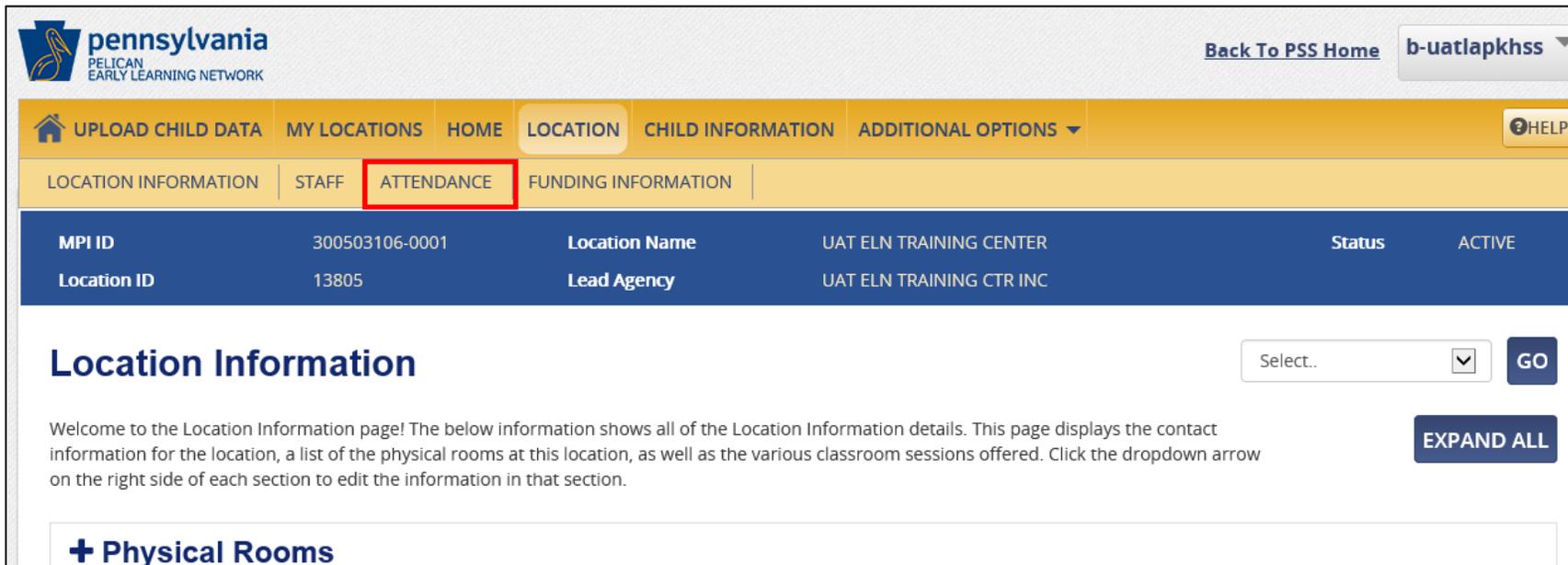


Attendance

Operational Days per Year and Monthly Attendance can be entered through the Attendance functionality in the Early Learning Network (ELN) for PA Pre-K Counts, Head Start and Keystone STARS functionality through Provider Self Service (PSS).

1. Log in to PSS, navigate to ELN and select the desired Provider Location.
 - The *Location Home* page is displayed.
 - Select **[Attendance]** from the ELN sub-navigation menu



The screenshot shows the Pennsylvania Pelican Early Learning Network (ELN) interface. The top navigation bar includes "Back To PSS Home" and a user profile dropdown "b-uatlaphkss". The main navigation menu has tabs for "UPLOAD CHILD DATA", "MY LOCATIONS", "HOME", "LOCATION", "CHILD INFORMATION", and "ADDITIONAL OPTIONS". The "LOCATION" tab is active, and the sub-navigation menu shows "ATTENDANCE" highlighted with a red box. Below the navigation is a table with location details:

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 the "Location Information" section, which includes a "Select.." dropdown menu, a "GO" button, and an "EXPAND ALL" button. The text below the dropdown reads: "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." At the bottom, there is a section titled "+ Physical Rooms".

2. The *Attendance* page is displayed.

Attendance

Select..

Please select a Classroom Session, School Year, and Program, then click "GO" to view and enter attendance data. Please note that attendance must be entered one program at a time.

Classroom Session (required):
School Year (required):
Program (required):

3. From the *Attendance* page, select the **[Classroom Session]**, **[School Year]**, and **[Program]** from the dropdown lists.
4. Click **[GO]**.
5. The *Attendance* page expands to display attendance details.

ATTENDANCE/LOCATION FUNDING TRACKING

TIP SHEET



Back To PSS Home
b-uatlapkhss

UPLOAD CHILD DATA MY LOCATIONS HOME LOCATION CHILD INFORMATION ADDITIONAL OPTIONS HELP

LOCATION INFORMATION STAFF ATTENDANCE FUNDING INFORMATION

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

Attendance

Please select a Classroom Session, School Year, and Program, then click "GO" to view and enter attendance data. Please note that attendance must be entered one program at a time.

Classroom Session (required)

School Year (required)

Program (required)

Year: July 01, 2017 - June 30, 2018

		Operational Days per Month	Enter the Number of Days Each Child Attended per Month												Total	
			July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	June		
			5	19	10	19	18	19	20	19	20	20	22	5	196	
#	Child Name	Program	Sub Program	Schedule	Enrollment Status	Enrollment Start Date	Enrollment End Date									
1	COW, TREVYN	PA Pre-K Counts	PKC - Kindergarten Readiness Program	Full Day	Inactive	09/20/2017	10/15/2017									0

IMPORTANT TIPS!

- **Operational Days per Month must be entered** and are the actual days the facility is open for a specific month.
- It is recommended that *Operational Days per Month* be entered at the beginning of the school year.
- The default view of the *Attendance* table is alphabetically by **Child Name**.
- Sort order can be changed by clicking the arrows in each column.

6. Enter the monthly attendance for each child in the correct column.

Year: July 01, 2017 - June 30, 2018

Operational Days per Month ?								Enter the Number of Days Each Child Attended per Month												Total		
#	Child Name ^	Program ^	Sub Program ^	Schedule ^	Enrollment Status ^	Enrollment Start Date ^	Enrollment End Date ^	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	June			
								5	19	10	19	18	19	20	19	20	20	22	5	196		
1	COW, TREVYN	PA Pre-K Counts	PKC - Kindergarten Readiness Program	Full Day	Inactive	09/20/2017	10/15/2017			8	17										25	
2	demetri, GLORIAD	PA Pre-K Counts	Pre-School	Full Day	Inactive	10/02/2017	10/07/2017				15										15	
3	DOG, VERONICA	PA Pre-K Counts	PKC - Kindergarten Readiness Program	Full Day	Active	09/20/2017				6	15	18										39

7. Click [SAVE]

Program

[BACK TO LOCATION HOME](#)

Next Page 1 of 2 Go

SAVE

8. Confirmation that changes to the attendance records were saved is received.

Attendance

The Attendance has been updated with your changes.

Please select a Classroom Session, School Year, and Program, then click "GO" to view and enter attendance data. Please note that attendance must be entered one program at a time.

9. Click **[PRINT]** to view a PDF file, save the file to a local computer, and/or *print* a hard copy of the *Attendance Details*.



Attendance Details

Report Generated on 12/26/2017

MPI ID	Location ID	Location Name	Lead Agency	Status
300503106-0001	13805	UAT ELN TRAINING CENTER	13804	Active

Classroom Session	MCC Pre-K 1
School Year	2017-2018
Program	PA Pre-K Counts

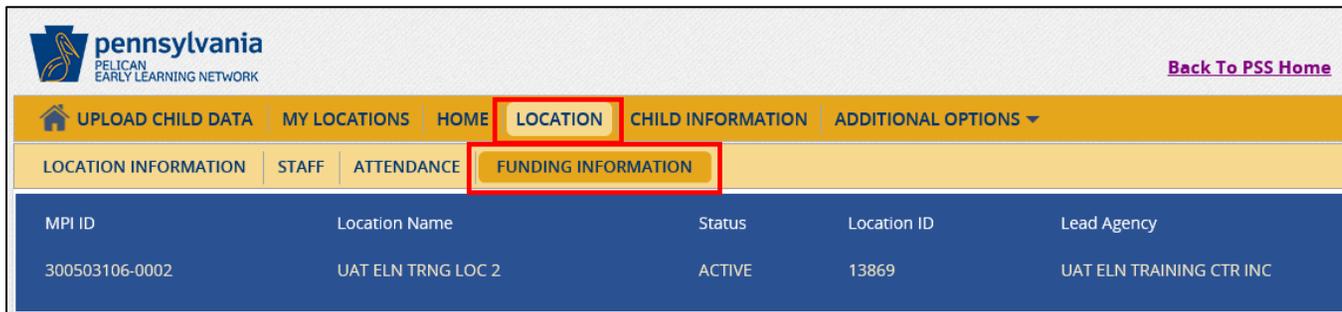
Year: July 01, 2017 - June 30, 2018

#	Child Name	Program	Sub Program	Schedule	Enrollment Status	Enrollment Start Date	Enrollment End Date	Enter the number of days each child attended per month												Total	
								July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun		
								5	19	10	19	18	19	20	19	20	20	22	5	196	
1	COW, TREVYN	PA Pre-K Counts	PKC - Kindergarten Readiness Program	Full Day	Inactive	9/20/2017	10/15/2017	0	0	8	17	0	0	0	0	0	0	0	0	0	25
2	DOG, VERONICA	PA Pre-K Counts	PKC - Kindergarten Readiness Program	Full Day	Active	9/20/2017		0	0	6	15	18	0	0	0	0	0	0	0	0	39
3	Dolphin, Heather	PA Pre-K Counts	PKC - Kindergarten Readiness Program	Full Day	Inactive	9/1/2017	9/19/2017	0	0	10	0	0	0	0	0	0	0	0	0	0	10

Provider Funding Information

Lead Agency providers can view Provider detail information and update funding information through the ELN functionality in PSS.

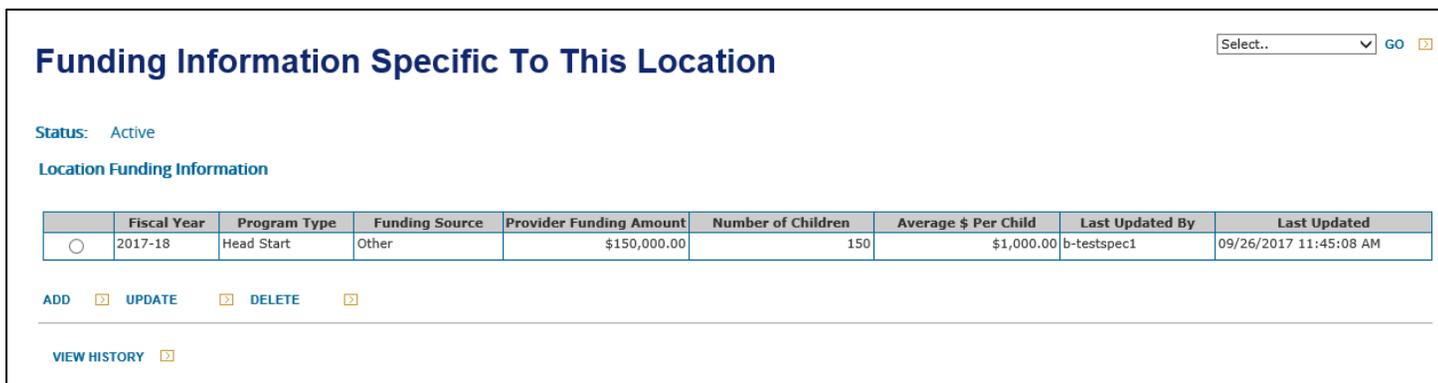
1. From the *Location Information* page, click the **[Location Funding]** menu option from the ELN sub-navigation menu.



Navigation menu showing 'LOCATION' and 'FUNDING INFORMATION' highlighted.

MPI ID	Location Name	Status	Location ID	Lead Agency
300503106-0002	UAT ELN TRNG LOC 2	ACTIVE	13869	UAT ELN TRAINING CTR INC

2. The *Funding Information Specific to this Location* page is displayed.



Funding Information Specific To This Location

Status: Active

Location Funding Information

	Fiscal Year	Program Type	Funding Source	Provider Funding Amount	Number of Children	Average \$ Per Child	Last Updated By	Last Updated
<input type="radio"/>	2017-18	Head Start	Other	\$150,000.00	150	\$1,000.00	b-testspec1	09/26/2017 11:45:08 AM

ADD UPDATE DELETE VIEW HISTORY

The *Funding Information Specific to this Location* page displays. Providers can perform the following functions:

1. **[ADD]** funding information specific to a location.
2. **[UPDATE]** details to existing funding information specific to a location.
3. **[DELETE]** information that is no longer needed or accurate
4. **[VIEW HISTORY]**

1. ADD Location Funding Information

The *Fiscal Year* defaults to the current fiscal year

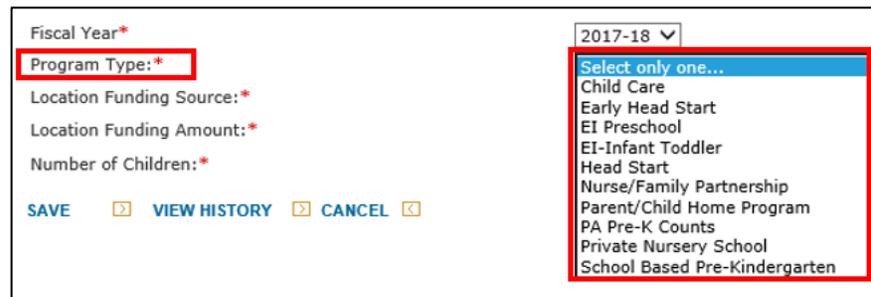


The screenshot shows a form with the following fields:

- Fiscal Year***: A dropdown menu with '2017-18' selected.
- Program Type***: A dropdown menu with 'Select only one...' as the placeholder.
- Location Funding Source***: A dropdown menu with 'Select only one...' as the placeholder.
- Location Funding Amount***: A text input field.
- Number of Children***: A text input field.

 At the bottom of the form are buttons for **SAVE**, **VIEW HISTORY**, and **CANCEL**.

Select a *Program Type* from the dropdown list.



The screenshot shows the same form as above, but with the **Program Type*** dropdown menu open. The list of options includes:

- Select only one...
- Child Care
- Early Head Start
- EI Preschool
- EI-Infant Toddler
- Head Start
- Nurse/Family Partnership
- Parent/Child Home Program
- PA Pre-K Counts
- Private Nursery School
- School Based Pre-Kindergarten

 The **SAVE**, **VIEW HISTORY**, and **CANCEL** buttons are visible at the bottom.

ATTENDANCE/LOCATION FUNDING TRACKING

TIP SHEET



Select a *Location Funding Source* from the dropdown list

Fiscal Year* 2017-18

Program Type:* Select only one...

Location Funding Source:* Select only one...
Other
Public - Federal
Public - State/Local
Parent Tuition

Location Funding Amount:*

Number of Children:*

SAVE VIEW HISTORY CANCEL

Enter the *Location Funding Amount* and *Number of Children*

Fiscal Year* 2017-18

Program Type:* Select only one...

Location Funding Source:* Select only one...

Location Funding Amount:*

Number of Children:*

SAVE VIEW HISTORY CANCEL

Click **[SAVE]**

SAVE VIEW HISTORY CANCEL

The information is saved to the *Location Funding Information* table.

Funding Information Specific To This Location

Select.. GO

✖ Provider Fund Created Successfully

Status: Active

Location Funding Information

	Fiscal Year	Program Type	Funding Source	Provider Funding Amount	Number of Children	Average \$ Per Child	Last Updated By	Last Updated
<input type="radio"/>	2017-18	Early Head Start	Public - State/Local	\$25,000.00	15	\$1,666.67	b-uatlapkhss	12/26/2017 11:31:16 AM
<input type="radio"/>	2017-18	Head Start	Other	\$150,000.00	150	\$1,000.00	b-testspec1	09/26/2017 11:45:08 AM

2. UPDATE details to existing funding information specific to a location

- Select the desired funding record to be updated, and click **[UPDATE]**

Location Funding Information

	Fiscal Year	Program Type	Funding Source	Provider Funding Amount	Number of Children	Average \$ Per Child	Last Updated By	Last Updated
<input checked="" type="radio"/>	2017-18	Early Head Start	Public - State/Local	\$25,000.00	15	\$1,666.67	b-uatlapkhss	12/26/2017 11:31:16 AM
<input type="radio"/>	2017-18	Head Start	Other	\$150,000.00	150	\$1,000.00	b-testspec1	09/26/2017 11:45:08 AM
<input type="radio"/>	2017-18	PA Pre-K Counts	Public - State/Local	\$100,000.00	100	\$1,000.00	b-uatlapkhss	12/26/2017 11:15:22 AM

ADD UPDATE DELETE

- Make the necessary revisions, and click **[SAVE]**

Fiscal Year*	2017-18 ▼
Program Type:*	Early Head Start ▼
Location Funding Source:*	Public - State/Local ▼
Location Funding Amount:*	25000
Number of Children:*	15
Last Updated By : b-uatlapkhs	
Last Updated : 12/26/2017	
SAVE VIEW HISTORY CANCEL	

- A system message is received to indicate that the Provider Fund was updated successfully.

Funding Information Specific To This Location

Select.. ▼ GO

✘ Provider Fund Updated Successfully

Status: Active

Location Funding Information

	Fiscal Year	Program Type	Funding Source	Provider Funding Amount	Number of Children	Average \$ Per Child	Last Updated By	Last Updated
○	2017-18	Early Head Start	Public - State/Local	\$10,000.00	15	\$666.67	b-uatlapkhs	12/26/2017 11:48:08 AM

3. **DELETE** information that is no longer needed or accurate
 - Select the desired funding record and click **[DELETE]**

Location Funding Information

	Fiscal Year	Program Type	Funding Source	Provider Funding Amount	Number of Children	Average \$ Per Child	Last Updated By	Last Updated
<input checked="" type="radio"/>	2017-18	Early Head Start	Public - State/Local	\$10,000.00	15	\$666.67	b-uatlaphss	12/26/2017 11:48:08 AM
<input type="radio"/>	2017-18	Head Start	Other	\$150,000.00	150	\$1,000.00	b-testspec1	09/26/2017 11:45:08 AM
<input type="radio"/>	2017-18	PA Pre-K Counts	Public - State/Local	\$100,000.00	100	\$1,000.00	b-uatlaphss	12/26/2017 11:15:22 AM

ADD UPDATE **DELETE**

- Receive system message to confirm the delete request. Click **[DELETE]** again.

Funding Information Specific To This Location Select.. GO

⊗ Are you sure you want to delete? Click Delete to continue.

- Delete confirmation message received.

Funding Information Specific To This Location Select.. GO

⊗ Provider Fund Removed Successfully

Status: Active

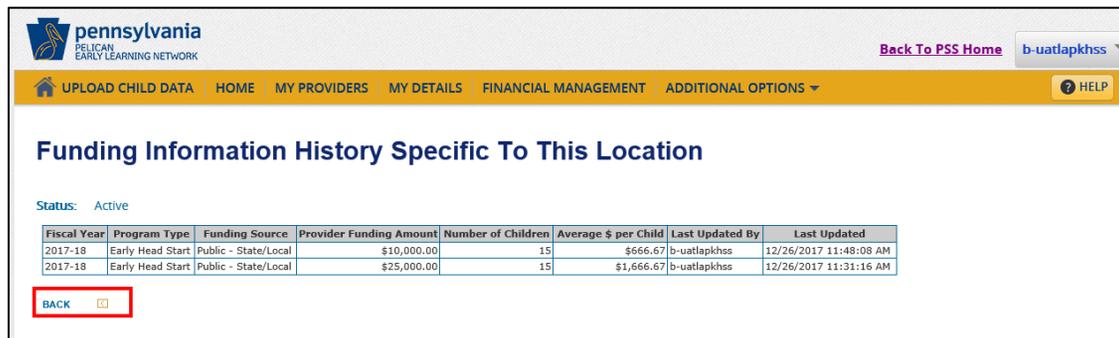
Location Funding Information

	Fiscal Year	Program Type	Funding Source	Provider Funding Amount	Number of Children	Average \$ Per Child	Last Updated By	Last Updated
<input type="radio"/>	2017-18	Head Start	Other	\$150,000.00	150	\$1,000.00	b-testspec1	09/26/2017 11:45:08 AM
<input type="radio"/>	2017-18	PA Pre-K Counts	Public - State/Local	\$100,000.00	100	\$1,000.00	b-uatlaphss	12/26/2017 11:15:22 AM

4. VIEW HISTORY



- Click the **[VIEW HISTORY]** link to see the *Funding Information History Specific to this Location* page.



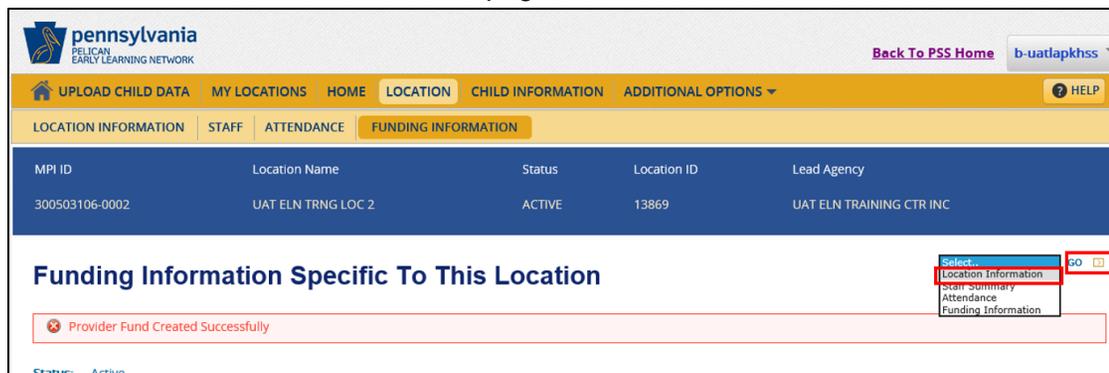
Funding Information History Specific To This Location

Status: Active

Fiscal Year	Program Type	Funding Source	Provider Funding Amount	Number of Children	Average \$ per Child	Last Updated By	Last Updated
2017-18	Early Head Start	Public - State/Local	\$10,000.00	15	\$666.67	b-uatlaphss	12/26/2017 11:48:08 AM
2017-18	Early Head Start	Public - State/Local	\$25,000.00	15	\$1,666.67	b-uatlaphss	12/26/2017 11:31:16 AM

BACK 

- Click **[BACK]** to return to the *Funding Information Specific to this Location* page.
- To return to the *Location Information* page, select **Location Information** from the Quick Link dropdown list.



Funding Information Specific To This Location

Provider Fund Created Successfully

Status: Active