ALERTS

TIP SHEET

The Early Learning Network (ELN) alerts users of actions required by the system. Alerts provide a quick and easy way of notifying users when information changes or actions are required.

Users must actively select “Alerts” to view them. Users can accept or reject child demographic changes entered by clicking on the link included in the Alert when one is generated.

Alert Categories:

Alerts are triggered by activities within the system that have been performed and/or notify users about deadlines that are approaching. Alerts are informational and provide awareness of an action that needs to be taken. They are cleared by performing an action in the system or manually cleared by a user.

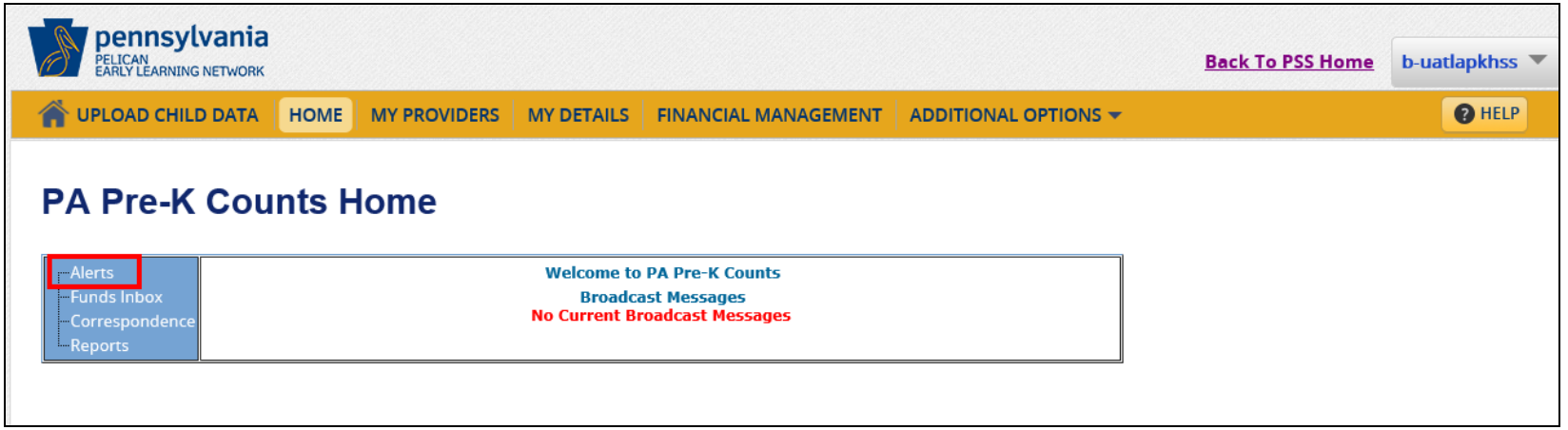
Alert categories are:

1. Funds
2. Provider
3. Attendance
4. Quarterly Narrative
5. Enrollment Plan
6. Child Demographics

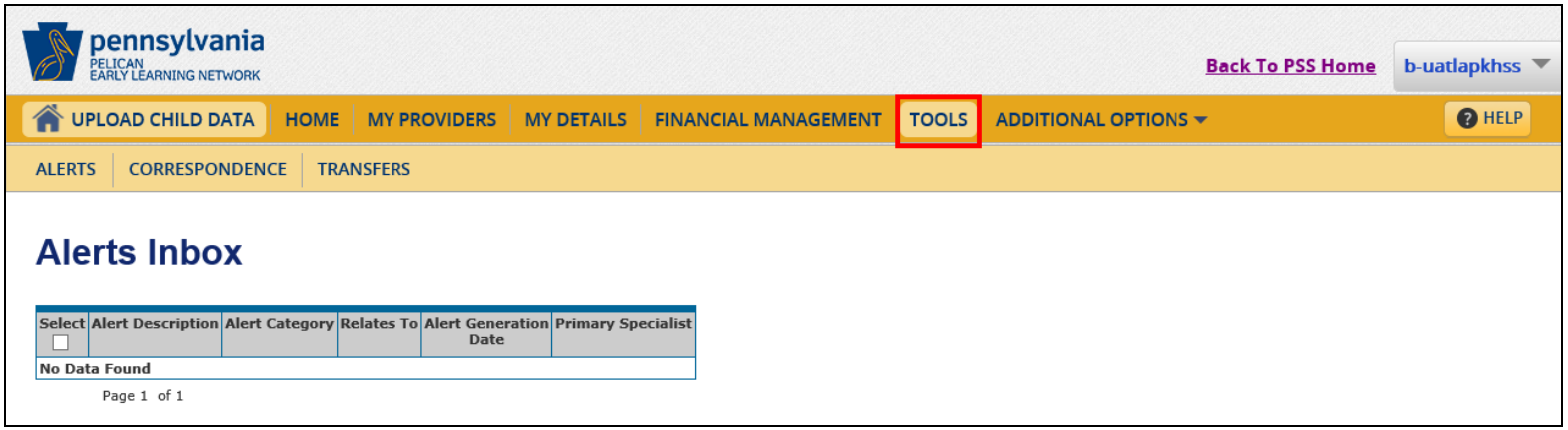
Revised: 1/25/2018

Accessing Alerts:

1. Navigate to ELN and click the **Alerts** link from the Broadcast Messages menu options,



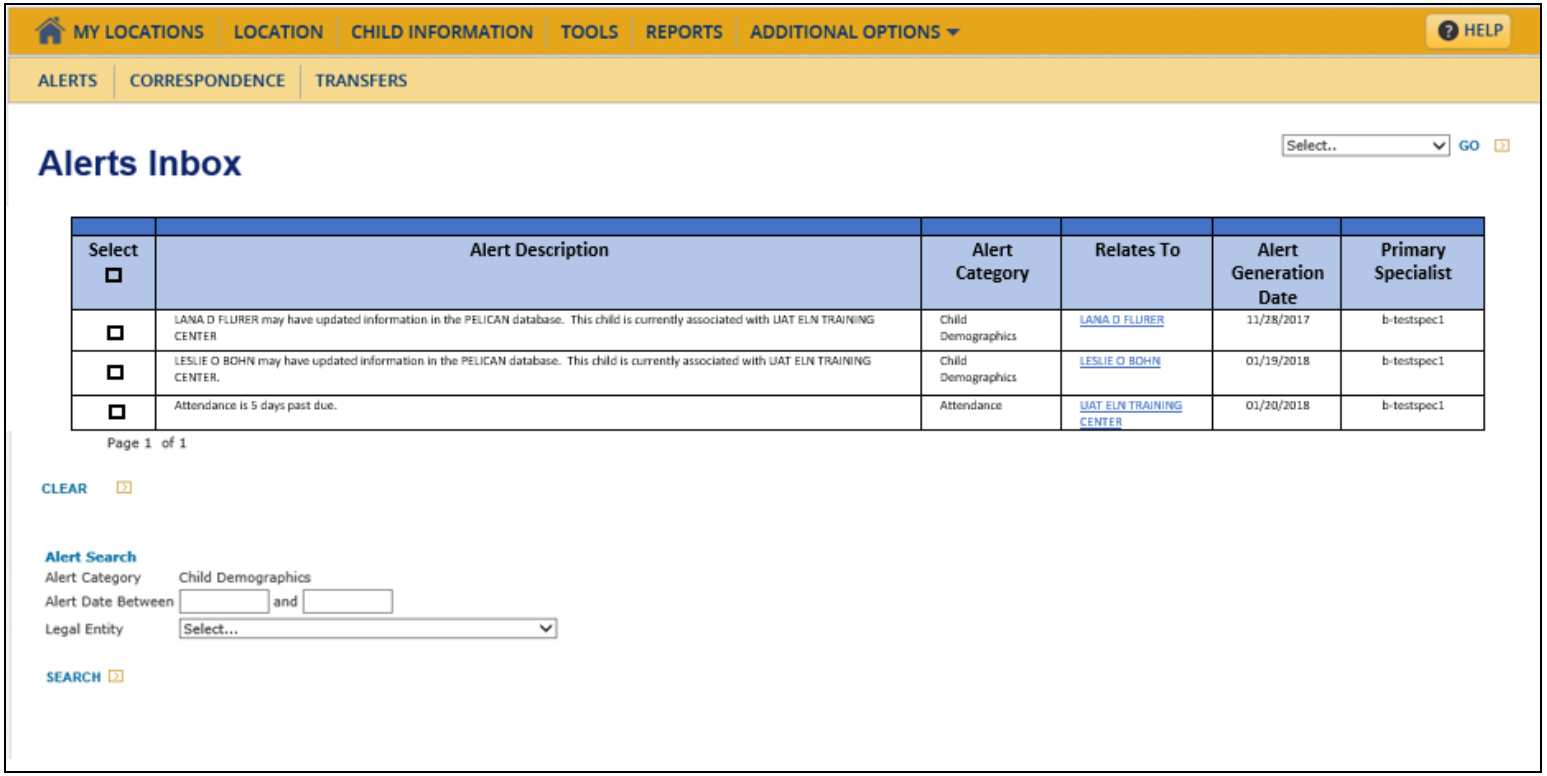
2. OR, click **Tools** from the ELN main navigation menu.



3. OR, click **Additional Options** and then **Tools** from the ELN main navigation menu.

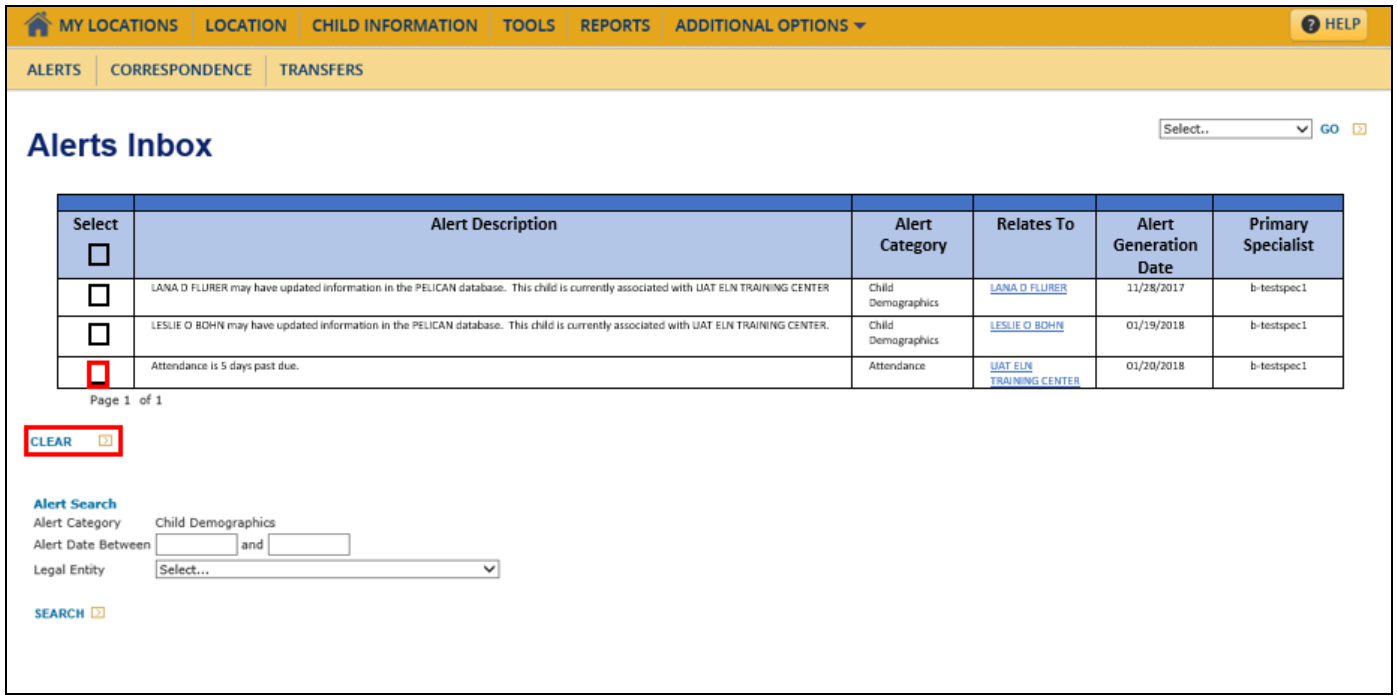
Alerts Inbox:

The *Alerts Inbox* table displays all the alerts relevant to the user.



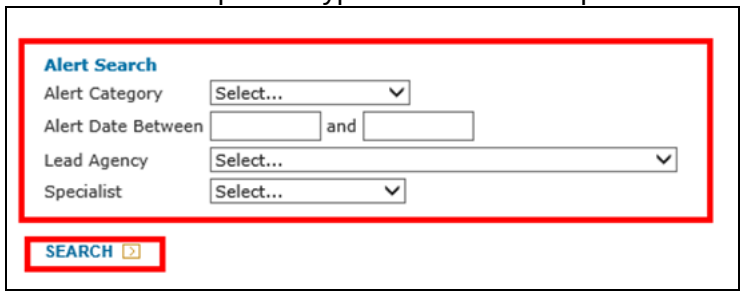
1. *Alert Description* provides a general statement that a change has been made and may require a provider's action.
2. *Alert Category* describes the type of alert received.
3. *Relates To* provides the name of the entity or child the alert is about.
4. *Alert Generation Date* provides the date the alert was generated.
5. *Primary Specialist* provides the name of the specialist assigned to the alert.

Alerts are either automatically system cleared or manually cleared by a user. If an Alert requires a user to manually clear it, select the checkbox of the corresponding Alert and click **[CLEAR].**



Alert Search

To search for specific types of Alerts complete the fields related to the type of search to be performed, then click **[SEARCH].**



The Alerts listed in the *Alerts Inbox* table will display only Alerts matching the search parameters provided by the user. Click on the link in the *Relates To* column to view detailed information regarding the Alert. The *Alert Category*, will determine where users are re-directed and the details displayed.

Select ☐	Alert Description	Alert Category	Relates To	Alert Generation Date	Primary Specialist
☐	LANA D FLURER may have updated information in the PELICAN database. This child is currently associated with UAT ELN TRAINING CENTER	Child Demographics	LANA D FLURER	11/28/2017	b-testspec1
☐	LESLIE O BOHN may have updated information in the PELICAN database. This child is currently associated with UAT ELN TRAINING CENTER.	Child Demographics	LESLIE O BOHN	01/19/2018	b-testspec1
☐	Attendance is 5 days past due.	Attendance	UAT ELN TRAINING CENTER	01/20/2018	b-testspec1

For example: The *Relates To* link for a **Child Demographics** alert will re-direct users to the *Individual Information Review* page.

Individual Information Review

PELICAN has received the following individual update. Please review the individual's information below and take the appropriate action.

Date Received : 1/19/2018 12:21:54 PM
Status : Pending
Location : UAT ELN TRAINING CENTER

Data Elements	Current Location Information	Pelican Database Record
First Name:	Leslie	
Middle Intial:	O	
Last Name:	Bohn	
Name Suffix:		
SSN:		
Gender:	Female	
Date Of Birth:	10/31/2014	
Race:	Asian	
Ethnicity:	Non-Hispanic	
MCI Verified:	No	

Do you want to accept the changes and replace existing individual information?

- ○ No, I want to keep the current location information.
- ○ No, I want to replace ONLY the selected PELICAN database record information.
- ○ Yes, I want to replace ALL the existing information.

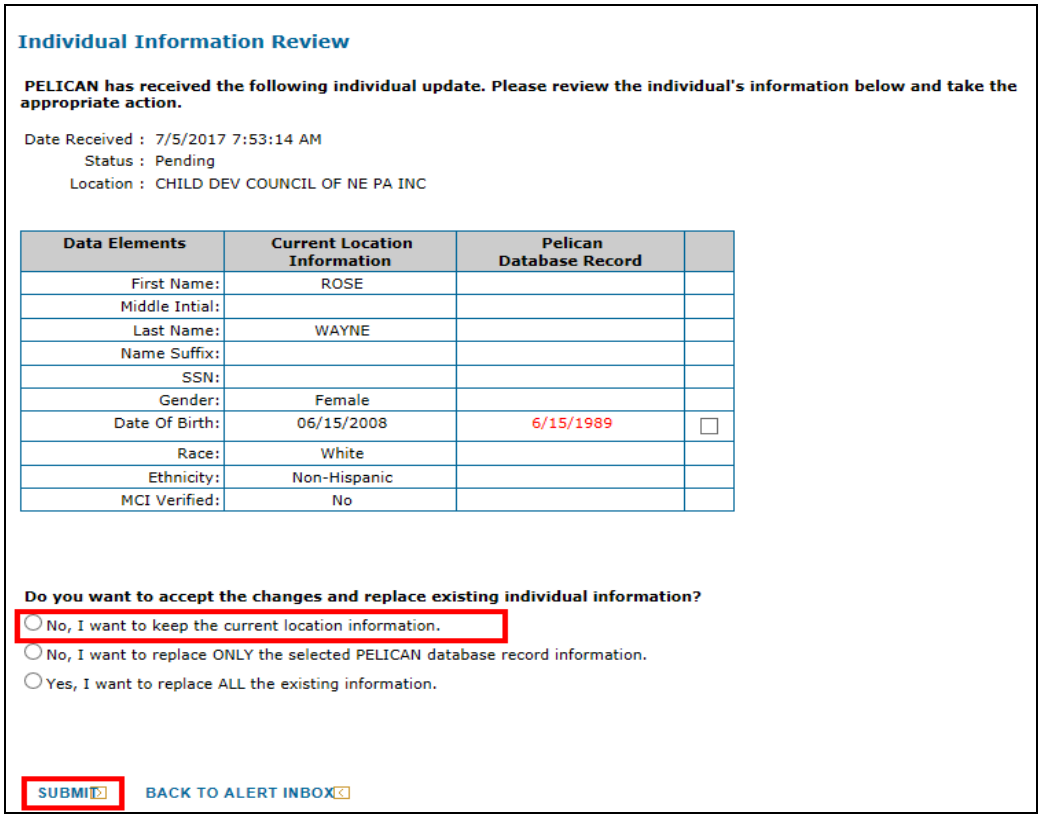
SUBMIT BACK TO ALERT INBOX

Clearing Child Demographic Alerts

To manually clear Alerts, click on the *Relates To* link, review the changed data, and take the appropriate action. Note: Only fields where data has changed display in the PELICAN Database Record column.

The *Individual Information Review* page displays the current demographic information in ELN (*Current Location Information* column) and any different demographic information in the linked system (*PELICAN Database Record* column). Review the information in the *PELICAN Database Record* column to determine if the child's record should be updated to include the new information ELN.

Rejecting All Changes



Individual Information Review

PELICAN has received the following individual update. Please review the individual's information below and take the appropriate action.

Date Received : 7/5/2017 7:53:14 AM
Status : Pending
Location : CHILD DEV COUNCIL OF NE PA INC

Data Elements	Current Location Information	Pelican Database Record	
First Name:	ROSE		
Middle Intial:			
Last Name:	WAYNE		
Name Suffix:			
SSN:			
Gender:	Female		
Date Of Birth:	06/15/2008	6/15/1989	☐
Race:	White		
Ethnicity:	Non-Hispanic		
MCI Verified:	No		

Do you want to accept the changes and replace existing individual information?

- ○ No, I want to keep the current location information.
- ○ No, I want to replace ONLY the selected PELICAN database record information.
- ○ Yes, I want to replace ALL the existing information.

SUBMIT BACK TO ALERT INBOX

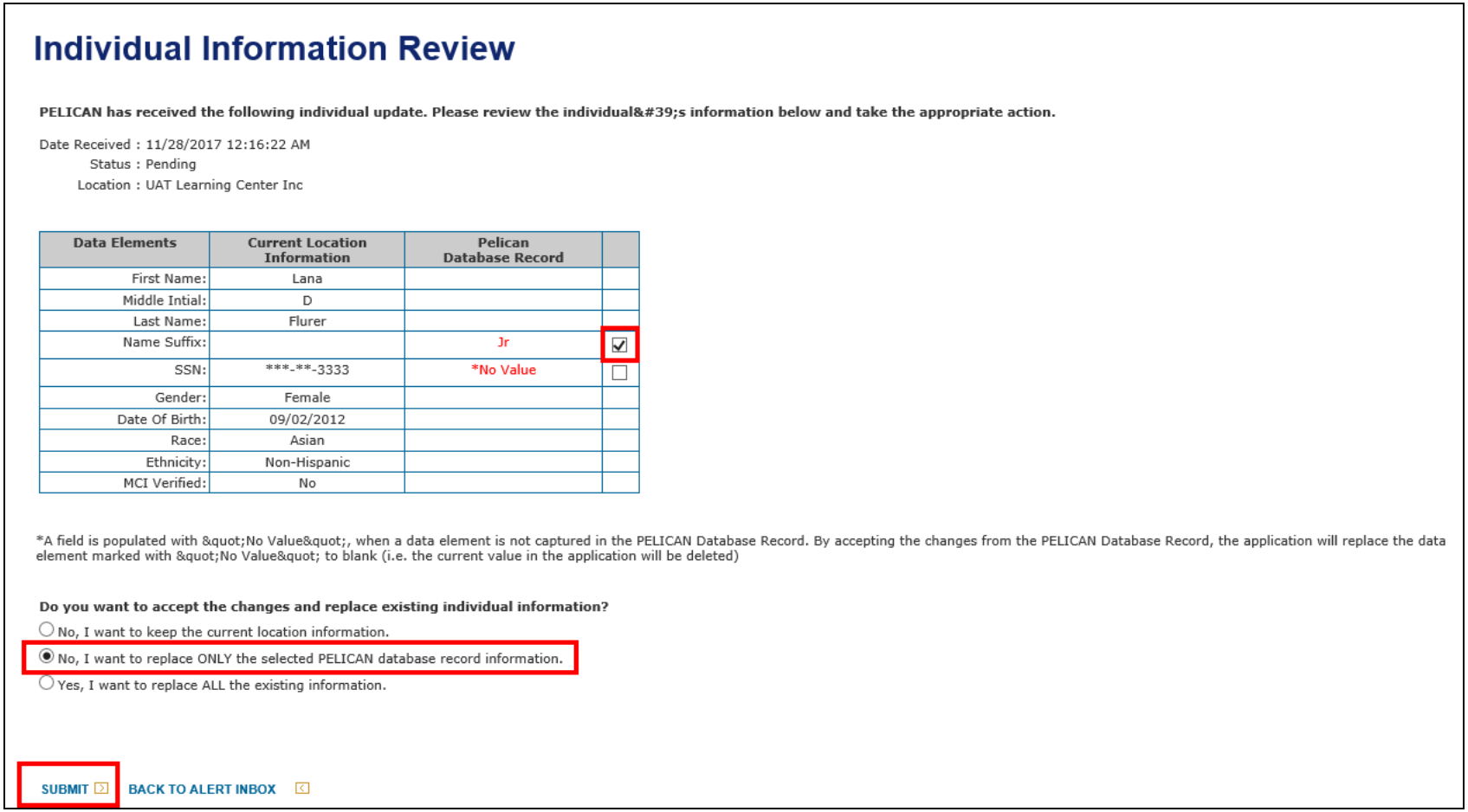
ELN user decides that the new demographic information in the PELICAN Database Record column should be rejected in ELN.

To reject all changes listed in the *PELICAN Database Record* column, select the **No, I want to keep the current location information** radio button then click **[SUBMIT].**

Accepting Some Changes

The ELN user decides that some of the new demographic information in the *Pelican Database Record* column should be changed in ELN. In this example, the child's First Name and SSN will be changed in ELN.

To accept selected changes from the *PELICAN Database Record* column, select the checkbox beside the change that should be made. Next, select the **No, I want to replace ONLY the selected PELICAN database record information** radio button then click **[SUBMIT].**



Individual Information Review

PELICAN has received the following individual update. Please review the individual's information below and take the appropriate action.

Date Received : 11/28/2017 12:16:22 AM
Status : Pending
Location : UAT Learning Center Inc

Data Elements	Current Location Information	Pelican Database Record	
First Name:	Lana		
Middle Intial:	D		
Last Name:	Flurer		
Name Suffix:		Jr	☑
SSN:	***-**-3333	*No Value	☐
Gender:	Female		
Date Of Birth:	09/02/2012		
Race:	Asian		
Ethnicity:	Non-Hispanic		
MCI Verified:	No		

*A field is populated with "No Value", when a data element is not captured in the PELICAN Database Record. By accepting the changes from the PELICAN Database Record, the application will replace the data element marked with "No Value" to blank (i.e. the current value in the application will be deleted)

Do you want to accept the changes and replace existing individual information?

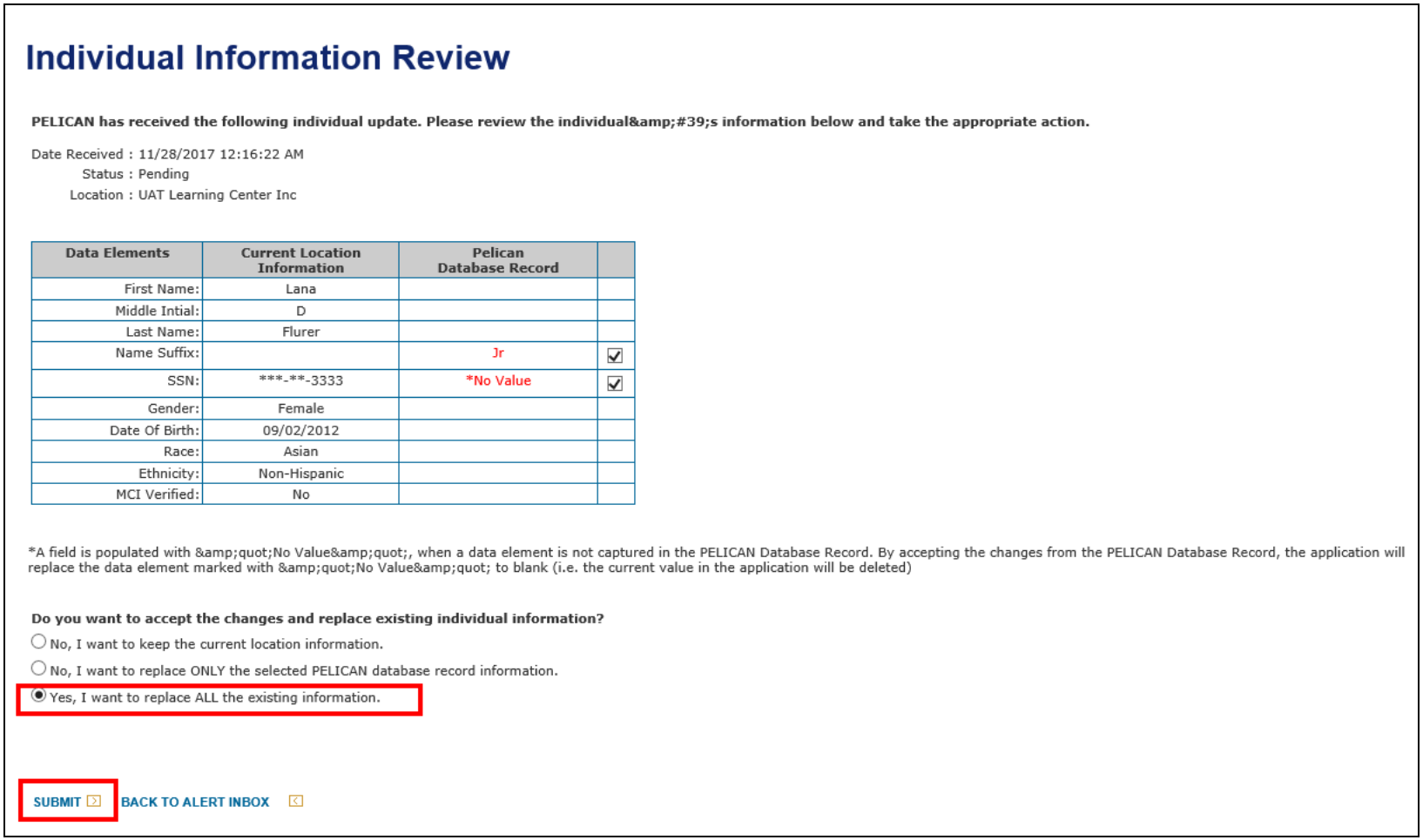
- ○ No, I want to keep the current location information.
- ◉ No, I want to replace ONLY the selected PELICAN database record information.
- ○ Yes, I want to replace ALL the existing information.

SUBMIT BACK TO ALERT INBOX

Accept All Changes

The ELN user decides that the new demographic information in the *Pelican Database Record* column should be accepted in ELN.

To accept all changes in the *Pelican Database* column, select the **Yes, I want to replace ALL the existing information** radio button then click **[SUBMIT].**



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SUBMIT BACK TO ALERT INBOX