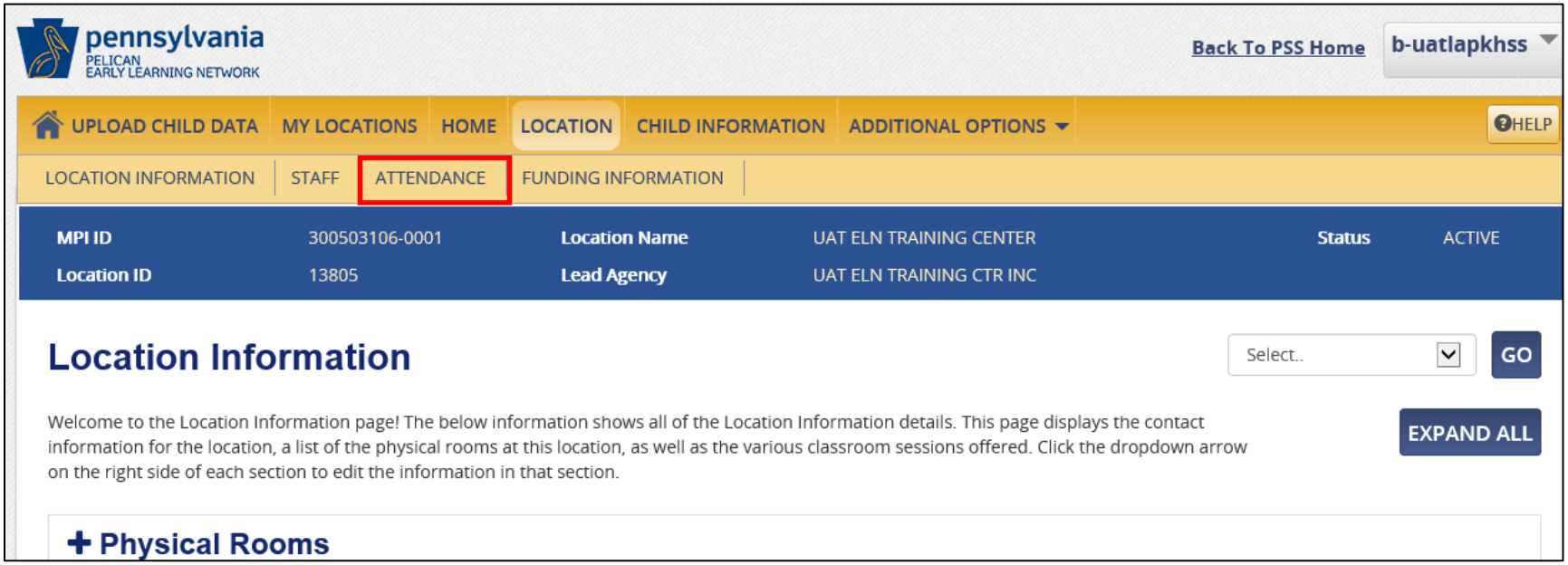
ATTENDANCE/LOCATION FUNDING TRACKING

TIP SHEET

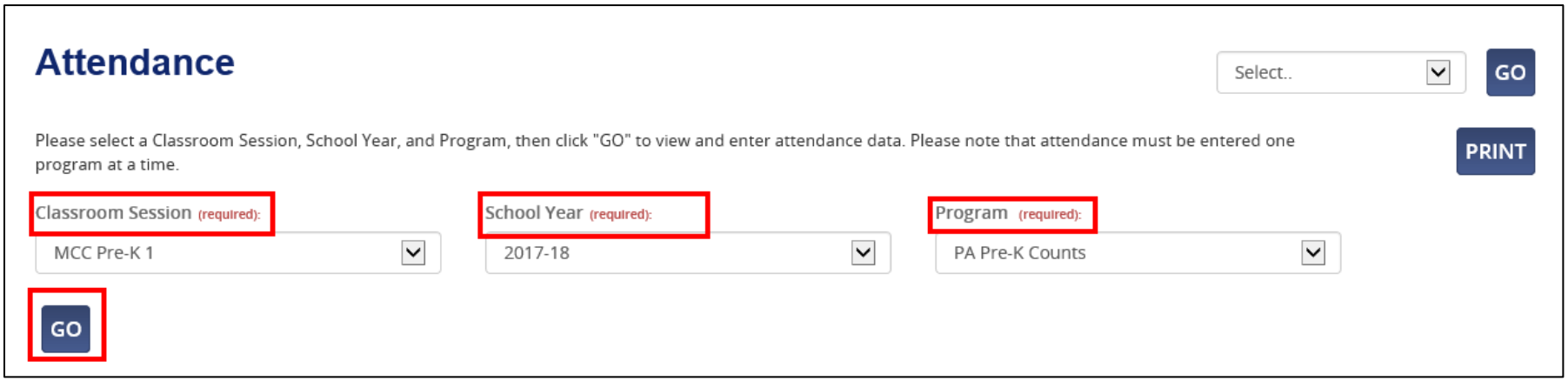
Attendance

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).

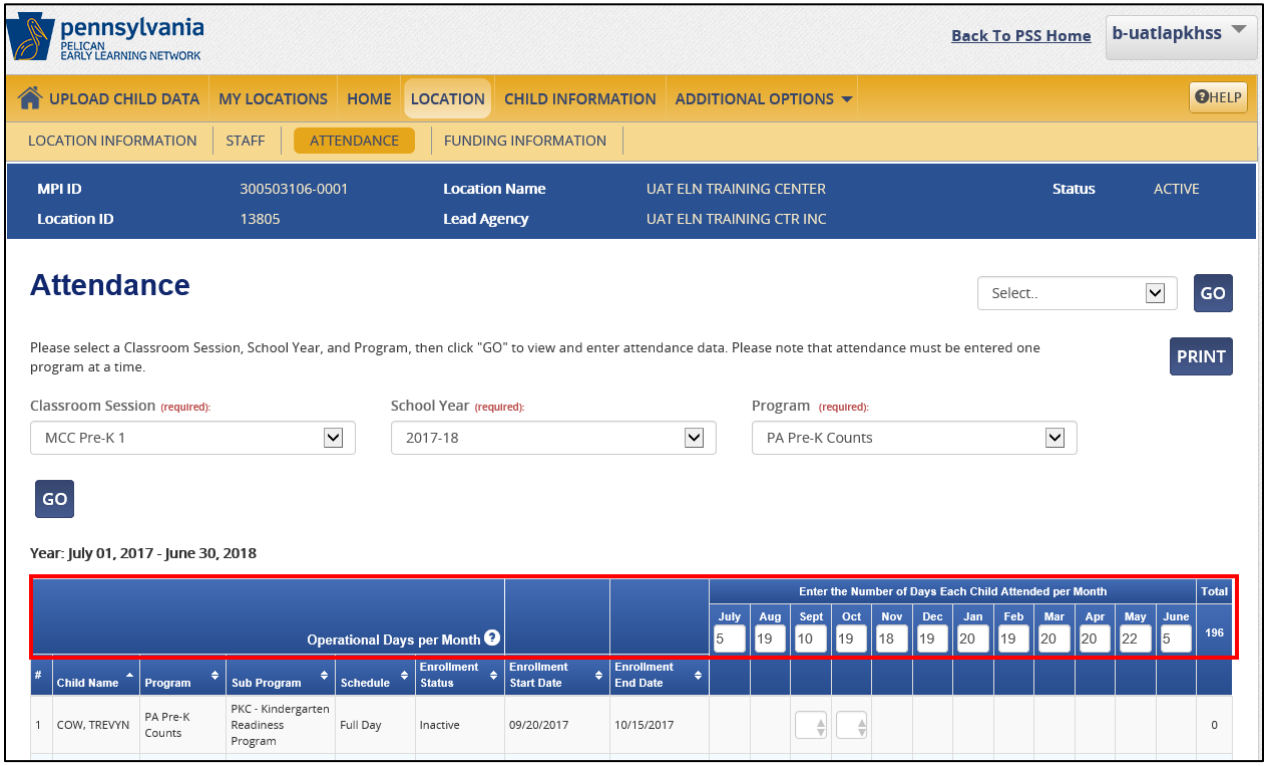
1. Log in to PSS, navigate to ELN and select the desired Provider Location.
    - The *Location Home* page is displayed.
    - Select **[Attendance]** from the ELN sub-navigation menu



2. The *Attendance* page is displayed.



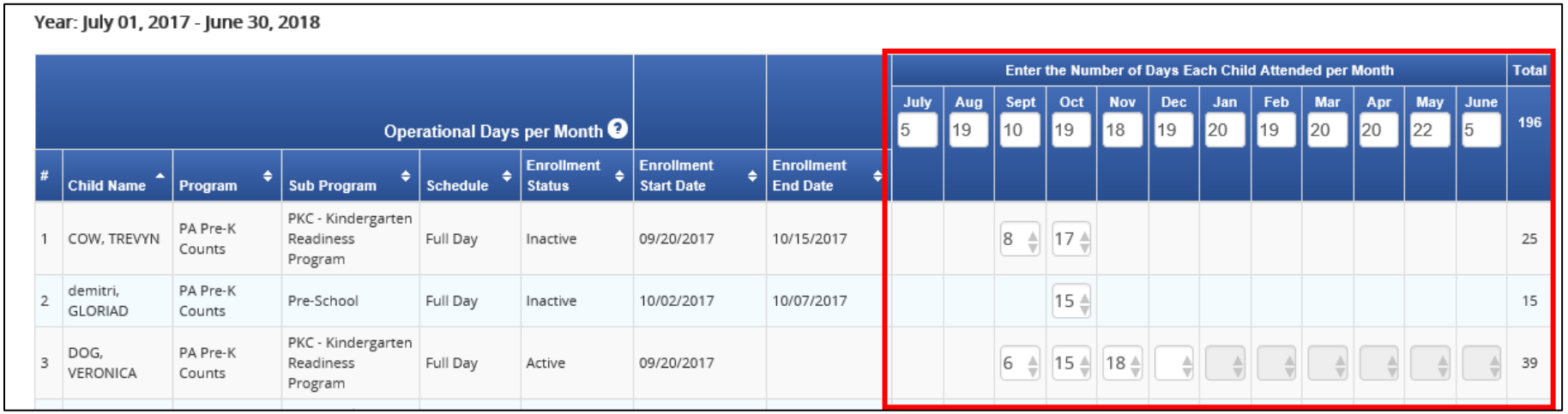
3. From the *Attendance* page, select the **[Classroom Session], [School Year],** and **[Program]** from the dropdown lists.
4. Click **[GO]**.
5. The *Attendance* page expands to display attendance details.



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.

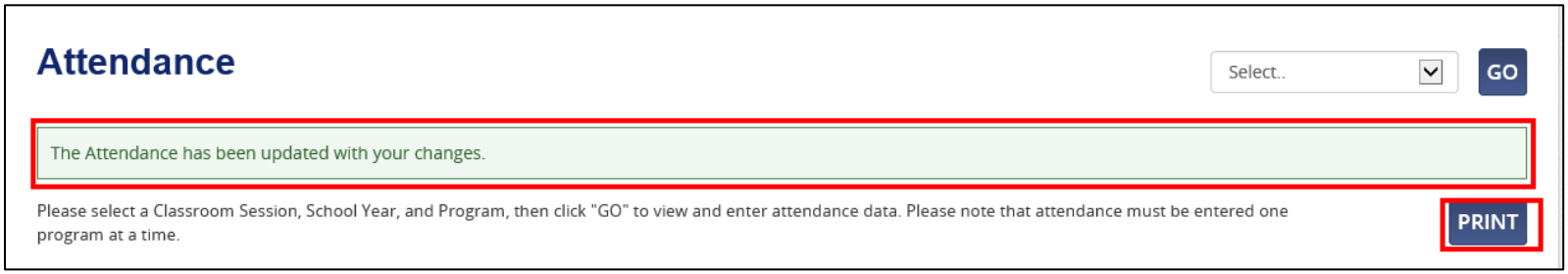


Year: July 01, 2017 - June 30, 2018

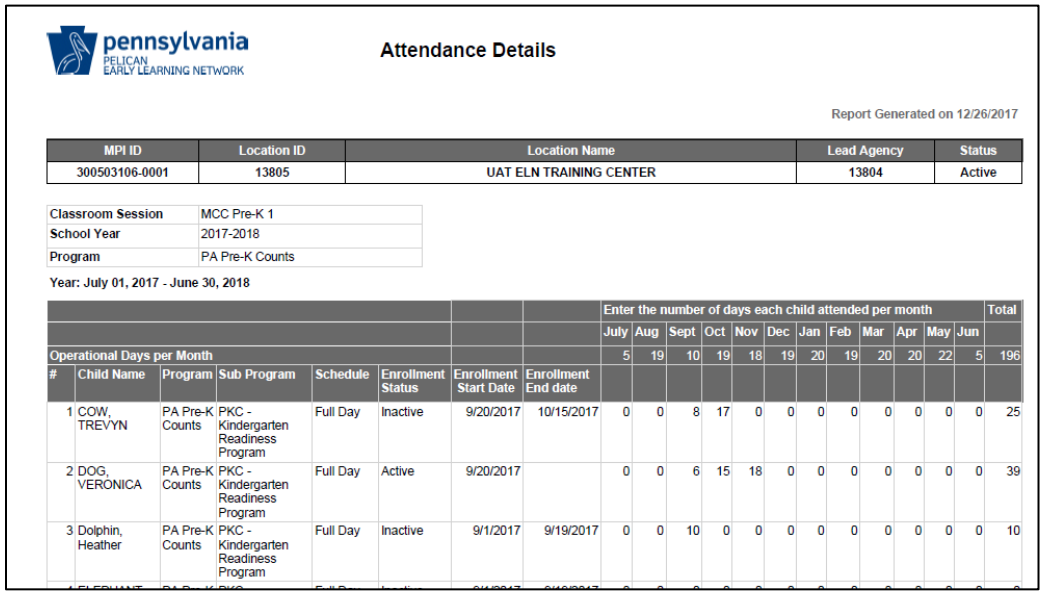
								Operational Days per Month												Enter the Number of Days Each Child Attended per Month												Total
#	Child Name	Program	Sub Program	Schedule	Enrollment Status	Enrollment Start Date	Enrollment End Date	July		Aug		Sept		Oct		Nov		Dec		Jan		Feb		Mar		Apr		May		June		
								5		19		10		19		18		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	demitri, 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]**

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



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.*



pennsylvania PELICAN EARLY LEARNING NETWORK

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

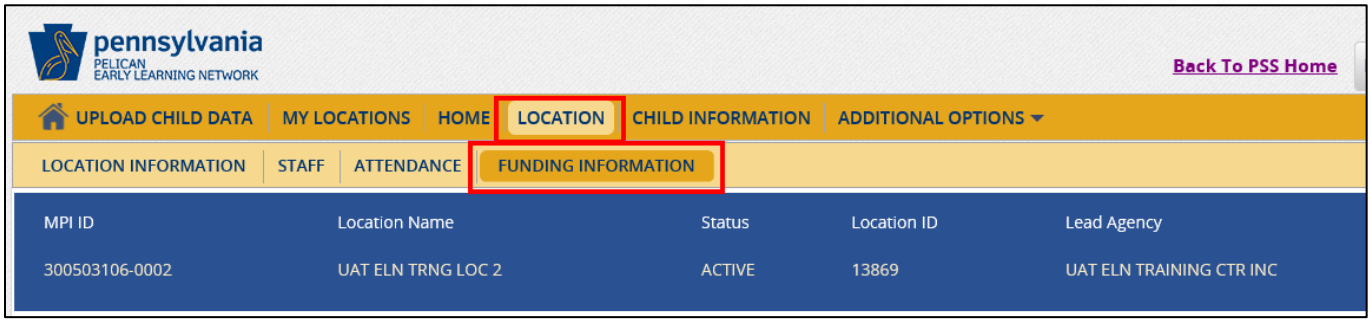
Year: July 01, 2017 - June 30, 2018

								Enter the number of days each child attended per month												Total
								July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	
Operational Days per Month								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	9/20/2017	10/15/2017	0	0	8	17	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	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	10

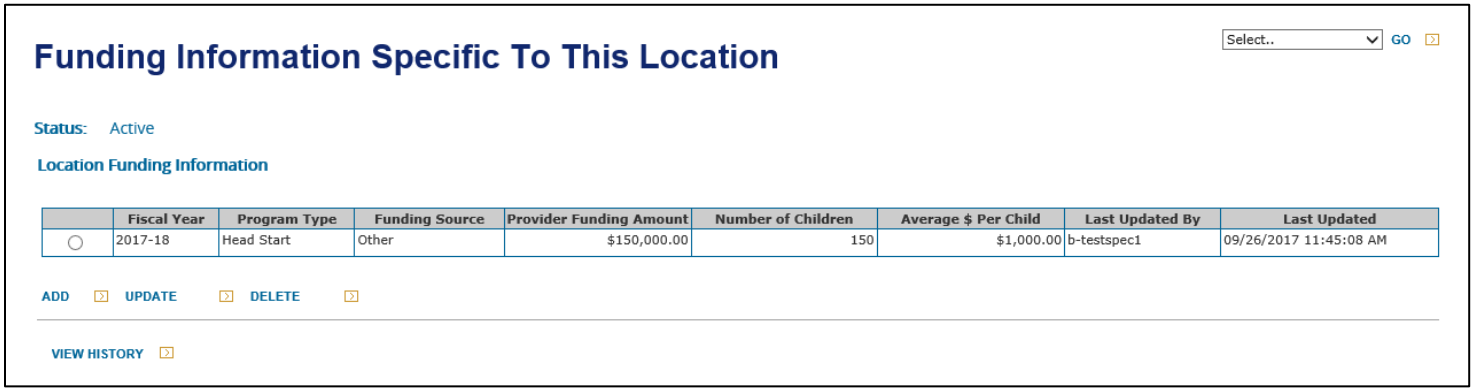
Provider Funding Information

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.



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

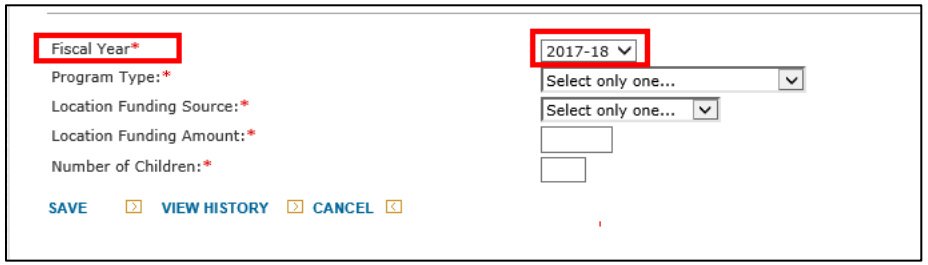


The *Funding Information Specific to this Location* page displays. Providers can perform the following functions:

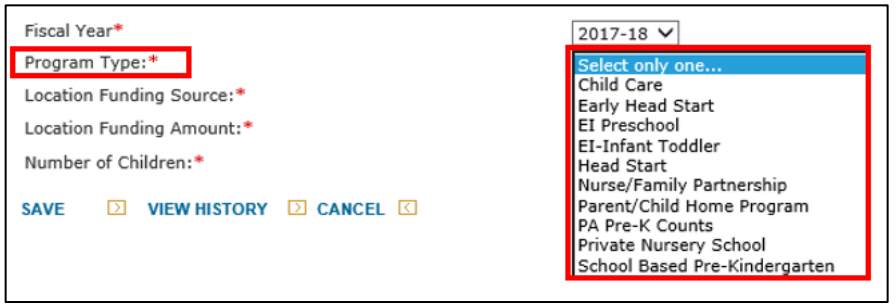
1. **[ADD]** funding information specific to a location.
2. **[UPDATE]** details to existing funding information specific to a location.
3. **[DELETE]** information that is no longer needed or accurate
4. **[VIEW HISTORY]**

1. **ADD** Location Funding Information

The *Fiscal Year* defaults to the current fiscal year

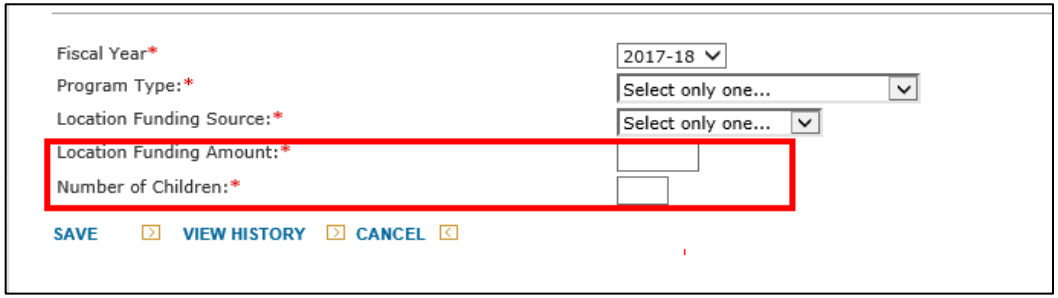


Select a *Program Type* from the dropdown list.



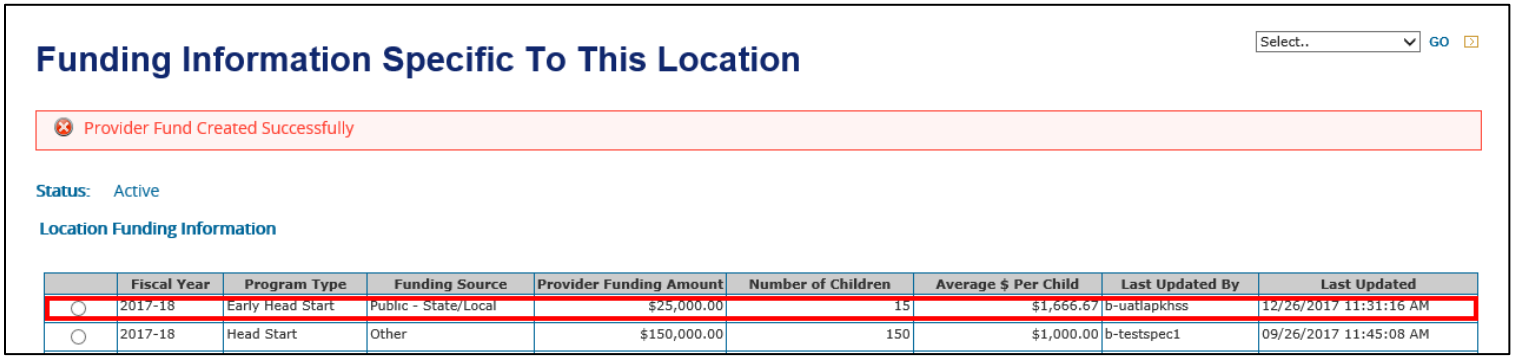
Select a *Location Funding Source* from the dropdown list

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



Click **[SAVE]**

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



Funding Information Specific To This Location

Select.. GO

Provider Fund Created Successfully

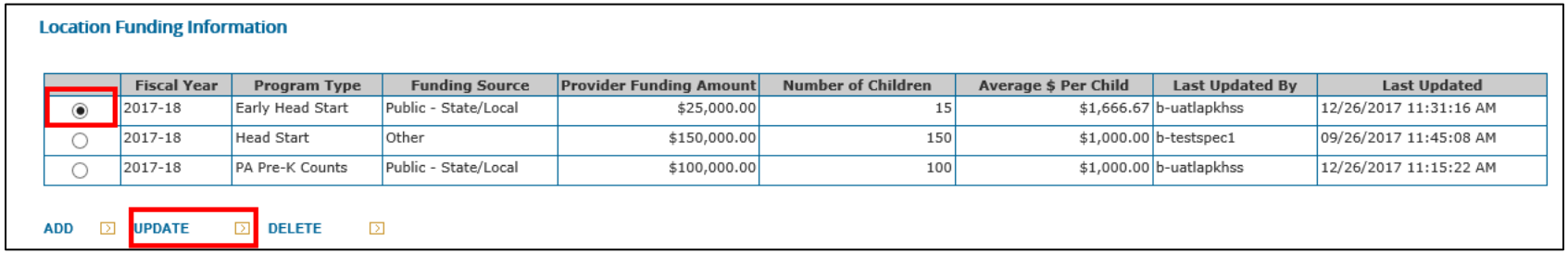
Status: Active

Location Funding Information

	Fiscal Year	Program Type	Funding Source	Provider Funding Amount	Number of Children	Average $ Per Child	Last Updated By	Last Updated
○	2017-18	Early Head Start	Public - State/Local	$25,000.00	15	$1,666.67	b-uatlapkhss	12/26/2017 11:31:16 AM
○	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]**



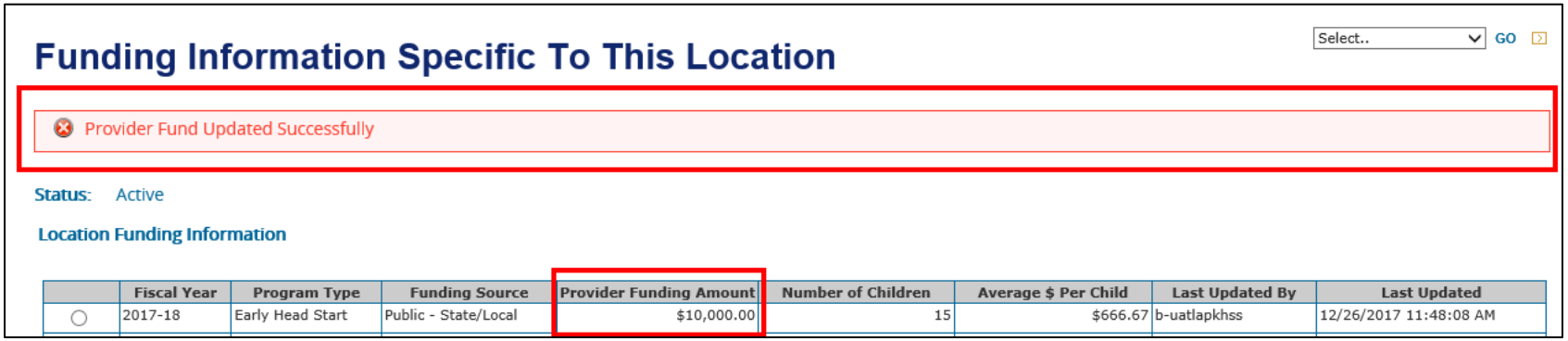
Location Funding Information

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

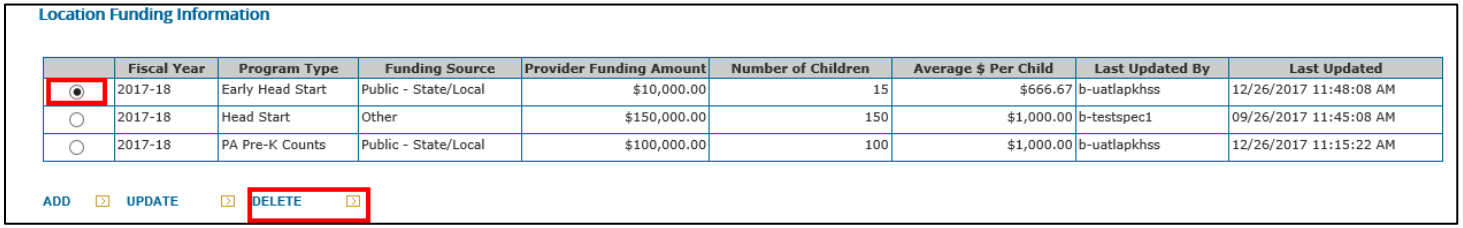
ADD UPDATE DELETE

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

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

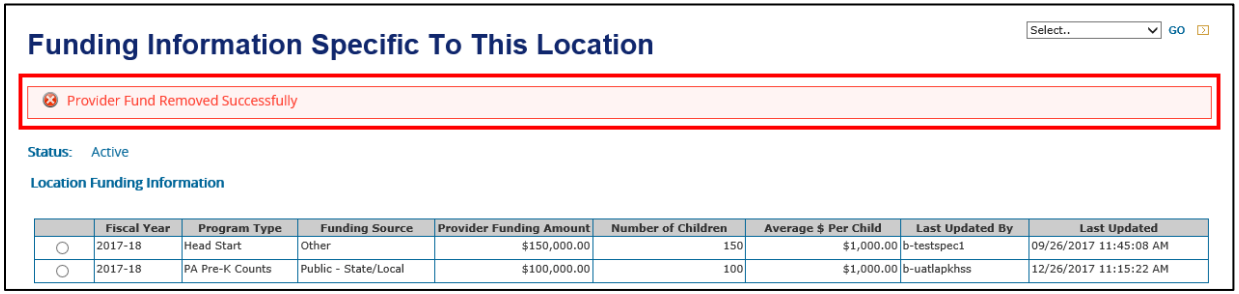


3. **DELETE** information that is no longer needed or accurate
   - Select the desired funding record and click **[DELETE]**



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

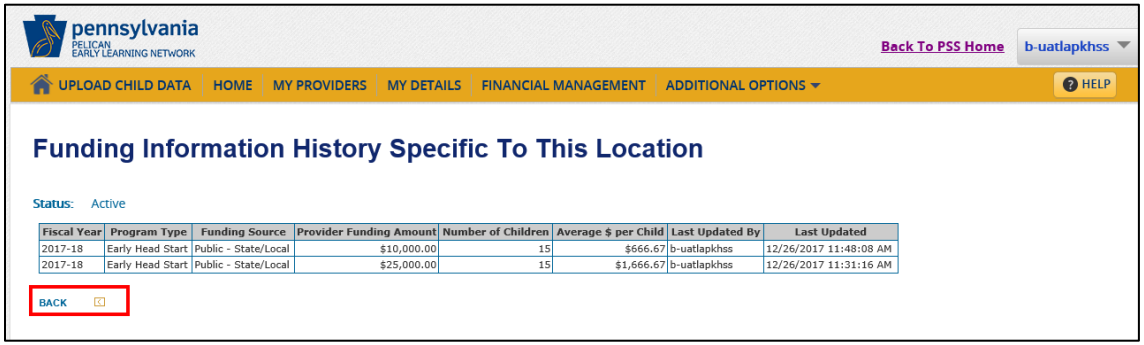
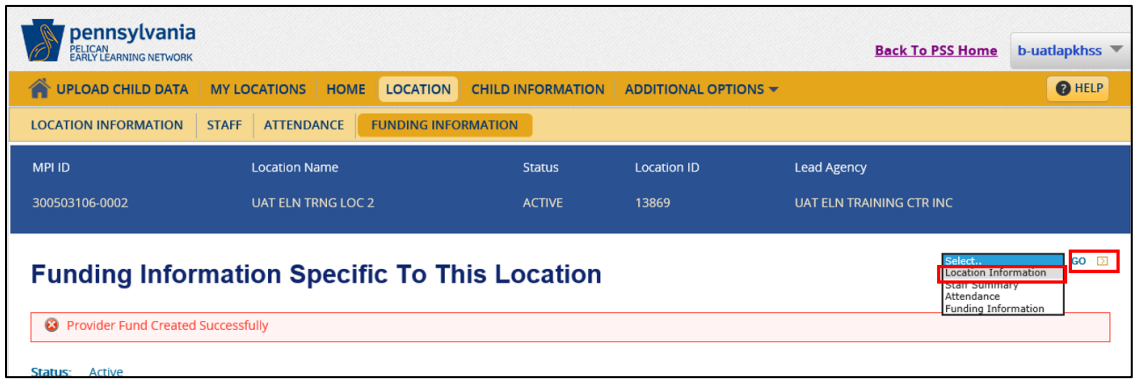
   - Delete confirmation message received.



4. **VIEW HISTORY**

- Click the **[VIEW HISTORY]**

link to see the *Funding Information History Specific to this Location* page.



- 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.