PA pennsylvania
OFFICE OF CHILD DEVELOPMENT
AND EARLY LEARNING

Infant Toddler Contracted Slots Program
Systems Webinar

December 13th, 2019

Agenda

- Fiscal Policies and Reporting

- Staff and Staff Qualifications in PELICAN ELN & the PD Registry

- Enrollment of Children in PELICAN Early Learning Network (ELN)

- Attendance in PELICAN ELN

Communication Chain/ Primary Points of Contact for awarded providers

Program Monitoring

Primary Contact: Megan Penson
megpen@pakeys.org

Megan will coordinate program support between OCDEL, ELRC, PD Registry team, and awarded providers

ELN help desk should be used for PELICAN support

Fiscal Monitoring

Primary Contact: Designated ELRC POC

ELRC will provide fiscal summaries to Megan who will share with relevant OCDEL fiscal staff

Megan will coordinate any necessary fiscal follow up with ELRC who will follow up with awarded providers.

Policy Statement: Payments

Payments will be made to the ELRC based upon annual amounts payable per slot.

Slots are defined as full day, full week.

The cost per slot covers a full day, full week, full 12 months of traditional child care.

The ELRC is responsible for managing the payment of funds to successful providers.

The provider will assure segregation of program funds in their fiscal record keeping.

Policy Statement: Payments

Guidance and Clarifications:

To meet the continuity of care goal of this program, it is encouraged that children enroll as full day, full week regardless of a family's work schedule.

Providers have the option to fill a slot with full day and half day enrollments (as defined by CCW), and with full or part week enrollments, however full day, full week enrollments must be prioritized for ITCS funding. A slot will be considered fully enrolled when the FTE reaches the equivalent of full day/full week.

pennsylvania
OFFICE OF CHILD DEVELOPMENT
AND EARLY LEARNING

Policy Statement: Payments

Successful providers shall be paid 1/12 of total grant award as soon as possible after a provider contract is fully executed, and, shall be paid 1/12 of the total grant award by the 1st of each month thereafter. Providers may request an "early release" of funding equal to 1/12 of total grant award in cases where verified monthly expenses exceed 1/12 of the total grant award. Such requests must be received by the ELRC on or before the 15th of the preceding month to be processed in a timely manner. The providers receipt of funding shall not exceed the total grant award. In other words, no additional funding above the total grant award will occur.

The ELRC may withhold funds for purposes of re-distribution to other providers, in cases where a provider is not meeting the requirement to maintain full enrollment. Providers shall have 20 days to fill any enrollment vacancies before an ELRC may consider a redistribution of funds.

Example ELRC Budget

Program	Slots Funded	Cost per slot	Funding Awarded	2019-2020 9/12 Allocation	January 2020 Payment (1/3)	February 2020-June 2020 Payments (2/3)	February 2020-June 2020 Monthly Payments
Program A	10	$13,000	$130,000	$97,500	$32,500	$65,000	$13,000 per month
Program B	20	$13,000	$260,000	$195,000	$65,000	$130,000	$26,000 per month
			$390,000	$292,500	$97,500	$195,000	

Policy Statement: Payments

Awards **cannot** be used for the following:
- Purchase of land, new construction, or major renovations.
- Purchase of gift cards, money orders, gift certificates, travel checks, or any other comparable legal tender.
- Payment of mortgages, utilities, or rental/lease payments for basic facility operations.
- Purchase of alcohol.
- Purchase of vehicles.
- Payment toward staff entertainment, including amusement, diversion, and social activities or any costs directly associated with such costs (such as tickets to shows or sports events, meals, lodging, rentals, transportation, and gratuities) that are not professional development related events.
- Costs of membership in civic, community and social organizations (Kiwanis, Lions Club, Rotary, etc.).
- Purchase of **any** second hand (used) items, including but not limited to those from individuals, yard sales and auctions.

pennsylvania
OFFICE OF CHILD DEVELOPMENT
AND EARLY LEARNING

Policy Statement: Payments

Awards may be used *only* for child care related expenditures, which includes expenses that support blended classrooms.

For any item (minor renovations are considered a single unit cost) that has a **unit cost of $3000 or more**, a provider shall obtain a **minimum of two (2) written price quotes** to ensure fair and equitable bid practices, as follows:

- The bids must be for identical or comparable merchandise, purchases, and/or work.
- Provider will accept the lowest bid amount.
- If the provider decides to accept the higher bid, the provider is responsible for any amount above the lowest quote using operational or other non-OCDEL/Child Care Development Block grant funds. Please contact the ELRC for further clarification.
- If extenuating circumstances occur where the provider must accept the higher bid, the provider must contact the ELRC to discuss the situation prior to accepting the quote.

Policy Statement: Payments

The Department of Human Services retains the title to property of any equipment having a useful life of more than one year and an individual cost of more than $5000 that is purchased with this award. The provider is required to notify their ELRC if they are closing or will be disposing of said equipment. If a grantee permanently closes or sells the business, the ELRC will need to work with the grantee to redistribute (as appropriate) to other grantees, all supplies and equipment purchased using state and federal funds granted by the ELRC.

All purchases made with these funds must comply with the federal 2 CFR § 200 and the Child Care Development Funds restrictions. Applicants should reach-out to the ELRC to get guidance when it comes to the CFR 200 Restrictions.

Policy Statement: Payments

As a recipient of infant-toddler contracted slots funding, it is the provider's responsibility to expend funds in a manner that supports the overall goals of the initiative. Goals that directly impact expenditure considerations include increased financial stability at the program level, the ability to hire and retain qualified staff, maintaining or increasing classroom quality, and stable enrollment for children and families. As such all expenditures should be justified in terms of these goals for this program.

Policy Statement: Payments

The following clarifications are specific to the infant-toddler contracted slots pilot salaries:

- Teacher salaries may be included as an allowable expense when the teacher is directly serving the children funded by this program. In classrooms where children are funded by multiple funding streams, the teacher's salary must be cost allocated.

- Management Salaries and benefits may ONLY be included IF a strong justification is provided as to how these expenses will directly impact the goals listed above. Salaries, raises, and bonuses for management staff that do not directly manage or impact the programming will not be considered an allowable expense.

Policy Statement: Fiscal Reporting

The ELRC is responsible for maintaining and submitting to OCDEL documentation which tracks the following:

- Release (timing and amounts) of funding to providers,
- Quarterly provider program expenses, Revisions to originally approved budget

Policy Statement: Fiscal Reporting

Guidance and Clarifications

Providers are responsible for submission of a line item budget at time of contracting.

Providers are responsible for submission to ELRC of budget revisions which will be approved by the ELRC. Budget revisions must also be approved by OCDEL when moving more than 10% of overall budget between line items.

Providers are responsible for submission of quarterly expenditures spreadsheets to ELRC based on a schedule set by the ELRC. The ELRC is responsible for reporting a summary spreadsheet of provider expenditures to OCDEL no later than the 20th day of the month after each quarter ends (or the business day after the 20th when 20th day falls on a weekend or holiday). ELRC reporting to OCDEL should occur as follows:

Quarter 1 (July 1 through September 30); Quarterly summary due to OCDEL by October 20

Quarter 2 (October 1 through December 31); Quarterly summary due to OCDEL by January 20

Quarter 3 (January 1 through March 31); Quarterly summary due to OCDEL by April 20

Quarter 4 (April 1 through June 30); Final year summary due to OCDEL by August 20

Line Item Budget

	A	B	C	D	E	F	G
	I10	fx					
1		Line Item Budget Template					
2	**Lead Agency:**	Enter here					
3	**Date of Submission:**	Enter here					
4	**Total Budget Amount**	$0.00					
5	**Instructions:** Spreadsheet is formula-driven; enter only is shaded blue areas						
6	**Budget Expenditures**	**Budget Amount**	**Percentage of Budget**	**Allowable Range**	**Justification**		
7	1 Enter all Program related Child Health and Development salaries	$0.00	#DIV/0!	35%-45%			
8	1a Enter all Program related Child Health and Development benefits	$0.00	#DIV/0!	10%-15%			
9	2 Enter all Program related Program Design and Management salaries	$0.00	#DIV/0!	5%-10%			
10	2a Enter all Program related Program Design and Management benefits	$0.00	#DIV/0!	1%-5%			
11	3 Enter all Program related Family and Community Partnership salaries	$0.00	#DIV/0!	0%-8%			
	3a Enter all Program related Family and						

Sheet1   Sheet2   Sheet3   ⊕

ITCS Program Expenditures and Budget Revision Workbook

ITCS ELRC Quarterly Fiscal Summary

Agenda

- Fiscal Policies and Reporting

- Staff and Staff Qualifications in PELICAN ELN & the PD Registry

- Enrollment of Children in PELICAN Early Learning Network (ELN)

- Attendance in PELICAN ELN

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/

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 ITCS enrollment to child

The following slides will cover how to create everything as new, but you can use this as guidance when editing your current 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).

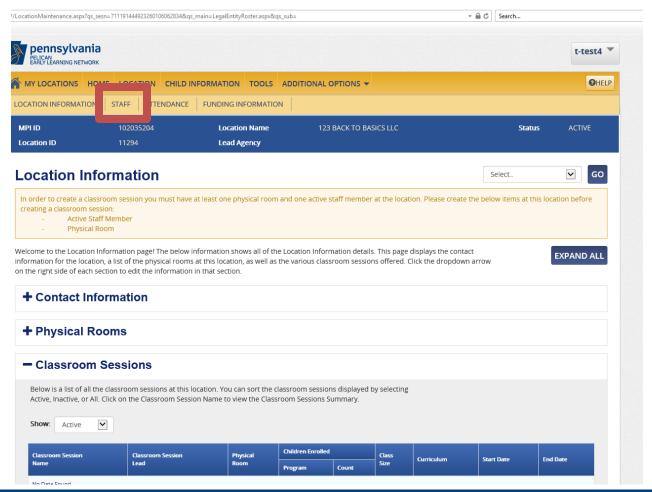# Policy Statement: Tracking Staff Information

Staff working within any classroom where children funded through Infant-Toddler Contracted Slots Project are being served need to be entered into 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.
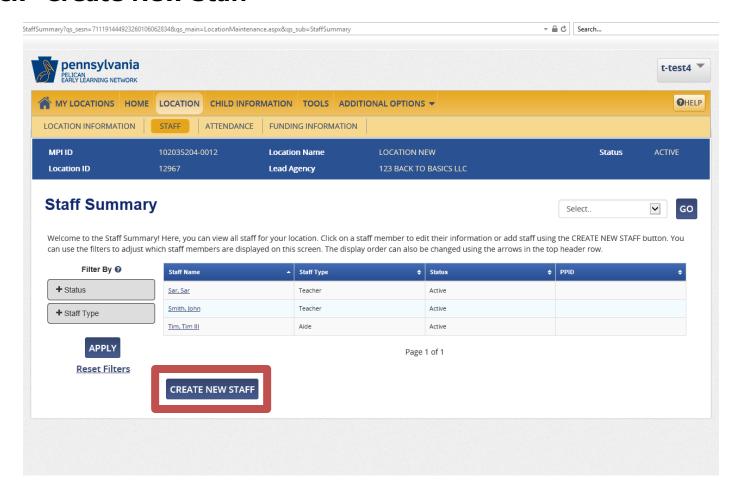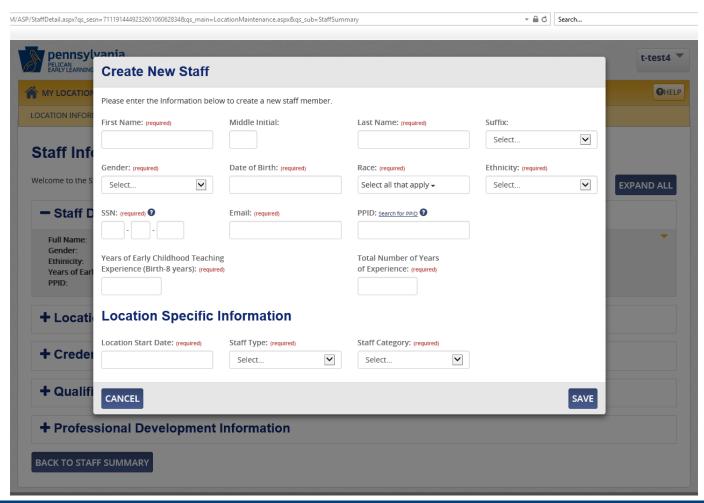
Creating new staff in PELICAN
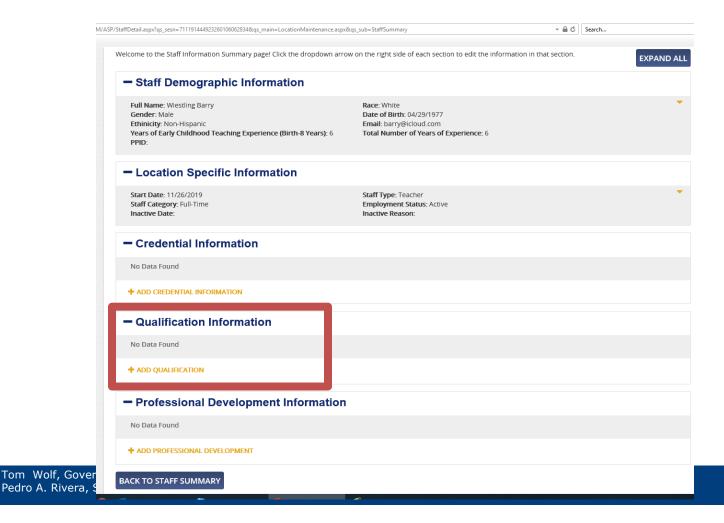
Click "Create New Staff"
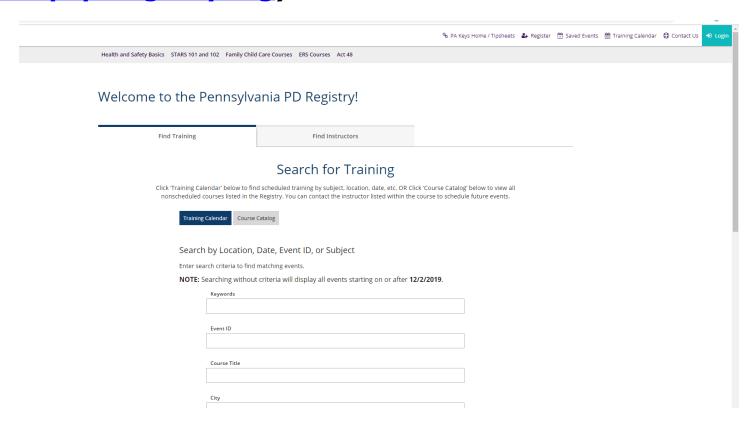
Enter all staff demographic information (if applicable)

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

M/ASP/StaffDetail.aspx?qs_sesn=7111191444923260106062834&qs_main=LocationMaintenance.aspx&qs_sub=StaffSummary   Search...

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: 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@icloud.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

No Data Found

+ ADD QUALIFICATION

— Professional Development Information

No Data Found

+ ADD PROFESSIONAL DEVELOPMENT

BACK TO STAFF SUMMARY

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

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."

pennsylvania
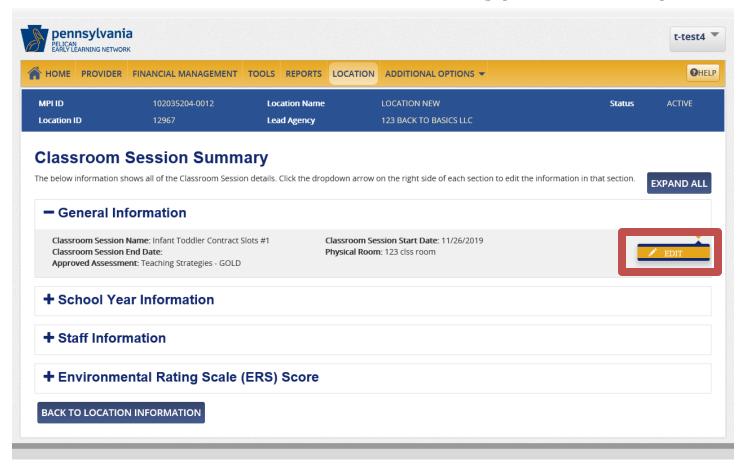OFFICE OF CHILD DEVELOPMENT
AND EARLY LEARNING

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).
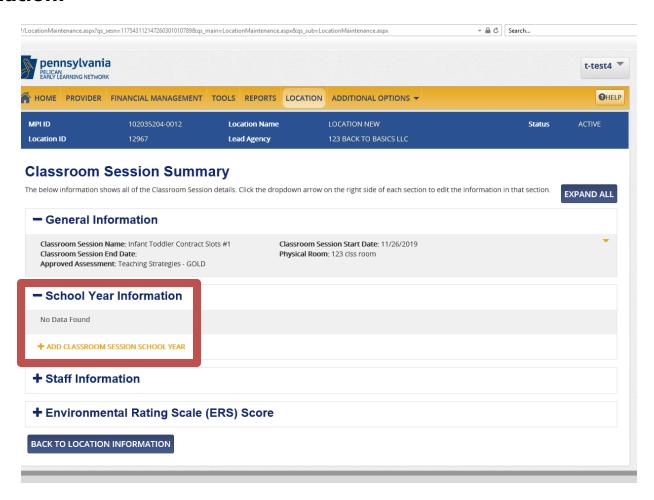
If you are editing an already existing classroom session, you will click on the classroom session and then click "Edit" under General Information. You will need to rename the session use the same naming pattern on the previous slide.
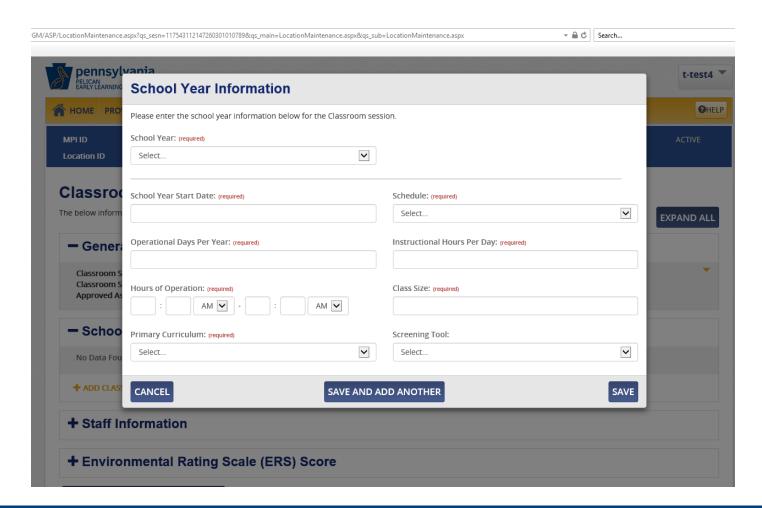
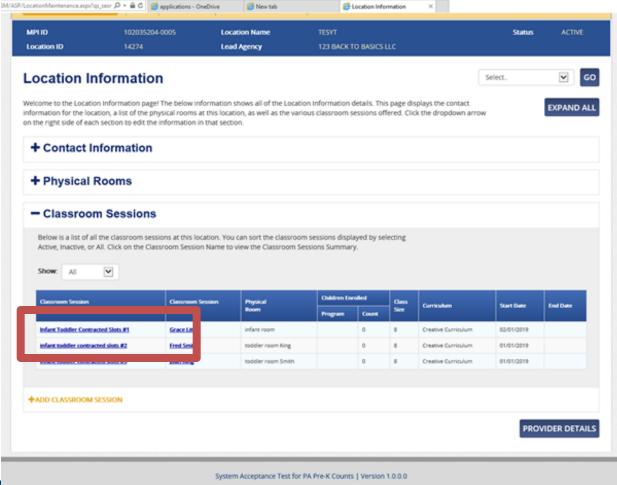**After the classroom session is created, you then need to add school year information.**

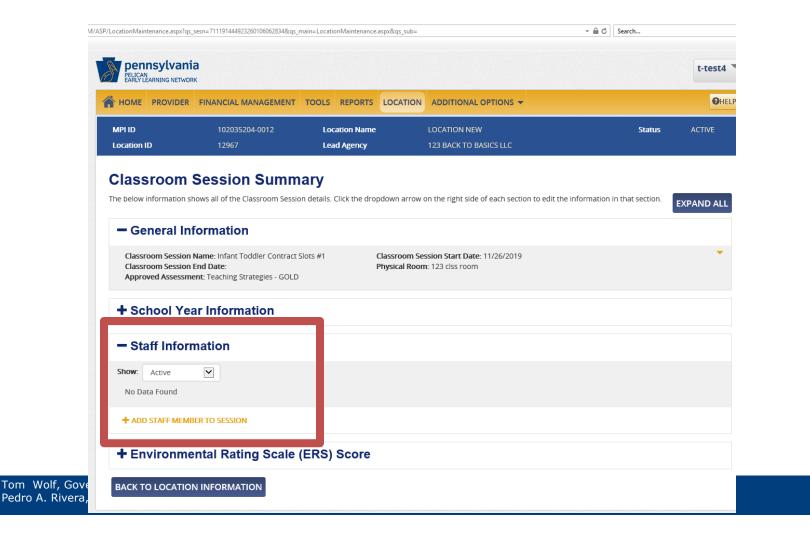**Enter all of the required school year information on this screen.**

Once this is all done you will see your classroom session listed.
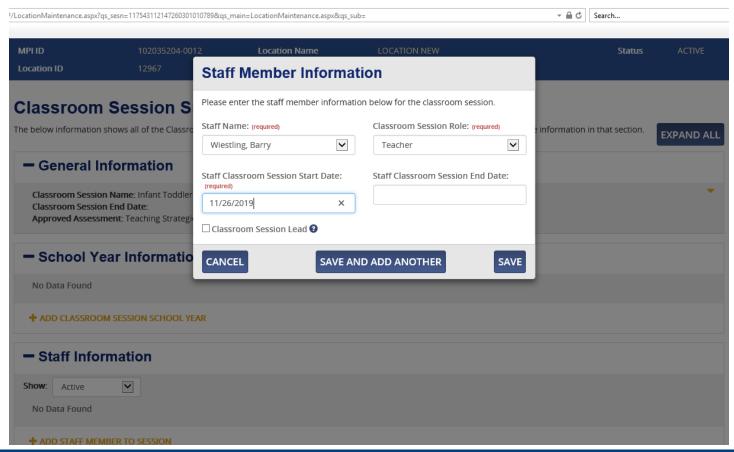
After the classroom session has been created, you need to add a staff member to the classroom session.
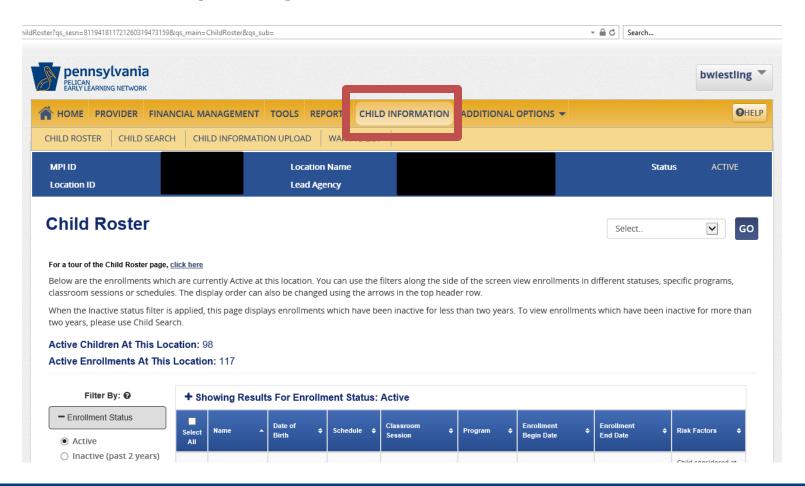
Choose your newly created staff member from the drop down menu. Indicate whether they are a "Teacher" or "Aide"
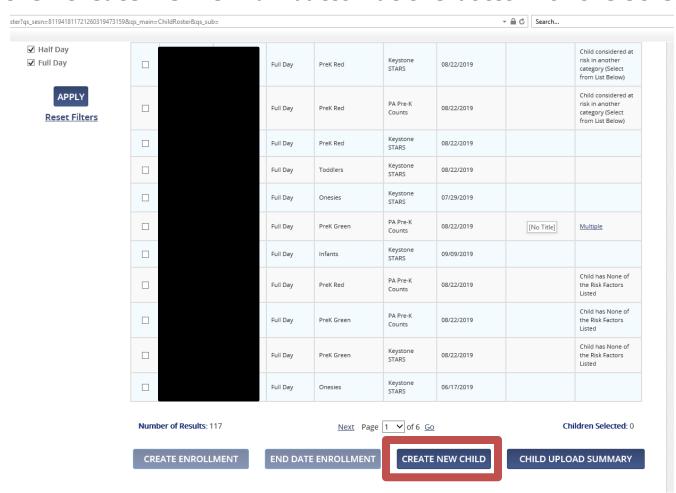
After the classroom session is created and a staff member is attached, you can then enroll a child by clicking "Child Information" to view the child roster.
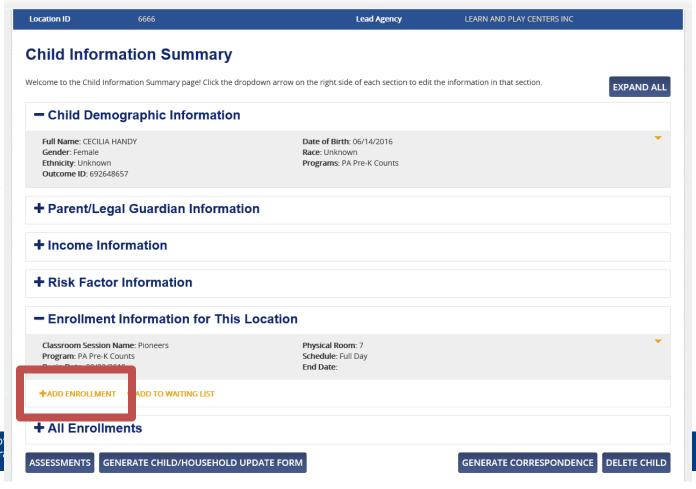
Click the "Create New Child" button at the bottom of the screen

PA **pennsylvania**
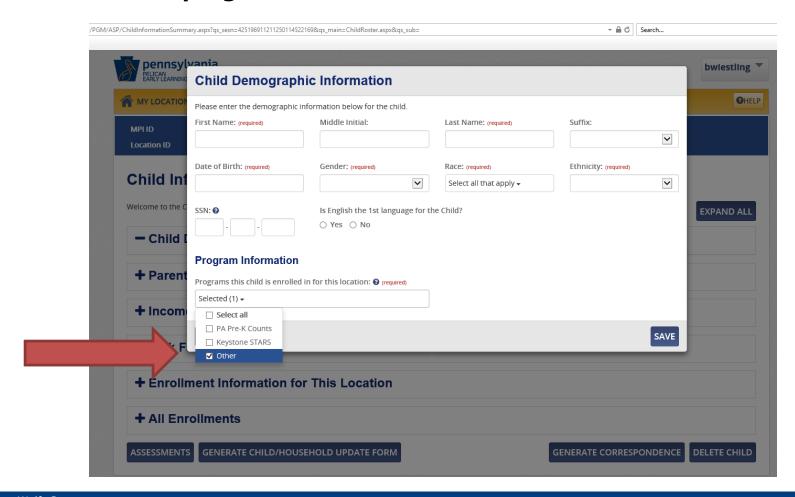OFFICE OF CHILD DEVELOPMENT
AND EARLY LEARNING

If the child is already on the child roster at your location, you do not need to create a new child. You just have to add their ITCS enrollment. To do this, you can search for your child and click on their name to view the Child Information Summary. Under the Enrollment Information for this Location you will click "Add Enrollment".
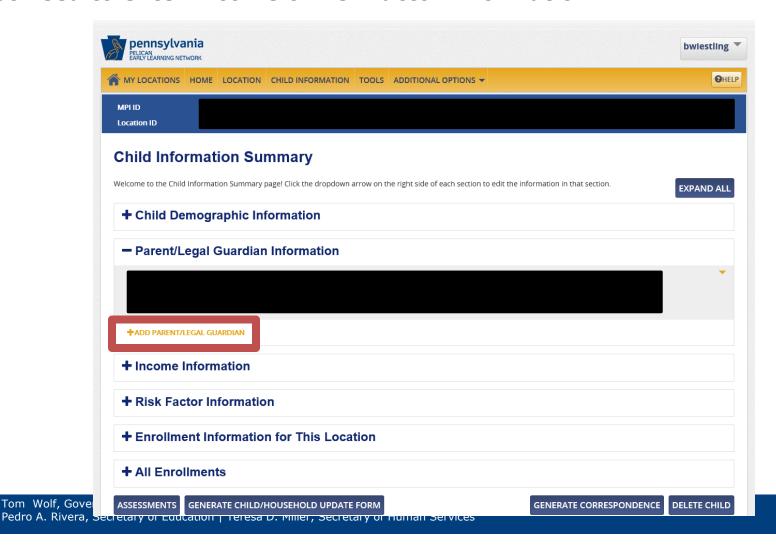
Location ID	6666		Lead Agency	LEARN AND PLAY CENTERS INC

Child Information Summary

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: CECILIA HANDY
Gender: Female
Ethnicity: Unknown
Outcome ID: 692648657

Date of Birth: 06/14/2016
Race: Unknown
Programs: PA Pre-K Counts

+ Parent/Legal Guardian Information

+ Income Information

+ Risk Factor Information

− Enrollment Information for This Location

Classroom Session Name: Pioneers
Program: PA Pre-K Counts

Physical Room: 7
Schedule: Full Day
End Date:

+ADD ENROLLMENT   **+ADD TO WAITING LIST**

+ All Enrollments

ASSESSMENTS **GENERATE CHILD/HOUSEHOLD UPDATE FORM**   **GENERATE CORRESPONDENCE** **DELETE CHILD**

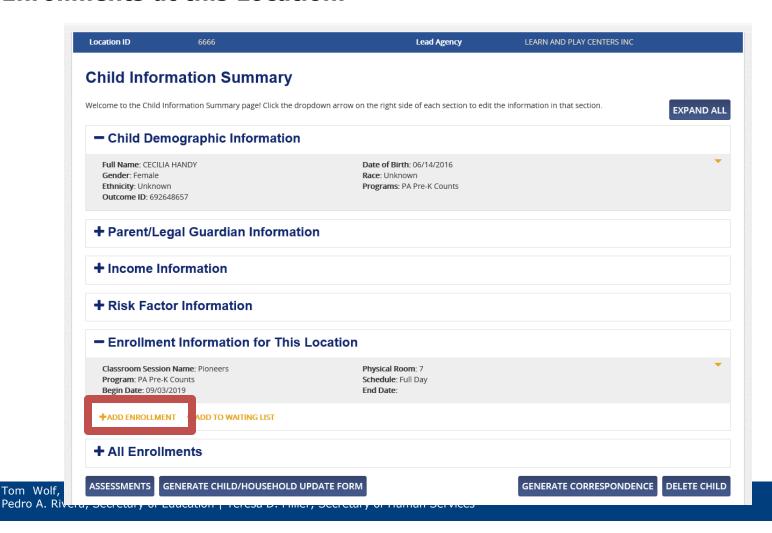**If you are creating a new child you will enter all the child information and select "Other" for program.**

You will then add parent/legal guardian information for the child. You do not need to enter income or risk factor information.
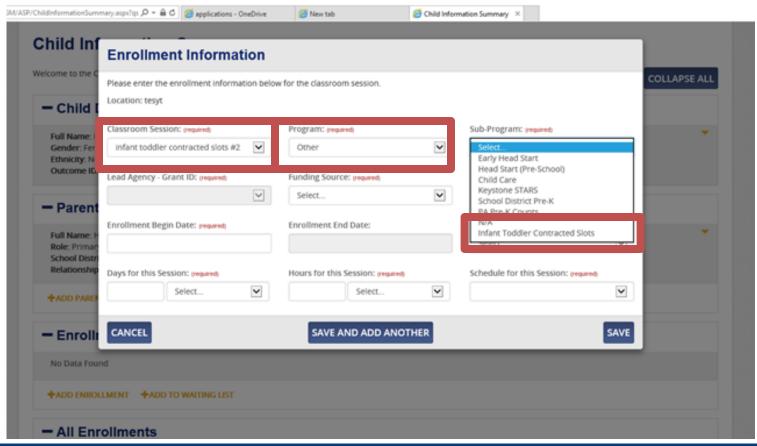
pennsylvania
OFFICE OF CHILD DEVELOPMENT
AND EARLY LEARNING

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

| Location ID | 6666 | Lead Agency | LEARN AND PLAY CENTERS INC |

Child Information Summary

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: CECILIA HANDY
Gender: Female
Ethnicity: Unknown
Outcome ID: 692648657

Date of Birth: 06/14/2016
Race: Unknown
Programs: PA Pre-K Counts

+ Parent/Legal Guardian Information

+ Income Information

+ Risk Factor Information

− Enrollment Information for This Location

Classroom Session Name: Pioneers
Program: PA Pre-K Counts
Begin Date: 09/03/2019

Physical Room: 7
Schedule: Full Day
End Date:

+ADD ENROLLMENT **+ADD TO WAITING LIST**

+ All Enrollments

ASSESSMENTS **GENERATE CHILD/HOUSEHOLD UPDATE FORM** **GENERATE CORRESPONDENCE** **DELETE CHILD**

PA **pennsylvania**
OFFICE OF CHILD DEVELOPMENT
AND EARLY LEARNING

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

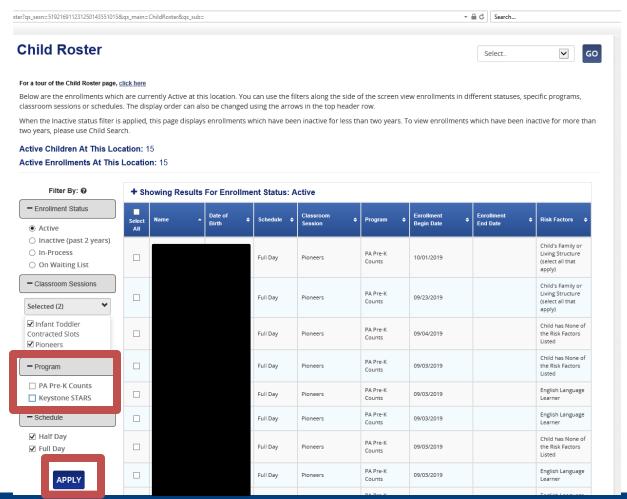**For Funding Source, select "Infant Toddler Contracted Slots"**

To un-enroll children in ITCSP in PELICAN you must first get them to show up on your child roster.
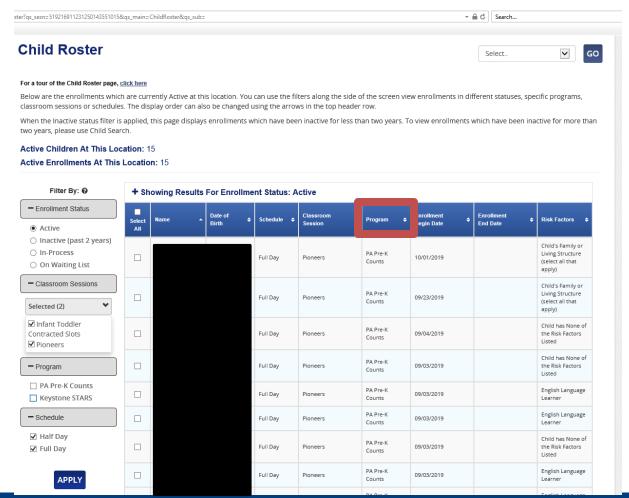
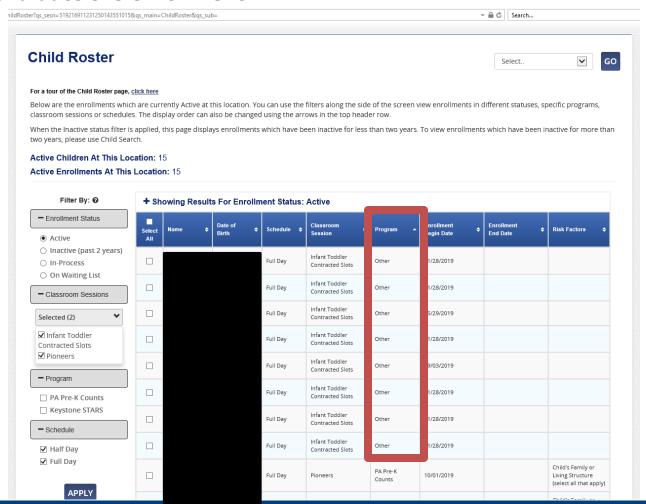**Access the child roster, and uncheck "Pre-K Counts" and "HSSAP" under Program. Then click "Apply"**

After you click "Apply", you will have to filter by "Program" at the top of the Child Roster. Click "Program" to filter.

You can then scroll and find your children enrolled in Program "Other" to be able to end date the enrollment.

Enrollment Monitoring

Enrollment reports will be monitored on a monthly basis. Your ITCS specialist will follow up with each ELRC if issues are found. Issues could include:

- Under Enrollment (Less than 100%)
- Over Enrollment (More than 100%)
- Data Entry errors
- Children not being end dated correctly

Policy Statement: Attendance

Providers must monitor attendance and establish a means to maintain attendance information so that it is available upon request. The PELICAN system may be used for this purpose; however, attendance data reporting within the PELICAN system will not be required.

The maximum number of allowable annual absences for a child funded with Infant Toddler Contracted Slots funding will be 40 days. Consecutive absences should not exceed 5 unless approved by the provider.

Policy Statement: Attendance

Guidance and Clarifications:

Annual absences will be tracked by fiscal year.

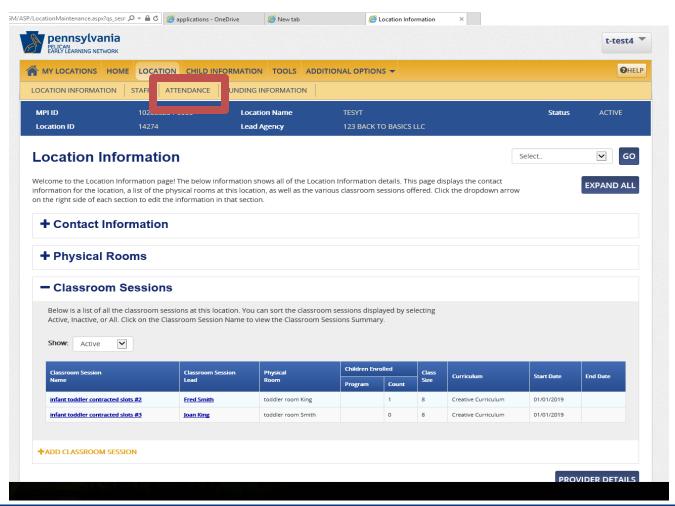Absences will be tracked based on the child's enrollment schedule.

Families must be contacted when children are absent for 3 consecutive days to learn the nature of the absence and offer support, as appropriate.

When children have more than 5 consecutive unexcused absences, the provider and family, together, must discuss the reasons for the absence and determine ways to support the child's attendance in school.

Providers may approve consecutive absences over 5 days for extenuating circumstances, such as families experiencing homelessness, significant child or family illness.
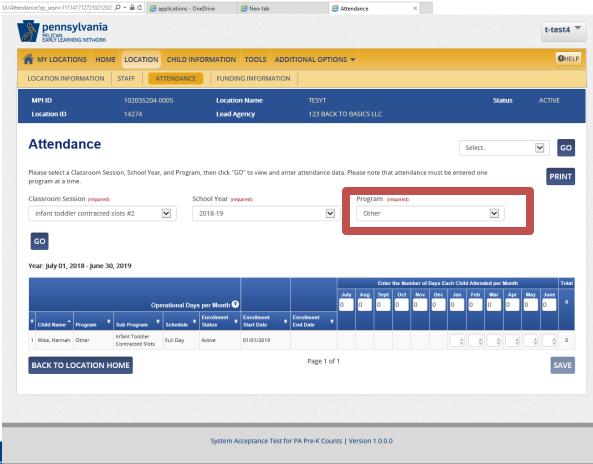
Tracking of child attendance is found under "location information."

Select "other" as program before entering attendance information. Operational days per month must be entered, as well as the number of days each child attended per month.

Timeline

Pelican ELN

– Programs need to have classrooms, staff, and children entered into PELICAN ELN by the last day of the child enrollment month.

PD Registry

– Programs must have staff entered and verified in the PD Registry within 90 days of staff assignment to an ITCS classroom.

*Programs will be monitored on a monthly basis to ensure data is entered and correct.

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

Questions?