



Version 5.0

PELICAN: ELN New Provider Training Guide



Office of Child Development and Early Learning (OCDEL).
COMMONWEALTH OF PENNSYLVANIA

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1.0 OVERVIEW

Pennsylvania's **E**nterprise to **L**ink **I**nformation for **C**hildren **A**cross **N**etworks (PELICAN) is the over-arching system that supports the Office of Child Development and Early Learning (OCDEL). PELICAN integrates OCDEL's child care programs under a single management information system. All early learning services information is managed within PELICAN.

The purpose of this New Provider User Training Guide is to provide a step by step reference for entering data into the PELICAN system for the following users:

- Pre-K Counts (PKC) Lead Agencies (LA)
- Head Start (HS) Lead Agency (LA)
- Early Learning Network (ELN) STARS Providers – Legal Entities (LE)
- Location Users (LU):
 - STARS ELN LU
 - PKC LU
 - HS LU

The goal of this reference is to minimize the amount of time you spend entering data so that you will have more time to devote to your children.

2.0 GETTING ACCESS TO PELICAN ELN FOR PA PRE-K COUNTS, HEAD START, AND STARS PROVIDERS

2.1 Provider Self-Service (PSS)

All providers accessing PELICAN systems will log in via Provider Self-Service (PSS) as the sole access point for all PELICAN providers.

New providers can create a PSS account from the PELICAN PSS homepage at <https://www.pelican.state.pa.us/provider/> by clicking on the **[CREATE ACCOUNT]** link.

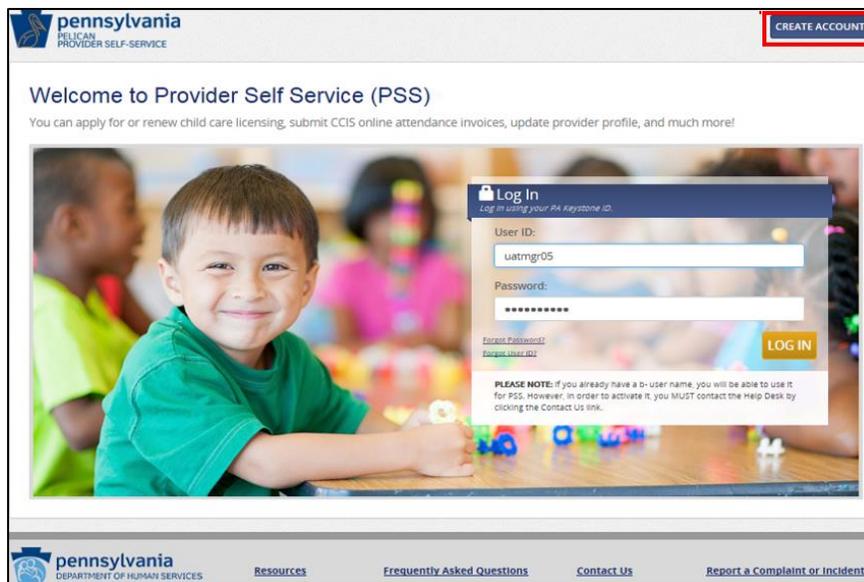


Figure 1 PSS-Create Account

NOTE: Providers with ELN/Pre-K Counts access will be granted access to PSS automatically. Once the PSS account and username are created, the *User Registration Confirmation* screen is displayed.

This screen confirms the registration was successful and provides next steps to complete the new user registration process.

New Provider User Training Guide

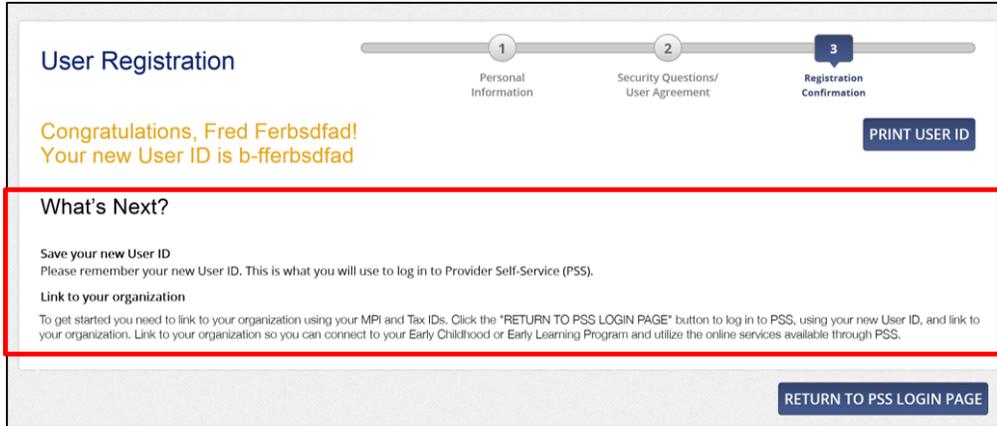


Figure 2 User Registration Complete

Contact the PELICAN Help Desk at 877-491-3818 or by email at ra-eln@pa.gov to address any questions or concerns about the PELICAN system. There are knowledgeable people to answer questions, resolve technical problems, and above all, help providers become independent users of the PELICAN system.

2.2 Link to Organization

To get started, providers must link to an organization using their MPI and Tax IDs. Linking to an organization will allow users to connect to their affiliated Early Childhood or Early Learning Program and utilize the online services available through PSS.

Click the **[RETURN TO PSS LOGIN PAGE]** button to log in to PSS using the new User ID and link to the appropriate organization.

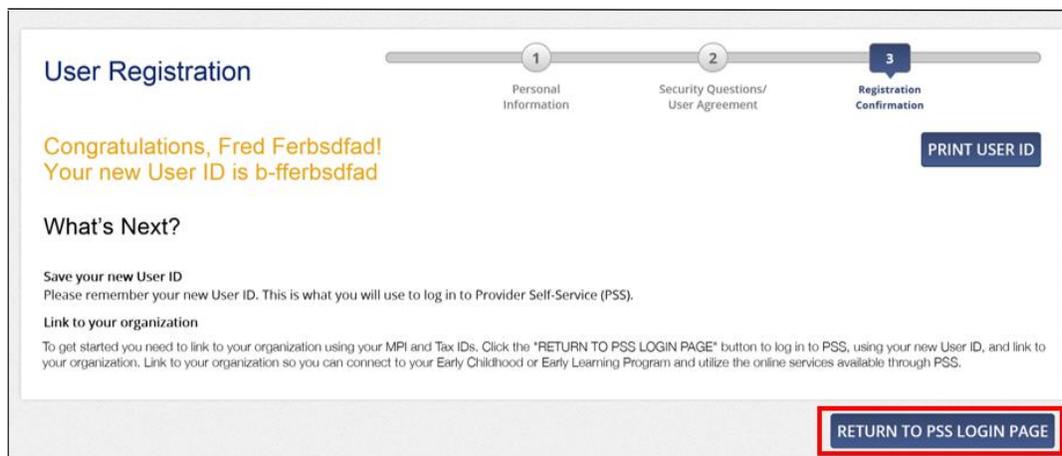


Figure 3 User Registration - Return to PSS

From the *PSS Home Page*, click the **[Link to your Organization]** link in the top left corner of the screen.

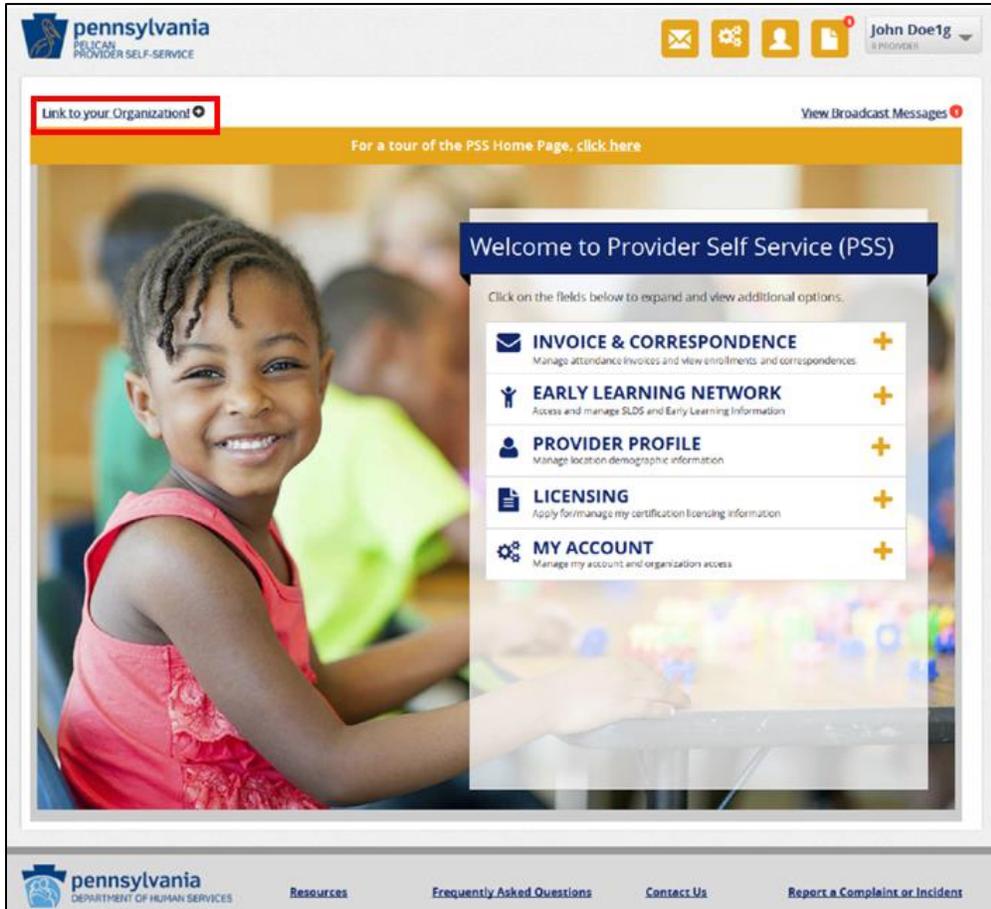


Figure 4 PSS Home Page - Link to Organization

The *Link to your Organization* screen is displayed.

Link to your Organization

To review/update your location's provider profile, CCIS attendance invoice, correspondence, access the Early Learning Network or SLDS, you must register for access by linking to your organization. Hover over the "?" icon for more details about where to find your MPI ID.

MPI ID (required) ?

Tax ID (required) ?

What do you need to access? (required)

If you require access to both CCIS Invoicing and Correspondence/Licensing and the Early Learning Network/SLDS, please submit separate requests.

- CCIS Invoicing and Correspondence/Licensing ?
- Early Learning Network (PA Pre-K Counts, Head Start, Keystone STARS) ?
- Early Learning Network (Upload SLDS Data) ?
- None, return to PSS home page

SUBMIT

Note: This is a secure page and the information you enter here is protected. You must provide an MPI ID and Tax ID to maintain provider services information. For assistance in locating your MPI ID, contact your Help Desk by clicking [Contact Us](#).

[Resources](#)
[FAQs](#)
[Contact Us](#)

Figure 5 Link to Organization

Steps:

1. Complete the required fields:

MPI ID Enter the provider's Master Provider Index number

Tax ID Enter the provider's Tax Identification number

What do you need to access? Select the appropriate radio button to set up access to specific functions. If more than one function is required, submit a separate request for each.

2. Click **[SUBMIT]**.

The *Early Learning Network Access* screen is displayed.

To request access for the Early Learning Network and specific functionality, select the desired access level and programs and click the **[CONTINUE]** button.

Early Learning Network Access

To request access for the Early Learning Network and specific functionality, select your access level and desired programs. If approved, this access will be granted to your specific username and reflected in the Early Learning Network.

Access Levels

Please select the Access Level radio buttons to request your access level.

Select	Access Level	Description
<input type="radio"/>	Lead Agency or Legal Entity	<p>Pre-K Counts/HSSAP Lead Agency This access level grants you Location level abilities (update child, staff, classroom information) in addition to financial access for creating and updating budgets. This access level also allows access to other financial management functionality including Grant Structure, Continuation Grant, Program Review Instrument, Quarterly Narrative, Budgets, etc. Choose this access level if you are a Lead Agency and need financial access to all Direct Service Locations and Partner Locations, or if you are a Partner and need access to your financial information.</p> <p>ELN/STARS Legal Entity This access level allows you to update all ELN program information for all locations within the FEIN/Tax ID you have linked to and is specific to STARS participants.</p>
<input type="radio"/>	Location	<p>Pre-K Counts/HSSAP/STARS Location This access level allows you to update child, staff, and classroom information for specific location(s). Choose this access level if you need to add, delete, or update child, staff, classrooms, or attendance information in ELN.</p>

Programs

Please select the Program checkboxes to request access to particular Early Learning Programs. Selecting a checkbox will allow access to that program for all locations.

PA Pre-K Counts
 Head Start
 Keystone STARS

EXIT
BACK
CONTINUE

[Resources](#)
[FAQs](#)
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Figure 6 ELN - Access Levels

If approved, this access will be granted to the specific username and reflected in the Early Learning Network.

The *Early Learning Network Access – Locations* screen will be displayed for Location Users.

Early Learning Network Access

Locations

Please select the Location checkboxes to request access to a location. Selecting a checkbox will add the access to the location. Deselecting a checkbox will remove the access to this location. If you have selected Lead Agency/Legal Entity access, you will have access to all locations and they will be automatically selected on this page.

If you don't see your location below, please contact the PELICAN Help Desk.

Select	Location Name	MPI-Loc ID	Address
<input type="checkbox"/>	KIDDIE CARE STATE COLLEGE	123456789-0001	309 F RFAVFR AVF, APT 704, STATE COLLEGE, PA, 16801
<input type="checkbox"/>	KIDDIE CARE ELIZABETHTOWN	123456789-0002	123 MAIN STREET, ELIZABETHTOWN PA, 18940
<input type="checkbox"/>	KIDDIE CARE CAMP HILL	123456789-0003	300 CORPORATE CENTER DRIVE, CAMP HILL, PA, 17011
<input type="checkbox"/>	KIDDIE CARE NEWTOWN	123456789-0010	26 AMARYLLIS LANE, NEWTOWN, PA, 18940

[Previous](#) [Next](#) Page 2 of 3 [Go](#)

EXIT
BACK
CONTINUE

[Resources](#) [FAQs](#) [Contact Us](#)

Figure 7 ELN Access - Locations

Location Users should select the checkbox(es) that corresponds to the location(s) they will need to access and click the **[CONTINUE]** button.

Legal Entity/Lead Agencies will automatically have access to all locations.

The *Organization Information* screen is displayed and allows users to verify that the access level and program(s) for the requested organization are correct.

Organization Information

You are requesting the following access level and program(s) for the Organization below. If these selections are correct, please click CONTINUE. Otherwise, click BACK to enter new information or EXIT to return to the PSS Home Page.

PELICARE Early Learning

MPI ID: 123456789
Tax ID: 987654321

Programs: Head Start, PA Pre-K Counts
Access Level: Location
Locations: Little Learners Care, Happy Rainbows Learning Center, Kiddie Care Camp Hill, Kiddie Care Carlisle, Kiddie Care Harrisburg, Kiddie Care Mechanicsburg, Kiddie Care Philadelphia, Kiddie Care Netown

I hereby certify that the below individual has approved my access request. (required)

Approving Manager/Specialist/Supervisor Name (required)

Approving Manager/Specialist/Supervisor Phone Number (required)

Approving Manager/Specialist/Supervisor Email (required)

Requestor Phone Number (required)

EXIT **BACK** **CONTINUE**

[Resources](#) [FAQs](#) [Contact Us](#)

Figure 8 Organization Information and Approval

Complete the required fields indicating approval of the user’s management for the access and program(s) being requested and click the **[CONTINUE]** button.

The *Thank You* screen is displayed and confirms the request for access has been submitted.

Thank You!

Your request for access has been submitted. You will be notified by email once your request is reviewed. If you have not been notified in one week, please contact the Help Desk by clicking the Contact Us link.

CONTINUE TO PSS HOME PAGE

[Resources](#) [FAQs](#) [Contact Us](#)

Figure 9 ELN Link to Your Organization - Thank You

Click **[CONTINUE TO PSS HOME PAGE]** to proceed.

3.0 LOGGING INTO PELICAN

Once your PELICAN Account Request Form has been processed and your Username and Password have been established, you are ready to log in to PELICAN.

Remember that user names are case sensitive. For example, user names b-uatslds007 and B-UATSLDS007 are different user names. Those logging into PELICAN should make note of the case (lower or upper case) being used in the user name assigned.

Steps:

1. Click the PELICAN link <https://www.pelican.state.pa.us/> and click the **[Business Partner Login]** button.

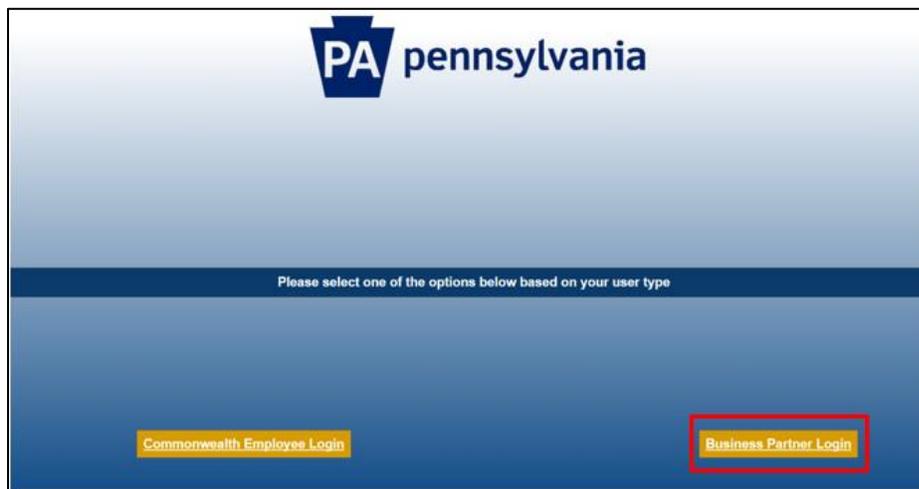


Figure 10 PELICAN - Business Partner Login

The login screen is displayed.

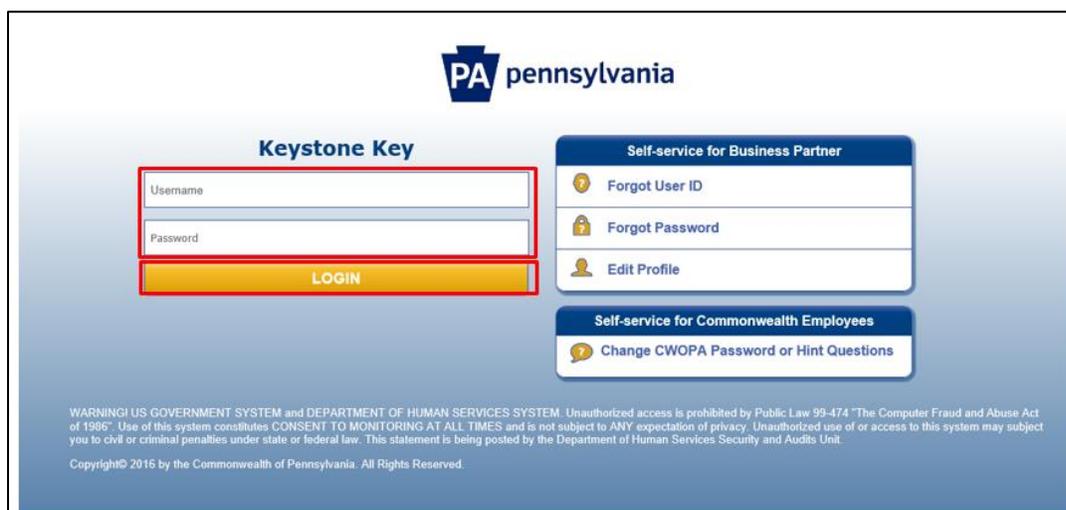


Figure 11 PELICAN Login Page

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2. Enter the user credentials on the login screen.
3. Click **[LOGIN]**.
4. Enter the Multi-Factor Authentication (MFA) security code that was sent to the user's registered email address. (The MFA code will be sent from the following send only address automatedemailDONOTREPLY@pa.gov.)
5. Click **[NEXT]**.



Enter Your Security Code

A security code has been sent to c*****@p*.gov
Please enter the Security Code in the field below and click "Submit".

What is a Security Code?
A Security Code is an additional security measure to protect sensitive information. Please note that you will receive an e-mail with a unique Security Code every time you access this application in order to ensure your account is authenticated.

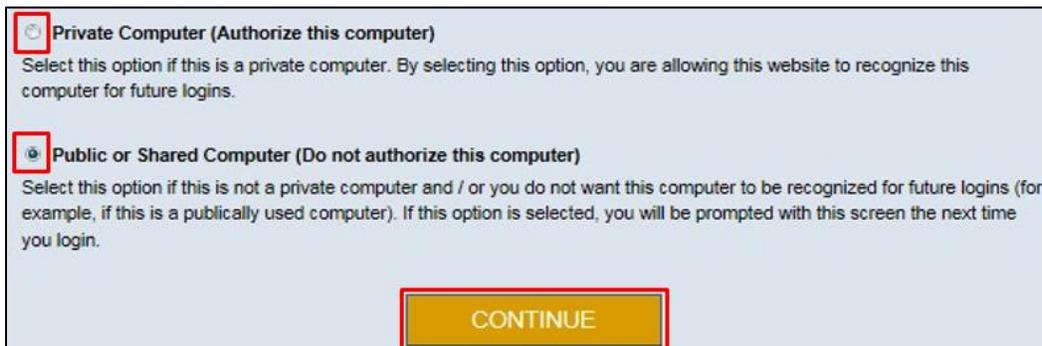
Username: _____

Security Code: [Unhide entries](#)

NEXT

Figure 12 PELICAN MFA Security Code

6. Select either public or private based on the criteria below:
 - i. Select **Private** if logging in from a personal laptop. (You will not be prompted for an MFA security code again for 12 hours.)
 - ii. Select **Public** if logging in from any public computer, such as a library or a hotel business center.
7. Click **[CONTINUE]**.



Private Computer (Authorize this computer)
Select this option if this is a private computer. By selecting this option, you are allowing this website to recognize this computer for future logins.

Public or Shared Computer (Do not authorize this computer)
Select this option if this is not a private computer and / or you do not want this computer to be recognized for future logins (for example, if this is a publically used computer). If this option is selected, you will be prompted with this screen the next time you login.

CONTINUE

Figure 13 PELICAN MFA Private or Public Computer

3.1 Multi-Factor Authentication (MFA)

DHS has recently instituted additional security measures to ensure the safety of child, provider, financial, and other data. Included in these additional security measures are the Multi-Factor Authentication, or MFA.

3.1.1 What is MFA?

MFA is an advanced security feature to protect the user's and client's data. An additional layer of security has been added using a MFA solution to enhance secure access mechanisms to users' and clients' personal information.

3.1.2 How Does MFA Work?

MFA is based on multiple factors such as something user knows, something user has, and something user is. The solution uses more than one factor to authenticate the user's identity.

3.1.3 How Does the User Login Experience Change?

The process is very simple, quick, and intuitive. Provider users will be required to enter a 6-digit security code that is sent to the user's registered email account daily. Users will be required to enter a security code daily on first login attempt and will not be required to enter a security code for a duration of 12 hours when the computer type selected is "Private." If the computer type is "Public," a security code must be entered at each login attempt.

3.1.4 Additional Assistance

For additional assistance, please call the Department of Human Services (DHS) Help Desk at 1-800-296-5335, or email them at RA-PWDHSMFAHELPDESK@pa.gov for additional support.

3.2 Provider Self-Service (PSS) Home Page

Users can access ELN functionality from the PSS home page by clicking on the **[+]** next to the Early Learning Network field to expand and view additional options.

Users will be able to perform actions affiliated with their user access permissions.

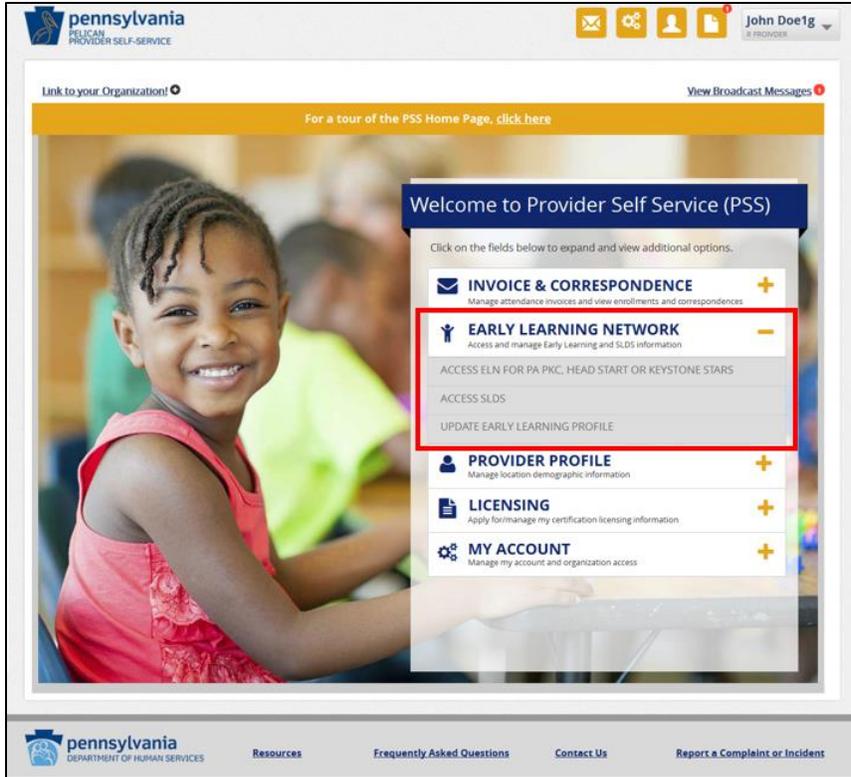


Figure 14 PSS ELN Options

3.2.1 PSS Header and Footer

PSS displays a consistent header and footer on every page in the PSS system after navigating past the *PSS Home Page*.

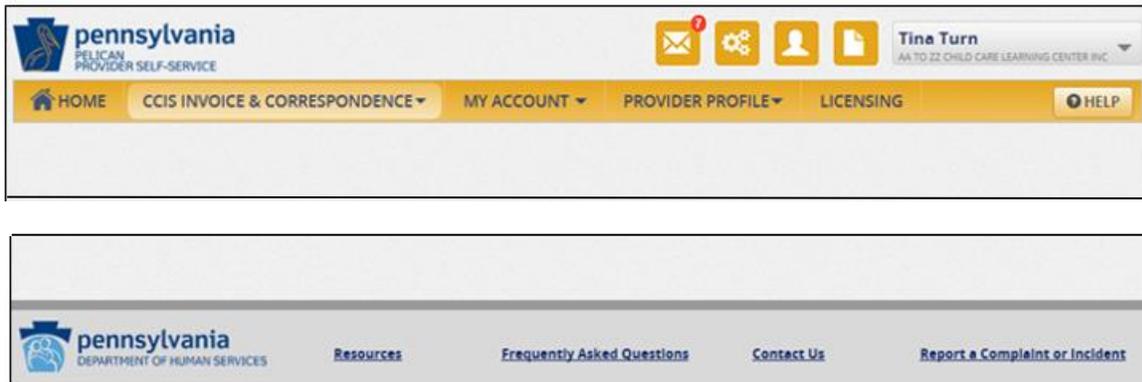


Figure 15 PSS Header Footer

3.3 Early Learning Network (ELN) Landing Page

The ELN header has two layers of navigation, the main menu and the sub-menu.



Figure 16 ELN Header

The ELN footer will only appear when ELN is accessed from PSS.



Figure 17 ELN Footer

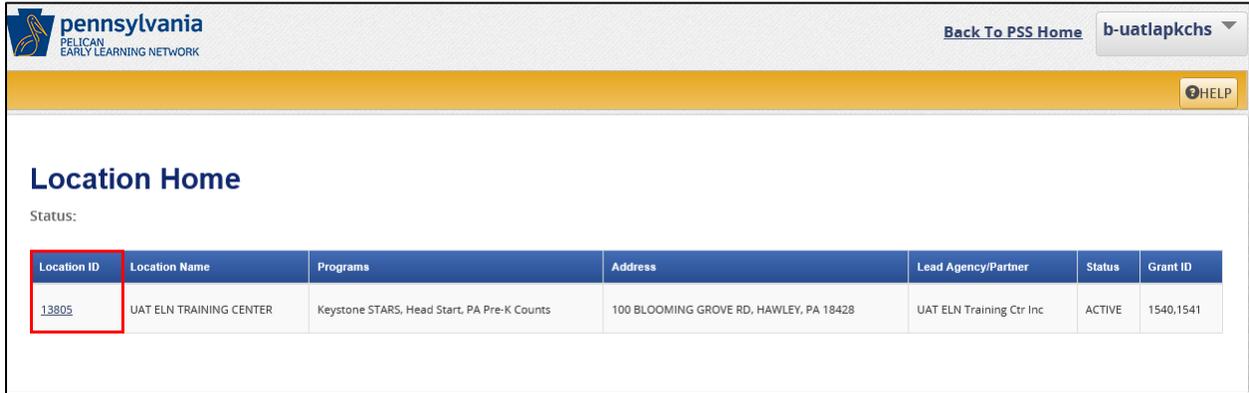
Users can navigate to the ELN landing page from all screens on the ELN system.

NOTE: Users selecting the Pennsylvania PELICAN Early Learning Network on the Provider Self-Service home page will be redirected to ELN, based on the PELICAN user type assigned.

1. **Location users** navigating to the *PA Pre-K Counts Home* page may not see links to *Financial Management* and *Quality Management* tool menu options in the ELN header.
2. **Lead Agency/Legal Entity users** will be re-directed to the *Lead Agency/Legal Entity Home* page. (The Lead Agency/Legal Entity screen allows users to select a Lead Agency/Legal Entity to view. This screen can be navigated to by logging in to ELN with a user linked to multiple Lead Agencies/Legal Entities.)
3. **ELN Stars Provider – Legal Entities users** will not see *Financial Management* and *Quality Management* menu options in the ELN header.
4. **PKC/HS/ELN Location users** will be re-directed to the *Location Home* page upon logging in. (Location Users are required to select a location when logging in to the system. All Locations associated with a User ID will be displayed. To continue, click on the desired **[Location ID]** link.

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Location users are directed to the *Location Home* page upon initial login.



Back To PSS Home b-uatlapkchs

HELP

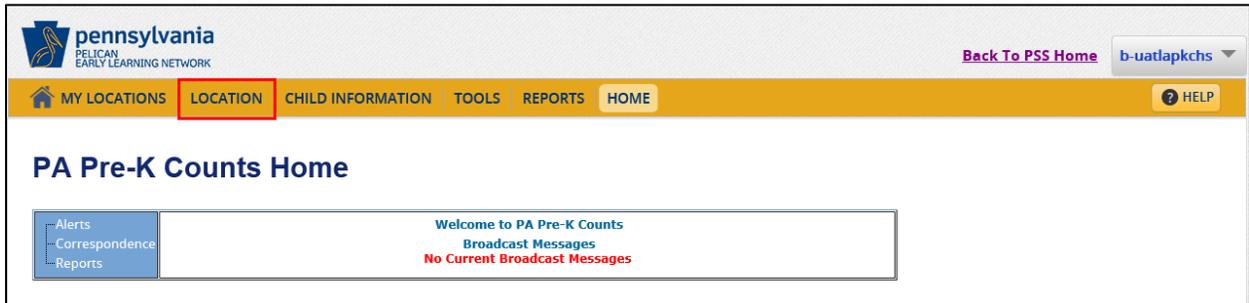
Location Home

Status:

Location ID	Location Name	Programs	Address	Lead Agency/Partner	Status	Grant ID
13805	UAT ELN TRAINING CENTER	Keystone STARS, Head Start, PA Pre-K Counts	100 BLOOMING GROVE RD, HAWLEY, PA 18428	UAT ELN Training Ctr Inc	ACTIVE	1540,1541

Figure 18 Location Home

To continue, click on the desired **[Location ID]** link. User will be redirected to the *PA Pre-K Counts Home* page.



Back To PSS Home b-uatlapkchs

HELP

MY LOCATIONS **LOCATION** CHILD INFORMATION TOOLS REPORTS HOME

PA Pre-K Counts Home

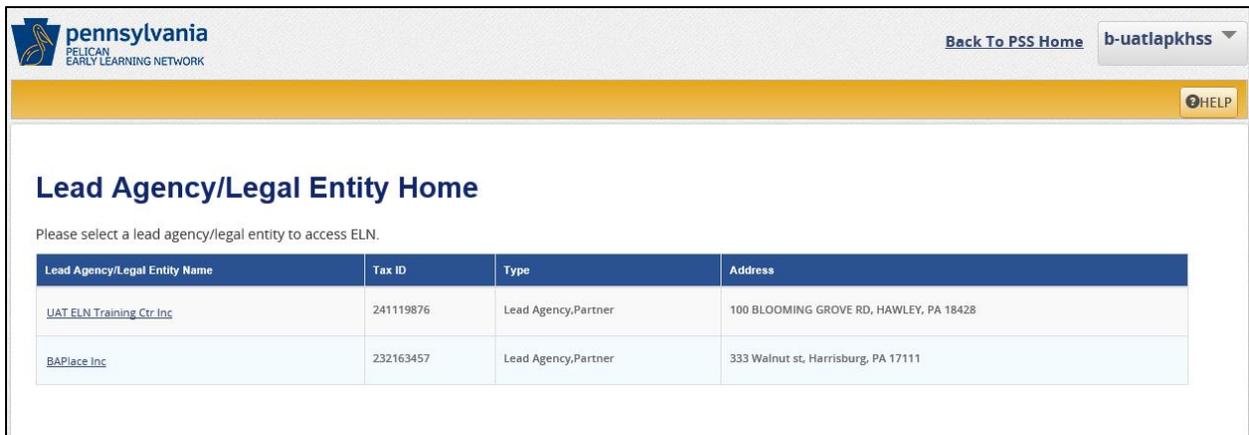
Alerts
Correspondence
Reports

Welcome to PA Pre-K Counts
Broadcast Messages
No Current Broadcast Messages

Figure 19 PA Pre-K Counts Home Page

Click the **[LOCATION]** main menu option to navigate to the *Location Information* page.

Lead Agency/Legal Entity users with access to multiple Lead Agencies are directed to the *Lead Agency/Legal Entity Home* page.



Back To PSS Home b-uatlapkchs

HELP

Lead Agency/Legal Entity Home

Please select a lead agency/legal entity to access ELN.

Lead Agency/Legal Entity Name	Tax ID	Type	Address
UAT ELN Training Ctr Inc	241119876	Lead Agency,Partner	100 BLOOMING GROVE RD, HAWLEY, PA 18428
BAPlace Inc	232163457	Lead Agency,Partner	333 Walnut st, Harrisburg, PA 17111

Figure 20 Lead Agency/Legal Entity Home Page

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To continue, click on **[Lead Agency/Legal Entity]** hyperlink and navigate to the *PA Pre-K Counts Home* page.

Lead Agency/Legal Entity users with access to a single Lead Agency are directed to the *PA Pre-K Counts Home* page upon initial login.

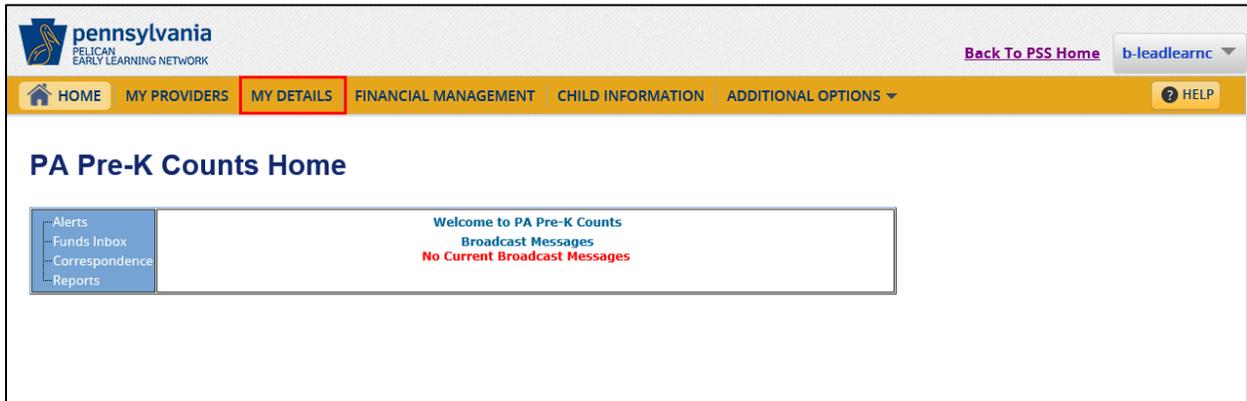


Figure 21 PA Pre-K Counts Home-LA User

Click **[MY DETAILS]** from the main menu option to navigate to the *Provider Detail* page.

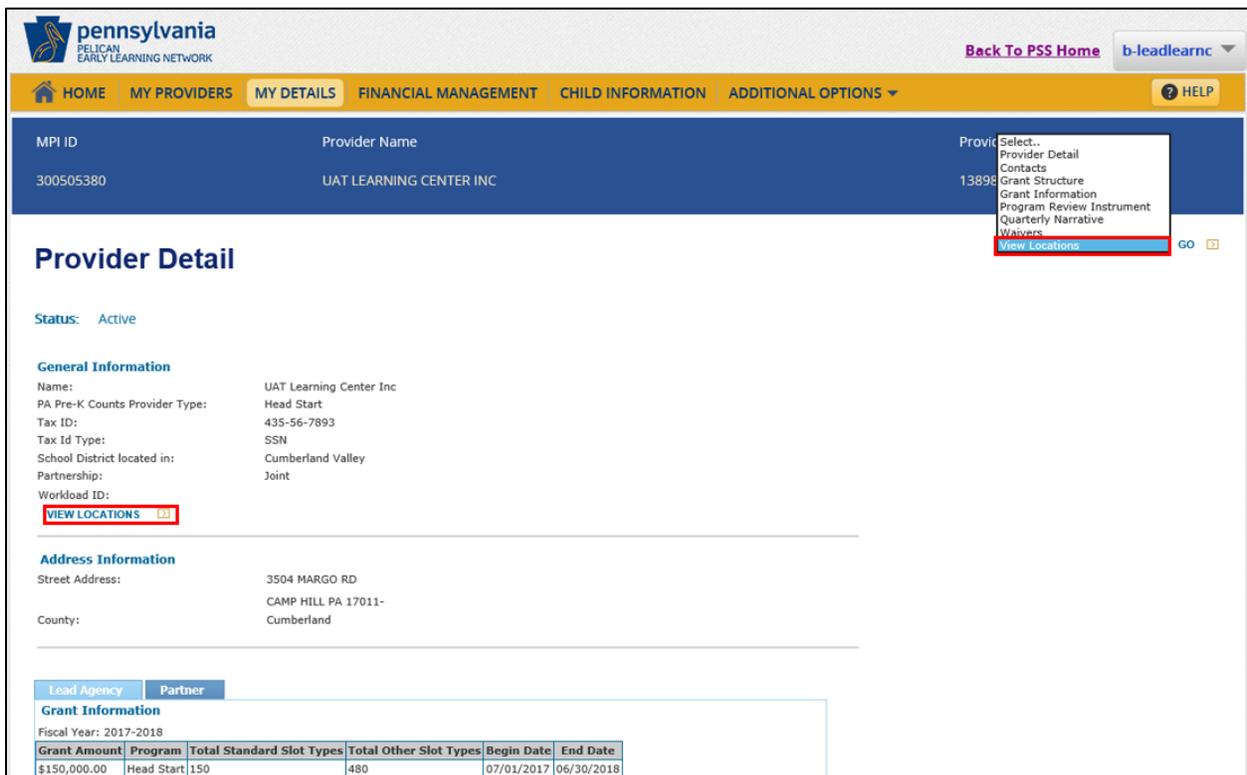


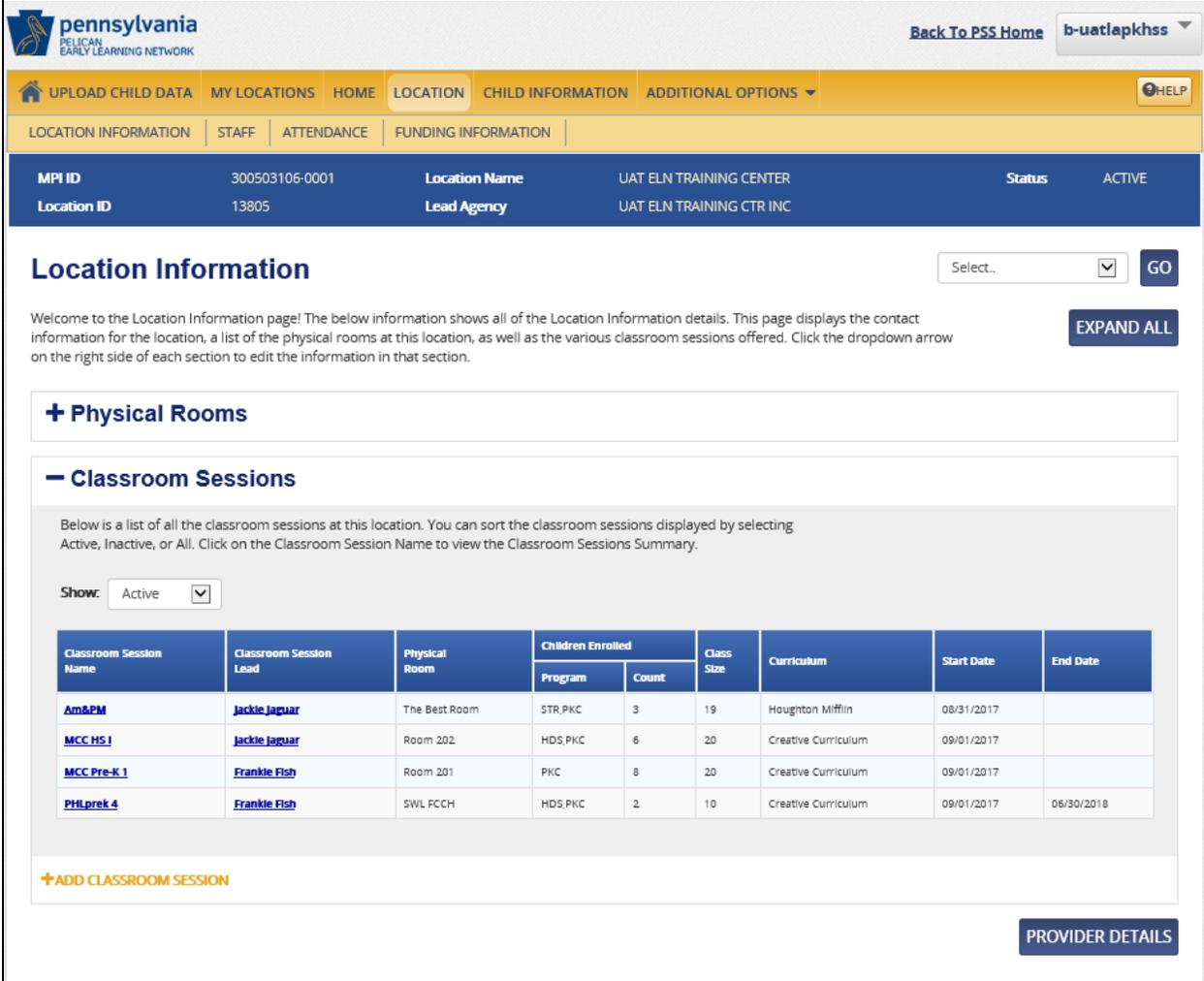
Figure 22 Provider Detail

Click **[VIEW LOCATIONS]** to navigate to the *Location Home* page.

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3.4 Location Information

When a user selects a **[Location ID]** hyperlink from the *Location Home* screen, the user accesses ELN as the selected Location and the Location Information page is displayed.



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				
Am&PM	Jackie Jaguar	The Best Room	STR,PKC	3	19	Houghton Mifflin	08/31/2017	
MCC HS I	Jackie Jaguar	Room 202	HDS,PKC	6	20	Creative Curriculum	09/01/2017	
MCC Pre-K 1	Frankie Fish	Room 201	PKC	8	20	Creative Curriculum	09/01/2017	
PHLprek 4	Frankie Fish	SWL FCCH	HDS,PKC	2	10	Creative Curriculum	09/01/2017	06/30/2018

+ADD CLASSROOM SESSION

PROVIDER DETAILS

Figure 23 Location Information Page - Selected Location

The *Location Information* screen displays information for the selected location, which includes physical rooms and classroom sessions.

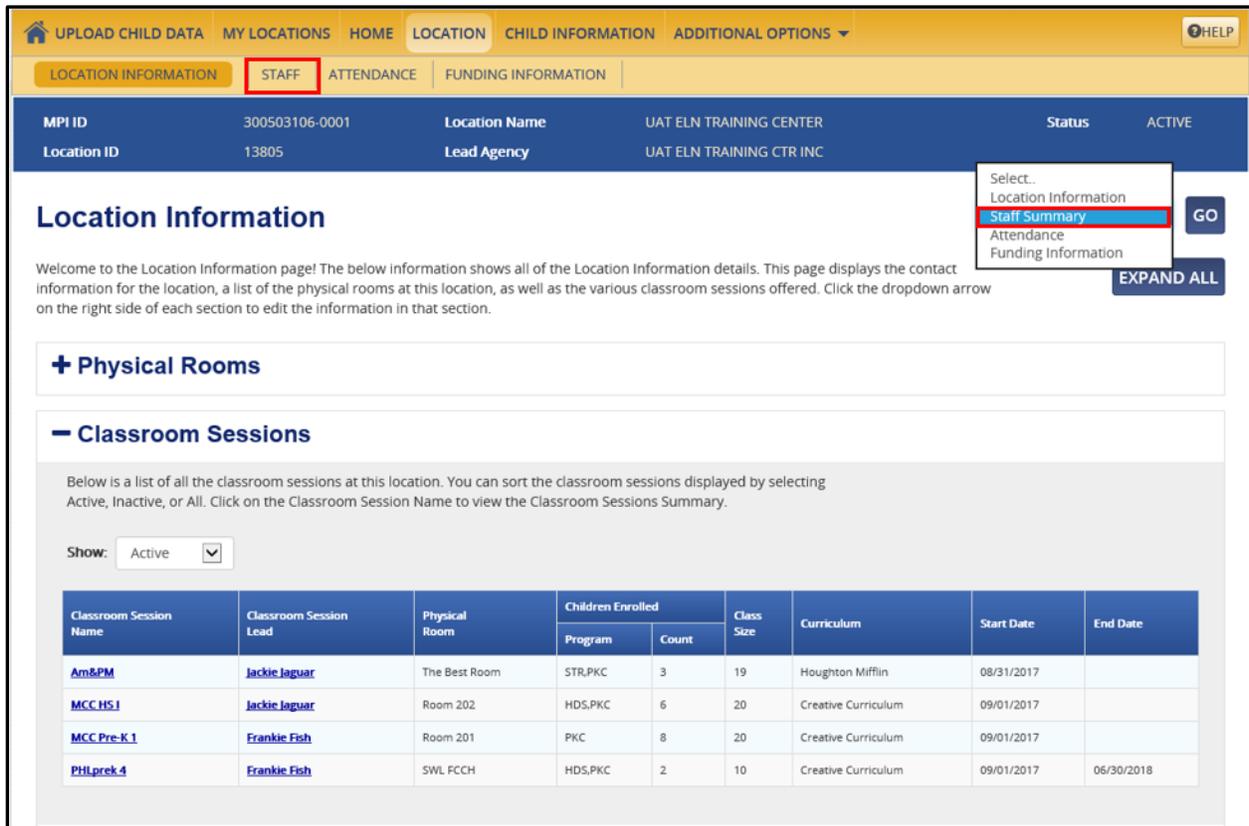
NOTE: For the remainder of this User Guide, screens displayed will be based on the PKC Lead Agency user access unless otherwise noted.

4.0 CREATING STAFF RECORDS

All classrooms must have at least one teacher assigned. Users can create records for staff and identify the classrooms they are assigned to from the *Location Home* page.

To create staff records, navigate to the *Staff Summary* page.

From the *Location Information* page select **[STAFF]** from the sub menu header or the navigation menu.



The screenshot shows the 'Location Information' page for 'UAT ELN TRAINING CENTER'. The 'STAFF' menu item is highlighted in the top navigation bar. A dropdown menu is open, showing 'Staff Summary' as the selected option. Below the navigation, there is a section for 'Physical Rooms' and a section for 'Classroom Sessions'. The 'Classroom Sessions' section includes a filter for 'Show: Active' and a table with the following data:

Classroom Session Name	Classroom Session Lead	Physical Room	Children Enrolled		Class Size	Curriculum	Start Date	End Date
			Program	Count				
Am&PM	Jackie Jaguar	The Best Room	STR,PKC	3	19	Houghton Mifflin	08/31/2017	
MCC HS 1	Jackie Jaguar	Room 202	HDS,PKC	6	20	Creative Curriculum	09/01/2017	
MCC Pre-K 1	Frankie Fish	Room 201	PKC	8	20	Creative Curriculum	09/01/2017	
PHIprek 4	Frankie Fish	SWL FCCH	HDS,PKC	2	10	Creative Curriculum	09/01/2017	06/30/2018

Figure 24 Navigate to Staff Summary from Location Information

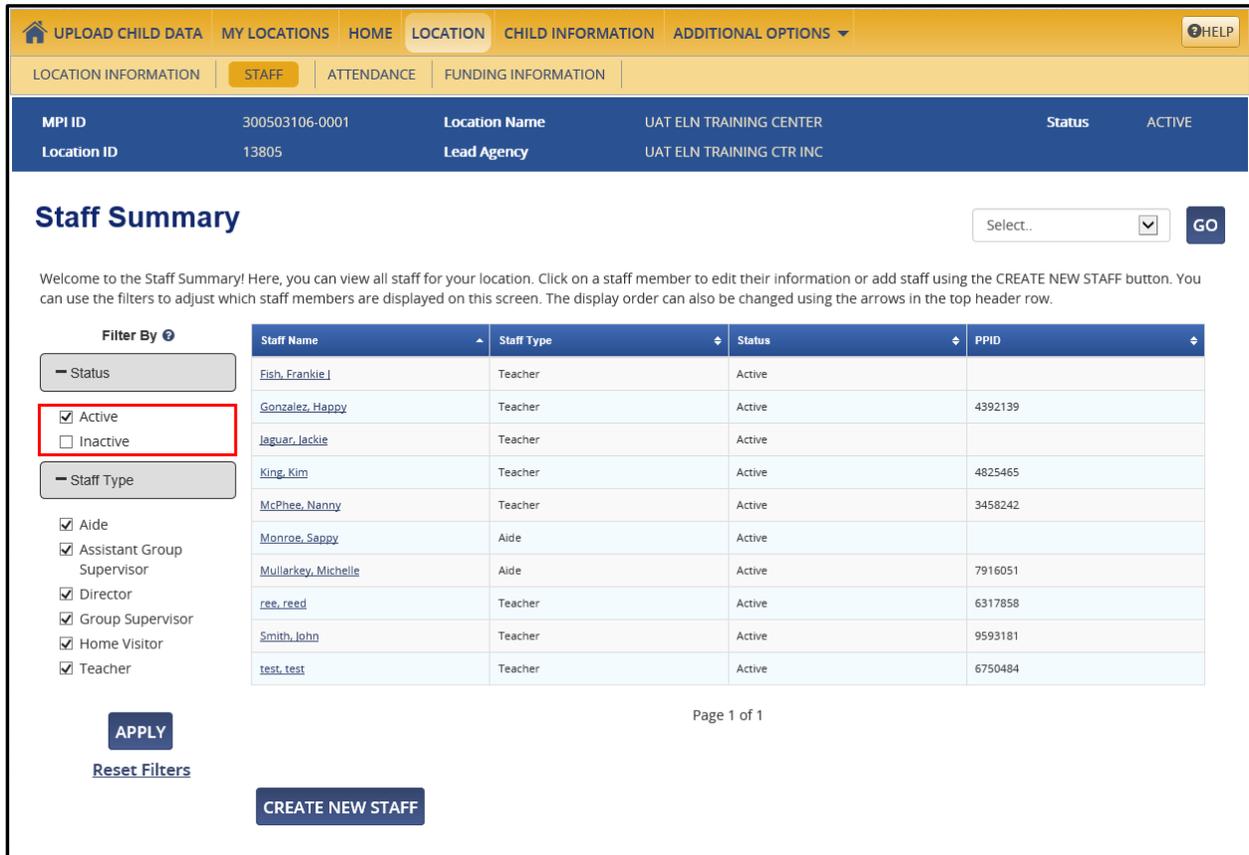
The *Staff Summary* page is displayed.

New Provider User Training Guide

4.1 Staff Summary

The *Staff Summary* page will list all active staff members currently in the system. Users may apply the **[Inactive]** filter to view both active and inactive staff members.

NOTE: New providers will not have staff members visible until they have been entered.



Staff Summary Select.. **GO**

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
- Active
- Inactive

Staff Type

- Aide
- Assistant Group Supervisor
- Director
- Group Supervisor
- Home Visitor
- Teacher

Staff Name	Staff Type	Status	PPID
Fish, Frankie I	Teacher	Active	
Gonzalez, Happy	Teacher	Active	4392139
Jaguar, Jackie	Teacher	Active	
King, Kim	Teacher	Active	4825465
McPhee, Nanny	Teacher	Active	3458242
Monroe, Sappy	Aide	Active	
Mullarkey, Michelle	Aide	Active	7916051
ree, reed	Teacher	Active	6317858
Smith, John	Teacher	Active	9593181
test, test	Teacher	Active	6750484

Page 1 of 1

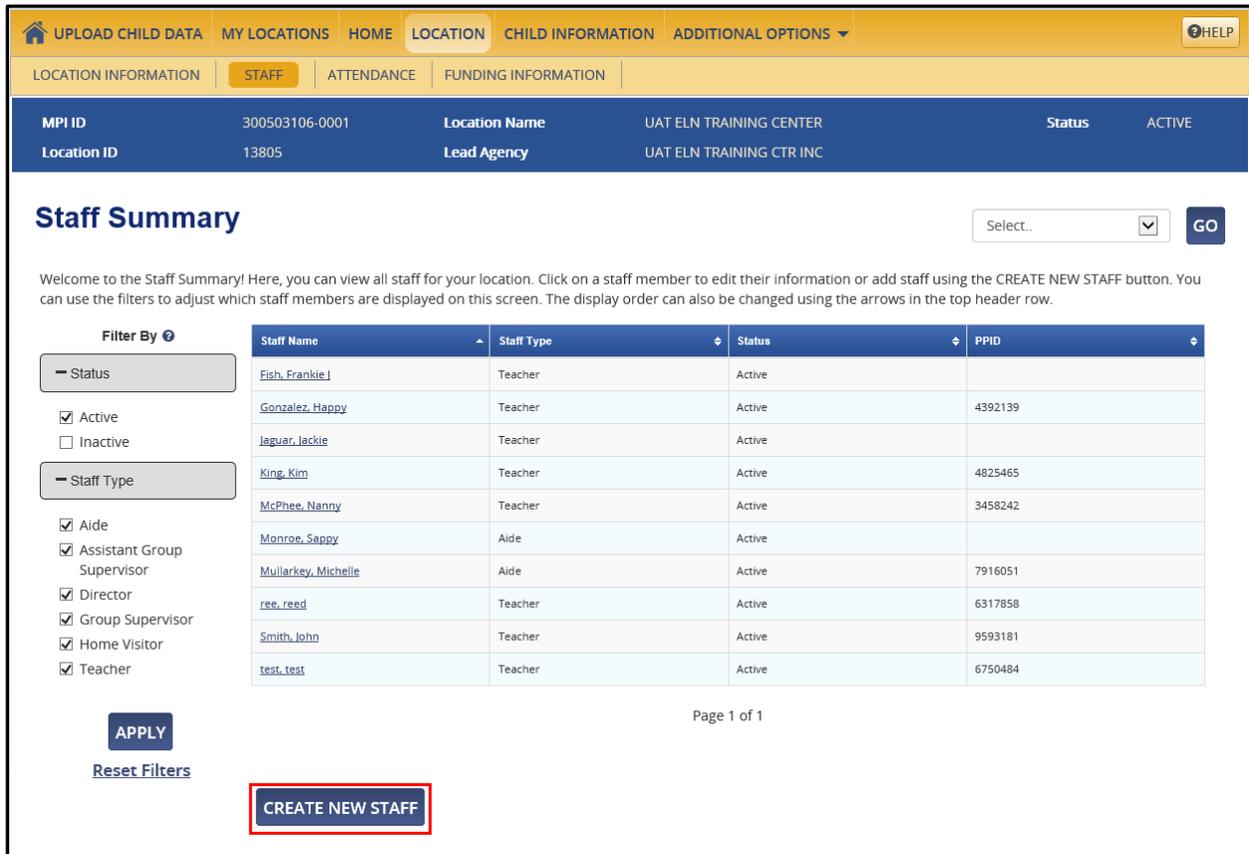
APPLY **Reset Filters** **CREATE NEW STAFF**

Figure 25 Staff Summary - Active vs. Inactive Staff

New Provider User Training Guide

4.2 Entering New Staff Records

From the *Staff Summary* page, click **[CREATE NEW STAFF]** to begin the process of adding a new staff member. New staff members may include Teachers, Aides, Assistant Group Supervisors, Group Supervisors, Directors, and Home Visitors.



Staff Summary Select.. **GO**

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

Active
 Inactive

— Staff Type

Aide
 Assistant Group Supervisor
 Director
 Group Supervisor
 Home Visitor
 Teacher

APPLY

[Reset Filters](#)

CREATE NEW STAFF

Staff Name	Staff Type	Status	PPID
Fish, Frankie	Teacher	Active	
Gonzalez, Happy	Teacher	Active	4392139
Jaguar, Jackie	Teacher	Active	
King, Kim	Teacher	Active	4825465
McPhee, Nanny	Teacher	Active	3458242
Monroe, Sappy	Aide	Active	
Mullarkey, Michelle	Aide	Active	7916051
ree, reed	Teacher	Active	6317858
Smith, John	Teacher	Active	9593181
test_test	Teacher	Active	6750484

Page 1 of 1

Figure 26 Staff Summary - Adding Staff

The *Create New Staff* page is displayed.

Create New Staff

Please enter the information below to create a new staff member.

First Name: (required)	Middle Initial:	Last Name: (required)	Suffix:
<input type="text"/>	<input type="text"/>	<input type="text"/>	Select... <input type="button" value="v"/>
Gender: (required)	Date of Birth: (required)	Race: (required)	Ethnicity: (required)
Select... <input type="button" value="v"/>	<input type="text"/>	Select all that apply <input type="button" value="v"/>	Select... <input type="button" value="v"/>
SSN: (required) <input type="button" value="i"/>	Email: (required)	PPID: search for PPID <input type="button" value="i"/>	
<input type="text"/> - <input type="text"/> - <input type="text"/>	<input type="text"/>	<input type="text"/>	
Years of Early Childhood Teaching Experience (Birth-8 years): (required)	Total Number of Years of Experience: (required)		
<input type="text"/>	<input type="text"/>		

Location Specific Information

Location Start Date: (required)	Staff Type: (required)	Staff Category: (required)
<input type="text"/>	Select... <input type="button" value="v"/>	Select... <input type="button" value="v"/>

CANCEL
SAVE

Figure 27 Staff General Information - Entering Staff Information

On the *Create New Staff* page, all required fields must be entered. Only the Middle Initial, Suffix fields, and PPID may be omitted.

Fields include the following:

- Last Name:** Enter the last name.
- First Name:** Enter the first name.
- Middle Initial:** Enter the middle initial if desired. Not a required field.
- Suffix:** Use the dropdown list to select a suffix if desired. Not a required field.
- Date of Birth:** Enter the date the staff member was born in the format MM/DD/YYYY.
- Gender:** Use the dropdown list to select the gender of the staff member.
- SSN:** Enter the Social Security Number (SSN) in the boxes provided. Only the last 5 digits are required if the staff member prefers to not provide the complete SSN.

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Race: Use the dropdown list to select the staff member's race. The available options are:

- Black or African American
- American Indian or Alaskan
- Asian
- White
- Other
- Native Hawaiian or Pacific
- Unknown

Ethnicity: Use the dropdown list to indicate if the staff member's ethnicity is Hispanic, Non-Hispanic, or Unknown.

Years of Early Childhood Teaching Experience (Birth – 8 years):

Enter the number of years the staff member has worked at the Early Childhood level (Children from Birth – 8 years of age).

Total Number of Years of Experience:

Enter the number of total years of educational work experience.

Email: Enter a valid email address.

Location Start Date: Enter the date this staff member will begin with the organization at the location selected.

Staff Type: Use the dropdown list to indicate the type of staff you are entering. The following staff types are available:

- Teacher
- Aide
- Assistant Group Supervisor
- Group Supervisor
- Director
- Home Visitor

NOTE: PKC providers must accurately reflect the roles of the staff member in the classroom, i.e., Teacher or Aide.

Staff Category: Use the dropdown list to indicate if the staff member will be Full-time, Part-time, or Unknown.

Click **[SAVE]** to submit and create the staff record or,

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Click **[CANCEL]** to return to the *Staff Summary* page. Note, the process is canceled, all unsaved information entered will be lost.

By clicking **[SAVE]** on the *Create New Staff* page, PELICAN will initiate a search for a possible match on the staff member information entered against existing staff members' records.

If a possible match is found, the *Staff Clearance* page will be displayed. If no matches are found, the *Staff Information Summary* page will be displayed.

4.3 Staff Information Summary

Once the staff record has been created and submitted, the *Staff Information Summary* page is displayed with the new staff member's information.

If this information needs to be corrected, click the dropdown arrow on the right side of each section to edit the information in that section. Otherwise Click **[BACK TO STAFF SUMMARY]**.

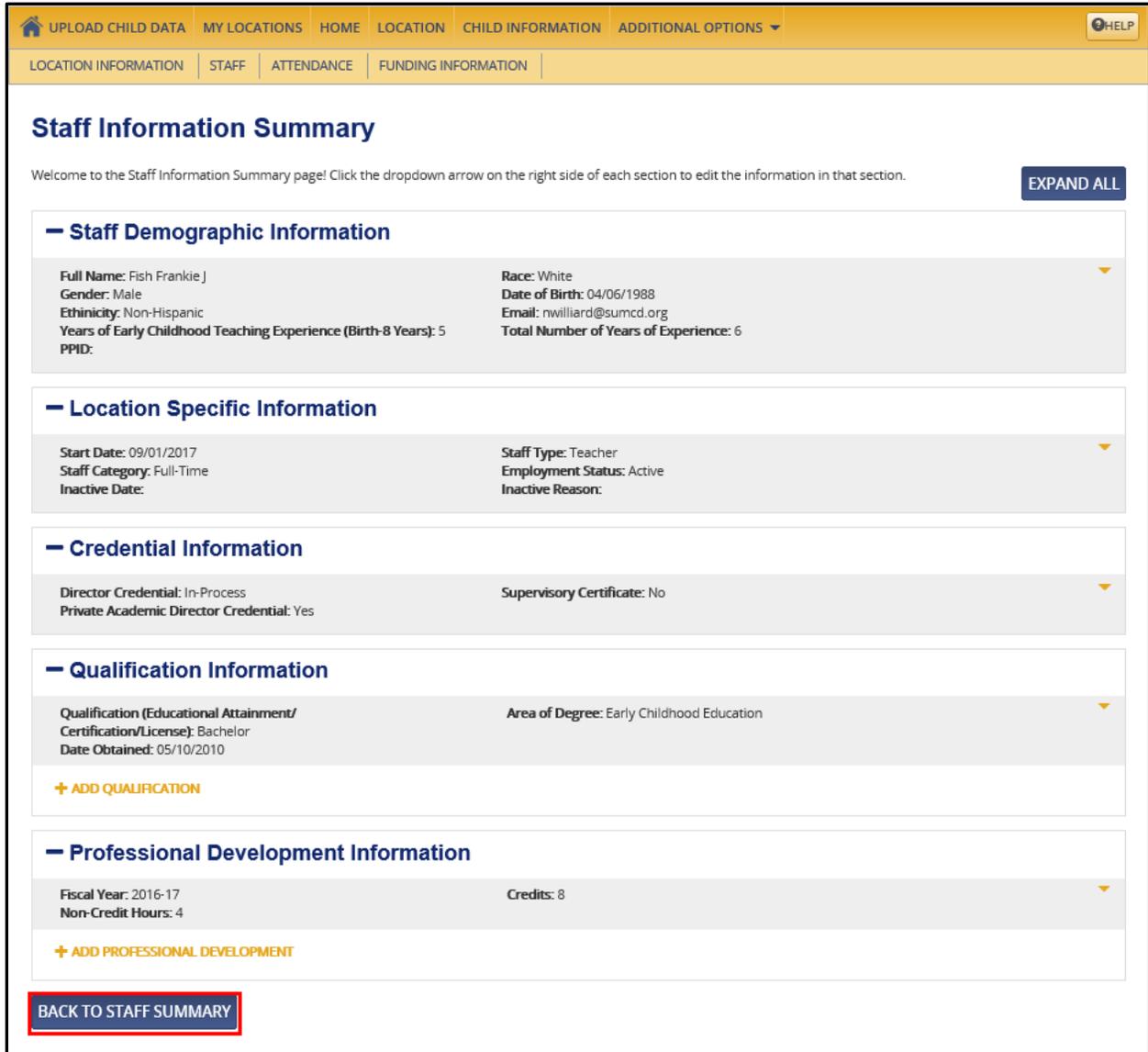


Figure 28 Staff Information Summary - Back to Staff Summary

4.4 Staff Clearance

The *Staff Clearance* page occurs when the staff member information entered is a possible match to an existing staff member record that has been previously entered in to PELICAN. It is important to review the potential matches and determine if the new staff member record is in fact a match to an existing record.

If the match is true, follow these steps:

Steps:

1. Select the Match record for your staff member, for example, Nanny McPhee.
2. Click **[SAVE]**.

Staff Clearance

The information you have entered is similar to a staff member we already have stored in our database.

Please read the matches below to see if any of the records match the staff member you are attempting to create. Selecting an existing record will update the staff member with the information stored in our database. If none of the matches are correct, please select the Create New Staff radio button.

Below is the information you have entered for this staff member.

Last	First	MI	Suffix	DOB	Gender	SSN
mcphoe	nanny			04/02/1977	F	***-**-9987

If a staff member listed below matches the staff member entered above, click the Select radio button associated with the match and click SAVE.

Select	Last	First	MI	Suffix	DOB	Gender	SSN	PPID
<input checked="" type="radio"/>	mcphoe	nanny			04/02/1977	F	***-**-9987	3458242

Create New Staff

CANCEL
SAVE

Figure 29 Staff Information Clearance - Selecting a Match

NOTE: If there is no valid match, do not select an entry.

In the example below, the entries are only slightly different. In this case, the birth year is different for Kristen Winkeler. It is a potential match but not the same person as the staff member entered. Therefore, a match is not found.

Steps:

1. To continue, select **[Create New Staff]**.
2. Click **[SAVE]**.

Staff Clearance

The information you have entered is similar to a staff member we already have stored in our database.

Please read the matches below to see if any of the records match the staff member you are attempting to create. Selecting an existing record will update the staff member with the information stored in our database. If none of the matches are correct, please select the Create New Staff radio button.

Below is the information you have entered for this staff member.

Last	First	MI	Suffix	DOB	Gender	SSN
Winkeler	Kristen			08/14/2014	F	xxx-xx-1234

If a staff member listed below matches the staff member entered above, click the Select radio button associated with the match and click SAVE.

Select	Last	First	MI	Suffix	DOB	Gender	SSN	PPID
<input type="radio"/>	Winkeler	Kristen			08/14/1984	F	xxx-xx-1234	
<input type="radio"/>	Winkler	Kiersten	M		11/20/1982	F	xxx-xx-1234	
<input type="radio"/>	Winkeler	Kristen	S		09/14/1984	F	xxx-xx-1234	

Create New Staff

CANCEL
SAVE

Figure 30 Staff Clearance Information - No Match Found

Whether a match is found on the *Staff Clearance* page or a new staff member is created, the *Staff Information Summary* page is loaded to continue updating the staff member information.

The page displays the data previously entered as well as sections to add Credential Information, Qualification Information, and Professional Development Information.

Click on the **[ADD CREDENTIAL INFORMATION]**, **[ADD QUALIFICATION]**, and the **[ADD PROFESSIONAL DEVELOPMENT]** links to update this information.

[HOME](#)
[UPLOAD CHILD DATA](#)
[MY LOCATIONS](#)
[LOCATION](#)
[CHILD INFORMATION](#)
[ADDITIONAL OPTIONS](#)
HELP

[LOCATION INFORMATION](#)
[STAFF](#)
[ATTENDANCE](#)
[FUNDING INFORMATION](#)

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.

[EXPAND ALL](#)

— Staff Demographic Information

Full Name: McPhee Nanny	Race: Asian
Gender: Female	Date of Birth: 04/02/1977
Ethnicity: Hispanic	Email: nm@mail.com
Years of Early Childhood Teaching Experience (Birth-8 Years): 18	Total Number of Years of Experience: 12
PPID: 3458242	

— Location Specific Information

Start Date: 10/07/2017	Staff Type: Teacher
Staff Category: Full-Time	Employment Status: Active
Inactive Date:	Inactive Reason:

— Credential Information

No Data Found

+ ADD CREDENTIAL INFORMATION

— Qualification Information

Qualification (Educational Attainment/ Certification/License): PA Early Childhood Education Certification Instructional 1	Area of Degree:
Date Obtained: 12/12/2010	

+ ADD QUALIFICATION

— Professional Development Information

Fiscal Year: 2010-11	Credits: 3
Non-Credit Hours: 2	

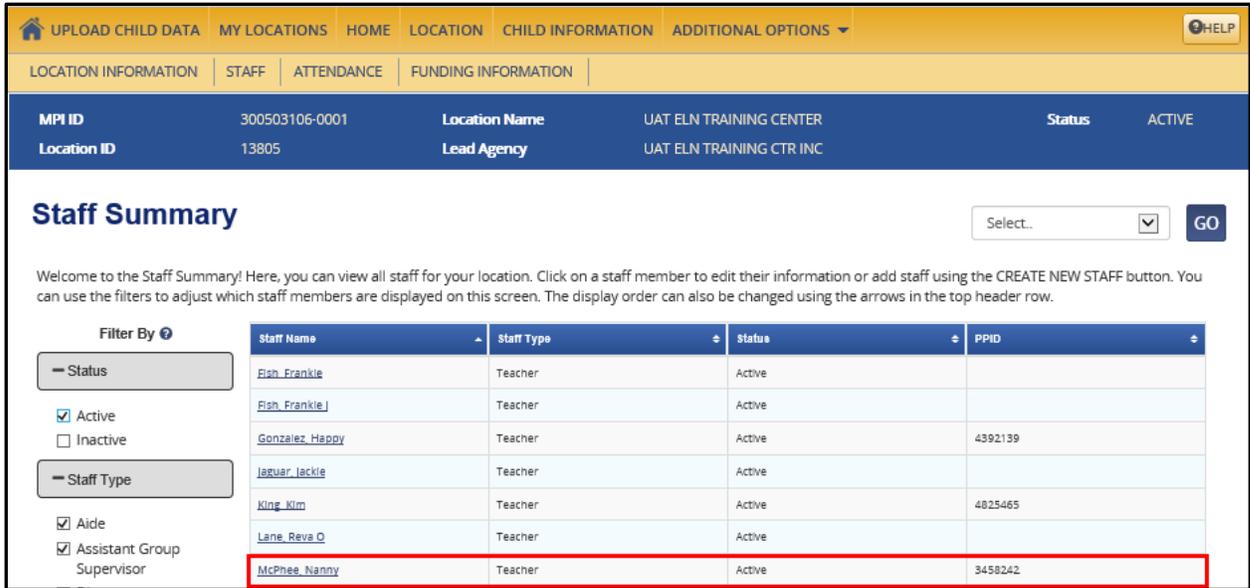
+ ADD PROFESSIONAL DEVELOPMENT

BACK TO STAFF SUMMARY

Figure 31 Staff Information - Additional Information Tabs

Once information has been entered in the Qualification and Professional Development sections, click **[BACK TO STAFF SUMMARY]**.

The *Staff Summary* page will display showing a new row for the staff member just entered.



Staff Summary

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
- Active
- Inactive

Staff Type

- Aide
- Assistant Group Supervisor

Staff Name	Staff Type	Status	PPID
Fish, Frankie	Teacher	Active	
Fish, Frankie J	Teacher	Active	
Gonzalez, Happy	Teacher	Active	4392139
Jaguar, Jackie	Teacher	Active	
King, Kim	Teacher	Active	4825465
Lane, Reva O	Teacher	Active	
McPhee, Nanny	Teacher	Active	3458242

Figure 32 Staff Summary - New Record Displayed

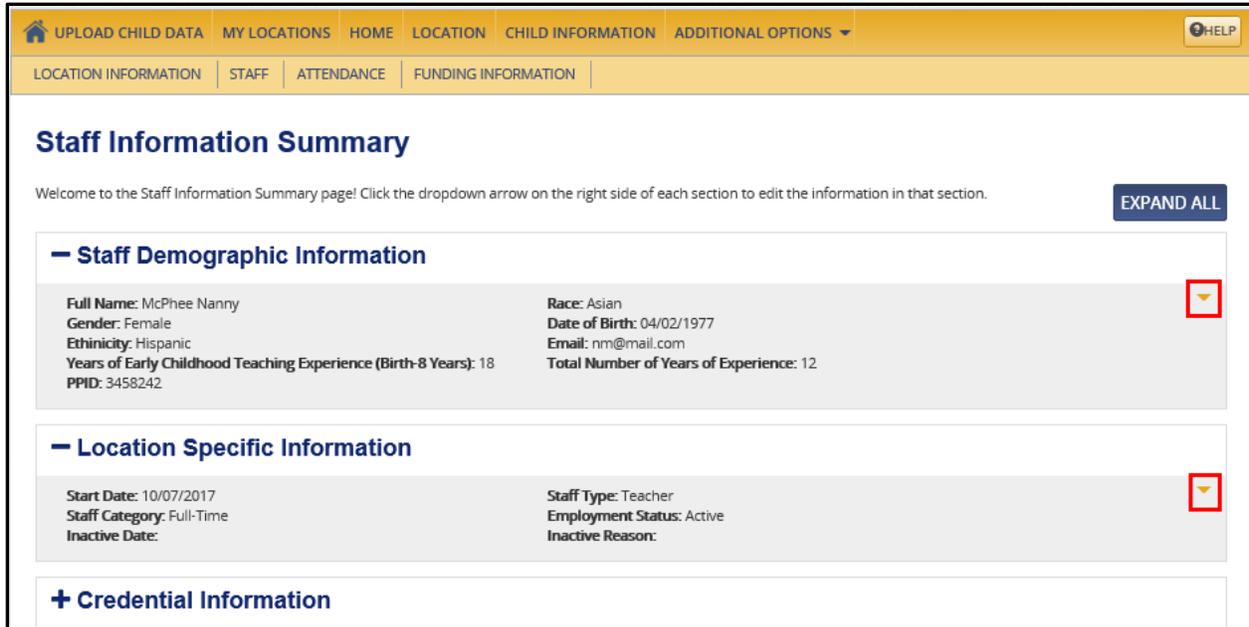
4.5 Editing Existing Staff Records

From the *Staff Summary* page (see Figure 26), click on the staff member's name to be edited.

The *Staff Information Summary* page is displayed with the current information for the selected staff member presented.

Steps:

1. Click the dropdown arrow on the right side of the desired section to edit the information in that section,
2. Update the fields with the correct information.
3. Click **[SAVE]**.

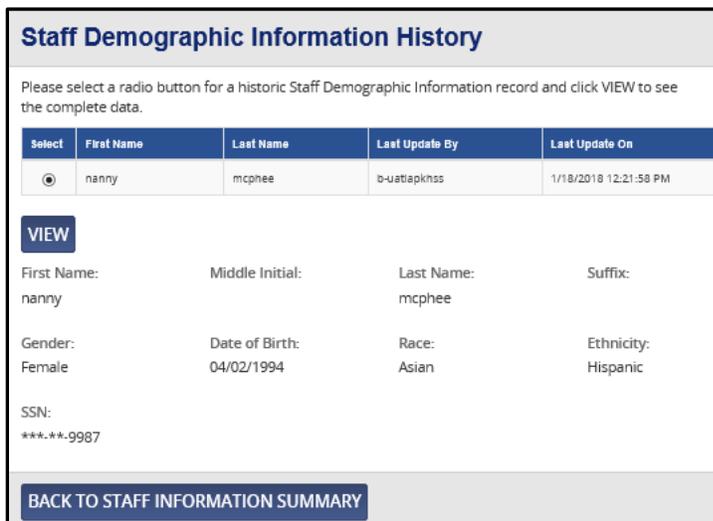


The screenshot shows the 'Staff Information Summary' page. At the top, there is a navigation bar with links: UPLOAD CHILD DATA, MY LOCATIONS, HOME, LOCATION, CHILD INFORMATION, and ADDITIONAL OPTIONS. Below this is a secondary navigation bar with tabs: LOCATION INFORMATION, STAFF, ATTENDANCE, and FUNDING INFORMATION. The main content area is titled 'Staff Information Summary' and includes a welcome message and an 'EXPAND ALL' button. There are three main sections: 'Staff Demographic Information', 'Location Specific Information', and 'Credential Information'. The 'Staff Demographic Information' section is expanded and shows details for 'McPhee Nanny', including gender (Female), ethnicity (Hispanic), years of early childhood teaching experience (18), race (Asian), date of birth (04/02/1977), email (nm@mail.com), and total years of experience (12). The 'Location Specific Information' section is also expanded, showing start date (10/07/2017), staff category (Full-Time), staff type (Teacher), employment status (Active), and inactive reason. The 'Credential Information' section is collapsed.

Figure 33 Staff Information Summary - Edit Staff Information

The *Staff Information Summary* page is loaded with the information being updated.

NOTE: To view a history of changes made to a Staff Demographic Information record, select the **[HISTORY]** hyperlink within the Staff Demographic Information Action dropdown on the *Staff Information Summary* page. Remember that for new providers, initially there will be no history records available.



The screenshot shows the 'Staff Demographic Information History' page. It includes a heading, a instruction to select a radio button for a historic record and click VIEW, and a table of records. Below the table is a 'VIEW' button and a detailed view of the selected record, including first name, middle initial, last name, suffix, gender, date of birth, race, ethnicity, and SSN. At the bottom, there is a 'BACK TO STAFF INFORMATION SUMMARY' button.

Select	First Name	Last Name	Last Update By	Last Update On
<input checked="" type="radio"/>	nanny	mcphee	b-uatiapkhs	1/18/2018 12:21:58 PM

VIEW

First Name: nanny Middle Initial: Last Name: mcphee Suffix: Gender: Female Date of Birth: 04/02/1994 Race: Asian Ethnicity: Hispanic SSN: ***.**.9987

BACK TO STAFF INFORMATION SUMMARY

Figure 34 Staff Summary - Editing Staff

4.6 Creating Physical Rooms

A physical room(s) and classroom session(s) are required to enroll children at a specific location. To create the physical room, navigate to the *Location Information* screen.

The *Location Information* screen can be navigated to by selecting **[LOCATION]** from the ELN header menu, then *Location Information* from the sub-navigation menu.

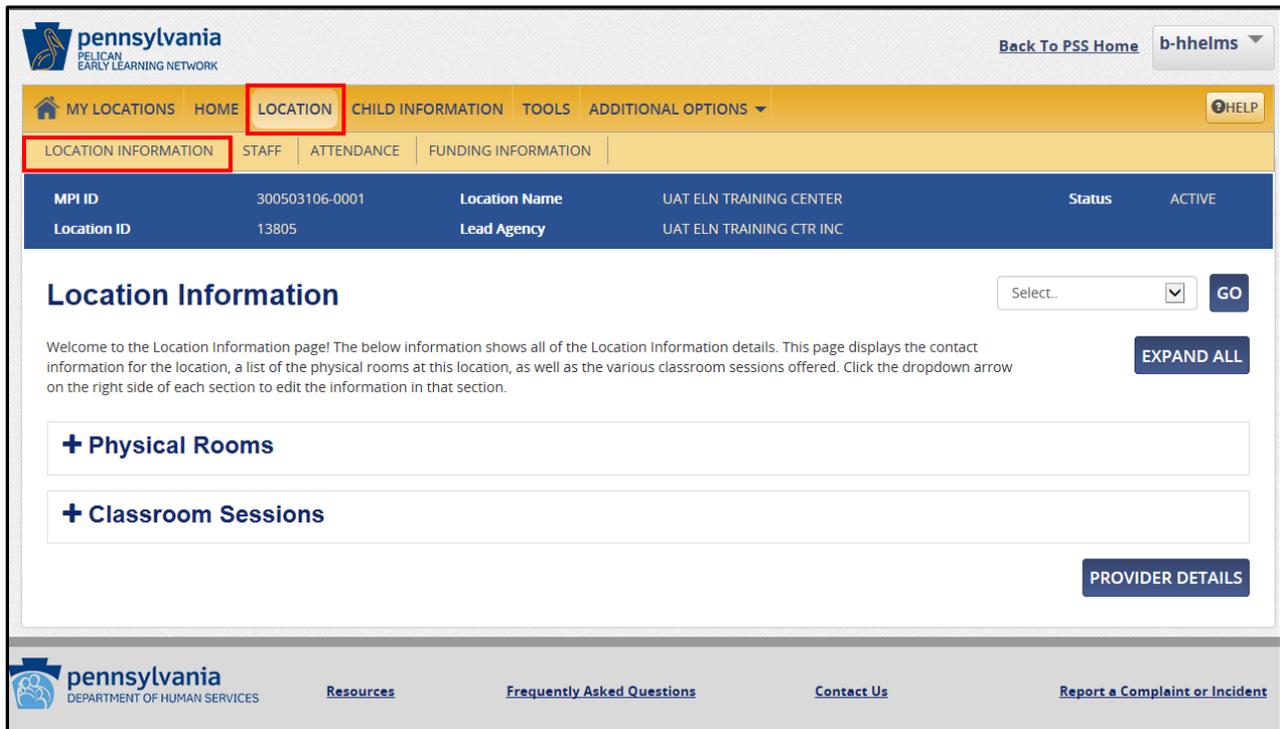


Figure 35 ELN Header - Location

The *Location Information* page is displayed.

Steps:

1. Select **[ADD PHYSICAL CLASSROOM]**

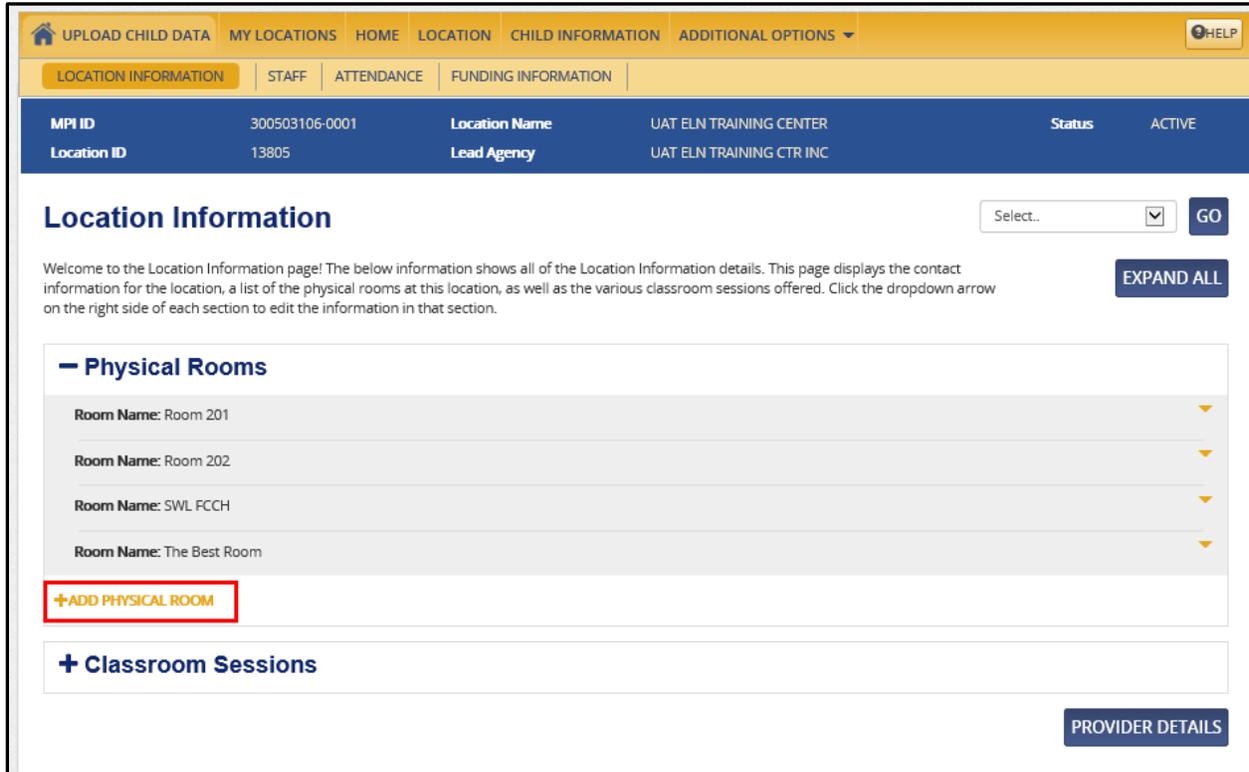


Figure 36 Location Information - Add Physical Room

2. The *Physical Room* screen displays.

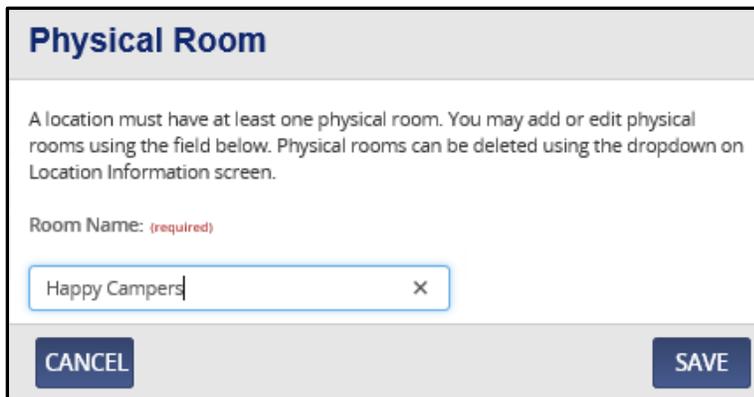
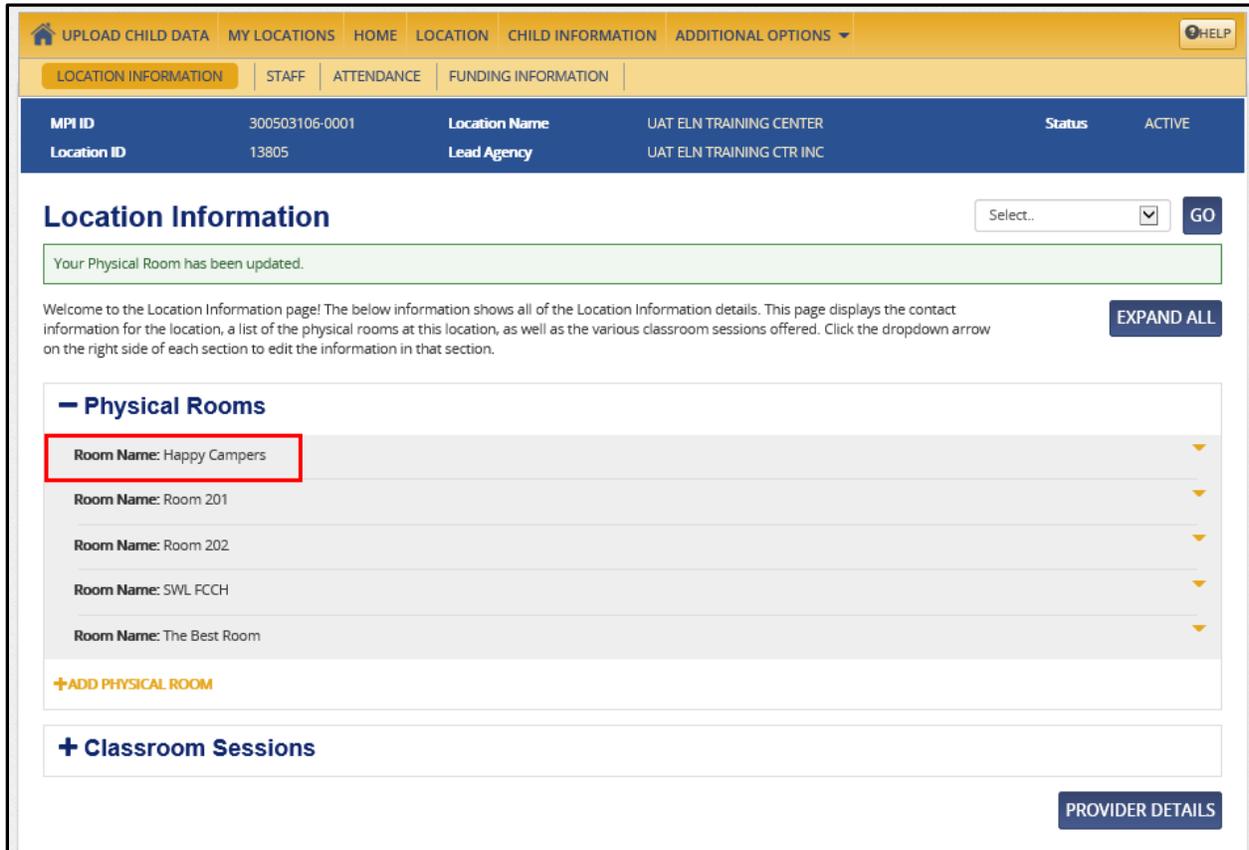


Figure 37 Physical Room - Room Name

3. Enter the name of the physical room into the *Physical Room* field.
4. Click **[SAVE]**

Note: The Physical Room names should identify an actual physical space within your location (e.g., a room, trailer, annex building, etc.).

The *Location Information* page is displayed with the *Physical Room* section updated.



The screenshot shows the 'Location Information' page in a web application. At the top, there is a navigation bar with tabs: 'UPLOAD CHILD DATA', 'MY LOCATIONS', 'HOME', 'LOCATION', 'CHILD INFORMATION', and 'ADDITIONAL OPTIONS'. Below this is a sub-navigation bar with 'LOCATION INFORMATION' selected, along with 'STAFF', 'ATTENDANCE', and 'FUNDING INFORMATION'. A table displays location details: MPI ID (300503106-0001), Location ID (13805), Location Name (UAT ELN TRAINING CENTER), and Lead Agency (UAT ELN TRAINING CTR INC). The status is 'ACTIVE'. Below the table, a green message box states 'Your Physical Room has been updated.' A 'GO' button is next to a dropdown menu. A paragraph of introductory text is followed by an 'EXPAND ALL' button. The 'Physical Rooms' section is expanded, showing a list of rooms: 'Happy Campers' (highlighted with a red box), 'Room 201', 'Room 202', 'SWL FCCH', and 'The Best Room'. Each room has a dropdown arrow on the right. Below the list is a '+ADD PHYSICAL ROOM' button. The 'Classroom Sessions' section is collapsed. A 'PROVIDER DETAILS' button is at the bottom right.

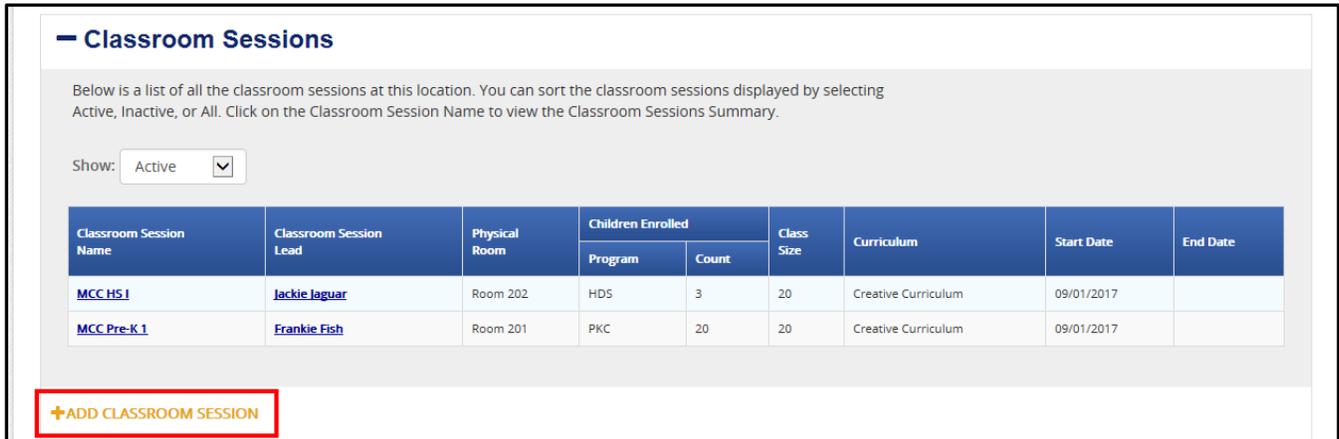
Figure 38 Location Information - Physical Room Added

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4.7 Creating Classroom Sessions

Steps:

1. To add a *Classroom Session*, click **[ADD CLASSROOM SESSION]** from the *Location Information* page.



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.

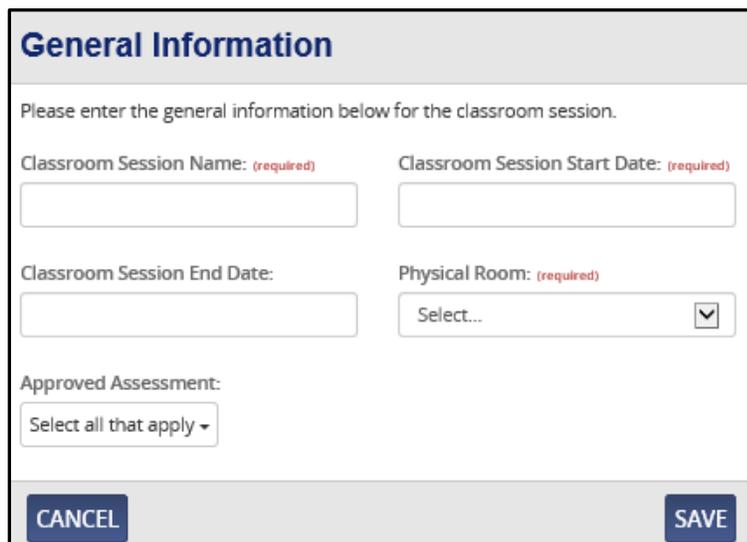
Show: ▼

Classroom Session Name	Classroom Session Lead	Physical Room	Children Enrolled		Class Size	Curriculum	Start Date	End Date
			Program	Count				
MCC HS I	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

Figure 39 Location Information - Add Classroom Session

2. If this is the first classroom session being added, the *General Information* page will display. Enter the required fields and click **[SAVE]** to continue.



General Information

Please enter the general information below for the classroom session.

Classroom Session Name: *(required)* Classroom Session Start Date: *(required)*

Classroom Session End Date: Physical Room: *(required)* ▼

Approved Assessment: ▼

CANCEL **SAVE**

Figure 40 General Information - Enter New Classroom Session

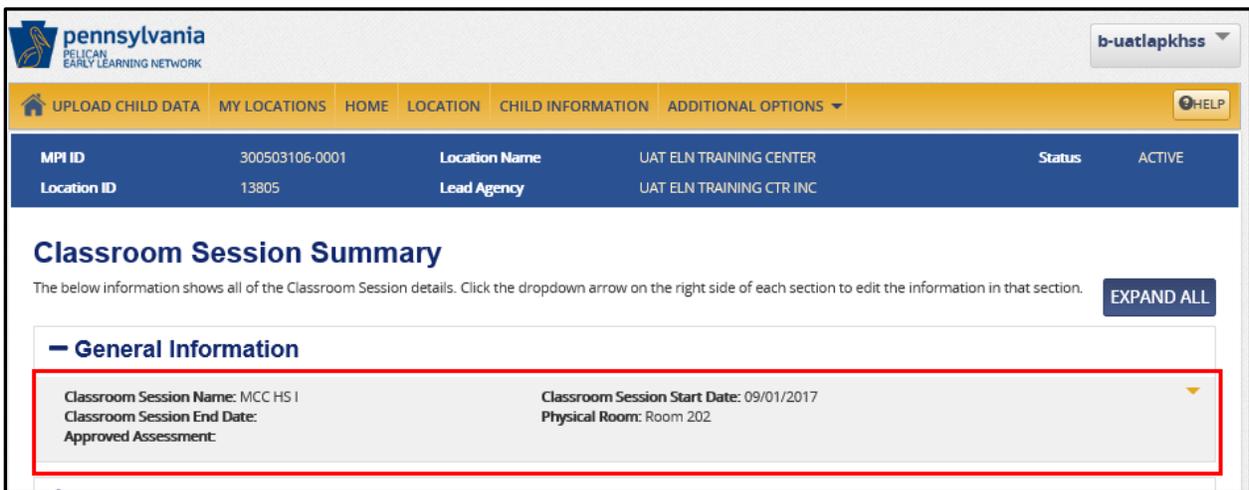
Complete the General Information for the classroom session as described below by typing or selecting data from the available text fields or dropdown lists:

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- Classroom Session Name:** Enter a unique Classroom Session name.
- Classroom Session Start Date:** Enter July 1st of the fiscal year.
- Classroom Session End Date:** Do NOT enter a Classroom Session End Date.
- Physical Room:** Use the dropdown list to select an available physical room.
- Approved Assessment:** Select one of the approved from the list box. The assessments available are:
- Curriculum Associates – BRIGANCE
 - High Reach – GRO (Pre-K)
 - Pearson – Ounce Scale
 - Pearson – Work Sampling System
 - Teaching Strategies – GOLD

For more information on the assessment process, please see the [Early Learning Outcomes](#) section of this guide.

- The *General Information* page closes when the **[SAVE]** button is clicked and the *Classroom Session Summary* page is displayed with the *General Information* updated with the information entered.



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:	

Figure 41 Classroom Session Summary - General Information Updated

4.8 Additional Classroom Information

From the *Classroom Session Summary* page enter the following additional classroom session information to continue.

Steps:

1. School Year Information – must be entered annually.
 - a. Use July 1st of the current fiscal year in the format MM/DD/YYYY.

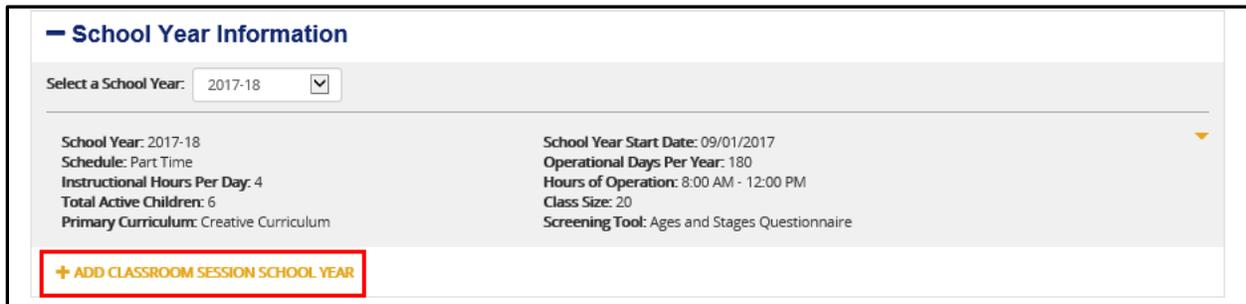


Figure 42 Classroom Session Information - Classroom Session School Year Information

The *School Year Information* screen is displayed and allows the user to capture school year information for a new classroom or edit an existing School Year.

2. Complete the required *School Year Information* fields as described below by typing or selecting data from the available text fields or dropdown lists:

- | | |
|-------------------------------------|---|
| School Year: | Use the dropdown list to select the current school year. |
| School Year Start Date: | Enter July 1 st as the start of the fiscal year. |
| Schedule: | Enter Full Time, Part-Time, Both, or Home-Visiting. |
| Operational Days Per Year: | Enter # of days the center will be open during the school year. |
| Instructional Hours Per Day: | Enter # of hours of instruction for each day. |
| Hours of Operation: | Enter the daily starting and ending times for the facility. |
| Total Active Children: | Enter the number of active children |
| Class Size: | Enter the number of spaces available for this class. |
| Primary Curriculum: | Enter an approved curriculum. |
| Screening Tool: | Enter an approved screening tool. |

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- Click **[SAVE]** once the all required information has been entered.

Classroom sessions must have staff assigned to enroll children. Staff can be added from the *Classroom Session Summary* page, which is displayed when the *School Year Information* is saved.

School Year Information

Please enter the school year information below for the Classroom session. By selecting the previous school year and then COPY, you can populate the below fields with the selected school year's information to save for the upcoming school year.

<p>School Year: <small>(required)</small></p> <input type="text" value="Select..."/>	<p>Copy from previous year:</p> <input type="text" value="Select..."/> <input type="button" value="COPY"/>
<p>School Year Start Date: <small>(required)</small></p> <input type="text"/>	<p>Schedule: <small>(required)</small></p> <input type="text" value="Select..."/>
<p>Operational Days Per Year: <small>(required)</small></p> <input type="text"/>	<p>Instructional Hours Per Day: <small>(required)</small></p> <input type="text"/>
<p>Hours of Operation: <small>(required)</small></p> <input type="text"/> : <input type="text"/> AM <input type="text"/> - <input type="text"/> : <input type="text"/> AM <input type="text"/>	<p>Class Size: <small>(required)</small></p> <input type="text"/>
<p>Primary Curriculum: <small>(required)</small></p> <input type="text" value="Select..."/>	<p>Screening Tool:</p> <input type="text" value="Select..."/>

Figure 43 Classroom Session School Year Information - Save

4.9 Adding Staff Member(s) to Classroom Session

The *Classroom Session Summary* page is displayed when the **[SAVE]** button is clicked on the *School Year Information*.

- Staff Information

Show:

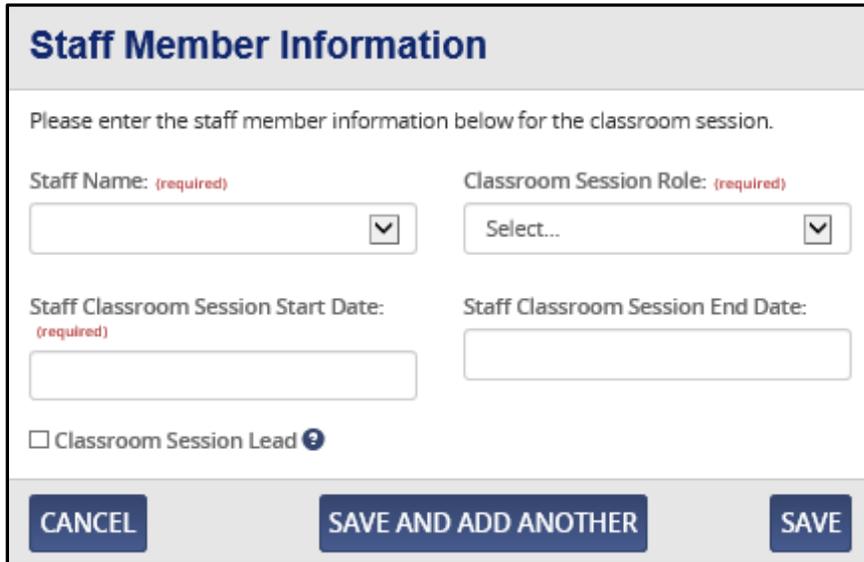
<p>Staff Name: Jaguar, Jackie</p> <p>Classroom Session Lead: Yes</p> <p>Staff Classroom Session End Date:</p>	<p>Classroom Session Role: Teacher</p> <p>Staff Classroom Session Start Date: 09/01/2017</p>
--	--

Figure 44 Classroom Session Summary - Add Staff Member

Steps:

1. Click **[ADD STAFF MEMBER TO SESSION]** to assign staff members that are in the system.

The *Staff Member Information* screen is displayed.



The screenshot shows a form titled "Staff Member Information" with a grey header. Below the header, it says "Please enter the staff member information below for the classroom session." The form contains four main input areas: "Staff Name: (required)" with a dropdown menu, "Classroom Session Role: (required)" with a dropdown menu showing "Select...", "Staff Classroom Session Start Date: (required)" with a text input field, and "Staff Classroom Session End Date:" with a text input field. At the bottom left, there is a checkbox labeled "Classroom Session Lead" with a help icon. At the bottom, there are three buttons: "CANCEL", "SAVE AND ADD ANOTHER", and "SAVE".

Figure 45 Staff Information - Assigning Staff to Session

2. Enter the required fields as described below by typing in the text fields or selecting data from the dropdown lists:

Classroom Session Lead:

Select the Classroom Session Lead checkbox to indicate if the staff member being added to the session is the Lead Teacher.

NOTE: Each classroom must have a Lead Teacher.

Staff Name:

Use the dropdown to select available staff.

Classroom Session Role:

Use the dropdown to select the staff role.

Available roles:

- Teacher
- PA Pre-K Counts Aide
- Teaching Assistant / Aide
- Home Visitor

Staff Classroom Session Begin Date: Enter the date the staff member starts.

NOTE: The start date for a lead teacher must be the same as the class start date.

Staff Classroom Session End Date: Leave blank.

- Click **[SAVE AND ADD ANOTHER]** to add another staff member to a classroom session – OR - Click **[SAVE]** to return to the *Classroom Session Summary*.

The *Classroom Session Summary* page is displayed with the Staff Member Information section updated with the entered information.

To view *Staff Member Information History*:

- Select the **[HISTORY]** button within the *Staff Member Information Action Dropdown* on the *Classroom Session Summary* page.

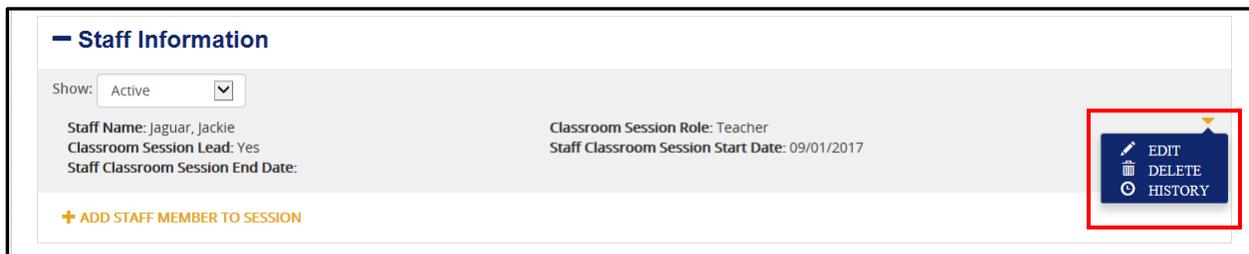


Figure 46 Classroom Session Summary - Staff Member Information Action Dropdown

The *Staff Member Information History* screen is displayed.

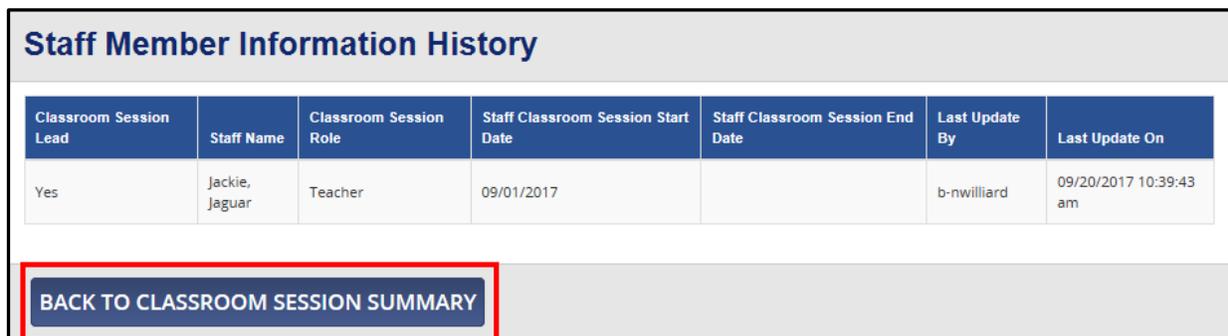


Figure 47 Staff Member Information History - View Staff History

- Click **[BACK TO CLASSROOM SESSION SUMMARY]** to continue.
- The *Classroom Session Summary* page is displayed.

7. Click **[ADD ERS SCORE]** to update the *Environmental Rating Scale (ERS) Score*



— Environmental Rating Scale (ERS) Score

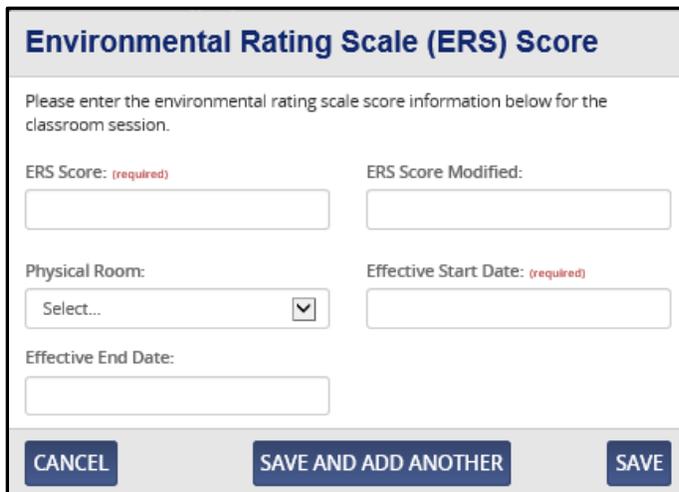
Show: Active

No Data Found

+ ADD ERS SCORE

Figure 48 Classroom Session Summary - Add ERS Score

The *Environmental Rating Scale (ERS) Score* screen is displayed.



Environmental Rating Scale (ERS) Score

Please enter the environmental rating scale score information below for the classroom session.

ERS Score: *(required)* ERS Score Modified:

Physical Room: Effective Start Date: *(required)*

Effective End Date:

CANCEL **SAVE AND ADD ANOTHER** **SAVE**

Figure 49 Environmental Rating Scale (ERS) - Add ERS Score

8. Enter information for the required fields.
9. Click **[SAVE AND ADD ANOTHER]** to add another ERS score to a classroom session – OR - Click **[SAVE]** to return to the *Classroom Session Summary*.

5.0 ENROLLING CHILDREN

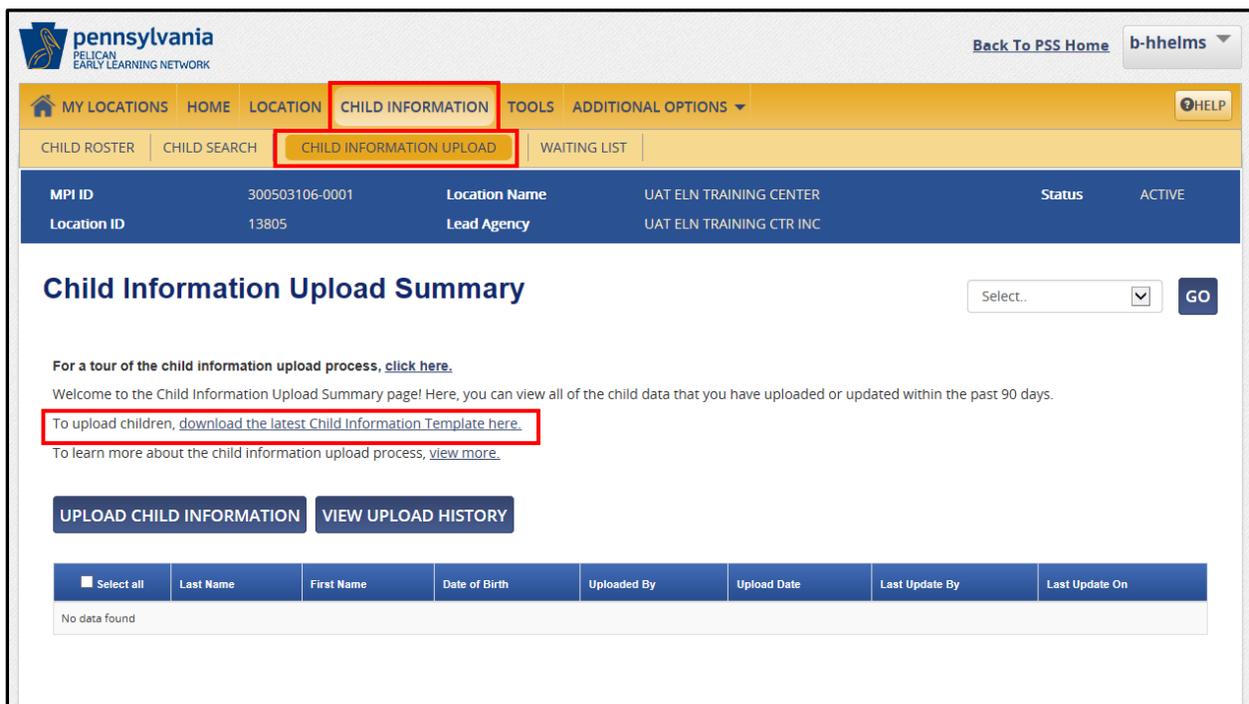
Children can be enrolled once the staff member(s), physical room(s), and at least one classroom session have been created. There are two ways to initiate the enrollment process in PELICAN:

1. **Automatic Upload**
2. **Manual**

5.1 Automatic Upload

The **automatic upload** process allows providers to upload key child and parent/legal guardian information into PELICAN.

To begin the automatic upload process, navigate to the *Child Information Upload Summary* screen to download the latest Child Information Template.



The screenshot shows the 'Child Information Upload Summary' page. At the top, there is a navigation bar with tabs: MY LOCATIONS, HOME, LOCATION, CHILD INFORMATION (highlighted with a red box), TOOLS, and ADDITIONAL OPTIONS. Below this is a sub-navigation bar with tabs: CHILD ROSTER, CHILD SEARCH, CHILD INFORMATION UPLOAD (highlighted with a red box), and WAITING LIST. 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 the 'Child Information Upload Summary' heading, a dropdown menu (Select..), and a 'GO' button. The main content area contains the following text:

For a tour of the child information upload process, [click here](#).

Welcome to the Child Information Upload Summary page! Here, you can view all of the child data that you have uploaded or updated within the past 90 days.

To upload children, [download the latest Child Information Template here](#).

To learn more about the child information upload process, [view more](#).

At the bottom, there are two buttons: 'UPLOAD CHILD INFORMATION' and 'VIEW UPLOAD HISTORY'. Below these is a table header with columns: Select all, Last Name, First Name, Date of Birth, Uploaded By, Upload Date, Last Update By, and Last Update On. The table body currently shows 'No data found'.

Figure 50 Child Information Upload - Template

Automatic Upload Steps:

1. Access the Child Information template via the *Child Information Upload Summary* screen.
2. Enable and complete the Child Information template.
3. Create a .CSV file for upload by clicking the **[SAVE]** button on the template.
4. Upload the Child Information template by clicking the **[Child Information Upload]** button and browsing for the .CSV file.
5. Confirm the Child Information Upload.

5.1.1 Child Information Upload Summary

Navigate to the *Child Information Upload Summary* screen to:

- Access the latest Child Information Template or
- View a summary for all children that were successfully uploaded from a *Child Information Template*, but not processed.

To navigate to the *Child Information Upload Summary*:

Steps:

1. Select the **[CHILD INFORMATION]** link in the ELN header menu, and then the **[CHILD INFORMATION UPLOAD]** link in the sub-header, OR,

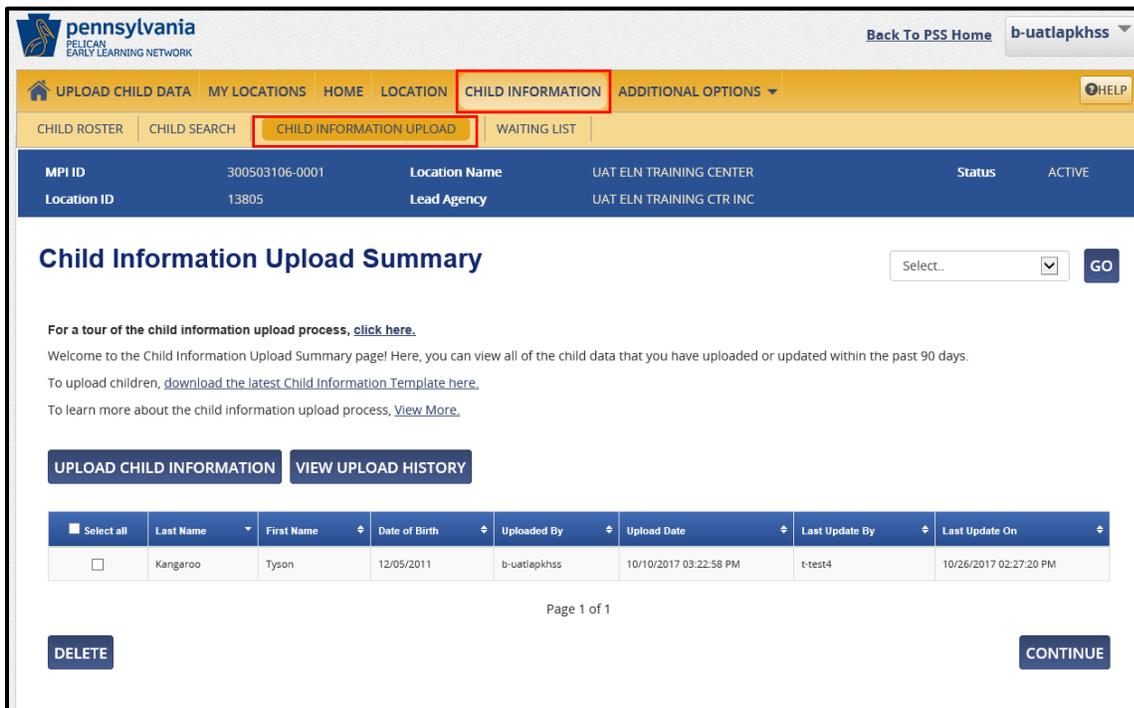


Figure 51 ELN Header - Child Information Upload

2. Select the **[GO]** button for the *Child Information Upload* on the *Upload Child Data Home* page.



Figure 52 Upload Child Data Home - Child Information Upload Summary

The *Child Information Upload Summary* page displays.

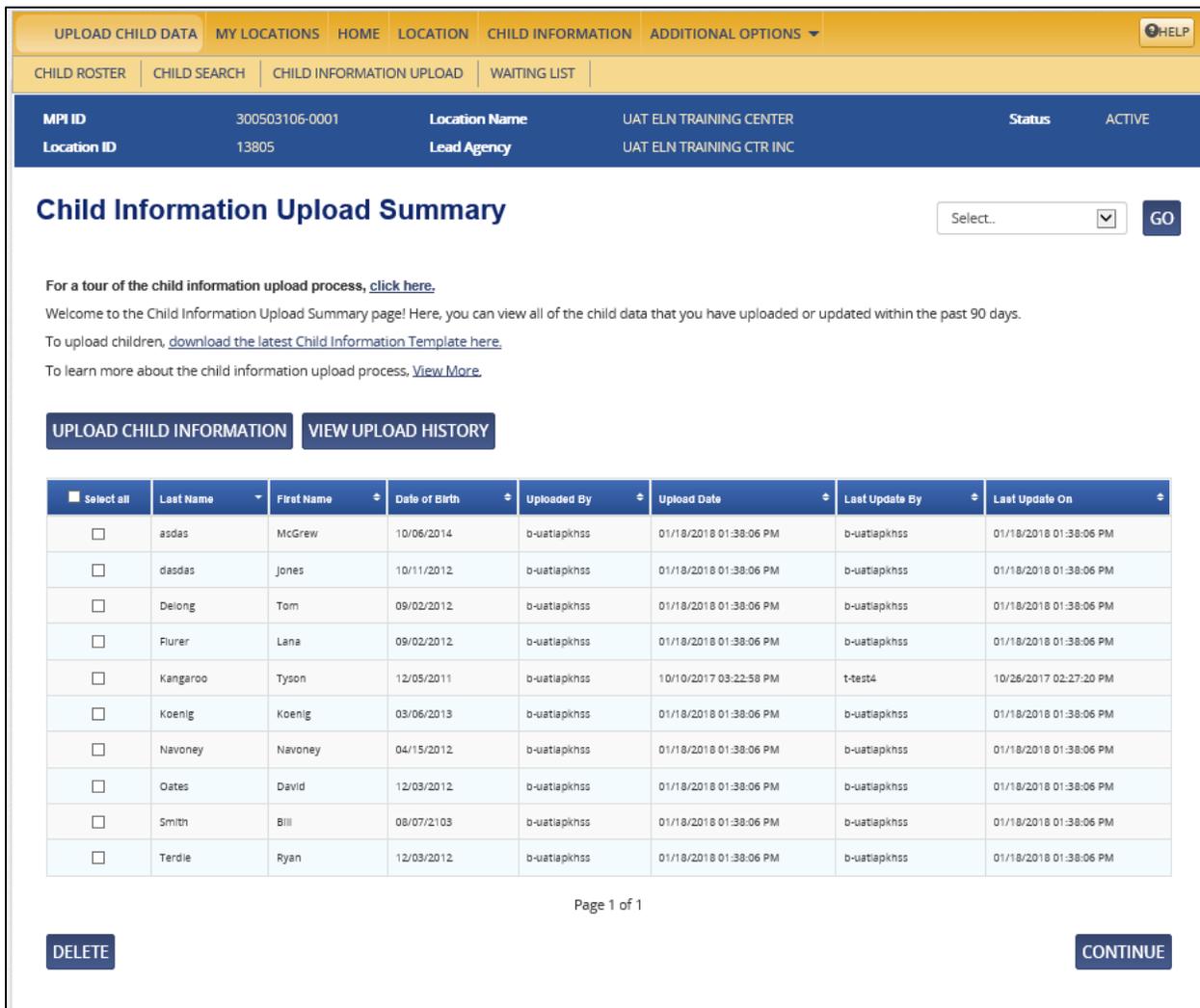


Figure 53 Child Information Upload Screen

5.1.2 Child Information Template Upload

Child Information Template. This template allows a user to enter Child Demographic and Parent/Legal Guardian Information for upload into ELN. The user can also save their progress and create an upload file (.CSV).

NOTE: If uploading children for multiple locations, use a separate *Child Information Template* for each location. Saving each location’s *Child Information Template* in a separate folder on the user’s computer will make managing the information easier.

Steps to navigate to the template:

1. Select Download the latest **Child Information Template** here hyperlink located on the *Child Information Upload Summary*.

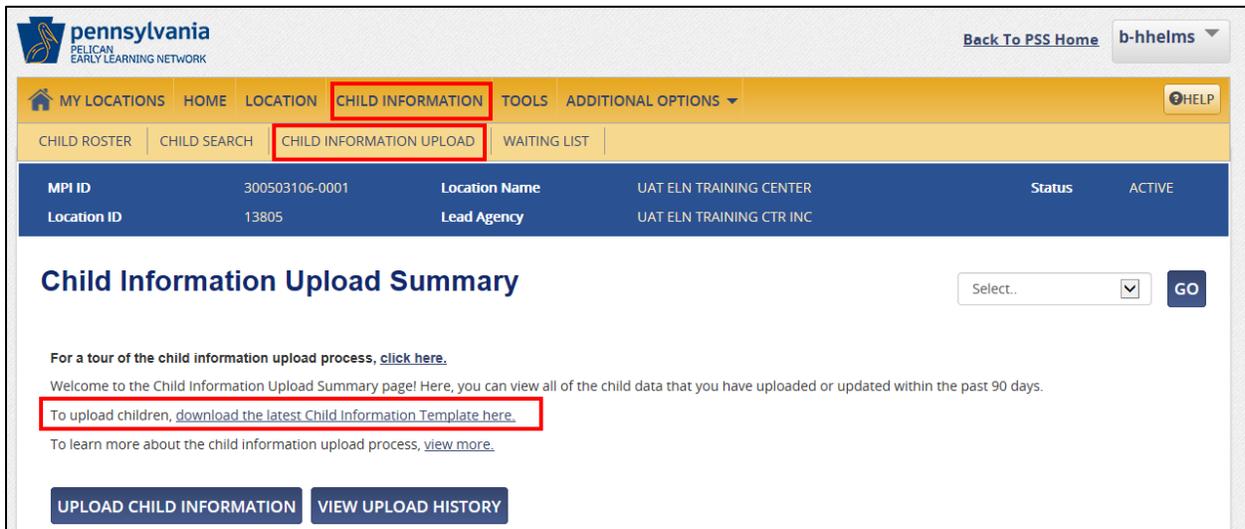


Figure 54 Child Information Upload Template 2

2. Select the [**Child Information Template**] hyperlink on the *Child Information Upload* screen.



Figure 55 Child Information Upload Template - Download

5.1.3 Child Information Upload Template

The *Child Information Template* will open with macro functionality supported for Microsoft Excel 2010 and later. This template allows the user to enter Child Demographic and Parent/Legal Guardian Information for multiple children.

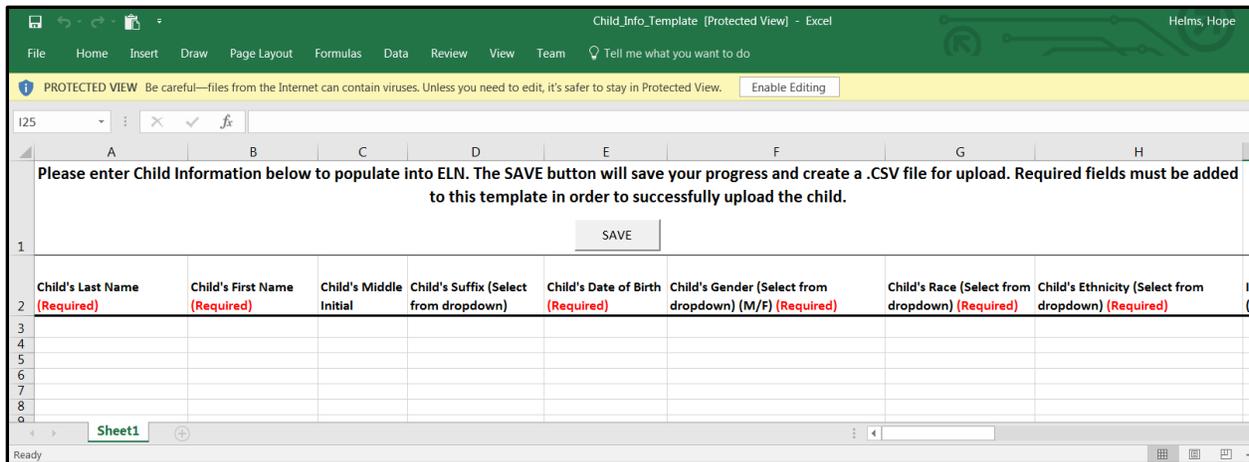


Figure 56 Child Information Upload Excel Template

Note: Click on the [ENABLE CONTENT] button to enter data.

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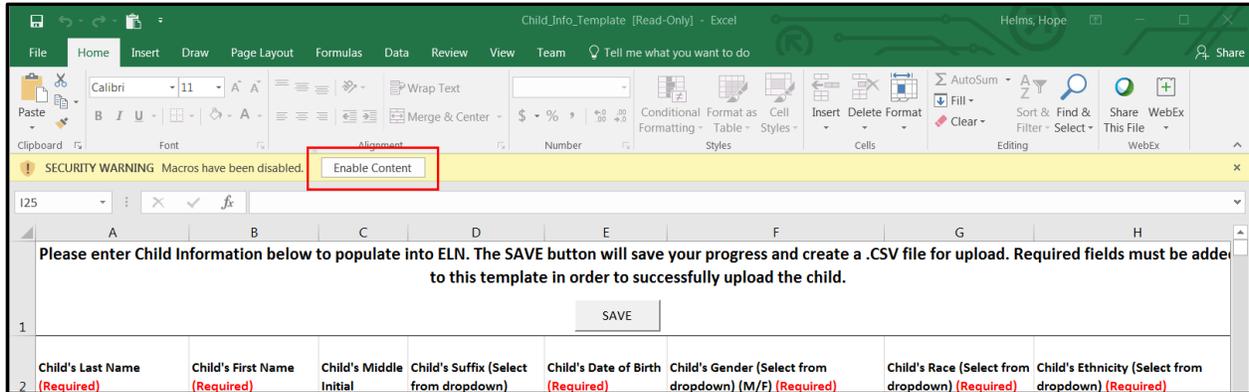


Figure 57 Child Information Upload Template - Enable Content

The data fields that can be completed for each child are listed below. NOTE: The following fields are **required** and must be completed on the template to successfully upload the child data.

- Last Name:** Enter child's last name.
- First Name:** Enter child's first name.
- Date of Birth:** Enter the date the child was born in the format MM/DD/YYYY.
- Gender:** Use the dropdown list to select child's gender.
- Ethnicity:** Use the dropdown list to select child's ethnicity.
- Race:** Use the dropdown list to select the child's race. The available options are:
 - Black or African American
 - American Indian or Alaskan
 - Asian
 - White
 - Other
 - Native Hawaiian or Pacific
 - Unknown

Program Information: Use the dropdown list to select the programs the child is enrolled in for the specified location.

5.1.4 Save Child Information Upload Template

The macro functionality enabled on the template will prevent the user from editing row one and two, columns A through AE.

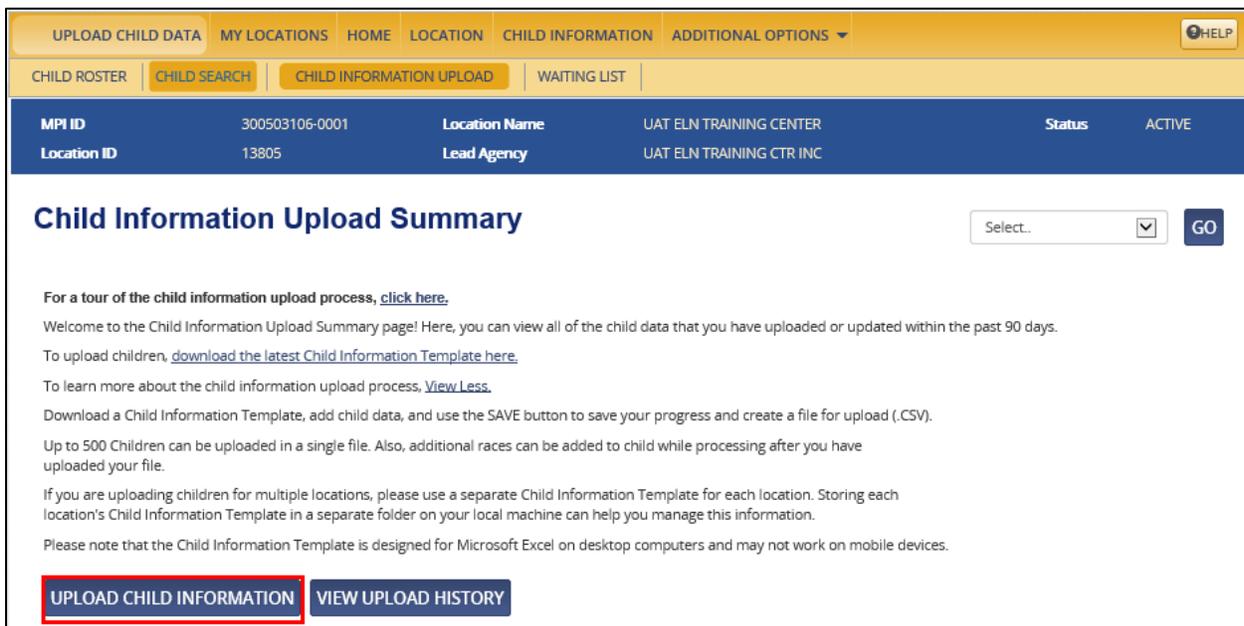
To save the file to upload to ELN, or to continue working on the file later, click the **[SAVE]** button at the top of the template.

- A file explorer is launched to browse for a folder.
- Click **[OK]** to save the template.
 - Two files will be created when the user clicks **[OK]**:
 - Child Information Template (Child_Info_Template.xlsm)
 - Upload File (Upload_Child_Info.csv)
- The Child Information Template will close after saving.

HELPFUL TIP! If uploading children for multiple locations, consider saving the template in location specific folders to make managing the information easier.

5.1.5 Child Information Upload

To navigate to the *Child Information Upload* screen, select the **[UPLOAD CHILD INFORMATION]** button on the *Child Information Upload Summary* screen.



UPLOAD CHILD DATA | MY LOCATIONS | HOME | LOCATION | CHILD INFORMATION | ADDITIONAL OPTIONS ▾

CHILD ROSTER | CHILD SEARCH | CHILD INFORMATION UPLOAD | WAITING LIST

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

Child Information Upload Summary

Select.. ▾ **GO**

For a tour of the child information upload process, [click here](#).

Welcome to the Child Information Upload Summary page! Here, you can view all of the child data that you have uploaded or updated within the past 90 days.

To upload children, [download the latest Child Information Template here](#).

To learn more about the child information upload process, [View Less](#).

Download a Child Information Template, add child data, and use the SAVE button to save your progress and create a file for upload (.CSV).

Up to 500 Children can be uploaded in a single file. Also, additional races can be added to child while processing after you have uploaded your file.

If you are uploading children for multiple locations, please use a separate Child Information Template for each location. Storing each location's Child Information Template in a separate folder on your local machine can help you manage this information.

Please note that the Child Information Template is designed for Microsoft Excel on desktop computers and may not work on mobile devices.

UPLOAD CHILD INFORMATION | VIEW UPLOAD HISTORY

Figure 58 Child Information Upload Summary - Upload Child Information

The *Child Information Upload* screen allows users to browse for and upload a Child Upload file (.csv) on their local machines.

Child Information Upload

You may use the Child Information Template to facilitate new child entry. Once the information is uploaded, you may review each child before submitting as if you were entering the children's information manually.

You can download the latest Child Information Template [here](#). Open the file called Child_Info_Template.xlsm and add key demographic and parent/legal guardian information for each child. Once you are finished, click the SAVE button within the template to save your work and create the "Upload_Child_Info.csv" file for upload. Then, browse for your file below.

Once your file has been processed and scanned for viruses, the children will appear on the Child Information Upload Summary page.

File Name:

Figure 59 Child Information Upload - Browse for File

Steps:

1. Browse and select the **Upload_Child_Info.csv** file saved previously.
2. Click the **[CONTINUE]** button to upload the .csv file to ELN.
3. The file will be scanned for viruses. Once the file is determined to be safe, click **[CONTINUE]**.
4. The *Child Information Upload Confirmation* screen displays.

5.1.6 Child Information Upload - Confirmation

The *Child Information Upload Confirmation* page is loaded when the **[CONTINUE]** button is selected from the *Child Information Upload* screen.

The confirmation page displays the number of children uploaded from the *Child Information Template*.

Child Information Upload

There are 505 children on the upload file for this location.

Children Successfully Uploaded

485 child(ren) have been successfully uploaded from the file.

Children Unsuccessfully Uploaded

15 child(ren) have not been uploaded from the file because their First Name, Last Name, or Date of Birth was not entered.

5 child(ren) have not been uploaded from the file because over 500 children were on the upload file.

You may edit child data and confirm data accuracy after clicking CONTINUE. Additional children can be manually entered by selecting the CREATE NEW CHILD button on the Child Roster or Child Search screens.

CONTINUE

Figure 60 Child Information Upload - Confirmation

Click **[CONTINUE]** to navigate to the *Child Information Upload Summary* page to complete the enrollment process.

To access the records that have been uploaded, but not yet processed:

- Select the **[CHILD RECORD(S)]** by clicking on the checkbox(es).
- Click **[CONTINUE]**.

The *Child Information Summary - Uploading* screen is displayed for the first record selected. This completes the upload process. To continue enrolling children, access the *Child Information Summary* screen.

5.1.7 Child Information Summary - Uploading

The *Child Information Summary* screen displays the Child Demographic Information, Parent/Legal Guardian Information, Income Information, and Risk Factor Information for the record selected from the *Child Information Upload Summary*.

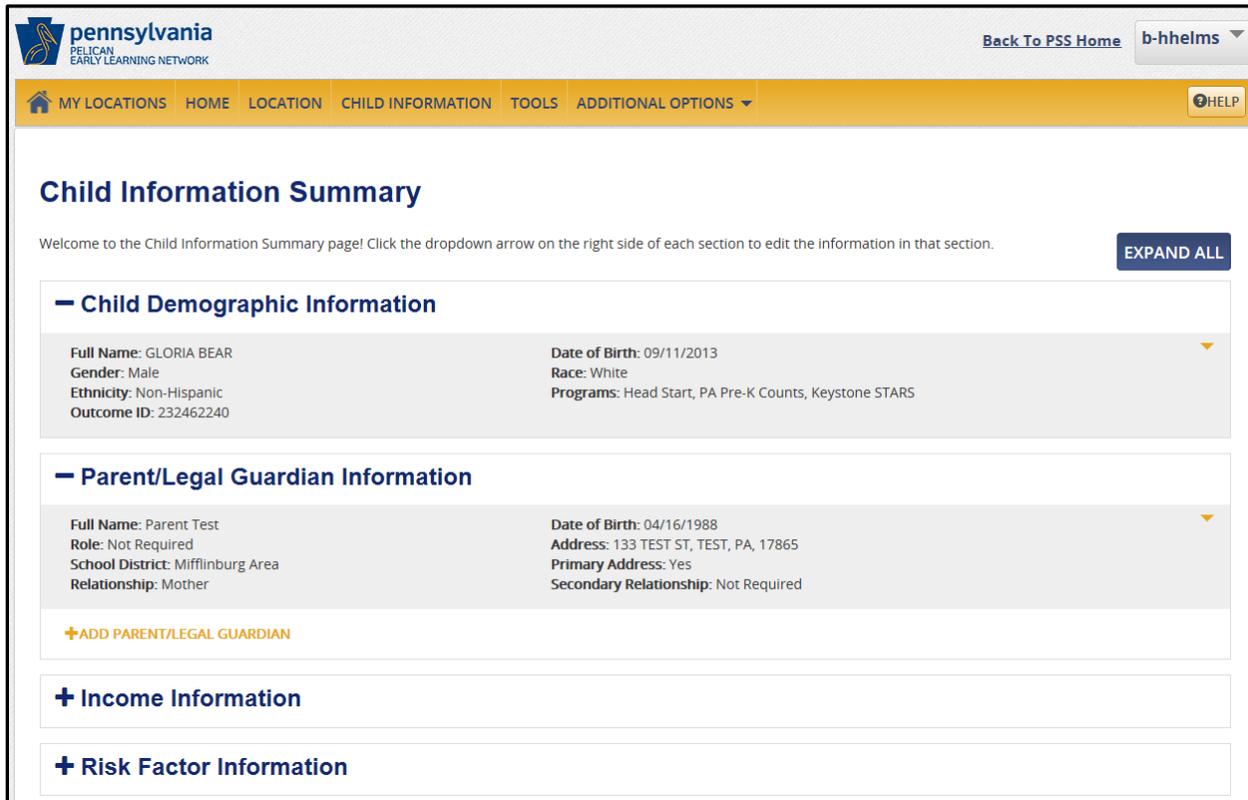


Figure 61 Child Information Summary - Update Information

5.2 Child Demographic Information

The *Child Demographic Information* screen includes all the required information pertaining to a child. Users can enter this information when creating the child or update the information if the child already exists.

To navigate to the *Child Demographic Information* screen,

- Select the **[CREATE NEW CHILD]** button on the *Child Roster* screen, OR,
- Select the **[ACTION DROPDOWN ARROW]** to the right of the *Child Demographic Information* section and click **[EDIT]**.

— Child Demographic Information

<p>Full Name: GLORIA BEAR Gender: Male Ethnicity: Non-Hispanic Outcome ID: 232462240</p>	<p>Date of Birth: 09/11/2013 Race: White Programs: Head Start, PA Pre-K Counts, Keystone STARS</p>
---	---

EDIT
HISTORY

Figure 62 Child Information Summary - Edit Child Demographic Action Dropdown

The *Child Demographic Information* screen opens.

Child Demographic Information

Please enter the demographic information below for the child.

First Name: <small>(required)</small>	Middle Initial:	Last Name: <small>(required)</small>	Suffix:
<input type="text" value="GLORIA"/>	<input type="text"/>	<input type="text" value="BEAR"/>	<input type="text" value=""/>
Date of Birth: <small>(required)</small>	Gender: <small>(required)</small>	Race: <small>(required)</small>	Ethnicity: <small>(required)</small>
<input type="text" value="09/11/2013"/>	<input type="text" value="Male"/>	<input type="text" value="Selected (1)"/>	<input type="text" value="Non-Hispanic"/>

SSN: - - Is English the 1st language for the Child?
 Yes No

Program Information

Programs this child is enrolled in for this location:

CANCEL

SAVE

Figure 63 Child Demographic Information - Update and Save

1. Enter child demographics information as described below and then click **[SAVE]** to continue.

- | | |
|------------------------|--|
| Last Name: | Enter child’s last name. |
| First Name: | Enter child’s first name. |
| Middle Initial: | Not required. Enter a middle initial for the child if known. |
| Suffix: | Not required. Enter a suffix if the child has one. |
| Date of Birth: | Enter the date the child was born in the format MM/DD/YYYY. |
| Gender: | Use the dropdown list to select child’s gender. |

Ethnicity:	Use the dropdown list to select child's ethnicity.
Race:	Use the dropdown list to select the child's race. The available options are: <ul style="list-style-type: none">▪ Black or African American▪ American Indian or Alaskan▪ Asian▪ White▪ Other▪ Native Hawaiian or Pacific▪ Unknown
SSN:	Not Required. Enter the Social Security Number in the boxes provided. NOTE: The last five digits of the SSN are acceptable if the parent or legal guardian does not wish to provide the entire SSN.
English the 1st language:	Click the appropriate radio button to indicate if English is or is not the child's first language.
Program Information:	Use the dropdown list to select the programs the child is enrolled in for the specified location.

5.3 Child Clearance

The *Child Clearance* screen allows users to view and validate an entered child against the Master Client Index (MCI) for creation in the system.

Navigate to the *Child Clearance* page by selecting **[SUBMIT]** on the *Child Information Summary* when creating an uploaded child from the *Child Information Upload Summary* screen.

Child Clearance

The information you have entered is similar to a child record on file in our database. The child may have a record on file because they participated in other child services programs or have a prior enrollment.

Based on this information, we have performed a comparison and calculated a Match Score. The higher the percentage, the more likely it is that the child you entered matches one of the records already on file. A Match Score of 90 or above is considered a likely match. Match Scores will be 100 only if there are matching Social Security Numbers on each child's record.

Please review the possible matches below and determine if the records match the child you are attempting to create. By selecting an existing record, you will overwrite the information entered with the information on file. If none of the records below are a match, please select the Create New Child button.

Last	First	MI	Suffix	DOB	Gender	SSN
Winkeler	Kirsten	M		11/20/2012	F	

If a child listed below matches the entered child above, click the Select radio button associated with the match and click SAVE.

Select	Last	First	MI	Suffix	DOB	Gender	SSN	Match Score
<input type="radio"/>	Winkeler	Kristen			08/14/2014	F	xxx-xx-4573	90
<input type="radio"/>	Winkler	Kiersten	M		11/20/2012	F	xxx-xx-4738	80
<input type="radio"/>	Winkeler	Kristen	S		09/14/2014	F		70

Create New Child

CANCEL
SAVE

Figure 64 Child Clearance

The *Child Clearance* page occurs when the new child information entered is a possible match to an existing child record that has been previously entered in to PELICAN. It is important to review the potential matches and determine if the new child record is in fact a match to an existing record.

If the match is true, select the correct match and click **[SAVE]**.

Match is found.

Step 1 – Click on the **[radio button]** for the record that matches the new child entered.

Step 2 – Click **[SAVE]**.

Child Clearance

The information you have entered is similar to a child record on file in our database. The child may have a record on file because they participated in other child services programs or have a prior enrollment.

Based on this information, we have performed a comparison and calculated a Match Score. The higher the percentage, the more likely it is that the child you entered matches one of the records already on file. A Match Score of 90 or above is considered a likely match. Match Scores will be 100 only if there are matching Social Security Numbers on each child's record.

Please review the possible matches below and determine if the records match the child you are attempting to create. By selecting an existing record, you will overwrite the information entered with the information on file. If none of the records below are a match, please select the Create New Child button.

Last	First	MI	Suffix	DOB	Gender	SSN
Winkler	Kirsten	M		11/20/2012	F	

If a child listed below matches the entered child above, click the Select radio button associated with the match and click SAVE.

Select	Last	First	MI	Suffix	DOB	Gender	SSN	Match Score
<input checked="" type="radio"/>	Winkler	Kristen			08/14/2014	F	xxx-xx-4573	90
<input type="radio"/>	Winkler	Kiersten	M		11/20/2012	F	xxx-xx-4738	80
<input type="radio"/>	Winkler	Kirsten	S		09/14/2014	F		70

Create New Child

CANCEL
SAVE

Figure 65 Child Clearance - Match Found

Match is NOT found.

Step 1 – Select the **[Create New Child]**.

Step 2 – Click **[SAVE]**.

Child Clearance

The information you have entered is similar to a child record on file in our database. The child may have a record on file because they participated in other child services programs or have a prior enrollment.

Based on this information, we have performed a comparison and calculated a Match Score. The higher the percentage, the more likely it is that the child you entered matches one of the records already on file. A Match Score of 90 or above is considered a likely match. Match Scores will be 100 only if there are matching Social Security Numbers on each child's record.

Please review the possible matches below and determine if the records match the child you are attempting to create. By selecting an existing record, you will overwrite the information entered with the information on file. If none of the records below are a match, please select the Create New Child button.

Last	First	MI	Suffix	DOB	Gender	SSN
Winkeler	Kirsten	M		11/20/2012	F	

If a child listed below matches the entered child above, click the Select radio button associated with the match and click SAVE. ⓘ

Select	Last	First	MI	Suffix	DOB	Gender	SSN	Match Score
<input type="radio"/>	Winkeler	Kristen			08/14/2014	F	xxx-xx-4573	90
<input type="radio"/>	Winkler	Kiersten	M		11/20/2012	F	xxx-xx-4738	80
<input type="radio"/>	Winkeler	Kirsten	S		09/14/2014	F		70

Create New Child

CANCEL
SAVE

Figure 66 Child Clearance - No Match Found

5.4 Child Demographic Information History

The *Child Demographic Information History* page displays a history of changes made to the *Child Demographic Information* record.

To navigate to the *Child Demographic Information History* page,

- Select the **[HISTORY]** hyperlink within the *Child Demographic Information* Action Dropdown on the *Child Information Summary* screen.

Child Demographic Information History											
First Name	Middle Initial	Last Name	Suffix	Date of Birth	Gender	Race	Ethnicity	SSN	Programs this child is enrolled in for this location	Last Update By	Last Update On
Leslie	O	Bohn		10/31/2014	Female	Asian	Non-Hispanic		Head Start,Keystone STARS	b-uatlapkhss	01/19/2018 12:22:14 pm
Leslie	O	Bohn		10/31/2014	Female	Asian	Non-Hispanic		Head Start	b-uatlapkhss	01/19/2018 12:21:47 pm
Leslie		Bohn		10/31/0014	Female	Asian	Non-Hispanic		Head Start	b-uatlapkhss	09/29/2017 09:47:11 am

[BACK TO CHILD INFORMATION SUMMARY](#)

Figure 67 Child Demographic Information History - Review Child History

- Click **[BACK TO CHILD INFORMATION SUMMARY]** to continue the enrollment process and to review / edit the child information for submission.

5.5 Parent/Legal Guardian Information

The *Parent/Legal Guardian Information* page is used to capture or update parent/legal guardian information pertaining to a child.

To navigate to the *Parent/Legal Guardian Information* page,

- Select **[EDIT]** or **[ADD PARENT/LEGAL GUARDIAN]** on the *Child Information Summary* when creating a new child or editing an existing child.

Parent/Legal Guardian Information

Please enter any Parent/Legal Guardian Information for this child below. Additional Parent/Legal Guardian Information may be added from the Child Information Summary page or by clicking SAVE AND ADD ANOTHER.

Demographic Information

First Name: <small>(required)</small> <input type="text" value="Parent"/>	Middle Initial: <input type="text"/>	Last Name: <small>(required)</small> <input type="text" value="Test"/>	Suffix: <input type="text" value=""/>
Gender: <small>(required)</small> <input type="text" value="Female"/>	Date of Birth: <input type="text" value="04/14/1988"/>	Relationship to Child: <small>(required)</small> <input type="text" value="Mother"/>	
Secondary Relationship to Child: <small>(required)</small> <input type="text" value="Not Required"/>	Role: <small>(required)</small> <input type="text" value="Not Required"/>		

Address

Address Line 1: <small>(required)</small> <input type="text" value="131 Test Street"/>	Address Line 2: <input type="text"/>	City: <small>(required)</small> <input type="text" value="Test"/>	State: <small>(required)</small> <input type="text" value="Pennsylvania"/>
County: <small>(required)</small> <input type="text" value="Union"/>	Zip Code: <small>(required)</small> <input type="text" value="17863"/>	School District of Residence: <small>(required)</small> <input type="text" value="Abington"/>	

Primary Address

Contact Information

Phone: Email:

Send correspondence to this person ?

Other Information

Highest level of education completed?
Highest level of education of birth mother?

Employment Status:

CANCEL
SAVE

Figure 68 Parent/Legal Guardian Information

Enter all required information for the child. Additional Parent/Legal Guardian Information may be added by clicking **[SAVE AND ADD ANOTHER]** or from the *Child Information Summary* page.

First Name: Enter parent or legal guardian’s first name.

Middle Initial: Not required. Enter a middle initial for the parent or legal guardian.

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- Last Name:** Enter parent or legal guardian's last name.
- Suffix:** Not required. Enter suffix, as needed, for the parent or legal guardian.
- Gender:** Use the dropdown list to select the parent or legal guardian's gender.
- Date of Birth:** Enter date of birth for the parent or legal guardian.
- Relationship to Child (field 1):** Select from dropdown list.
- Father
 - Mother
 - Grandparent
 - Guardian
 - Other
- Relationship to Child (field 2):** Select from dropdown list.
- Biological
 - Foster
 - Adoptive
 - Step Parent
 - Other
- Role:** Select from dropdown list.
- Primary Guardian
 - Secondary Guardian
 - Legal Guardian
 - Caregiver
 - Support Team Member
 - Power of Attorney
 - Living Will
 - Fiscal Guardianship
 - Representative Payee
 - Personal Guardianship
 - Substitute Decision Maker
 - Child Care Worker
 - Case Worker
 - Primary Care Physician
 - Specialist
- Address Line 1:** Enter parent or legal guardian's street address.

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Address Line 2:	Not Required. Enter additional address information if needed.
City:	Enter parent or legal guardian's city.
State:	Use the dropdown list to select the parent or legal guardian's state.
Zip:	Enter parent or legal guardian's zip code.
County:	Enter parent or legal guardian's county.
School District of Residence:	Use the dropdown list to select the school district based on the residence of the parent or legal guardian. <i>NOTE - if State is not PA, please select Provider's School District.</i>
Primary Address:	Click on the [CHECK BOX] to indicate the address entered is the primary address for the child.
Phone:	Not Required. Enter parent or legal guardian's phone number.
Email:	Not Required. Enter parent or legal guardian's email address.
Send Correspondence:	Click on the [CHECK BOX] to indicate correspondence should be sent to the parent or legal guardian being entered.
Highest level of education:	Use the dropdown list to select the parent or legal guardian's highest level of education completed.
Birth Mother – education:	Use the dropdown list to select the birth mother's highest level of education completed.
Employment Status:	Use the dropdown list to select the parent or legal guardian's employment status.

Select **[SAVE AND ADD ANOTHER]** to save the *Parent/Legal Guardian Information* and perform *Address Clearance*.

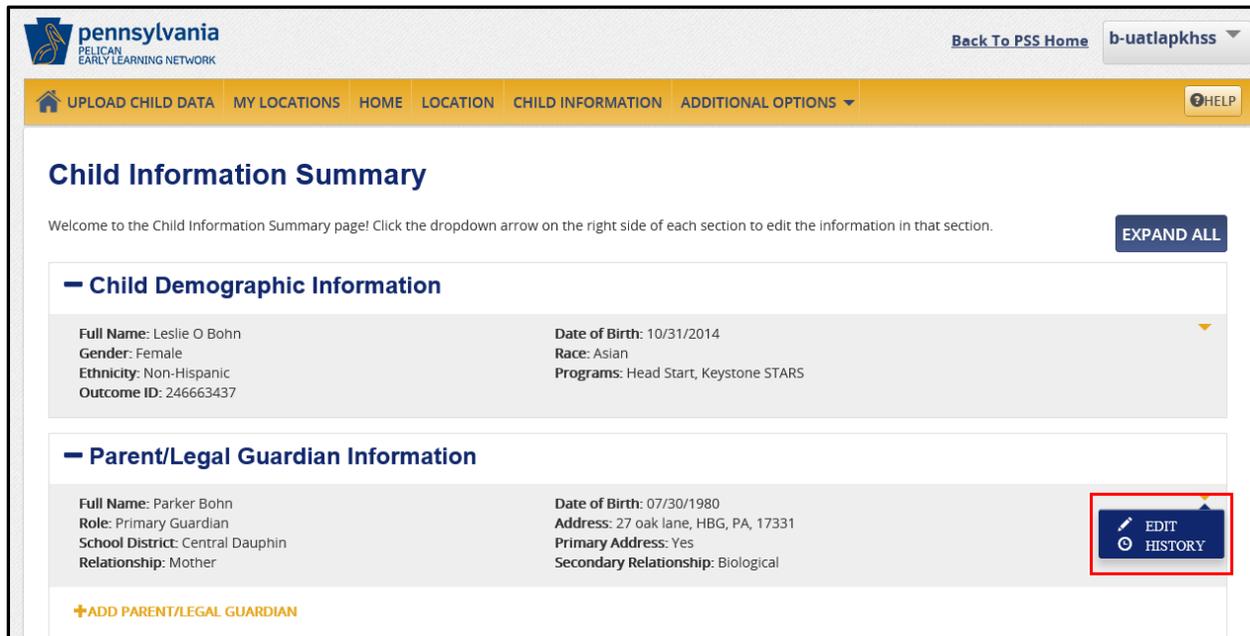
Select **[SAVE]** to add new parent / legal guardian information and perform *Address Clearance*.

5.6 Parent/Legal Guardian Information History

The *Parent/Legal Guardian Information History* screen displays a history of changes made to a Parent/Legal Guardian Information record.

To navigate to the *Parent/Legal Guardian Information History* screen,

- Select the **[HISTORY]** hyperlink within the *Parent/Legal Guardian Information Action* Dropdown on the *Child Information Summary* screen.



The screenshot shows the 'Child Information Summary' page. At the top, there is a navigation bar with 'UPLOAD CHILD DATA', 'MY LOCATIONS', 'HOME', 'LOCATION', 'CHILD INFORMATION', and 'ADDITIONAL OPTIONS'. Below this, the page title 'Child Information Summary' is displayed. A welcome message states: 'Welcome to the Child Information Summary page! Click the dropdown arrow on the right side of each section to edit the information in that section.' There is an 'EXPAND ALL' button on the right. The page is divided into two main sections: 'Child Demographic Information' and 'Parent/Legal Guardian Information'. The 'Parent/Legal Guardian Information' section is expanded, showing details for Parker Bohn, including full name, role, school district, relationship, date of birth, address, primary address, and secondary relationship. A dropdown menu is visible on the right side of this section, with 'EDIT' and 'HISTORY' options highlighted by a red box. At the bottom of the section, there is a '+ADD PARENT/LEGAL GUARDIAN' button.

Figure 69 Child Information Summary - Parent/Legal Guardian Information Action Dropdown

The *Parent/Legal Guardian Information History* screen is displayed. To view the complete historic data for a parent / legal guardian:

- Select the radio button for the parent/legal guardian
- Click **[VIEW]**
- Click **[BACK TO CHILD INFORMATION SUMMARY]** to continue

Parent/Legal Guardian Information History

Please select a radio button for a historic Parent/Legal Guardian information record and click VIEW to see the complete data.

Select	Full Name	Last Update By	Last Update On
<input checked="" type="radio"/>	Bohn, Parker	b-uatiapkss	10/24/2017 11:46:39 AM
<input type="radio"/>	Bohn, Parker	b-uatiapkss	10/16/2017 03:10:27 PM
<input type="radio"/>	Bohn, Parker	b-uatiapkss	09/29/2017 09:50:49 AM

VIEW

Demographic Information

First Name: Parker Middle Initial: Last Name: Bohn Suffix:

Gender: Female Date of Birth: 07/30/1979 Relationship to Child: Mother

Secondary Relationship to Child: Biological Role: Primary Guardian

Address

Address Line 1: 27 oak lane Address Line 2: City: HBG State: Pennsylvania

County: Dauphin Zip Code: 17331 School District of Residence: Central Dauphin

Primary Address

Contact Information

Phone: Email:

Send correspondence to this person

Other Information

Highest level of education completed?

Employment Status:

BACK TO CHILD INFORMATION SUMMARY

Figure 70 Parent/Legal Guardian Information History - View History

New Provider User Training Guide

5.7 Address Clearance

The *Address Clearance* screen allows users to review and validate the appropriate mailing address when creating a new child.

To navigate to the *Address Clearance* screen,

- Select **[SAVE]** on the *Parent/Legal Guardian Information* screen after entering or editing address information

The *Address Clearance* page occurs when the new address information entered is a possible match to an existing address record that has been previously entered in to PELICAN. It is important to review the potential matches and determine if the new address record is in fact a match to an existing record.

Address Clearance

The information you have entered is similar to an address we already have stored in our database.

Please read the matches below to see if the records match the address you are attempting to enter. Selecting an existing record will overwrite the information you have entered with the information we have stored and validate the address. If none of the matches are correct, please select the Continue With Unverified Address radio button.

Below is the information you have entered for this address.

Address Line 1	Address Line 2	Address Line 3	City	State	Zip
123 Anystreet			Anytown	PA	17012

If an address listed below matches the entered address above, click the Select radio button associated with the match and click SAVE. ?

Select	Address Line 1	Address Line 2	Address Line 3	City	State	Zip
<input type="radio"/>	123 ANYSTREET			ANYTOWN	PA	17012

Continue With Unverified Address

CANCEL
SAVE

Figure 71 Address Clearance - Verification

If the match is true, select the correct match and click **[SAVE]**.

Match is found.

Step 1 – Click on the **[radio button]** for the record that matches the new address entered.

Step 2 – Click **[SAVE]**.

New Provider User Training Guide

Address Clearance

The information you have entered is similar to an address we already have stored in our database.

Please read the matches below to see if the records match the address you are attempting to enter. Selecting an existing record will overwrite the information you have entered with the information we have stored and validate the address. If none of the matches are correct, please select the Continue With Unverified Address radio button.

Below is the information you have entered for this address.

Address Line 1	Address Line 2	Address Line 3	City	State	Zip
123 Anystreet			Anytown	PA	17012

If an address listed below matches the entered address above, click the Select radio button associated with the match and click SAVE. ?

Select	Address Line 1	Address Line 2	Address Line 3	City	State	Zip
<input checked="" type="radio"/>	123 ANYSTREET			ANYTOWN	PA	17012

Continue With Unverified Address

Figure 72 Address Clearance - Match Found

If there is no valid match, do not select an entry. To continue, select **[CONTINUE WITH UNVERIFIED ADDRESS]**.

Match is NOT found.

Step 1 – Select the **[CONTINUE WITH UNVERIFIED ADDRESS]**

Step 2 – Click **[SAVE]**

Address Clearance

The information you have entered is similar to an address we already have stored in our database.

Please read the matches below to see if the records match the address you are attempting to enter. Selecting an existing record will overwrite the information you have entered with the information we have stored and validate the address. If none of the matches are correct, please select the Continue With Unverified Address radio button.

Below is the information you have entered for this address.

Address Line 1	Address Line 2	Address Line 3	City	State	Zip
123 Anystreet			Anytown	PA	17012

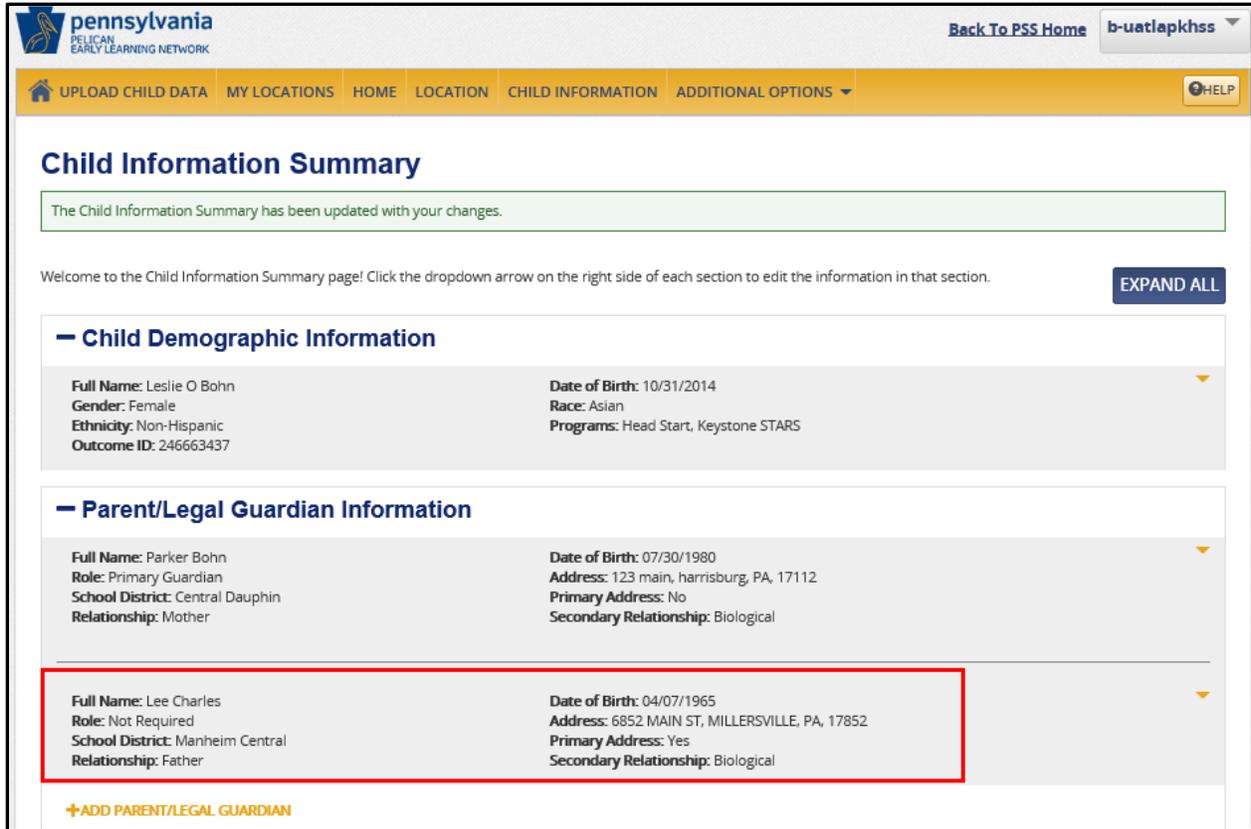
If an address listed below matches the entered address above, click the Select radio button associated with the match and click SAVE. ?

Select	Address Line 1	Address Line 2	Address Line 3	City	State	Zip
<input type="radio"/>	123 ANYSTREET			ANYTOWN	PA	17012

Continue With Unverified Address

Figure 73 Address Clearance - No Match Found

The *Child Information Summary* screen is displayed with the Parent/Legal Guardian Information section updated.



Child Information Summary

The Child Information Summary has been updated with your changes.

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

— Child Demographic Information

Full Name: Leslie O Bohn Gender: Female Ethnicity: Non-Hispanic Outcome ID: 246663437	Date of Birth: 10/31/2014 Race: Asian Programs: Head Start, Keystone STARS
--	---

— Parent/Legal Guardian Information

Full Name: Parker Bohn Role: Primary Guardian School District: Central Dauphin Relationship: Mother	Date of Birth: 07/30/1980 Address: 123 main, harrisburg, PA, 17112 Primary Address: No Secondary Relationship: Biological
Full Name: Lee Charles Role: Not Required School District: Manheim Central Relationship: Father	Date of Birth: 04/07/1965 Address: 6852 MAIN ST, MILLERSVILLE, PA, 17852 Primary Address: Yes Secondary Relationship: Biological

[+ADD PARENT/LEGAL GUARDIAN](#)

Figure 74 Child Information Summary - Parent/Legal Guardian Information Updated

5.8 Income Information

The *Income Information* page is used to capture or update income information pertaining to a child’s household.

Navigate to the *Income Information* page by selecting **[EDIT]** or **[ADD INCOME INFORMATION]** on the *Child Information Summary* when creating a new child or editing an existing child.

Income Information

Please enter income information pertaining to this child's household below. Use the CALCULATE button to determine the household's Federal Poverty Level Percentage.

Date of Income Verification per Program Guidance in [Enrollment and Documentation of Children's At-Risk Status for Pre-K Counts Announcement?](#) (required)

Including the child, how many people are in the household? (required)

What is the annual household income? (required)

Federal Poverty Level Percentage: 173.73 % **CALCULATE**

CANCEL **SAVE**

Figure 75 Income Information - Updating Income Information

Steps:

1. Enter the required income information.
2. Click **[CALCULATE]** to determine the Federal Poverty Level Percentage.
3. Click **[SAVE]** to return to the *Child Information Summary* screen with the Income Information section being updated.
4. **[CANCEL]** will close the *Income Information* page and return to the *Child Information Summary* screen without the Income Information section being updated.

5.9 Risk Factors

The *Risk Factors* page allows users to enter risk factor information for children.

To navigate to the *Risk Factors* page, select **[EDIT]** or **[ADD RISK FACTOR]** on the *Child Information Summary* when creating a new child or editing an existing child.

New Provider User Training Guide

Risk Factors

Please enter any risk factors for this child below. Additional risk factors may be added from the Child Information Summary page or by clicking **SAVE AND ADD ANOTHER**.

Risk Factor: (required)

Select... ▼

Risk Factor Begin Date: (required) Risk Factor End Date:

CANCEL
SAVE AND ADD ANOTHER
SAVE

Figure 76 Risk Factors - Edit Information

Steps:

1. Enter the risk factor information by typing a response or selecting from the dropdown list.
2. Click **[SAVE AND ADD ANOTHER]** to enter additional risk factor(s).
3. Click **[SAVE]** to return to the *Child Information Summary* page with the risk factor section updated.
4. **[CANCEL]** will close the *Risk Factors* page and return to the *Child Information Summary* page without the risk factor section being updated.

5.10 Risk Factors History

The *Risk Factors History* screen displays a history of changes made to a Risk Factor record.

Navigate to the *Risk Factors History* screen by selecting the **[HISTORY]** hyperlink within the Risk Factors Information Action Dropdown arrow.

Risk Factors History

Risk Factor	Risk Factor Detail	Risk Factor Begin Date	Risk Factor End Date	Last Update By	Last Update On
Migrant(non-immigrant)/Seasonal Student		08/01/2017	08/01/2017	b-uatiapkss	10/24/2017 12:01:57 PM
Migrant(non-immigrant)/Seasonal Student		08/01/2016		b-uatiapkss	10/24/2017 12:01:57 PM

BACK TO CHILD INFORMATION SUMMARY

Figure 77 Risk Factors History

Click **[BACK TO CHILD INFORMATION SUMMARY]** to continue.

5.11 Child Information Upload Summary – Additional Functions

Back To PSS Home
b-uatlapkhs

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

CHILD ROSTER
CHILD SEARCH
CHILD INFORMATION UPLOAD
WAITING LIST

MPI ID: 300503106-0001
Location ID: 13805

Location Name: UAT ELN TRAINING CENTER
Lead Agency: UAT ELN TRAINING CTR INC

Status: ACTIVE

Child Information Upload Summary

For a tour of the child information upload process, [click here](#).

Welcome to the Child Information Upload Summary page! Here, you can view all of the child data that you have uploaded or updated within the past 90 days.

To upload children, [download the latest Child Information Template here](#).

To learn more about the child information upload process, [View Less](#).

Download a Child Information Template, add child data, and use the SAVE button to save your progress and create a file for upload (.CSV).

Up to 500 Children can be uploaded in a single file. Also, additional races can be added to child while processing after you have uploaded your file.

If you are uploading children for multiple locations, please use a separate Child Information Template for each location. Storing each location's Child Information Template in a separate folder on your local machine can help you manage this information.

Please note that the Child Information Template is designed for Microsoft Excel on desktop computers and may not work on mobile devices.

<input type="checkbox"/> Select all	Last Name	First Name	Date of Birth	Uploaded By	Upload Date	Last Update By	Last Update On
<input type="checkbox"/>	asdas	McGrew	10/06/2014	b-uatlapkhs	01/18/2018 01:38:06 PM	b-uatlapkhs	01/18/2018 01:52:56 PM
<input type="checkbox"/>	dasdas	Jones	10/11/2012	b-uatlapkhs	01/18/2018 01:38:06 PM	b-uatlapkhs	01/18/2018 01:38:06 PM
<input type="checkbox"/>	DeLong	Tom	09/02/2012	b-uatlapkhs	01/18/2018 01:38:06 PM	b-uatlapkhs	01/18/2018 01:38:06 PM
<input type="checkbox"/>	Fiurer	Lana	09/02/2012	b-uatlapkhs	01/18/2018 01:38:06 PM	b-uatlapkhs	01/18/2018 01:38:06 PM
<input type="checkbox"/>	Kangaroo	Tyson	12/05/2011	b-uatlapkhs	10/10/2017 03:22:58 PM	t-test4	10/26/2017 02:27:20 PM
<input type="checkbox"/>	Koenig	Koenig	03/06/2013	b-uatlapkhs	01/18/2018 01:38:06 PM	b-uatlapkhs	01/18/2018 01:38:06 PM
<input type="checkbox"/>	Navoney	Navoney	04/15/2012	b-uatlapkhs	01/18/2018 01:38:06 PM	b-uatlapkhs	01/18/2018 01:38:06 PM
<input type="checkbox"/>	Oates	David	12/03/2012	b-uatlapkhs	01/18/2018 01:38:06 PM	b-uatlapkhs	01/18/2018 01:38:06 PM
<input type="checkbox"/>	Smith	Bill	08/07/2103	b-uatlapkhs	01/18/2018 01:38:06 PM	b-uatlapkhs	01/18/2018 01:38:06 PM
<input type="checkbox"/>	Terdie	Ryan	12/03/2012	b-uatlapkhs	01/18/2018 01:38:06 PM	b-uatlapkhs	01/18/2018 01:38:06 PM

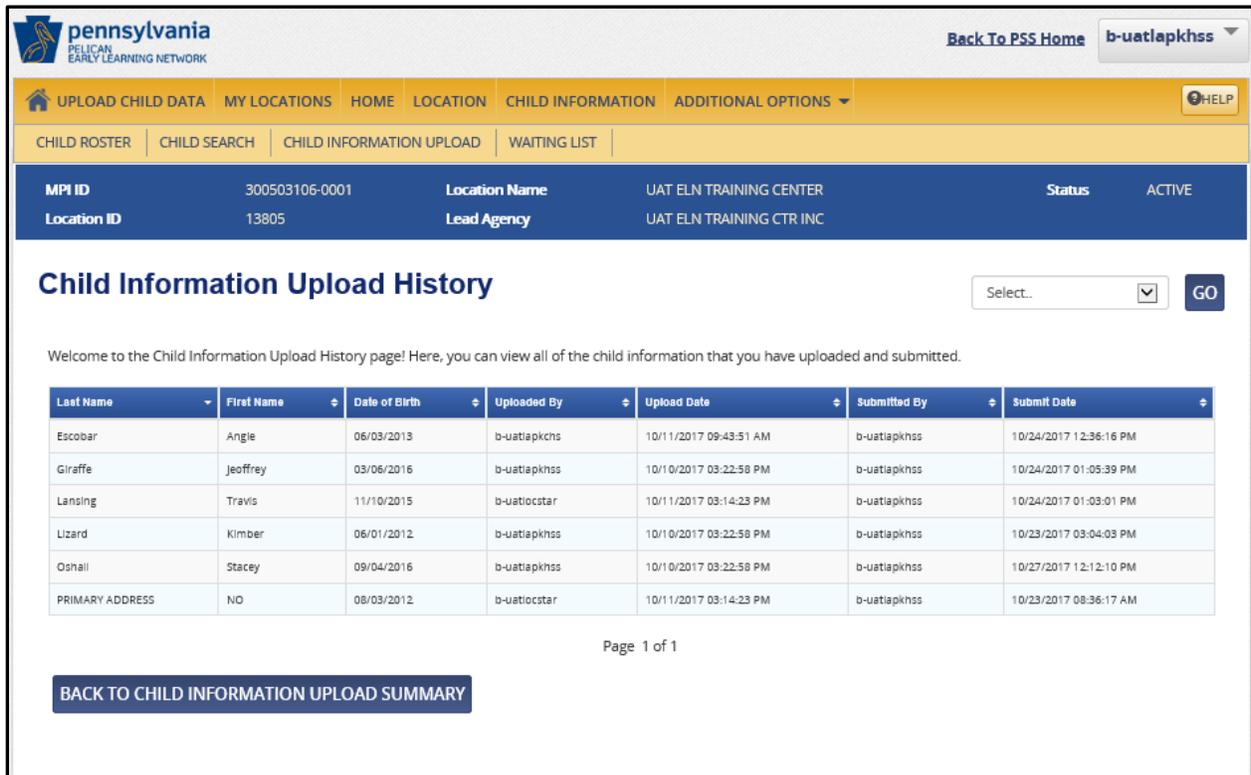
Page 1 of 1

Figure 78 Child Information Upload Summary - Additional Functions

5.11.1 Child Information Upload History

The *Child Information Upload History* screen shows a history of all children that were submitted from the *Child Information Upload Summary* screen. Users can review the children that were successfully added to a specified location.

Navigate to the *Child Information Upload History* screen by selecting the **[VIEW UPLOAD HISTORY]** button on the *Child Information Upload Summary* screen.



Child Information Upload History

Welcome to the Child Information Upload History page! Here, you can view all of the child information that you have uploaded and submitted.

Last Name	First Name	Date of Birth	Uploaded By	Upload Date	Submitted By	Submit Date
Escobar	Angle	06/03/2013	b-uatiapkhs	10/11/2017 09:43:51 AM	b-uatiapkhs	10/24/2017 12:36:16 PM
Giraffe	Jeffrey	03/06/2016	b-uatiapkhs	10/10/2017 03:22:58 PM	b-uatiapkhs	10/24/2017 01:05:39 PM
Lansing	Travis	11/10/2015	b-uatiocstar	10/11/2017 03:14:23 PM	b-uatiapkhs	10/24/2017 01:03:01 PM
Lizard	Kimber	06/01/2012	b-uatiapkhs	10/10/2017 03:22:58 PM	b-uatiapkhs	10/23/2017 03:04:03 PM
Oshall	Stacey	09/04/2016	b-uatiapkhs	10/10/2017 03:22:58 PM	b-uatiapkhs	10/27/2017 12:12:10 PM
PRIMARY ADDRESS	NO	08/03/2012	b-uatiocstar	10/11/2017 03:14:23 PM	b-uatiapkhs	10/23/2017 08:36:17 AM

Page 1 of 1

BACK TO CHILD INFORMATION UPLOAD SUMMARY

Figure 79 Child Information Upload History – View Child Information History

Select **[BACK TO CHILD INFORMATION UPLOAD SUMMARY]** to continue.

5.12 Manual – Child Enrollment

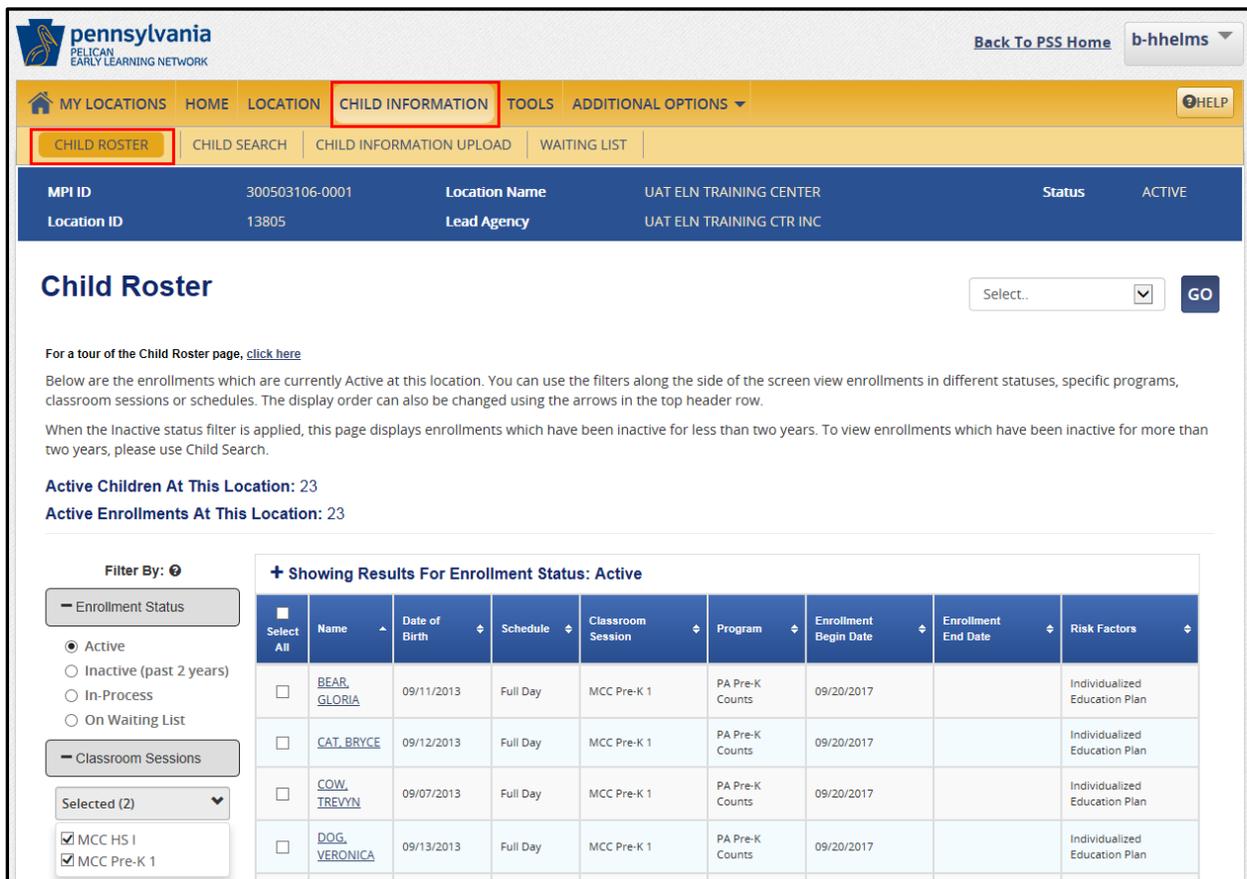
The **manual child enrollment** process allows users to capture and display the Child Demographic Information, Parent/Legal Guardian Information, Income Information, Risk Factor Information, Enrollment Information for a specified Location, and All Enrollments when creating or editing a child record.

To begin the manual child enrollment process, navigate to the *Child Roster* for a specific location.

5.12.1 Child Roster

The *Child Roster* screen shows enrollment records at the location the user is currently viewing.

To navigate to the *Child Roster* screen, select the **[CHILD INFORMATION]** link in the ELN header main menu and then select the **[CHILD ROSTER]** in the sub-header.



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

Classroom Sessions

Selected (2)

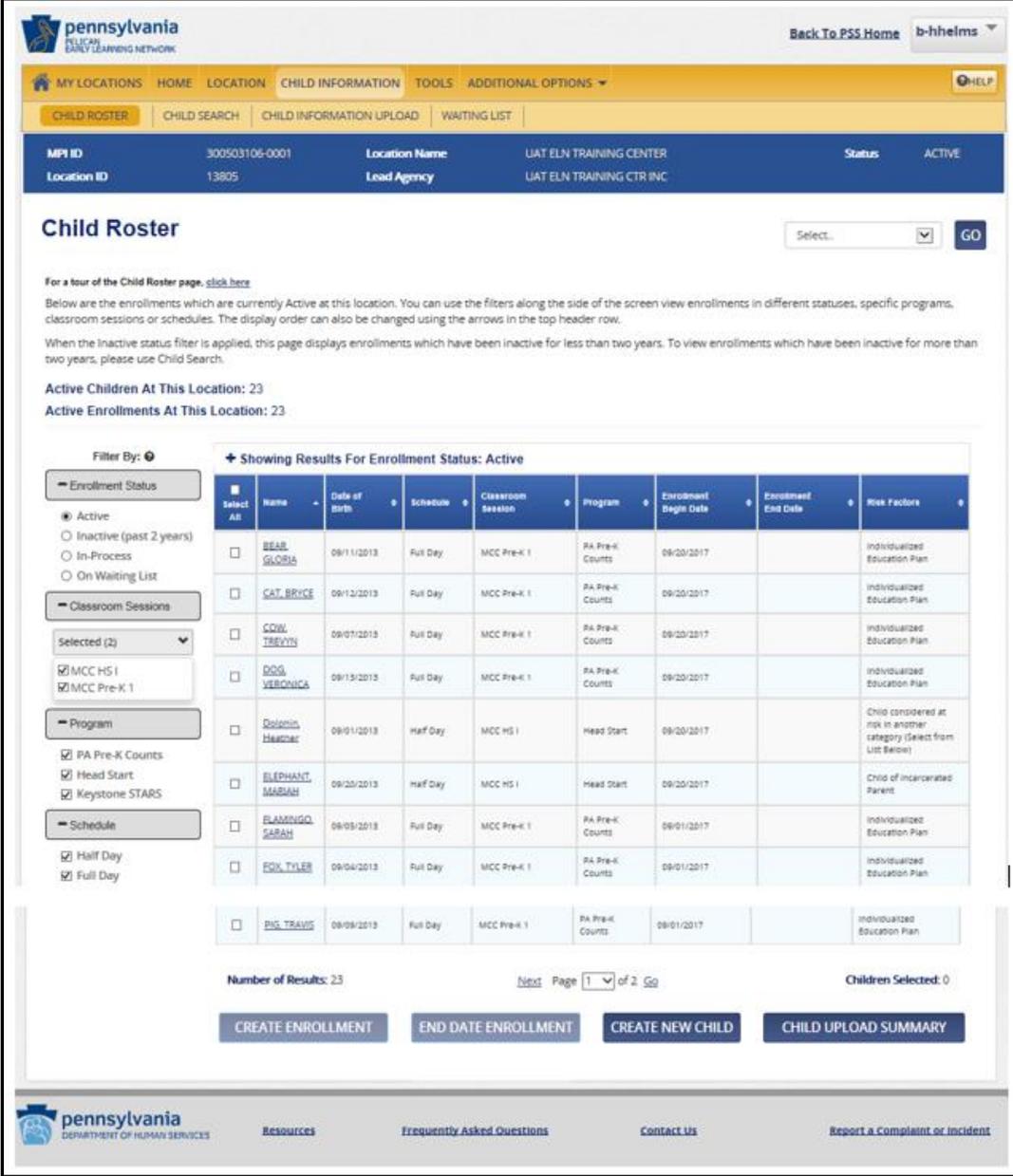
- MCC HS 1
- MCC Pre-K 1

+ 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
<input type="checkbox"/>	CAT, BRYCE	09/12/2013	Full Day	MCC Pre-K 1	PA Pre-K Counts	09/20/2017		Individualized Education Plan
<input type="checkbox"/>	COW, TREVYN	09/07/2013	Full Day	MCC Pre-K 1	PA Pre-K Counts	09/20/2017		Individualized Education Plan
<input type="checkbox"/>	DOG, VERONICA	09/13/2013	Full Day	MCC Pre-K 1	PA Pre-K Counts	09/20/2017		Individualized Education Plan

Figure 80 ELN Header - Child Roster

The *Child Roster* screen is displayed and shows enrollment records at the location the user is currently viewing.



Child Roster

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
- Classroom Sessions
 - Selected (2)
 - MCC HS I
 - MCC Pre-K 1
- Program
 - PA Pre-K Counts
 - Head Start
 - Keystone STARS
- Schedule
 - Half Day
 - Full Day

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	08/11/2013	Full Day	MCC Pre-K 1	PA Pre-K Counts	09/20/2017		Individualized Education Plan
<input type="checkbox"/>	CAT, BRUCE	09/12/2013	Full Day	MCC Pre-K 1	PA Pre-K Counts	09/20/2017		Individualized Education Plan
<input type="checkbox"/>	COW, TREVYN	09/07/2013	Full Day	MCC Pre-K 1	PA Pre-K Counts	09/20/2017		Individualized Education Plan
<input type="checkbox"/>	DOG, VERONICA	09/13/2013	Full Day	MCC Pre-K 1	PA Pre-K Counts	09/20/2017		Individualized Education Plan
<input type="checkbox"/>	Dejamin, Huzmar	08/01/2013	Half Day	MCC HS I	Head Start	09/20/2017		Child considered at risk in another category (Select from List Below)
<input type="checkbox"/>	ELEDHANT, MASHAH	09/20/2013	Half Day	MCC HS I	Head Start	09/20/2017		Child of incarcerated Parent
<input type="checkbox"/>	ELAMINGO, SARAH	09/03/2013	Full Day	MCC Pre-K 1	PA Pre-K Counts	09/01/2017		Individualized Education Plan
<input type="checkbox"/>	FOX, TYLER	09/04/2013	Full Day	MCC Pre-K 1	PA Pre-K Counts	09/01/2017		Individualized Education Plan
<input type="checkbox"/>	FIG, TRAVIS	08/09/2013	Full Day	MCC Pre-K 1	PA Pre-K Counts	09/01/2017		Individualized Education Plan

Number of Results: 23 Next Page 1 of 2 Go Children Selected: 0

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Figure 81 Child Roster

The *Child Roster* screen shows results for ACTIVE enrollment status. To view INACTIVE enrollments from the previous two years, click the **[INACTIVE]** radio button.

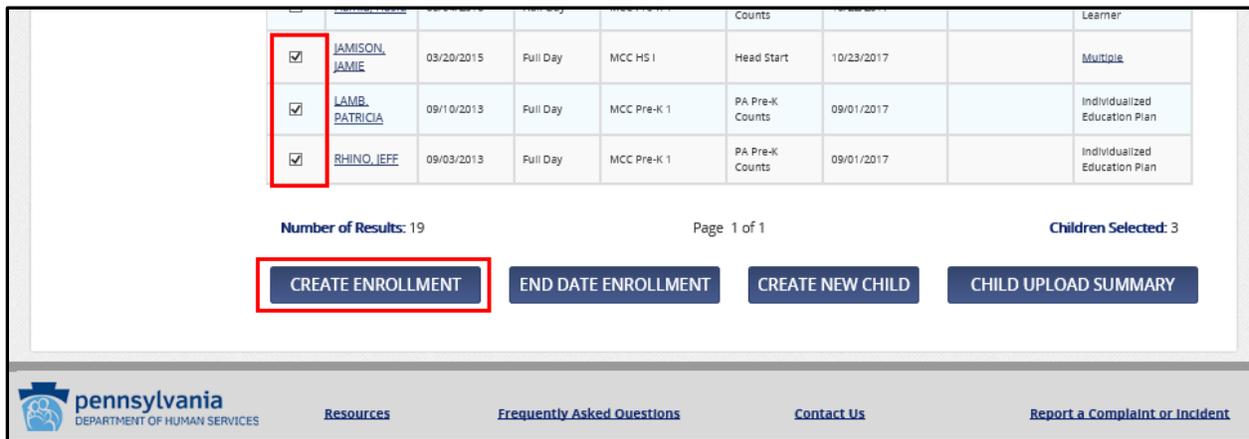
Users can perform the following enrollment actions from the *Child Roster*:

1. Create Enrollment
2. End-Date Enrollment
3. Create New Child

5.12.2 Create Enrollment

To create new enrollment, the user must select one or more ACTIVE records displayed on the *Child Roster*.

1. Select the radio button next to the desired ACTIVE child record(s).
 - a. Once records are selected, the **CREATE ENROLLMENT** button is activated.
2. Select the **[CREATE ENROLLMENT]** button.



	Child Name	DOB	Enrollment Type	Program	Counts	Start Date	End Date	Learner
<input checked="" type="checkbox"/>	JAMISON, JAMIE	03/20/2015	Full Day	MCC HS 1	Head Start	10/23/2017		Multiple
<input checked="" type="checkbox"/>	LAMB, PATRICIA	09/10/2013	Full Day	MCC Pre-K 1	PA Pre-K Counts	09/01/2017		Individualized Education Plan
<input checked="" type="checkbox"/>	RHINO, JEFF	09/03/2013	Full Day	MCC Pre-K 1	PA Pre-K Counts	09/01/2017		Individualized Education Plan

Number of Results: 19 Page 1 of 1 Children Selected: 3

CREATE ENROLLMENT END DATE ENROLLMENT CREATE NEW CHILD CHILD UPLOAD SUMMARY

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Figure 82 Child Roster - Create Enrollment

The Create Enrollments screen is displayed.

Create Enrollments

3 enrollments will be created when you click SAVE.

Please enter all the necessary information below to create enrollments for the selected children.

Location: UAT ELN TRAINING CENTER

Classroom Session: <i>(required)</i>	Program: <i>(required)</i>
Select... ▼	Select... ▼
Sub-Program: <i>(required)</i>	Lead Agency - Grant ID: <i>(required)</i>
Select... ▼	Select... ▼
Funding Source: <i>(required)</i>	Enrollment Begin Date: <i>(required)</i>
Select... ▼	<input type="text"/>
Days for this Session: <i>(required)</i>	Hours for this Session: <i>(required)</i>
<input type="text"/> Select... ▼	<input type="text"/> Select... ▼
Schedule for this Session: <i>(required)</i>	
Select... ▼	

Figure 83 Create Enrollments

The *Create Enrollments* page allows users to select one or more children from the *Child Roster* and enroll them in one action.

Enter all **required** fields by typing in or using the dropdown lists to select a response.

Once all required data has been entered, select the **[SAVE]** button to validate the information. The *Create Enrollments Summary* is displayed.

The *Create Enrollments Summary* shows a summary of what enrollments were and were not created after the user performed a **bulk** create enrollments action

Create Enrollments Summary

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

Enrollments Successfully Created

— 2 Enrollment(s) were successfully created.

- RHINO, JEFF
- LAMB, PATRICIA

Enrollments Not Created

— 1 Enrollment(s) were not created. The enrollment cannot be saved because the child has an existing, active Head Start enrollment.

- JAMISON, JAMIE

CONTINUE

Figure 84 Create Enrollments Summary

By selecting the **[CONTINUE]** button, the summary page is closed and the user is returned to the *Child Roster*.

5.12.3 End-Date Enrollments

The *End-Date Enrollments* screen is used to end-date enrollments in bulk for children selected on the *Child Roster*.

To end-date a child(ren) enrollment record(s)

1. Select the radio button for one or more children on the *Child Roster* to be end-dated
2. Once the records are selected, the **END-DATE ENROLLMENT** button is activated.

<input checked="" type="checkbox"/>	LAMB, PATRICIA	09/10/2013	Full Day	Am&PM	Head Start	12/01/2017		Individualized Education Plan
<input checked="" type="checkbox"/>	LAMB, PATRICIA	09/10/2013	Full Day	MCC Pre-K 1	PA Pre-K Counts	09/01/2017		Individualized Education Plan
<input checked="" type="checkbox"/>	RHINO, JEFF	09/03/2013	Full Day	MCC Pre-K 1	PA Pre-K Counts	09/01/2017		Individualized Education Plan

Number of Results: 21 Next Page 1 of 2 Go Children Selected: 3


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Figure 85 End Date Enrollments

The *End-Date Enrollments* screen is displayed

End-Date Enrollments

3 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)*

Figure 86 End Date Enrollments - End-Dating

Steps:

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 the **[CANCEL]** button to return to the previous screen without making changes.
4. Click **[SAVE]** to validate the enrollment information. The *End-Date Enrollments Summary* screen 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

+ 2 Enrollment(s) were successfully end-dated.

- LAMB, PATRICIA
- RHINO, JEFF

Enrollments Not End Dated

- 1 Enrollment(s) were not end-dated. Children 36 months or older cannot be enrolled in Early Head Start.

- LAMB, PATRICIA

CONTINUE

Figure 87 End Date Enrollments Summary

The *End-Date Enrollments Summary* screen shows a summary of what enrollments were and were not end-dated after the user performs a bulk end-date enrollment action.

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

5.12.4 Create New Child

If a user is unable to find an existing ACTIVE or INACTIVE record for the child to be enrolled, they will create a new child record for enrollment.

- To create a new child, select the **[CREATE NEW CHILD]** button from the *Child Roster*.

Number of Results: 28
Next Page 1 of 2 Go
Children Selected: 0

CREATE ENROLLMENT
END DATE ENROLLMENT
CREATE NEW CHILD
CHILD UPLOAD SUMMARY


Resources
Frequently Asked Questions
Contact Us
Report a Complaint or Incident

Figure 88 Create New Child

New Provider User Training Guide

The *Child Demographic Information* screen is displayed.

Child Demographic Information

Please enter the demographic information below for the child.

First Name: <small>(required)</small>	Middle Initial:	Last Name: <small>(required)</small>	Suffix:
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input style="border-bottom: none; border-right: none; border-top: none; border-left: none; width: 100%;" type="text"/> <input type="button" value="v"/>
Date of Birth: <small>(required)</small>	Gender: <small>(required)</small>	Race: <small>(required)</small>	Ethnicity: <small>(required)</small>
<input type="text"/>	<input style="border-bottom: none; border-right: none; border-top: none; border-left: none; width: 100%;" type="text"/> <input type="button" value="v"/>	<input type="text" value="Select all that apply"/>	<input style="border-bottom: none; border-right: none; border-top: none; border-left: none; width: 100%;" type="text"/> <input type="button" value="v"/>
SSN: <small>?</small>	Is English the 1st language for the Child?		
<input style="width: 20px; border-bottom: none; border-right: none; border-top: none; border-left: none;" type="text"/> - <input style="width: 20px; border-bottom: none; border-right: none; border-top: none; border-left: none;" type="text"/> - <input style="width: 20px; border-bottom: none; border-right: none; border-top: none; border-left: none;" type="text"/>	<input type="radio"/> Yes <input type="radio"/> No		

Program Information

Programs this child is enrolled in for this location: ? (required)

Figure 89 Child Demographic Information

- Enter child demographics information as described below and then click **[SAVE]** to continue.

Last Name:	Enter child's last name.
First Name:	Enter child's first name.
Middle Initial:	Not required. Enter a middle initial for the child if known.
Suffix:	Not required. Enter a suffix if the child has one.
Date of Birth:	Enter the date the child was born in the format MM/DD/YYYY.
Gender:	Use dropdown list to select child's gender.
Ethnicity:	Use the dropdown list to select child's ethnicity.
Race:	Use the dropdown list to select the child's race. The available options are: <ul style="list-style-type: none"> ▪ Black or African American ▪ American Indian or Alaskan ▪ Asian

- White
- Other
- Native Hawaiian or Pacific
- Unknown

SSN: Not Required. Enter the Social Security Number in the boxes provided. NOTE: The last five digits of the SSN are acceptable if the parent or legal guardian does not wish to provide the entire SSN.

English the 1st language: Click the appropriate radio button to indicate if English is or is not the child's first language.

Program Information: Use the dropdown list to select the programs the child is enrolled in for the specified location.

3. Click the **[SAVE]** button to continue.
 - a. If the system identifies a potential matching record for the child entered, the *Child Clearance* screen is displayed. (See page [57](#) for additional information on the *Child Clearance* screen)
 - i. Complete the child clearance process and continue to enter the pertinent child demographic information.
 - b. If the system DOES NOT identify a potential matching record for the child entered, the *Child Information Summary* page is displayed with the Child Demographic information section updated.
 - c. Continue to enter information to complete the following sections of the *Child Information Summary* screen:
 - i. Parent/Legal Guardian Information
 - ii. Income Information
 - iii. Risk Factors

For more information on these topics, see the corresponding sections in this *Training Guide*.

5.13 Additional Information

5.13.1 Cancel - Confirmation

The *Cancel Confirmation* screen is displayed to confirm any changes a user made will not be saved in the system.

Select the **[CANCEL]** button to return to the previous screen without making any changes. The *Cancel Confirmation* screen is loaded for review.

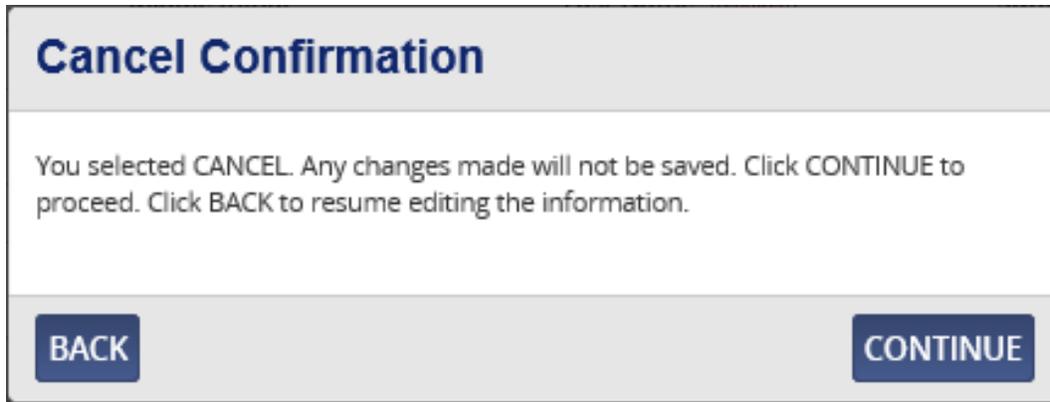


Figure 90 Cancel Confirmation

Select **[BACK]** to return to the previous screen and resume editing.

Select **[CONTINUE]** to close the *Cancel Confirmation* screen and return to the previous screen without making updates.

5.13.2 Delete - Confirmation

The *Delete Confirmation* screen is displayed to confirm that a record will be permanently deleted from the system.

Select the **[DELETE]** button to delete the selected records. A *Delete Confirmation* screen is loaded for review.

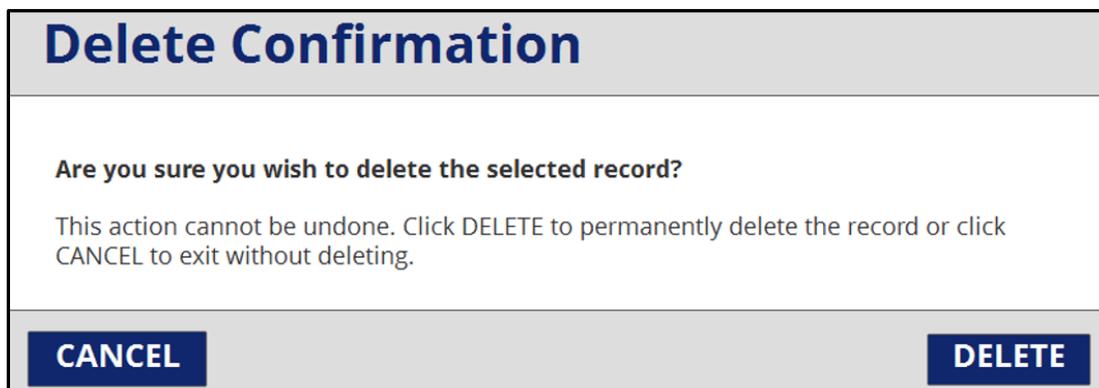


Figure 91 Delete Confirmation

Select **[CANCEL]** to exit without deleting the record selected.

Select **[DELETE]** to continue deleting the record.

5.0 TRANSFER CHILD(REN) AND STAFF

6.1 Transfer Home

The *Transfer Home* screen allows users to access Child Transfers and Staff Member Transfers functionality.

To navigate to the *Transfer Home* screen, select **[TOOLS]** from the top header menu and then, **[TRANSFERS]** from the sub-navigation menu.

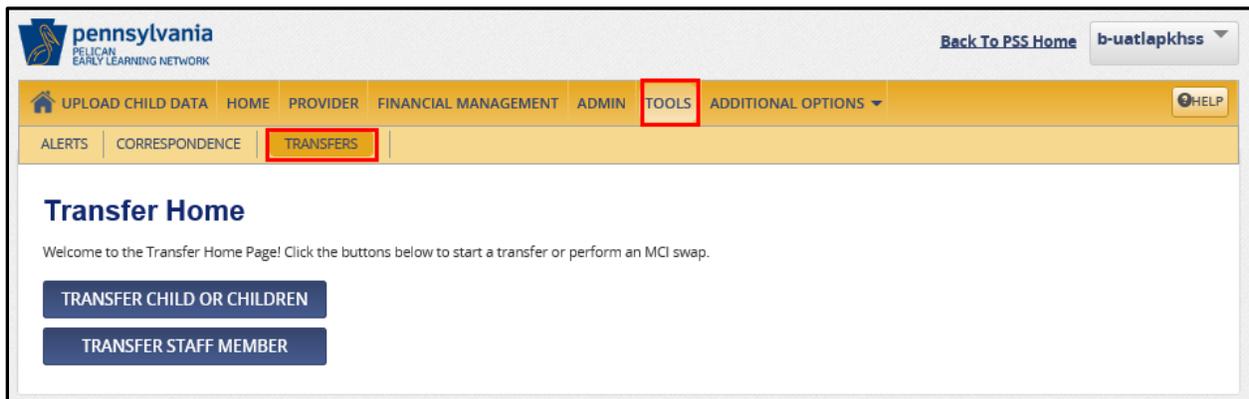


Figure 92 ELN Header - Transfer Home

6.2 Transfer Children

Select the **[TRANSFER CHILD OR CHILDREN]** button from the *Transfer Home* page to continue.

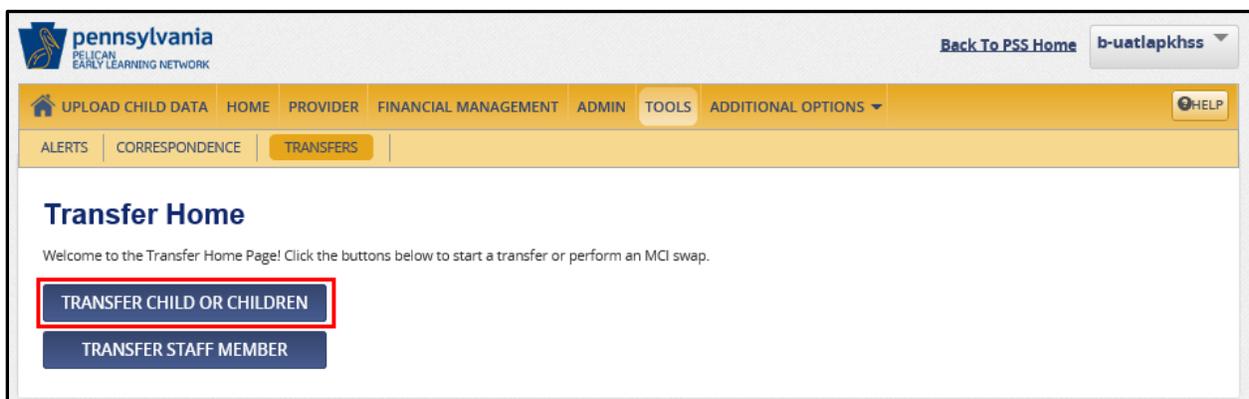


Figure 93 Transfer Home - Transfer Child or Children

New Provider User Training Guide

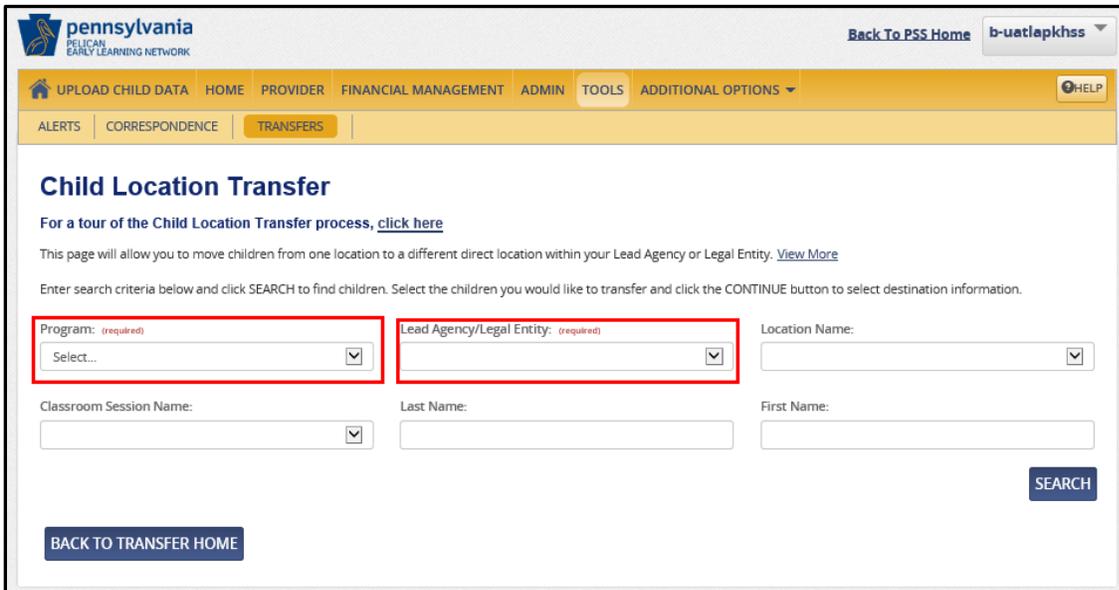
The *Child Location Transfer* screen is displayed and allows users to search for a child or children to initiate a transfer across locations within the specified Lead Agency or Legal Entity.

NOTE: Users should contact the PELICAN Help Desk to transfer children to a partner location or a location within a different Lead Agency or Legal Entity.

To move children from one program to another (e.g., from PA Pre-K Counts to Head Start), users should:

- End-date the child's current enrollment and,
- Create a new enrollment in the appropriate program.

To begin the transfer process, enter the required search criteria by selecting from the dropdown lists for **Program** and **Lead Agency/Legal Entity** and then click the **[SEARCH]** button.



The screenshot shows the 'Child Location Transfer' interface. At the top, there is a navigation bar with 'UPLOAD CHILD DATA', 'HOME', 'PROVIDER', 'FINANCIAL MANAGEMENT', 'ADMIN', 'TOOLS', and 'ADDITIONAL OPTIONS'. Below this is a secondary navigation bar with 'ALERTS', 'CORRESPONDENCE', and 'TRANSFERS'. The main heading is 'Child Location Transfer'. Below the heading, there is a link for a tour of the process. The search criteria section includes:

- Program: (required)**: A dropdown menu with 'Select...' and a downward arrow, highlighted with a red box.
- Lead Agency/Legal Entity: (required)**: A dropdown menu with a downward arrow, highlighted with a red box.
- Location Name:**: A dropdown menu with a downward arrow.
- Classroom Session Name:**: A dropdown menu with a downward arrow.
- Last Name:**: A text input field.
- First Name:**: A text input field.

 A blue 'SEARCH' button is located at the bottom right of the search criteria section. A blue 'BACK TO TRANSFER HOME' button is located at the bottom left of the page.

Figure 94 Child Location Transfer – Child Search

The Child Location Transfer screen is updated based on the search criteria selected, and a listing of enrollments is returned.

Back To PSS Home
b-uatlapkhs

UPLOAD CHILD DATA
HOME
PROVIDER
FINANCIAL MANAGEMENT
ADMIN
TOOLS
ADDITIONAL OPTIONS
HELP

ALERTS
CORRESPONDENCE
TRANSFERS

Child Location Transfer

For a tour of the Child Location Transfer process, [click here](#)

This page will allow you to move children from one location to a different direct location within your Lead Agency or Legal Entity. [View More](#)

Enter search criteria below and click SEARCH to find children. Select the children you would like to transfer and click the CONTINUE button to select destination information.

Program: (required)

Lead Agency/Legal Entity: (required)

Location Name:

Classroom Session Name:

Last Name:

First Name:

SEARCH

select	Name	Date of Birth	Lead Agency/Legal Entity	Current Location	Program	Current Classroom Session	Enrollment Start Date for Current Classroom Session
<input type="checkbox"/>	CAT, BRYCE	09/12/2013	UAT ELN Training Ctr Inc	UAT ELN TRAINING CENTER	PA Pre-K Counts	PHLprek 4	11/01/2017
<input type="checkbox"/>	COW, TREVYN	09/07/2013	UAT ELN Training Ctr Inc	UAT ELN TRAINING CENTER	PA Pre-K Counts	MCC HS I	10/17/2017
<input type="checkbox"/>	demitri, GLORIAD	09/11/2013	UAT ELN Training Ctr Inc	UAT ELN TRAINING CENTER	PA Pre-K Counts	Am&PM	10/23/2017
<input type="checkbox"/>	DOG, VERONICA	09/13/2013	UAT ELN Training Ctr Inc	UAT ELN TRAINING CENTER	PA Pre-K Counts	MCC Pre-K 1	09/20/2017
<input type="checkbox"/>	FISH, ANDREA	03/25/2015	UAT ELN Training Ctr Inc	UAT ELN TRAINING CENTER	PA Pre-K Counts	Am&PM	10/07/2017
<input type="checkbox"/>	FLAMINGO, SARAH	09/05/2013	UAT ELN Training Ctr Inc	UAT ELN TRAINING CENTER	PA Pre-K Counts	MCC Pre-K 1	09/01/2017
<input type="checkbox"/>	FOX, TYLER	09/04/2013	UAT ELN Training Ctr Inc	UAT ELN TRAINING CENTER	PA Pre-K Counts	MCC Pre-K 1	09/01/2017
<input type="checkbox"/>	GARMAN, TRAVIS	11/10/2014	UAT ELN Training Ctr Inc	UAT ELN TRAINING CENTER	PA Pre-K Counts	MCC Pre-K 1	10/23/2017
<input type="checkbox"/>	GOAT, QUENTIN	09/18/2013	UAT ELN Training Ctr Inc	UAT ELN TRAINING CENTER	PA Pre-K Counts	MCC Pre-K 1	10/22/2017
<input type="checkbox"/>	Hamid, Hasfa	08/04/2016	UAT ELN Training Ctr Inc	UAT ELN TRAINING CENTER	PA Pre-K Counts	MCC Pre-K 1	10/22/2017

BACK TO TRANSFER HOME
CONTINUE

Figure 95 Child Location Transfer – Enrollments Returned

Review the list of returned child record results and select the child(ren) to be transferred by clicking the radio button that corresponds with the child(ren) to be transferred.


Back To PSS Home
b-uatlaphkss

UPLOAD CHILD DATA
HOME
PROVIDER
FINANCIAL MANAGEMENT
ADMIN
TOOLS
ADDITIONAL OPTIONS
HELP

ALERTS
CORRESPONDENCE
TRANSFERS

Child Location Transfer

For a tour of the Child Location Transfer process, [click here](#)

This page will allow you to move children from one location to a different direct location within your Lead Agency or Legal Entity. [View More](#)

Enter search criteria below and click SEARCH to find children. Select the children you would like to transfer and click the CONTINUE button to select destination information.

Program: (required)

Lead Agency/Legal Entity: (required)

Location Name:

Classroom Session Name:

Last Name:

First Name:

SEARCH

Select All	Name	Date of Birth	Lead Agency/Legal Entity	Current Location	Program	Current Classroom Session	Enrollment Start Date for Current Classroom Session
<input type="checkbox"/>	CAT, BRYCE	09/12/2013	UAT ELN Training Ctr Inc	UAT ELN TRAINING CENTER	PA Pre-K Counts	PHLprek 4	11/01/2017
<input type="checkbox"/>	COW, TREVYN	09/07/2013	UAT ELN Training Ctr Inc	UAT ELN TRAINING CENTER	PA Pre-K Counts	MCC HS 1	10/17/2017
<input type="checkbox"/>	demitri, GLORIAD	09/11/2013	UAT ELN Training Ctr Inc	UAT ELN TRAINING CENTER	PA Pre-K Counts	Am&PM	10/23/2017
<input type="checkbox"/>	DOG, VERONICA	09/13/2013	UAT ELN Training Ctr Inc	UAT ELN TRAINING CENTER	PA Pre-K Counts	MCC Pre-K 1	09/20/2017
<input type="checkbox"/>	FISH, ANDREA	03/25/2015	UAT ELN Training Ctr Inc	UAT ELN TRAINING CENTER	PA Pre-K Counts	Am&PM	10/07/2017
<input type="checkbox"/>	FLAMINGO, SARAH	09/05/2013	UAT ELN Training Ctr Inc	UAT ELN TRAINING CENTER	PA Pre-K Counts	MCC Pre-K 1	09/01/2017
<input type="checkbox"/>	FOX, TYLER	09/04/2013	UAT ELN Training Ctr Inc	UAT ELN TRAINING CENTER	PA Pre-K Counts	MCC Pre-K 1	09/01/2017
<input type="checkbox"/>	GARMAN, TRAVIS	11/10/2014	UAT ELN Training Ctr Inc	UAT ELN TRAINING CENTER	PA Pre-K Counts	MCC Pre-K 1	10/23/2017
<input type="checkbox"/>	GOAT, QUENTIN	09/18/2013	UAT ELN Training Ctr Inc	UAT ELN TRAINING CENTER	PA Pre-K Counts	MCC Pre-K 1	10/22/2017
<input checked="" type="checkbox"/>	Hamid, Hasfa	08/04/2016	UAT ELN Training Ctr Inc	UAT ELN TRAINING CENTER	PA Pre-K Counts	MCC Pre-K 1	10/22/2017

Page 1 of 1

BACK TO TRANSFER HOME
CONTINUE

Figure 96 Child Transfer - Select Child

Click the **[CONTINUE]** button to select the destination information. To return to the *Transfer Home* page without making a selection, click the **[BACK TO TRANSFER HOME]** button.

The *Destination Location* screen is displayed.

The *Destination Location* page allows the user to select Destination Location information while completing a Child Transfer. The child(ren) selected from the *Child Location Transfer* screen are listed in the Current Location Information table.

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Destination Location

Choose your destination location information below and click SAVE to transfer the selected children to the new location.

Lead Agency/Legal Entity: (required) Destination Location: (required)

Destination Classroom Session: (required) Enrollment End Date for Current Classroom Session: (required)

Enrollment End Date Reason: (required) Enrollment Start Date for Destination Classroom Session: (required)

Current Location Information:

Name	Date of Birth	Lead Agency/Legal Entity	Current Location	Program	Current Classroom Session	Enrollment Start Date for Current Classroom Session
Hamid, Hasfa	08/04/2016	UAT ELN Training Ctr Inc	UAT ELN TRAINING CENTER	PA Pre-K Counts	MCC Pre-K 1	10/22/2017

Page 1 of 1

CANCEL
SAVE

Figure 97 Child Transfer - Destination Location

Enter all required information by typing in the fields or selecting an option from the dropdown lists

Click the **[SAVE]** button to transfer the child records to the designated location.

The *Child Transfer Confirmation* screen is displayed.

Child Transfer Complete

The children you selected were successfully transferred to your destination location. Click CONTINUE to return to the Transfer Home Page.

CONTINUE

Figure 98 Child Transfer Confirmation

Click the **[CONTINUE]** button to return to the *Transfer Home* page.

6.3 Transfer Staff

Select the **[TRANSFER STAFF MEMBER]** button from the *Transfer Home* page to continue.

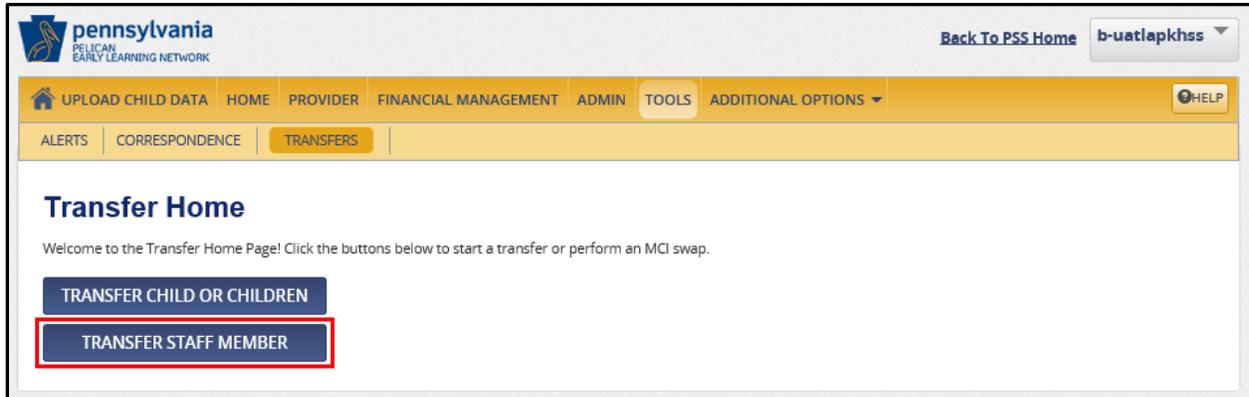


Figure 99 Transfer Home - Transfer Staff Member

The *Staff Transfer* screen allows users to (1) search for staff members to initiate a transfer and (2) copy staff members to a different direct location within a Lead Agency or Legal Entity. To initiate a staff transfer, enter the search criteria and click **[SEARCH]** to find staff members.

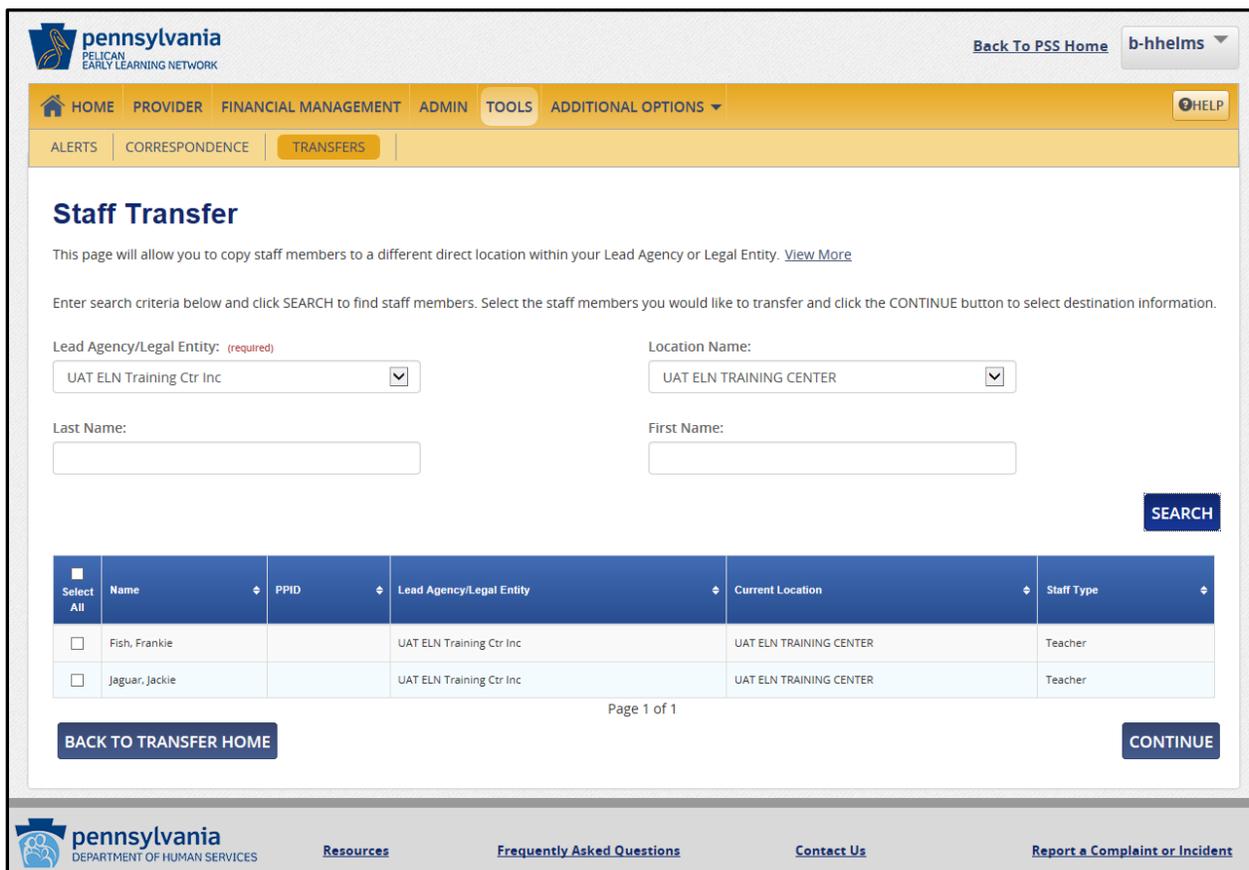


Figure 100 Staff Transfer

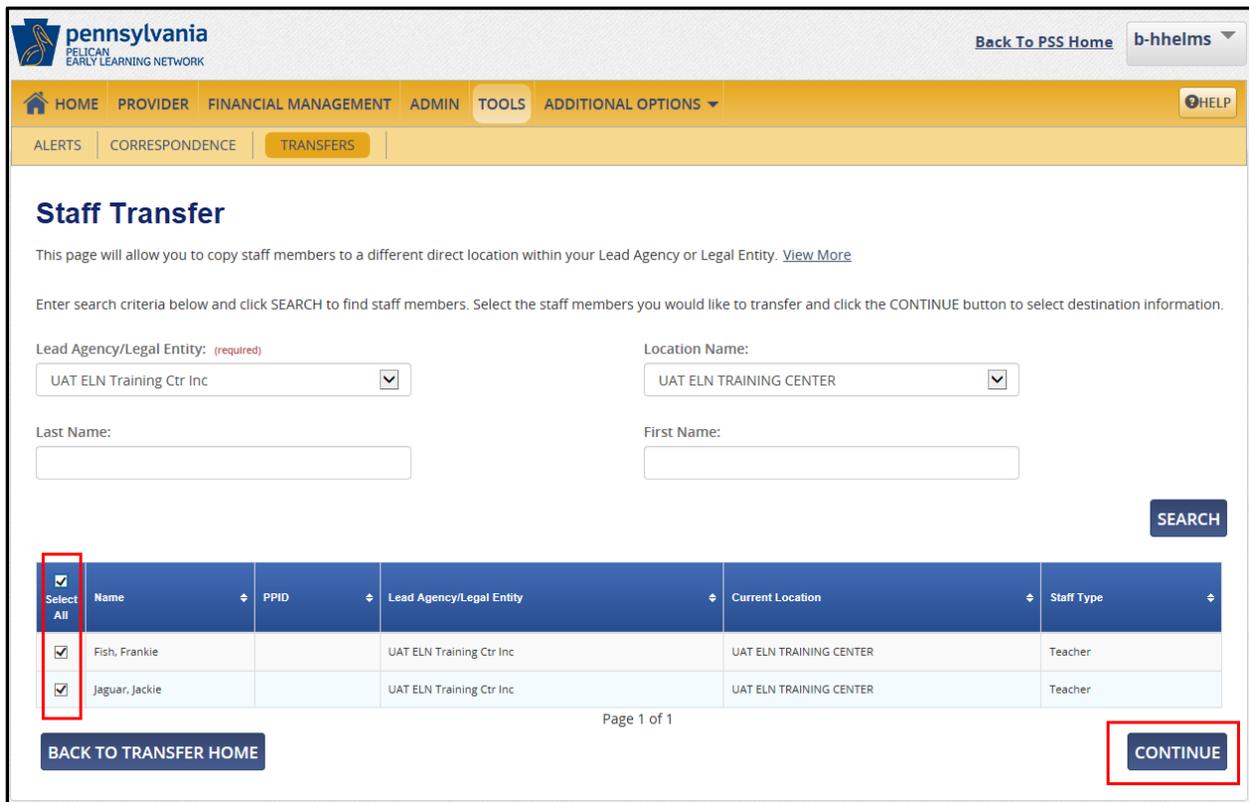
New Provider User Training Guide

NOTE: Contact the PELICAN Help Desk to transfer a staff member to a partner location within a different Lead Agency or Legal Entity.

To initiate a staff transfer, enter the search criteria and click **[SEARCH]** to find staff members.

Review the list of Staff Members returned based on the search criteria entered.

Select the staff member(s) to be transferred by clicking the radio button that corresponds to the staff member(s) to be transferred and click **[CONTINUE]**.



Staff Transfer

This page will allow you to copy staff members to a different direct location within your Lead Agency or Legal Entity. [View More](#)

Enter search criteria below and click SEARCH to find staff members. Select the staff members you would like to transfer and click the CONTINUE button to select destination information.

Lead Agency/Legal Entity: (required)

Location Name:

Last Name:

First Name:

SEARCH

Select All	Name	PPID	Lead Agency/Legal Entity	Current Location	Staff Type
<input checked="" type="checkbox"/>	Fish, Frankie		UAT ELN Training Ctr Inc	UAT ELN TRAINING CENTER	Teacher
<input checked="" type="checkbox"/>	Jaguar, Jackie		UAT ELN Training Ctr Inc	UAT ELN TRAINING CENTER	Teacher

Page 1 of 1

BACK TO TRANSFER HOME **CONTINUE**

Figure 101 Staff Transfer - Select Staff

The *Staff Transfer – Destination Location* screen is displayed.

The *Staff Transfer – Destination Location* page allows users to select Destination Location information while completing a Staff Transfer. NOTE: Only OCDEL HQ and Help Desk users will be able to transfer staff across different MPIS.

Destination Location

Choose your destination location information below and click **SAVE** to transfer the selected staff to the new location.

Lead Agency/Legal Entity: (required)

UAT ELN Training Ctr Inc ▼

Destination Location Name: (required)

▼

Current Location End Date:

Destination Location Start Date: (required)

Current Location Information:

Name	PPID	Lead Agency/Legal Entity	Current Location	Staff Type
Fish, Frankie		UAT ELN Training Ctr Inc	UAT ELN TRAINING CENTER	Teacher
Jaguar, Jackie		UAT ELN Training Ctr Inc	UAT ELN TRAINING CENTER	Teacher

Page 1 of 1

CANCEL

SAVE

Figure 102 Staff Transfer - Destination Location

Enter the required destination location information and click the **[SAVE]** button to continue.

The staff records are copied to the designated locations and the *Staff Transfer Confirmation* screen is displayed.

The *Staff Transfer Confirmation* screen gives the user confirmation that the Staff Transfer was successful.

Staff Transfer Complete

The staff member(s) you selected were successfully transferred to your destination location. Click **CONTINUE** to return to the Transfer Home Page.

CONTINUE

Figure 103 Staff Transfer Confirmation

Select the **[CONTINUE]** button to navigate to the *Transfer Home* page.

7.0 EARLY LEARNING OUTCOMES

Pennsylvania transformed how child outcomes are reported through PELICAN ELN. This strategy allows early childhood providers to use an approved child assessment tool, to create their own classrooms, enter staff and children, and generate teacher and parent reports by fully utilizing the assessment company's online products.

Pre-K Counts (PKC) and Head Start Supplemental Program (HSSAP) providers are required to complete approved assessments on all enrolled children. Regulation 405.46 PKC providers will select and use an assessment tool from the available tools approved by PDE to assess and monitor a child's developmental progress. Student assessments guide instructional practice, professional development and technical assistance to programs and provide a method for reporting all progress of children participating in a PKC and HSSAP programs. To ensure the collection of reliable data, staff responsible for implementation of the chosen assessment tool must attend training on the use of the tool.

PKC and HSSAP providers must monitor child outcomes information and establish a means to maintain outcomes information so that it is available upon request of the Department. Data gathering from families, the education team, and research-based assessment instruments should be combined to obtain the information needed to assess and report children's progress on the chosen assessment tool.

PKC and HSSAP providers are required to use an approved web-based tool for reporting. The Keystone STARS performance standards allow programs flexibility around use of approved child assessments. STARS providers are encouraged to consider the full range of tools and resources around child assessments and make a decision that is right for them. STARS providers are still required to complete approved assessments on the children's progress.

The list of approved tools can be found on the PA Keys website at <http://www.pakeys.org> or <http://www.education.pa.gov>. Providers should follow assessment company guidelines for assessment completion dates.

Assessment companies will not report assessment results to OCDEL in the form of Outcomes reporting. PKC, HSSAP and STARS providers will not see current assessment information under each child entered in ELN.

ELN provides a unique identifier for each child (Child Outcome ID)> However, it is not required for use in the web-based assessment tool.

The following reports will be available for the previous year's data only:

- **ELNRPT109 – Early Learning Outcomes Report – Location** – Displays aggregate early learning outcomes data for children by location.
- **ELNRPT110 – Early Learning Outcomes Report – Program** – Displays aggregate early learning outcomes data for children by program

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- **ELNRPT111 – Early Learning Outcomes Report – County** – Displays aggregate early learning outcomes data for children by county.
- **ELNRPT112 – Early Learning Outcomes Report – Legislative District** – Displays aggregate early learning outcomes data for children at the legislative district level.

The Student Outcomes reports will be available for children enrolled in past years but will not compare outcomes results with state results specifically on enrollments for your locations.

- **ELNRPT106 – Student Outcomes Report – Location** – Displays aggregate student outcomes data for children by location.
- **ELNRPT107 – Student Outcomes Report – Program** – Displays aggregate student outcomes data for children by program.
- **ELNRPT108 – Student Outcomes Report – County** – Displays aggregate student outcomes data for children by county.
- **ELNRPT113 – Student Outcomes Report – Legislative District** – Displays aggregate student outcomes data for children at the legislative district level.

7.1 Reporting

The PELICAN system provides a wide range of reports that can be generated by users. The user's system security access will determine which reports are available. This guide will provide a high-level overview of how to request a report and how to view the report once it has been generated.

OCDEL encourages users to explore the reports available to determine if the data provided will be helpful to them. Users will not incur charges for requesting reports and as such, may submit requests for any available report as often as needed. Additionally, reports can be saved or deleted locally on the user's desktop.

Both Headquarters (HQ) and Location (LOC) Reports may be available. This guide will provide steps to request, view, and print a report.

Additionally, to obtain a complete and up to date listing of reports available, or to learn more about a report, click on the [PA Keys website report page](#) link and search for a specific report.

New Provider User Training Guide

Accessing Reports

- Click the **[Reports]** from the **ADDITIONAL OPTIONS** dropdown menu from the main header on the *PA Pre-K Counts Home* page.



The *Reports Home* page is displayed.

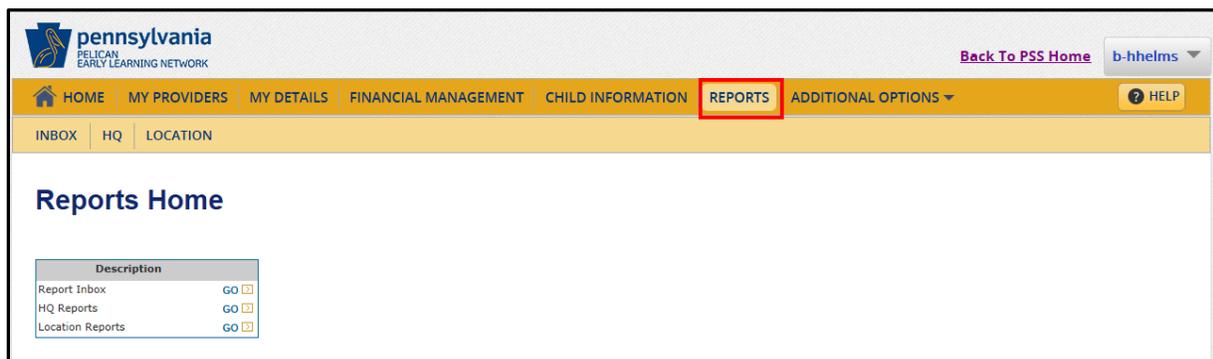


Figure 104 ELN Menu - Reports

- To see the available Headquarter reports, click the **[GO]** icon for HQ Reports, or **[HQ]** from the sub menu header.



Figure 105 Reports Home - Select HQ Reports

New Provider User Training Guide

- To see the available Location reports, click the **[GO]** icon for Location Reports, or the **[LOCATION]** from the sub menu header.



Figure 106 Reports Home - Select Location Reports

- The *HQ Reports* page is displayed. Select the desired report (in this example, PKCRPT116 – Classroom Session Attendance report is selected) and then click **[GO]** to continue.

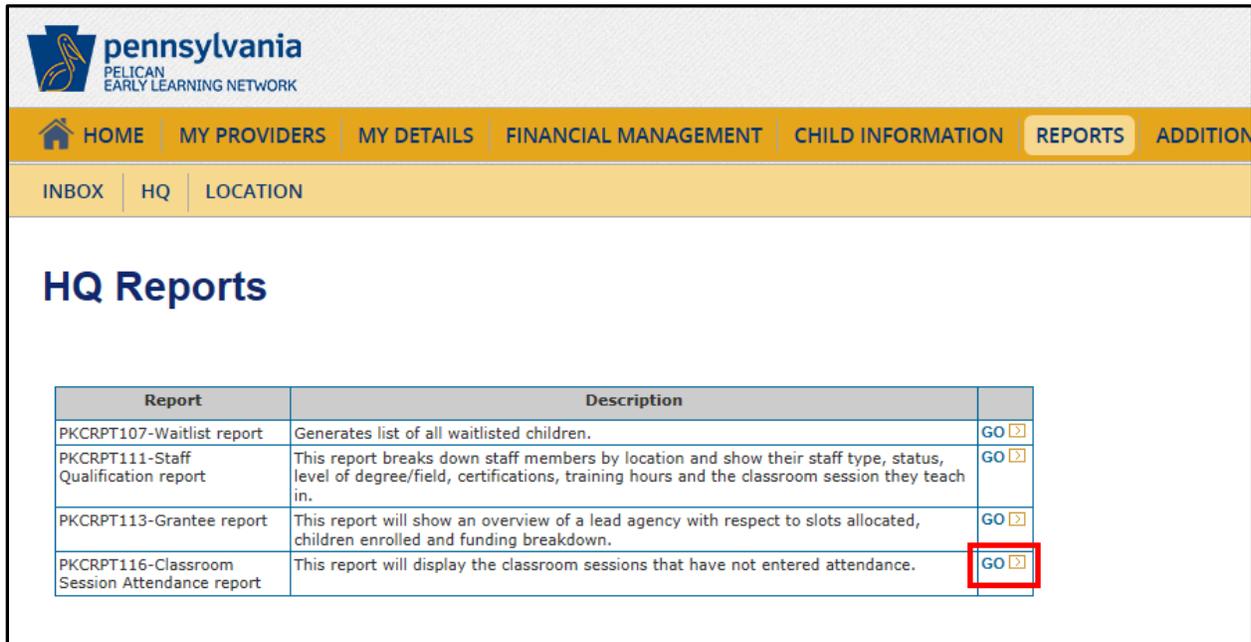


Figure 107 HQ Reports - Select a Report

- The *Classroom Session Attendance Report* page is displayed.



Classroom Session Attendance Report

Reporting Period From: 07/01/2017 To: 06/30/2018

Lead Agency: UAT ELN Training Ctr Inc

Location: UAT ELN TRAINING CENTER

Programs: All, PA Pre-K Counts, Head Start, Keystone STARS

Name of Request: -9/22/2017 9:57:27 AM

GENERATE REPORT CANCEL

Figure 108 Classroom Session Attendance Report - Generate Report

- Enter the report criteria and
- Click **[GENERATE REPORT]**.

NOTE: If there are issues with how the report criteria were entered, an error message is displayed in the same location. Correct the report criteria and click **[GENERATE REPORT]** to resubmit the request.

- When the report is successfully submitted, the message “**214: Report request submitted successfully**” is displayed.

Users may change Report Criteria again to submit a different request of the same report. Once all the reports needed have been submitted, click **[Inbox]** to continue.



INBOX | HQ | LOCATION

Classroom Session Attendance Report

214: Report request submitted successfully

Reporting Period From:* 07/01/2017 To: 06/30/2018

Lead Agency:* UAT ELN Training Ctr Inc

Location:* UAT ELN TRAINING CENTER

Programs:
All
PA Pre-K Counts
Head Start
Keystone STARS

Name of Request: -9/22/2017 9:57:27 AM

GENERATE REPORT > CANCEL <

Figure 109 Report Requested Successfully

- The *Reports Inbox* page is displayed. The status of the report is “Report Requested”. The status will change to “Complete” when the report is ready to be reviewed.



Reports Inbox

Reports Requested

Delete	Date Requested	Report Title	Status	Days Remaining in Inbox
<input type="checkbox"/>	9/22/2017 10:03:15 AM	PKCRPT116: -9/22/2017 9:57:27 AM	Report Requested	30
<input type="checkbox"/>	9/22/2017 10:00:02 AM	PKCRPT116: -9/22/2017 9:57:27 AM	Report Requested	30

DELETE

Figure 110 Reports Inbox - Report Status

Reports are typically available within 24 hours. To view a requested report,

- Return to the *Reports Inbox* page the next business day.
- The “Status” is updated to “*Complete.*”
- Click the report title [**hyperlink**] to view the report.
- A new browser session may open to display the selected report.
- Each report will return data based on the report criteria requested. If the message “**No Data Found**” is displayed on the report, then there is not available data for the requested criteria.

 Grantee Report							
Lead Agency: Einstein Babies, Inc.				Date Generated: 01/16/2015			
Request Date: 01/16/2015				Primary Specialist:			
Program: Head Start							
Name	Standard Slot Types	Total Children Enrolled for Standard Slot Types	% of Utilization for Standard Slot Types	Other Slot Types	Total Children Enrolled for Other Slot Types	% of Utilization for Other Slot Types	Funding
<u>NO DATA FOUND</u>							
Page 1 of 1							

Figure 111 Grantee Report - No Data Found

NOTE: The report will be available for 30 days. The “Days Remaining in Inbox” column is updated daily and tracks when the report will be systematically removed. Users may wish to remove the report earlier and can select the report for deletion by clicking the appropriate checkbox and then click **[DELETE]**.

7.2 Print Capability

Currently, there is no print functionality built into the PELICAN application. Users should access the print functionality within their web browser to print reports. Use the web browser’s navigation menu to learn more about its’ print capability and to view the browser’s Help files.

8.0 WHERE TO GO FOR HELP

Additional training resources are available on the [Pennsylvania \(PA\) Keys website](http://www.pakeys.org/). This site has tip sheets to assist users who want to learn more about the PELICAN system and the various programs offered by OCDEL.

To access training materials for a specific program, Keystone STARS for example, follow the steps below:

1. Go to the PA Keys website at <http://www.pakeys.org/>.
2. Click **[Getting Started > Early Learning Programs > Keystone STARS > Resources]**.

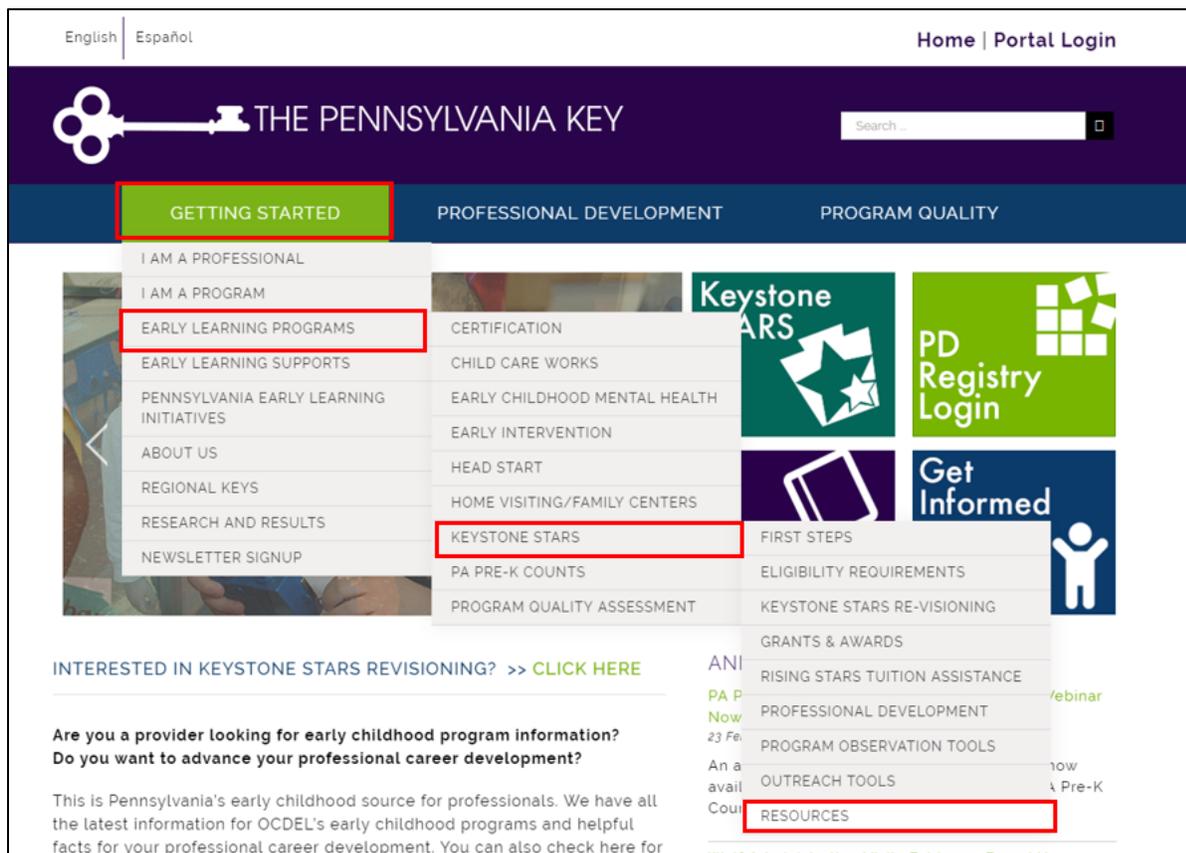


Figure 112 PA Keys Website - Keystone STARS Resources

3. The *Keystone STARS Resources* page will display. Click the **[Combined Optional Tools and Resources]** link to access training materials.
4. The Combined Optional Tools and Resources document will display in a new tab.

Or search for PELICAN Resources through the Search text box.



Figure 113 PA Key Website Search box

1. Go to the PA Keys website at <http://www.pakeys.org/>.
2. Type “**Pelican Resources**” in the search box and **[ENTER]**.
3. Search results are displayed.
4. Select “**PELICAN RESOURCES.**”

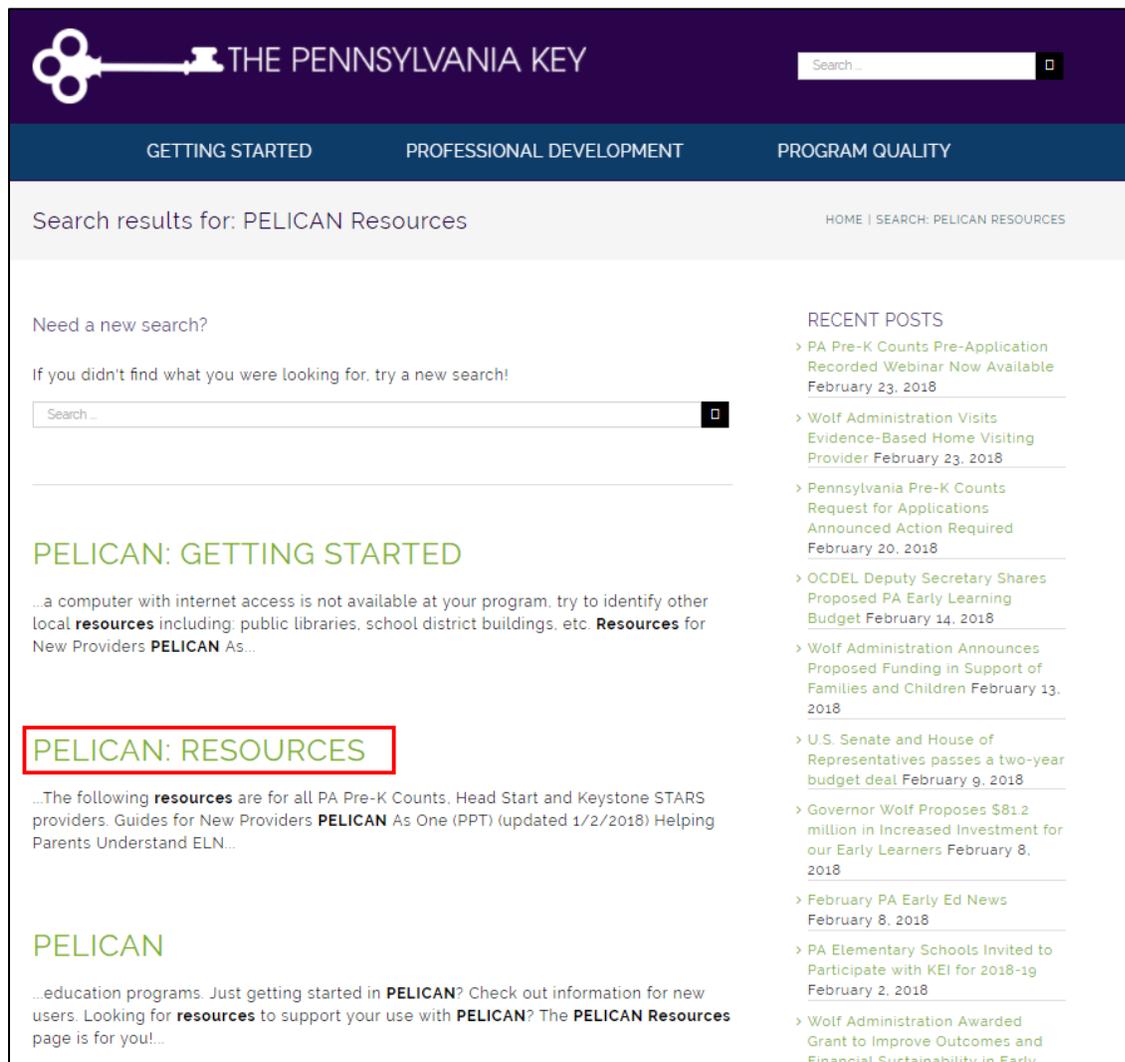
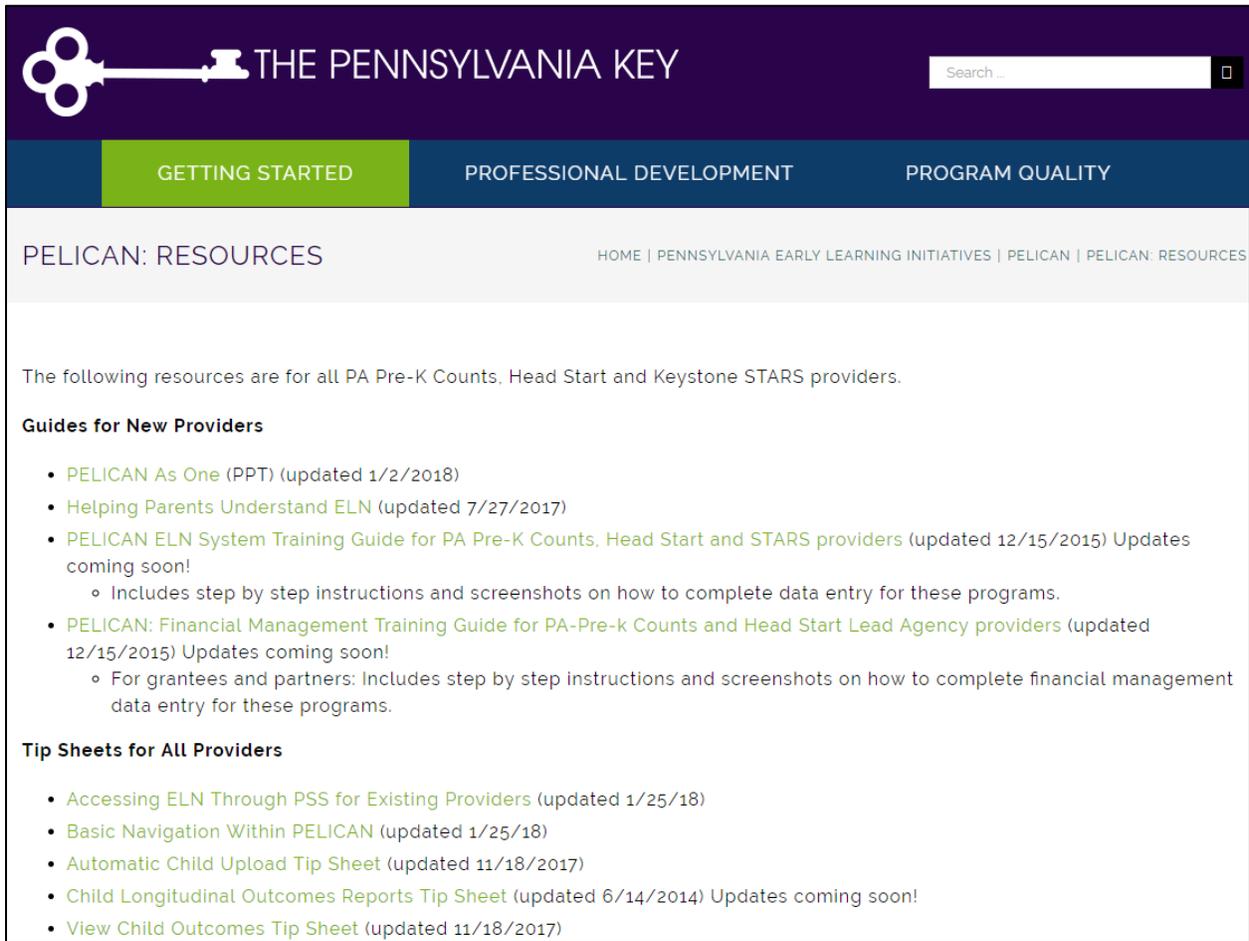


Figure 114 PA Key Website -PELICAN Resources

The *PELICAN Resources* page includes a variety of training materials prepared to assist users. There are both general references as well as references to specific functionality and reports. OCDEL encourages users to take time to explore these materials as you may be referred to this site by the PELICAN Help Desk staff or your Specialist.

The next several figures are samples of information found on this page.



THE PENNSYLVANIA KEY Search ...

GETTING STARTED PROFESSIONAL DEVELOPMENT PROGRAM QUALITY

PELICAN: RESOURCES HOME | PENNSYLVANIA EARLY LEARNING INITIATIVES | PELICAN | PELICAN: RESOURCES

The following resources are for all PA Pre-K Counts, Head Start and Keystone STARS providers.

Guides for New Providers

- [PELICAN As One \(PPT\)](#) (updated 1/2/2018)
- [Helping Parents Understand ELN](#) (updated 7/27/2017)
- [PELICAN ELN System Training Guide for PA Pre-K Counts, Head Start and STARS providers](#) (updated 12/15/2015) Updates coming soon!
 - Includes step by step instructions and screenshots on how to complete data entry for these programs.
- [PELICAN: Financial Management Training Guide for PA-Pre-k Counts and Head Start Lead Agency providers](#) (updated 12/15/2015) Updates coming soon!
 - For grantees and partners: Includes step by step instructions and screenshots on how to complete financial management data entry for these programs.

Tip Sheets for All Providers

- [Accessing ELN Through PSS for Existing Providers](#) (updated 1/25/18)
- [Basic Navigation Within PELICAN](#) (updated 1/25/18)
- [Automatic Child Upload Tip Sheet](#) (updated 11/18/2017)
- [Child Longitudinal Outcomes Reports Tip Sheet](#) (updated 6/14/2014) Updates coming soon!
- [View Child Outcomes Tip Sheet](#) (updated 11/18/2017)

Figure 115 PA Key Website - PELICAN Resources Results

GETTING STARTED	PROFESSIONAL DEVELOPMENT	PROGRAM QUALITY
<ul style="list-style-type: none"> • Creating Enrollments Tip Sheet (updated 11/18/17) • End Dating Tip Sheet (updated 11/18/2017) • Alerts Tip Sheet (updated 09/01/13) Updates coming soon! • Processing Alerts (updated 1/25/18) • Child Demographic Alerts – Accept/Reject(updated 12/22/17) • ELN Reports for PKC, HS, and STARS (updated 11/18/2017) • Attendance and Location Funding Tracking in PSS (updated 1/25/18) • Pop-Up Blocker Tip Sheet (updated 1/2/2018) • Tips and Tricks for Using Your Computer Short Cut Keys (updated 1/2/2018) • Excel Tips and Tricks (updated 1/2/2018) • Help Desk Procedures <ul style="list-style-type: none"> ◦ ELN/STAR Procedures (updated 1/2/2018) ◦ PKC/HS Procedures (updated 1/2/2018) • Staffing Changes – to remove system access for former employees, contact the ELN Help Desk at 877-491-3818 or ra-eln@pa.gov. • Data Field Forms for capturing child and family information for PELICAN <ul style="list-style-type: none"> ◦ ELN Child and Family Data Form (updated 1/2/18) ◦ ELN Staff Information Data Form (updated 1/2/18) <p>Tip Sheets specifically for PA Pre-K Counts and Head Start Providers</p> <ul style="list-style-type: none"> • PA Pre-K Counts-Head Start Continuation Grant Application Tip Sheet (updated 01/25/2018) • Financial Managment Tip Sheet (updated 01/25/18) <p>Federal Head Start Upload to ELN</p> <ul style="list-style-type: none"> • Updated materials to be released December 2018. <p><i>If you have questions or need help, please contact the PELICAN Help Desk at 877-491-3818 or by email at ra-eln@pa.gov. Hours of operation are 8:30 am to 5:00 pm, Monday through Friday.</i></p>		

Figure 116 PELICAN Resources Results 2

	GETTING STARTED	PROFESSIONAL DEVELOPMENT	PROGRAM QUALITY
<p>Searching for Classroom Trainings on The PD Registry</p> <ol style="list-style-type: none">1. Go to www.pakeys.org and click on the Lime Green "PD Registry" button or go directly to www.papdregistry.org.2. Login using the teal button in the top right corner of the PD Registry homepage.3. Select "Training Calendar" from the left menu.4. Select one of the quick links from the top navigation bar if you are looking for CCDBG courses, STARS Orientation courses, Act 48 courses, or conferences.5. Search for courses by one or more of the following fields:<ul style="list-style-type: none">◦ Keywords◦ Location◦ Date◦ Knowledge Area◦ CDA Content Area◦ Level◦ Training Language◦ Type of Training (e.g. face-to-face or online)			
<p>CONTACT US</p> <p>PHONE: 1-800-284-6031 FAX: 717-213-0585 EMAIL: info@pakeys.org</p> <p>>> additional contact info</p> <p>PARTNERS</p> <p>PA Department of Human Services (DHS)</p>		<p>NEWSLETTERS</p> <p>Sign up for one or more newsletters available from OCDEL and/or Pennsylvania's Promise for Children.</p> <p>PENNSYLVANIA EARLY LEARNING INITIATIVES</p> <p>Early Learning Standards Integrating OCDEL Services</p> 	

Figure 117 PELICAN Resources Results 3

Users should review the PELICAN Resource page to find the training materials most beneficial to them. If you are unable to find help in the form of a training material on the resource page, contact the PELICAN Help Desk at 877-491-3818 or email at ra-eln@pa.gov for assistance.

APPENDIX

Glossary of Terms

Term	Description
Alerts	Alerts notify users of actions required by the system. They provide a quick and easy way of notifying users when information changes or actions are required. Users must actively select “Alerts” to view.
Approved Assessment	The tool(s) utilized for the assessment of children in a classroom session.
Attendance	The number of days of class a child has attended each month.
Child Enrollment	The process of assigning a child to a classroom session and program. When a child is enrolled in a classroom session, the child's name appears on the Child Roster for each enrollment by program at that location.
Child Risk Factor Report	The Child Risk Factor Report lists all the children enrolled in classroom sessions in a location within a grant stream along with all their risk factors. It also gives a total of all risk factors for children enrolled in a classroom session.
Classroom Session Roster	The Classroom Session Roster is a list of all children with current or future enrollments.
Classroom Session	The period in which qualified staff members engage with enrolled children for the purposes of instructional and educational activities. Classroom sessions should always be assigned to a Physical Room at a location. A child can have multiple unique program enrollments at the same location and in one or more physical rooms and classroom sessions. Active enrollments in PKC and Head Start programs are limited to one per program.
Classroom Session Lead	The teacher who is assigned as the lead contact for a classroom session. There may be additional staff assigned to a classroom session, but there can only be one Classroom Session Lead selected for each classroom session. A Classroom Session Lead must be selected for each classroom session.
Classroom Session Name	The name given to a classroom session at a Location.
COMPASS	Commonwealth of Pennsylvania Access to Social Services (COMPASS) is an online application for Pennsylvanians to apply for many health and human services programs.
English Language Learner (ELL)	A student whose first language is not English and who either lacks proficiency in English or has a beginning level proficiency in English.
Environmental Rating Scale (ERS)	The Environment Rating Scales (ERS) are observational assessment tools used to evaluate the quality of early childhood programs. ERS scales are divided into criteria that assess the program's physical environment, health and safety procedures, materials, interpersonal relationships, and opportunities for learning and development within a classroom session.
Early Head Start (EHS)	A federal program focused on providing comprehensive services to eligible families including child development, health, safety, nutrition, parent engagement, family goal planning, and shared governance for pregnant women, infants, and toddlers.

New Provider User Training Guide

Term	Description
Federal Poverty Level (FPL)	The FPL is the set minimum amount of gross income determined by the Department of Health and Human Services that a family needs for food, clothing, transportation, shelter, and other necessities. FPL varies per family size and is updated annually.
Head Start State Supplemental Assistance Program (HSSAP)	Provides comprehensive early learning services to preschool aged children and families who are most at risk of academic failure. Families earning 100% of the federal poverty level or less are eligible to apply. There is no cost to families.
Individualized Education Plan (IEP)	The written education plan for individual learners including action plans, goals and objectives, and timetable; usually developed jointly by educators, counselors, and learners.
Lead Agency (LA)	The Lead Agency in a Partnership has ultimate responsibility for fiscal and administrative oversight, program leadership, and decision-making authority relative to PA Pre-K Counts. The Lead Agency communicates directly with the Preschool Program Specialist assigned to the Partnership and with OCDEL. It is the entity that responds to OCDEL requests, submits documents to OCDEL on behalf of the Partners, and holds responsibility for the Partners' compliance with PA Pre-K Counts requirements.
Legal Entity (LE)	An individual, partnership, association, organization, or corporation responsible for the operation of multiple child care facilities or locations, specific to Keystone STAR providers.
Location	The physical site where the early childhood program is offered.
MPI Number	A unique identification number assigned to a Provider through the Master Provider Index (MPI). Used for Clearance. A Legal Entity MPI is a 9-digit number and 13 digits for a Lead Agency.
OCDEL	The Office of Child Development and Early Learning (OCDEL) promotes opportunities for all Pennsylvania children and families by building systems and providing supports that help ensure access to high quality child and family services.
Operational Days	The number of days in a month that a classroom session is operational.
Outcome ID	An identification number assigned to a child at a site, used to associate child outcomes with the child at a specific location. A child outcome ID is a 9-digit number. This number is entered by the provider into the assessment company's system.
PA Key	The role of the Pennsylvania Key is to work with the Office of Child Development & Early Learning (OCDEL) to provide statewide leadership in the development of an integrated and coordinated system of program quality improvements and professional development supports for early childhood education.
Partner	A Partner is an eligible provider in the Lead Agency's current fiscal year PKC or HSSAP grant, which is providing a Pre-K Counts or HSSAP classroom session.
PELICAN	Pennsylvania's Enterprise to Link Information for Children Across Networks (PELICAN) is the Department of Human Services' initiative to integrate the Department's child care programs under a single management information system. All child care services information is managed in PELICAN.

Term	Description
PELICAN Early Learning Network (ELN)	The PELICAN Early Learning Network (ELN) is a web-based network that enables Pennsylvania to better understand the children served by providing a platform for collecting, tracking, and analyzing information about children, classroom sessions, staff, and Providers to assess outcomes and best practices across programs.
Physical Room	The name of the physical space that houses Classroom Sessions (i.e., Physical room – Blue room might have two sessions PKC am and PKC pm).
Pre-School Program Specialist	A Pre-School Program Specialist works collaboratively to aid pre-school programs in a variety of early learning settings to support and maintain high quality standards, develops partnerships, and communicates effectively with the pre-school sites.
Program Enrollment	The process of registering a child into a specified program.
Program Review Instrument (PRI)	The Program Review Instrument is a tool used by a Specialist to monitor Lead Agencies and Partners on a continuous basis every fiscal year.
Program Type	The type of early childhood program a child is enrolled in.
Quarterly Narrative	The Quarterly Narrative provides OCDEL with the ability to evaluate the effectiveness of Early Learning Network programs. Lead Agencies respond to questions around benefits/concerns, partnerships, and communications.
Registration	The process of completing an application or Optional Enrollment Screener tool by parents/guardians to enroll their child in specific.
Relationship to child	The way in which a Legal Guardian is associated with a child.
Role	The status of the Legal Guardian's current involvement with a child.
SKRP	Summer Kindergarten Readiness Program.
Waiting List	The act of placing a child on a list for an available slot.