

There are four types of end dating processes within PELICAN:

- **End-Dating a Child Enrollment** – Ends a child’s enrollment in a specific program in a classroom session.
- **End-Dating Staff from a Classroom Session** – Ends a staff member’s assignment to a classroom session.
- **End-Dating Staff from a Location** – Ends a staff member’s assignment to a location.
- **End-Dating a Classroom Session** – Ends a classroom session at a location.

It is important to understand the difference between end dating and deleting:

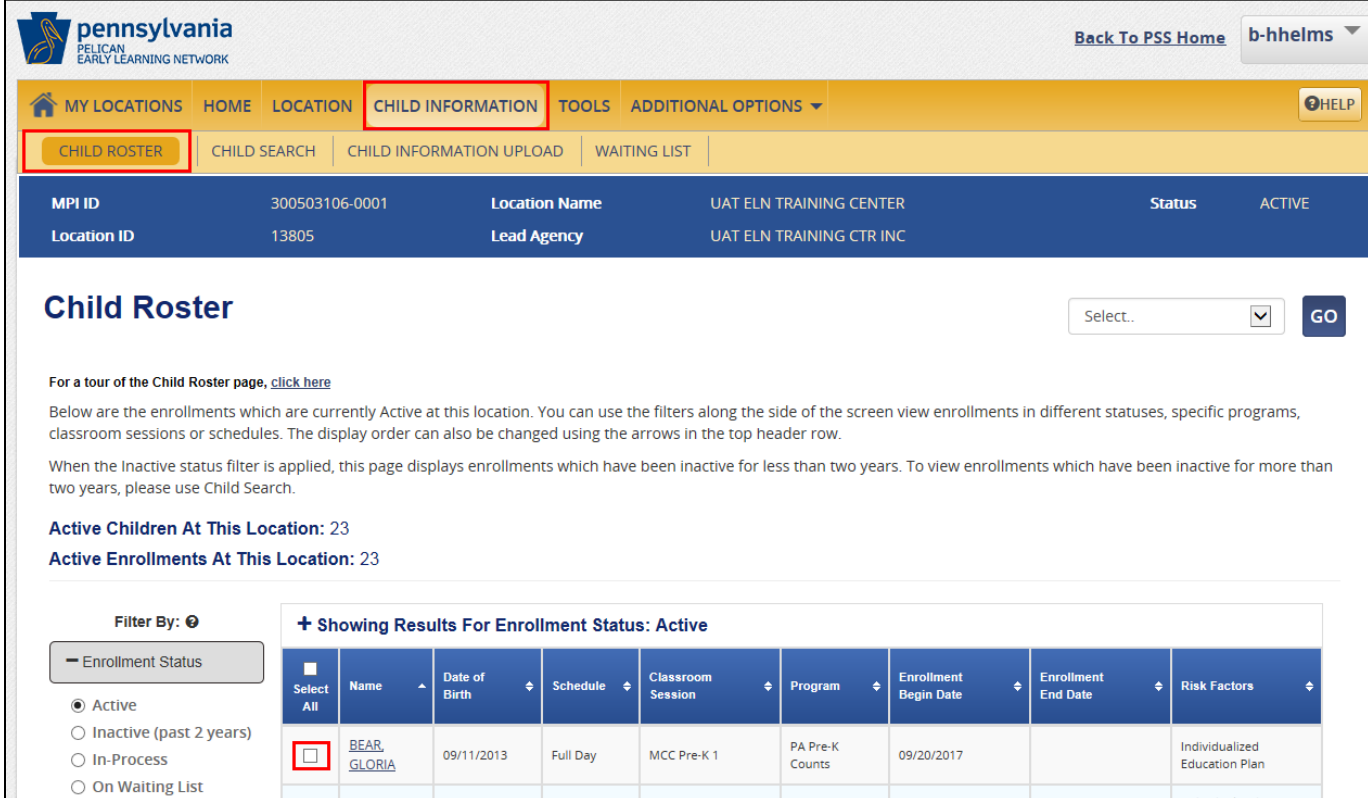
- **End-dating** – Closes an enrollment, classroom session, or staff assignment. The history details of that information is maintained (such as saving the history of a child’s previous enrollments.)
- **Deleting** – Removes all information about the enrollment, classroom session, or staff assignment without maintaining the history. For instance, a classroom session that is moving to a new physical location would be end dated, while a classroom session that was created incorrectly would be deleted.

Do not delete a record unless the information was entered in error.

End-Dating Child Enrollment

The *End-Date Enrollments* function allows users to end-date enrollment(s) for a child or children selected on the *Child Roster*. To end-date a child or children’s enrollment record(s), follow the steps below:

- a. Select the radio button for each child on the *Child Roster* to be end-dated or Select All.



Child Roster Select.. GO

For a tour of the Child Roster page, [click here](#)

Below are the enrollments which are currently Active at this location. You can use the filters along the side of the screen view enrollments in different statuses, specific programs, classroom sessions or schedules. The display order can also be changed using the arrows in the top header row.

When the Inactive status filter is applied, this page displays enrollments which have been inactive for less than two years. To view enrollments which have been inactive for more than two years, please use Child Search.

Active Children At This Location: 23
Active Enrollments At This Location: 23

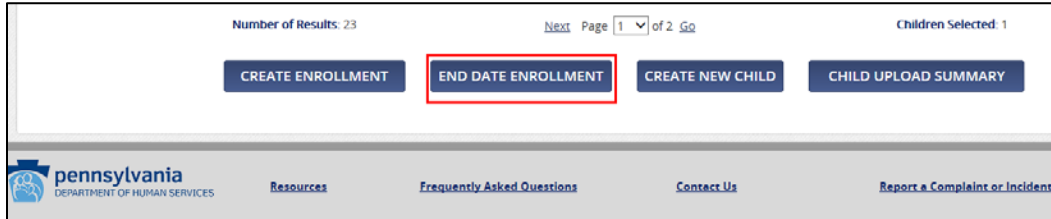
Filter By: Enrollment Status

- Active
- Inactive (past 2 years)
- In-Process
- On Waiting List

+ Showing Results For Enrollment Status: Active

Select All	Name	Date of Birth	Schedule	Classroom Session	Program	Enrollment Begin Date	Enrollment End Date	Risk Factors
<input type="checkbox"/>	BEAR GLORIA	09/11/2013	Full Day	MCC Pre-K 1	PA Pre-K Counts	09/20/2017		Individualized Education Plan

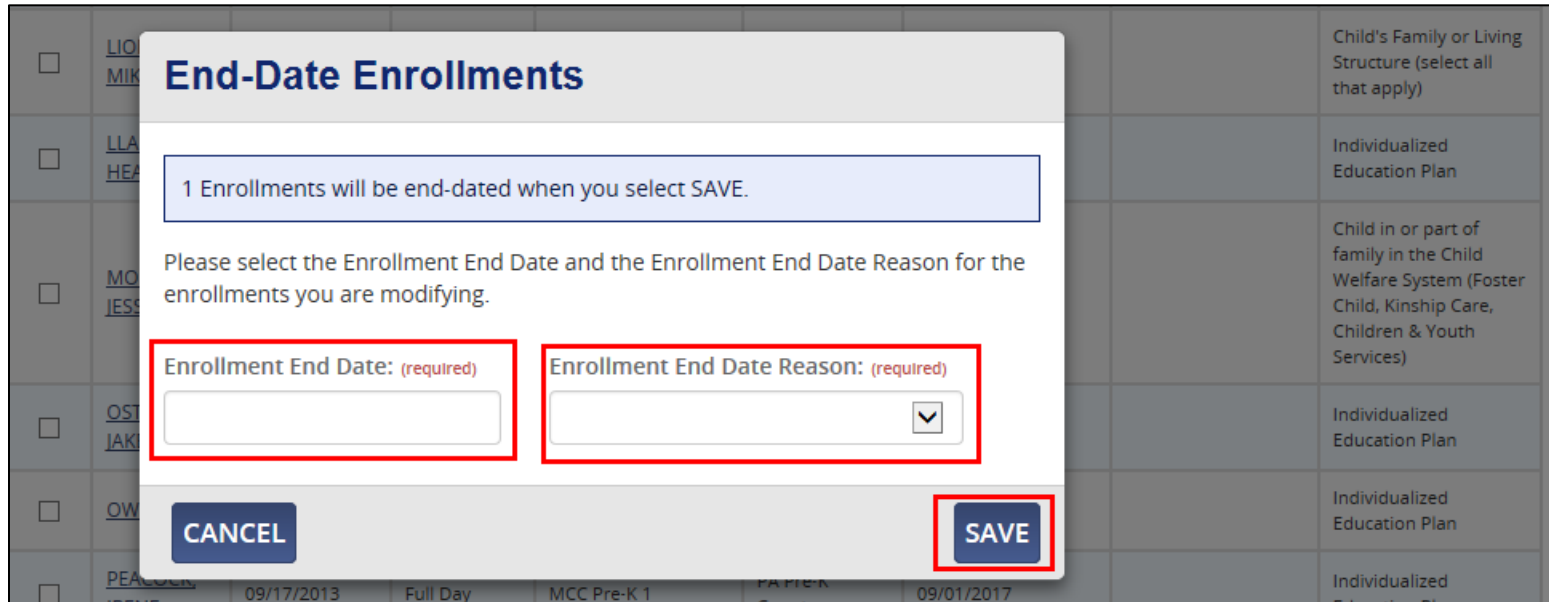
- b. Once the records are selected, the **END-DATE ENROLLMENT** button is activated.
- c. Click the **END-DATE ENROLLMENT** button.



Number of Results: 23 Next Page 1 of 2 Go Children Selected: 1

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- d. The *End-Date Enrollments* pop-out is displayed.



End-Date Enrollments

1 Enrollments will be end-dated when you select SAVE.

Please select the Enrollment End Date and the Enrollment End Date Reason for the enrollments you are modifying.

Enrollment End Date: *(required)*

Enrollment End Date Reason: *(required)*

<input type="checkbox"/>	LIO MIK					Child's Family or Living Structure (select all that apply)	
<input type="checkbox"/>	LLA HEA					Individualized Education Plan	
<input type="checkbox"/>	MO JESS					Child in or part of family in the Child Welfare System (Foster Child, Kinship Care, Children & Youth Services)	
<input type="checkbox"/>	OST JAK					Individualized Education Plan	
<input type="checkbox"/>	OW					Individualized Education Plan	
<input type="checkbox"/>	PEA JENN	09/17/2013	Full Day	MCC Pre-K 1	PATRIK G...	09/01/2017	Individualized Education Plan

1. Enter the required **Enrollment End Date** by typing in the date (MM/DD/YYYY).
2. Enter the **Enrollment End Date Reason** by selecting the appropriate reason from the dropdown list.
3. Click **[SAVE]** to validate the enrollment information.
4. Click the **[CANCEL]** button to return to the previous screen without making changes.

The *End-Date Enrollments Summary* pop-out is displayed.

End-Date Enrollments Summary

Below is a summary of the enrollments you have end dated. Use the (+) and (-) symbols to view more or less detail and click CONTINUE to return to the Child Roster.

Enrollments Successfully End Dated

+ 10 Enrollment(s) were successfully end dated.

Enrollments Not End Dated

- 2 Enrollment(s) were not end dated because they were not in Active status.

- Winkeler, Kirsten
- Fallon, Jimmy

CONTINUE

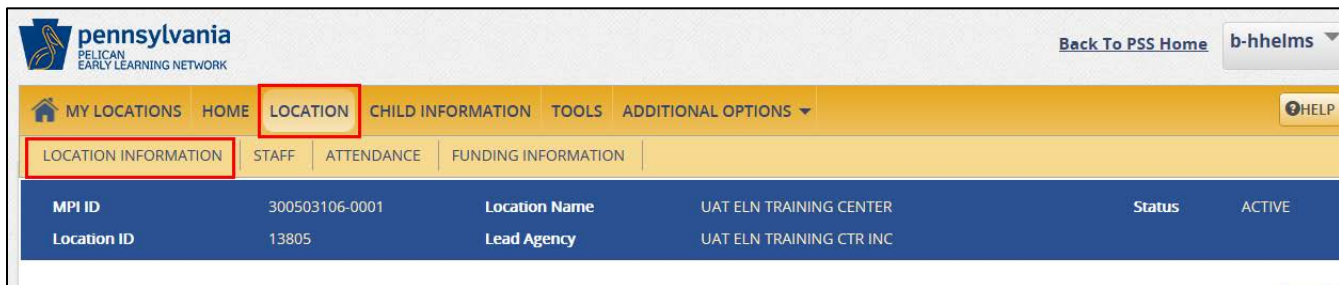
The *End-Date Enrollments Summary* screen provides a summary of the enrollments which were and were not end-dated when the end-date enrollment action is completed on multiple child records.

Click on the **[+]** to expand the view and display the children's names.

Click the **[CONTINUE]** button to close the summary and return to the *Child Roster* screen with the selected child records end-dated.

END-DATE STAFF FROM A CLASSROOM SESSION

Navigate to the *Location Information* screen by selecting **LOCATION** from the ELN header menu, then **LOCATION INFORMATION** from the sub-navigation menu.



The screenshot shows the ELN header menu with the following items: MY LOCATIONS, HOME, LOCATION, CHILD INFORMATION, TOOLS, and ADDITIONAL OPTIONS. The 'LOCATION' menu item is highlighted with a red box. Below the header menu, the sub-navigation menu includes LOCATION INFORMATION, STAFF, ATTENDANCE, and FUNDING INFORMATION. The 'LOCATION INFORMATION' sub-menu item is also highlighted with a red box. Below the sub-navigation menu, a table displays location information:

MPI ID	300503106-0001	Location Name	UAT ELN TRAINING CENTER	Status	ACTIVE
Location ID	13805	Lead Agency	UAT ELN TRAINING CTR INC		

- a. Click on the [**Classroom Session Name**] link that the staff member should be end-dated for.

— Classroom Sessions

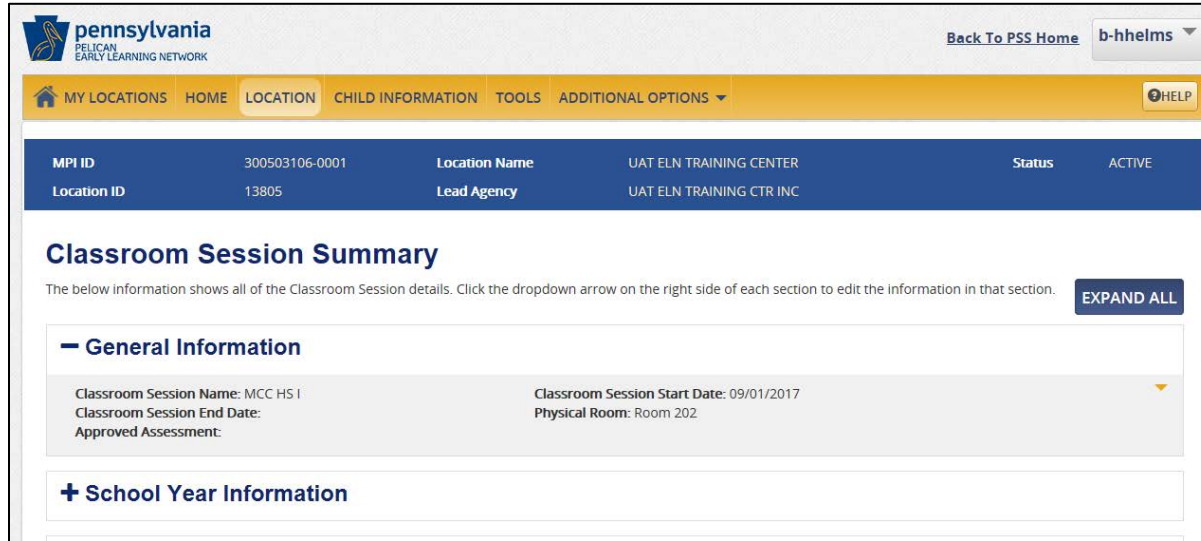
Below is a list of all the classroom sessions at this location. You can sort the classroom sessions displayed by selecting Active, Inactive, or All. Click on the Classroom Session Name to view the Classroom Sessions Summary.

Show: Active

Classroom Session Name	Classroom Session Lead	Physical Room	Children Enrolled		Class Size	Curriculum	Start Date	End Date
			Program	Count				
MCC HS 1	Jackie Jaguar	Room 202	HDS	3	20	Creative Curriculum	09/01/2017	
MCC Pre-K 1	Frankie Fish	Room 201	PKC	20	20	Creative Curriculum	09/01/2017	

[+ADD CLASSROOM SESSION](#)

The *Classroom Session Summary* screen is displayed.



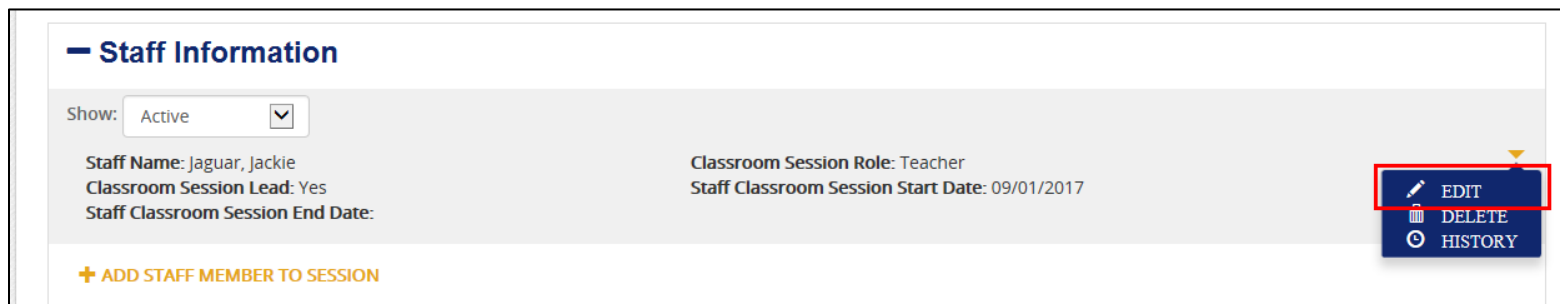
The screenshot shows the user interface for the Pennsylvania Pelican Early Learning Network. At the top, there is a navigation bar with "MY LOCATIONS", "HOME", "LOCATION", "CHILD INFORMATION", "TOOLS", and "ADDITIONAL OPTIONS". A "HELP" button is also present. Below the navigation bar, a table displays location information:

MPI ID	300503106-0001	Location Name	UAT ELN TRAINING CENTER	Status	ACTIVE
Location ID	13805	Lead Agency	UAT ELN TRAINING CTR INC		

Below the table is a section titled "Classroom Session Summary". It includes a note: "The below information shows all of the Classroom Session details. Click the dropdown arrow on the right side of each section to edit the information in that section." and an "EXPAND ALL" button. The summary is divided into two sections:

- General Information**: Classroom Session Name: MCC HS I, Classroom Session Start Date: 09/01/2017, Classroom Session End Date: [blank], Approved Assessment: [blank], Physical Room: Room 202.
- School Year Information**: [blank]

b. Click the action dropdown arrow on the right side of the appropriate staff member to edit their information.

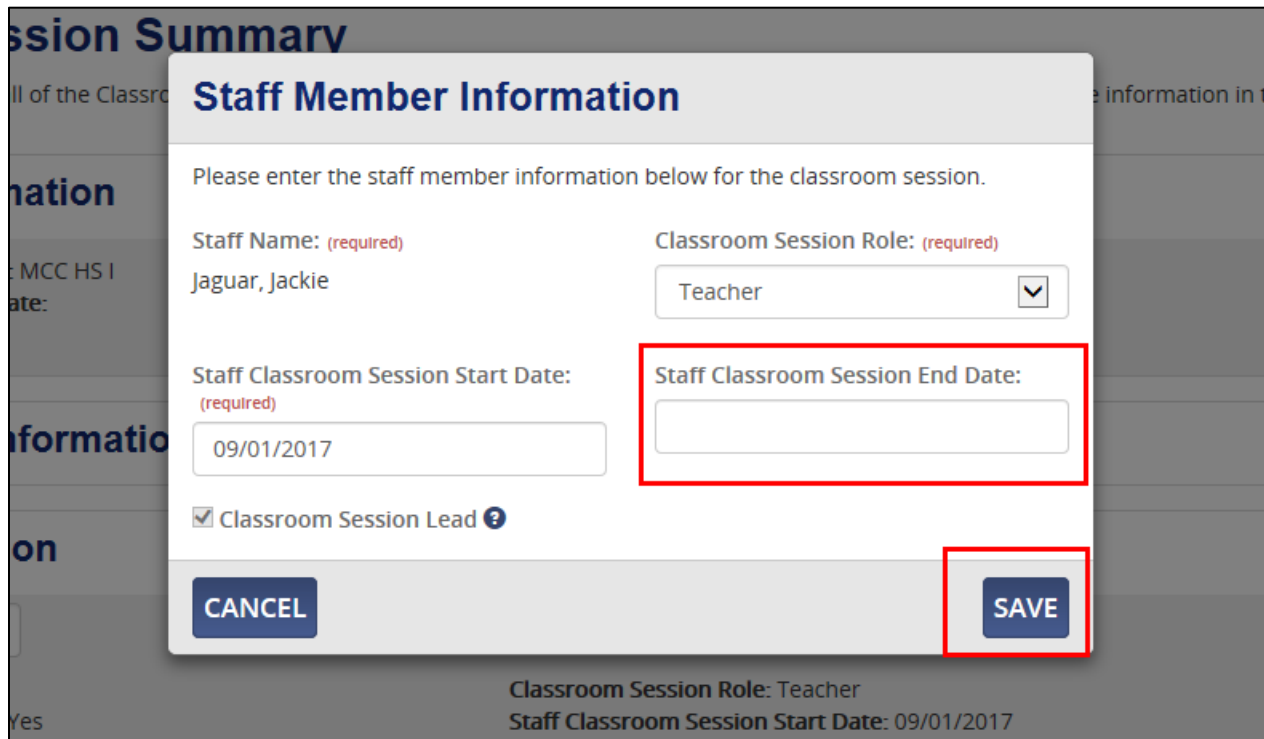


The screenshot shows a "Staff Information" pop-out menu. It includes a "Show:" dropdown menu set to "Active". The staff member's details are:

- Staff Name: Jaguar, Jackie
- Classroom Session Lead: Yes
- Staff Classroom Session End Date: [blank]
- Classroom Session Role: Teacher
- Staff Classroom Session Start Date: 09/01/2017

At the bottom of the pop-out, there is a button labeled "+ ADD STAFF MEMBER TO SESSION". On the right side, there is a dropdown menu with three options: "EDIT", "DELETE", and "HISTORY". The "EDIT" option is highlighted with a red box.

The *Staff Member Information* pop-out displays.



Staff Member Information

Please enter the staff member information below for the classroom session.

Staff Name: *(required)*
Jaguar, Jackie

Classroom Session Role: *(required)*
Teacher

Staff Classroom Session Start Date: *(required)*
09/01/2017

Staff Classroom Session End Date:

Classroom Session Lead ?

CANCEL **SAVE**

Classroom Session Role: Teacher
Staff Classroom Session Start Date: 09/01/2017

- c. Enter the **Staff Classroom Session End Date** and click the [**SAVE**] button to confirm the end date was updated on the *Classroom Session Summary* screen.

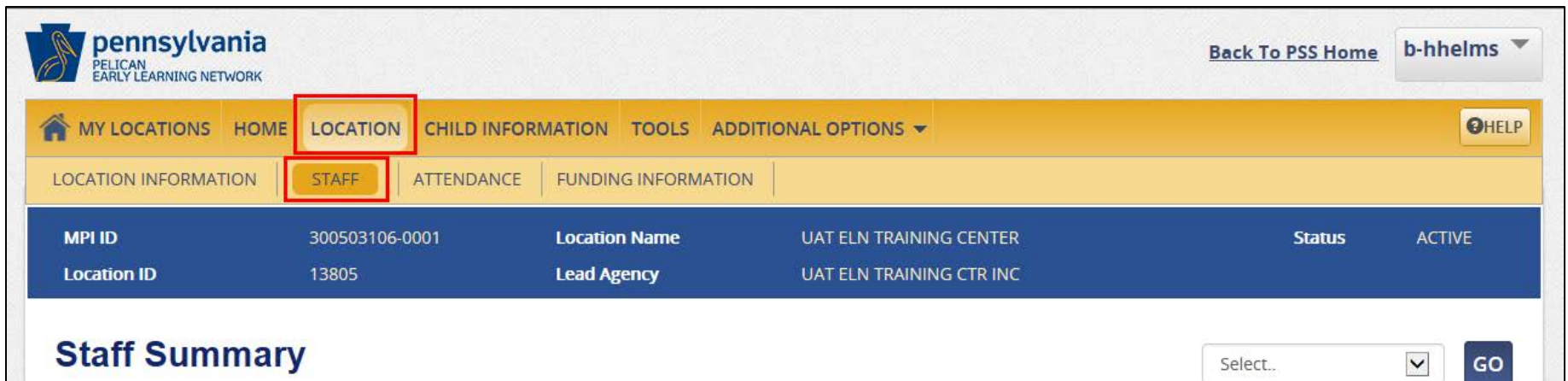
If problems occur when end dating staff from a classroom session, it is likely due to the following reason:

- Staff cannot be end dated from a classroom session if they are the Lead Teacher unless they are the only active staff associated with that classroom session. If the staff member being end dated is the Lead

Teacher and there is other active staff associated with the classroom session, an error message occurs saying **“This staff member is currently active in at least one classroom session. Please end date them in the classroom session(s) before changing their employment status to inactive.”** To resolve this error, assign another staff member as the Lead Teacher and then end date the staff member.

END-DATE STAFF FROM A LOCATION

Navigate to the *Staff Summary* screen by selecting **LOCATION** from the ELN header menu, then **STAFF** from the sub-navigation menu.



The screenshot shows the 'Staff Summary' screen. The navigation menu includes 'MY LOCATIONS', 'HOME', 'LOCATION', 'CHILD INFORMATION', 'TOOLS', and 'ADDITIONAL OPTIONS'. The 'LOCATION' menu item is highlighted in red. Below it, the 'STAFF' sub-menu item is also highlighted in red. The main content area displays a table with the following information:

MPI ID	300503106-0001	Location Name	UAT ELN TRAINING CENTER	Status	ACTIVE
Location ID	13805	Lead Agency	UAT ELN TRAINING CTR INC		

Below the table, there is a 'Staff Summary' heading and a search bar with a dropdown menu labeled 'Select..' and a 'GO' button.

The *Staff Summary* screen displays.

- a. Click on the name of the staff to be end dated.

Staff Summary Select..

Welcome to the Staff Summary! Here, you can view all staff for your location. Click on a staff member to edit their information or add staff using the CREATE NEW STAFF button. You can use the filters to adjust which staff members are displayed on this screen. The display order can also be changed using the arrows in the top header row.

Filter By

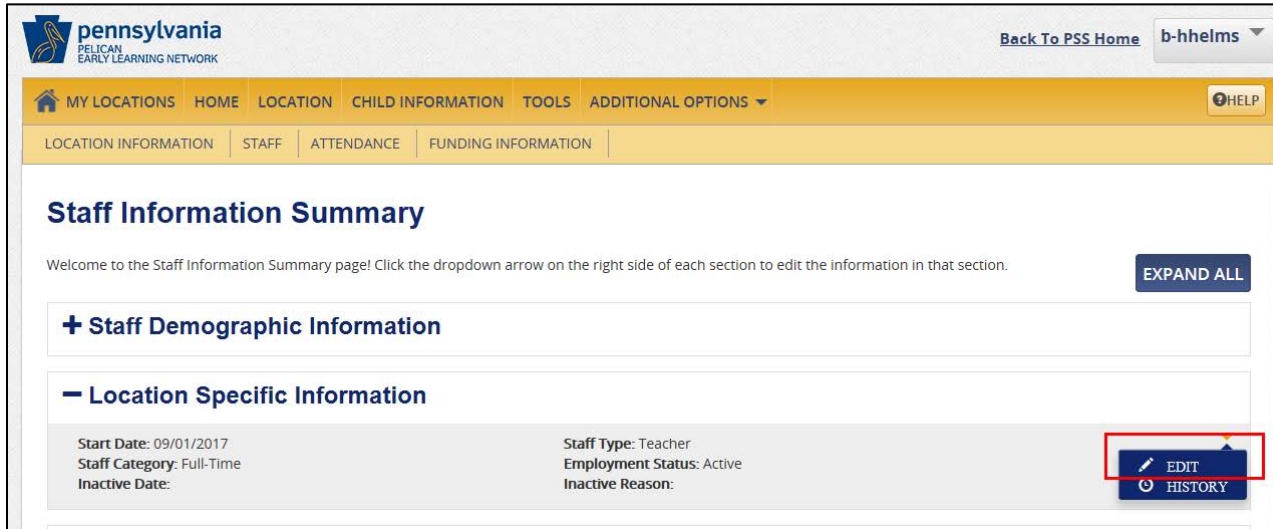
- + Status
- + Staff Type

Staff Name	Staff Type	Status	PPID
Fish, Frankie	Teacher	Active	
Jaguar, Jackie	Teacher	Active	

Page 1 of 1

The *Staff Information Summary* screen is displayed.

b. Scroll down to the **Location Specific Information** section of the screen.



Staff Information Summary

Welcome to the Staff Information Summary page! Click the dropdown arrow on the right side of each section to edit the information in that section.

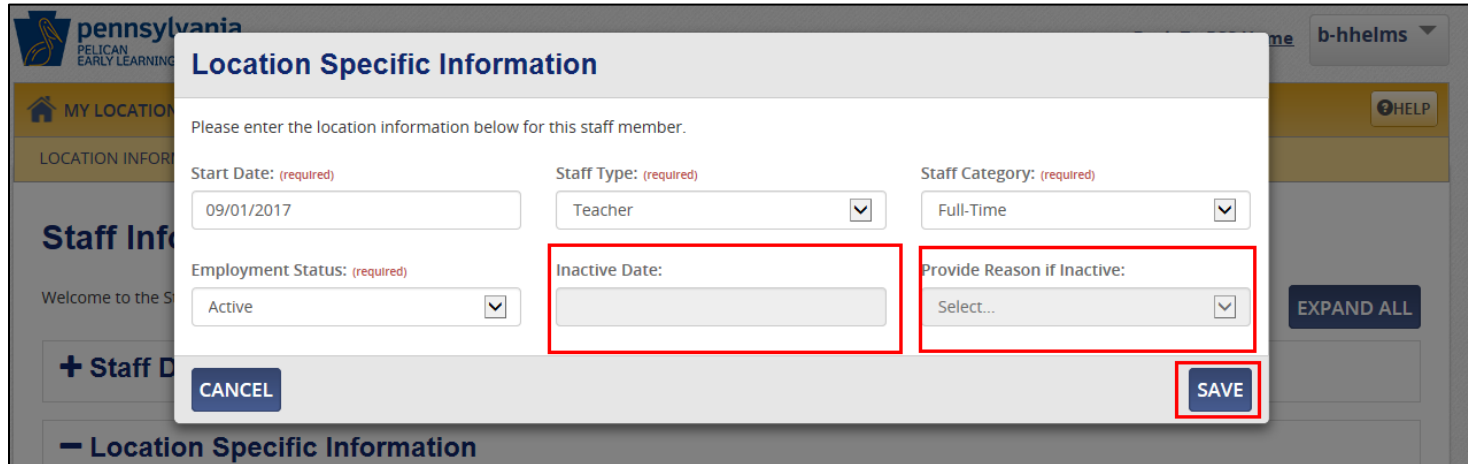
+ Staff Demographic Information

- Location Specific Information

Start Date: 09/01/2017	Staff Type: Teacher
Staff Category: Full-Time	Employment Status: Active
Inactive Date:	Inactive Reason:

c. Click the action dropdown arrow to edit the location specific information the staff member is connected to.

The *Location Specific Information* screen is displayed.



Location Specific Information

Please enter the location information below for this staff member.

Start Date: *(required)* 09/01/2017

Staff Type: *(required)* Teacher

Staff Category: *(required)* Full-Time

Employment Status: *(required)* Active

Inactive Date:

Provide Reason if Inactive: Select...

CANCEL SAVE

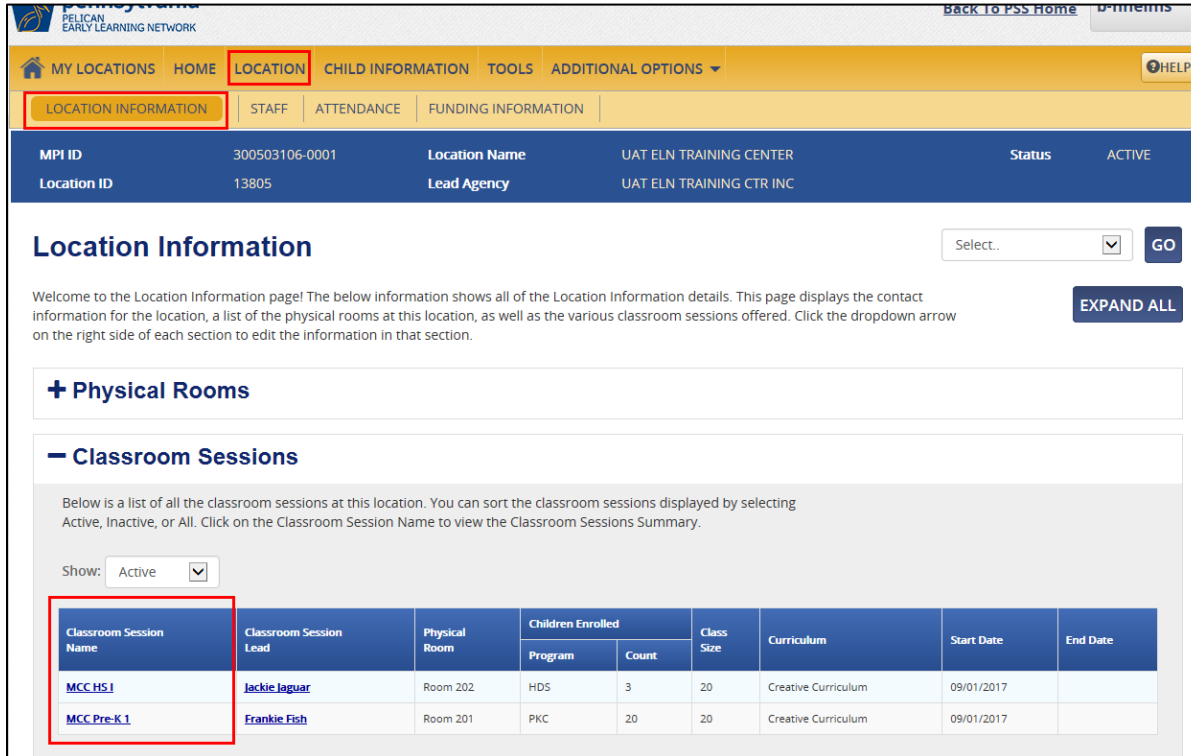
- d. Enter an **Inactive Date**.
- e. Select an **Inactive Reason** from the dropdown list.
- f. Click **[SAVE]** to return to the *Staff Information Summary* screen and view the updated information.

If problems occur when end dating staff from a location, it is likely due to the following reason:

- Staff cannot be end dated from a location if they are still active in a classroom session. If the staff is active in a classroom session, an error message occurs saying **"This staff member is currently active in at least one classroom session. Please end date them in the classroom session(s) before changing their employment status to inactive."** To resolve this error, check each classroom session page and end date the staff from each classroom session in which they are active.

END-DATE A CLASSROOM SESSION

Navigate to the *Classroom Session Summary* from the *Location Information* screen.



Location Information

Welcome to the Location Information page! The below information shows all of the Location Information details. This page displays the contact information for the location, a list of the physical rooms at this location, as well as the various classroom sessions offered. Click the dropdown arrow on the right side of each section to edit the information in that section.

+ Physical Rooms

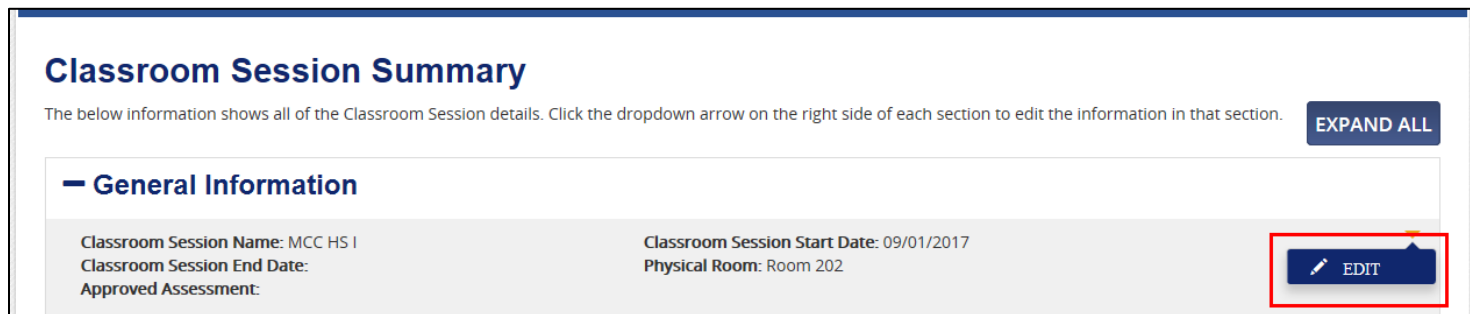
- Classroom Sessions

Below is a list of all the classroom sessions at this location. You can sort the classroom sessions displayed by selecting Active, Inactive, or All. Click on the Classroom Session Name to view the Classroom Sessions Summary.

Show:

Classroom Session Name	Classroom Session Lead	Physical Room	Children Enrolled		Class Size	Curriculum	Start Date	End Date
			Program	Count				
MCC HS 1	Jackie Jaguar	Room 202	HDS	3	20	Creative Curriculum	09/01/2017	
MCC Pre-K 1	Frankie Fish	Room 201	PKC	20	20	Creative Curriculum	09/01/2017	


- a. Click on the classroom session name to open the *Classroom Session Summary* screen.



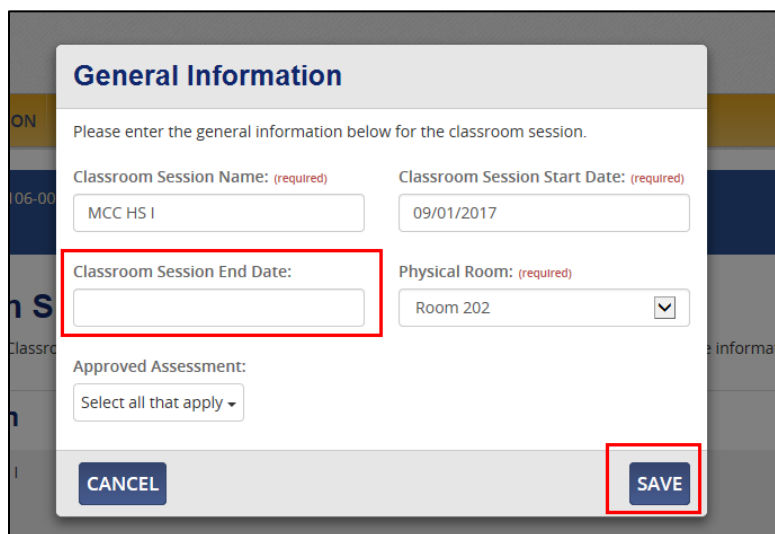
Classroom Session Summary

The below information shows all of the Classroom Session details. Click the dropdown arrow on the right side of each section to edit the information in that section. EXPAND ALL

— General Information


Classroom Session Name: MCC HS I	Classroom Session Start Date: 09/01/2017	
Classroom Session End Date:	Physical Room: Room 202	
Approved Assessment:		

- b. Click the action dropdown arrow to open the *General Information* screen and edit the Classroom information.



General Information

Please enter the general information below for the classroom session.

Classroom Session Name: <i>(required)</i>	Classroom Session Start Date: <i>(required)</i>
<input type="text" value="MCC HS I"/>	<input type="text" value="09/01/2017"/>
Classroom Session End Date:	Physical Room: <i>(required)</i>
<input type="text"/>	<input type="text" value="Room 202"/> 
Approved Assessment:	
<input type="text" value="Select all that apply"/>	

CANCEL SAVE

-
- c. Enter the **Classroom Session End Date** (DD/MM/YYYY) and click the **[SAVE]** button to update the classroom session status.

If problems occur when end dating a classroom session, contact the PELICAN Help Desk at 1-877-491-3818.