Version 3.0

# PELICAN: New Provider Training Guide

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## OVERVIEW

**P**ennsylvania'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.



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

b. <u>ELN Stars Provider – Legal Entities</u> – *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.



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

c. <u>PKC / HS / ELN Location Users</u> – 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.



*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.



*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 .
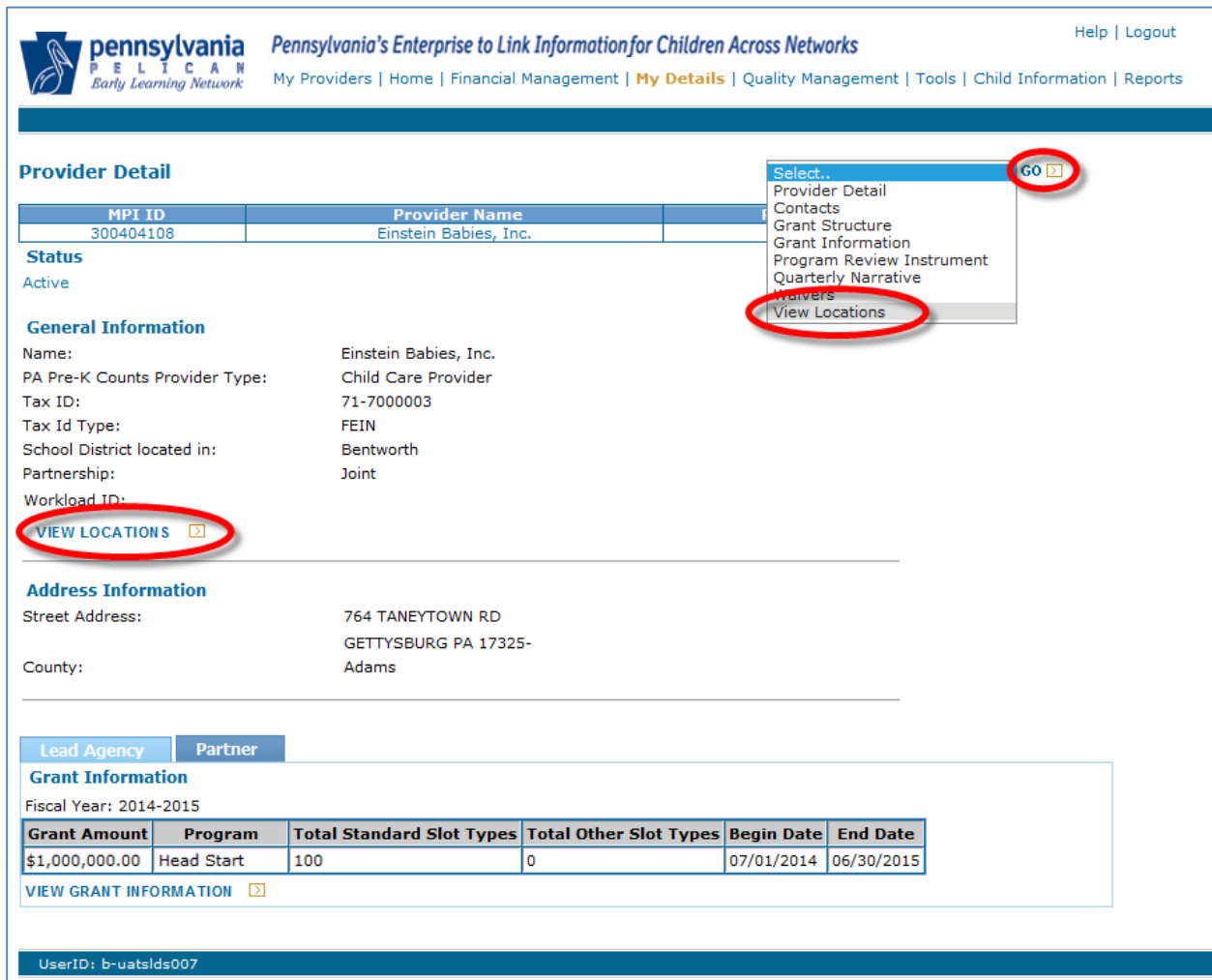


*Figure 6 PA Pre-K Counts Home – Select My Details*

2. 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].



*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.



*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].



*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.



*Figure 10 Staff Summary - Active vs. Inactive Staff*

## Entering New Staff Records:

4.  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.



*Figure 11 Staff Summary - Adding Staff*

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



*Figure 12 Staff General Information – Entering Staff Information*

On the *Staff General Information* page, all fields marked with a red <span style="color:red">**\***</span> 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#. |

**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.

6.  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.



*Figure 13 Staff General Information - Continue*

7. 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.



*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.

8. 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.
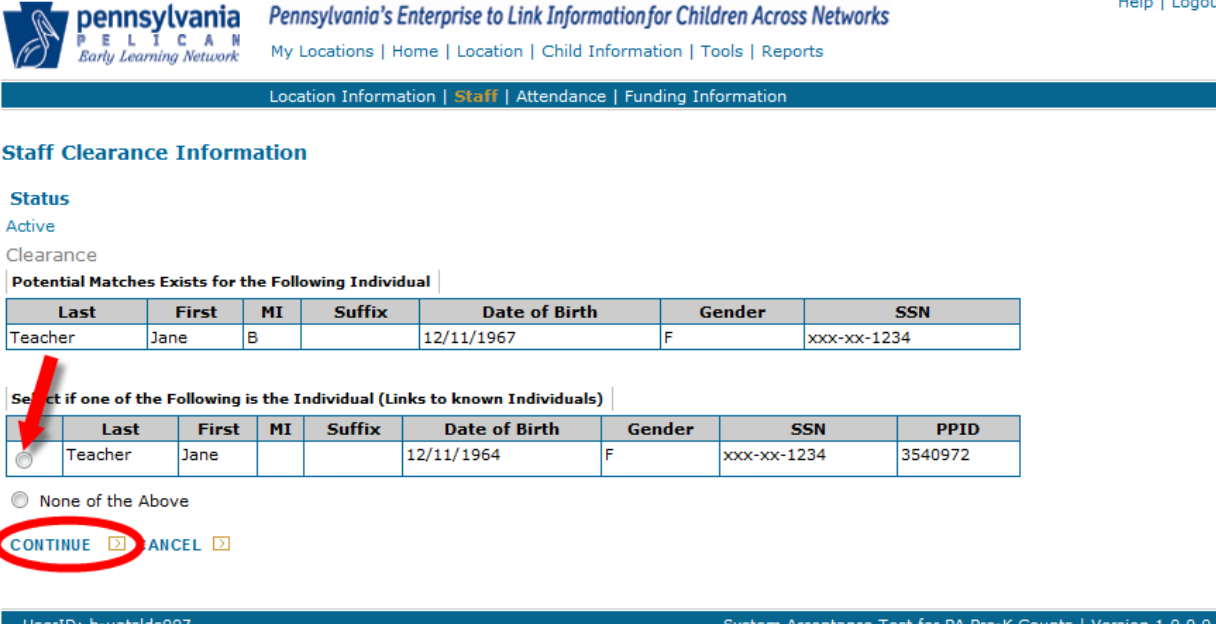
The *Staff Clearance* page only displays if there are matches found. If no matches are found, the *Staff Information* page will be displayed. If you do not see the following *Staff Clearance* page, you can skip to Step 9 to continue.

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].



*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].



*Figure 16 Staff Clearance Information - No Match to select*

9.   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.
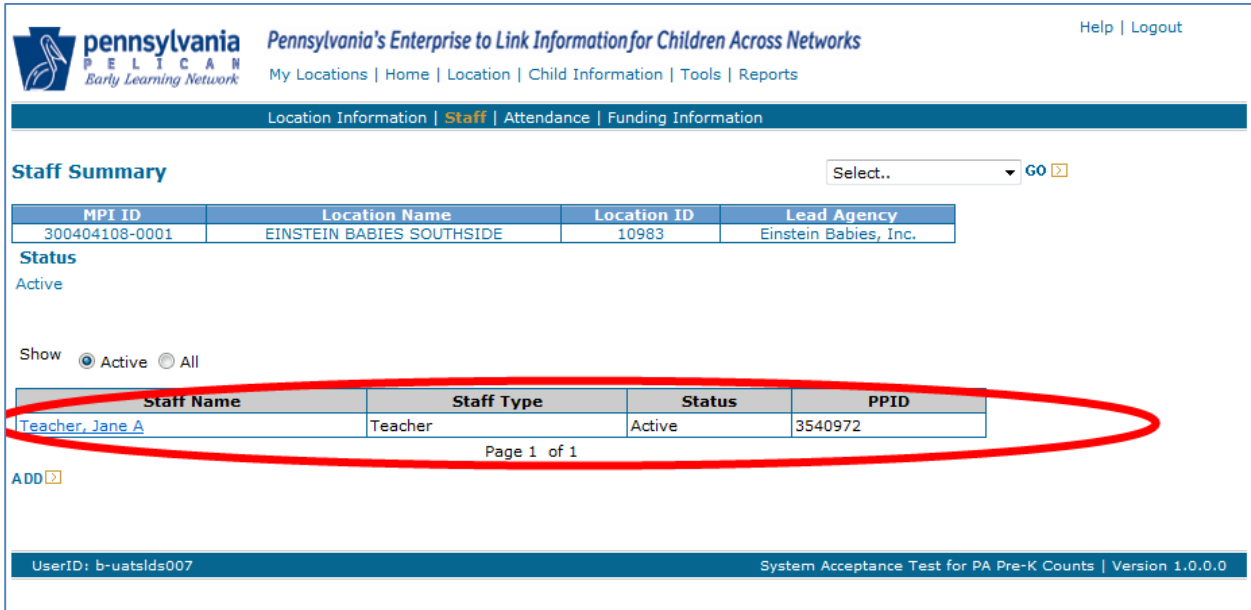


*Figure 17 Staff Information - Additional Information Tabs*

**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.



*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.



*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.

*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.



*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".



*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:
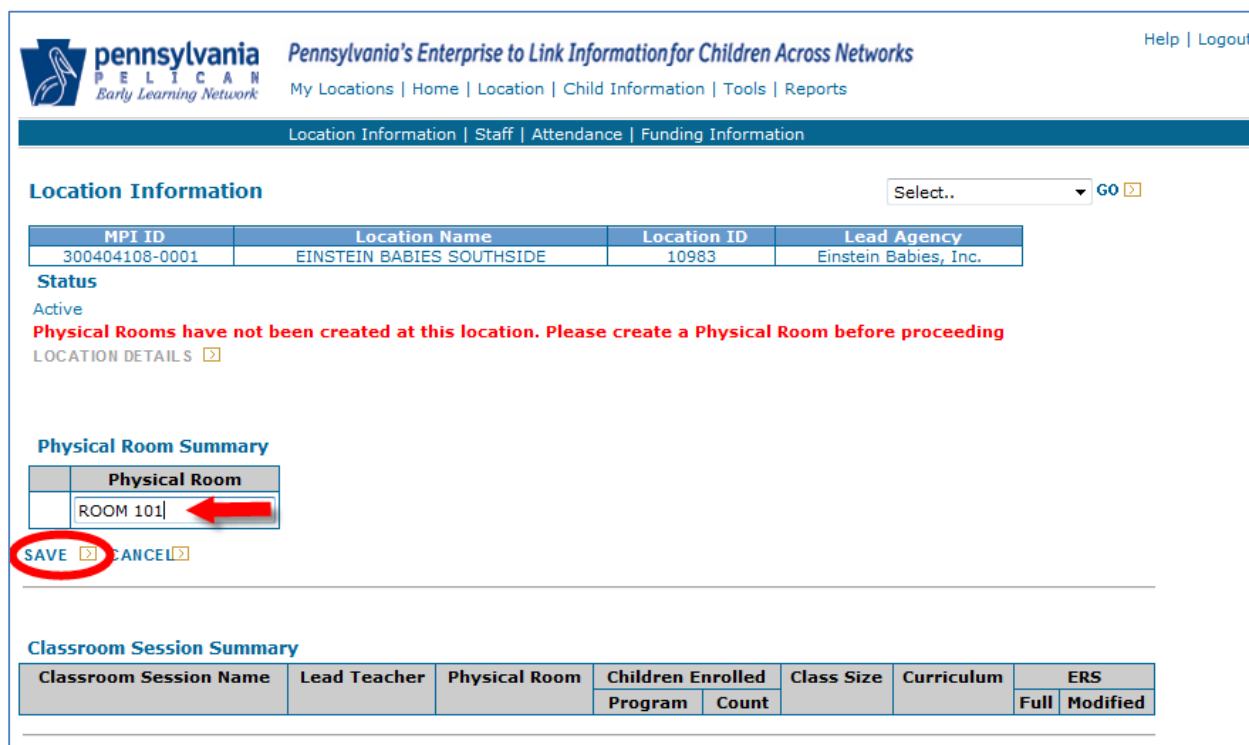
    a.  Click **Home** on the Navigation Menu wherever it appears.

    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).

2. 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.).



*Figure 23 Location Information - Creating Physical Room*

3. 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.



*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 <u>NOT</u> 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)**



*Figure 25 Classroom Session/Caseload Details - Saving General Information*

5.  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.



*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 1st 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.

*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. |



*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].

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



*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.



*Figure 30 Location Information - Child Information*

2.  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.



*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
PELICAN
EARLY LEARNING NETWORK

pennsylvania
P E L I C A N
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

**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 the specific location, enter the first few letters of the child's first or last name, then click Search.

| Last Name: | x | First Name: | |
|---|---|---|---|
| SSN: | | Age: | = ▾ |
| Program Date between: | | and | |
| Provider Name: | | | |

Program Type:
PA Pre-K Counts
Head Start
School District Pre-K
Keystone STARS
EIIT

Teacher:
Locke, John
Teacher, Jane A
Teacher, Jane B
Teacher, John B
Teacher, John B

Physical Room -
Classroom Session:
ROOM 101 - Pre-K Counts 4 Year O

Search Criteria
Status:  All ▾
Schedule:  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*

4. 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

5. The *Child Demographics* page is displayed. Enter child demographics information as described below and then click [SAVE AND CONTINUE].
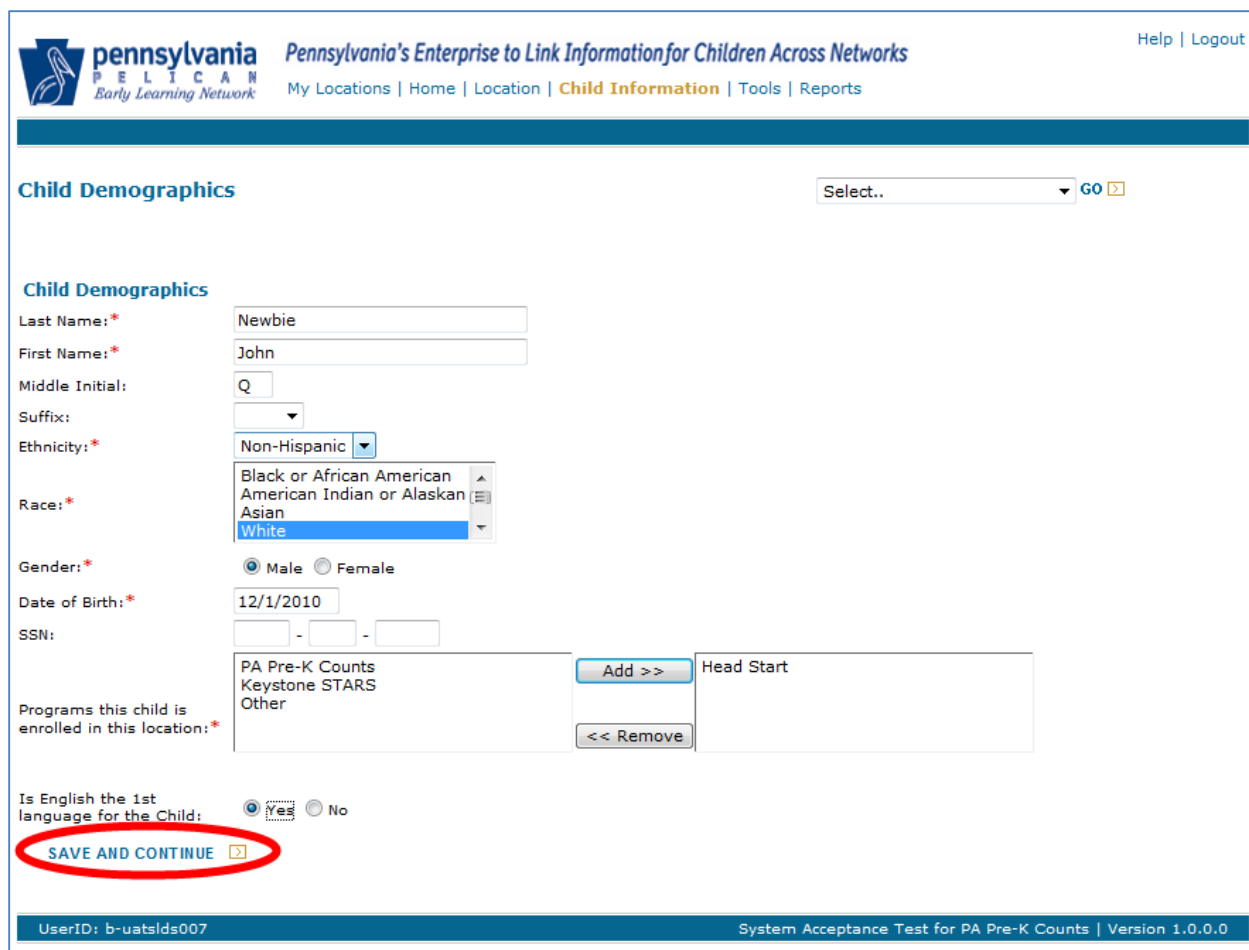
| | |
|---|---|
| **Last Name:** | Enter child's last name. |
| **First Name:** | Enter child's first name. |
| **Middle Initial:** | Not required. You may enter a middle initial for your child. |
| **Suffix:** | Not required. You may enter suffix if your child has one. |
| **Ethnicity:** | Use the drop-down 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: |

- 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.



*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

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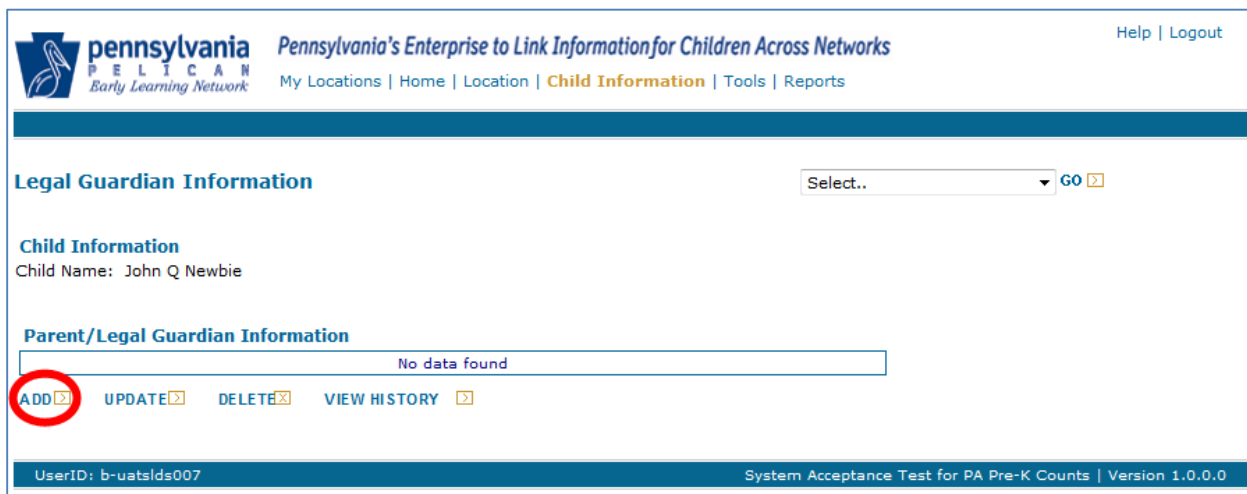


*Figure 35 Legal Guardian Information - Adding information*

7. 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**  Select the checkbox if this is the address which the state should

**Legal Guardian:**  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 8<sup>th</sup> grade
- 9<sup>th</sup> – 11<sup>th</sup> 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**  Not Required. Options if desired:
**of the Parent/Guardian?**

- 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**  Not Required. Options if desired:
**Level of the birth mother:**

- Up to 8<sup>th</sup> grade
- 9<sup>th</sup> – 11<sup>th</sup> grade
- High school diploma
- GED
- Vocational or technical program after high school
- Some college
- Associates degree
- Bachelor's Degree
- Graduate/Professional Schools
- Unknown

*Figure 36 Legal Guardian Information*

8.  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.



Figure 37 Address Clearance

9. 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.



*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.



*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.

*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.
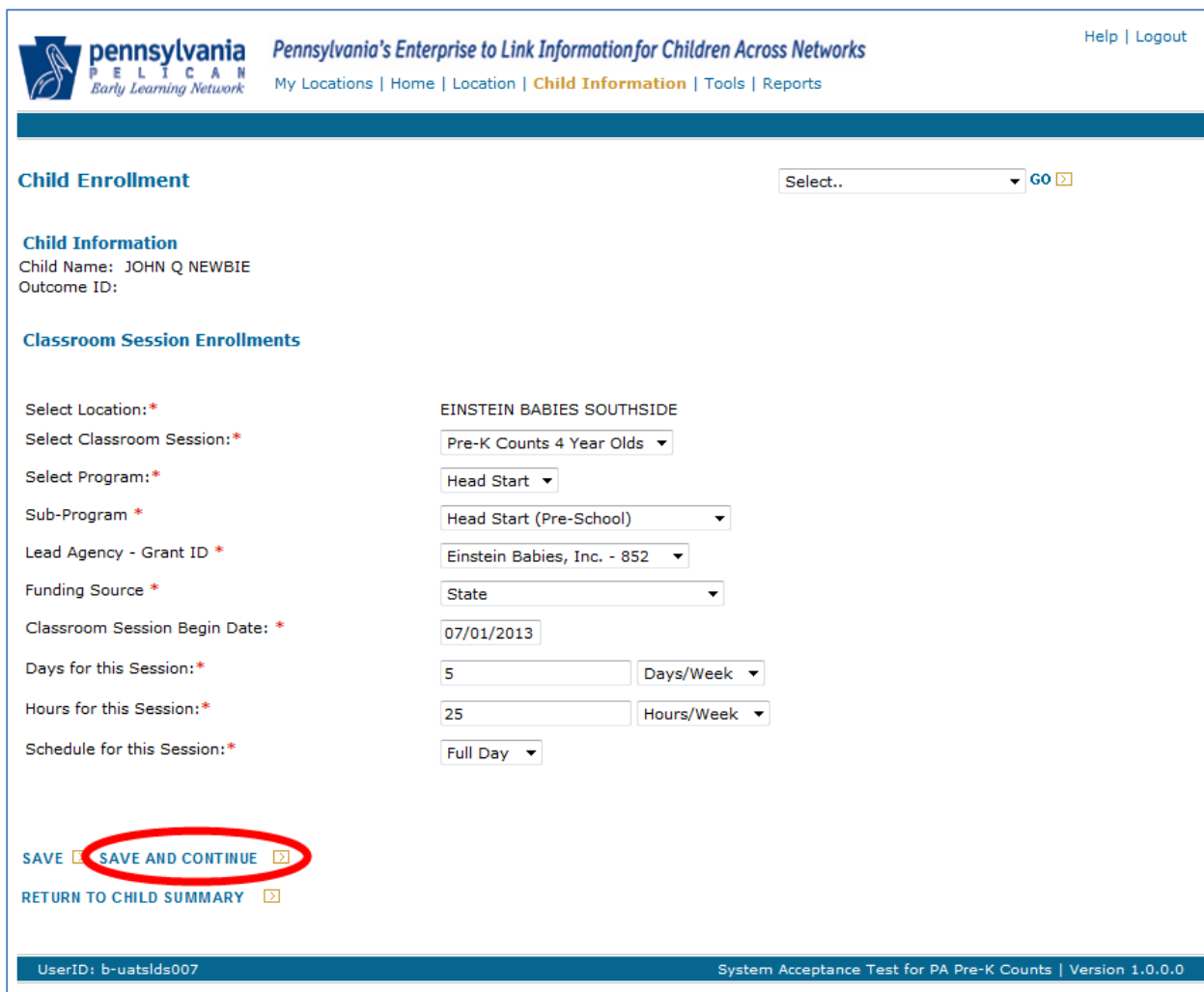
## Enrolling Children

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 *Child Demographics* 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.

*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).

*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**.
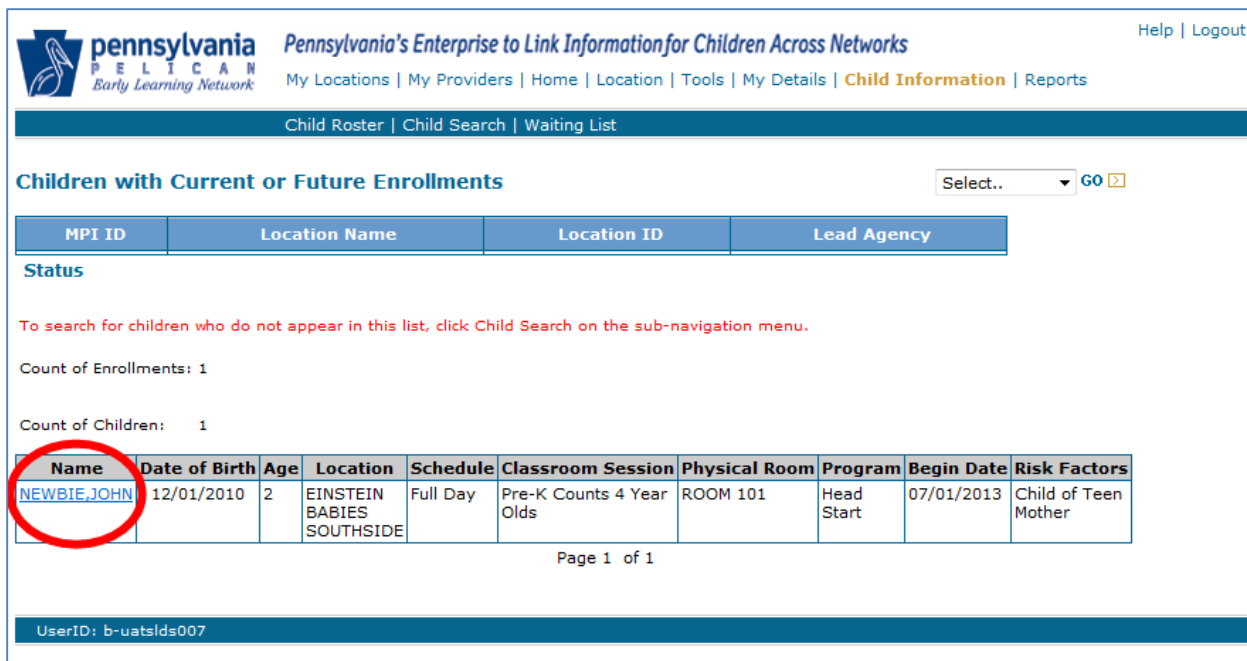


*Figure 43 Child Information Summary*

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.



*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.

a.   Click **Tools** wherever it appears in the Navigation Menu.
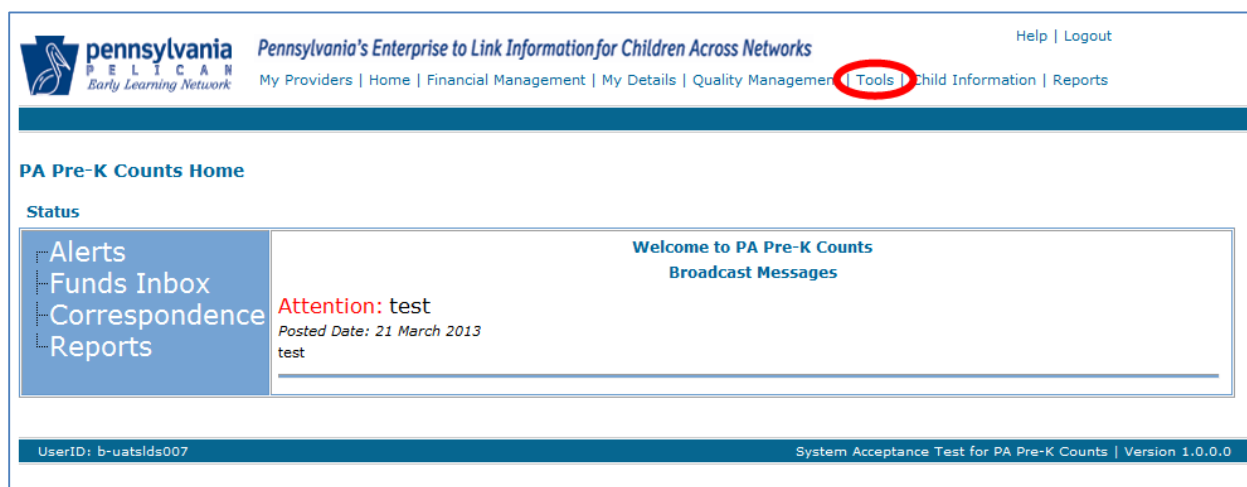
*Figure 45 PA Pre-K Counts Home - Select Tools*

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].
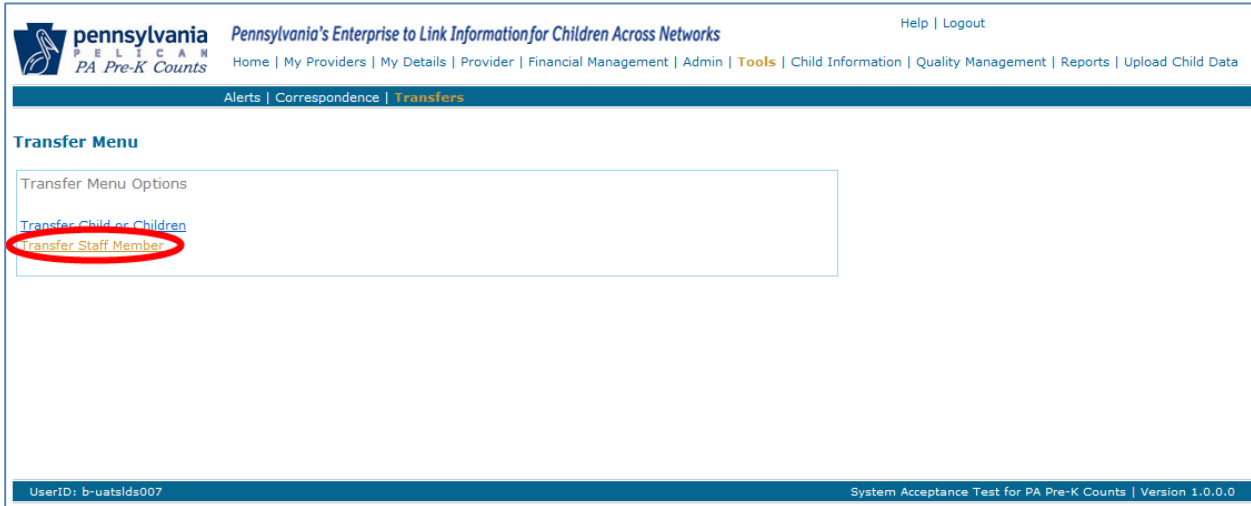


*Figure 47 Transfer Menu - Select Staff*

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.
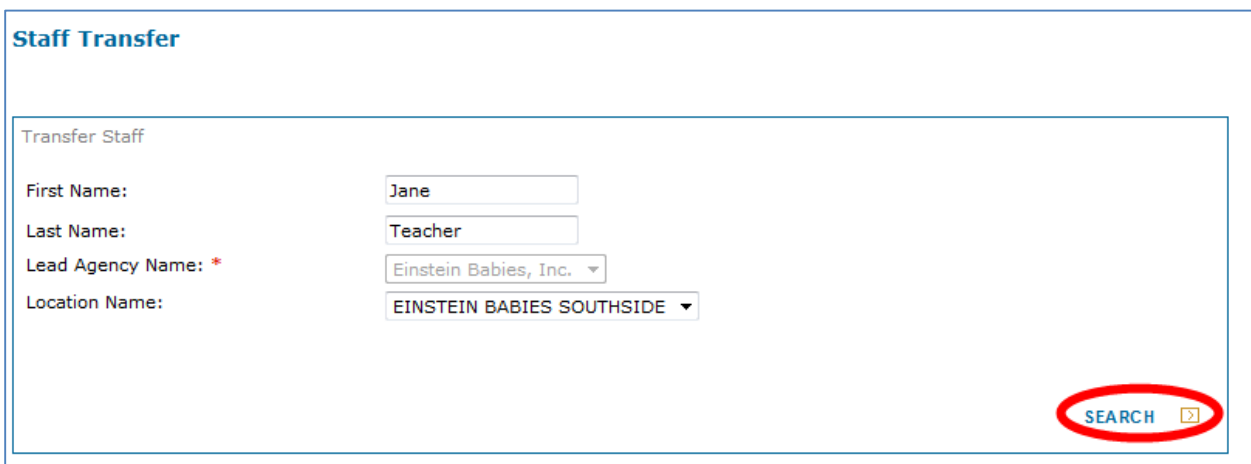


*Figure 48 Staff Transfer - Search*

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].



*Figure 49 Staff Transfer - Selecting a staff record*

e.  The *Staff Transfer* page is redisplayed.

   a.  Use the drop-down list to select where the new staff member will be working.
   b.  Enter the date the staff member will begin working at the new location.
   c.  Click [CONTINUE].



*Figure 50 Staff Transfer - Select staff member to transfer*

f.  A confirmation page is displayed.  Click [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.



*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.

a.  Click **Tools** wherever it appears in the Navigation Menu. (See Figure 44)

b.  The *Alerts Inbox* page is displayed.   Click [Transfers] from the Sub-Navigation Menu. (See Figure 45)

c.   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.



*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].



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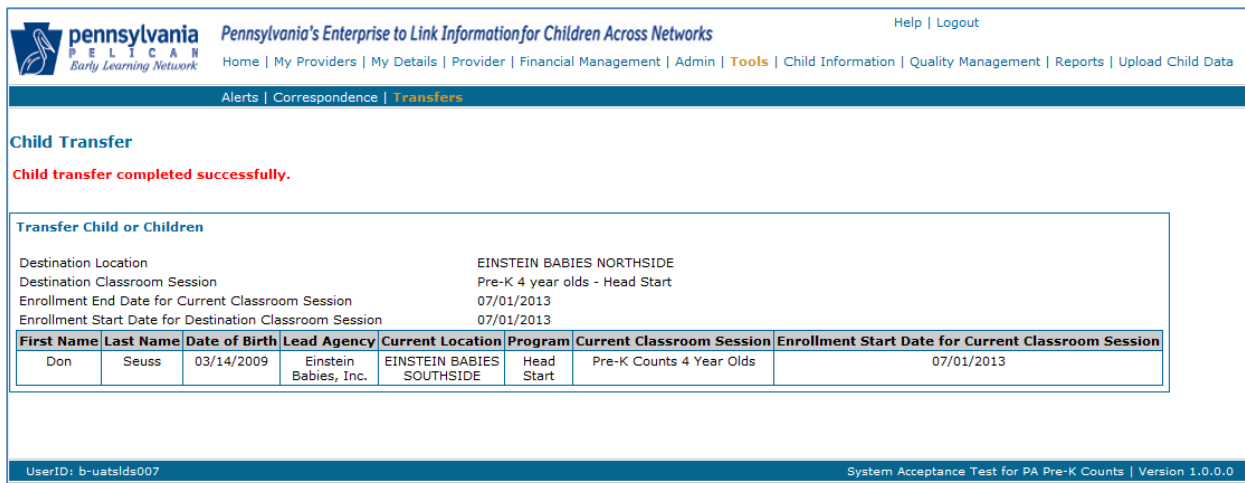
**Enrollment Start Date for Destination Classroom Session:** **7/1/2013**



*Figure 56 Child Transfer - Selecting a child*

g. *The* page redisplays 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].



*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.



*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.
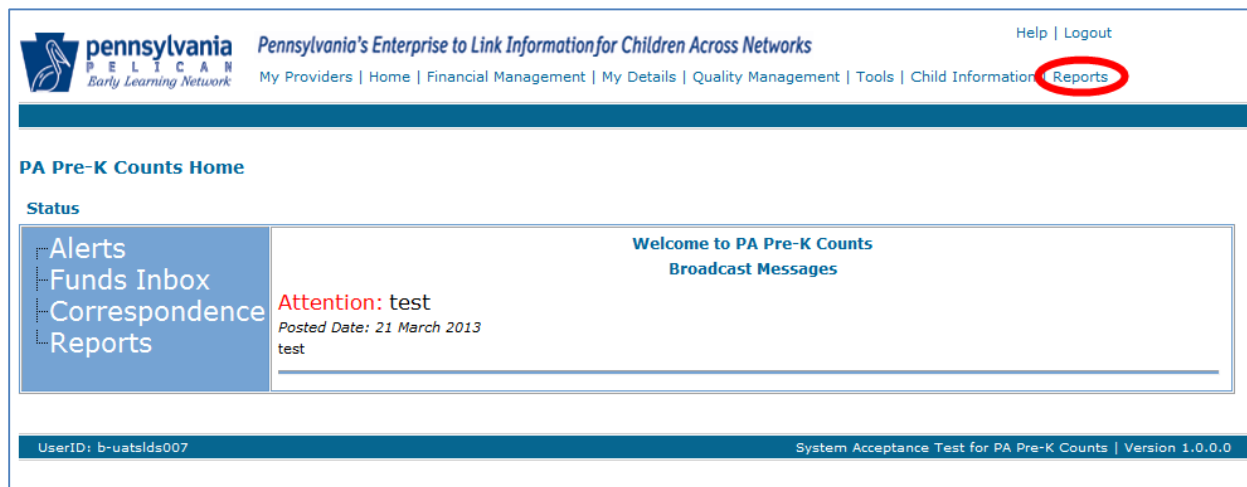


*Figure 59 PA Pre-K Counts Home - Select Reports*

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].
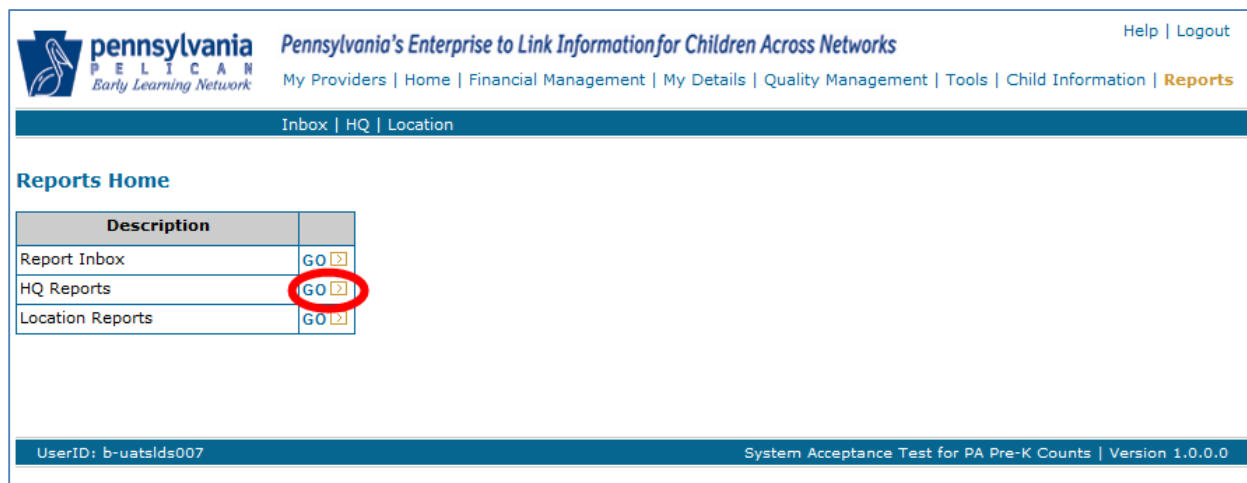


*Figure 60 Reports Home - Select HQ Reports*

3. 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.



*Figure 61 HQ Reports - Select a report*

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

*Figure 62 Grantee Report - Generate report*

5. 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].



*Figure 63 Grantee Report - Successful request*

6. 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.
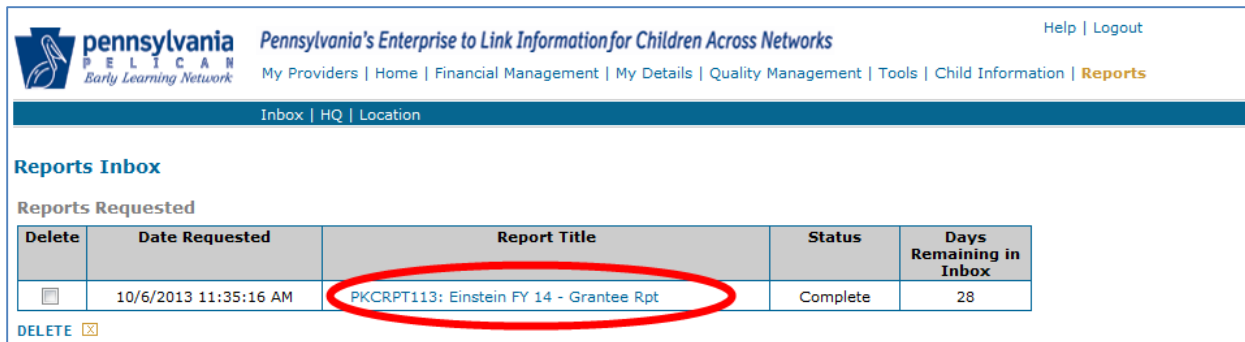
*Figure 64 Reports Inbox – Immediately after submission*

7.  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.



*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].

8.  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.

*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:**

<u>End Dating</u> – 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.
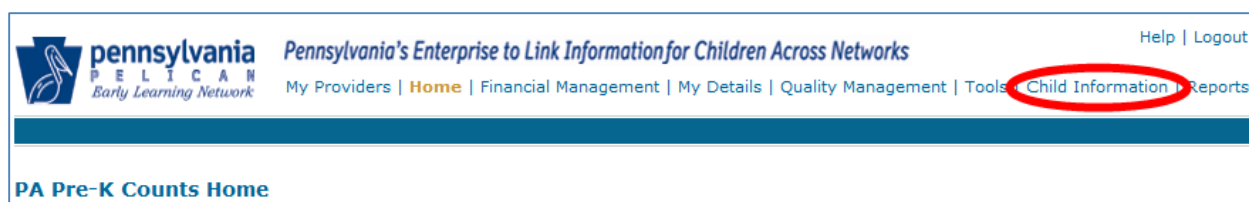


*Figure 67 PA Pre-K Counts Home - Child Information*

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



*Figure 68 Children with Current or Future Enrollments - Select child*

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



*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].



*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].



*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.



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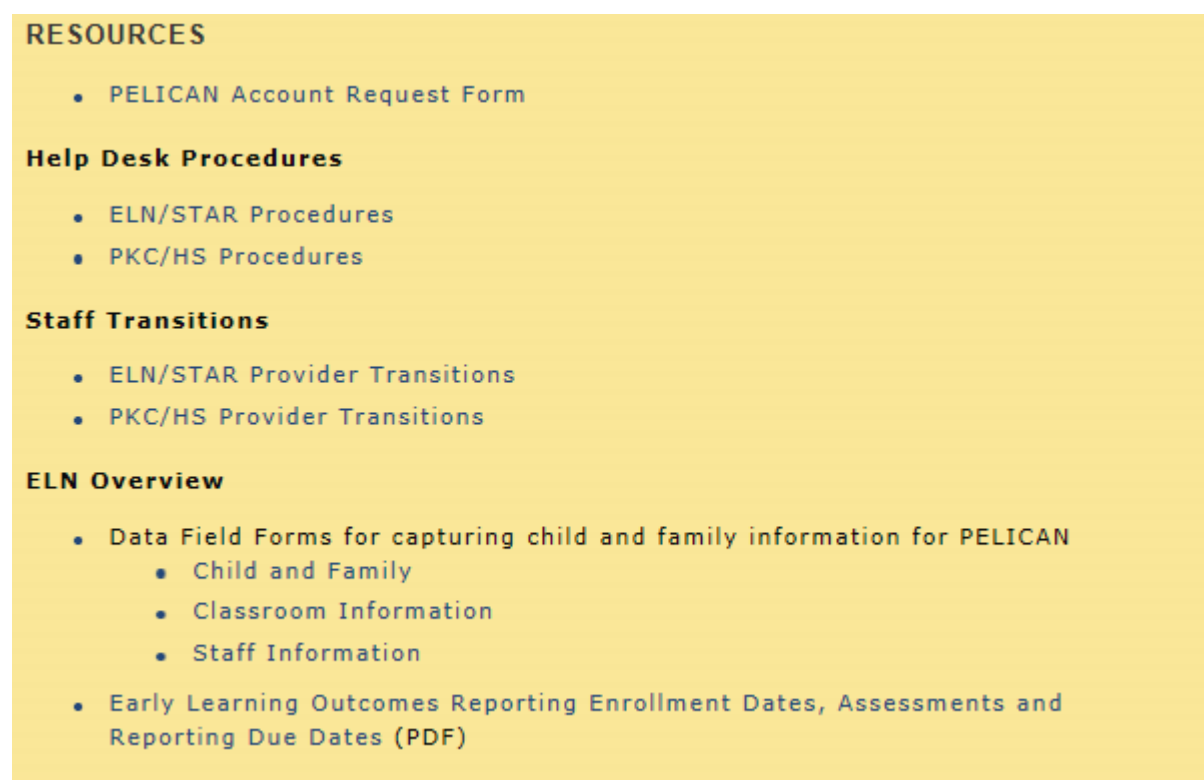
Step 3 – The *Early Childhood Programs* page will display. In the red frame on the left side of the page, click [PELICAN] to access training materials.



*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.



*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. |