate. In order to successfully navigate through the module you must complete the data entry exactly the way it is presented in the simulations and follow the directions to move from screen to screen.

PELICAN Overview Presentation (Update Coming Soon)

Training Simulations for all PA Pre-K Counts and Head Start Users [Lead Agency and Location]

- Basic Navigation
- Waiting List Management
- Child & Related Information - Create a New Child
- Location/Staff/Classroom Attendance (Updated 9/15/12)
- Reports (updated Feb 2015)
- Alerts (Updated Feb 2015)
- Attendance /Funding (updated Feb 2015)

Training Simulations for PA Pre-K Counts and Head Start Lead Agency Users

- Financial Management Continuation Grant Application (updated Feb 2015)
- Management Budget Process (updated 9/20/2013)
- Quality Management - Quarterly Narratives
- Transfers (updated 9/20/2013)

Federal Head Start

- Head Start Federal Reporting Webinar
- Head Start Federal Reporting FAQ
- SLDS Data Input and Conversion Tip Sheet
- SLDS Data Upload and View Process Tip Sheet
- Federal Head Start Captivate
- SLDS Upload Format Template (To use this file, right click on the link and select Save Target As)
- SLDS Upload Template

Figure 77 PA Keys - Simulations

Towards the end is a large list of Tip Sheets, forms and other references. Tip Sheets are meant to serve as quick references. In some cases, these provide information in list form such as the [Alerts Tip Sheet](#) which lists the alerts used in the system and explains when you will see them and how they can be addressed. In other cases, these documents are step by step guides to some functionality within the system such as this guide.

Additional Resources

Documents & Tips for all PA Pre-K Counts and Head Start provider users

- [PKC-Head Start Continuation Grant Application Tip Sheet \(Feb 2015\)](#)
- [Child Longitudinal Outcomes Reports Tip Sheet \(updated 6/14/2014\)](#)
- [Head Start Grants Management PPT \(updated 09/01/13\)](#)
- [Summer Kindergarten Readiness Tip Sheet \(8/12/13\)](#)
- [PELICAN Menu Navigation Tip Sheets](#)
 - [Lead Agency Site Map](#)
 - [Location Site Map](#)
- [Tips and Tricks for Using Your Computer Short Cut Keys](#)
- [PKC/HS Glossary \(updated 6/21/12\)](#)
- [Excel Tips and Tricks](#)
- [Recommended Data Entry Order and Common Errors Tip Sheet \(updated 6/21/12\)](#)
- [Child Clearance Tip Sheet](#)
- [End Dating Tip Sheet \(Feb 2015\)](#)
- [Child and Family Information \(updated 6/21/12\)](#)
- [Classroom Information Data Field Form \(updated 9/15/12\)](#)
- [Location Funding Information Data Field Form](#)
- [Staff Information Data Field Form \(updated 6/21/12\)](#)
- [Alerts Tip Sheet \(updated 09/01/13\)](#)
- [Reports Tip Sheet \(updated 09/30/13\)](#)
- [Financial Management Tip Sheet \(updated 09/02/13\)](#)
- [Continuation Grant Application Tip Sheet](#)
- [Quarterly Narrative Tip Sheet](#)
- [Useful Links Tip Sheet \(updated 6/21/12\)](#)
- [View Child Outcomes Tip Sheet \(added 6/21/12\)](#)
- [Pop Up Blocker Tip Sheet \(added 6/21/12\)](#)
- [Transfer Tip Sheet \(added 09/01/13\)](#)
- [Data Monitoring Report Tip Sheet \(updated 2/27/14\)](#)

Figure 78 PA Keys - Tip Sheets and other references

You will need to search the page to find the training material most beneficial to you. If you cannot provide help in the form of a training material here, call the PELICAN Help Desk at 877-491-3818 or email at ra-eln@pa.gov for assistance.

Appendix

Glossary of Terms

Term	Description
Alerts	Alerts notify users of actions required by the system. They provide a quick and easy way of notifying users when information changes or actions are required. Users must actively select “Alerts” to view.
Approved Assessment	The tool(s) utilized for the assessment of children in a classroom session.
Attendance	The number of days of class a child has attended each month.
Child Enrollment	The process of assigning a child to a classroom session and program. When a child is enrolled in a classroom session, the child's name appears on the Child Roster for each enrollment by program at that location.
Child Risk Factor Report	The Child Risk Factor Report lists all the children enrolled in classroom sessions in a location within a grant stream along with all their risk factors. It also gives a total of all risk factors for children enrolled in a classroom session.
Classroom Session Roster	The Classroom Session Roster is a list of all children with current or future enrollments.
Classroom Session	The period of time in which qualified staff members engage with enrolled children for the purposes of instructional and educational activities. Classroom sessions should always be assigned to a Physical Room at a location. A child can have multiple unique program enrollments at the same location and in one or more physical rooms and classroom sessions. Active enrollments in PKC and Head Start programs are limited to one per program.
Classroom Session Lead	The teacher who is assigned as the lead contact for a classroom session. There may be additional staff assigned to a classroom session, but there can only be one Classroom Session Lead selected for each classroom session. A Classroom Session Lead must be selected for each classroom session.
Classroom Session Name	The name given to a classroom session at a Location.
COMPASS	Commonwealth of Pennsylvania Access to Social Services (COMPASS) is an online application for Pennsylvanians to apply for many health and human services programs.
English Language Learner (ELL)	A student whose first language is not English and who either lacks proficiency in English or has a beginning level proficiency in English.
Environmental Rating Scale (ERS)	The Environment Rating Scales (ERS) are observational assessment tools used to evaluate the quality of early childhood programs. ERS scales are divided into criteria that assess the program's physical environment, health and safety procedures, materials, interpersonal relationships and opportunities for learning and development within a classroom session.
Early Head Start (EHS)	A federal program focused on providing comprehensive services to eligible families including child development, health, safety, nutrition, parent engagement, family goal planning and shared governance for pregnant women, infants and toddlers.
Federal Poverty Level (FPL)	The FPL is the set minimum amount of gross income determined by the Department of Health and Human Services that a family needs for food, clothing, transportation, shelter and other necessities. FPL varies according to family size and is updated annually.

Term	Description
Head Start State Supplemental Assistance Program (HSSAP)	Provides comprehensive early learning services to preschool aged children and families who are most at risk of academic failure. Families earning 100% of the federal poverty level or less are eligible to apply. There is no cost to families.
Individualized Education Plan (IEP)	The written education plan for individual learners including action plans, goals and objectives, and timetable; usually developed jointly by educators, counselors, and learners.
Lead Agency (LA)	The Lead Agency in a Partnership has ultimate responsibility for fiscal and administrative oversight, program leadership and decision-making authority relative to PA Pre-K Counts. The Lead Agency communicates directly with the Preschool Program Specialist assigned to the Partnership and with OCDEL. It is the entity that responds to OCDEL requests, submits documents to OCDEL on behalf of the Partners, and holds responsibility for the Partners' compliance with PA Pre-K Counts requirements.
Legal Entity (LE)	An individual, partnership, association, organization, or corporation responsible for the operation of multiple child care facilities or locations, specific to Keystone STAR providers.
Location	The physical site where the early childhood program is offered.
MPI Number	A unique identification number assigned to a Provider through the Master Provider Index (MPI). Used for Clearance. A Legal Entity MPI will be a 9 digit number and 13 digits for a Lead Agency.
OCDEL	The Office of Child Development and Early Learning (OCDEL) promotes opportunities for all Pennsylvania children and families by building systems and providing supports that help ensure access to high quality child and family services.
Operational Days	The number of days in a month that a classroom session is operational.
Outcome ID	An identification number assigned to a child at a site, used to associate child outcomes with the child at a specific location. A child outcome ID will be a 9 digit number. This number will be entered by the provider into the assessment companies system.
PA Key	The role of the Pennsylvania Key is to work with the Office of Child Development & Early Learning (OCDEL) to provide statewide leadership in the development of an integrated and coordinated system of program quality improvements and professional development supports for early childhood education.
Partner	A Partner is an eligible provider in the Lead Agency's current fiscal year PKC or HSSAP grant, which is providing a Pre-K Counts or HSSAP classroom session.
PELICAN	Pennsylvania's Enterprise to Link Information for Children Across Networks (PELICAN) is the Department of Human Services' initiative to integrate the Department's child care programs under a single management information system. All child care services information is managed in PELICAN.
PELICAN Early Learning Network (ELN)	The PELICAN Early Learning Network (ELN) is a web-based network that enables Pennsylvania to better understand the children served by providing a platform for collecting, tracking, and analyzing information about children, classroom sessions, staff and Providers to assess outcomes and best practices across programs.

Term	Description
Physical Room	The name of the physical space that houses Classroom Sessions. [i.e., Physical room – Blue room might have two sessions PKC am and PKC pm]
Pre-School Program Specialist	A Pre-School Program Specialist works collaboratively to provide assistance to pre-school programs in a variety of early learning settings to support and maintain high quality standards, develops partnerships and communicates effectively with the pre-school sites.
Program Enrollment	The process of registering a child into a specified program.
Program Review Instrument (PRI)	The Program Review Instrument is a tool used by a Specialist to monitor Lead Agencies and Partners on a continuous basis every fiscal year.
Program Type	The type of early childhood program a child is enrolled in.
Quarterly Narrative	The Quarterly Narrative provides OCDEL with the ability to evaluate the effectiveness of Early Learning Network programs. Lead Agencies respond to questions around benefits/concerns, partnerships and communications.
Registration	The process of completing an application or Optional Enrollment Screener tool by parents/guardians to enroll their child in specific.
Relationship to child	The way in which a Legal Guardian is associated with a child.
Role	The status of the Legal Guardian's current involvement with a child.
SKRP	Summer Kindergarten Readiness Program.
Waiting List	The act of placing a child on a list for an available slot.