

PELICAN Data Quality Webinar

May 22nd, 2020





<u>Agenda</u>

- Data Quality Overview
- Staff and Staff Qualifications in PELICAN ELN & the PD Registry
- Creating Classroom Sessions in PELICAN ELN
- Enrollment of Children in PELICAN Early Learning Network (ELN)



Reporting Issue – Over Enrollment

Α	В	С	D	E	F	G	H	1	J	K	L	М	Ν	0	Р	Q	R	S
			LOCATION	TOTALS	BY PROVIDER	TYPE			FUNDED		ENRC	OLLED			Full % ENR	Day OLLED		Total %
									SLOTS	INFANT	ΥT	OT	PS	INFANT	ΥT	OT	PS	
				Child Care	Provider				634	123	202	192	14	19%	32%	30%	2%	4
				Head	Start				24	5	10	7	0	21%	42%	29%	0%	81%
				Licensed	Nursery				73	10	22	14	0	14%	30%	19%	0%	
				School	District				12	2	0	2	0	17%	0%	17%	0%	
Location	Location	Location MPI Service		Location Provider		Location School	Location Keystone		FUNDED	FUNDED ENROLLED % ENROLLED		,		Total % ENROLLED				
Pre-K	MPI ID 🔻	Locatic	Location Name	Туре 🔻	Location Count -	District 🔻	STARS Leve	ELRC 🔽	· ·	INFAN1 -	YT 🔻	OT 🔻	PS 🔻	INFAN' 🔻	YT 👻	OT 👻	PS 🔻	
							•		4	5	4	8	0	125%	100%	200%	0%	425%
									4	3	4	3	0	75%	100%	75%	0%	250%
									8	2	4	4	0	25%	50%	50%	0%	125%
									6	4	2	2	0	67%	33%	33%	0%	133%
									6	4	4	0	0	<mark>67%</mark>	67%	0%	0%	133%
									16	1	7	10	3	6%	44%	63%	19%	131%
								-	16	10	4	4	0	63%	25%	25%	0%	113%
									1	2	2	4	0	200%	200%	400%	0%	800%
									8	3	6	0	0	38%	75%	0%	0%	113%
									6	1	3	4	0	17%	50%	67%	0%	133%
									8	4	2	3	0	50%	25%	38%	0%	113%
									8	1	5	4	0	13%	63%	<mark>50%</mark>	0%	125%
			CEILION HEIGHIS	Flowder					4	1	7	0	0	25%	175%	0%	0%	200%



Reporting Issue – Under Enrollment

			LOCATION	TOTALS	BY PROVIDER	TYPE			FUNDED		ENRC	OLLED			Full % ENR	Day OLLED		
									SLOTS	INFANT	YT	ОТ	PS	INFANT	ΥT	OT	PS	ENROLLED
				Child Care	Provider				634	123	202	192	14	19%	32%	30%	2%	
				Head	Start				24	5	10	7	0	21%	42%	29%	0%	81%
				Licensed	Nursery				73	10	22	14	0	14%	30%	19%	0%	0170
				School	District				12	2	0	2	0	17%	0%	17%	0%	
ocation	Location	Location MPI Service		Location Provider		Location School	Location Keystone		FUNDED		ENROLLED			%	ENROLLED	>		Total % ENROLLED
Pre-K	MPI ID 🔻	Locatie	Location Name	Туре 🔻	Location Count	District 💌	STARS Leve	ELRC 💌	v	INFAN1 -	YT 🔻	OT 🔻	PS 🔻	INFAN' 🔻	YT 🔻	ot 👻	PS 🔻	T.,
									12	1	2	0	0	8%	17%	0%	0%	25%
									28	2	1	0	0	7%	4%	0%	0%	11%
									4	1	0	0	0	25%	0%	0%	0%	25%
									4	0	0	1	0	0%	0%	25%	0%	25%
									0	0	0	1	0	0%	0%	0%	0%	0%
									4	0	0	1	0	0%	0%	25%	0%	25%
									0	0	0	1	0	0%	0%	0%	0%	0%
									0	3	2	2	0	0%	0%	0%	0%	0%
									0	0	1	1	0	0%	0%	0%	0%	0%
									0	1	1	2	0	0%	0%	0%	0%	0%
									0	2	0	0	0	0%	0%	0%	0%	0%
									8	1	1	0	0	13%	13%	0%	0%	25%
						1			+									



Reporting Issue – Staff Qualifications

IFICATION BY PROVI			# OF TEACH	ERS	ECE Certification	Masters Deg	ree	Bachelors De	gree	Associates De	gree	СГ	A	Do R	es Not Meet equirement
			TOTAL		TOTAL	ECE or Child Dev	Other	ECE or Child Dev	Other	ECE or Child Dev	Other	Pre-kindergarten	Infant/Toddler		TOTAL
Child Care Provider				112	1	0	2	10	14	11	0	7	6		59
Head Start				7	0	0	0	1	3	1	0	0	6		4
Licensed Nursery				12	0	0	0	2	2	4	0	2	1		1
School District				2	0	0	0	0	0	0	1	1	0		1
Location Provider Location	School Location Keystone		# OF TEACHE	RS	ECE Certification	Masters Degi	ree	Bachelors Deg	ree	Associates Deg	ree	Pre-kindgergarten	Infant/Toddler	D	oes Not Meet Requirement
Type V Location Count Dist	ict 🔻 STARS Level 🝸	ELRC	TOTAL	-	TOTAL 🔻	ECE or Child Dev 🔻	Other 🔻	ECE or Child Dev 🔻	Other 👻	ECE or Child Dev 👻	Other 👻	TOTAL 🔻	TOTAL		TOTAL
				1	0	0	0	0	0	1	0	0	0		0
				1	0	0	0	0	0	0	0	1	0		0
				1	0	0	0	0	0	0	0	0	0		1
				1	0	0	0	1	0	0	0	0	0		0
				1	0	0	0	0	0	0	0	0	0		1
				1	0	0	0	0	0	2	0	1	0		0
				1	0	0	0	0	0	0	0	1	0		0
				3	0	0	0	0	0	0	0	0	0		3
				1	0	0	0	0	0	0	0	0	0		1
				1	0	0	0	0	0	0	0	0	0		1
				1	0	0	0	0	0	0	0	0	0		1
				1	0	0	0	0	0	0	0	0	0		1
				2	0	0	0	0	0	0	0	0	0		0



PELICAN ELN Materials

Getting Started

<u>https://www.pakeys.org/pa-early-learning-initiatives/pelican/</u> pelican-getting-started/

Resources

https://www.pakeys.org/pa-early-learning-initiatives/pelican/ pelican-resources/



Steps for Entering Information in PELICAN ELN

If you are starting from scratch, here are the steps in chronological order to entering all data:

- Create staff
- Create Classroom Session (Add already created staff to classroom session)
- Create new child
 - Add demographic information
 - Add parent/guardian information
 - Add classroom session enrollment information



Staffing

Policy Statement: Teacher Qualifications

At minimum, one lead teacher, responsible for oversight of the curriculum planning and assessment of children, will be assigned to each ITCS classroom. The lead teacher will hold a CDA, at minimum.

There will be enough lead teachers, assistant teachers, and/or aides assigned to an ITCS classroom to meet the class ratios (1:4).



Policy Statement: Tracking Staff Information

Staff working within any classroom where children funded through Infant-Toddler Contracted Slots Project are being served need to be entered into <u>both</u> PELICAN ELN and the PD Registry.

For PELICAN ELN the following areas must be completed: assigned to a classroom, staff demographics, location specifics, credential information, and qualifications information.

For the PD Registry the following areas must be completed: personal, education, and employment.



Creating new staff in PELICAN



Tom Wolf, Governor

Pedro A. Rivera, Secretary of Education | Teresa D. Miller, Secretary of Human Services



Click "Create New Staff"

mary?qs_sesn=7111914449232601060	062834&lqs_main=LocationMainten	nance.aspx&qs_sub=StaffSummary		- ≞ C	Search	
Pennsylvania Pelican EARLY LEARNING NETWORK						t-test
	LOCATION CHILD INFO	ORMATION TOOLS AD				0
	STAFF ATTENDANCE	FUNDING INFORMATIC	N			
MPI ID Location ID	102035204-0012 12967	Location Name Lead Agency	LOCATION NEW 123 BACK TO BASICS LLC		Status	ACTIVE
Staff Summary	/			S	elect	
Staff Summary	/			S	elect	
Staff Summary Welcome to the Staff Summar can use the filters to adjust wh	y! Here, you can view all staf nich staff members are displ	ff for your location. Click on layed on this screen. The dis	a staff member to edit their information o play order can also be changed using the a	r add staff using the arrows in the top hea	elect CREATE NEW STAF ader row.	FF button. You
Staff Summary Welcome to the Staff Summar can use the filters to adjust wh Filter By @	y! Here, you can view all staf nich staff members are displ Staff Name	ff for your location. Click on layed on this screen. The dis	a staff member to edit their information o play order can also be changed using the a \$ Status	r add staff using the arrows in the top hea PPII	elect CREATE NEW STAF ader row.	FF button. You
Staff Summary Welcome to the Staff Summar can use the filters to adjust wr Filter By @ + Status	y! Here, you can view all staf nich staff members are displ Staff Name <u>Sar, Sar</u>	ff for your location. Click on layed on this screen. The dis Staff Type Teacher	a staff member to edit their information o play order can also be changed using the a	r add staff using the arrows in the top hea	elect CREATE NEW STAF ader row.	FF button. You
Staff Summary Welcome to the Staff Summar can use the filters to adjust wh Filter By @ + Status + Status	y! Here, you can view all staf nich staff members are displ staff Name <u>Sar, Sar</u> <u>Smith, John</u>	ff for your location. Click on layed on this screen. The dis Staff Type Teacher Teacher Teacher	a staff member to edit their information o play order can also be changed using the a	r add staff using the arrows in the top hea	elect CREATE NEW STAF ader row.	FF button. You
Staff Summary Welcome to the Staff Summar can use the filters to adjust wr Filter By @ + Status + Staff Type	y! Here, you can view all staf nich staff members are displ Staff Name Sar, Sar Smith, John Tim, Tim III	ff for your location. Click on layed on this screen. The dis Staff Type Teacher Teacher Cacher Aide	a staff member to edit their information of play order can also be changed using the a Status Active Active Active	r add staff using the arrows in the top hea PPI	elect CREATE NEW STAF ader row.	FF button. You
Staff Summary Welcome to the Staff Summar can use the filters to adjust wit Filter By @ + Status + Staff Type APPLY	y! Here, you can view all staf nich staff members are displ staff Name Sar. Sar Smith. John Tim. Tim III	ff for your location. Click on layed on this screen. The dis Staff Type Teacher Teacher Aide	a staff member to edit their information o play order can also be changed using the a Status Active Active Active Page 1 of 1	r add staff using the arrows in the top hea	elect CREATE NEW STAF ader row.	FF button. You
Staff Summary Welcome to the Staff Summar can use the filters to adjust wh Filter By @ + Status + Staff Type APPLY Reset Filters	y! Here, you can view all stat nich staff members are displ Staff Name Sar, Sar Smith, John Tim, Tim III	ff for your location. Click on layed on this screen. The dis <u>Staff Type</u> Teacher Teacher Aide	a staff member to edit their information of play order can also be changed using the a status Active Active Active Page 1 of 1	r add staff using the arrows in the top hea	elect CREATE NEW STAF ader row.	FF button. You



Enter all staff demographic information (if applicable)

I/ASP/StaffDetail.aspx?qs_sesr	n=711191444923260106062834&cqs_main=Loc	ationMaintenance.aspx&qs_sub=StaffSumr	nary	- <u></u> ⊂ S	earch
Pennsyly Pelican Perican Perican	Zania Create New Staff				t-test4 🔻
	Please enter the Information belov	/ to create a new staff member.			GHELP
Staff Info	First Name: (required)	Middle Initial:	Last Name: (required)	Suffix:	
Welcome to the S	Gender: (required) Select	Date of Birth: (required)	Race: (required) Select all that apply +	Ethnicity: (required) Select	EXPAND ALL
- Staff D	SSN: (required) 3	Email: (required)	PPID: <u>search for PPID</u>		~
Gender: Ethinicity: Years of Earl PPID:	Years of Early Childhood Teaching Experience (Birth-8 years): (required		Total Number of Years of Experience: (required)		
+ Locati	Location Specific I	nformation			
+ Creder	Location Start Date: (required)	Select	Staff Category: (required)		
+ Qualifi	CANCEL				SAVE
+ Profess	sional Development I	nformation			
BACK TO STAF	FSUMMARY				



Once staff demographic information is entered, you can then enter their qualifications. Make sure you enter qualification information!

StaffDetail.aspx?qs_sesn=711191444923260106062834&qs_main=LocationMaintenance.aspx8	१.qs_sub=StaffSummary	- 🗎 Ĉ Se	arch
Velcome to the Staff Information Summary page! Click the dropdown arro	w on the right side of each section to edit the inf	formation in that section.	EXPAND A
- Staff Demographic Information			
Full Name: Wiestling Barry Gender: Male Ethinicity: Non-Hispanic Years of Early Childhood Teaching Experience (Birth-8 Years): 6 PPID:	Race: White Date of Birth: 04/29/1977 Email: barry@cloud.com Total Number of Years of Experience: 6		
- Location Specific Information			
Start Date: 11/26/2019 Staff Category: Full-Time Inactive Date:	Staff Type: Teacher Employment Status: Active Inactive Reason:		
- Credential Information			
No Data Found			
+ ADD CREDENTIAL INFORMATION			
Qualification Information			
+ ADD QUALIFICATION			
- Professional Development Information			
No Data Found			
+ ADD PROFESSIONAL DEVELOPMENT			
BACK TO STAFF SUMMARY			

Tom Wolf, Gover Pedro A. Rivera, S



Staff must also be added to the PD Registry (<u>www.papdregistry.org</u>)

		⁰ PA Keys Home / Tipsheets	🛃 Register 💆	Saved Events	🛗 Training Calendar	Contact Us	+Ð Login
Health and Safety Basics STARS 101 ar	nd 102 Family Child Care Courses ERS Courses Act 48						
Welcome to the F	Pennsylvania PD Registry!						
Find Training	Find Instructors						- 1
	Search for Training						
Click 'Training Cal nonscheduled o	lendar' below to find scheduled training by subject. location, date, etc. OR Clic courses listed in the Registry. You can contact the instructor listed within the	ck 'Course Catalog' below to view all course to schedule future events.					- 1
Training	Calendar Course Catalog						1
Search	n by Location, Date, Event ID, or Subject						
Enter sea	arch criteria to find matching events.						
NOTE: S	Searching without criteria will display all events starting on or after 12	/2/2019.					
	Keywords						
	Event ID						
	Course Title						
	City						



Make sure that staff entered in the PD Registry have a complete profile and have been verified. A complete and verified profile includes:

- Personal Information
 - PPID (if applicable)
 - Address, Phone Number
- Education
 - Transcripts uploaded
- Employment
 - Wage
 - Hours worked per week
 - Position Title





Enrollment of Children in PELICAN ELN

Policy Statement: Tracking Enrollments

All enrollments will be tracked using the PELICAN system for children funded through Infant-Toddler Contracted Slots Program.

Policy Statement: Full Enrollment

The provider will maintain full enrollment, as demonstrated by PELICAN enrollment statistics, after 30 days of contract execution, and throughout the entire grant period.

Guidance and Clarifications:

A child is considered "enrolled" at the program on the first day the child receives care at the program. This is the date that should be used as the enrollment start date within the PELICAN ELN system.

The provider must inform the ELRC of the child's initial enrollment date so that the ELRC can take the necessary steps to either close the CCW case or mark the child as "not requesting care."



First, you must create a classroom session. To create a classroom session, you must first create a physical room.

PELICAN PELICAN EARLY LEARNING NETWO	<mark>iа</mark> ^{кк}				t-te
		NFORMATION TOOLS ADD			
LOCATION INFORMATIO	N STAFF ATTENDANCE	FUNDING INFORMATION			
MPI ID Location ID	100138249-0028 1780	Location Name Lead Agency	TEST ALLEGHENY INTERMEDIATE	Status	ACTIVE
Location In	formation	information shows all of the Loca	ation Information details. This page displays	Select	EXPAND
Location In Welcome to the Location information for the loca on the right side of each + Contact In	formation In Information page! The below i tion, a list of the physical rooms section to edit the information	information shows all of the Loca s at this location, as well as the va in that section.	ation Information details. This page displays arious classroom sessions offered. Click the o	Select the contact dropdown arrow	EXPAND
Location In Welcome to the Location information for the loca on the right side of each + Contact In + Physical F	formation In Information page! The below i tion, a list of the physical rooms a section to edit the information Iformation	information shows all of the Loca s at this location, as well as the va in that section.	ation Information details. This page displays arious classroom sessions offered. Click the o	Select the contact dropdown arrow	EXPAND
Location In Welcome to the Location information for the loca on the right side of each + Contact In + Physical F + Classroom	formation In Information page! The below i tion, a list of the physical rooms a section to edit the information Iformation Rooms In Sessions	information shows all of the Loca s at this location, as well as the va in that section.	ation Information details. This page displays arious classroom sessions offered. Click the o	Select the contact dropdown arrow	EXPAND

Click on physical rooms, then click "Add physical room"

- Physical Rooms	
Room Name: 1URfF	•
Room Name: OCyg7	•
Room Name: V42jC	•
Room Name: abc	•
Room Name: adad	•
Room Name: b7n9R	•
Room Name: test	•
Room Name: test	-
Room Name: test2	-
Room Name: vH3jp	•
ADD PHYSICAL ROOM	

pennsylvania OFFICE OF CHILD DEVELOPMENT

AND EARLY LEARNING

J

Tom Wolf, Governor Pedro A. Rivera, Secretary of Education | Teresa D. Miller, Secretary of Human Services



Enter your physical room name, and then click save.



Pedro A. Rivera, Secretary of Education | Teresa D. Miller, Secretary of Human Services

Tom Wolf, Governor



J

First, you must create a classroom session. When creating the classroom session: use the classroom session name: Infant-Toddler Contracted Slots #1 (use ascending numbers if more than one classroom is in a location).

SM/ASP/LocationMaintenance.aspx?qt_sesr 🔎 = 🔒 🖒 💋	applications - OneDrive	🏉 New tab	Classroom Session Summary ×		
pennsylvania ENEVEANEVS NETWORK	General Inf	ormation			t-test4 👻
The PROVIDER FINANCIAL MAN	Please enter the gen	eral information be	low for the classroom session.		OHELP
MP110 10203520	Classroom Session M	tracted Slots #1	Classroom Session Start Date: (required) 2/1/2019	Status	ACTIVE
Classroom Session S	Classroom Session E	ind Date:	Physical Room: (required)	information in that section.	
- General Information	Approved Assessme Selected (1) +	nt:			
Classroom Session Name: Classroom Session End Date: Approved Assessment:	CANCEL		SAVE		Ť
School Year Information No Data Found ADD CLASSROOM SESSION SCHOOL	ON YEAR				
- Staff Information					
Show: Active					
+ ADD STAFF MEMBER TO SESSION					
- Environmental Rating	Scale (ERS) S	core			
Show: Active					



After the classroom session is created, you then need to add school year information.

?/LocationMaintenance.aspx?qs_s	esn=117543112147260301010789&qs_n	ain=LocationMaintenance.aspx&	qs_sub=LocationMaintenance.aspx	✓
PELICAN PELICAN EARLY LEARNING NETWORK	a <			t-test4 🔻
HOME PROVIDER	FINANCIAL MANAGEMENT	TOOLS REPORTS LOO		O HELP
MPI ID Location ID	102035204-0012 12967	Location Name Lead Agency	LOCATION NEW 123 BACK TO BASICS LLC	Status ACTIVE
Classroom S The below information sh	Session Summ	ary n details. Click the dropdow	n arrow on the right side of each section to edit	the information in that section.
Classroom Session I Classroom Session I Approved Assessme	Name: Infant Toddler Contract S End Date: nt: Teaching Strategies - GOLD	lots #1 Class Physi	room Session Start Date: 11/26/2019 cal Room: 123 clss room	•
- School Yea	ar Information			
+ ADD CLASSROOM	SESSION SCHOOL YEAR			
+ Staff Inform	nation			
+ Environme	ntal Rating Scale (ERS) Score		
BACK TO LOCATION				



Enter all of the required school year information on this screen.

GM/ASP/LocationMaintenance.a	spx?qs_sesn=117543112147260301010789&qs_main=LocationMaintenance.aspx&qs_su	b=LocationMaintenance.aspx	- 🖶 🗘	Search	
PELICAN PARLY LEARNING	School Year Information				t-test4 🔻
HOME PRO	Please enter the school year information below for the Classroom se	ssion.			O HELP
MPLID	School Year: (required)				ACTIVE
Location ID	Select				
Classroo	School Year Start Date: (required)	Schedule: (required)			
The below inform		Select		EXP	AND ALL
- Genera	Operational Days Per Year: (required)	Instructional Hours Per Day: (required)			
Classroom S Classroom S Approved As	Hours of Operation: (required)	Class Size: (required)			•
- Schoo	Primary Curriculum: (required)	Screening Tool:			
No Data Fou	Select	Select			
+ ADD CLAS	CANCEL SAVE AND	ADD ANOTHER		SAVE	
+ Staff In	formation				
+ Enviror	nmental Rating Scale (ERS) Score				

Tom Wolf, Gove Pedro A. Rivera,



After the classroom session has been created, you need to add a staff member to the classroom session.

pennsylvan	na				t-tes
	R FINANCIAL MANAGEMENT	TOOLS REPORTS LOCA			E
IPI ID	102035204-0012		LOCATION NEW	Status	ACTIVE
ocation ID	12967	Lead Agency	123 BACK TO BASICS LLC		
- General Ir	nformation				
- General Ir	oformation				
Classroom Sessio	n Name : Infant Toddler Contract S	Slots #1 Classro	om Session Start Date: 11/26/2019		
Classroom Session Approved Assessr	n End Date: ment: Teaching Strategies - GOLD	Physical	Room: 123 clss room		
+ School Ye	ar Information				
- Staff Info	rmation				
		_			
Show: Active					
No Data Found					
	ABER TO SESSION				
+ ADD STAFF MEM					
+ ADD STAFF MEN					



Choose your newly created staff member from the drop down menu. Indicate whether they are a "Teacher" or "Aide"

//LocationMaintenance.aspx?qs_	sesn=1175431121472603010	10789&qs_main=LocationMaintenance.aspx&qs_sul	b=	- 🗎 🖒 🛛 Sei	arch	
MPIID	102035204-001	2 Location Name	LOCATION NEW		Status	ACTIVE
Location ID	12967	Staff Member Informat	ion			
Classroom	Session S	Please enter the staff member information Staff Name: (required) Wiestling, Barry	on below for the classroom session. Classroom Session Role: (required) Teacher	a information in th	nat section.	EXPAND ALL
- General Inf	formation	Staff Classroom Session Start Date:	Staff Classroom Session End Date:			
Classroom Session I Classroom Session I Approved Assessme	Name: Infant Toddler End Date: ent: Teaching Strategi	(required) 11/26/2019 × Classroom Session Lead 3				•
- School Yea	ar Informatio	CANCEL SAVE AN	ID ADD ANOTHER SAVE			
No Data Found						
+ ADD CLASSROOM	SESSION SCHOOL YE	AR				
- Staff Inform	nation					
Show: Active No Data Found						
+ ADD STAFF MEMB	ER TO SESSION					



Once this is all done you will see your classroom session listed.

ation ID	10203520	14-0005 U U	ocation Name sad Agency	TESYT 123 BACK TO	BASICS LI	ıc		Status	ACTIVE
ocation In	nformatio	n						Select.	
come to the Locatio rmation for the loca he right side of eac	on Information pag ation, a list of the p h section to edit th	el The below informatic hysical rooms at this lo e information in that se	on shows all of the Locatio cation, as well as the vario ction.	n Information de us classroom se	etails. This ssions offe	page dis rred. Clici	plays the contact is the dropdown arro	w	EXPAND A
Contact In	nformation								
Physical I	Rooms								
Classroor Below is a list of al	m Sessions	sions at this location. Y	ou can sort the classroom	sessions display	ved by sele	ecting			
Classroon Below is a list of al Active, inactive, or Show: Al	I the classroom ses	sions at this location. Y issroom Session Name	ou can sort the classroom to view the Classroom Ser	sessions display	ved by sele	ecting			
Classroor Below is a list of al Active, Inactive, or Show: All Clearpoon Session	m Sessions I the classroom ses All. Click on the Cla	sisons at this location. Y assroom Session Name	ou can sort the classroom Ser to view the Classroom Ser Physical Boom	children Erro Program	ed by sele	Cless Size	Curriculum	Start Date	End Date
Classroor Below is a list of al Active, inactive, or Show: Al Clearpoon Session Infant Toddler Contra	m Sessions	sions at this location. Y issroom Session Name Classroom Session	ou can sort the classroom Set to view the Classroom Set Physical Boom infant room	o sessions display ssions Summary Children Turo Program	ed by sele	Cless Size	Curriculum Creative Curriculum	Start Date 02/01/2019	End Date
Classroor Below is a list of al Active, inactive, or Show: Al Consequent Section Infant Toddier Contex In	m Sessions I the classroom ses All. Click on the Cla I click of the Class click State. #1 and State. #2	Clease of Freed Sent	ou can sort the classroom Ser to view the Classroom Ser Physical Boom Infant room toddler room King	Onderen Deren Onderen Deren Program	eed by sele	Class Size 8	Curriculum Creative Curriculum Creative Curriculum	Start Date 02/01/2019 01/01/2019	End Date
Classroor Below is a list of al Active, Inactive, or Show: All Clearance Session Infant Taddler Contra Infant Taddler contra	m Sessions I the classroom ses All. Click on the Cla click on the Cla second Sizes #1 cond Sizes #2	Gestroom Session Name Gestroom Session Gestroom	ou can sort the classroom Set to view the Classroom Set Room unfant room toddler room King toddler room Smith	chatren Erro Program	eed by sele Count 0 0 0	Class Size 8 8 8	Curriculum Creative Curriculum Creative Curriculum Creative Curriculum	Start Date 02/01/2019 01/01/2019 01/01/2019	End Date
Classroor Below is a list of al Active, inactive, or Show: Al Cleaseson Session Infant Toddler Contra Infant Toddler Contra	m Sessions I the classroom ses All. Click on the Cla I click of Statu #1 and Statu #2	Sistens at this location. Y Isseroom Session Name Classroom Session Grace Lift Freed Server	ou can sort the classroom Ser to view the Classroom Ser Physical Boom Infant room Indelfer room King Itodiler room Smith	Children Dava	eed by sele	Class Size 8 8 8	Curriculum Creative Curriculum Creative Curriculum Creative Curriculum	Start Date 02/01/2019 01/01/2019 01/01/2019	End Date
Classroor Below is a list of al Active, inactive, or Show: All Gesegeon Section Infant Toddler Contra Inf	m Sessions I the classroom ses All. Click on the Cla mathematical States acted States #1 acted Acted States #1 acted Acted States #1 acted Acted States #1 acted Acted	Sistons at this location. Y assroom Session Name Gestroom Session Freed Sen Bactors	ou can sort the classroom Set to view the Classroom Set Room unfant room toddler room King toddler room Smith	chatren Erro Program	eed by sele	Class Size 8 8 8	Curriculum Creative Curriculum Creative Curriculum Creative Curriculum	Start Date 03/01/2019 01/01/2019 01/01/2019	End Date

System Acceptance Test for PA Pre-K Counts | Version 1.0.0.0



After the classroom session is created and a staff member is attached, you can then enroll a child by clicking "Child Information" to view the child roster.

enqo_sesi=oris noi	1721260319473159&qs_main=(ChildRoster&qs_sub=				- A C	Search	
PELICAN PARLY LEARNING	vania Network							bwiestlin
HOME PRO	VIDER FINANCIAL M		DOLS REPORT	CHILD INFORMATION	ADDITIONAL OPTIO	VS 🗢		Θ
CHILD ROSTER	CHILD SEARCH CHI	LD INFORMATION						
MPIID			Location Name				Status	ACTIVE
Location ID			Lead Agency					
Child Ro	oster					2	Select	G
Below are the er classroom sessio	ind Roster page, <u>click here</u> rollments which are curr ons or schedules. The dis	rently Active at this play order can also	location. You can be changed using	use the filters along the sid the arrows in the top head	e of the screen view en er row.	ollments in differe	nt statuses, speci	fic programs,
When the Inactiv	e status filter is applied, e use Child Search.	this page displays	enrollments which	have been inactive for less	than two years. To viev	enrollments which	n have been inact	tive for more tha
two years, please								
Active Childre	n At This Location: 9	8						
two years, please Active Childre Active Enrolln	n At This Location: 9 ients At This Locatio	8 n: 117						
two years, please Active Childre Active Enrolln Filter B	n At This Location: 9 nents At This Locatio y: 0 + Sh	n: 117 owing Results F	or Enrollment S	Status: Active				
Active Childre Active Enrolln Filter B	n At This Location: 9 nents At This Locatio y: 0 + Sh itatus	n: 117 owing Results F	For Enrollment S	Status: Active	Enrolli	ient Enrol	Iment	
Active Childre Active Enrolln Filter B — Enrollment S Active	n At This Location: 9 nents At This Locatio y: • y: • tatus select All	Name DB	For Enrollment S ate of trth	Status: Active	Program ¢ Enrolin Begin i	ient bate	iment ¢ Ri Iate ≎	isk Factors 🛛 🗢 🖨

Tom Wolf, Governor Pedro A. Rivera, Secretary of Education | Teresa D. Miller, Secretary of Human Services



Click the "Create New Child" button at the bottom of the screen

r?qs_sesn=81194181172126031947315	9&qs_main=	ChildRoster&qs_sub=				Ψ.	₿ ¢	Search	
☑ Half Day ☑ Full Day			Full Day	PreK Red	Keystone STARS	08/22/2019			Child considered at risk in another category (Select from List Below)
APPLY Reset Filters			Full Day	PreK Red	PA Pre-K Counts	08/22/2019			Child considered at risk in another category (Select from List Below)
			Full Day	PreK Red	Keystone STARS	08/22/2019			
			Full Day	Toddlers	Keystone STARS	08/22/2019			
			Full Day	Onesies	Keystone STARS	07/29/2019			
			Full Day	PreK Green	PA Pre-K Counts	08/22/2019	[No Title]	Multiple
			Full Day	Infants	Keystone STARS	09/09/2019			
			Full Day	PreK Red	PA Pre-K Counts	08/22/2019			Child has None of the Risk Factors Listed
			Full Day	PreK Green	PA Pre-K Counts	08/22/2019			Child has None of the Risk Factors Listed
			Full Day	PreK Green	Keystone STARS	08/22/2019			Child has None of the Risk Factors Listed
			Full Day	Onesies	Keystone STARS	06/17/2019			
	Numt	per of Results: 117		<u>Next</u> Page	1 ♥ of 6 <u>Go</u>			Ch	ildren Selected: 0
	CRE	ATE ENROLLMENT	END DATE		CREATE	NEW CHILD	СН	ILD UPLO	AD SUMMARY



You will enter all the child information and select "Other" for program.

	Please enter the demographic	information below for the child.			
MPI ID Location ID	First Name: (required)	Middle Initial:	Last Name: (required)	Suffix:	
Child In	Date of Birth: (required)	Gender: (required)	Race: (required)	Ethnicity: (required)]
Welcome to the	C SSN: ❷	Is English the 1st language	for the Child?		EXPAI
+ Paren	Program Information Programs this child is enrolle	d in for this location: 🕑 (required)			
+ Incom	Selected (1) - Select all PA Pre-K Counts Keystone STARS			SAV	ſE
	✓ Other				



You will then add parent/legal guardian information for the child. You do not need to enter income or risk factor information.



Tom Wolf, Pedro A. Riv



The next step is to add an enrollment. Click "Add Enrollment" under Enrollments at this Location.

	6666	Lead Agency	LEARN AND PLAY CENTERS INC	
hild Info	rmation Summar	v		
elcome to the Child	Information Summary pagel Click th	a dropdown arrow on the right side of each section to edit	the information in that section	
elcome to the child	mormation summary page: click u	ie dropuowi anow on the right side of each section to edit	the mornation in that section.	EXPAND A
- Child De	mographic Informati	on		
Full Name: CECIL	IA HANDY	Date of Birth: 06/14/2016		•
Gender: Female		Race: Unknown		
Outcome ID: 692	2648657	Programs. PA Pre-K Counts		
+ Parent/Lo	egal Guardian Inform	nation		
Theomen	mormation			
+ Risk Fac	tor Information			
+ Risk Fac – Enrollme	tor Information	nis Location		
+ Risk Fac	tor Information ent Information for Th on Name: Pioneers	nis Location Physical Room: 7		
+ Risk Fac	tor Information ent Information for Th on Name: Pioneers -K Counts	his Location Physical Room: 7 Schedule: Full Day		
+ Risk Fac - Enrollme Classroom Sessi Program: PA Pre- Begin Date: 09/0	tor Information ent Information for Th on Name: Pioneers -K Counts 13/2019	his Location Physical Room: 7 Schedule: Full Day End Date:		
+ Risk Fac - Enrollme Classroom Sessi Program: PA Pre Begin Date: 09/0 +ADD ENROLLM	tor Information ent Information for Th on Name: Pioneers -K Counts	his Location Physical Room: 7 Schedule: Full Day End Date:		
+ Risk Fac - Enrollme Classroom Sessi Program: PA Pre- Begin Date: 09/0 +ADD ENROLLM + All Enrol	tor Information ent Information for Th on Name: Pioneers -K Counts 3/2019 ENT ADD TO WAITING LIST Iments	his Location Physical Room: 7 Schedule: Full Day End Date:		
+ Risk Fac - Enrollme Classroom Sessi Program: PA Pre- Begin Date: 09/0 + ADD ENROLLM + AII Enrol	tor Information ent Information for Th on Name: Pioneers -K Counts	his Location Physical Room: 7 Schedule: Full Day End Date:		



Under Classroom Session, select your Infant Toddler Contracted Slots Classroom Session. Also select Program "Other" and Subprogram "Infant Toddler Contracted Slots"





For Funding Source, select "Infant Toddler Contracted Slots"

elcome to the C	Please enter the enrollment informat	ion belov	v for the classroom session.	COLLAPSE ALL
- Child I	Location: tesyt			
Full Name: H	Classroom Session: (required)		Program: (required) Sub-Program: (required)	*
Gender: Ferr Ethnicity: No	infant toddler contracted slots #2	•	Other Infant Toddler Contracted Slots	
Outcome ID:	Lead Agency - Grant ID: (required)		Funding Source: (required)	
- Parent	Enrollment Begin Date: (required)	\checkmark	Select CCW Subsidy & Federal HS Funding CCW Subsidy & No Federal HS Funding Federal HS Funding & No CCW Subsidy Ind Date Reason:	
Role: Primar School Distri Relationship			Infant Toddler Contracted Slots	
ACTORNOL 131	Days for this Session: (required)	-	Hours for this Session: (required) Schedule for this Session: (required)	
+ADD PARE	Select	•	Select	
- Enrolli	CANCEL		SAVE AND ADD ANOTHER SAV	



To un-enroll children in ITCSP in PELICAN you must first get them to show up on your child roster by clicking child information.

PELICAN EARLY LEARNIN	IG NETWORK							bwiestlin
	OVIDER FINANCI	AL MANAGEMEN	IT TOOLS REPORTS	CHILD INFORMATION				Ø
CHILD ROSTER	CHILD SEARCH	CHILD INFORM						
MPI ID Location ID			Location Name Lead Agency	e			Status	ACTIVE
•••••								
Child R	oster						Select	G
Child R	oster						Select	G
For a tour of the C	oster	<u>k here</u>		una sha filana a lana sha si			Select.	G
For a tour of the C Below are the e classroom sessi	Dister thild Roster page, <u>clici</u> nrollments which a ons or schedules. T	<u>k here</u> re currently Active 'he display order c	at this location. You can ι an also be changed using	use the filters along the si g the arrows in the top hea	de of the screen v ader row.	iew enrollments in	Select.	C programs,
Child R For a tour of the C Below are the e classroom sessi When the Inacti two years, pleas	child Roster page, <u>clic</u> nrollments which a ons or schedules. T ve status filter is ap ie use Child Search.	<u>k here</u> re currently Active he display order c plied, this page di	at this location. You can u an also be changed using splays enrollments which	use the filters along the si g the arrows in the top hea n have been inactive for les	de of the screen v ader row. ss than two years.	iew enrollments in To view enrollment	Select. different statuses, specifi s which have been inactiv	c programs,
Child Re For a tour of the C Below are the e classroom sessi When the Inacti two years, pleas Active Childre	Child Roster page, clici nrollments which a ons or schedules. T ve status filter is ap se use Child Search. en At This Locati	<u>k here</u> re currently Active he display order c plied, this page di ion: 98	at this location. You can u an also be changed using splays enrollments which	use the filters along the si g the arrows in the top hea n have been inactive for les	de of the screen v ader row. ss than two years.	iew enrollments in To view enrollment	Select. different statuses, specifi is which have been inactiv	c programs,
Child Re For a tour of the C Below are the e classroom sessi When the Inacti two years, pleas Active Childre Active Enrolli	child Roster page, click nrollments which a ons or schedules. T ve status filter is ap ie use Child Search. en At This Locati ments At This Loc	<u>k here</u> re currently Active he display order c plied, this page di ion: 98 bo cation: 117	at this location. You can u an also be changed using splays enrollments which	use the filters along the si g the arrows in the top hea n have been inactive for les	de of the screen v ader row. ss than two years.	iew enrollments in To view enrollment	Select. different statuses, specifi is which have been inactiv	c programs,
Child Re For a tour of the C Below are the e classroom sessi When the Inacti two years, pleas Active Childre Active Enrolli	Thild Roster page, click mollments which a ons or schedules. T ve status filter is ap ie use Child Search. en At This Location ments At This Location	k here re currently Active ine display order c oplied, this page di con: 98 ocation: 117	at this location. You can ι an also be changed using splays enrollments which	use the filters along the si g the arrows in the top hea n have been inactive for les	de of the screen v ader row. ss than two years.	iew enrollments in To view enrollment	Select. different statuses, specifi s which have been inactiv	c programs,
Child Re For a tour of the C Below are the e classroom sessi When the Inacti two years, pleas Active Childre Active Enrolli Filter I	Thild Roster page, clice nrollments which a ons or schedules. T ve status filter is ap se use Child Search. en At This Locati ments At This Loc	k here re currently Active ihe display order c plied, this page di ion: 98 ocation: 117 + Showing Res	at this location. You can u an also be changed using splays enrollments which sults For Enrollment S	use the filters along the si g the arrows in the top hea have been inactive for les Status: Active	de of the screen v ader row. ss than two years.	iew enrollments in To view enrollment	Select. different statuses, specifi is which have been inactiv	♥ c programs,
Child Re For a tour of the C Below are the e classroom sessi When the Inacti two years, pleas Active Childre Active Enrolli Filter B	Anid Roster page, clicit nrollments which a ons or schedules. T ve status filter is ap se use Child Search. en At This Location ments At This Location By: Status	k here re currently Active he display order c uplied, this page di ion: 98 bocation: 117 + Showing Res	at this location. You can u an also be changed using splays enrollments which sults For Enrollment S	use the filters along the si g the arrows in the top hea have been inactive for les Status: Active	de of the screen v ader row. ss than two years.	iew enrollments in To view enrollment	Select different statuses, specifi is which have been inactiv	c programs,

Infant Toddler Contracted Slots: Data Quality Webinar



Scroll down on the child roster, and uncheck "Pre-K Counts" and "HSSAP" under Program. Please make sure you leave "Other" checked. Then click "Apply"

Filter By: 😡	+ Sho	wing Resul	ts For Enrolin	nent Status:	Active				
Enrollment Status			Date of		Classroom		Encollment	Enrollment	
 Active 	Select All	Name 🔺	Birth +	Schedule 🗢	Session +	Program 🜩	Begin Date +	End Date +	Risk Factors 🗢
 Inactive (past 2 years) In-Process 		<u>ctZf. GTeb</u>	09/27/2017	Full Day	Centennial 2	PA Pre-K Counts	03/18/2020		Individualized Education Plan
 On Waiting List Classroom Sessions 		<u>mDpWtL.</u> <u>yRAqAO</u>	01/13/2018	Full Day	Centennial 2	PA Pre-K Counts	03/18/2020		Individualized Education Plan
Selected (9)		ONE, PASID	12/11/2017	Full Day	Centennial 2	Other	03/18/2020		Individualized Education Plan
⊻ Centennial 2 ☑ IArpxc ☑ kim ☑ sat test	Numbe	er of Results: ATE ENROL	3 LMENT	END DATE	Pag	e 1 of 1 CREATE			ildren Selected: 0
ᡌ Smoke I test Classroom I xa.nad I xzf									
- Program									
PA Pre-K Counts Head Start									
✓ Other									



You will then see all your children enrolled in Program "Other" to be able to end date the enrollment.



Pedro A. Rivera, Secretary of Education | Teresa D. Miller, Secretary of Human Services

Infant Toddler Contracted Slots: Data Quality Webinar



To end date the enrollment, you can click the selection box next to the child(ren) you wish to end date. You will then click "End Date Enrollment". You can then enter the end date, and end date reason and click save.





Editing Information in PELICAN ELN

If you already have children entered in PELICAN ELN, along with the staff and Classroom Sessions, you just need to make edits to your current information to reflect how we want the information entered for ITCS. The areas that need updated are:

- Classroom Session Name
- Staff tied to Classroom Sessions
- Add Program "Other" to a child
- Add ITCS enrollment to child

We will also show you how to make the proper edits if you already have these created in PELICAN ELN.



If the child is already enrolled in "Keystone STARS" at your location you can locate them on the "Child Roster" screen.

Logan	2017	Full Day	Infant	Keystone STARS	10/12/2017	



pennsylvania OFFICE OF CHILD DEVELOPMENT

AND EARLY LEARNING

J

Pennsylvania PELICAN EARLY LEARNING NETWORK			bwiestling 🔻
MY LOCATIONS HOME LOCATION CHILD INFORMATION T			O HELP
MPI ID Location ID	Location Name Lead Agency		
Child Information Summary			
Welcome to the Child Information Summary page! Click the dropdown arr	ow on the right side of each section to edit the ir	formation in that section.	EXPAND ALL
- Child Demographic Information			
Full Name: Logan L Gender: Male Ethnicity: Non-Hispanic Outcome ID: 9	Date of Birth 2017 Race: White Programs: Keystone STARS		•
+ Parent/Legal Guardian Information			
+ Enrollment Information for This Location	on		
+ All Enrollments			
ASSESSMENTS GENERATE CHILD/HOUSEHOLD UPDATE FO	ORM	GENERATE CORRESPONDENCE	DELETE CHILD

Click the Yellow arrow under Child Demographic Information and click "Edit".

pennsylvania OFFICE OF CHILD DEVELOPMENT

AND EARLY LEARNING

J

Child Information Summa	ry	
elcome 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 Informa	tion	
Full Name: Logan Gender: Male Ethnicity: Non-Hispanic Outcome ID: 9	Date of Birth: 7 Race: White Programs: Keystone STARS	edit O history
+ Parent/Legal Guardian Infor	mation	



Within the Child Demographic Information screen you will need to add the program "Other" under "Program Information". Please make sure to check "Other" and click save.

Please enter the demographic	c information below for the child.			
First Name: (required)	Middle Initial:	Last Name: (required)	Suffix:	
Logan		Butler		~
Date of Birth: (required)	Gender: (required)	Race: (required)	Ethnicity: (required)	
08/28/2017	Male	Selected (1) -	Non-Hispanic	~
55N: 😧	Is English the 1st languag	e for the Child?		
*** - ** - 177	⊖ Yes ⊖ No			
Program Information Programs this child is enrolle Selected (2)) ed in for this location: 😧 (required)			
Program Information Programs this child is enrolle Selected (2) - Select all	ed in for this location: @ (required)			

Infant Toddler Contracted Slots: Data Quality Webinar



SAVE

J.

Once the child has the program "Other" attached to them you can then end date the Keystone STARS enrollment. Under the Enrollment Information for this Location you will click the arrow and "Edit" the enrollment. You can then enter the end date along with reason (Changed Program Participation) and hit save.

- Enrollment Informatio	on for 1	This Loc	atio	n					
Classroom Session Name: Infants Program: Keystone STARS Begin Date: 01/13/2020				Physica Schedu End Dat	l Room : Infa le : Full Day te :	nts			 ✓ EDIT ÎD DELETE Ø HISTORY
+ADD ENROLLMENT +ADD TO WA	ITING LIST								
	Enrolln	nent Inform	ation						
	Please enter might be upo Location: Riv	the enrollment inforn lated based on the m erview Childrens Cer	mation belo lost current lter	w for the classroo information from	om session. When cr 1 MCI.	eating the	enrollment, the child demographic infor	mation	
	Classroom S	ession: (required)		Program: (requ	ilred)		Sub-Program: (required)	- 1	
	Infants		\checkmark	Keystone ST	TARS		Child Care	\checkmark	
	C Lead Agency	- Grant ID: (required)	\checkmark	Funding Source	Ce: (required) (No CCW Subsidy &	No Fe			
	Enrollment E	egin Date: (required)		Enrollment Er	nd Date:		Enrollment End Date Reason:	_ I	
	N 01/13/			04/28/2020			Changed Program Participation	~	
	o Days for this	Session: (required)		Hours for this	Session: (required)		Schedule for this Session: (required)	- 1	
	3	Days/Week	~	24	Hours/Week	~	Full Day	~	

CANCEL

Tom Wolf, Gov Pedro A. Rivera



J

Once you have end dated the Keystone STARS enrollment, you can then add the ITCSP enrollment. Under the Enrollment Information for this Location you will click "Add Enrollment". You can then follow the instructions on the next two slides to add the correct enrollment.

hild Information	Summary			
come to the Child Information Su	-			
	Immary page! Click the d	ropdown arrow on the right side of each section to edit	the information in that section.	EXPAND A
- Child Demograph	ic Information			
Full Name: CECILIA HANDY		Date of Birth: 06/14/2016		
Gender: Female Ethnicity: Unknown Outcome ID: 692648657		Race: Unknown Programs: PA Pre-K Counts		
► Parent/Legal Gua ► Income Informati	rdian Informat	ion		
Risk Factor Inform	mation			
- Enrollment Inform	nation for This	Location		
Classroom Session Name: Pion Program: PA Pre-K Counts	eers	Physical Room: 7 Schedule: Full Day End Date:		
+ADD ENROLLMENT ADD	TO WAITING LIST			
- All Enrollments				



Under Classroom Session, select your Infant Toddler Contracted Slots Classroom Session. Also select Program "Other" and Subprogram "Infant Toddler Contracted Slots"





For Funding Source, select "Infant Toddler Contracted Slots"

elcome to the C	Please enter the enrollment informat	ion belov	w for the classroom session.	COLLAPSE ALL
- Child I	Location: tesyt			
Full Name: H	Classroom Session: (required)		Program: (required) Sub-Program: (required)	*
Gender: Ferr Ethnicity: No	infant toddler contracted slots #2	•	Other Infant Toddier Contracted Slots	
Outcome ID:	Lead Agency - Grant ID: (required)		Funding Source: (required)	
- Parent	Enrollment Begin Date: (required)	\checkmark	Select CCW Subsidy & Federal HS Funding CCW Subsidy & No Federal HS Funding Federal HS Funding & No CCW Subsidy Ind Date Reason:	
Role: Primar School Distri Relationship			Infant Toddier Contracted Slots	
The second second	Days for this Session: (required)		Hours for this session: (required) Schedule for this session: (required)	
+ADD PARE	Select	•	Serect	
- Enrolli	CANCEL		SAVE AND ADD ANOTHER	

Infant Toddler Contracted Slots: Data Quality Webinar



If you are editing an already existing classroom session, you will click on the classroom session and then click "Edit" under General Information. You will need to rename the session use the same naming pattern on the next slide.

PELICAN EARLY LE		a <						t-test4
НОМЕ	PROVIDER	FINANCIAL MANAGEMENT	TOOLS	REPORTS	LOCATION			OHE
MPI ID Location II	D	102035204-0012 12967	Loc Lea	cation Name ad Agency		LOCATION NEW 123 BACK TO BASICS LLC	Status	ACTIVE
Class	nformation sh	Session Summ	ary	Click the drop	odown arrow o	on the right side of each section to	edit the information in that section.	
– Ge	neral Inf	ormation						
Classro Classro Approv	oom Session N oom Session E ved Assessme	Name: Infant Toddler Contract S End Date: nt: Teaching Strategies - GOLD	Slots #1	C F	Classroom Ses Physical Room	ssion Start Date: 11/26/2019 n: 123 clss room		EDIT
+ Scl	nool Yea	r Information						
+ Sta	ff Inforn	nation						
+ En	vironme	ntal Rating Scale	(ERS)	Score				
BACK TO	D LOCATION							



Use the classroom session name: Infant-Toddler Contracted Slots #1 (use ascending numbers if more than one classroom is in a location).

Classroom Section Name: No Data Found Approved Absection Name: No Data Found Approved Name: No Data Found Approved Name: No Data Found<	M/ASP/LocationMaintenance.aspx?qs_sesr 🔎 + 🔒 🖒 💋 ap	plications - OneDrive 🧭 New tab	Classroom Session Summary ×					
HOME PROVIDER Provide Resource Links Provide Assessment Classroom Session Rame: Sector Information Classroom Session Rame: Classroom Session Rame: Sector Information Classroom Session Rame: Classroom Session Rame: Sector Information Classroom Session Rame: Vo Duta Found + ADD CLASSROOM SESSION SCHOOL YDAR Active W No Data Found No Data Foun	pennsylvania DISTILANENG NETWORK	General Information		t-test4 👻				
Active and general end of a general e	HOME PROVIDER FINANCIAL MANA	HOME PROVIDER FINANCIAL MANA						
Class control Session Label Class control Label Class control Session Class control Session Label Class control Session Class control Session Label Class control Session Class control Session Class control Session Label Class control Session Class control Session Label <th></th> <th>Classroom Session Name</th> <th>Classroom Session Start Date:</th> <th></th>		Classroom Session Name	Classroom Session Start Date:					
Classroom Session End Date: Pipyical filoom: gegens Infert room		Infant Toddler Contracted Slots #1	2/1/2019	Status ACTIVE				
Classroom Session End Date: Infant room Infant room I								
The below information shows all of the Class	Classroom Session S	Classroom Session End Date:	Physical Room: (required)					
Approved Assessment: Classroom Session Name: No Data Found Classroom Session Session Session Section (ERS) Score No Data Found No Data Found No Data Found Classroom Session Name: No Data Found	The below information shows all of the Classe		intant room	information in that section. EXPAND ALL				
Classroom Session Name: Classroom Session Ind Date: Approved Assessment: CANCEL SAVE - School Year Information No Data Found + ADD CLASSROOM SESSION SCHOOL YEAR - Staff Information Show: Active IM No Data Found + ADD STAFF MEMBURER TO SESSION - Environmental Rating Scale (ERS) Score Show: Active IM No Data Found		Approved Assessment:						
Classroom Session Rand Date: Approved Assessments: CANCEL SAVE Cancel Cancel SAVE Cancel SAVE Cancel Save Cancel <th>- General Information</th> <td>Selected (1) +</td> <td></td> <td></td>	- General Information	Selected (1) +						
Approved Assessment: Little - School Year Information No Data Found + ADD CLASSROOM SESSION SCHOOL YEAR - Staff Information Show: Active - Environmental Rating Scale (ERS) Score No Data Found No Data Found	Classroom Session Name: Classroom Session End Date:	CANCEL	SAVE	*				
School Year Information No Data Found ADD CLASSROOM SESSION SCHOOL YEAR Staff Information Show: Active No Data Found + ADD STAFF MEMMER TO SESSION C Environmental Rating Scale (ERS) Score Show: Active No Data Found	Approved Assessment:	entrete						
Staff Information Show: Active Active Active ADD STAFF MEMBER TO SESSION Environmental Rating Scale (ERS) Score Show: Active No Data Found	No Data Found	EAR						
Show: Active No Data Found C Environmental Rating Scale (ERS) Score Show: Active No Data Found	- Staff Information							
ADD STAFF MEMBER TO SESSION	Show: Active							
Environmental Rating Scale (ERS) Score Show: Active No Data Found	+ ADD STAFF MEMBER TO SESSION							
Show: Active No Data Found	- Environmental Rating	Scale (ERS) Score						
No Data Found	Show: Active							
	No Data Found							

Pedro A. Rivera, Secretary of Education | Teresa D. Miller, Secretary of Human Services

Tom Wolf, Governor



After the classroom session has been edited, you want to make sure you have the correct staff assigned to the classroom. You can click "Add Staff Member to Session"

PELICAN PARLY LEARNING NETWORK					t-te:
HOME PROVIDER	FINANCIAL MANAGEMENT	TOOLS REPORTS LOCAT			ľ
IPI ID ocation ID	102035204-0012 12967	Location Name Lead Agency	LOCATION NEW 123 BACK TO BASICS LLC	Status	ACTIVE
lassroom §	Session Summa	ary			
e below information sho	วพร all of the Classroom Session	details. Click the dropdown a	arrow on the right side of each section to ec	dit the information in that section.	EXPAND
- General Inf	ormation				
Classroom Session N Classroom Session E Approved Assessme	i ame : Infant Toddler Contract Sic nd Date: nt : Teaching Strategies - GOLD	ots #1 Classroc Physical	om Session Start Date: 11/26/2019 I Room: 123 clss room		
+ School Yea	r Information	_			
– Staff Inform	nation	1			
Show: Active No Data Found					
+ ADD STAFF MEMBE	R TO SESSION				

Tom Wolf, Gove Pedro A. Rivera,



Choose the correct staff member from the drop down. If they are not in the drop down, you will have to create a new staff member.

V/LocationMaintenance.aspx?qs_s	esn=1175431121472603010	10789&qs_main=LocationMaintenance.aspx&qs_sub)=	- 🗎 🗘	Search	
MPIID	102035204-001	2 Location Name	LOCATION NEW	_	Status	
Location ID	12967	Staff Member Informat	ion			
Classroom S	Session S ows all of the Classro	Please enter the staff member information Staff Name: (required)	on below for the classroom session. Classroom Session Role: (required)	e information i	n that section.	EXPAND ALL
- General Inf	ormation	Staff Classroom Session Start Date:	Staff Classroom Session End Date:			
Classroom Session M Classroom Session E Approved Assessme	Name: Infant Toddler End Date: nt: Teaching Strategie	(required) 11/26/2019 × Classroom Session Lead 9				*
- School Yea	r Informatio	CANCEL SAVE AN	D ADD ANOTHER SAVE			
No Data Found						
+ ADD CLASSROOM	SESSION SCHOOL YE	AR				
- Staff Inform	nation					
Show: Active No Data Found						
+ ADD STAFF MEMB	ER TO SESSION					

Tom Wolf, Governor Pedro A. Rivera, Secretary of Education | Teresa D. Miller, Secretary of Human Services



Resources

PELICAN ELN Getting Started

https://www.pakeys.org/pa-early-learning-initiatives/pelican/pelican-getting-started/

PELICAN ELN Resources

https://www.pakeys.org/pa-early-learning-initiatives/pelican/pelican-resources/

PA PD Registry Resources

https://www.pakeys.org/get-professional-development/professional-development/professionalsresources/

ITCSP Resources

https://www.pakeys.org/getting-started/ocdel-programs/pre-k-counts/infant-toddlercontracted-slots/

PELICAN ELN Help Desk

Phone: 1-877-491-3818 E-mail: ra-eln@pa.gov



