State Longitudinal Data Systems
Federal Head Start Reporting

Frequently Asked Questions from Webinar

Getting Started for Federal Head Start providers:

For information about participating in the State Longitudinal Data System (SLDS) please follow the steps below to get started.

1. Review Federal Head Start Reporting Webinar, posted at http://www.pakeys.org/pages/get.aspx?page=PELICAN, including the Captivate Simulation for system process steps
2. Determine how you plan to upload the data, via the Upload Template or the system to system transfer
3. Obtain access either through PELICAN or Provider Self Service (PSS)
4. Save the upload templates from the website

POLICY QUESTIONS (OCDEL):

1) If we are already a PSS user through our state program, do we need to register our federal program or can we use the same registration number as our state program?

   1) State funded programs already exist in PSS, to determine if your Federal Only program location exists, please contact the ELN Help Desk

2) Is there a fee attached to this process?

   2) No

3) How are Programs getting permissions from parents to enter data?

   3) This data has already been captured and no additional permissions are required. Data in the report is aggregate and will not display specific child data.

4) Do we stop what we are doing in PELICAN with the Head Start State Supplemental & Pre-K Counts?

   4) PA PKC and HSSAP must continue to meet their current program requirements to enter data in ELN. This new functionality is is offered for those federal HS/EHS programs that would like to participate and take advantage of the longitudinal outcomes report developed for those participating.

5) Are we entering this year's information for the Federal children?

   5) Programs may choose to upload data for this year but SLDS data will not display until those children complete the 3rd grade PSSA's.

6) Can we enter all of our new enrollments in August?

   6) It is recommended that programs upload the template at the end of the program year to reflect all the programs' enrollments including drops/adds and duration of service.

7) Our program utilizes Child Plus. Do you know if there is any way that we could transfer data over from this system to the template?	**7)** SLDS has the capacity to accept the information directly from software vendors in the Upload Template format. To move forward with this process please contact your software vendor.
System Related Questions: **1)** Does the information need to be directly entered into the template or can program staff copy and paste the information into the template if provided in the correct format? **2)** Is the SSN mandatory? **3)** Can reports be viewed by counties?	 **1)** You can copy and paste the content, but it has to be in the correct format. The best way to copy would be by column and then replace the formatting. **2)** No, it is not mandatory for upload. Please refer to the Upload Field Formats tab. **3)** It is not a report parameter, but it will display on the report itself.
Training Questions: **1)** Will we receive a copy of the presentation?	 **1)** Yes, the training webinar deck is available for PA Pre-K Counts Providers and ELN Providers on the PA Keys website, http://www.pakeys.org/pages/get.aspx?page=PELICAN
Report Information **1)** When will the SLDS report be available? **2)** How do I get results on children from earlier programs years?	 **1)** The SLDS report is available immediately for information about the school district, county and state level data for a given year. Information related to the uploaded children's PSSA results will not be populated in the report until the September following the completion of the 3rd grade. For example, if you are uploading records for children attending HS in 2011-2012, the 4 year olds' PSSA results will be available in September 2016 and the 3 year olds' in September 2017. **2)** In order to have access to the SLDS report from a previous program year, an Upload Template must be completed for each year's enrollments. Historical records can be

	uploaded as far back as the 2005-2006 program year. If a past program year's service location(s) is no longer active, please contact the help desk and they will work through assigning it a 13 digit MPI number for the template.
3) I uploaded historical data and the report is blank. Is it broken?	**3)** No, there are additional processes related to generating data for the report after the upload. One is that all records must be linked to a PA Secure ID. For historical records, this process has additional steps which occur at the state level. Also, the PSSA results must be available to link to the assigned PA Secure ID. 3rd grade PSSA results for a program year are not available to access until the September following the end of the program year.