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OFFICE OF CHILD DEVELOPMENT AND EARLY LEARNING

PELICAN Data Quality Webinar

May 22nd, 2020

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Agenda

- 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)

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Reporting Issue – Over Enrollment

LOCATION TOTALS BY PROVIDER TYPE	FUNDED SLOTS	ENROLLED INFANT	ENROLLED YT	ENROLLED OT	ENROLLED PS	Full Day % ENROLLED INFANT	Full Day % ENROLLED YT	Full Day % ENROLLED OT	Full Day % ENROLLED PS	Total % ENROLLED
Child Care Provider	634	123	202	192	14	19%	32%	30%	2%	81%
Head Start	24	5	10	7	0	21%	42%	29%	0%	
Licensed Nursery	73	10	22	14	0	14%	30%	19%	0%	
School District	12	2	0	2	0	17%	0%	17%	0%	

Location Pre-K	Location MPI ID	Location MPI Service Locatic	Location Name	Location Provider Type	Location Count	Location School District	Location Keystone STARS Leve	ELRC	FUNDED SLOTS	ENROLLED INFANT	ENROLLED YT	ENROLLED OT	ENROLLED PS	% ENROLLED INFANT	% ENROLLED YT	% ENROLLED OT	% ENROLLED PS	Total % ENROLLED
[redacted]									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	67%	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%	50%	0%	125%
			CLIFTON HEIGHTS	Provider					4	1	7	0	0	25%	175%	0%	0%	200%

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Reporting Issue – Under Enrollment

LOCATION TOTALS BY PROVIDER TYPE	FUNDED SLOTS	ENROLLED				Full Day % ENROLLED				Total % ENROLLED
		INFANT	YT	OT	PS	INFANT	YT	OT	PS	
Child Care Provider	634	123	202	192	14	19%	32%	30%	2%	81%
Head Start	24	5	10	7	0	21%	42%	29%	0%	
Licensed Nursery	73	10	22	14	0	14%	30%	19%	0%	
School District	12	2	0	2	0	17%	0%	17%	0%	

Location Pre-K	Location MPI ID	Location MPI Service Locatio	Location Name	Location Provider Type	Location Count	Location School District	Location Keystone STARS Leve	ELRC	FUNDED SLOTS	ENROLLED				% ENROLLED				Total % ENROLLED
										INFANT	YT	OT	PS	INFANT	YT	OT	PS	
[redacted]									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%

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Reporting Issue – Staff Qualifications

LIFICATION BY PROVIDER TYPE

	# OF TEACHERS	ECE Certification	Masters Degree		Bachelors Degree		Associates Degree		CDA		Does Not Meet Requirement
	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 Type	Location Count	Location School District	Location Keystone STARS Level	ELRC	# OF TEACHERS	ECE Certification	Masters Degree		Bachelors Degree		Associates Degree		Pre-kindergarten	Infant/Toddler	Does Not Meet Requirement
					TOTAL	TOTAL	ECE or Child Dev	Other	ECE or Child Dev	Other	ECE or Child Dev	Other	TOTAL	TOTAL	TOTAL
[redacted]					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

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PELICAN ELN Materials

Getting Started

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

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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 both 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.

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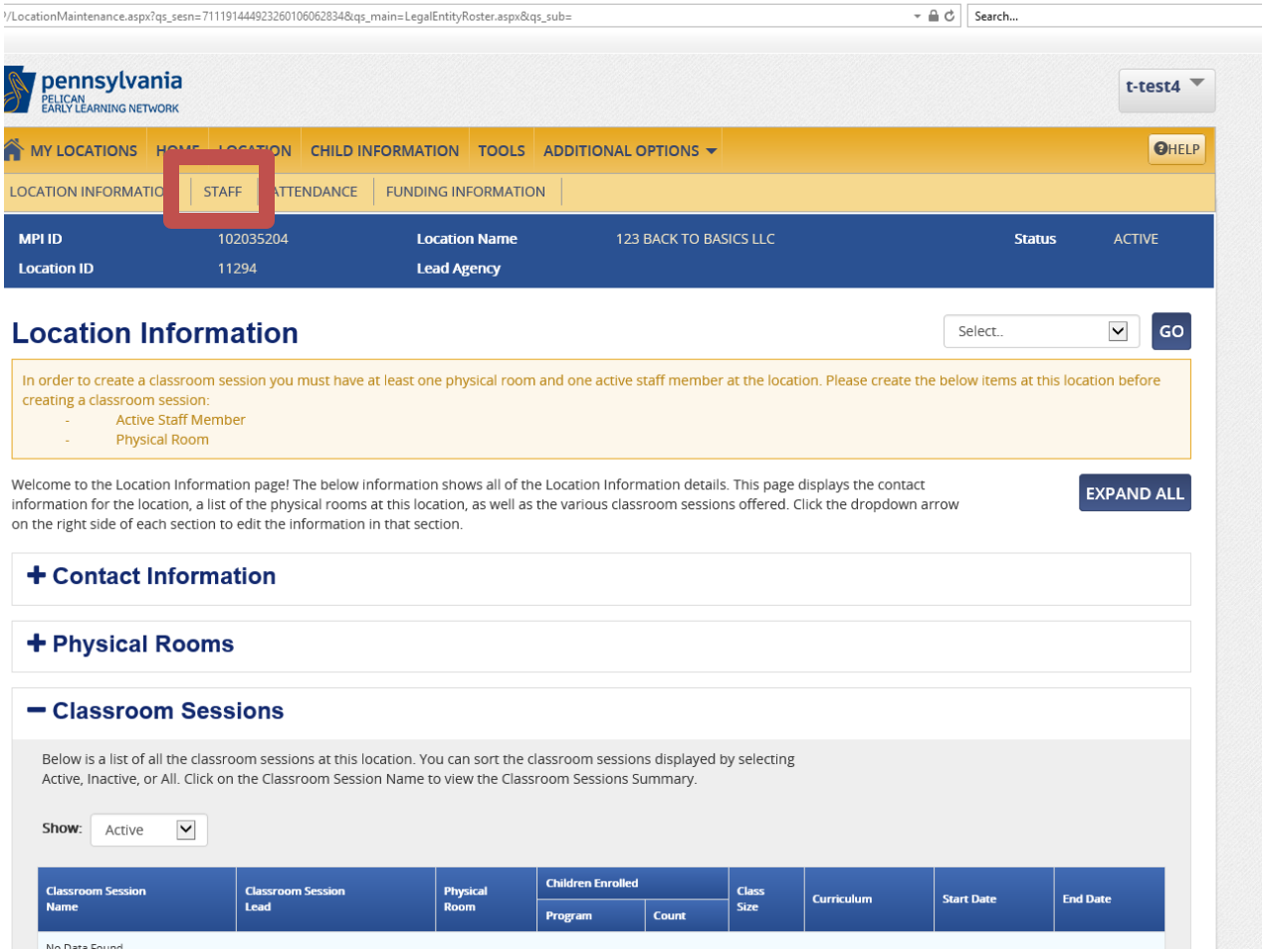
Creating new staff in PELICAN



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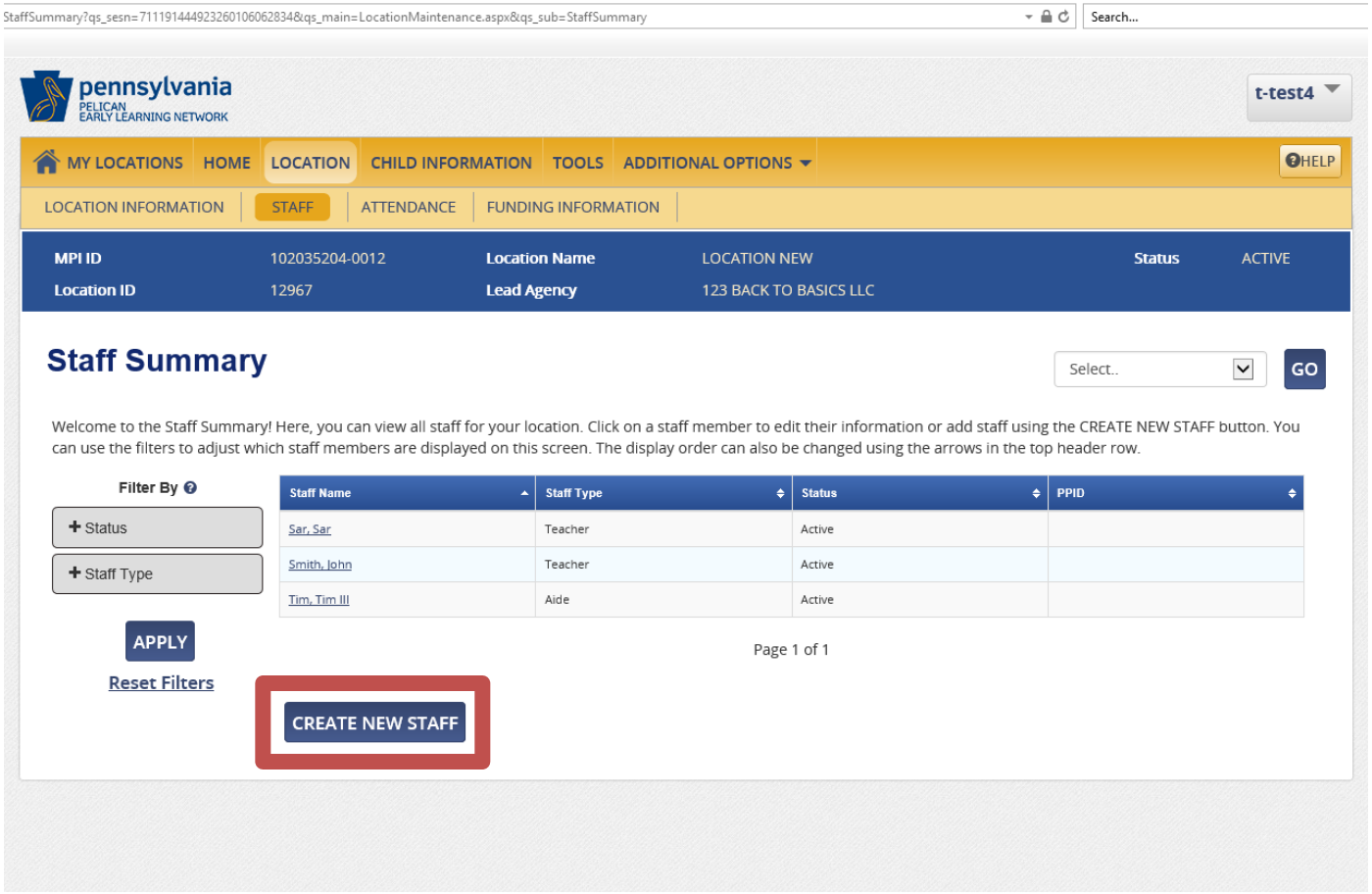
Click "Create New Staff"



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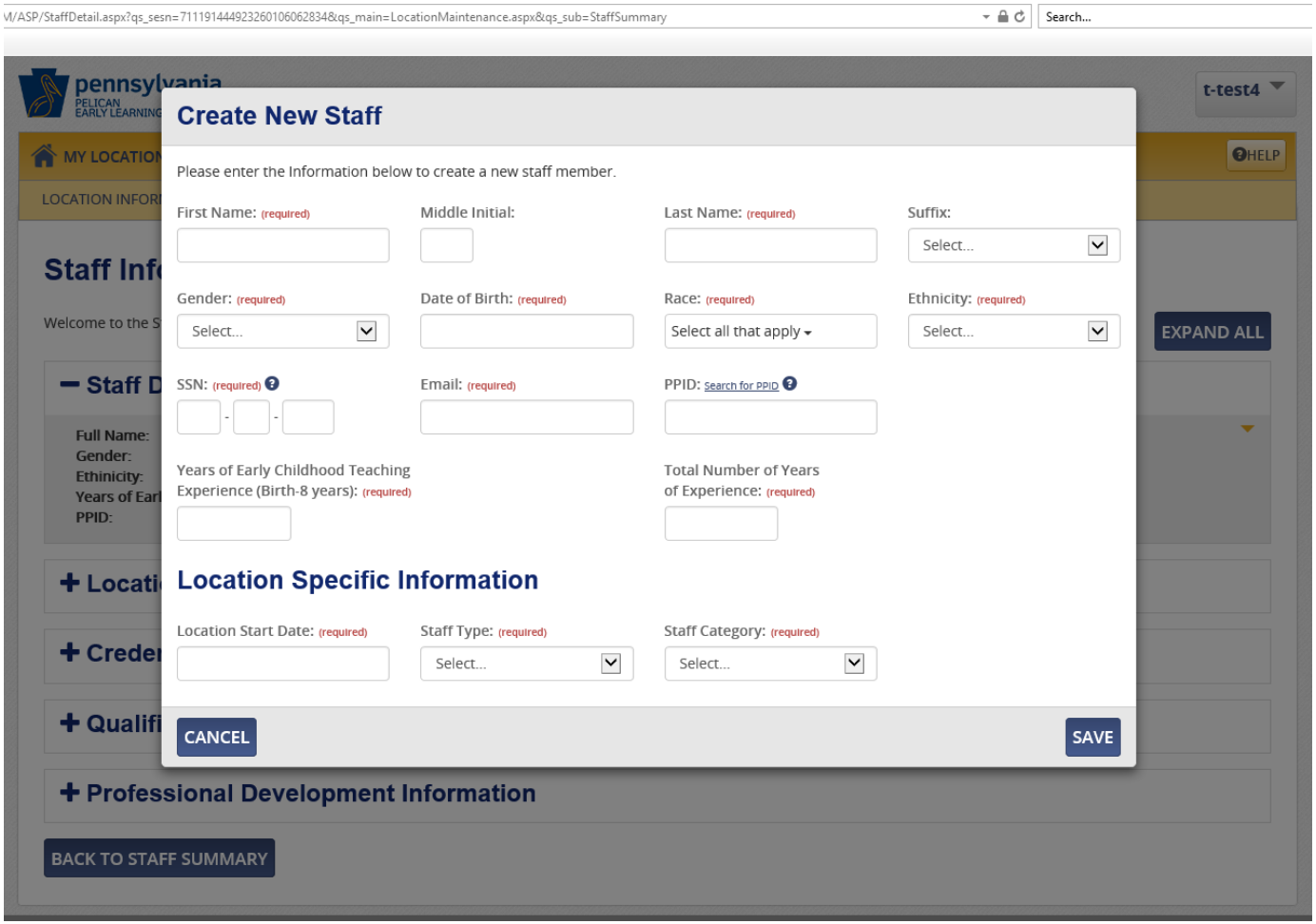
Enter all staff demographic information (if applicable)



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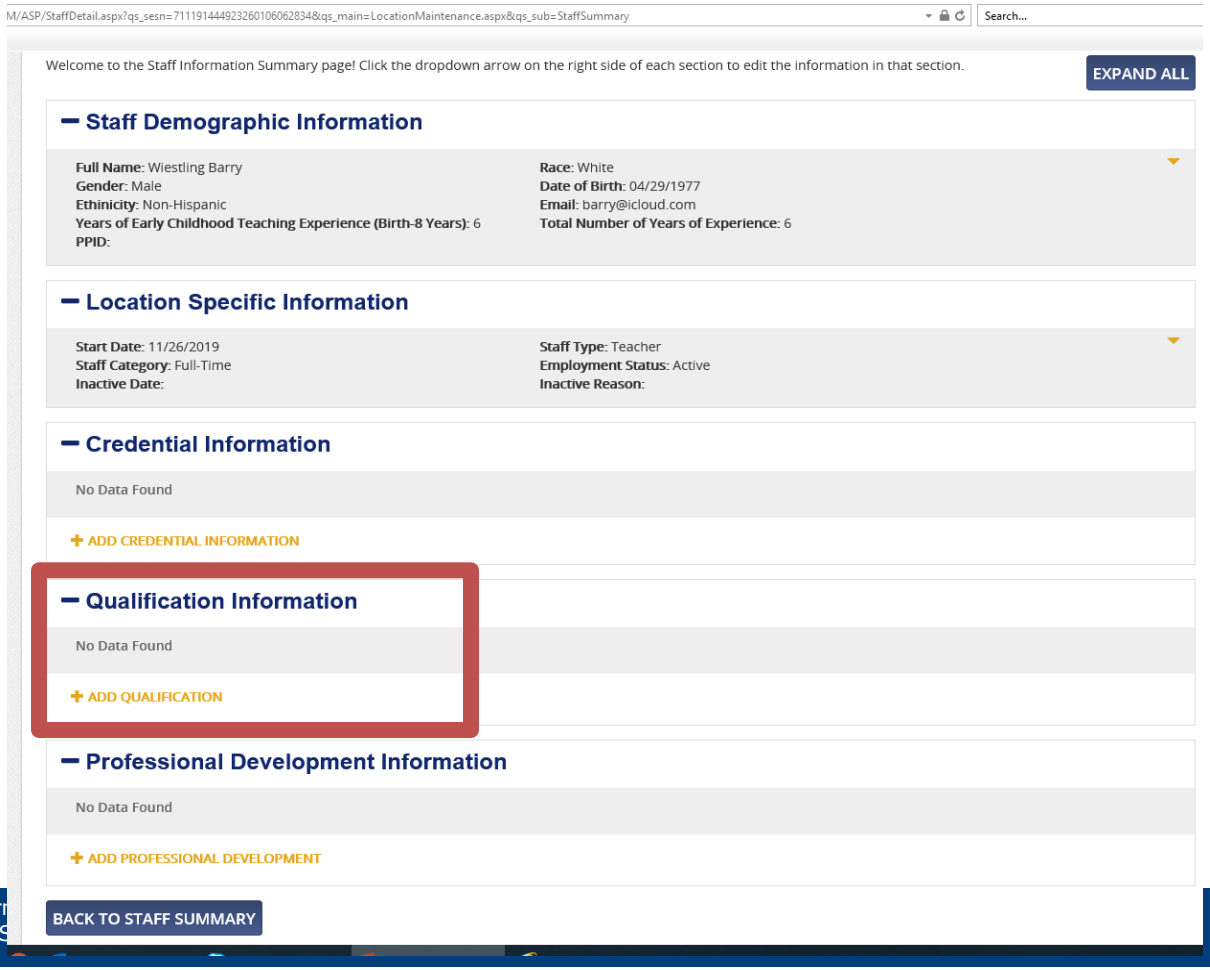
Once staff demographic information is entered, you can then enter their qualifications. Make sure you enter qualification information!



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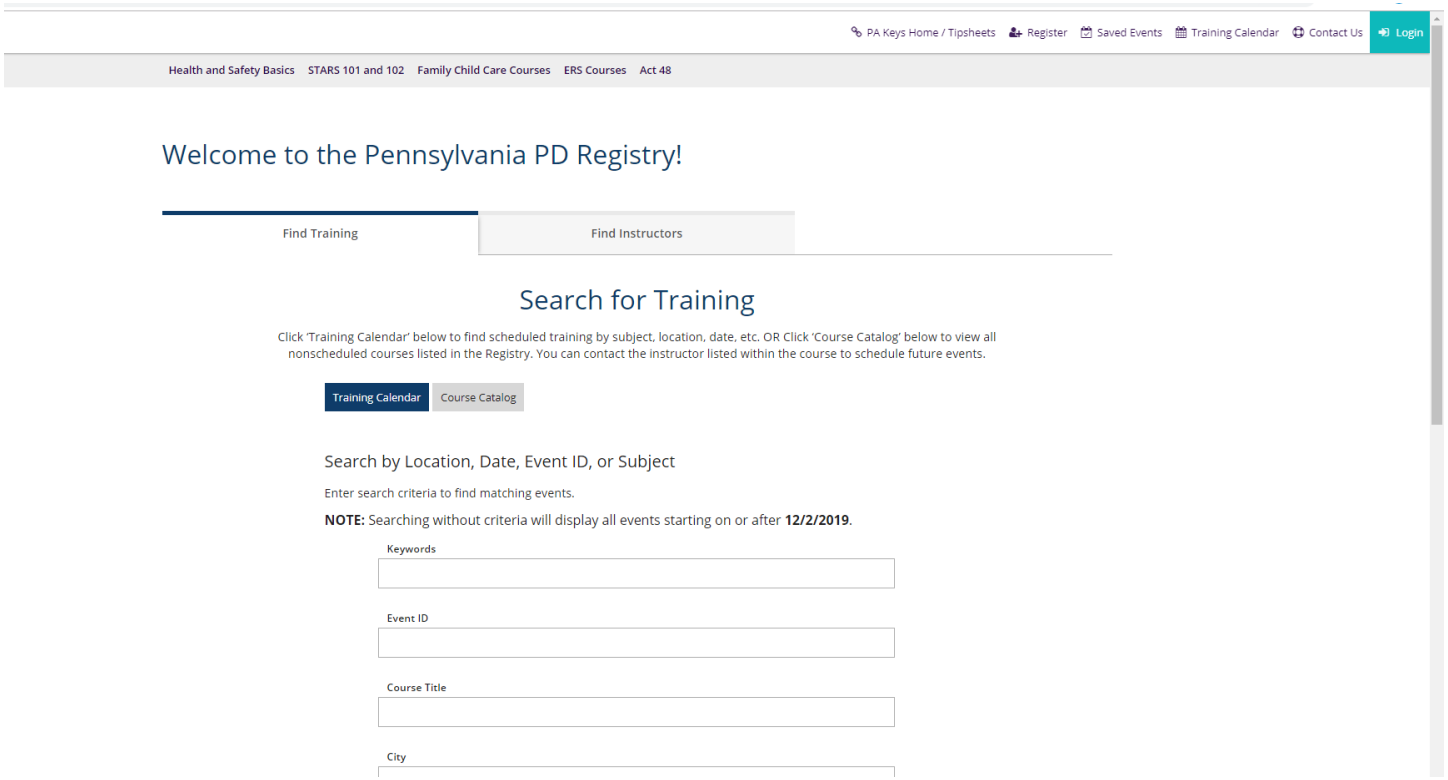
Staff must also be added to the PD Registry (www.papdregistry.org)



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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."

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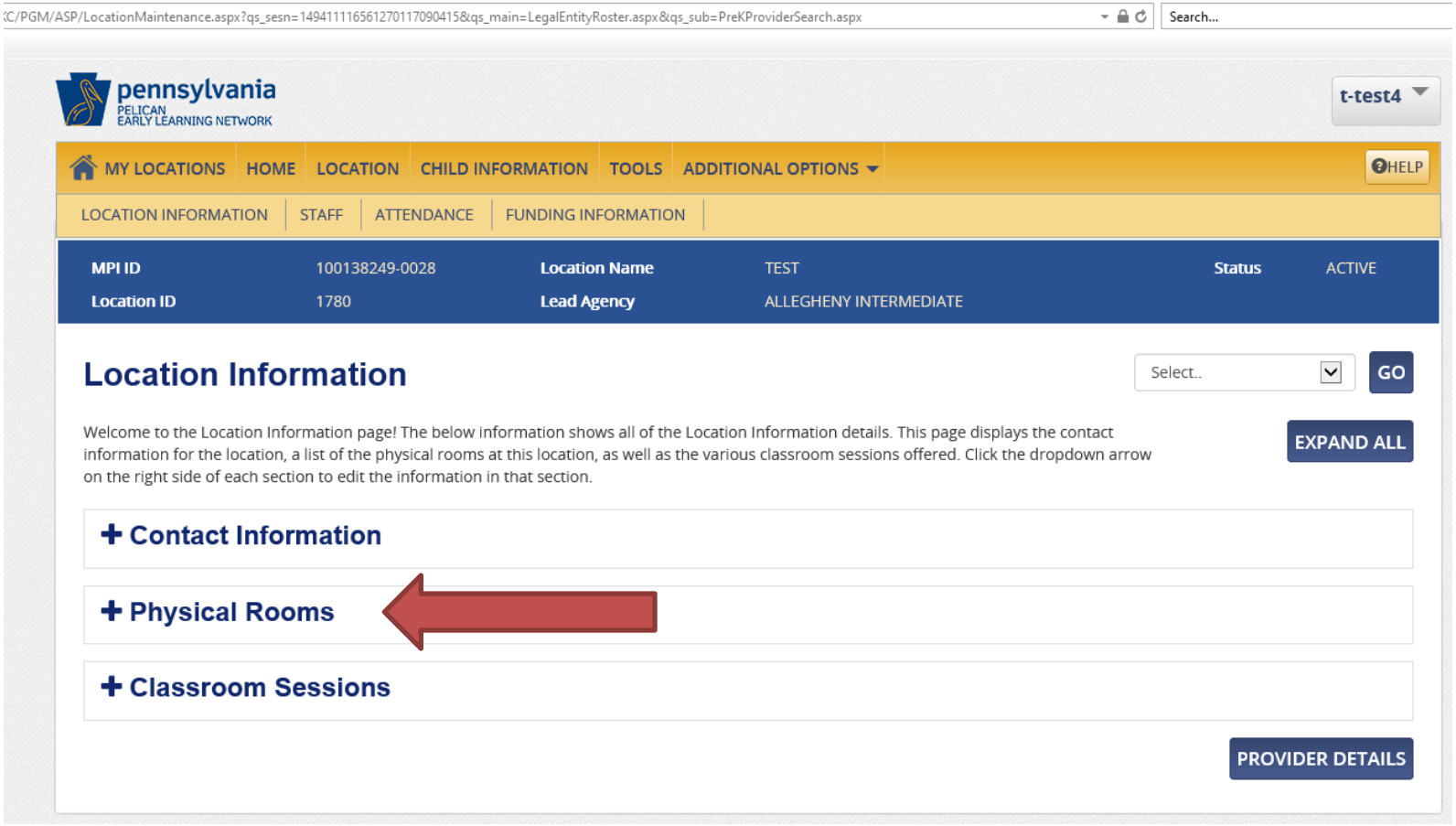
First, you must create a classroom session. To create a classroom session, you must first create a physical room.



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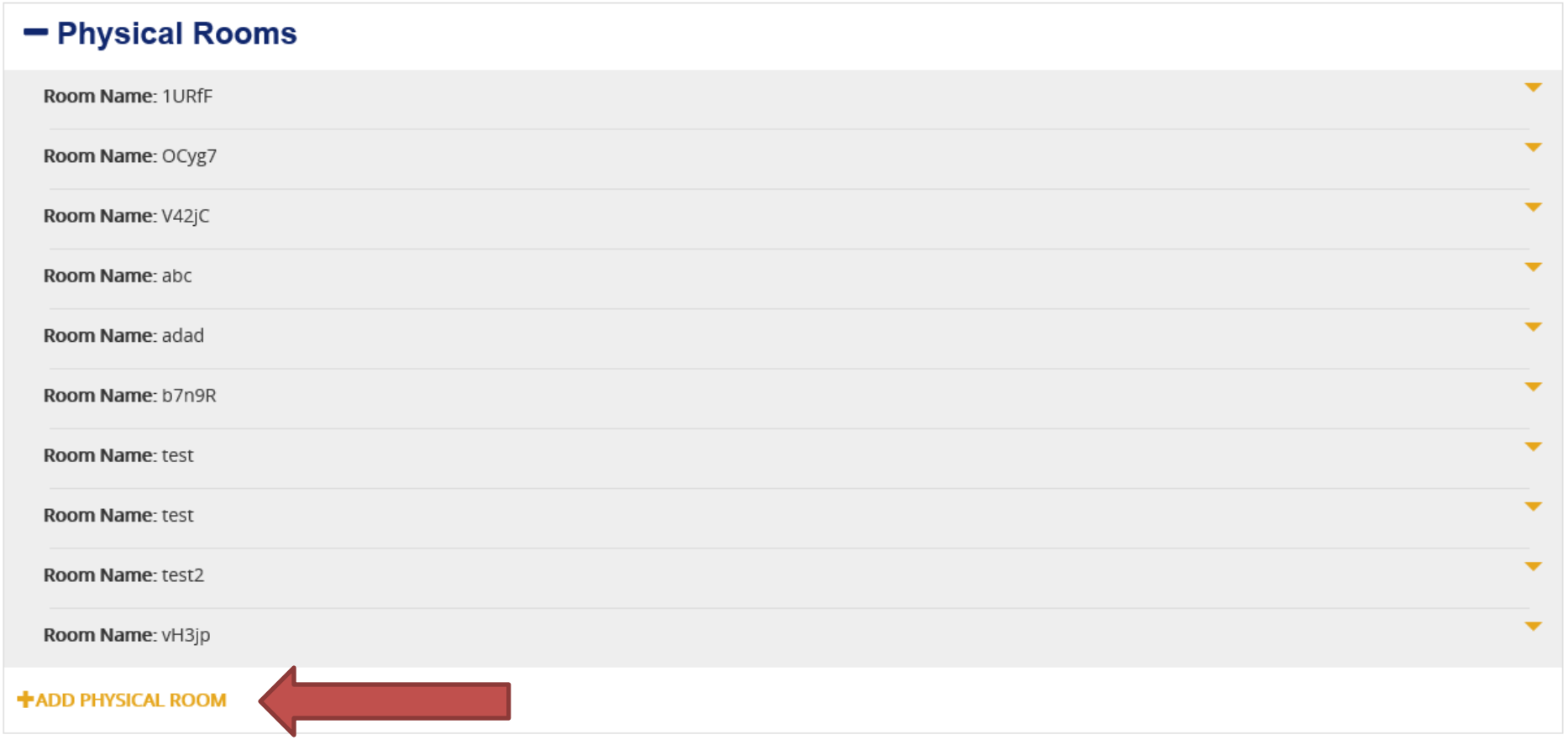
Click on physical rooms, then click "Add physical room"



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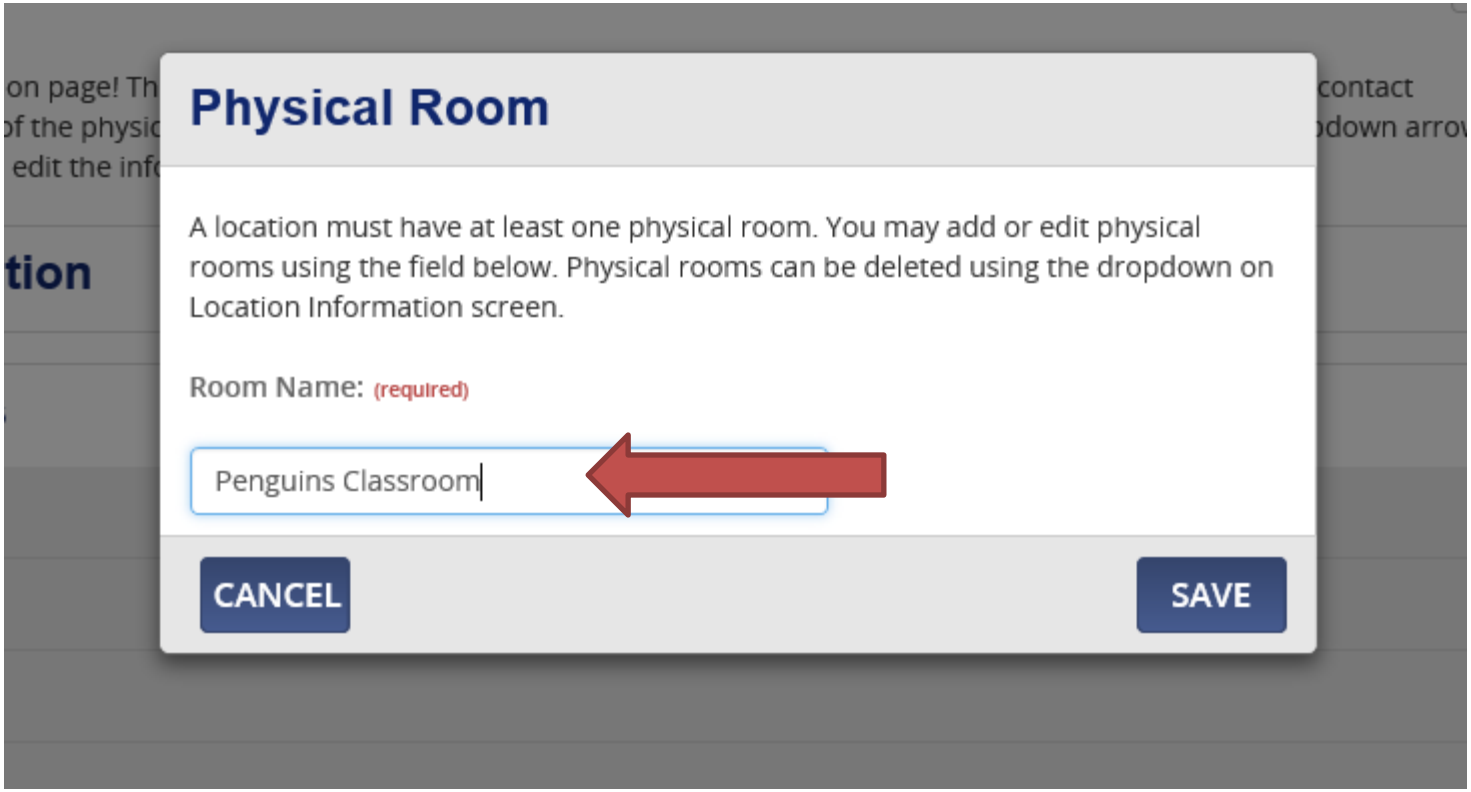
Enter your physical room name, and then click save.



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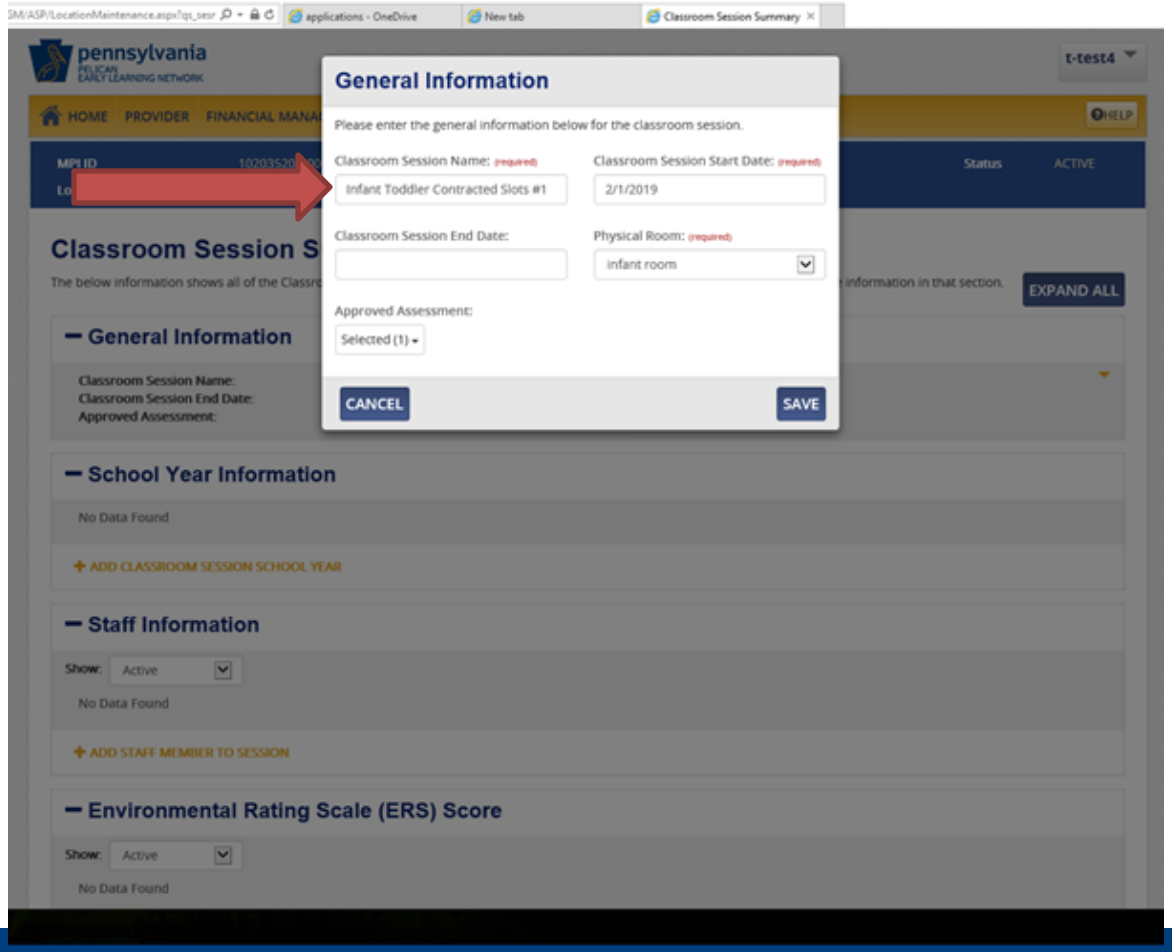
First, you must create a classroom session. When creating the classroom session: use the classroom session name: Infant-Toddler Contracted Slots #1 (use ascending numbers if more than one classroom is in a location).



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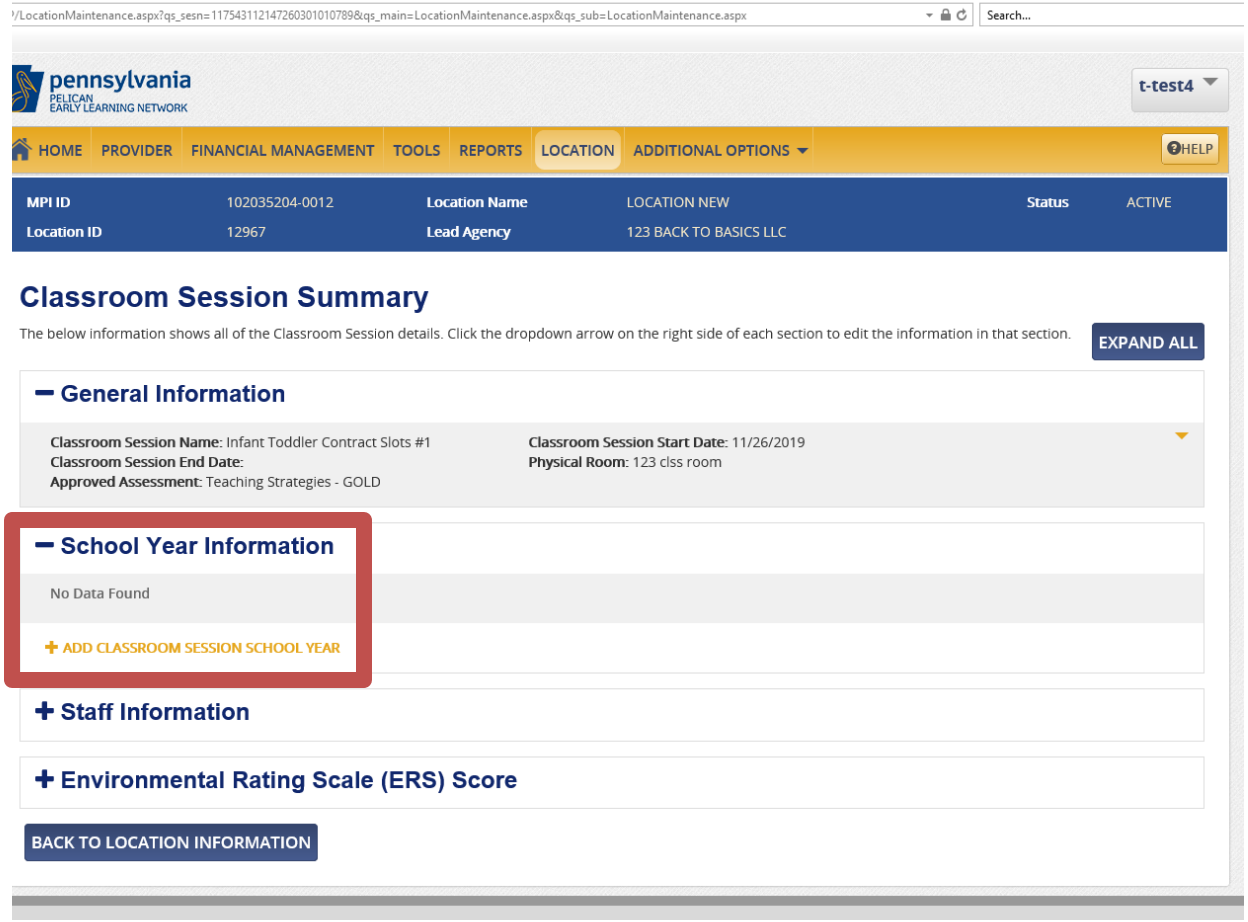
After the classroom session is created, you then need to add school year information.



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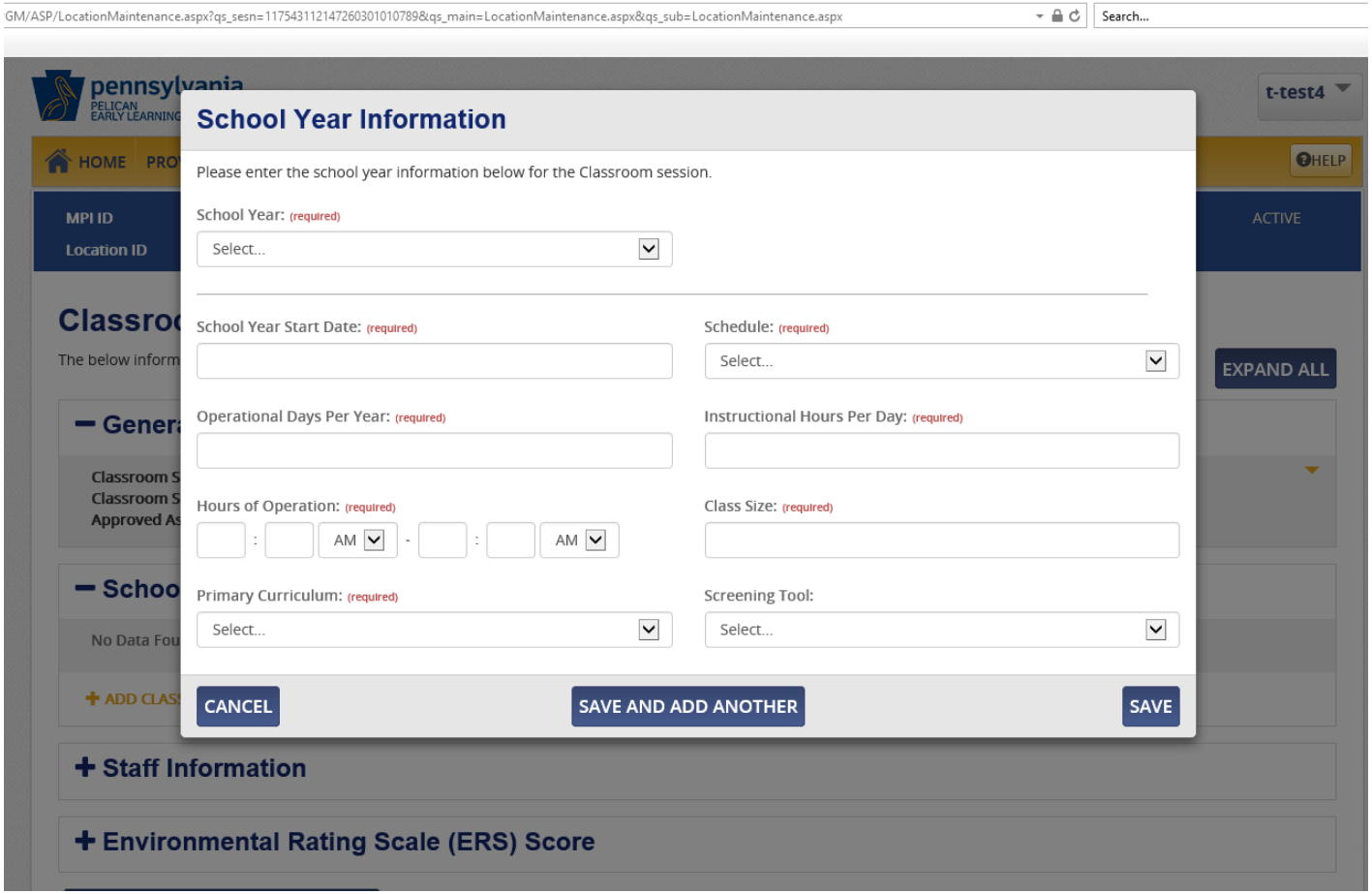
Enter all of the required school year information on this screen.



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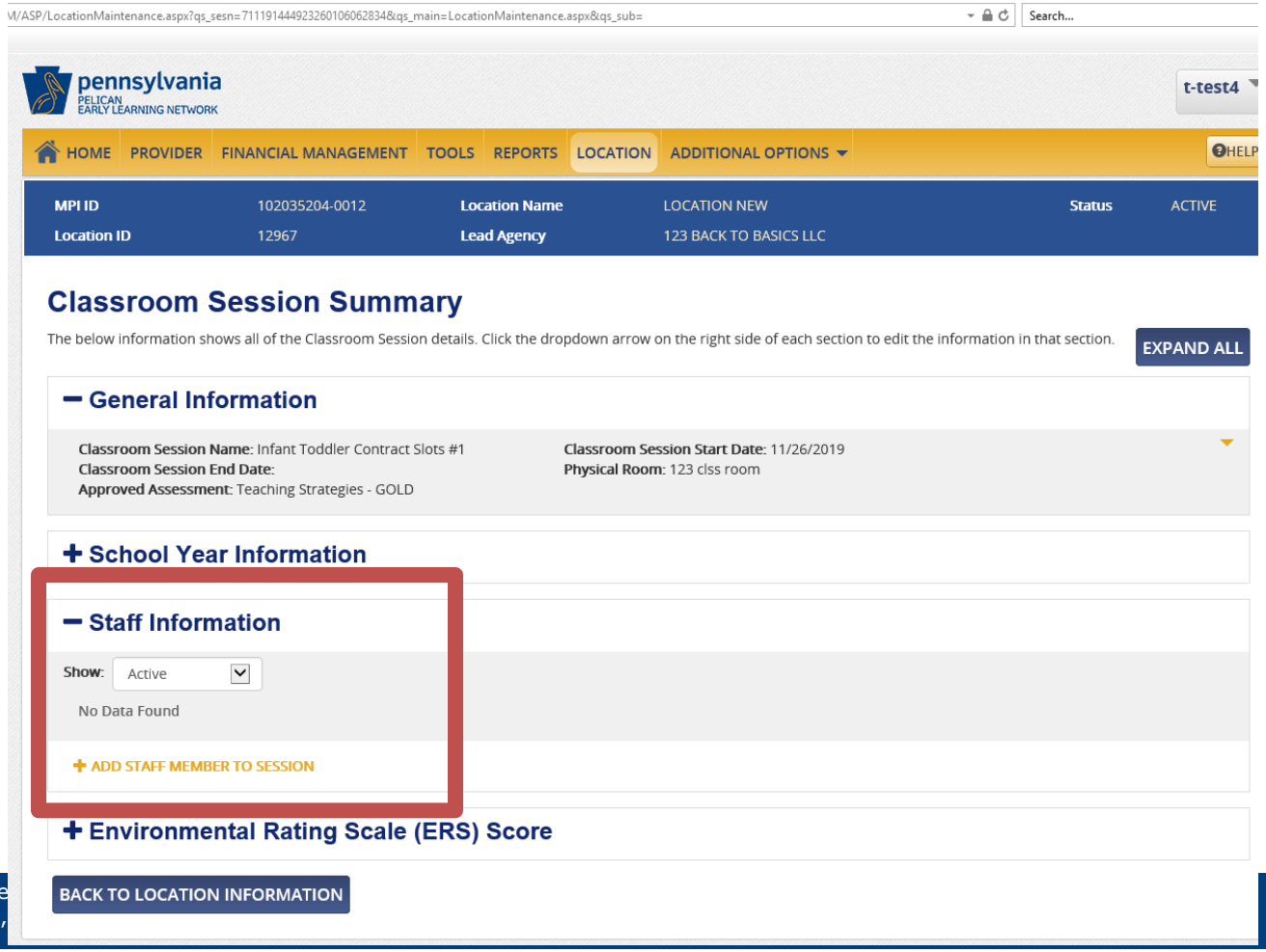
After the classroom session has been created, you need to add a staff member to the classroom session.



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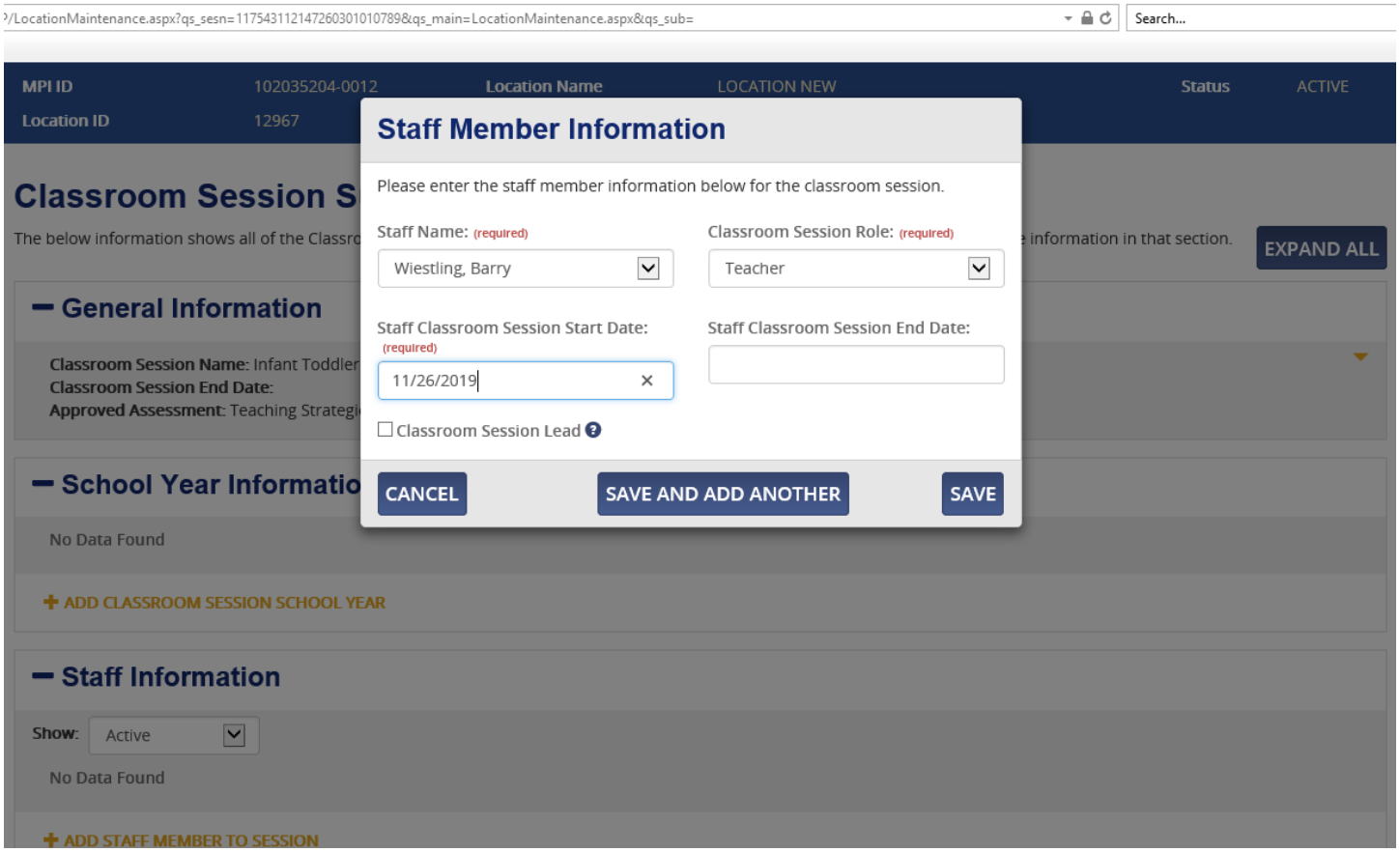
Choose your newly created staff member from the drop down menu. Indicate whether they are a "Teacher" or "Aide"



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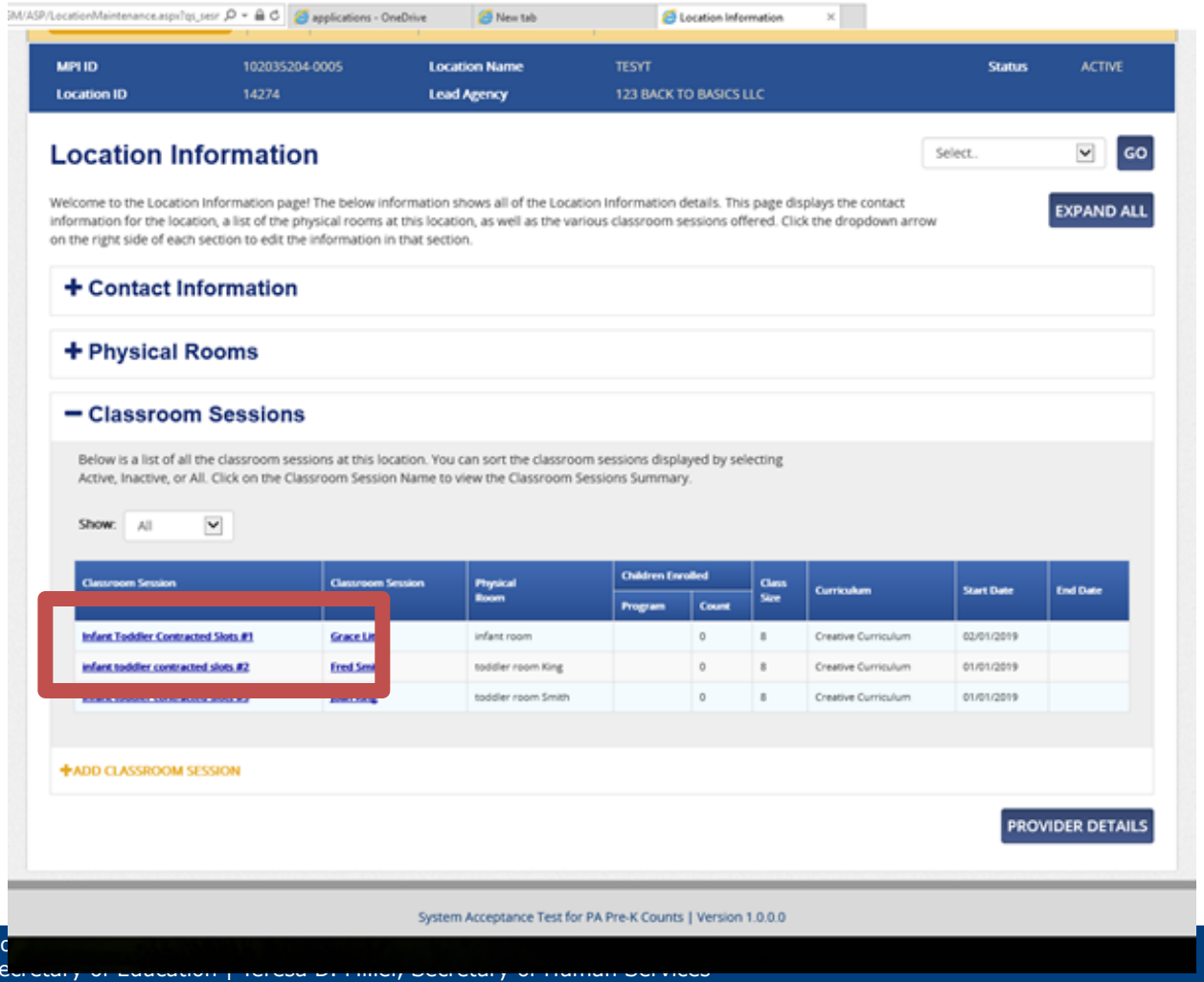
Once this is all done you will see your classroom session listed.



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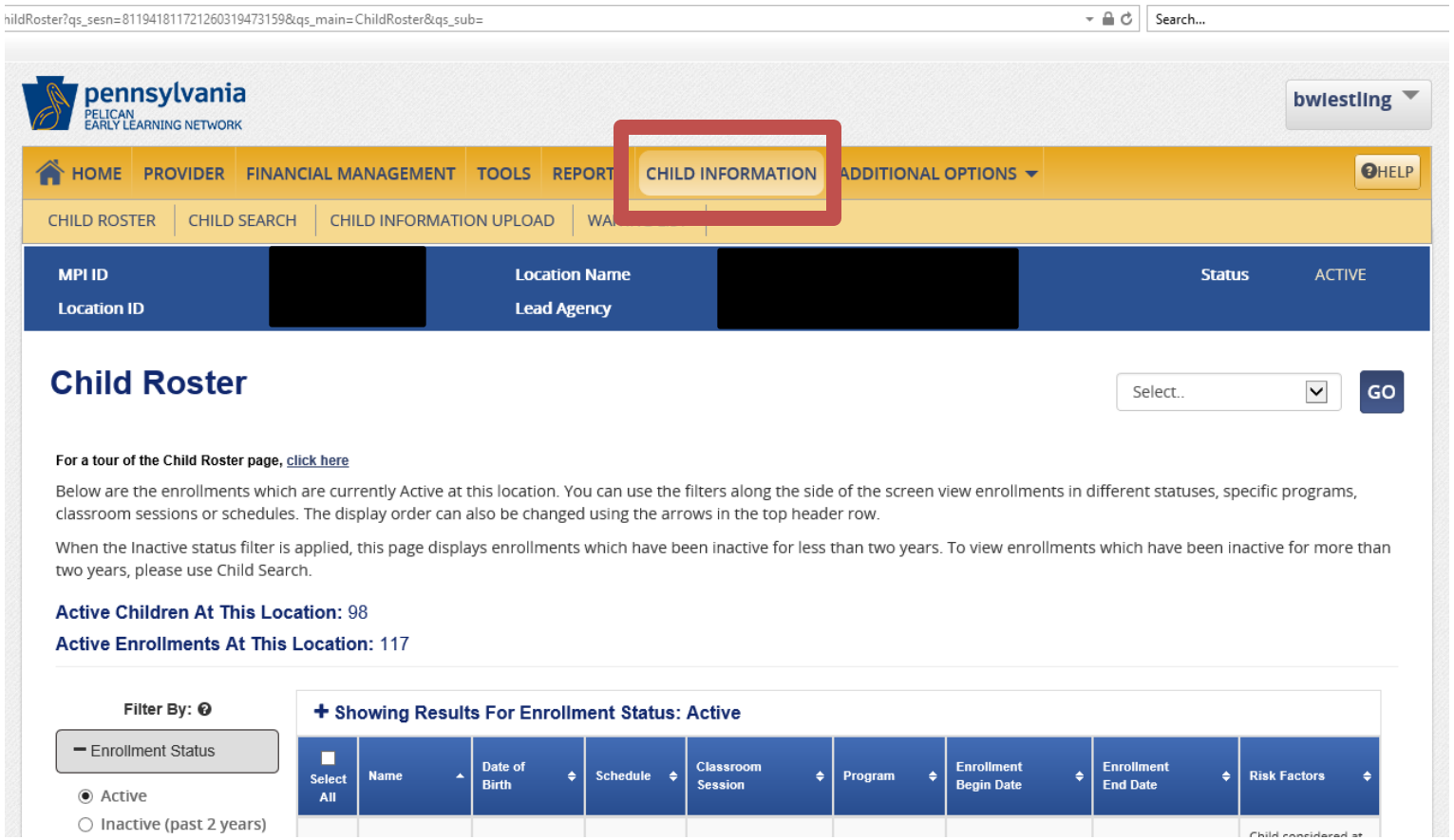
After the classroom session is created and a staff member is attached, you can then enroll a child by clicking "Child Information" to view the child roster.



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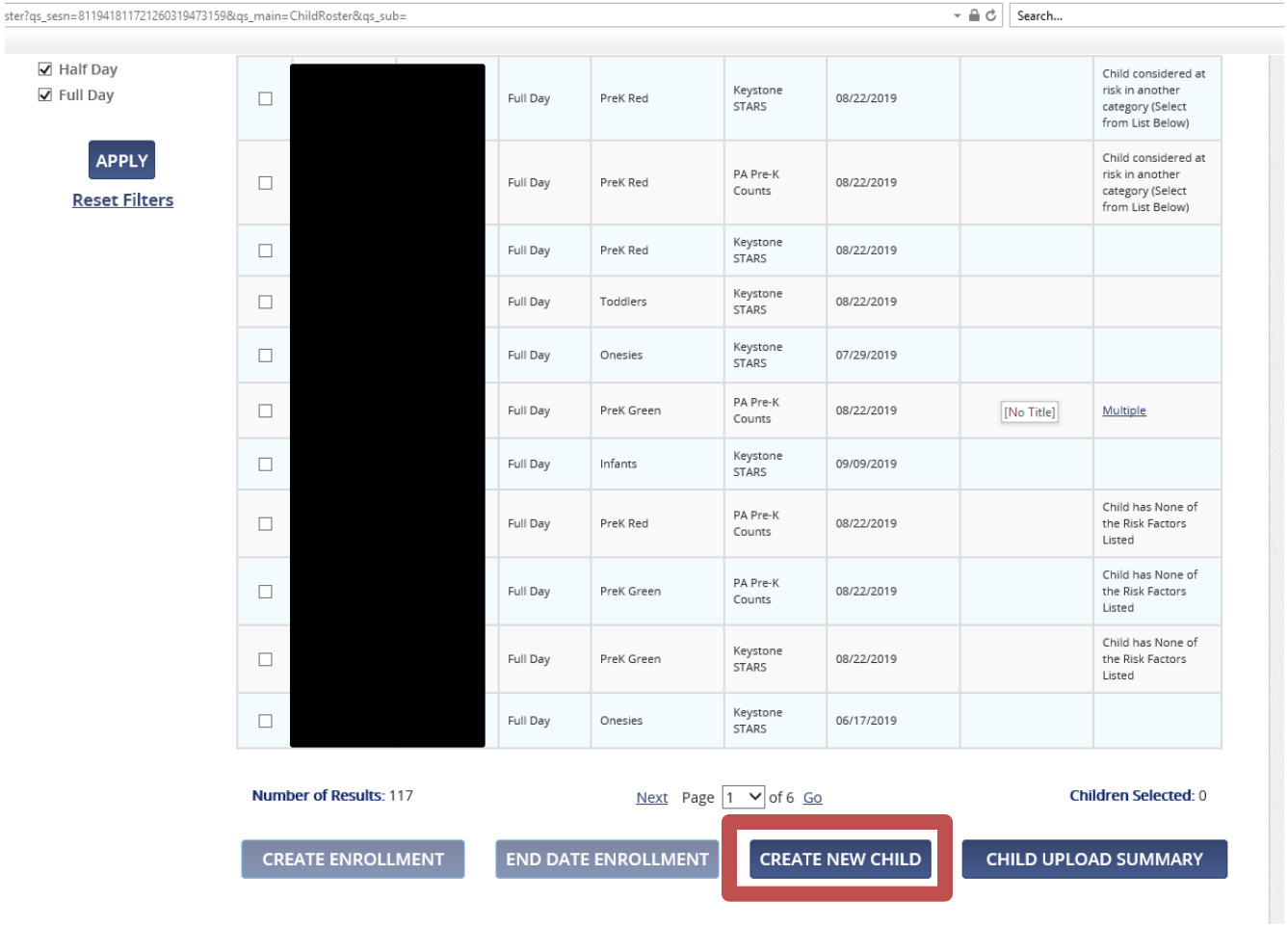
Click the "Create New Child" button at the bottom of the screen



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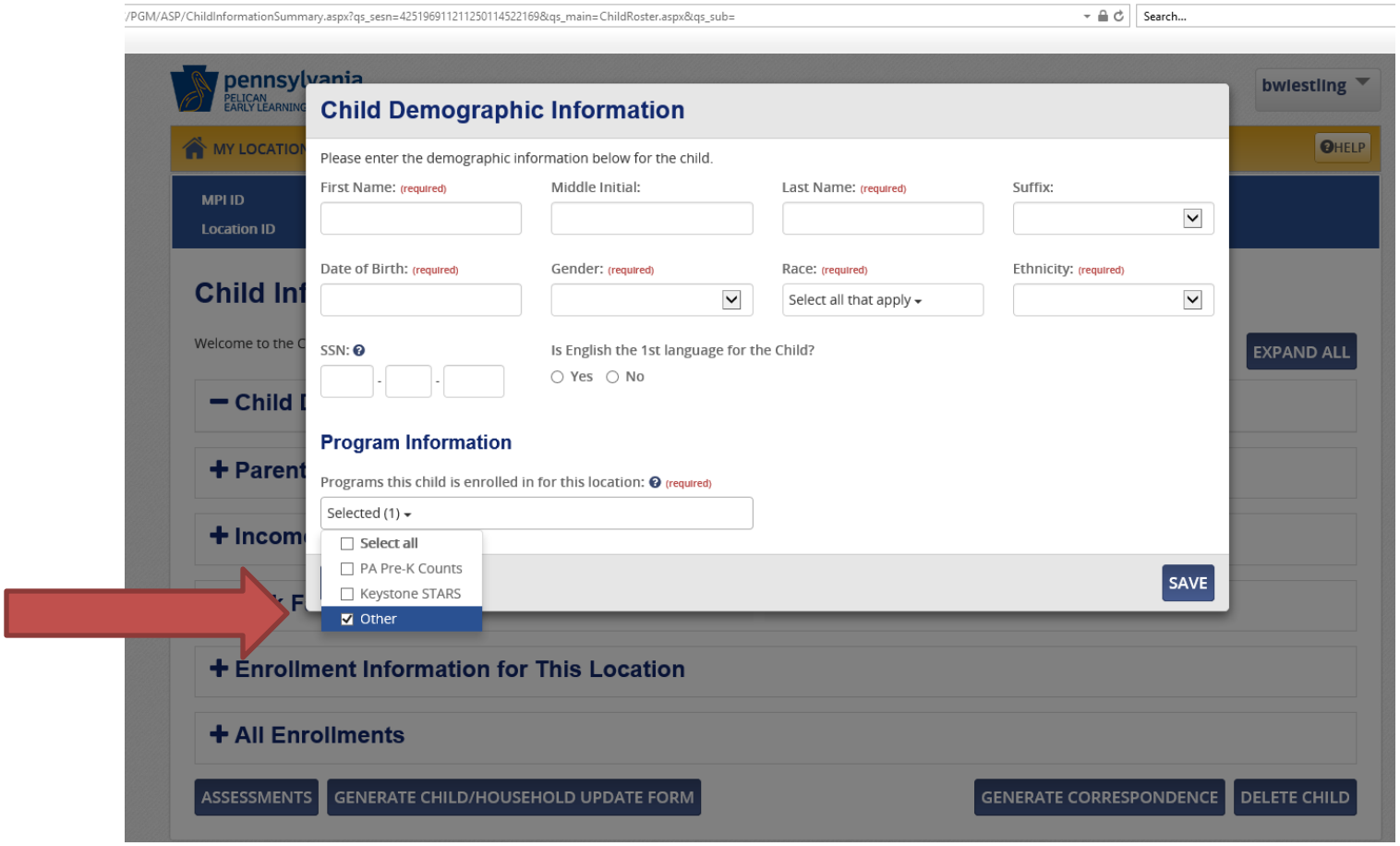
You will enter all the child information and select "Other" for program.



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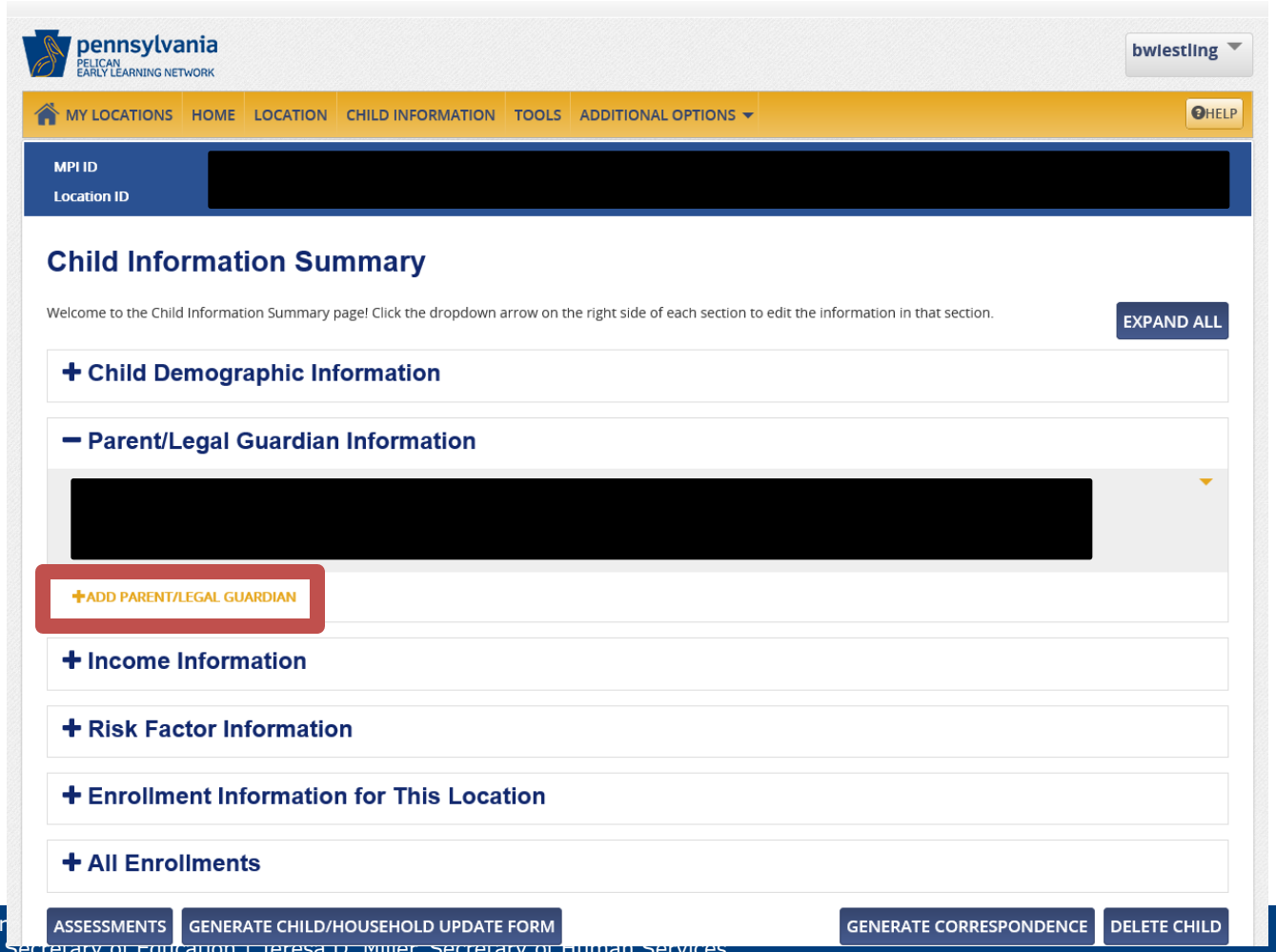
You will then add parent/legal guardian information for the child. You do not need to enter income or risk factor information.



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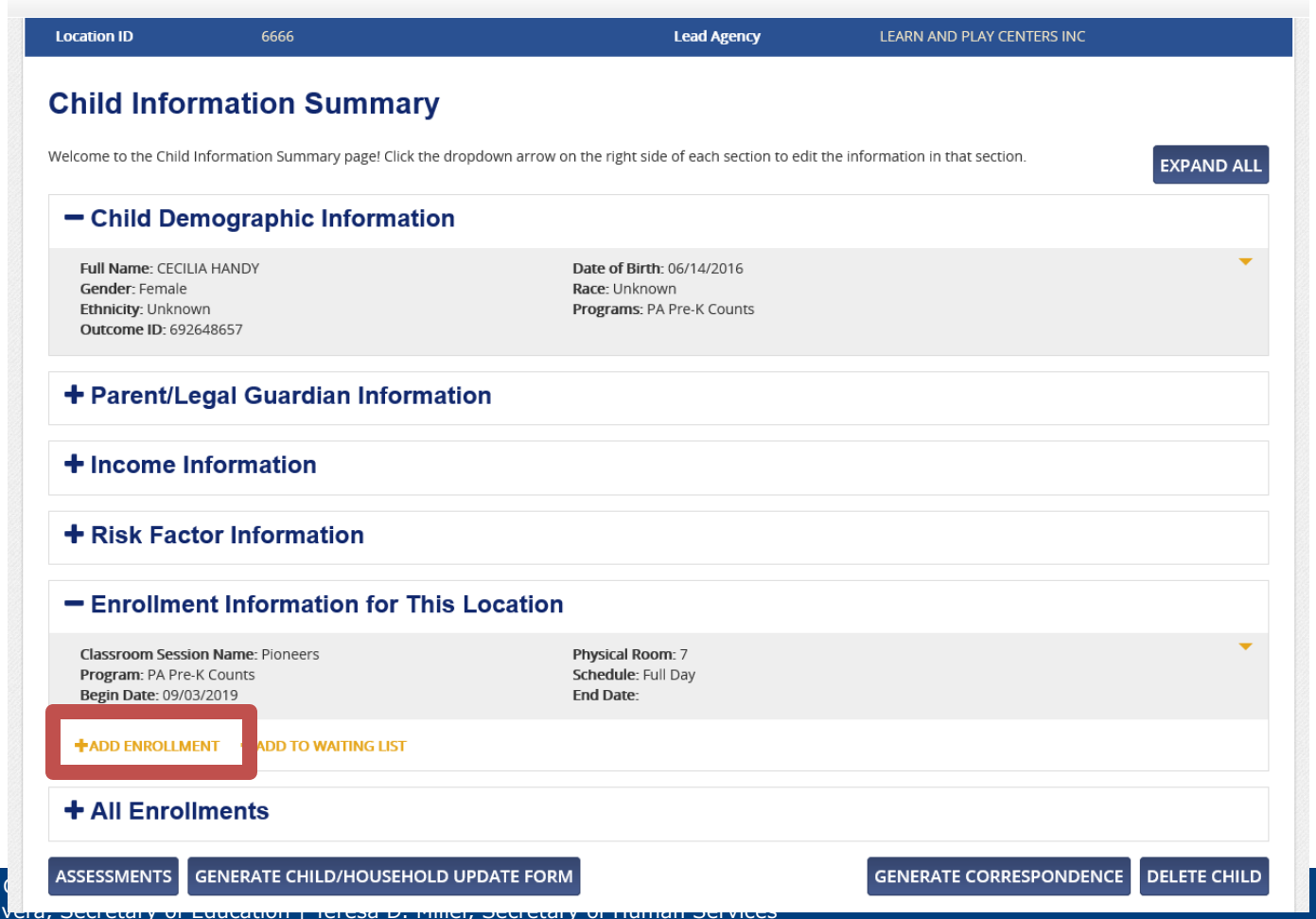
The next step is to add an enrollment. Click "Add Enrollment" under Enrollments at this Location.



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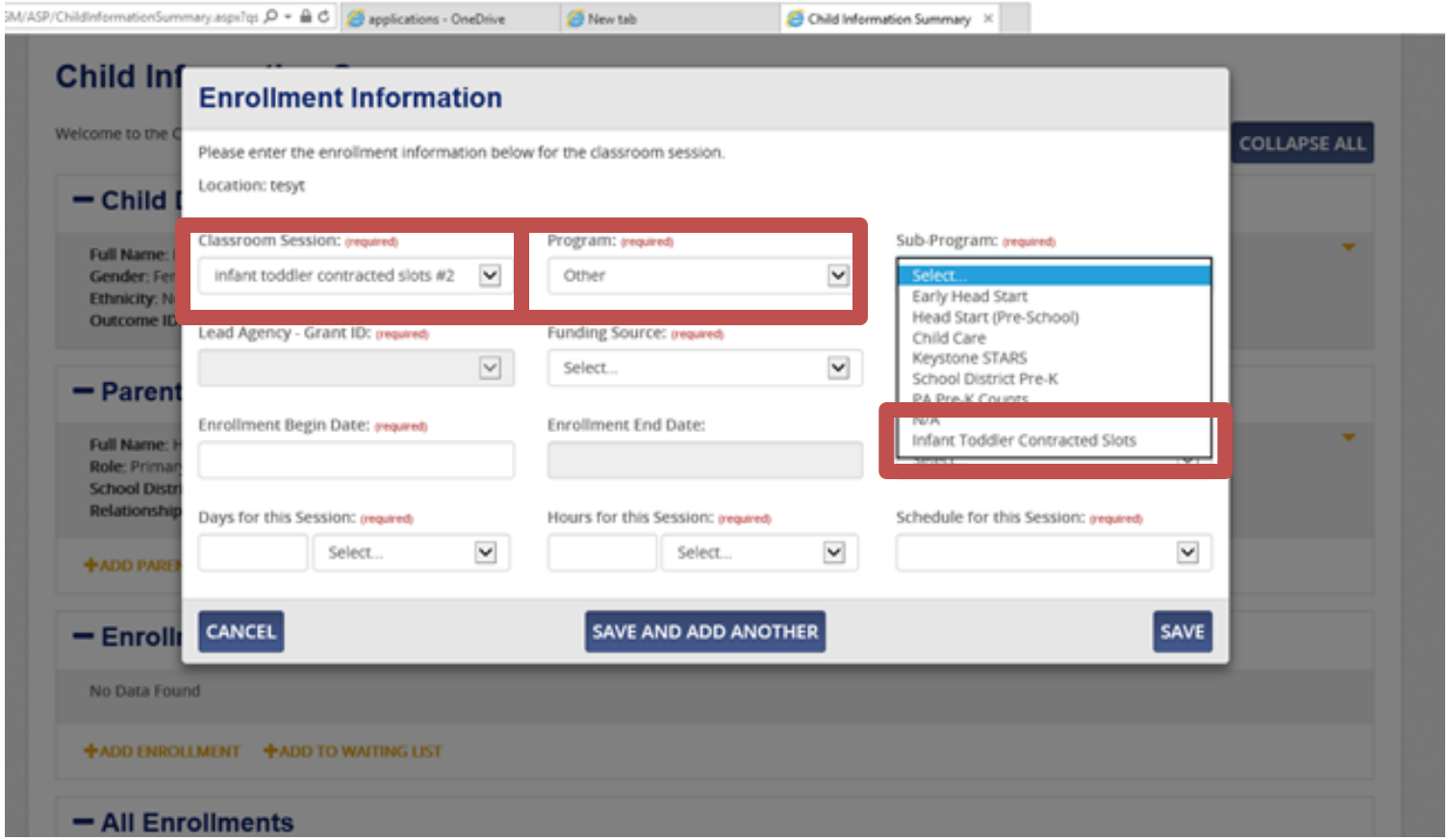
Under Classroom Session, select your Infant Toddler Contracted Slots Classroom Session. Also select Program "Other" and Subprogram "Infant Toddler Contracted Slots"



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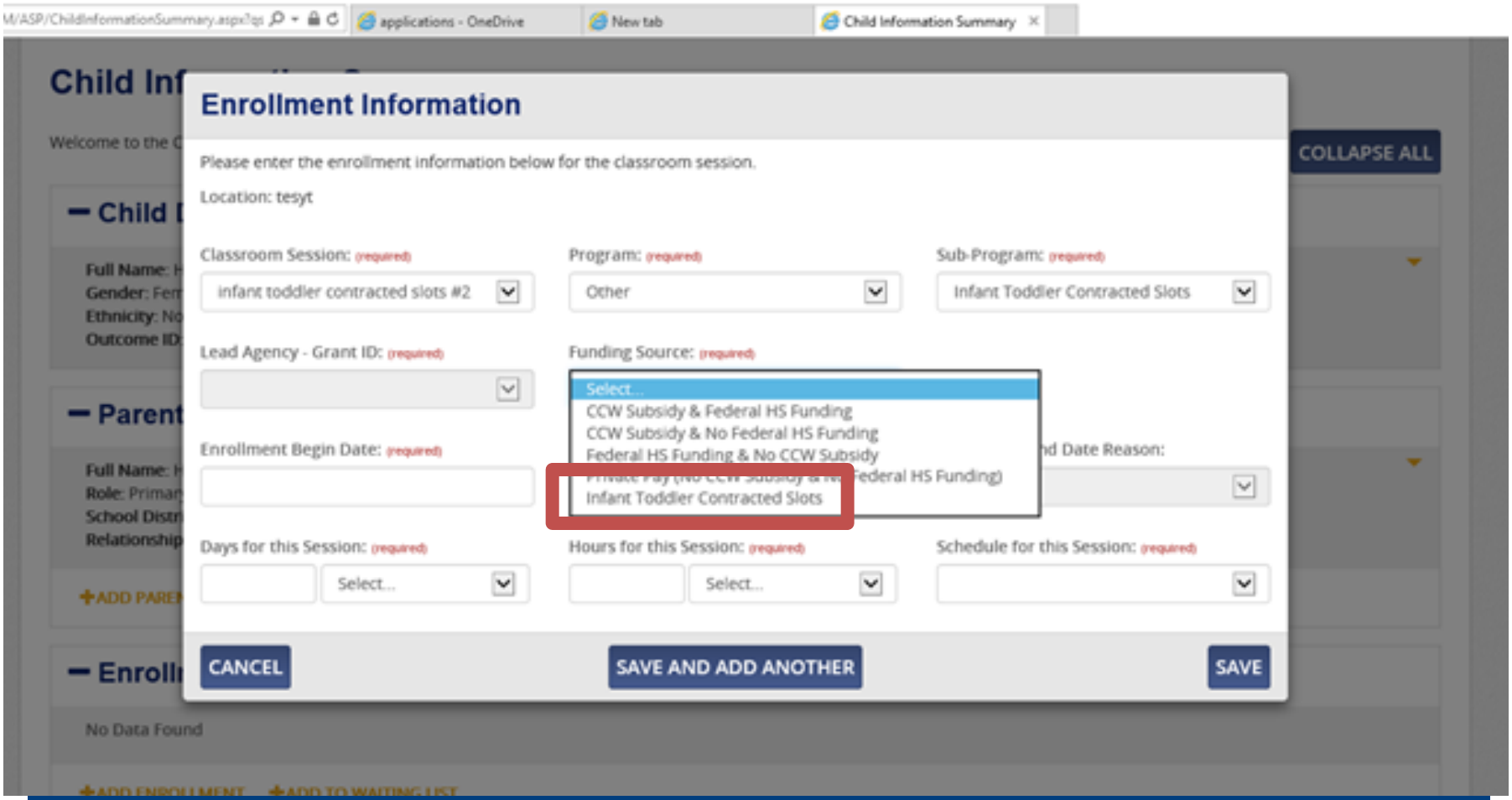
For Funding Source, select "Infant Toddler Contracted Slots"



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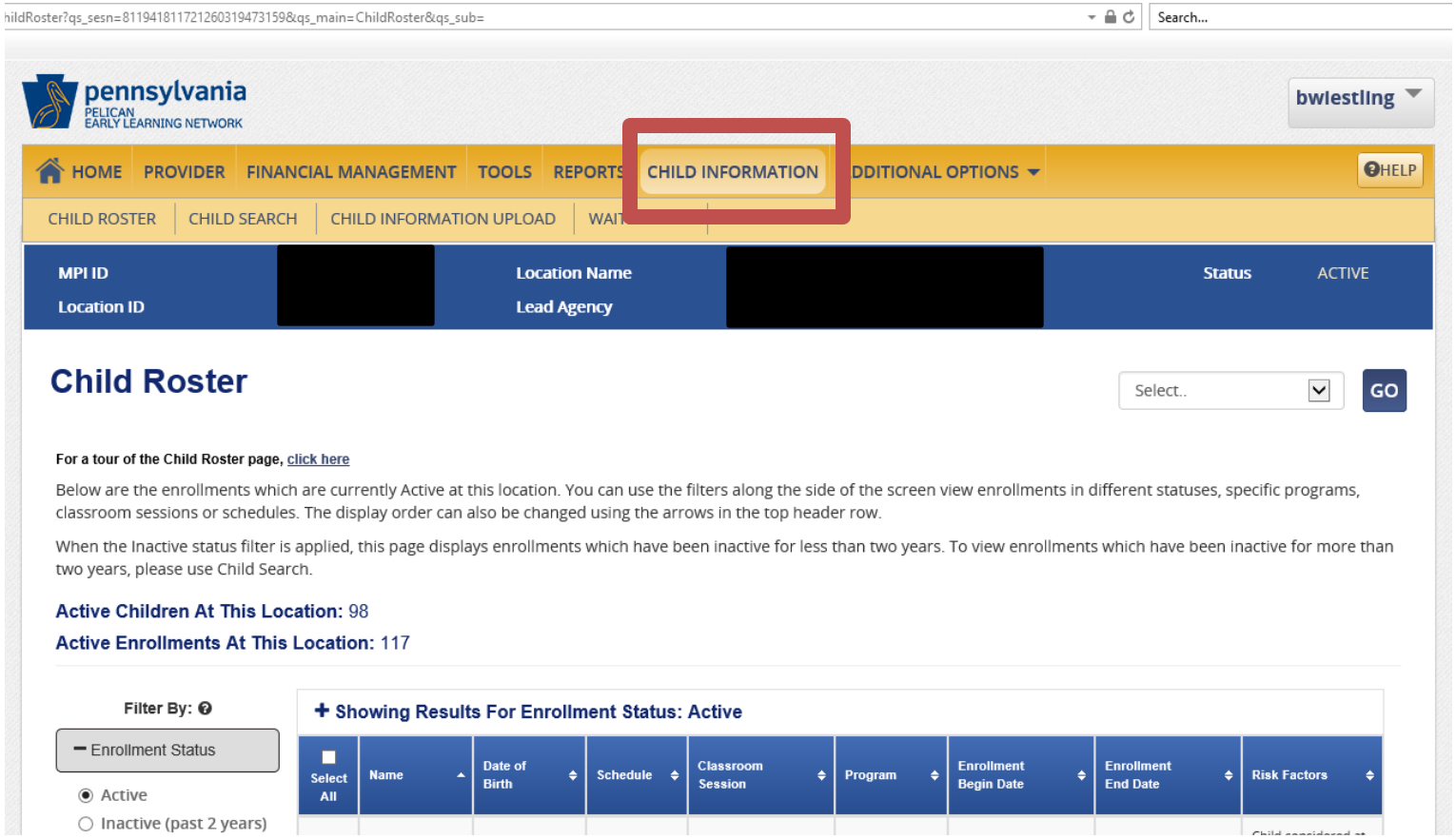
To un-enroll children in ITCSP in PELICAN you must first get them to show up on your child roster by clicking child information.



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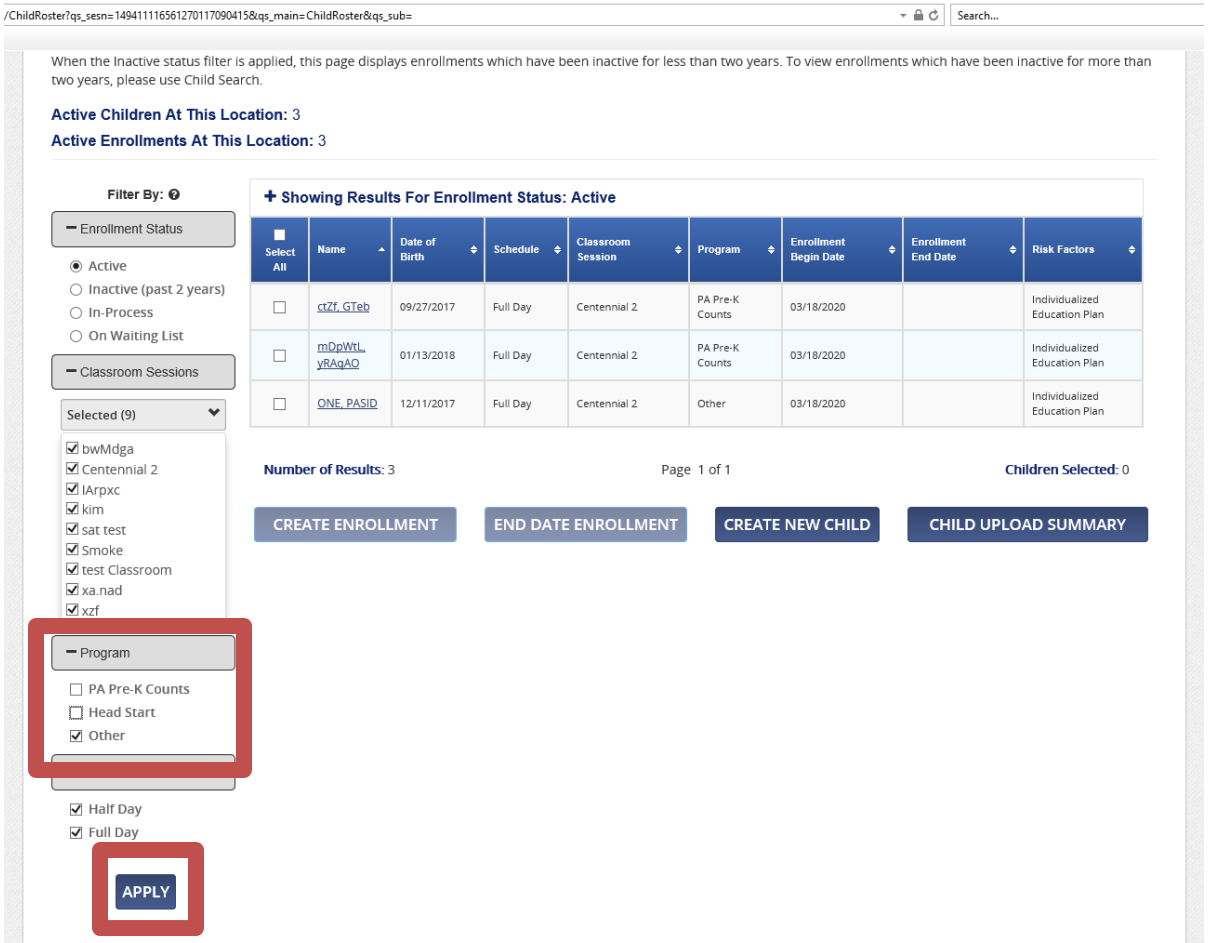
Scroll down on the child roster, and uncheck "Pre-K Counts" and "HSSAP" under Program. Please make sure you leave "Other" checked. Then click "Apply"



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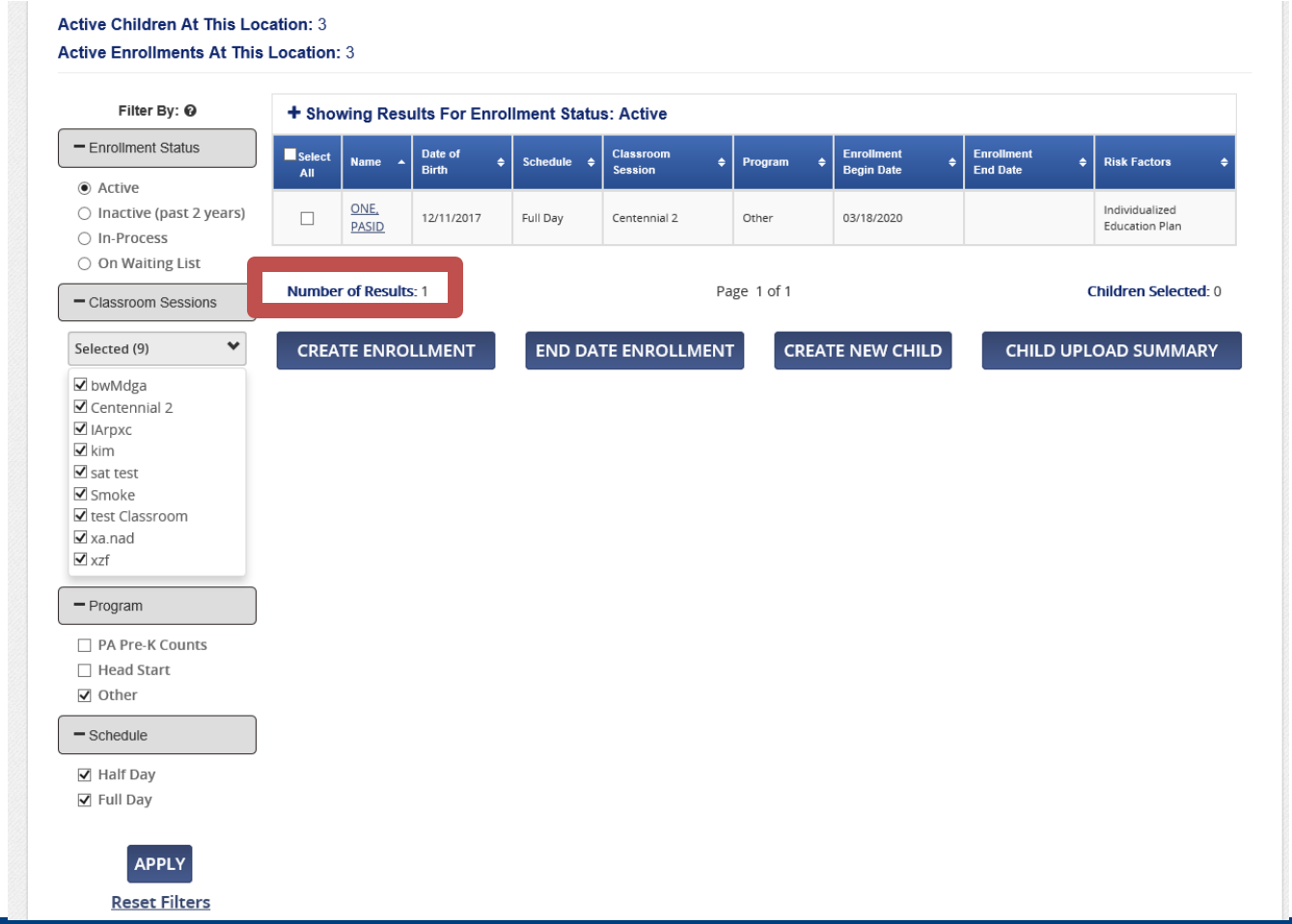
You will then see all your children enrolled in Program "Other" to be able to end date the enrollment.



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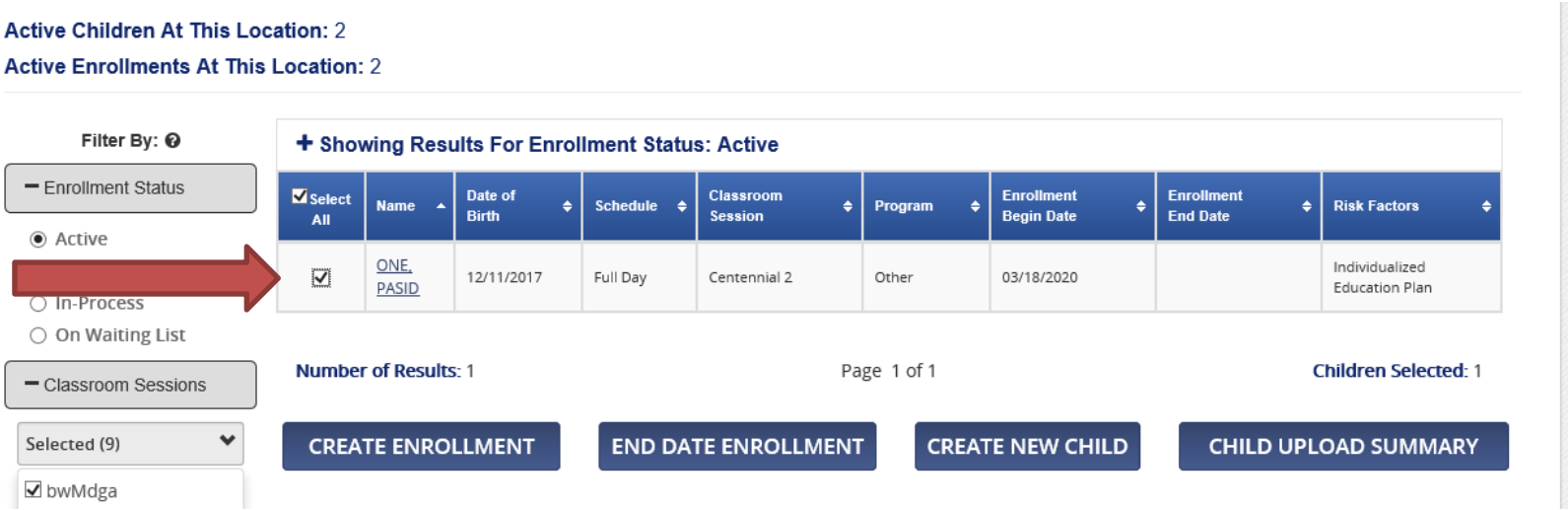
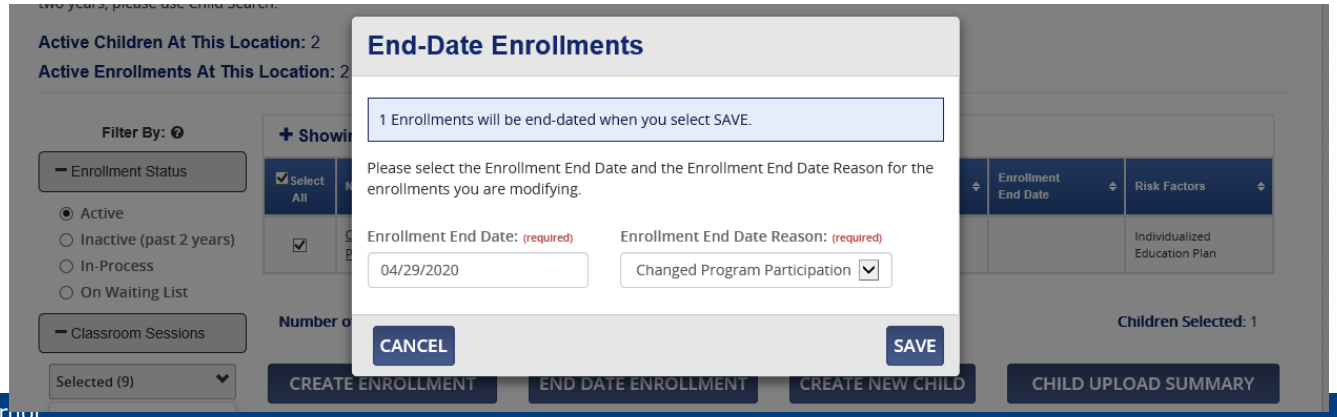
To end date the enrollment, you can click the selection box next to the child(ren) you wish to end date. You will then click "End Date Enrollment". You can then enter the end date, and end date reason and click save.





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.

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

☐	[redacted] Logan	[redacted]2017	Full Day	Infant	Keystone STARS	10/12/2017		

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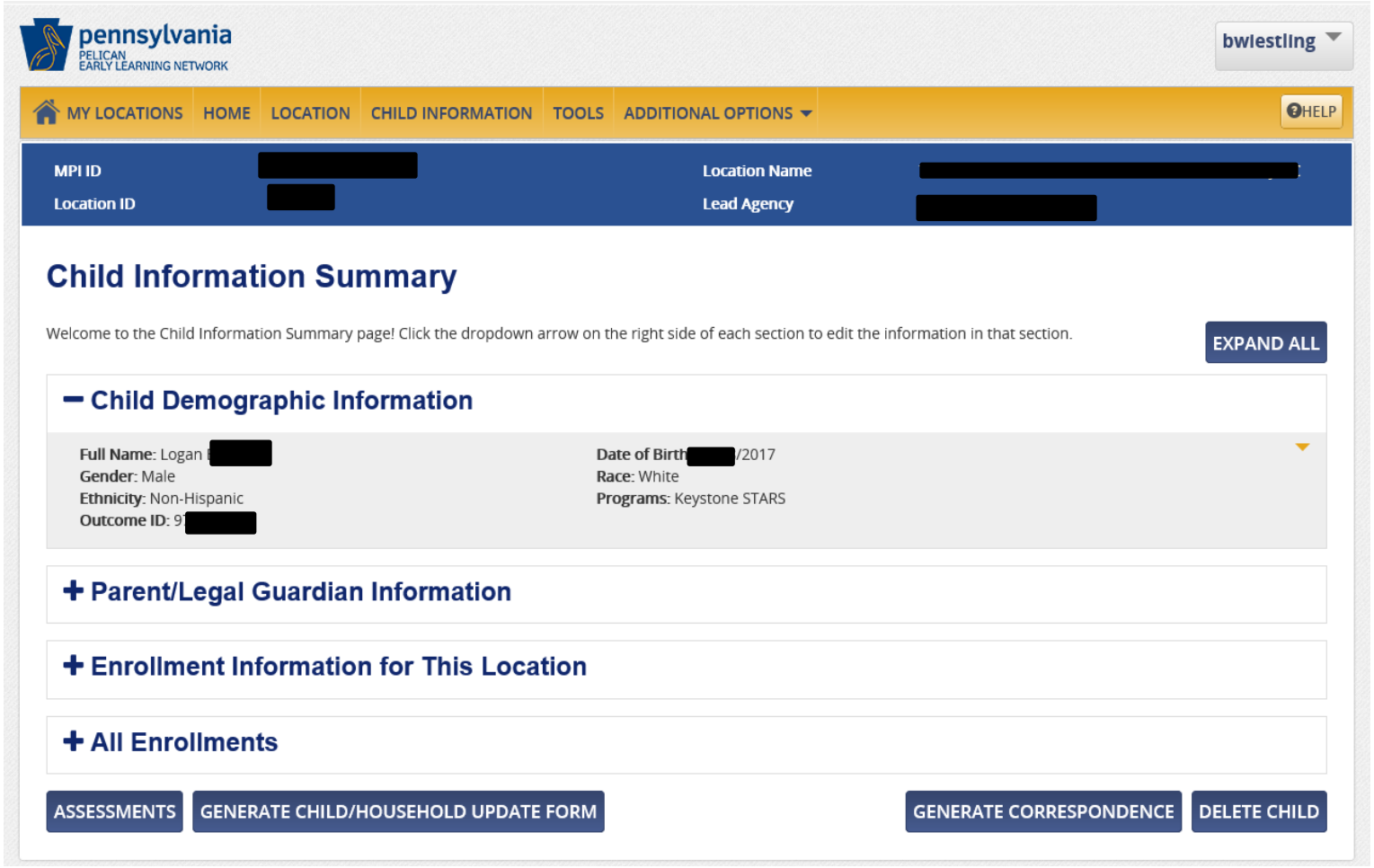
Click on the child's name to bring up the Child Information Summary screen



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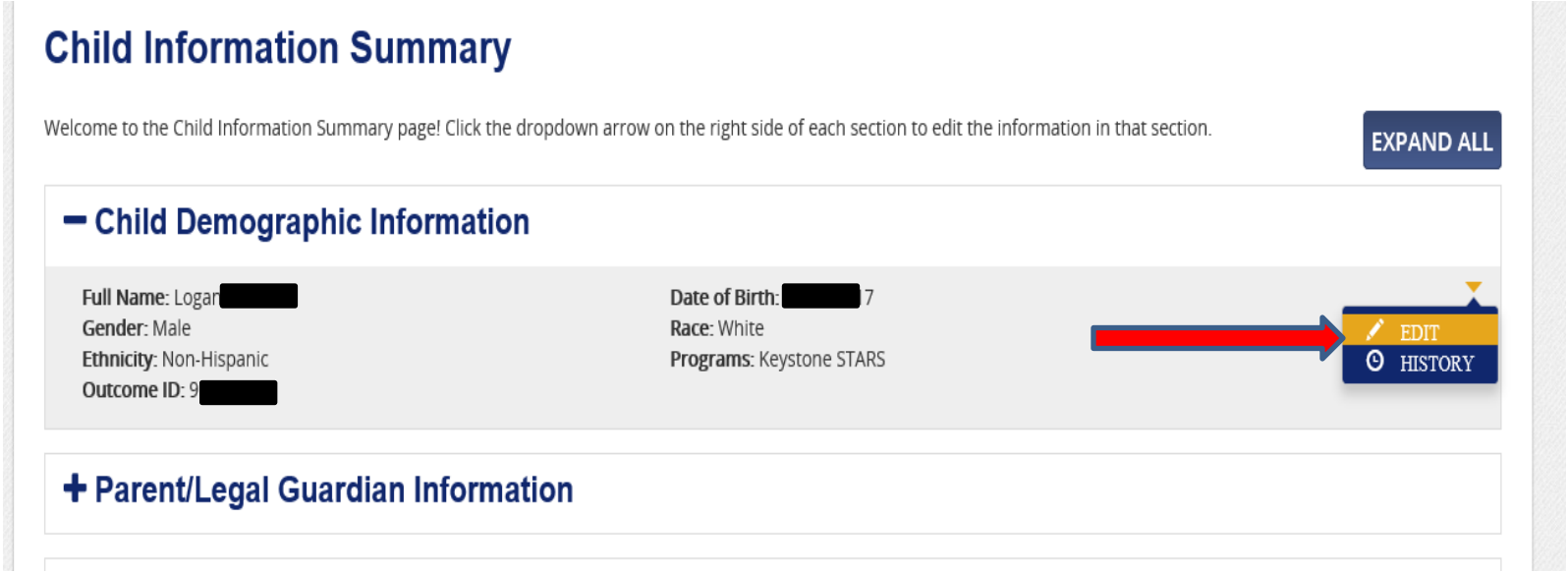
Click the Yellow arrow under Child Demographic Information and click "Edit".



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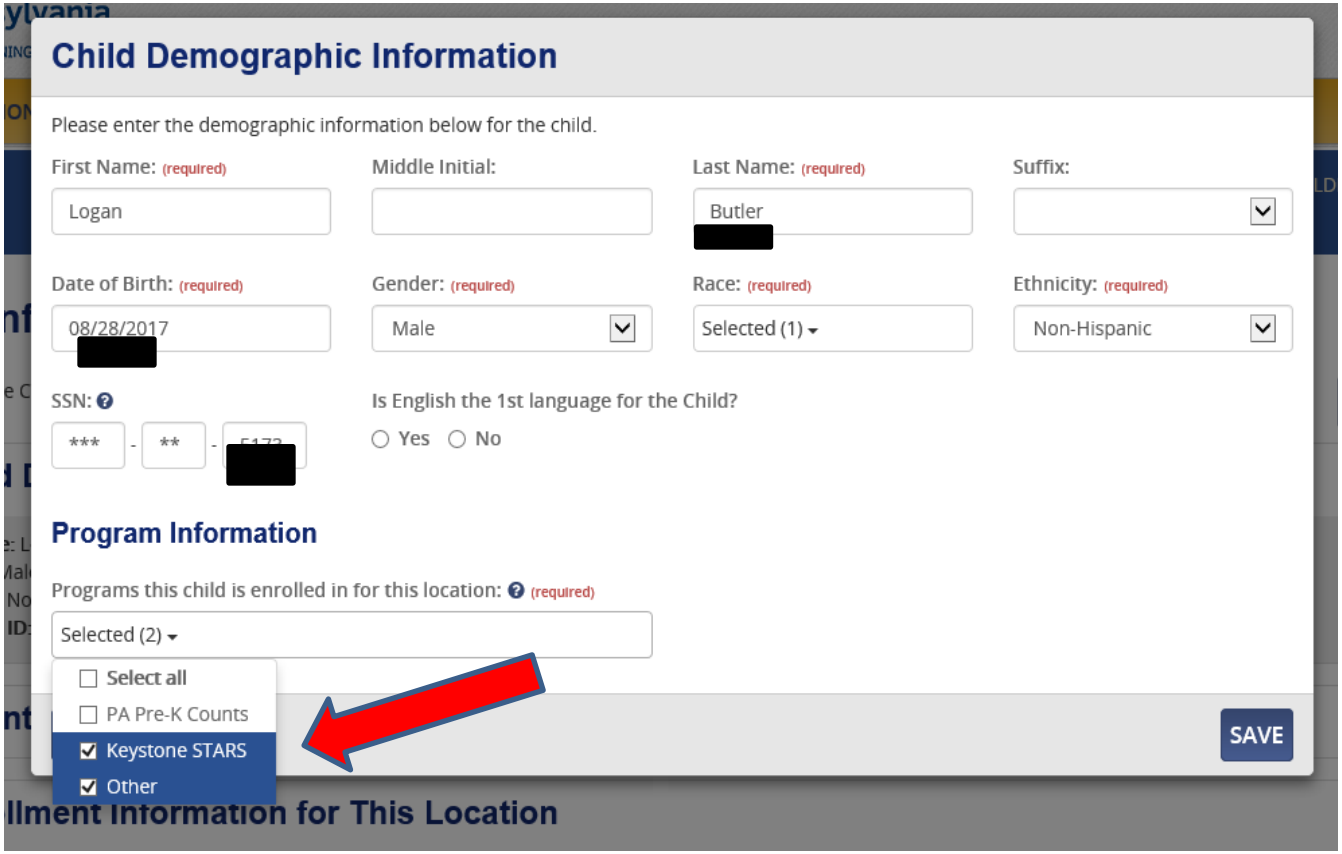
Within the Child Demographic Information screen you will need to add the program "Other" under "Program Information". Please make sure to check "Other" and click save.



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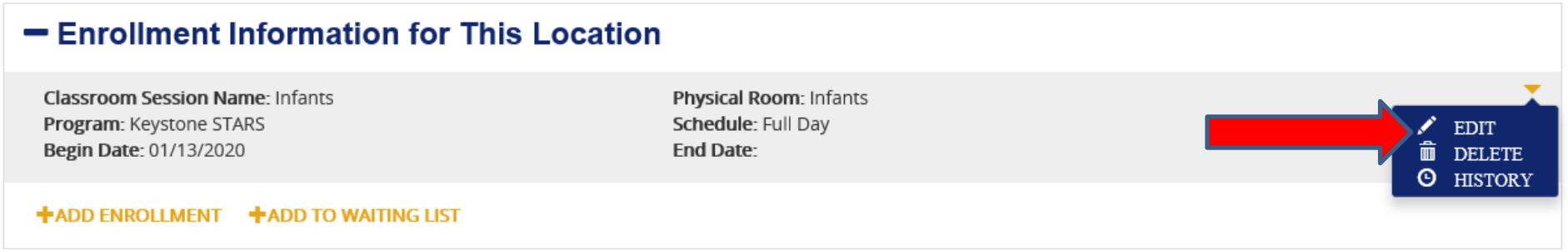
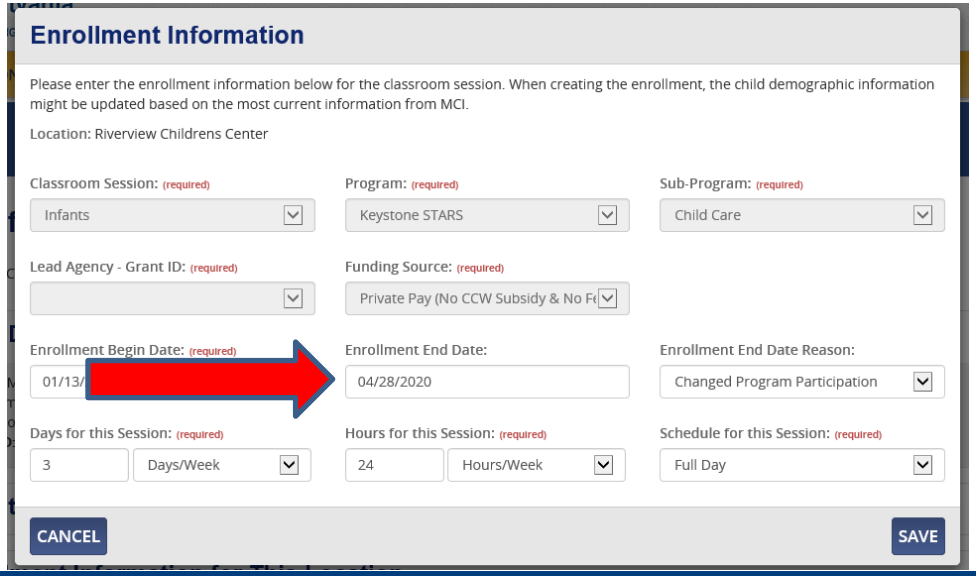
Once the child has the program "Other" attached to them you can then end date the Keystone STARS enrollment. Under the Enrollment Information for this Location you will click the arrow and "Edit" the enrollment. You can then enter the end date along with reason (Changed Program Participation) and hit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





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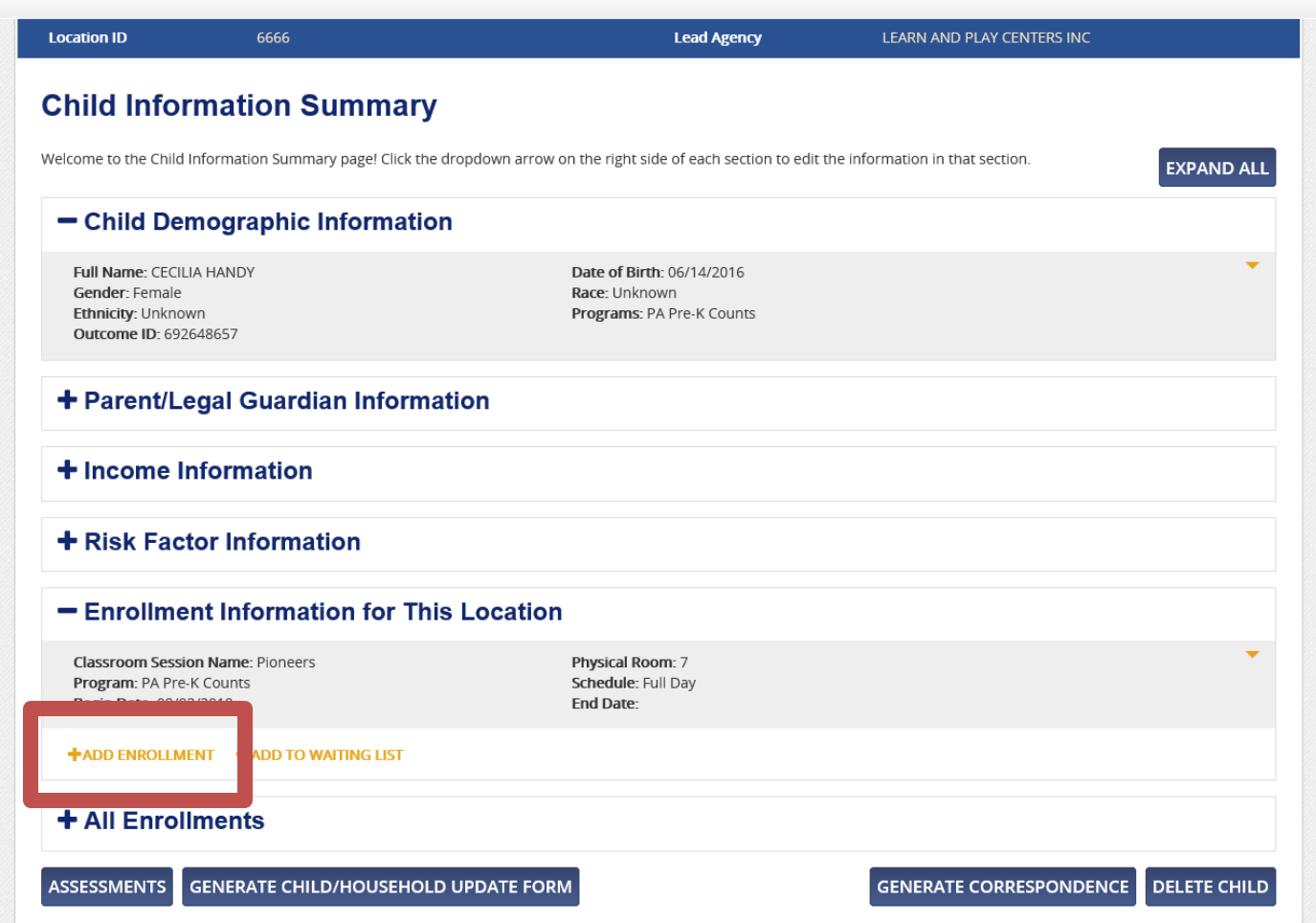
Once you have end dated the Keystone STARS enrollment, you can then add the ITCSP enrollment. Under the Enrollment Information for this Location you will click "Add Enrollment". You can then follow the instructions on the next two slides to add the correct enrollment.



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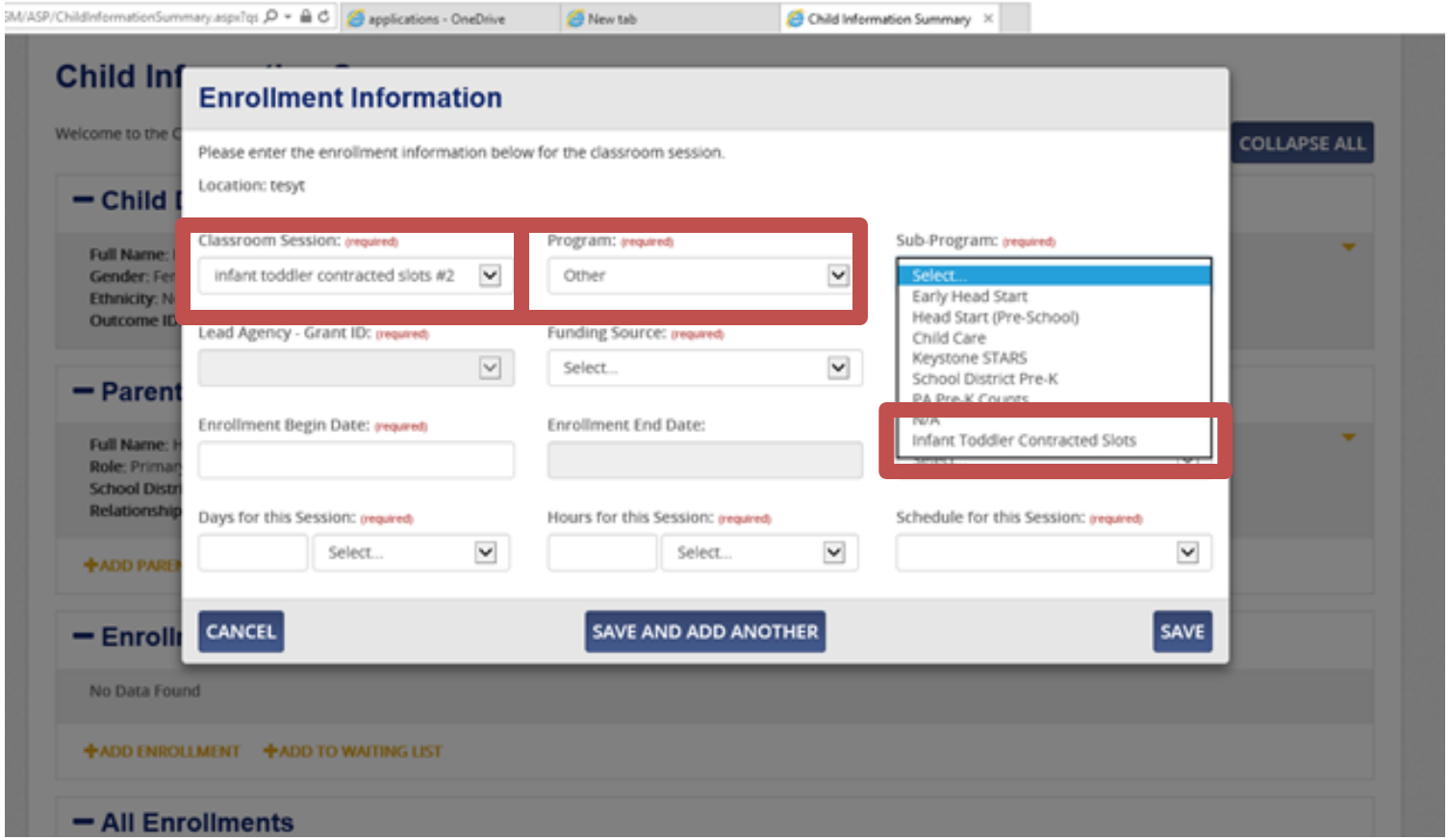
Under Classroom Session, select your Infant Toddler Contracted Slots Classroom Session. Also select Program "Other" and Subprogram "Infant Toddler Contracted Slots"



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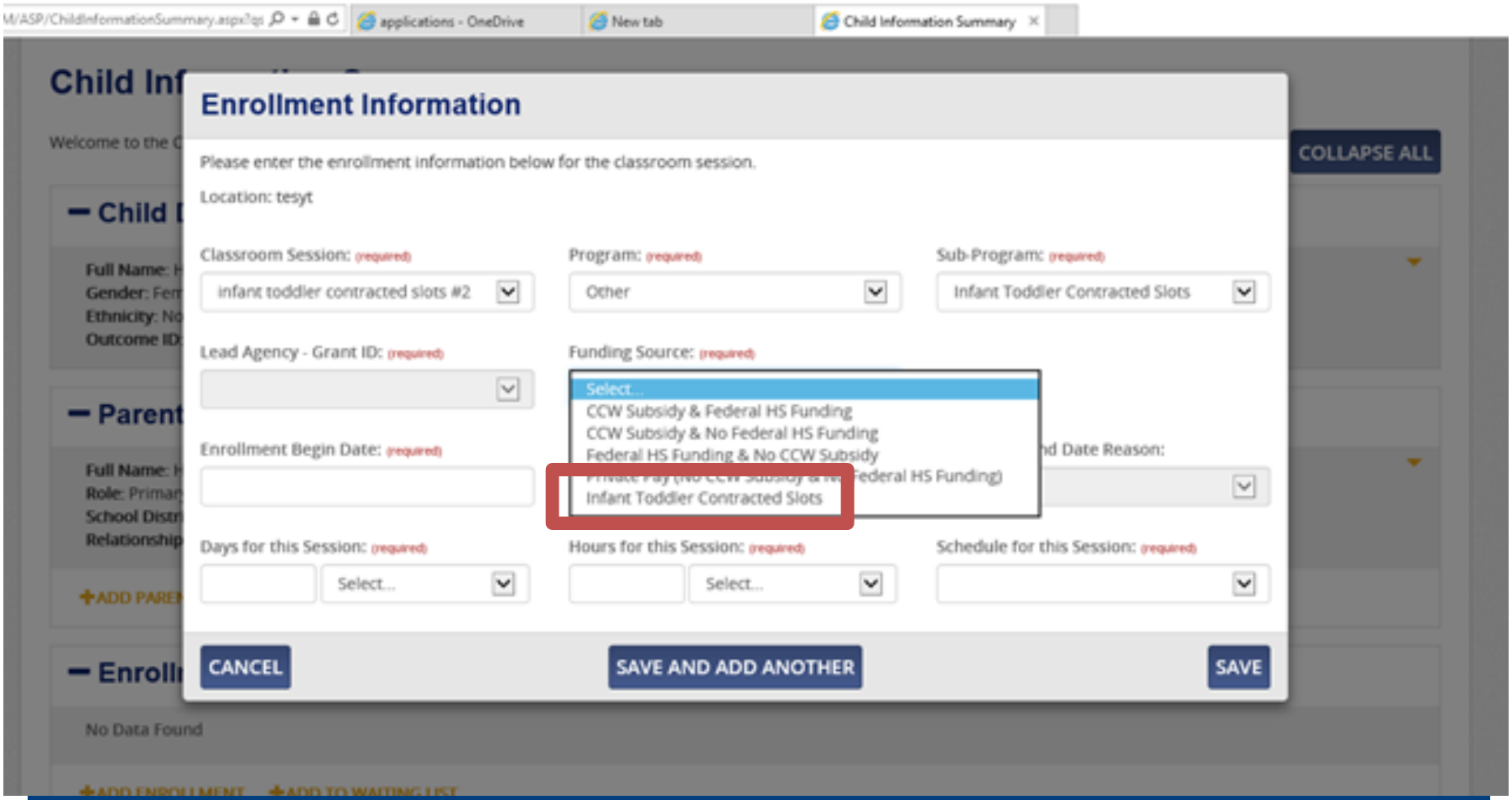
For Funding Source, select "Infant Toddler Contracted Slots"



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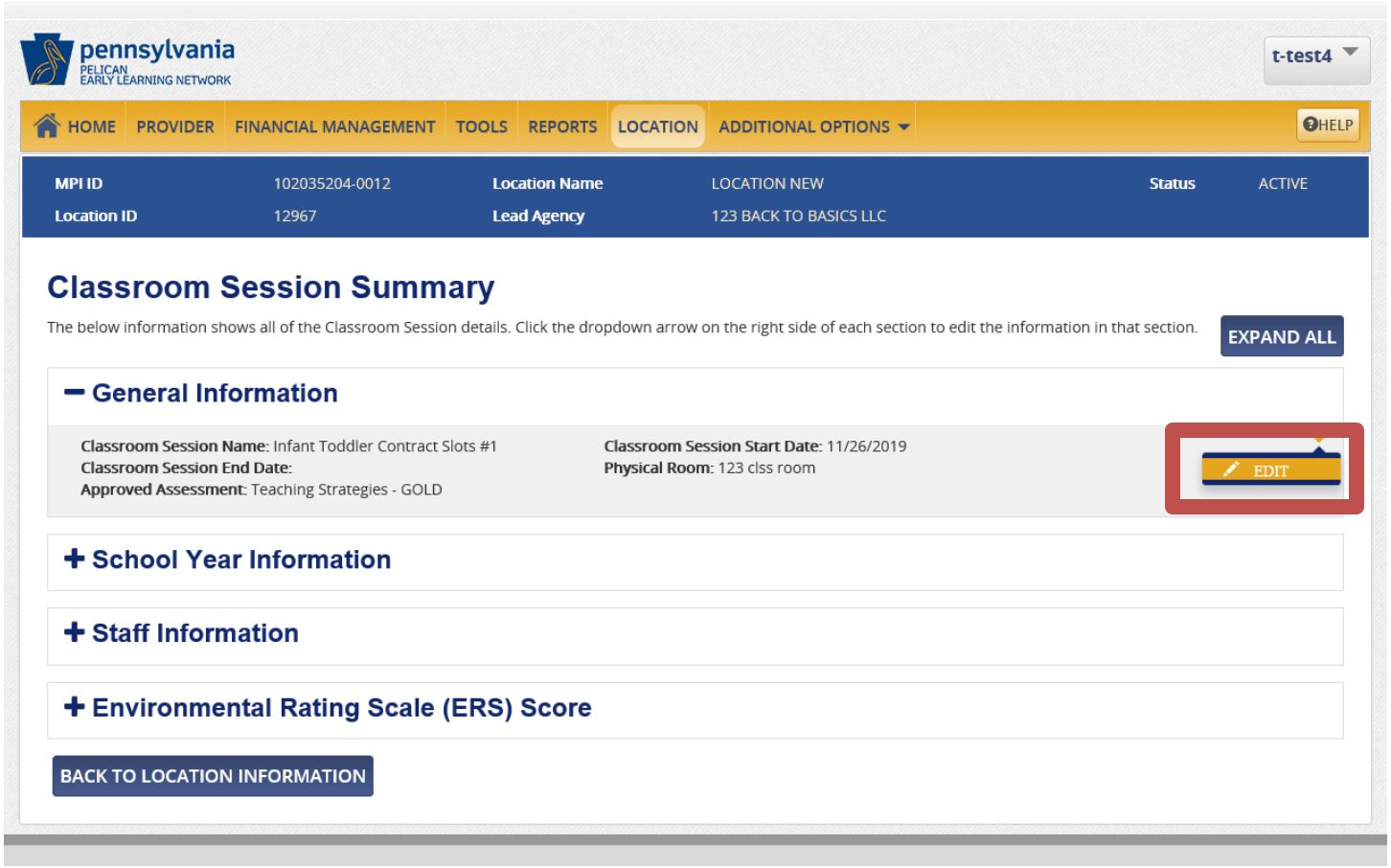
If you are editing an already existing classroom session, you will click on the classroom session and then click "Edit" under General Information. You will need to rename the session use the same naming pattern on the next slide.



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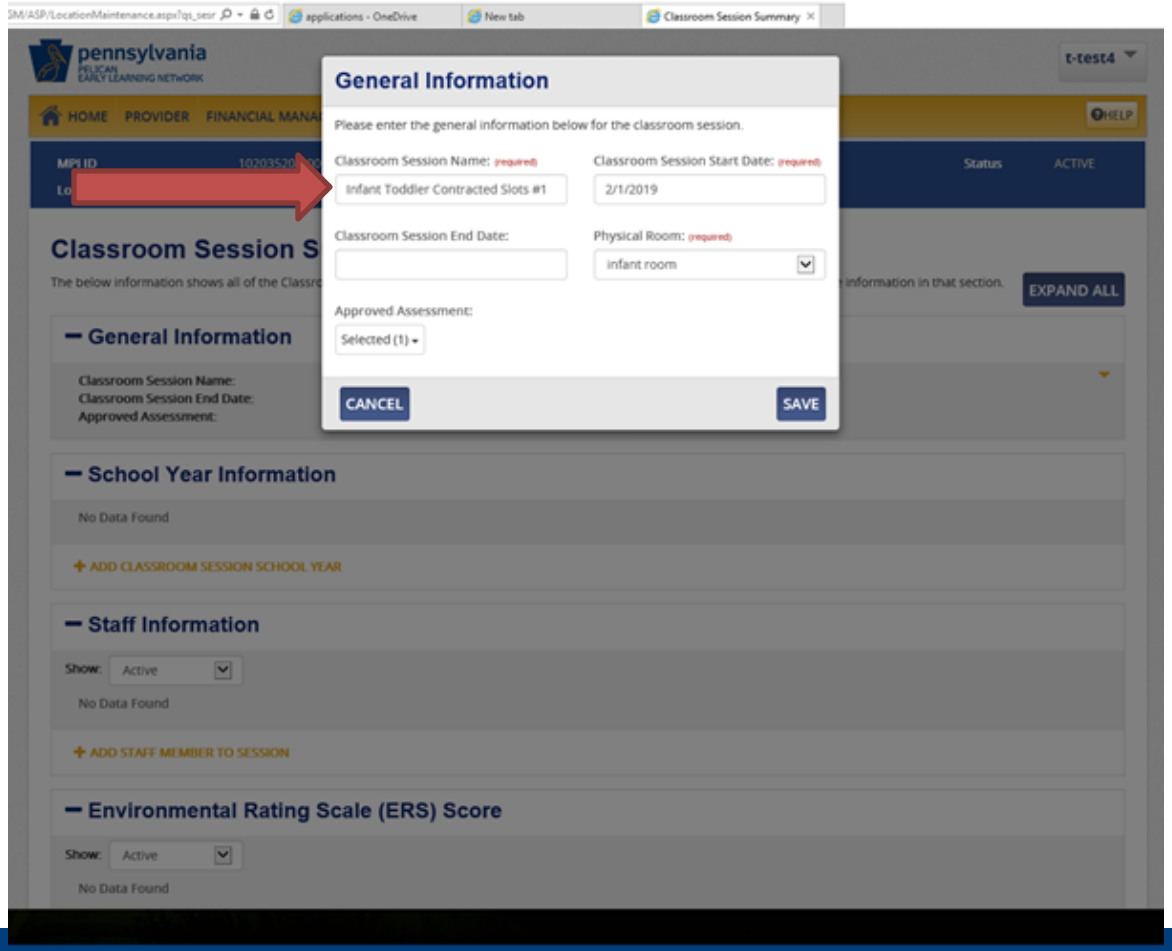
Use the classroom session name: Infant-Toddler Contracted Slots #1 (use ascending numbers if more than one classroom is in a location).



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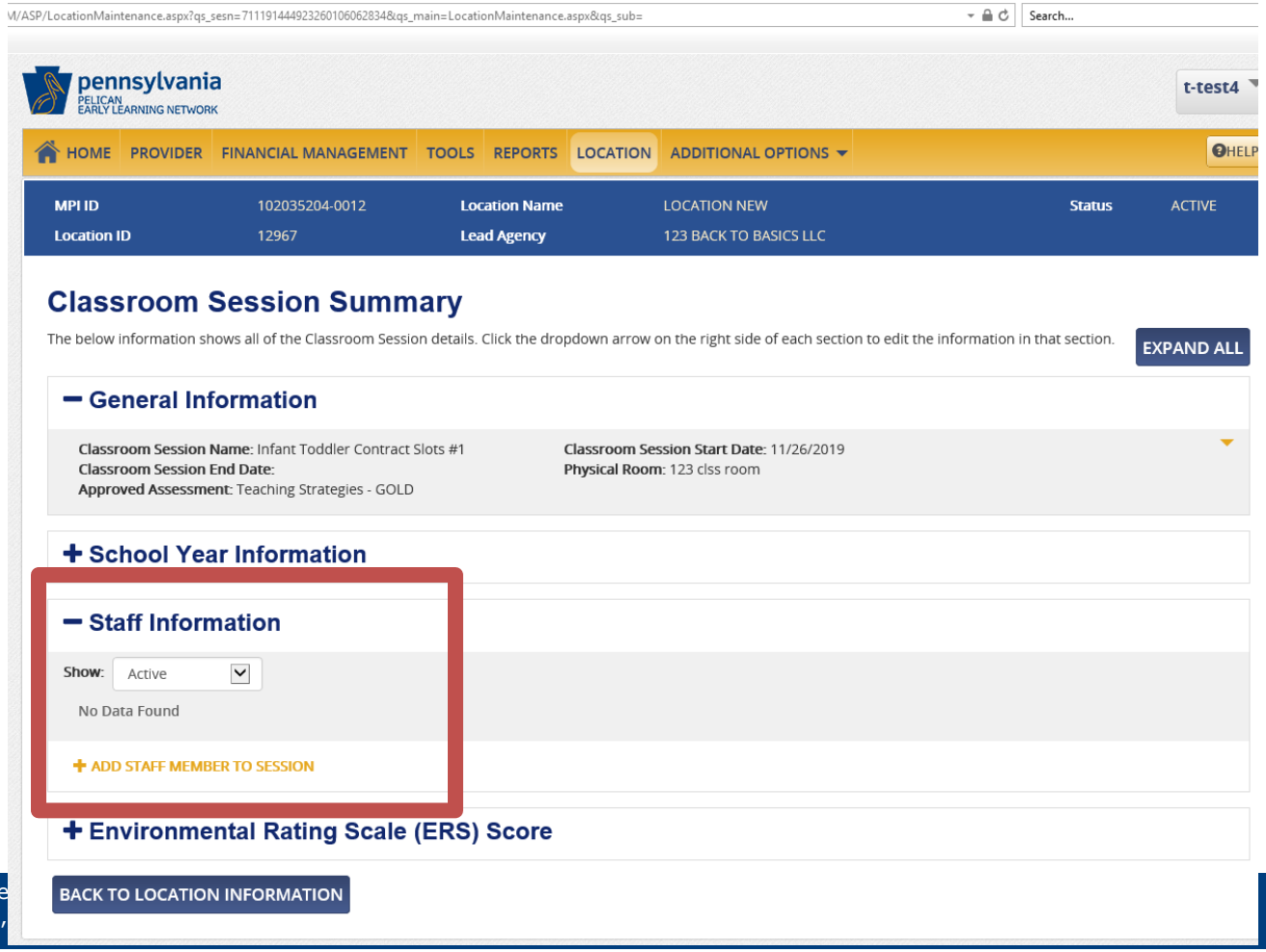
After the classroom session has been edited, you want to make sure you have the correct staff assigned to the classroom. You can click "Add Staff Member to Session"



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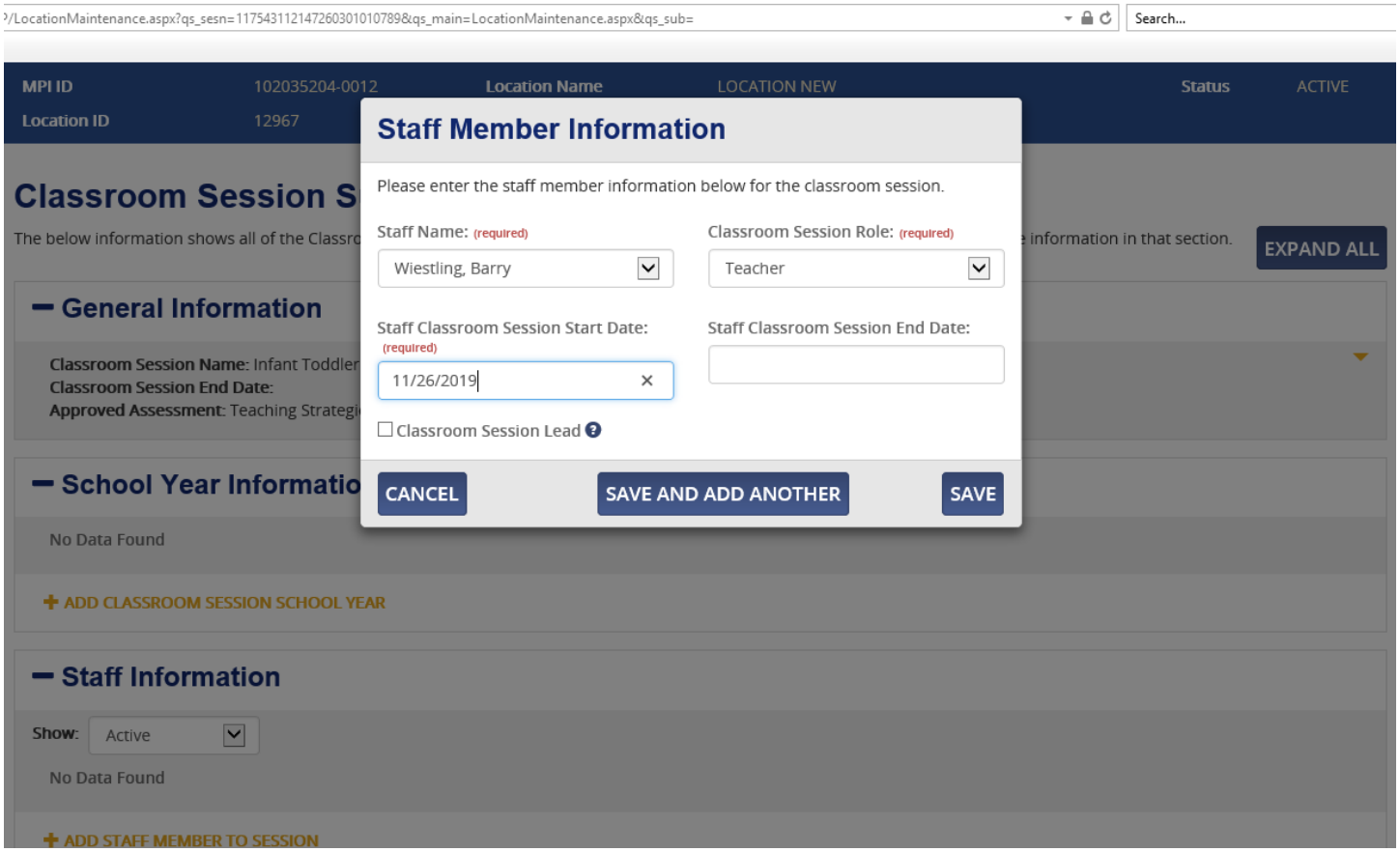
Choose the correct staff member from the drop down. If they are not in the drop down, you will have to create a new staff member.



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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/professionals-resources/

ITCSP Resources
https://www.pakeys.org/getting-started/ocdel-programs/pre-k-counts/infant-toddler-contracted-slots/

PELICAN ELN Help Desk
Phone: 1-877-491-3818
E-mail: ra-eln@pa.gov

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Questions?