Early Childhood Education & Assistance Program

Washington State Department of Early Learning

ELMS Eligibility and Enrollment Manual

Revised April 2015

Version 5

Please check the DEL ECEAP website at
http://www.del.wa.gov/publications/eceap/docs/ELMS_training_eligibility_enrollment.pdf
for the most recent version of this manual.

For ELMS Support

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Table of Contents

Purpose of this Manual 4
Definitions 4
Getting Access to ELMS 5
ELMS Security 5
Related ECEAP Performance Standards 5
Paper Enrollment Forms 6
Using ELMS for Eligibility and Enrollment - Overview 7
Child Tab 9
Child Search 9
  Searching by Child Status 10
  Child Search Results 11
Child Prescreen 12
  Determine Initial Eligibility 12
  Children Who Are Already in ELMS 15
  Prescreen Step 1 – Child Info 16
  Prescreen Step 2a – Parent Info 18
  Prescreen Step 2b - Estimate Family Income 20
  Prescreen Step 3 – Estimated Priority 24
Child Application 26
  Application Step 1 – Verifications 27
  Application Step 2 – Family Info 28
  Application Step 3a – Income Questionnaire 30
  Application Step 3b – Income Sources 31
  Application Step 3c – Income Summary and Monthly Income 32
  Application Step 4 – Previous Enrollment 33
  Application Step 5 – Environmental Factors 34
  Application Step 6 – Health Information 35
  Application Step 7 – Priority Points 36
  Cloning applications for twins/siblings 38
  Locked Applications 38
Priority Points 39
Child Notes 40
Waiting List 41

Waiting List for Two Years 42
Enrolling a Child in a Class 43
Enrolling Individual Children from the Waiting List on the Child Tab 44
Enroll individual children from the Waiting List page on the Site tab 45
Enroll individual children from the Child Search 46
Over-enrolling 47
Out of Ratio message: 47
Class Full message: 47
Over-Income Limit: 47
Transfer a Child 48
Bulk Transfer 50
Transfer Between Contractors 52
Exit a Child 53
Bulk Exit 55
Children Moving Between School Years 56
Enrollment Reports 57
ELMS Assistance 58

Purpose of this Manual

This manual is written for staff who have access in the ELMS Eligibility/Enrollment role. These staff may have a variety of actual job titles such as teacher, family support staff, ERSEA staff, etc. This manual explains how to use ELMS to enter child prescreens and applications, determine if children are eligible for ECEAP, prioritize eligible children, use waiting lists, enroll children in classes, and complete transfers and exits.

Definitions

"DEL" means the Washington State Department of Early Learning, which manages ECEAP contracts.

"ECEAP" means the Washington State Early Childhood Education and Assistance Program.

"ELMS" means the Early Learning Management System, the data system for ECEAP for which this document is the administrator's manual.

"Contractor" or "ECEAP Contractor" means an organization that contracts directly with DEL to provide ECEAP services to children and families.

"Subcontractor" means an organization that contracts with an ECEAP Contractor to provide ECEAP services to children and families. All subcontractors are associated with contractors. Some contractors do not have subcontractors.

"Site" means a location at which there are ECEAP classes. Sites which are associated directly with a contractor rather than being associated to a subcontractor are called "Direct Service Sites." All sites are associated with either a contractor or a subcontractor.

"Class" means an ECEAP supported class of children. It is not the classroom, as a classroom may be split into multiple classes such as "AM and PM" or "MWF and TTh". All classes are associated with a site.

"Part Day" means a minimum of 2.5 hours per ECEAP class session, with a minimum of 320 classroom hours and minimum of 30 weeks per year.

"Full School Day" means 5.5 to 6.5 ECEAP hours per day , at least 4 days per week during the school year, with a minimum of 1,000 classroom hours per year.

"Extended Day" means 10 or more ECEAP hours per day, 5 days per week, year round.

"Child Protective Services (CPS)" refers to services described in RCW 26.44.020(3).

"Family Assessment Response (FAR) services" refers to services described in RCW 26.44.260.

Getting Access to ELMS

Before you can get into ELMS, your agency's ELMS Administrator must request access for you. If you also have access to the DEL MERIT or ESIT databases, you will use the same login to access ELMS. If not, you receive an email from the "DEL Portal" with:

1. An activation link
2. Your user name (either your email address or your STARS ID)
3. A temporary password

ELMS Security

ELMS roles are designed so that each ELMS user can only see child records and areas of ELMS pertinent to their job role.

Related ECEAP Performance Standards

ELMS is aligned with the July 2014 ECEAP Performance Standards. Please review the Section B Standards at www.del.wa.gov/publications/eceap/docs/ECEAP_PerformanceStandards.pdf.

The goal of ECEAP eligibility and enrollment standards is to ensure that the children most in need of ECEAP are enrolled, within the state's allotted funding. ECEAP staff must:

- Verify if children are eligible by age, income, special needs or risk factors. *(ECEAP Performance Standards B-101 to 107)*

- Review all applications of eligible children and prioritize them to determine which children to enroll in the available ECEAP slots. In most parts of the state, there are more eligible children than funded ECEAP slots in classes. The priority point system built into ELMS automates this step. *(ECEAP Performance Standard B-108)*

- Maintain full enrollment. *(ECEAP Performance Standard B-109)*
    - Fill 100% of funded ECEAP slots at each site within 30 calendar days, counting the first day of class as Day 1. A child must attend class in person to count as part of 100% enrollment.
    - Fill vacant slots at each site within 30 calendar days from the exiting child's last day in class. It is optional to fill vacancies during the last 60 calendar days of the school year.
    - Fill vacant slots within 30 calendar days of the first day of class for children who were expected but never attended.

- Maintain prioritized waiting lists in ELMS. *(ECEAP Performance Standard B-110)*

Paper Enrollment Forms

DEL created sample paper forms that are aligned with ELMS and may be useful during your enrollment processes. The forms are available at www.del.wa.gov/publications/eceap/default.aspx, in the "Enrollment" section. These forms include:

- 2014 Federal poverty level chart
- Child Prescreen (sample) – English and Spanish
- Child Application (sample) – English and Spanish
- Child Prescreen and Application, combined (sample) – English and Spanish
- Child Prescreen and Application Instructions
- Over-Income Limits
- Priority Point Chart
- Verification Worksheet (sample)

The forms are optional and you may customize them to better meet your needs. Or, you may choose to go paperless and enter your data directly into ELMS, in which case you can print the Child Application in ELMS for parent signature.

Using ELMS for Eligibility and Enrollment - Overview

ELMS is designed to guide contractors through eligibility verification and prioritization, in accordance with the 2014 ECEAP Performance Standards.

Prescreen – You start each new child record in ELMS with a prescreen. Some ECEAP contractors proceed immediately to the child application, and some evaluate prescreens to determine which children's applications to complete. ELMS is designed to allow both processes.

Application – After a prescreen is completed, use the application to enter and verify detailed child and family information. In the application, you can correct any information that changed since the prescreen, except the child's name which can be changed after enrollment. At the end of the application, ELMS will show which ECEAP models the child is eligible for.

Waiting List – You may add a child to an ECEAP waiting list for one or more sites that they may attend. Do this on the last step of their completed prescreen (recommended). You may also add them to a waiting list on the last step of their completed application, or from the Child Search page. You must place each child on a waiting list, and compare their priority points to other children, before you can enroll the child in a class within ELMS. The waiting list displays which ECEAP models each child is eligible for.

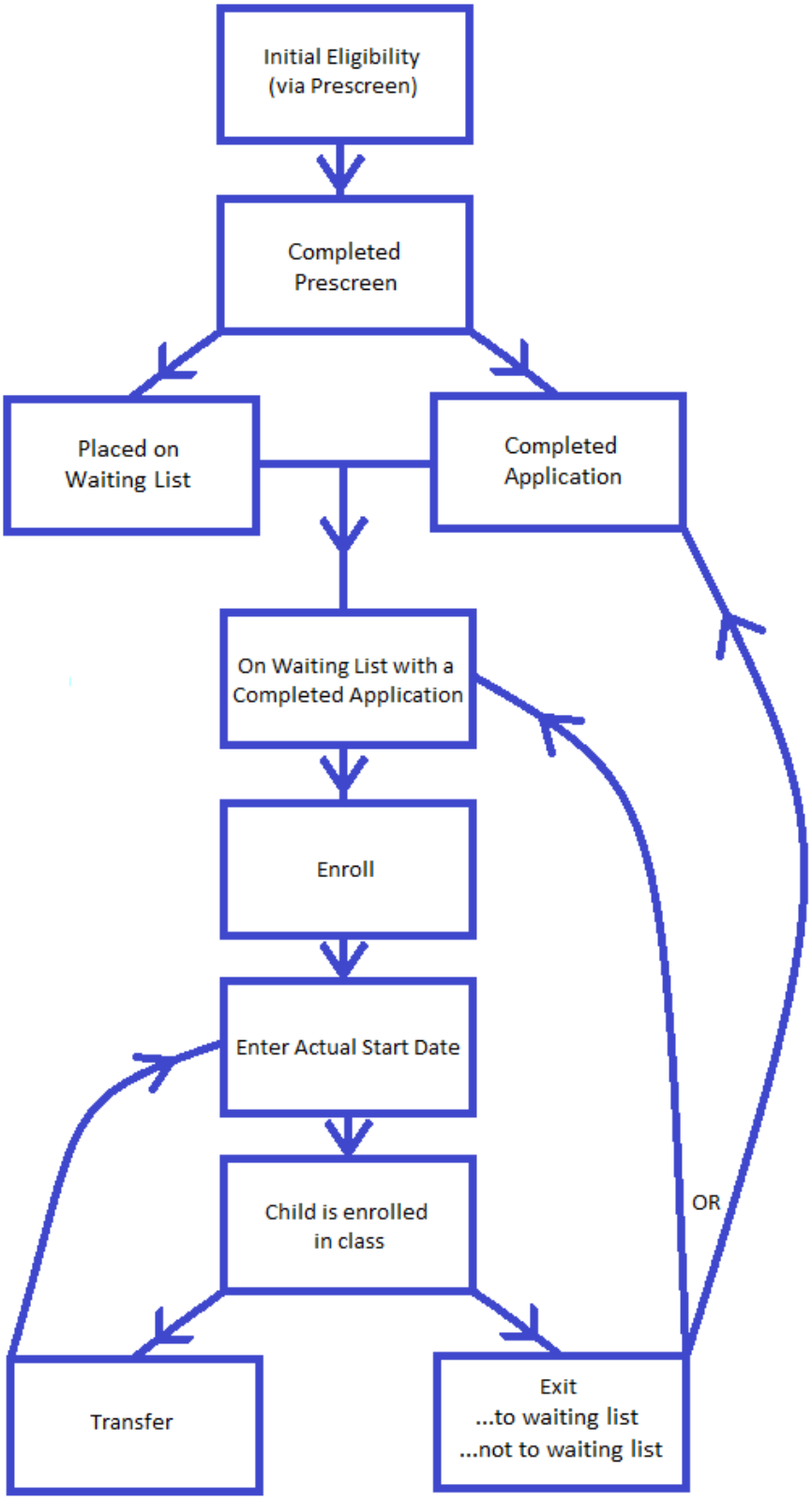
Enrollment – From the prioritized waiting list, you can enroll children in classes within ELMS. At that time, you enter their expected start date and assign their family support staff. Children who are enrolled in classes within ELMS are officially occupying an ECEAP slot and will show up on the ELMS enrollment reports.
By October 15, you must enroll children in classes in ELMS for all funded slots, including children with future start dates, if any.

Actual Start Date – On or after a child's first day attending class, return to ELMS to enter their actual class start date. This day starts the 90-day countdown for required screenings. You can enter the actual start date on the Child tab > Bulk Updates page, or on the Monthly Report tab > Class page when it becomes available on the last class day of the month. Once an actual start date is assigned, the child will be counted on the Monitoring Dashboard and Enrollment Maintenance reports. Entering an actual start date declares that a child actually attended the class in person. Do not enter an actual class start date until the child has shown up to class.

Transfer – You use the Transfer function on the Child tab in ELMS to move a child who actually attended class to a new class. To transfer a child's record between ECEAP Contractors, your ELMS Administrator must use Request Records Transfer on the Child tab.

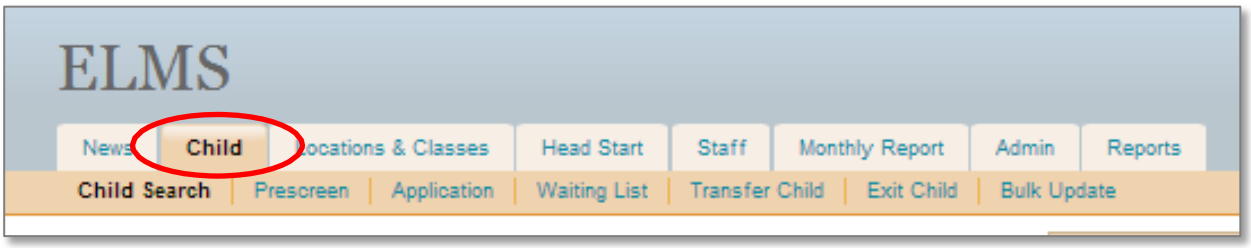
Exit – You use the Exit function on the Child tab in ELMS when a child has been enrolled and never attends or withdraws. At the end of the school year, you exit all children even if they will return again the next year. You can exit a child from the Child Search, the Monthly Report > Class page or their Class Roster.

This chart visually outlines the steps for using ELMS to enroll a child in ECEAP:



Child Tab

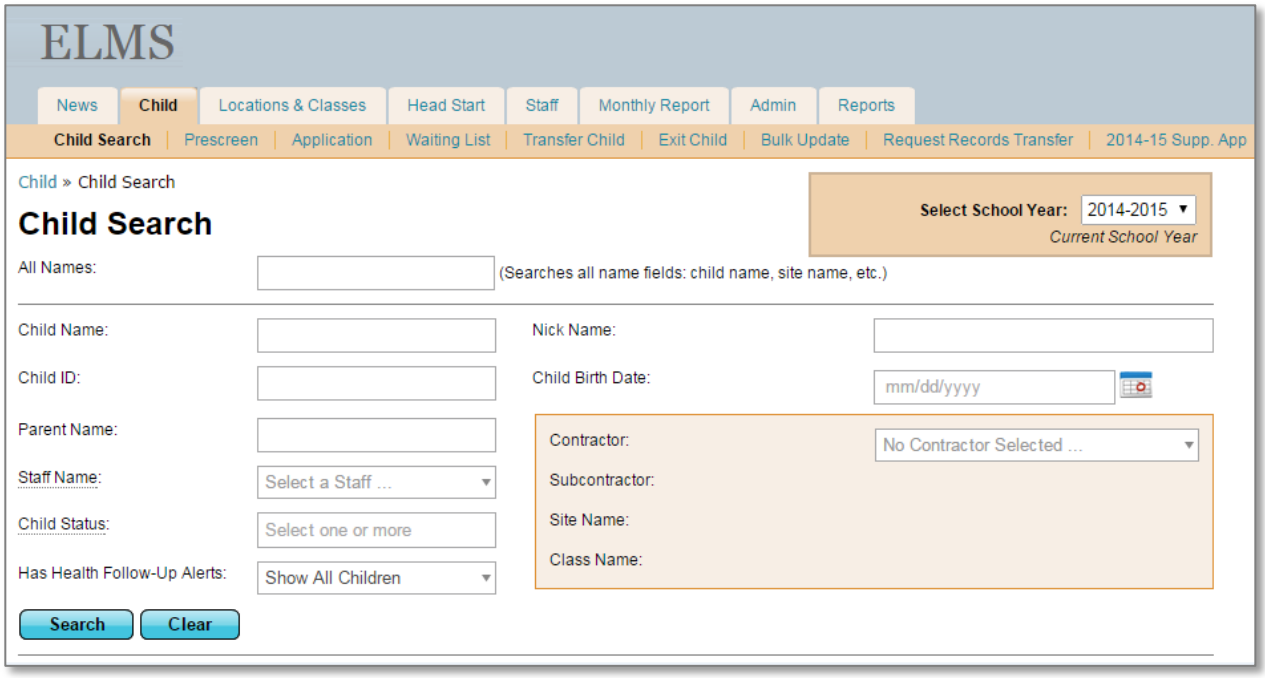
Start on the Child tab of ELMS when you want to find a child's record, start a prescreen for a new child, view waiting lists, update children's records, or transfer or exit children.



Child Search

You can search for a record for a child who is already in ELMS from the Child Search page. To see a list of all the children you have permission to view, click Search without entering any search criteria.

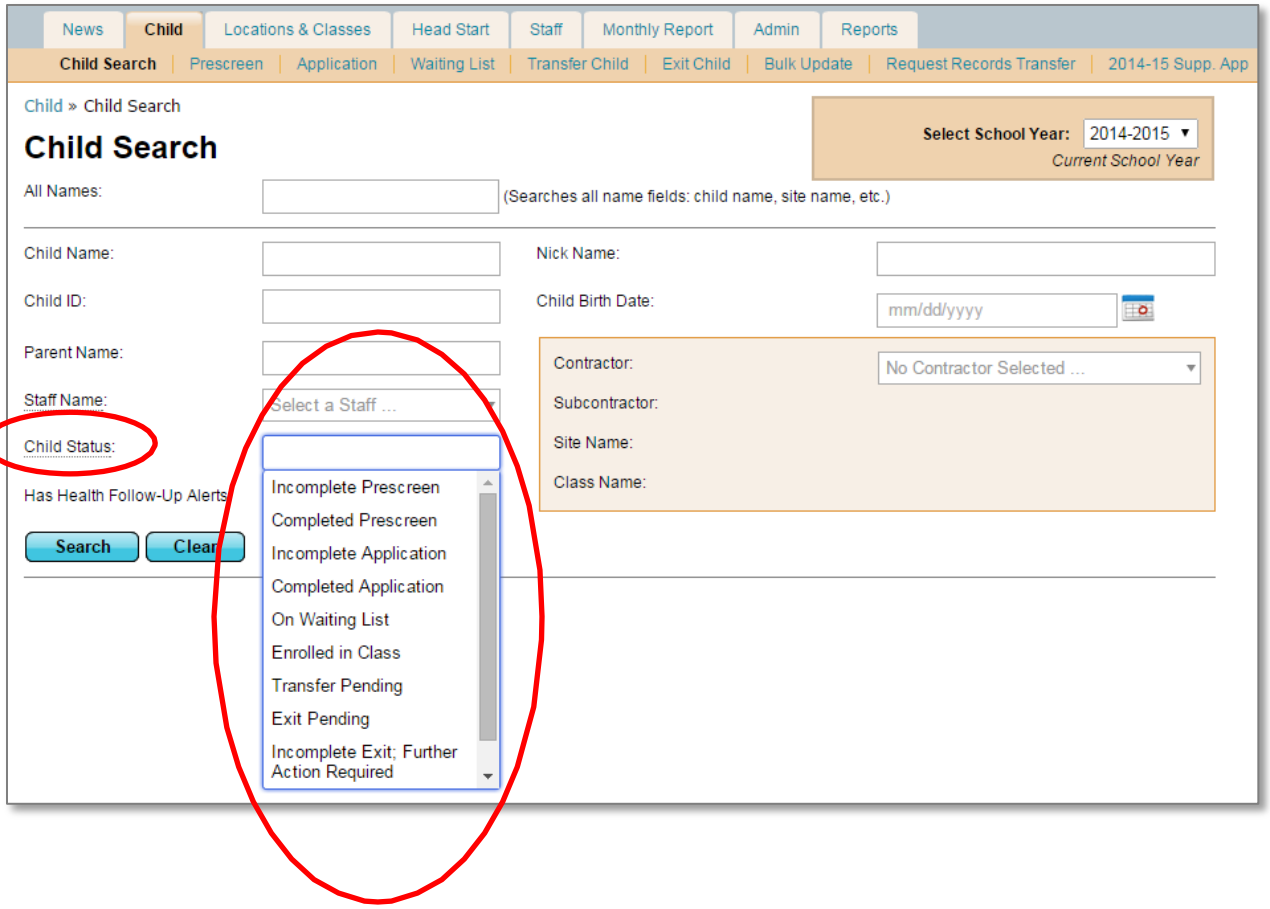
To search for an individual child or specific group of children, fill in one or more of the search fields. You can enter all or part of a name. If you enter more than one search criteria, then click search, you will see the list of children who satisfy ALL of those criteria. For broader results, use fewer search fields.
Based on your security levels in ELMS, some search fields may be grayed out. For example, if you have permission to view only one ECEAP site, you cannot change the site name in the search criteria.



Searching by Child Status

Child Status describes where a child is in the enrollment process. Use the **Child Status** search parameter to produce a list of children with that status, for example to produce a list of children who have exited. If you select two status categories, you will only see the children who satisfy both, such as children who have a completed application and are on a waiting list.

- **Incomplete Prescreen** shows children whose prescreen was started but not completed.
- **Complete Prescreen** shows children whose prescreen was completed, who are not on a waiting list.
- **Incomplete Application** shows children whose application has been opened but not completed, who are not on a waiting list.
- **Complete Application** shows children whose application was completed, who are not on a waiting list.
- **On Waiting List** shows all children on waiting lists, regardless of other status.
- **Enrolled in Class** shows all children currently enrolled in a class.
- **Transfer Pending** shows all children who have been transferred with a future start date in the new class. After the start date, they will be on the Enrolled list.
- **Exit Pending** shows children with a future exit date.
- **Incomplete Exit, Further Action Required** shows all children whose exit process has been started but not completed.
- **Exited Program** shows children who were enrolled in and attended a class, then were exited. It shows these children even if they are now on a waiting list or re-enrolled.

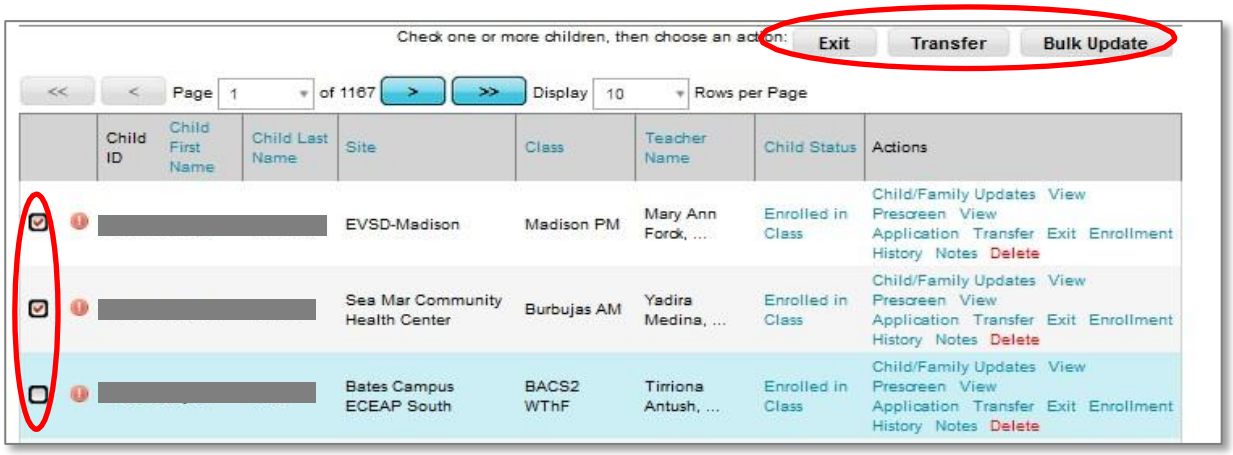


Child Search Results

Your child search will produce a list of children with the following information:

- **Follow-up alerts,** which are red exclamation marks. Click on the icon for the alert message.
- **Child ID**, a unique number that you can use for confidential communication.
- **Site**, for children enrolled in a class or assigned to a site waiting list.
- **Class** and **Teacher**, for children enrolled in a class.
- **Child Status** (see definitions above)
- **Actions** that you can do with this child record. Action links are available based on your ELMS security permissions and the child's current status. For example, the Child/Family Updates link is only available for enrolled children.
    - **Add to Waiting List** – Add the child to one or more waiting lists.
    - **Child/Family Updates** – Change the child's name, address or household members, add health care information, enter developmental screenings, parent/teacher conferences and family support contacts.
    - **Complete Prescreen** – Finish entering the child's prescreen.
    - **View Prescreen** – Read, but not edit, the child's completed prescreen.
    - **Complete Application** – Finish entering the child's application.
    - **View Application** – Read, but not edit, the child's completed application.
    - **Notes** – Record free-form notes about the child, before they are enrolled in class. These notes follow the child throughout their time in ECEAP and can be viewed by anyone who can see that child in ELMS.
    - **Enroll** – Assign the child to a class, and add their expected start date and family support staff.
    - **Enrollment History** (for admins only) – View the child's start, transfer and exit dates.
    - **Transfer** – Transfer an enrolled child to a different class.
    - **Exit** – Start or complete the exit process.

TIP: If you would like to perform the same action for multiple children, click the check boxes to the left of children's names and select the **Exit, Transfer** or **Bulk Update** above the child list on the right.



Child Prescreen

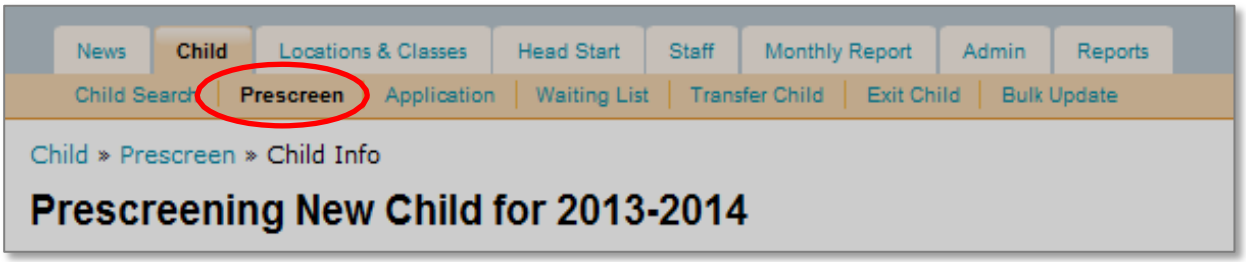
You start each new child record in ELMS by entering a prescreen. Some ECEAP contractors proceed immediately to the child application after the prescreen, using one seamless process. Some contractors, with many eligible children in their communities, evaluate prescreens to determine which children's applications to complete, using a two-step process. ELMS is designed to allow both processes. Everyone must use the prescreen section of ELMS, but it is a local decision for ECEAP contractors to use a prescreening process or not.

There are four ELMS pages in the Prescreen:

- Determine Initial Eligibility
- Step 1 – Child Info
- Step 2 – Parent Info (which includes the Estimate Family Income wizard)
- Step 3 – Estimated Priority

You may gather the Prescreen information from parents by phone, with a paper form or in person.

To start a new prescreen, click the "Prescreen" link on the Child tab. This is the first step for every child's record in ELMS. This is the only time you click on this prescreen link.



Determine Initial Eligibility

The **Determine Initial Eligibility** popup appears when you click the Prescreen link. It quickly determines if a child meets minimum requirements to be in ECEAP.

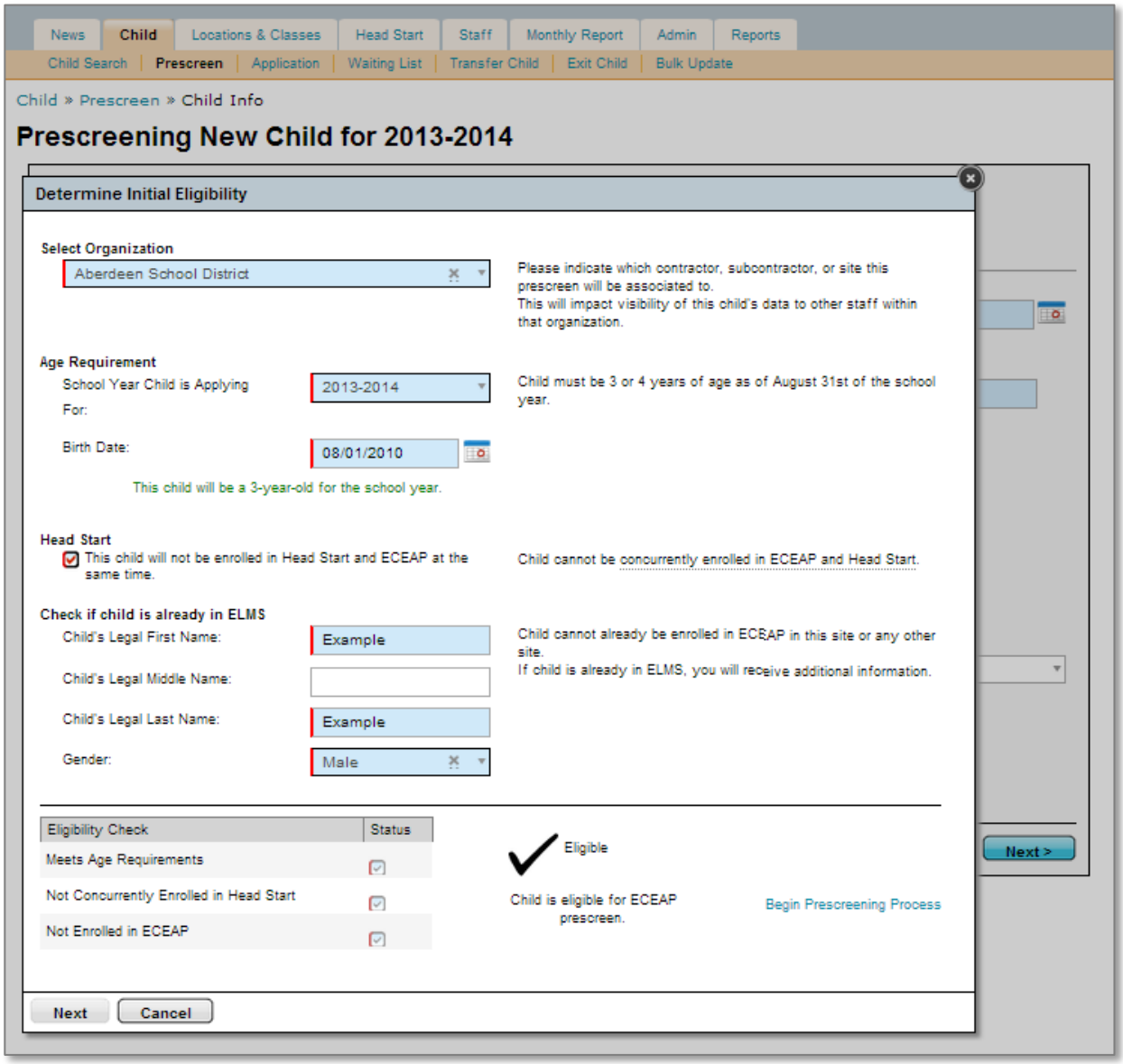
- The child must be 3- or 4-years-old on August 31 of the school year they are applying for.

NOTE: Children will retain this age in ELMS for the school year, regardless of birthdays.
A child who is 4 on August 31 will be counted as a 4-year-old in ELMS all school year.

- The child must not be in Head Start at the same time as ECEAP.
- The child must not be in ECEAP at another location.

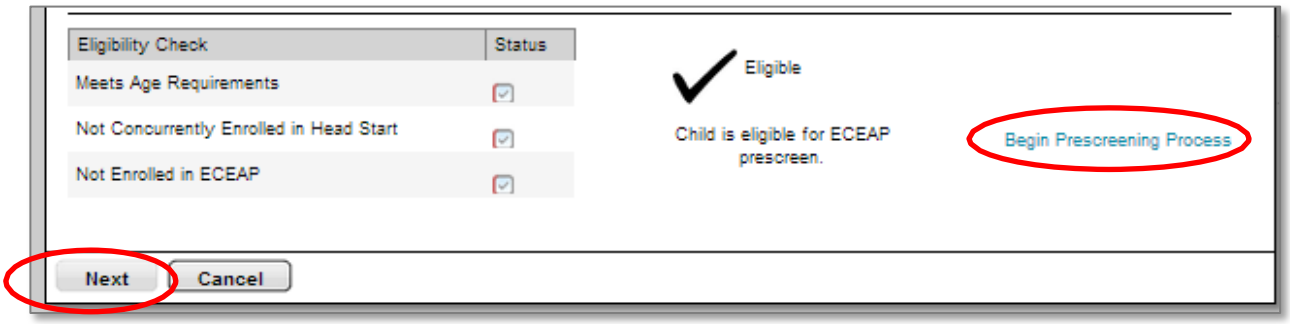
To complete the **Initial Eligibility** page:

- Enter the school year for which the child is applying.
- Enter the child's birth date.
- Click the checkbox to verify that the child will NOT be simultaneously enrolled in Head Start.
- Enter the child's Legal Name from their birth certificate or from a legal name change document. Using their legal name at this point helps avoid duplicate entry of children in ELMS.

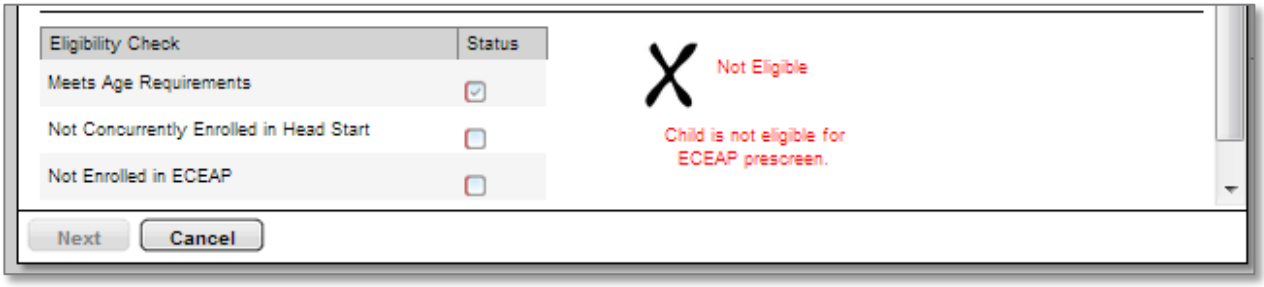


If you want to leave the **Initial Eligibility** page before you complete it, use your browser's Back button or click **Cancel.**

If a child meets these preliminary ECEAP requirements, you will see this at the bottom of the page. Click Next or Begin Prescreening Process to proceed.



If the child does not meet the preliminary ECEAP requirements, you will see this at the bottom of the page and you will not be able to continue with the child's prescreen:

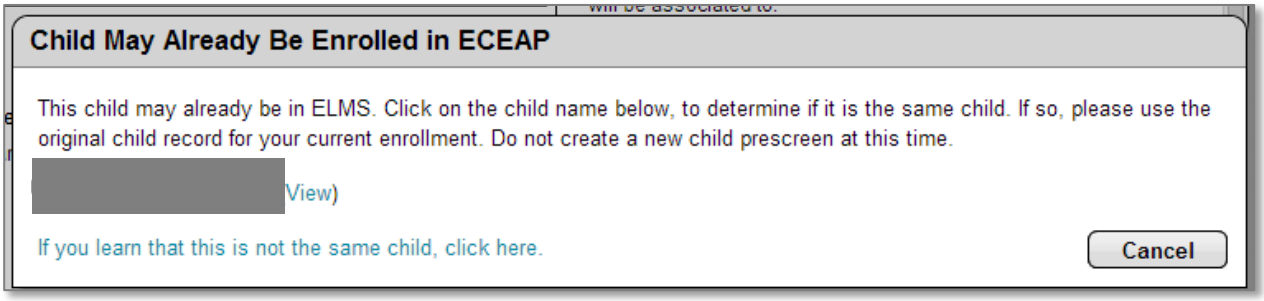


Children Who Are Already in ELMS

It is very important that there is only one prescreen and application in ELMS for the same child.

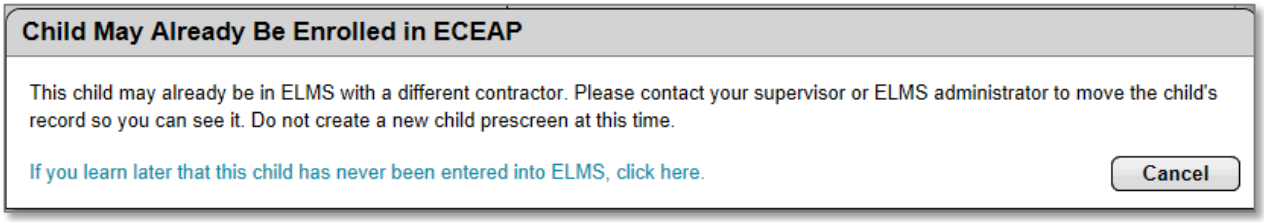
If you complete the Determine Initial Eligibility popup for a child who has the same name and birthdate as a child already in ELMS, you will see one of these messages below.

If you have access to the first child's record, you will see this:



If the first child is with the same ECEAP contractor, but not with your site, you will see:

If the first child is with another ECEAP contractor, and you are not an ELMS administrator, you will see:



If the first child is with a different contractor, and you are an ELMS Administrator, you will see:

Carefully follow the instructions on the popup. Once the first child's record has been reviewed, if you are certain that you are entering a child who is not in ELMS, click Child Not Listed Above and proceed with the prescreen. Otherwise, wait until you have possession of the original child record.

Prescreen Step 1 – Child Info

Prescreening New Child for 2014-2015

1 Child Info — 2 Parent Info — 3 Estimated Priority

What school year is this child applying for?: 2014-2015

Prescreen Date: 07/02/2014

Child Birth Date: 08/11/2010 Meets Age Requirement: ☑

Child's Legal First Name: Jane Middle Name: Child's Legal Last Name: Smith

What name do you prefer we call your child in ECEAP (nickname)?:

Gender: Female

Is this child on an Individualized Education Program (IEP)	Yes	No
Does this child have a suspected development delay or disability?	Yes	No
Is this child in foster care?	Yes	No
Is this child's family currently receiving Child Protective Services (CPS)?	Yes	No
Is this child's family currently receiving Family Assessment Response (FAR) services?	Yes	No
Is this child homeless?	Yes	No
Does this homeless child live with a parent or legal guardian?	Yes	No
Does the guardian receive a child-only TANF cash grant for this child?	Yes	No

Child's First Language: Child's Second Language:

Is Child Hispanic/Latino?: Yes No (Note: This is about the child's ethnicity, not race)

Race: Describe Other:

< Previous | Save & Close | Clear | Next >

To complete this page:

- Correct prefilled fields as needed. Change the default **Prescreen Date** if the paper prescreen was completed on a different date.

- *Continued on next page.*

- Answer the yes/no questions:
    - If the child is on an **IEP**, the question about suspected developmental delays or disabilities is disabled.
    - If the child is not on an **IEP**, answer whether or not there is a suspected delay according to parents, staff or other professionals. You would follow-up on a suspected delay during the developmental screening process later.
    - The **foster care**, **homelessness** and **child-only TANF** are mutually exclusive in ELMS. ELMS will not let you select more than one of these. If more than one apply to a child, and you are unsure how to complete ELMS, contact your ELMS administrator or elms@del.wa.gov for assistance.
    - There are new questions in 2014-15, asking if a family receives **Child Protective Services** (CPS) or **Family Assessment Response** (FAR) services. You can answer these questions based on parent or caseworker report.
    - A child is **homeless** if they meet the definition under the McKinney-Vento Act – they lack a fixed, regular and adequate nighttime residence. If you mark that a child is homeless, you are asked an additional question about if they are with a parent or legal guardian. This is because some children qualify as homeless because they are temporarily with a relative, family friend or neighbor who does not have legal guardianship.
        - Special situation: Rarely, a child is homeless and receiving a child-only TANF grant. You will not be able to select both in ELMS. Please select child-only TANF. Once the child is enrolled in a class, enter their homeless status on the Child/Family Updates>Family tab.
    - **A child-only TANF grant** is awarded to a relative or other guardian caring for a child. It is from DSHS and the program may be called Non-Needy Relative, In Loco Parentis or Legal Guardian. Do not check "Yes" for this question if there is a TANF grant for the whole family. That is recorded later on the income pages.
- Responses to "Child's First Language," "Is Child Hispanic/Latino?" and "Race" are required. If the parent chooses not to provide this information, you must enter your best understanding. Priority points are not associated with race and ethnicity, but collecting this data during the prescreen helps document non-discriminatory enrollment processes.

Prescreen Step 2a – Parent Info

Child » Prescreen » Parent Info

Parent Info

1 Child Info — 2 Parent Info — 3 Estimated Priority

Primary Parent/Guardian:
First Name: Last Name: Gender:

Relationship to Child: Describe Other:

Physical Address

Street/PO Box:

City: Zip Code: 99999-9999 County:

Mailing Address

Street/PO Box:

City: Zip Code: 99999-9999

School District: Email Address:

Phone: (999) 999-9999 x9999 Alternate Phone: (999) 999-9999 x9999

Parent requires interpreter to communicate with English speakers? Yes No

Parent's First Language:

Additional Parent/Guardians:
First Name: Last Name:
First Name: Last Name:
First Name: Last Name:

Click here to determine family size and estimated income. When complete, the amounts will show below: Estimate Family Income

Family Size: Annual Income:

< Previous | Save & Close | Clear | Next >

To complete this page:

- Enter one **Primary Parent/Guardian** to provide an initial contact for the family.
- Enter **Additional Parent/Guardians** as needed to determine family size and income. Only their name is needed in the Prescreen. You can add more detail in the Child Application.

- Click the **Estimate Family Income** button to proceed.
    - You cannot enter directly in these Family Size or Annual Income fields; these are filled based on the information you enter after you click Estimate Family Income.
- Children in foster care, receiving child-only TANF, or homeless and not living with a parent or legal guardian do not have the **Estimate Family Income** button. Instead they have an **Additional Family Questions** button. It opens a shorter version of the steps below, with no income or family size pages.
    - For children in foster care, Family Size is set to 1 for ECEAP eligibility purposes and Annual Income is set at $5,084, the average foster care grant amount for one child. You will add the specific grant amount in the Child Application.
    - For children who are homeless and not living with a parent or legal guardian, Family Size is automatically entered as 1 and Annual Income is $0.
    - For children with a child-only TANF grant, Family Size is set to 1 for ECEAP eligibility purposes and Annual Income is set at $3,660, the amount of a child-only TANF grant for one child. You will add the specific grant amount in the Child Application.

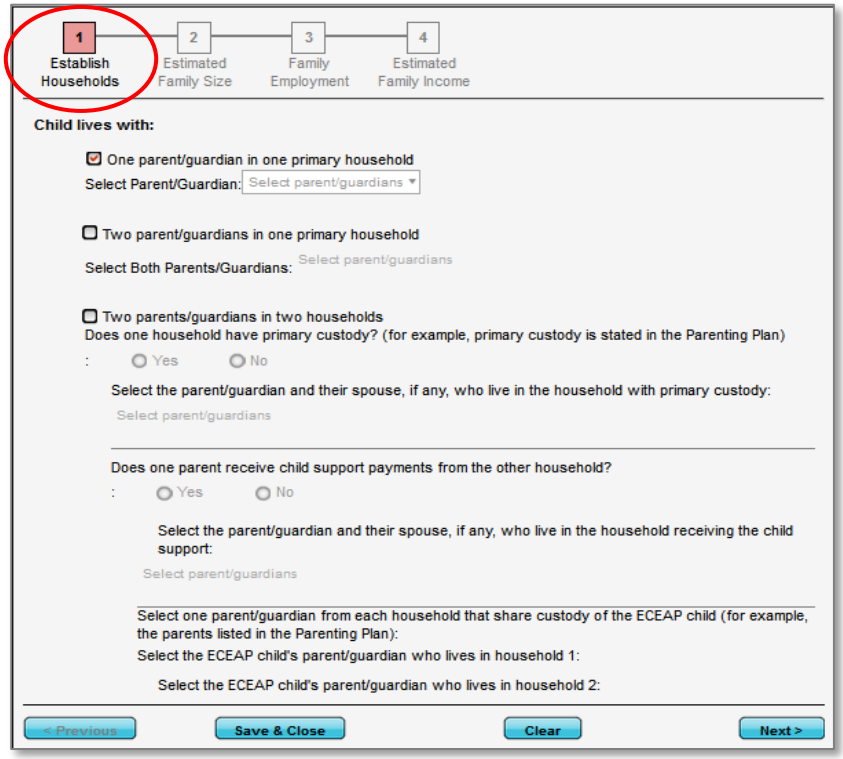
Prescreen Step 2b - Estimate Family Income

The Estimate Family Income button on Prescreen – Step 2 opens a popup with four steps:

- **Establish Households**, which determines which adults' incomes are counted.
- **Estimated Family Size**, which determines which household members count in family size for the purpose of calculating federal poverty level for ECEAP eligibility.
- **Family Employment,** where you enter employment, training, WorkFirst participation and CPS child care for the child's parent or current legal guardians.
- **Estimate Family Income,** where you enter the parent's estimate of their annual income. The income verification is done later on the child's application.

At the end of this four step "wizard," ELMS will estimate federal poverty level.

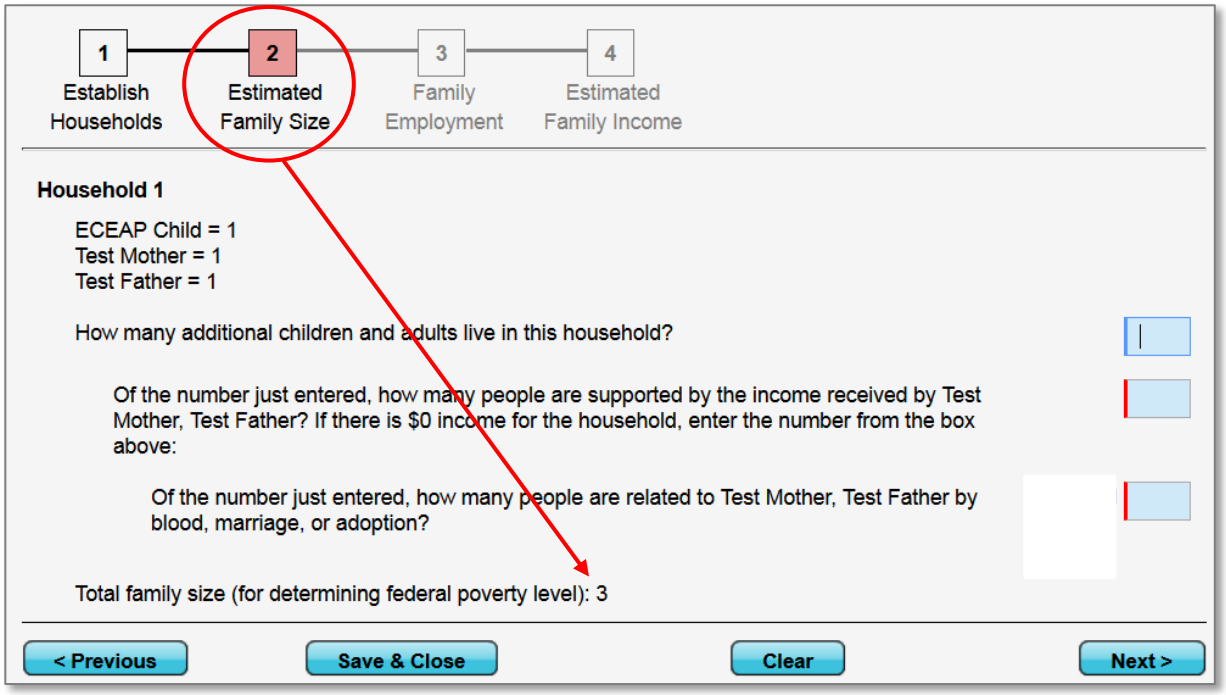
Estimate Family Income popup: Step 1 – Establish Households



To complete this page, choose one of the three available checkboxes to describe who the child lives with. Be sure to select parent name(s) in the section you chose.

- If you choose **one primary household** you will need to enter the legal parent/guardian, and their spouse, if any. If so, income will be counted from both.
- If you choose **Two parents/guardians in two households** you will be asked two questions to determine if one of the households is primary for ECEAP eligibility purposes. Read each question carefully.
- If neither household is primary, you will name one legal parent/guardian from <u>each</u> household. Then, ELMS will count half the family size and half the income from each household, using the same formula as Head Start for joint custody situations without a primary household. ELMS will guide you through this calculation.
- Click **Next**.

Estimate Family Income popup: Step 2 – Estimated Family Size



On this page, you enter information to determine family size for the purpose of calculating the federal poverty level.

- ELMS has already counted the parent(s) and ECEAP child.
- Carefully read the next three questions and place the correct number in the boxes.
- If the child has two households, and neither is primary, you will be asked to answer these questions for each household.
- ELMS will show the total family size at the bottom of the page. Please note that this may be different than the number of people living with the child. This number is used only for calculating federal poverty level according to the ECEAP Performance Standards.

Click **Next**.

Estimate Family Income popup: Step 3 - Family Employment – New in 2014-15

1 Establish Households — 2 Estimated Family Size — 3 Family Employment — 4 Estimated Family Income

Answer the following questions for each parent/guardian listed	Test Mother		Test Father	
Is parent/guardian employed?	Yes	No	Yes	No
If yes, enter number of hours per week in paid work plus work-related travel				
If yes, enter employer name				
If yes, enter employer phone or email address				
Is parent/guardian enrolled and attending an educational or job training program?	Yes	No	Yes	No
If yes, enter number of hours per week in class and related travel, when school is in session.				
If yes, enter name of school or training organization				
If yes, enter goal or major				
Is parent/guardian in an approved WorkFirst activity other than employment, education, or job training mentioned above?	Yes	No	Yes	No
If yes, describe activity				
If yes, enter number of approved hours per week				
Is family approved for child care through Child Protective Services (CPS), including Family Assessment Response (FAR)?	Yes	No	Yes	No
If yes, enter number of hours per week in approved activity and related travel				

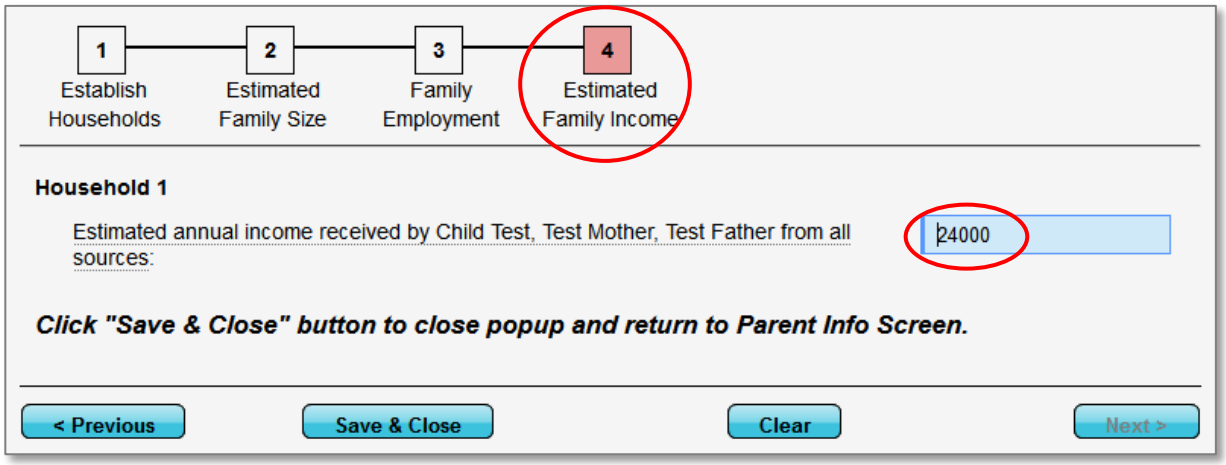
< Previous | Save & Close | Clear | Next >

On this page you enter information which will determine the child's eligibility for various ECEAP models – Part Day, Full School Day, and Extended Day. It is also necessary for ECEAP statistics. You will also have an opportunity to update this information in the Child Application.

Answer each yes/no question. For all yeses, answer additional questions.

Click **Next**.

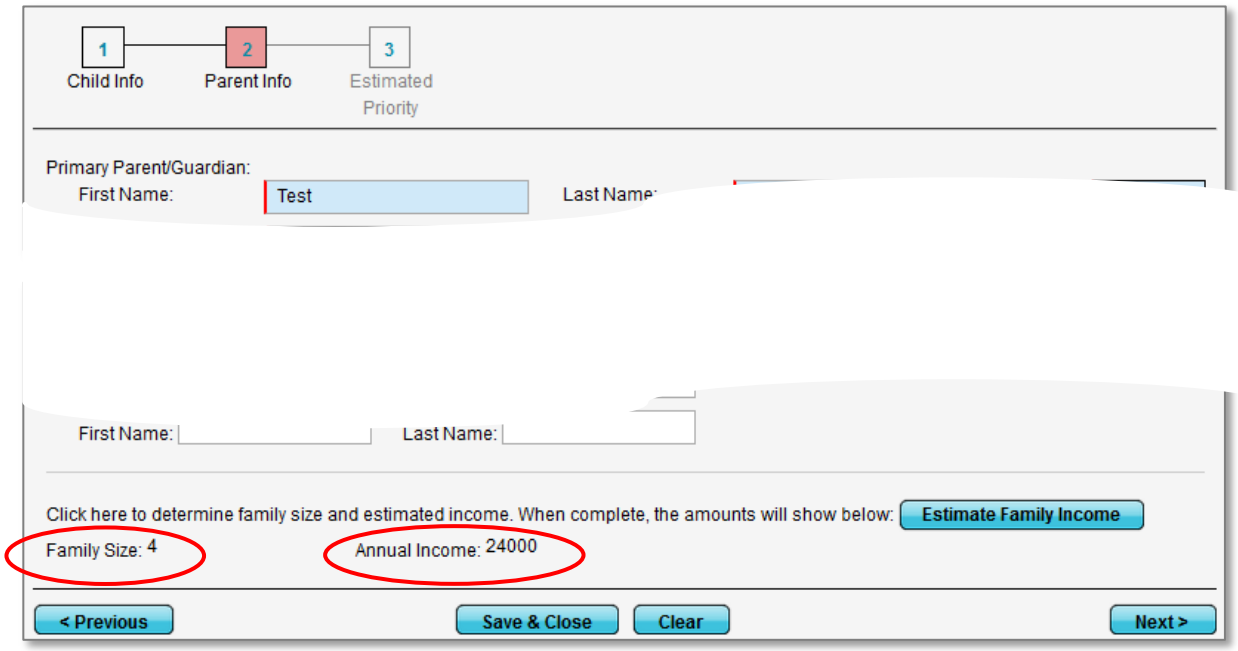
Estimate Family Income popup: Step 4 – Estimated Family Income



Enter the *estimated* income, with no $ sign.

- Income does not have to be verified during the Prescreen. You can accept a parent's verbal statement, then verify during the Application.

- Click **Save & Close**. This will return you to Prescreen Step 2 where the family size and annual income are now displayed based on what you just entered.



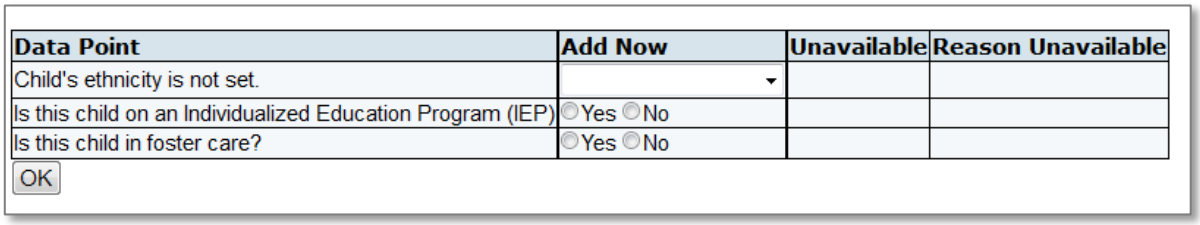
- Click **Next** to proceed.

Prescreen Step 3 – Estimated Priority

This page will tell you if the Prescreen is complete or not complete.

If the Prescreen is incomplete, you will see:

- Click **View Incomplete Information** to see what is missing. You will see a screen like this:



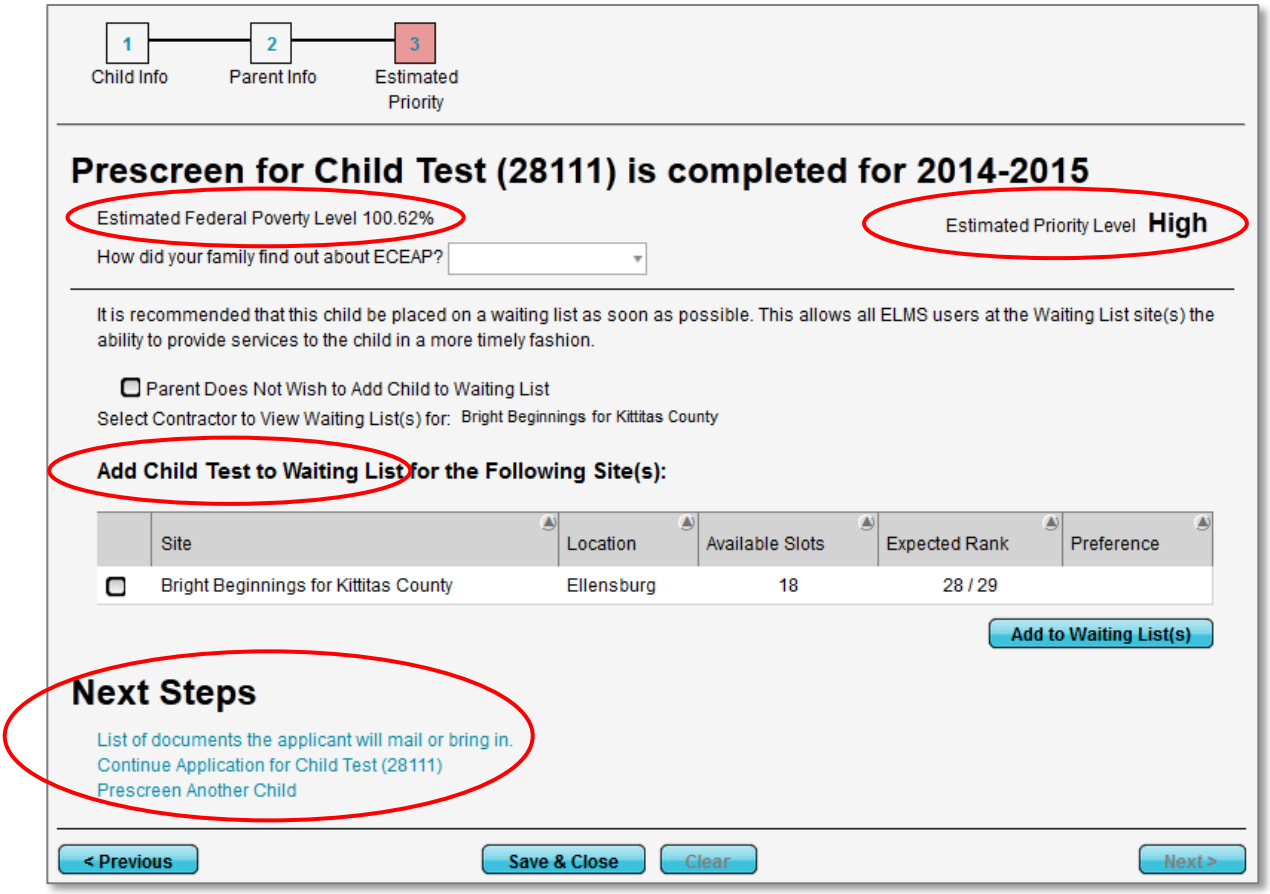
Data Point	Add Now	Unavailable	Reason Unavailable
Child's ethnicity is not set.			
Is this child on an Individualized Education Program (IEP)	Yes No		
Is this child in foster care?	Yes No		

OK

- Enter the required information and click **OK**.

Once the Prescreen is complete, this page shows with the child's:

- Estimated federal poverty level, calculated by ELMS.
- Estimated High, Medium or Low priority level based on data entered so far.



Once completed, the Prescreen is locked and it cannot be changed.
You can change most information later in the Child Application, if needed.

From this page you can:

- Enter "How did your family find out about ECEAP?" if your agency collects that data.
- Add the child to one or more site **Waiting Lists.**
    - All children must be on the waiting list before they can be enrolled.
    - The waiting list sorts children by estimated and final priority points, allowing you to compare children's priority before deciding to complete applications.
    - DEL counts prescreened children in waiting list statistics.
- Print the **List of Documents** you want the family to provide for verification of eligibility.
- Continue Application for this child.
- Prescreen Another Child.
- **Save and Close**, if you are done working with this child's record for now.

Child Application

Once the Prescreen is complete for a child, you can continue with the Child Application. In the application, you will enter and verify information about the child and their family.

The purpose of the Child Application is to:

- Verify eligibility for ECEAP.
- Determine which ECEAP models—Part Day, Full School Day or Extended Day--the child is eligible for.
- Learn enough about the child to prioritize them for enrollment.
- Begin documenting information needed to individualize ECEAP education, health, and family support services.

The Child Application is pre-filled with information that you entered in the Prescreen. You can make changes here, if the child or family situation changed since the Prescreen or if you have more accurate information now.

The Application locks when the child is enrolled in a class within ELMS. You will not be able to make any changes after that point. If you discover an error later, contact elms@del.wa.gov and DEL staff can enter changes.

There are seven steps in the Child Application:

- Step 1 – Verifications
- Step 2 – Family Info
- Step 3 – Income
- Step 4 – Previous Enrollment
- Step 5 – Environmental Factors
- Step 6 – Health Information
- Step 7 – Priority Points

Application Step 1 – Verifications

Child » Application

Application For Jane Smith (27904) **(Application Year 2014-2015)**

1 Verifications | 2 Family Info | 3 Income | 4 Prev. Enrollment | 5 Env. Factors | 6 Health Info | 7 Priority Points

Documentation may be verified later, but must be verified prior to enrollment, unless child is homeless and documentation is unavailable.

Name of ECEAP staff verifying eligibility documentation: Candis Gates Date Parent Signed Application: 07/02/2014

First Name: Jane Middle Name: Last Name: Smith

What name do you prefer we call your child in ECEAP (nickname)?

Child's birth date: 08/11/2010 Meets Age Requirement: ☑

ECEAP staff verified birth date by viewing: Describe Other:

ECEAP staff verified legal guardianship/authority to enroll child by viewing: Describe Other:

Is this child in foster care?: ○ Yes ◉ No

Enter monthly foster care or SSI grant for this child: Income: Foster or SSI Case Number:

Is this child's family currently receiving Child Protective Services (CPS)?: ○ Yes ◉ No

Is this child's family currently receiving Family Assessment Response (FAR) services?: ○ Yes ◉ No

Does the guardian receive a child-only TANF cash grant for this child?: ○ Yes ◉ No

Enter monthly child-only TANF cash grant: Income: Client ID:

Child is currently homeless.: ○ Yes ◉ No

Does this homeless child live with a parent or legal guardian?: ○ Yes ○ No

This was prefilled with the family size used to determine income in the prescreen. When there are two households with shared custody, family size is half of the total of specific members of each household.

Family Size: 2 Change Family Size

ECEAP staff verified family size by viewing: Describe Other:

< Previous Save & Close Clear Next >

To complete the **Verifications** page of the Child Application:

- Review pre-filled information and update it if necessary.
- Enter the name of the staff person who viewed the documentation proving the child's eligibility.
- Enter the types of documentation viewed to verify the child's birth date, guardianship and family size.
- If the child is in foster care or on a child-only TANF cash grant, enter the actual monthly amount of the grant and the case number or client ID, after viewing the awards letter or similar document.
- If the Family Size information has changed, click on the **Change Family Size** button to update.
- Click **Next** to continue the Application.

Application Step 2 – Family Info

1 Verifications | 2 Family Info | 3 Income | 4 Prev. Enrollment | 5 Env. Factors | 6 Health Info | 7 Priority Points

Household Information
Physical Address

Street/PO Box: 123 Home Address Lane

City: Olympia Zip Code: 98501 County: Thurston

Mailing Address

Street/PO Box:

City: Zip Code: 99999

School District: Olympia School District Email Address:

Phone: (999) 999-9999 x9999 Alternate Phone: (999) 999-9999 x9999

First Name	Last Name	Relationship to Child	Age	Counted in Family Size?	Actions
Example	Mom	Parent (Biological or Adoptive)	Unknown	No	Edit
Example	Dad	Parent (Biological or Adoptive)	Unknown	No	Edit Remove

Add Another Household Member

Household Situation
One parent/guardian in one primary household

Change Household Situation

Does this household receive subsidized housing, such as a housing voucher or cash assistance for housing? Yes No

Family Work and Training
Make sure this is accurate at the time the child is first enrolled.

Change Work/Training

Example Mom

0	Work hours	Employer:
0	Education/training hours	School:
0	WorkFirst hours	Activity:
0	CPS/FAR childcare hours	

0 Total Family Work and Training Hours

< Previous Save & Close Clear Next >

To complete the **Family Info** page of the Child Application:

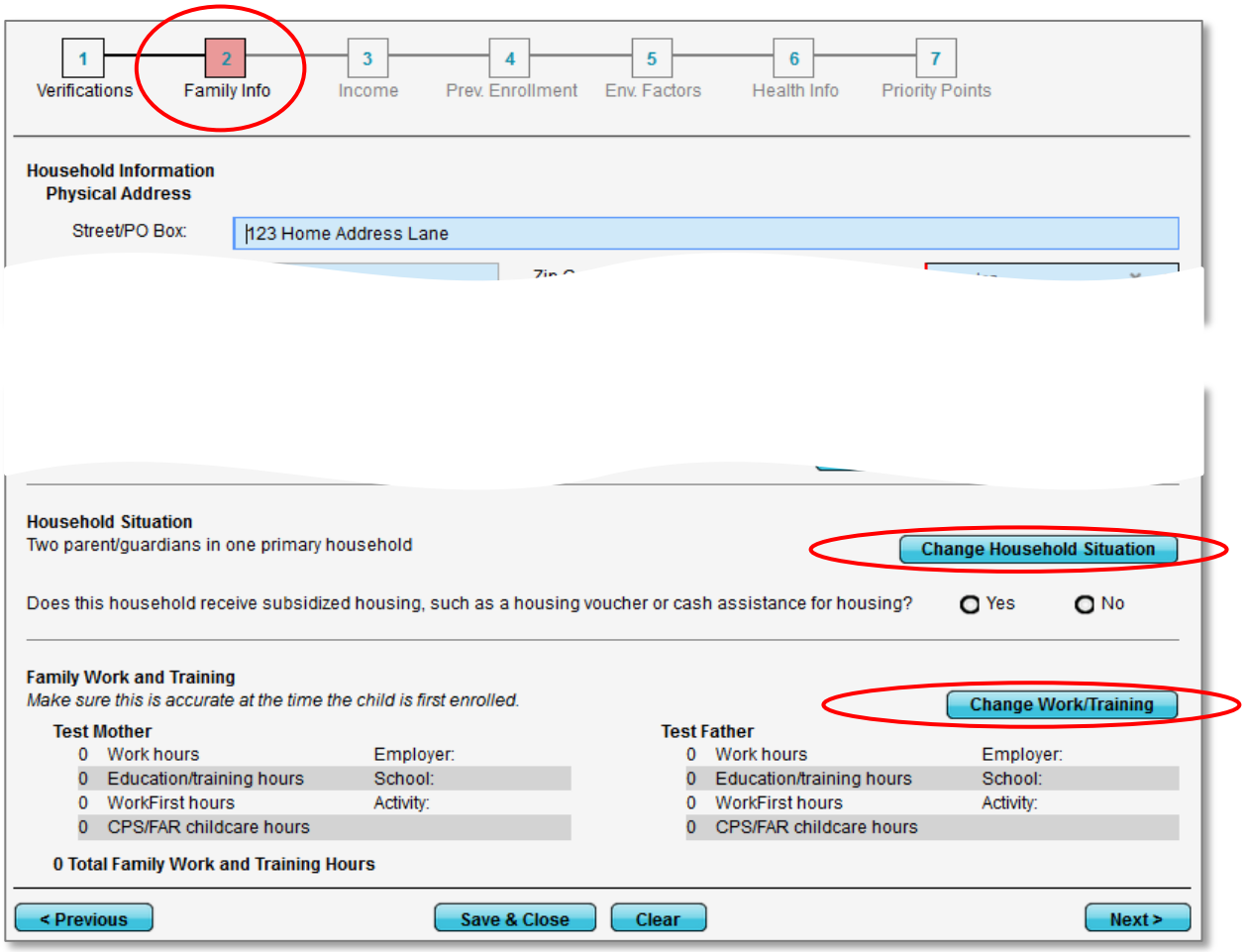
- Review pre-filled information and update it if necessary.
- Edit or add household members.
- Click the **Add Another Household Member** button to add siblings and other household members. This is an optional step, to inform your family support work. You will see this popup. If the child has siblings who are age-eligible for ECEAP, entering them here allows you to clone part of the application for the second child later.

Add Family Member to Sadie Smith

First Name: Last Name:
Gender:
Relationship: Describe Other
Age Range: Birth Date: mm/dd/yyyy
Count in Family Size:
Cancel Save

- "Counted in Family Size" is optional and does not impact the family size used to calculate poverty level. Click **Cancel** or **Save** to return to Family Info.

Application Step 2, continued…



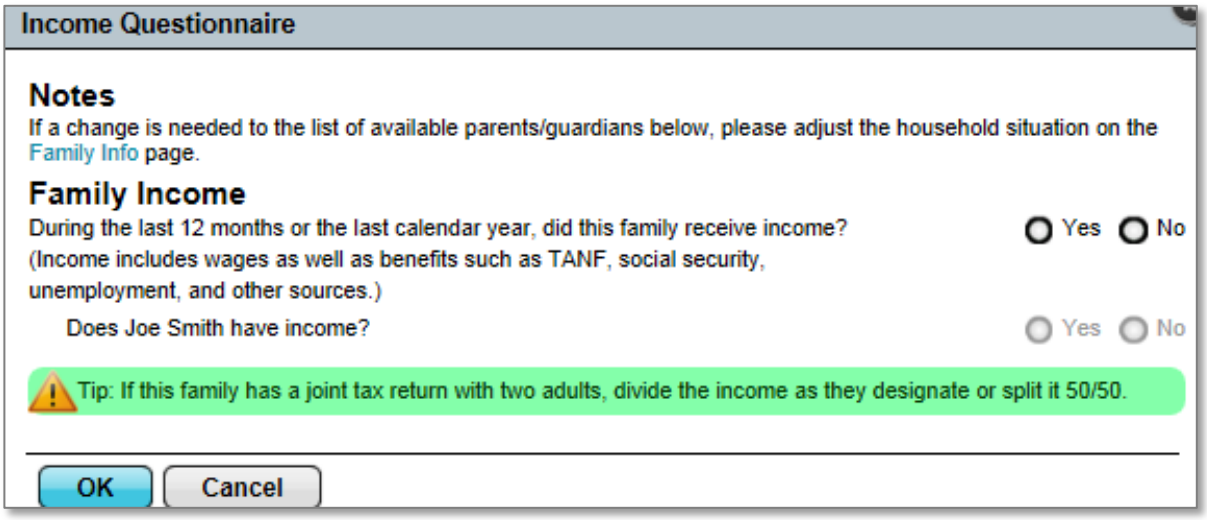
- Review the Household Situation section. If changes are needed, click **Change Household Situation**. This returns you to the "Child Lives With…" page you completed during the Prescreen.
    - This allows you to change who is considered the child's parent for income, family size, work and training hours, and education level.

- Answer the "Does this household receive **subsidized housing**…?" question.

- Carefully read the **Family Work and Training** section. Make sure it is accurate for the child's current parent/legal guardians. If it is not up to date, click **Change Work/Training**. This returns you to the Family Employment pop-up you completed during the Prescreen.

- Click **Next** to continue the Application.

Application Step 3a – Income Questionnaire



When you open Step 3 of the Child Application for the first time, you usually see this popup:

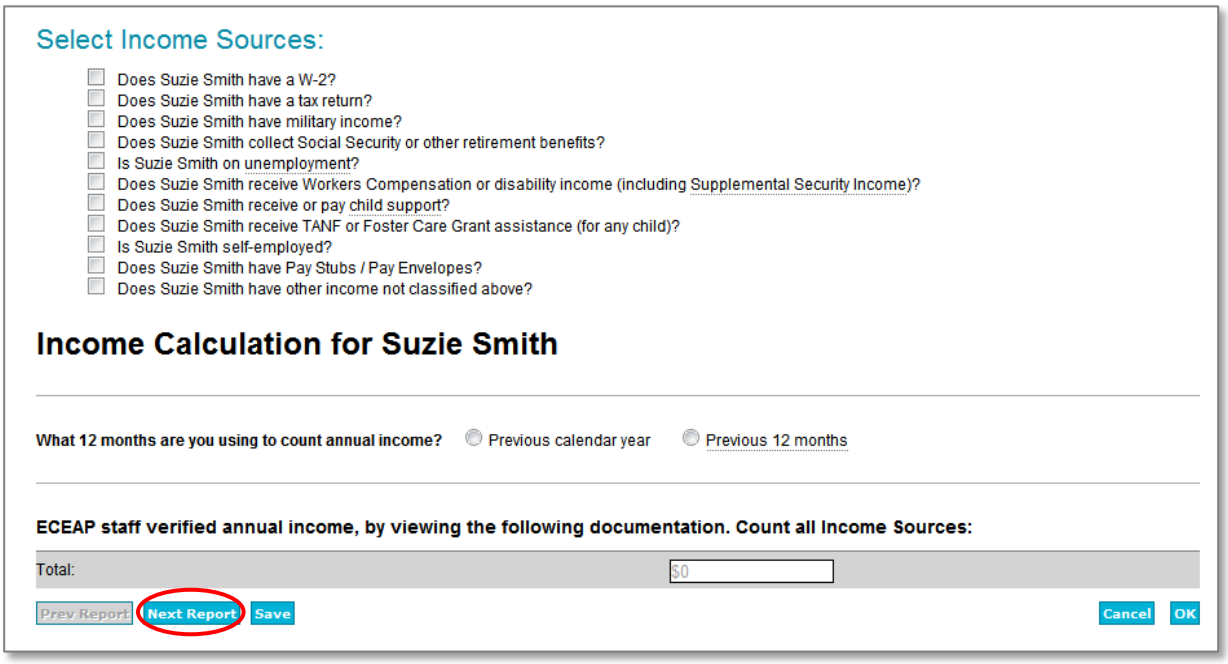
- Answer each yes/no question.
- Note that "income" means both earned and unearned income.
- Click **OK**. This will take you to the **Income Sources** page to document income.

Alternate screen:
If the child is in foster care, on a child-only TANF grant, or homeless and not living with a legal guardian, you will see this alternate popup.

- If this is incorrect, click the "Verifications" link and correct the information.
- If it is correct, click **OK**.
- This completes the **Income** section for these children. Go to **Step 4.**

Application Step 3b – Income Sources

The Income Sources page is where you document the types of income received by the family. You will need to complete this page separately for each parent/guardian who has income. If the family and income circumstances do not appear to match the options provided, please contact your supervisor. ECEAP Directors may contact their DEL Pre-K Specialist for clarifications.

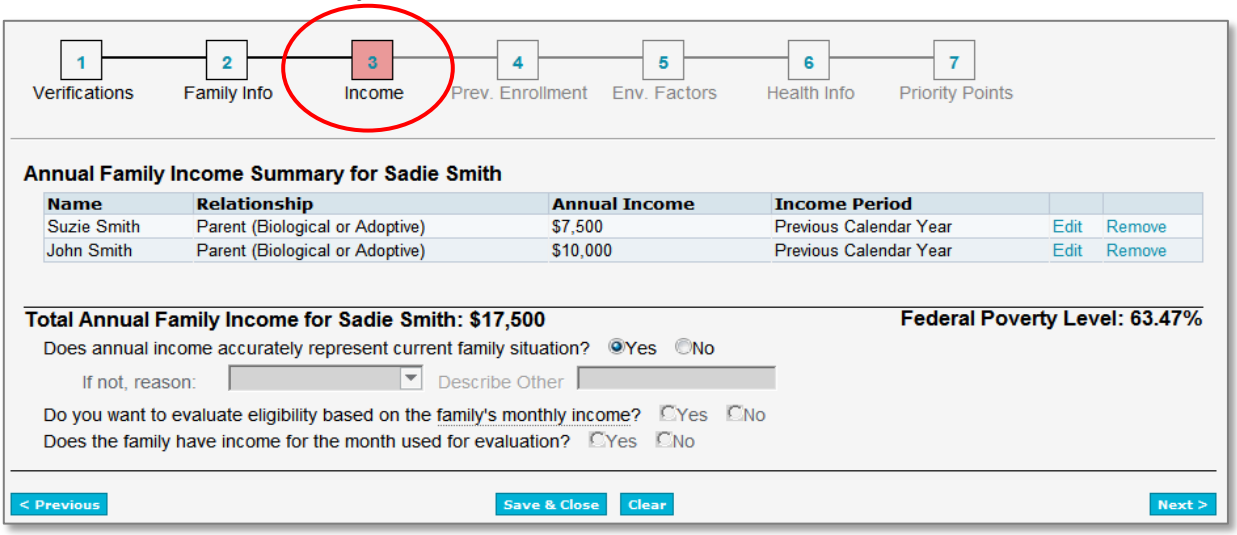


To complete the **Income Sources** page of the Child Application:

- Choose this person's income sources. Be careful not to enter duplicates, such as pay stubs and a W-2 for the same job and same months.
- Choose the time period - the previous 12 months or the previous calendar year. You must always choose previous calendar year if your documentation is W-2 or tax returns.
- ELMS will provide **Income Calculation** fields for each income source selected.
- Note: According to the ECEAP Performance Standards, you must verify income for an entire 12 month period, whether for the previous calendar year or the previous 12 months. Do not take one month's income and multiply by 12.
- You must verify annual income for all families, even if you know the family has extenuating circumstances that qualify them to use one month's income for ECEAP eligibility. That step will be available on the next page.
- If more than one parent/guardian counted in the family size has income, click on **Next Report**.
- When all income is entered, click **OK**

Application Step 3c – Income Summary and Monthly Income

On this final income page of the Child Application, ELMS summarizes the annual family income and calculates the **Federal Poverty Level.**



To complete the **Income Summary** page of the Child Application:

- Review annual income amounts. Click Edit next to a parent/guardian's name if changes are needed.

- Make sure income is entered for each parent/guardian who has income and who is counted in family size.

Using **Monthly Income**:

- Under specific circumstances, Contractors may choose to use the previous month's or current month's income to determine eligibility, rather than the annual income.

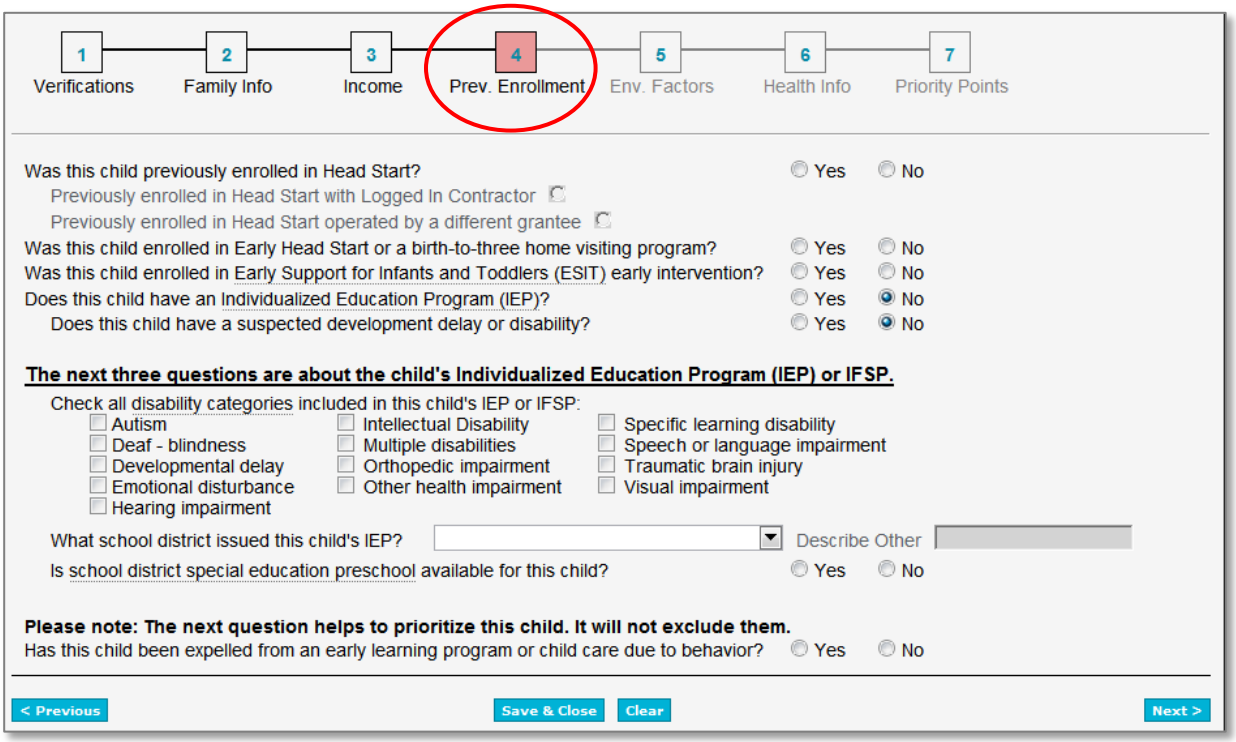
- This applies <u>only</u> when a family's current income is significantly decreased from their annual income due to death, divorce, unexpected job loss or similar circumstance. The reason for this exception must be documented in ELMS. Annual income must still be verified and entered in ELMS, even if monthly income is used for eligibility.

- Answer "Does annual income accurately represent current family situation?"
  - "No" means that there has been a significant family event changing their income.
  - If no, decide if you want to evaluate monthly income for ECEAP eligibility.
  - Click **Add Income Report** if you want to enter one month's income in ELMS.

- Once this is complete, ELMS will automatically choose the lower federal poverty level – annual or monthly – for calculating priority points.

Application Step 4 – Previous Enrollment

This page gathers information about a child's previous enrollment in ECEAP, Head Start or an early intervention program.

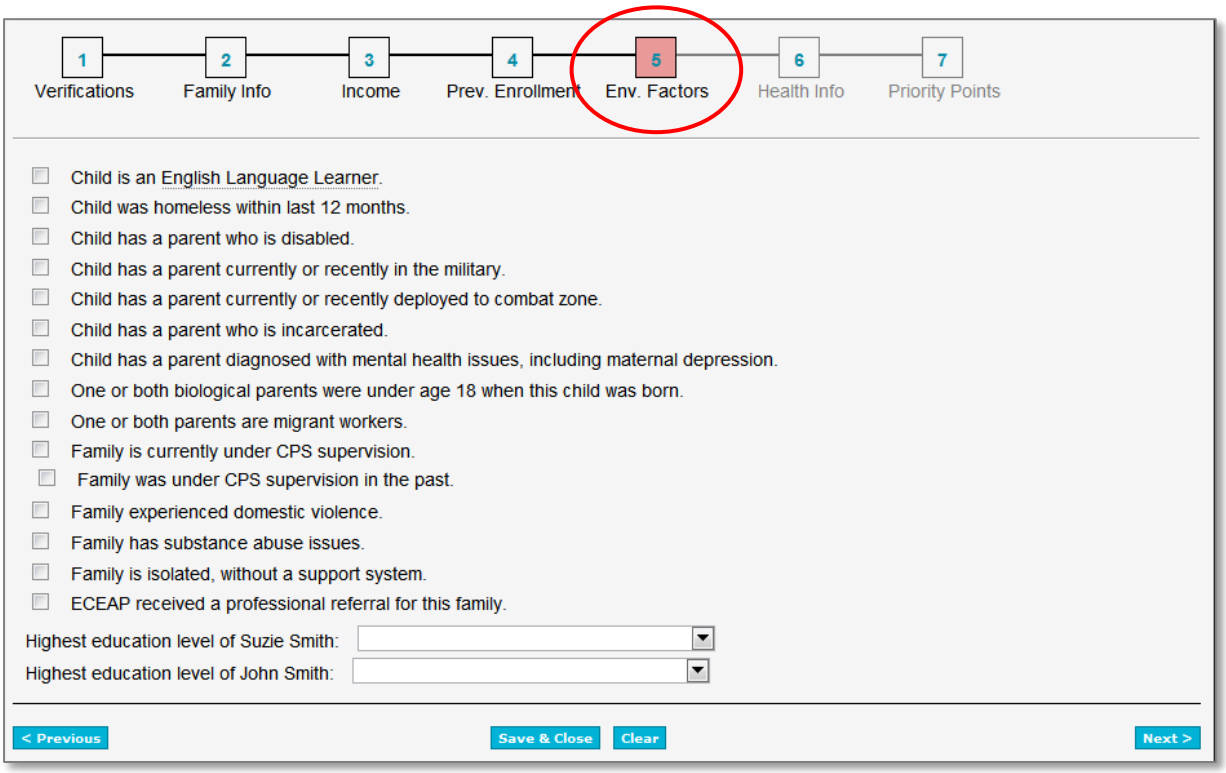


To complete the **Previous Enrollment** page of the Child Application:

- Answer the yes/no questions.
- If a child is on an IEP, complete the middle section.
- Answer the question about previous expulsions due to behavior. Note that this will give priority points to the child. It will not exclude them.

Application Step 5 – Environmental Factors

The questions on this page help prioritize children for enrollment in ECEAP. Some are also counted in statewide statistics about who is served by ECEAP. These represent sensitive conversations with parents, so parent responses are optional.



To complete the **Environmental Factors** page of the Child Application:

- Check the box before any item that is true for the family. (Optional question)
- Enter the highest level of education completed by the parents/guardians counted in the ECEAP family size. (Reponses required)

Application Step 6 – Health Information

This page records children's health history, as reported by parent's at the time of application. After the child is enrolled in a class within ELMS, you can update this information in the Child and Family Updates section, Medical Status and Dental Status tabs. The information entered on Step 6 of the Application will roll over to those pages.

1 Verifications | 2 Family Info | 3 Income | 4 Prev. Enrollment | 5 Env. Factors | 6 Health Info | 7 Priority Points

Child Medical

Does the child have a chronic health condition such as diabetes, asthma, seizures, etc? Yes No Unknown
Did this child have a low birth weight (less than 5.5 lbs)? Yes No Unknown
Does this child have medical coverage? Yes No Unknown
Select Medical Coverage
Does this child have a regular doctor or clinic (medical home)? Yes No Unknown
Does this child have a current well-child (EPSDT) exam (within last 12 months)? Yes No Unknown
Date of last well-child exam prior to application for ECEAP? mm/dd/yyyy Date unknown

Child Dental

Does this child have dental coverage? Yes No Unknown
Select Dental Coverage
Does this child have a regular dentist or dental clinic (dental home)? Yes No Unknown
Does this child have a current dental screening (within last 6 months)? Yes No Unknown
Date of last dental screening prior to application for ECEAP? mm/dd/yyyy Date unknown

Child Immunization Status (Based on Certificate of Immunization Status)

Complete
Exempt
Conditional
Out of Compliance - child does not have a signed, completed CIS form.
Out of Compliance - child is not exempt and has not received immunization required for their age.
Signed CIS is not yet evaluated

< Previous | Save & Close | Clear | Next >

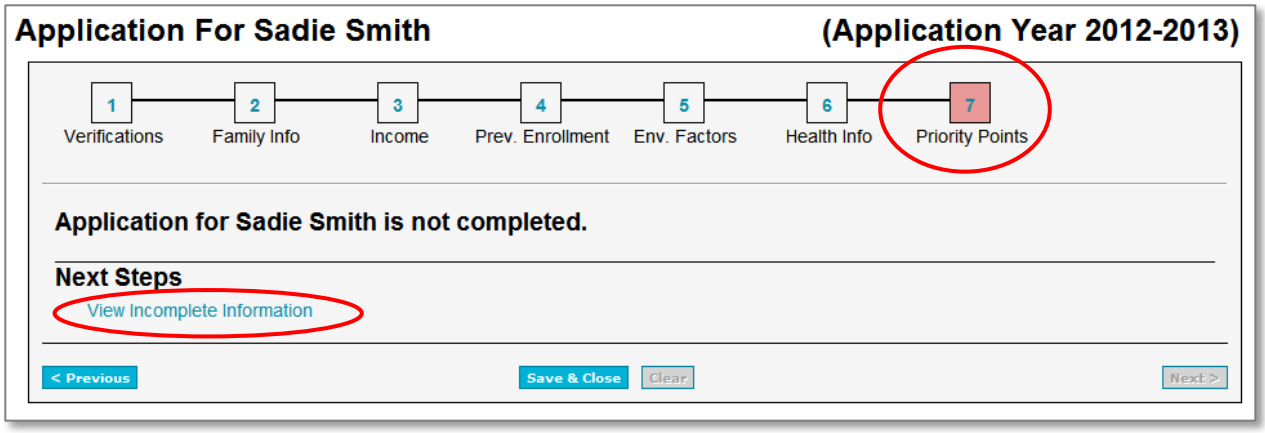
To complete the **Health Information** page of the Child Application:

- Enter the medical and dental information, and dates if known.
- Select the child's immunization status, at the time of application, based on state Department of Health definitions. You can read these definitions by clicking on each choice.
    - **Complete** - Child presented a signed Certificate of Immunization Status (CIS) form showing sufficient immunization dates to meet the schedule, or documented immunity.
    - **Exempt** - Child presented a signed Certificate of Exemption (COE) form certifying that the child is exempt for one or more vaccines for medical, personal/philosophical, or religious reasons.
    - **Conditional** - Child presented a signed CIS form that does not meet the requirements, but has proof of initiation or continuation of a schedule of immunizations AND is within the recommended interval for the next dose.
    - **Out of Compliance** - Child does not have a signed, completed CIS form
    - **Out of Compliance** - Child is not exempt but also has not received immunizations required for their age.
    - **Signed CIS is not yet evaluated**

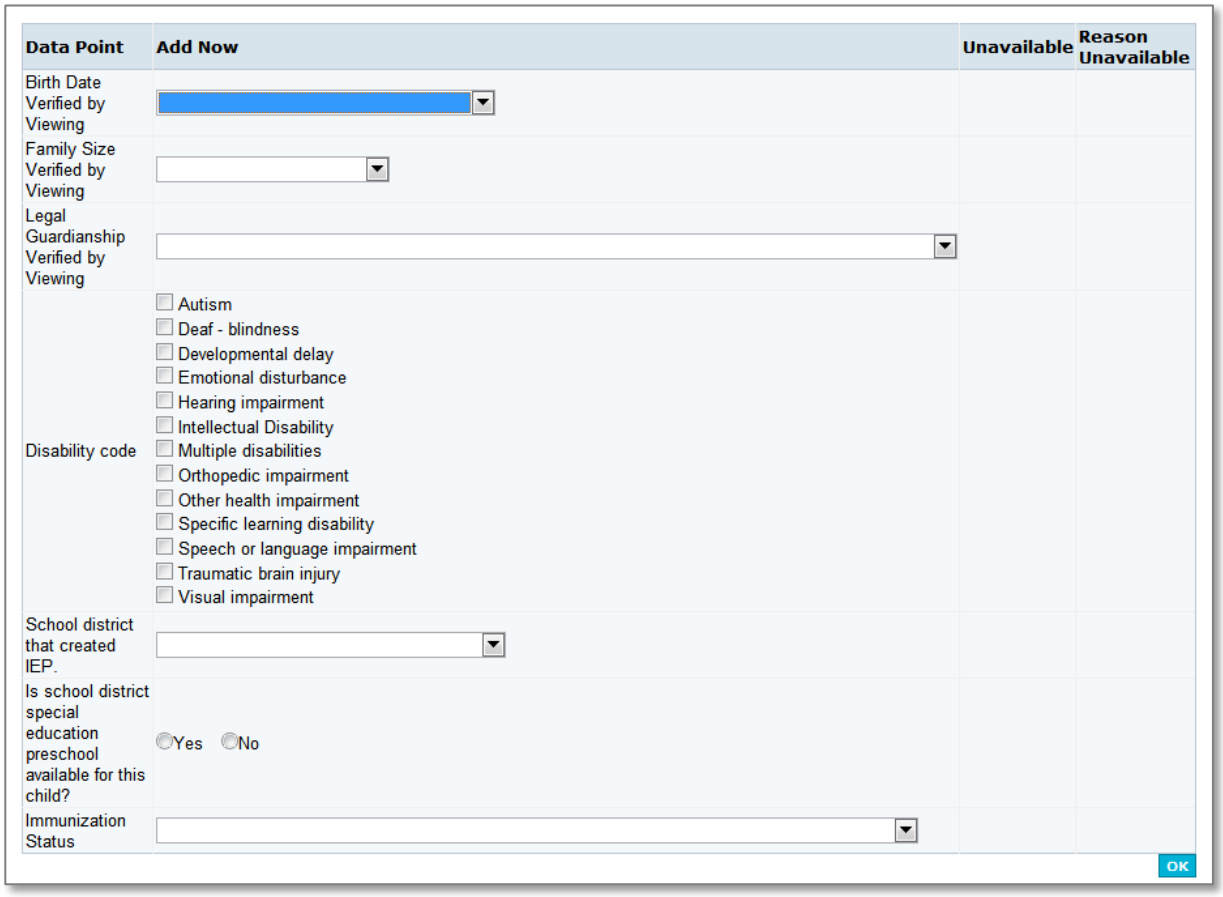
Application Step 7 – Priority Points

This page will tell you if the Application is complete or not complete.

If incomplete, you will see:

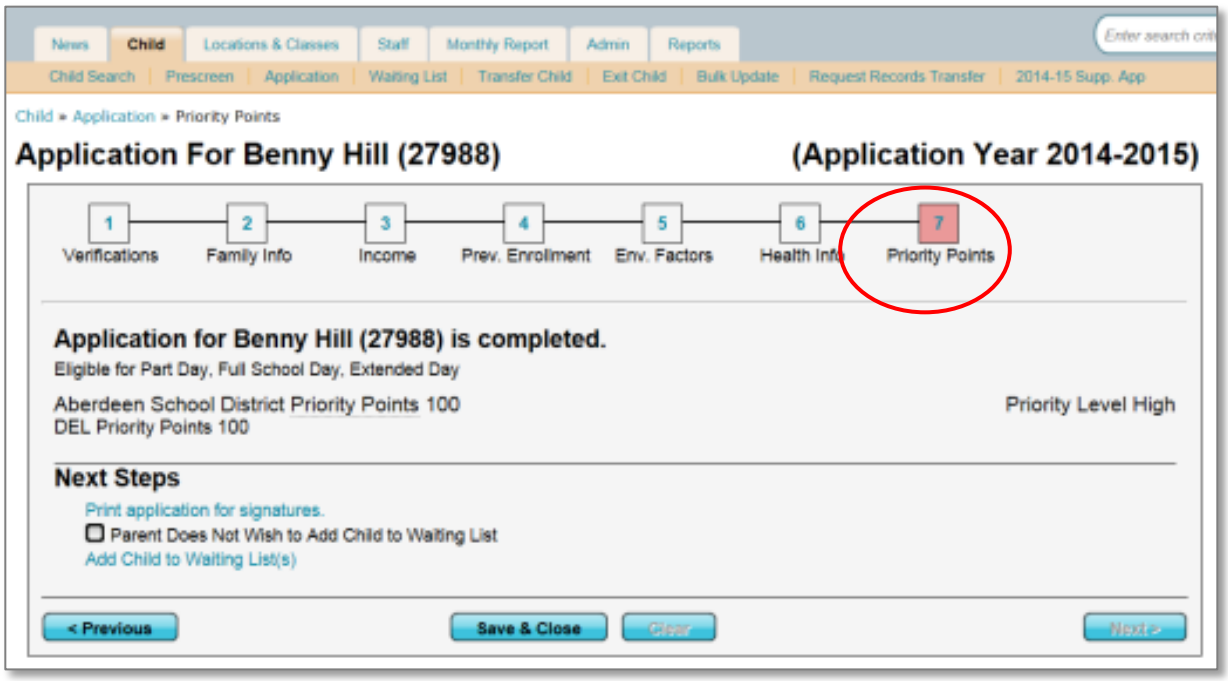


- Click **View Incomplete Information** to see what is missing. You will see a page that lists missing data, such as this one:



- Enter the required information and click **OK**.

A completed Application looks like this:



It includes:

- The ECEAP models the child is **eligible for**: Part Day, Full School Day and/or Extended Day.
- **Priority points**
- **Priority level** for ECEAP: High, Medium or Low based on priority point total
- **Next Steps:**
  - Print application for signatures.
  - Add the child to one or more site **Waiting Lists**.
- **Save and Close**, if you are done working with this child's record for now.

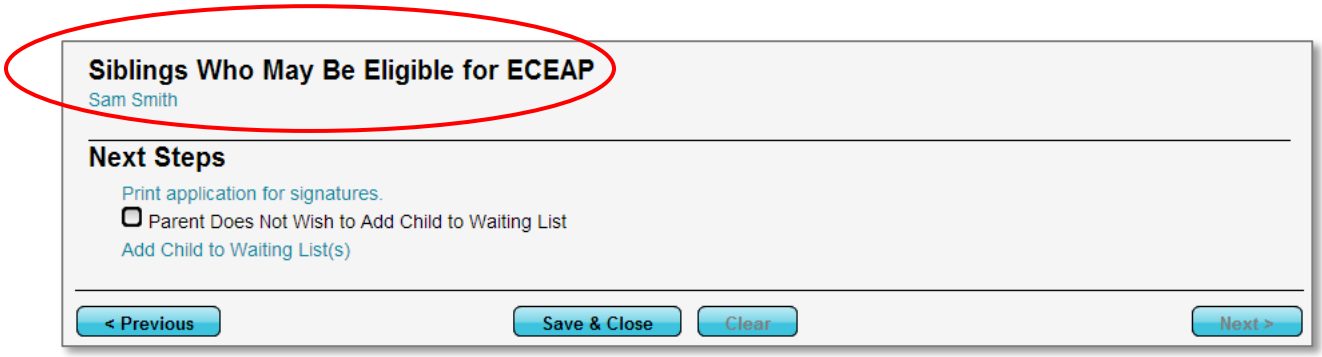
Parent and Staff Signatures:
Contractors must retain a statement signed by a staff person certifying that they viewed and verified documentation establishing the child's eligibility for ECEAP and, to the best of their knowledge, the information entered in ELMS is true and correct.

Contractors must retain a statement signed by a parent verifying that information used to determine eligibility is accurate. This statement can be printed from ELMS using the "Print application for signatures" link on the Application Step 7.

Cloning applications for twins/siblings

You can clone parts of the child application for age-eligible siblings.

- When completing the first child's **Application Step** 2, be sure to enter the sibling's name.
- Finish the first child's Application.
- Then, click on the sibling's name on the first child's **Application Step 7** to start the second application.



Locked Applications

You can change information in the Application until the child is enrolled in a class within ELMS. After the child is enrolled in a class within ELMS, the application is locked.

If you find an error in an application after it is locked, email elms@del.wa.gov to request changes. DEL staff can correct typos and errors related to the family's initial eligibility for ECEAP.

If a family has a change of circumstances after the child is enrolled in class, we do not change the application. Those changes are entered in the Child & Family Updates section of ELMS.

The application is not changed when a child is enrolled in a second year of ECEAP, whether at the same or a different ECEAP Contractor. Each child only has one locked Application representing their ECEAP eligibility. It is locked at the time that they first enrolled into an ECEAP class.

Priority Points

Priority for entry into ECEAP is based on children's age, family income and research-based risk factors proven to impact school success. Risk factors include foster care, homelessness or family receiving CPS or FAR services.

You can view the DEL Priority Point chart, and learn about the point caps, at http://www.del.wa.gov/publications/eceap/docs/2014-15_ELMS_Priority_Points.xlsx

Priority points are an equitable way to compare children to determine who receives the limited ECEAP slots. It also allows DEL to compare similar children's access to ECEAP across the state. Based on three full years of data, the point system is working! Some contractors were concerned that all of their children would have 100 points, but this has not been the case.

- Sometimes there is one open ECEAP slot and more than one child with 100 points. If you sort the waiting list by points, it will rank children by underlying points before the point caps and by date the application was completed. This can help you choose which child to enroll.

ECEAP Contractors have the option to customize priority points for the environmental risk factor section of this chart. This decision is made at the contractor level by management staff, and is then applied to all Child Applications for that Contractor. For more information, refer to the ELMS Administrators Manual. Both the customized Contractor priority points and DEL priority points are displayed on Step 7 of each child's Application in ELMS.

At times, you may have information about a child or family that is not reflected by points. You may make the decision about which child to enroll based on this information as long as you maintain fairness. For example, you may know that one child is homeless in a dangerous situation, but they may have the same point total as another child in a more secure situation. If you enroll a child with lower points before a child with higher points, please explain in the Child Notes for the enrolled child.

TIP:
Many ECEAP contractors have a schedule for accepting children, such as:

- Accepting children with 100 points for the next year on July 1.
- Then filling 90% of slots with children with 90 or more points on August 1.
- Then waiting until September 1 to fill the final slots, in case high priority children show up later.

This is just an example!

Child Notes

You may want to record notes about a child's application. The **Notes** section was designed to allow you to enter text about a child prior to their enrollment in class. These notes can describe any unique circumstances regarding children's eligibility. It is also recommended to enter reasons for any changes made to a child's application. The notes can be viewed by anyone with access to the child record.

Access a child's **Notes** page from the Actions column on the **Child Search** page.

Waiting List

You can add children to one or more site Waiting Lists any time after they have completed Prescreens.

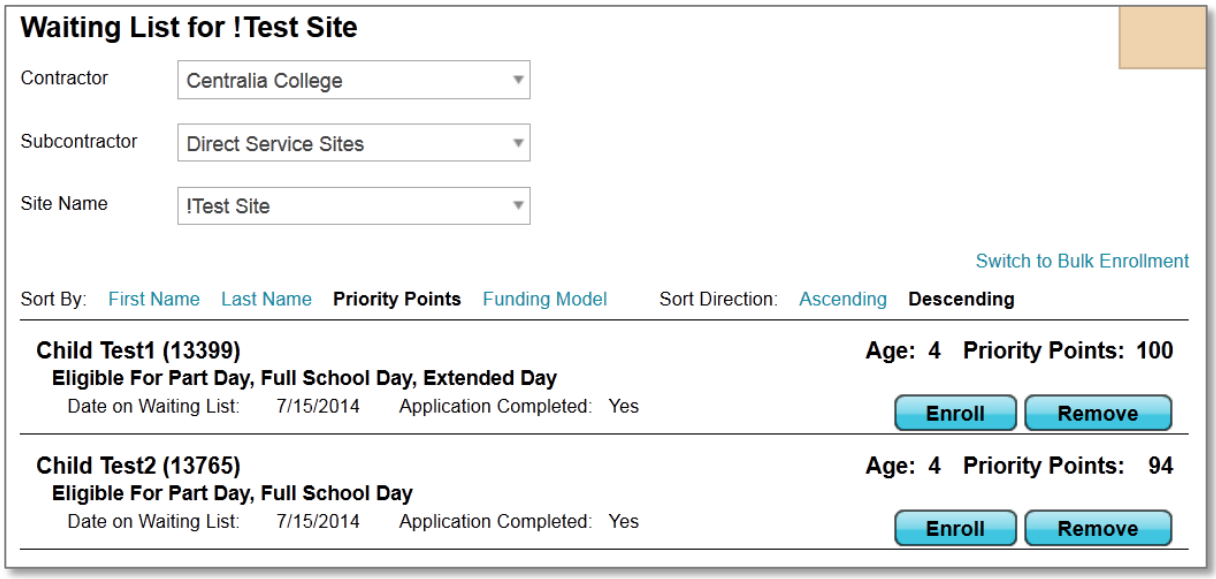
You can view site waiting lists from two locations:

- Select Waiting List, under the Child tab.
- From the Locations and Classes tab, select Site, then Waiting List.

In each case you will see a list of children with the following information:

- Child Name
- Child Age
- Priority Points
- The ECEAP class models that the child is eligible for – Part Day, Full School Day, or Extended Day
- Application Completed – Yes or No (The word "No" serves as a link to the application)
- Date added to Waiting List
- A link or button to Enroll the child (if their application is complete)
- A link or button to Remove them from this waiting list if they are no longer available. Children are automatically removed from all waiting lists when enrolled in a class.
- The Child's IEP status, denoted with this icon if the child has an IEP: IEP
- The Child's over-income status, denoted with this icon if the child is over-income:

You can sort the lists by child first or last name, Priority Points (the default), or Funding Models.



Waiting List for Two Years

Between April 1 and June 30, children who are age-eligible for both the current school year and the following school year may be placed on waiting lists in both school years. Make sure to check the box for each site and each school year in which you wish to place them on the waiting list.

		School Year 2013-2014				School Year 2014-2015			
Site	Location		Available Slots	Expected Rank	Preference		Available Slots	Expected Rank	Preference
Adams Elementary (YSD)	Yakima	☐	36	9 / 14		☐	N/A	1 / 1	
Barge Lincoln (YSD)	Yakima	☐	36	4 / 5		☐	N/A	1 / 1	
Brewster School District	Brewster	☐	36	1 / 15		☐	N/A	21 / 25	
Bridgeport	Bridgeport	☐	50	1 / 5		☐	N/A	22 / 25	
East Wenatchee	East Wenatchee	☐	56	10 / 23			*Wait Listed*		1st Choice
Fairview	Yakima	☐	72	8 / 10		☐	N/A	9 / 10	
Prosser	Prosser	☐	36	1 / 2		☐	N/A	7 / 8	
West Valley	Yakima	☐	36	1 / 2		☐	N/A	7 / 8	

Enrolling a Child in a Class

Before children can be enrolled in classes within ELMS:

- Their Child Applications must be complete.
- They must be on an ELMS Waiting List.
- They must be eligible for a class model at the site.
    - Learn more about ECEAP Full School Day and Extended Day eligibility at 2014-15 Full School Day and Extended Day ECEAP Eligibility FAQs.

There are several locations in ELMS for enrolling children:

- Enroll individual children from the Waiting List on the Child tab.
- Perform **Bulk Enrollments** from the Waiting List on the Child tab.
- Enroll individual children from the Classes & Waiting List page on the Site tab.
- Enroll individual children from the Child Search.

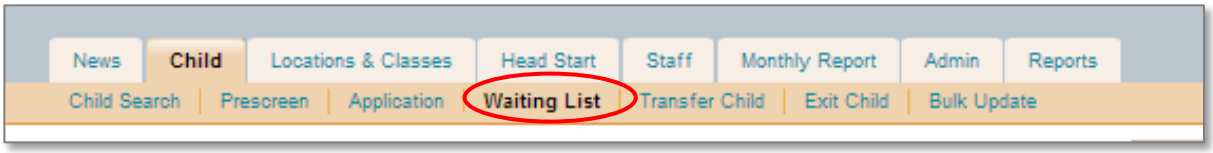
From any of these locations, enrollment involves these steps:

- Make sure you are enrolling the highest priority children.
    - In unique situations, you may have information that causes a child with fewer priority points to be enrolled before a child with more points. DEL suggests documenting the reasons for this in **Child Notes** for the child you are enrolling.
- Select **Enroll.**
- Select the **Class**, making sure there are slots available.
- Enter the child's Expected Start Date.
- Enter the child's **Family Support Specialist.** If the family support specialist is not on the list, you may need to request that your ELMS Administrator add them to ELMS.

TIP:
If you attempt to enroll a child and cannot find the class you want to enroll in, contact your ELMS Administrator. Particularly in the spring and summer, it is possible that the next year's classes are not yet set up in ELMS.

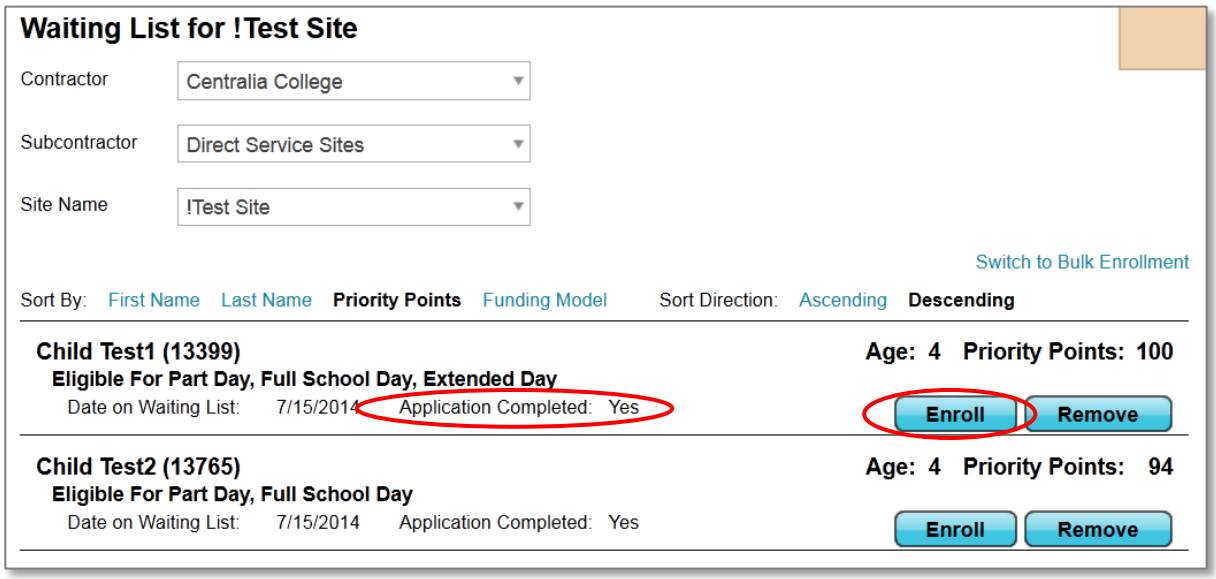
Enrolling Individual Children from the Waiting List on the Child Tab

Select **Waiting List**, under the **Child** tab.



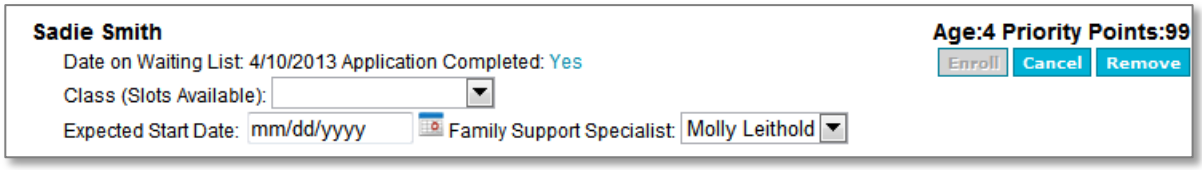
Select the Site (if you can access more than one ELMS site).

See if the child shows **Application Completed: Yes**. Then select **Enroll** next to their name.



The page expands to allow you to select:

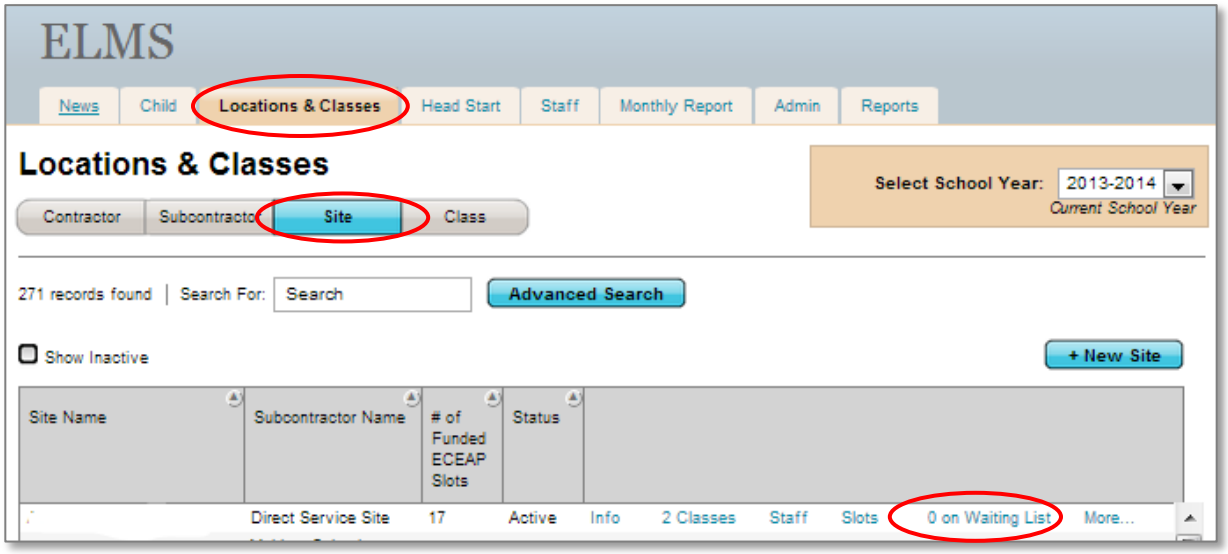
- The **Class**, from the dropdown list that shows slots available and the class model.
- The **Expected Start Date** that the child will first come to class.
- The **Family Support Specialist** that will work with that child's family.



Then click **Enroll** again. You will see a message stating enrollment was successful.

Enroll individual children from the Waiting List page on the Site tab

Under the Locations and Classes tab, click the Site button and locate the site where you want to enroll, then select **# on Waiting List.**

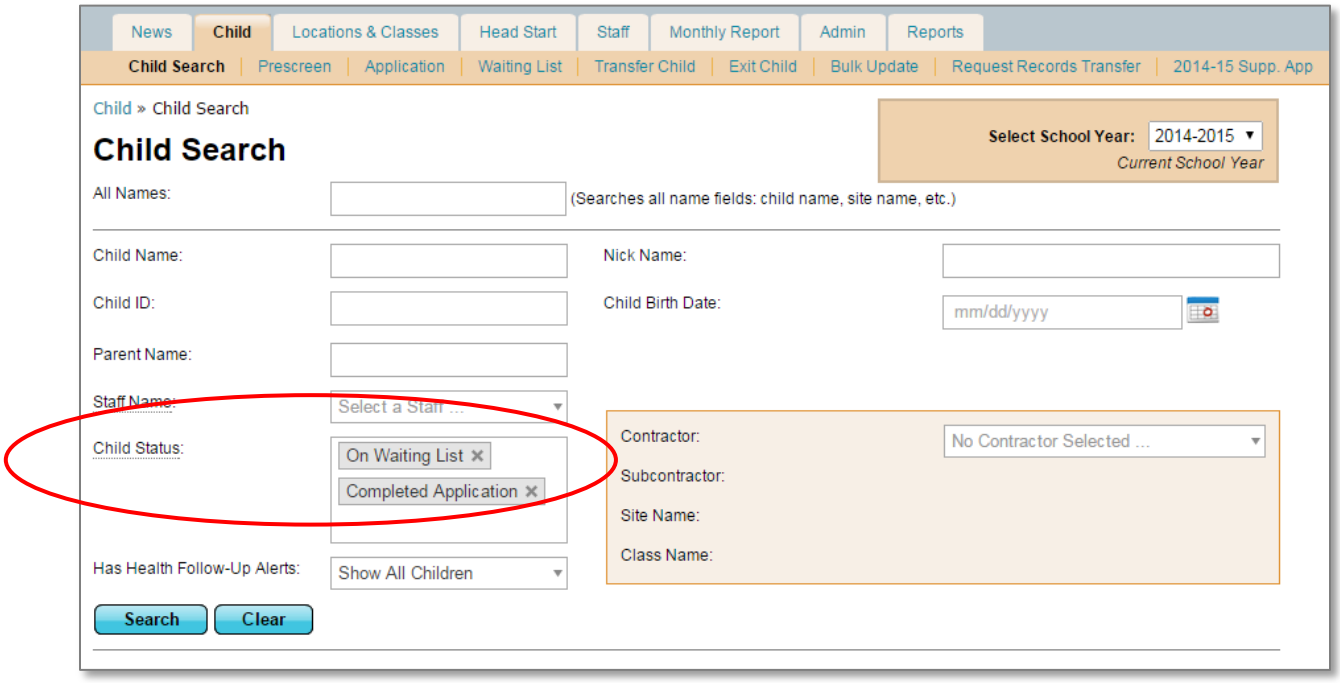


Click here for next steps.

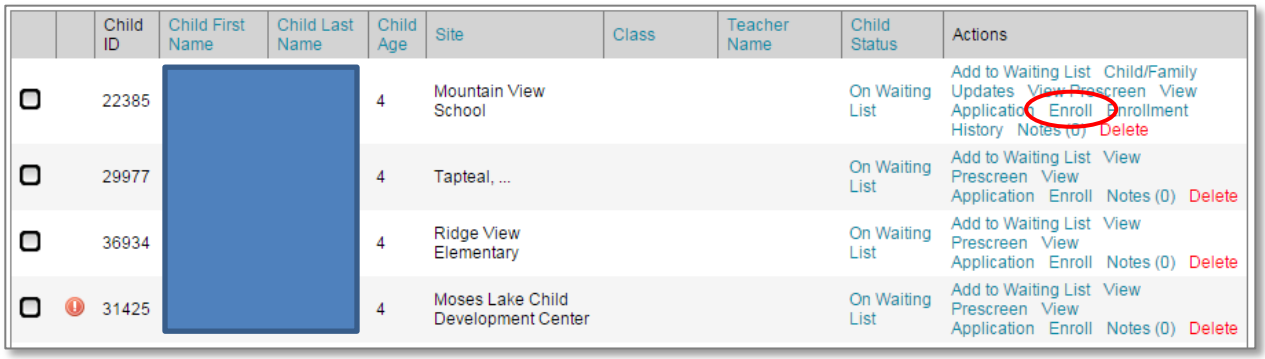
Enroll individual children from the Child Search

You would only use this method when you know the names of the highest priority children.

- Under the Child tab>Child Search, in the **Child Status** field, select **Completed Application** and **On Waiting List.** Then click **Search.**
- Or, if you are seeking a specific child, search for the child by name.
-



From the search results, find the child you want to enroll and click **Enroll** on the line with their name.



Click here for next steps.

Over-enrolling

In ELMS, over-enrollment means that you are exceeding the number of ECEAP slots assigned to that class. For example, you may plan for two classes of 18 children at one site. Both classes are full and you have one more high priority child ready to start. You may over-enroll a class to include this child if one of these applies:

- You have available ECEAP slots at a different location, you will have 20 or fewer children in class and will maintain the required 1:10 adult to child ratio.
    - If you are moving slots between sites for the whole school year, contact your DEL ECEAP Specialist and change the site slot assignments within ELMS.

- You have funding to expand ECEAP slots from a source other than DEL, such as your county or school district. You will have 20 or fewer children in the class and will maintain 1:10 adult to child ratio. This practice is allowed by the state ECEAP statute.
    - In this case, only the DEL-funded slots are entered as Funded ECEAP Slots on your site and class information pages, but you may "over-enroll" with the additional locally funded slots.

ELMS will alert you, when you are enrolling a child, if this enrollment would cause the class to be over-enrolled.

Out of Ratio message:

If you attempt to enroll a child, and there are not enough teaching positions filled for all ECEAP hours to maintain a 1:10 adult-to-child ratio, ELMS will show "Out of Ratio" in the Actions column.

- Click on the words "Out of Ratio" and follow directions to add appropriate staff before enrolling the child.
- Make sure that "Position is filled all ECEAP hours" checkbox is marked for all teaching positions. Otherwise they are not counted in the adult-to-child ratio.

Class Full message:

If you attempt to enroll a child in a class with the maximum 20 children allowed in ECEAP, ELMS will show "Class Full". You cannot enroll any more children into the class until another child exits.

Over-Income Limit:

If your contractor has already used the maximum number of over-income slots allowed and you attempt to enroll an over-income child, you will see a message explaining this. For more information, email your DEL Pre-K Specialist or ELMS support at elms@del.wa.gov.

Transfer a Child

- You are able to transfer a child if you have ELMS access to the site or class that they are transferring to.
- Your ELMS Administrator can transfer children between sites within your agency.
- See Transfer Between Contractors to have a child's ELMS records moved to you from a different ECEAP contractor.

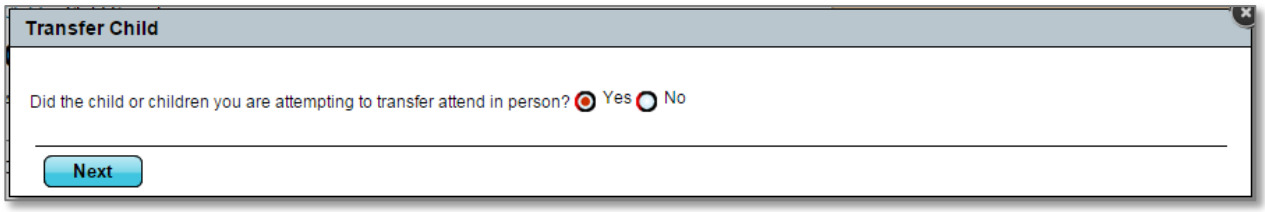
Limits to the **Transfer** function of ELMS:

- Only children **Enrolled in Class** with an **Actual Start Date** can be transferred.
- Use **Exit,** instead of Transfer, if the child has not yet started class. In this case you **Exit** the child as "never attended" then add them to the waiting list again. Then re-enroll the child in the correct class.

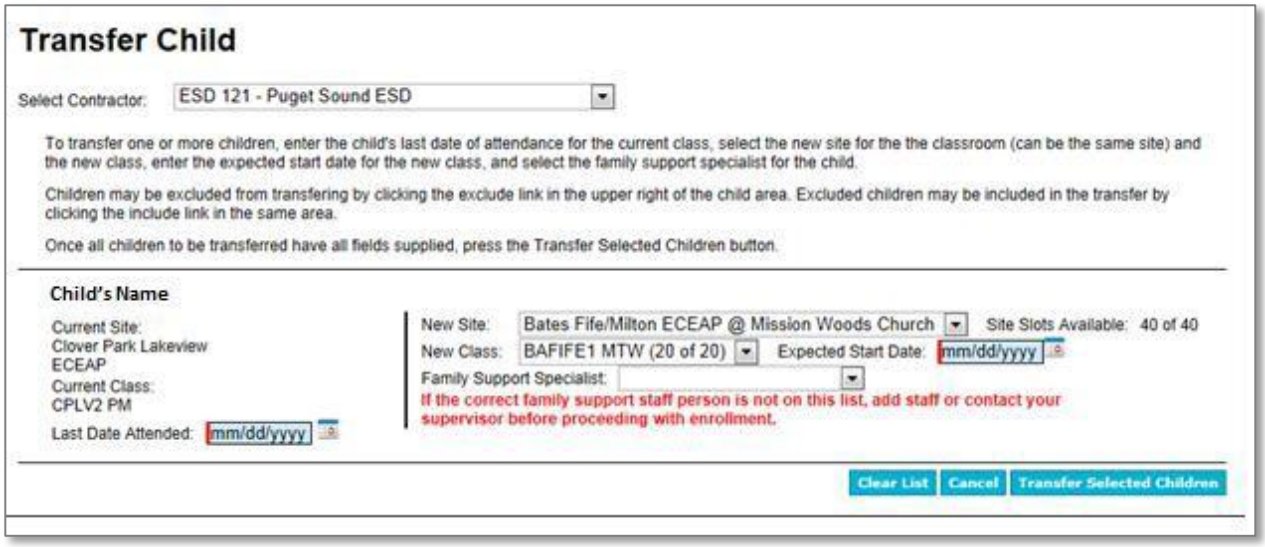
Either of these will take you to the **Transfer** popup.

- Locate the child in **Child Search** and select **Transfer** next to their name.
- Locate the child on the **Class Roster** and select **Transfer** next to their name.

ELMS will ask if the child attended class in person. If not, you will be re-directed to the Exit Child process. If the child attended class in person, you may continue.



If your response was Yes, you see:



On the left:

- Enter the **Last Date Attended** in the current class.

On the right:

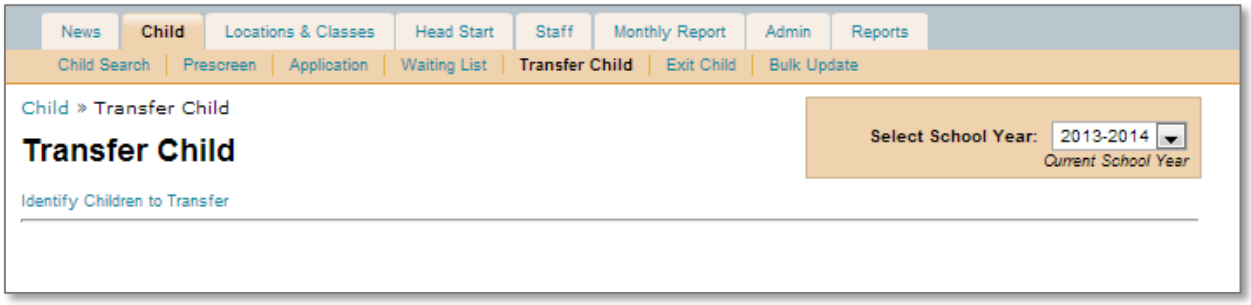
- Select the **New Site** and **New Class.**
- Enter the new **Expected Start Date.**
- Select the **Family Support Specialist** for the child.
- Click **Transfer Selected Children** on the lower right.

If a class is already full or exceeds adult to child ratio, you will see this message:

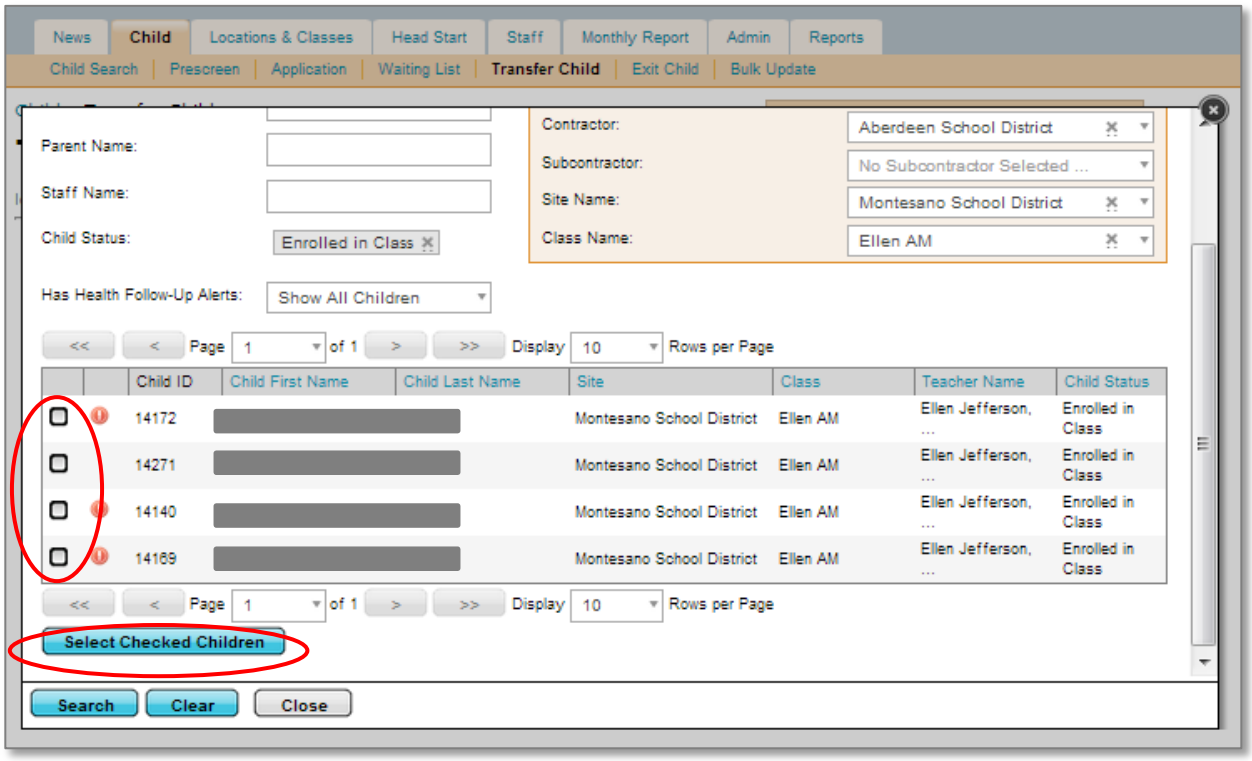
Bulk Transfer

To transfer more than one child at once, use one of these methods:

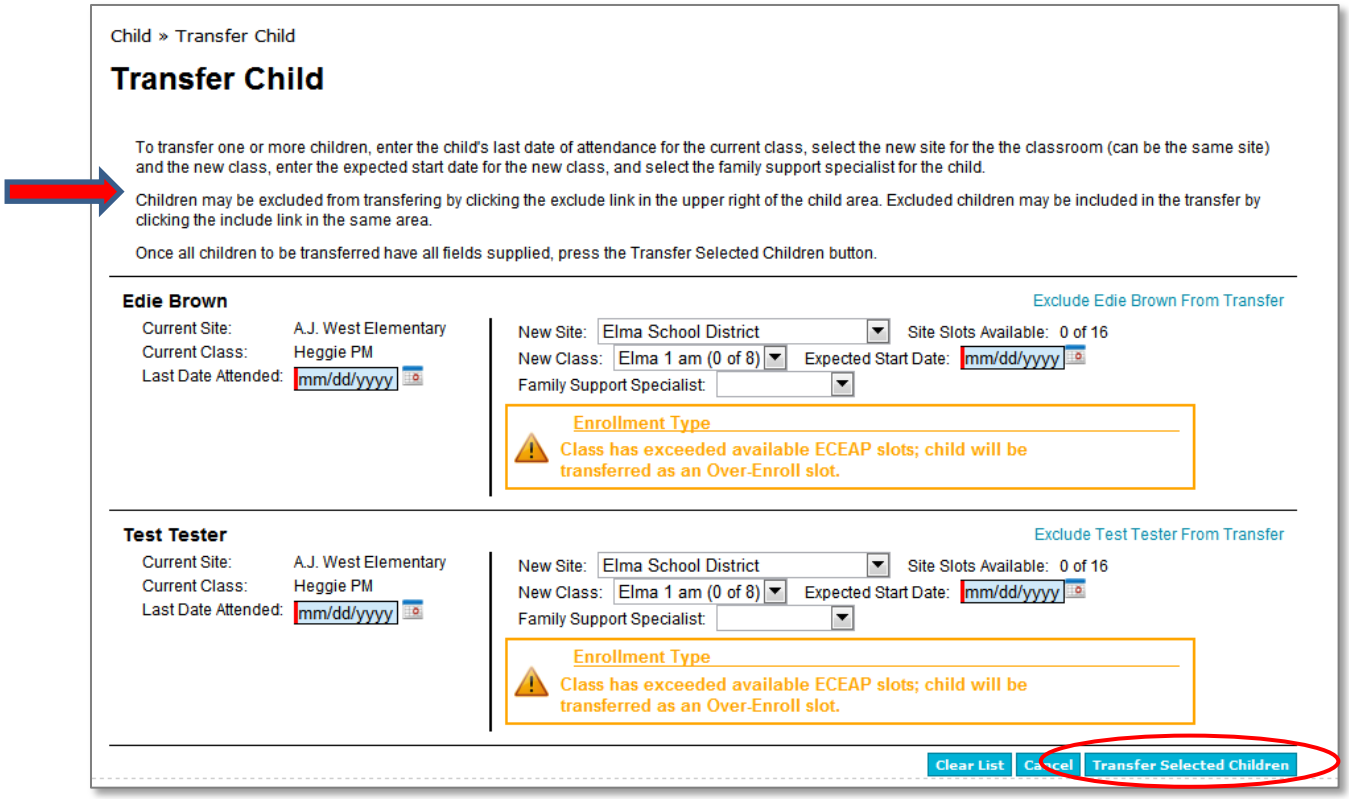
- Locate children you want to transfer in **Child Search:**
  - Click the boxes to the left of their name.
  - Click **Transfer** on the right above the list of children.
- Or, on the Child tab, select Transfer Child, then Identify Children to Transfer.



- Click the boxes to the left of their name.
- Then click Select Checked Children at the bottom of the page.



This will take you to a Transfer popup with a list of children…

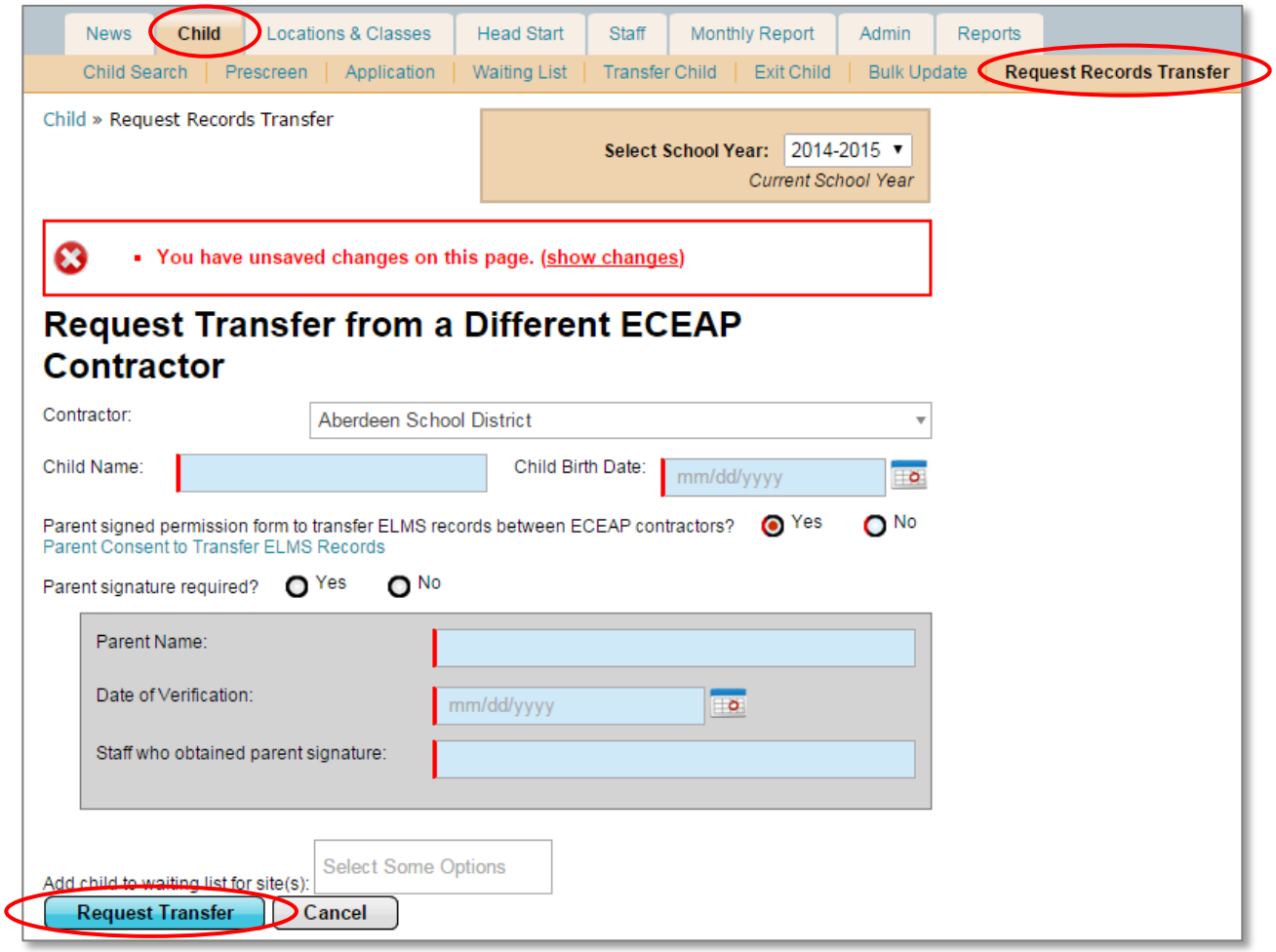


- Follow the instructions at the top of the popup.
- Once all required information is entered, click **Transfer Selected Children**.

Transfer Between Contractors

To request the transfer of a child from another contractor, follow these steps:

- First, obtain a parent signature on the Consent to Transfer form. Retain this form with the child's records. Do not send to DEL.
- Then, notify your ELMS Administrator.
- Your ELMS Administrator must:
    - Click the **Request Records Transfer** link on the Child tab.
    - Complete the request with the child name, birth date, parent who signed the consent form, date of signature, and staff who obtained the parent signature.
        - These must both be 'Yes' for all transfer requests. Otherwise, email elms@del.wa.gov
    - Select sites waiting list(s) to have the child placed on.
    - Click the blue Request Transfer button at the bottom.
- DEL may need to work with the child's former ECEAP Contractor. Once that is done, we will notify you within one business day that the child record is ready for you.

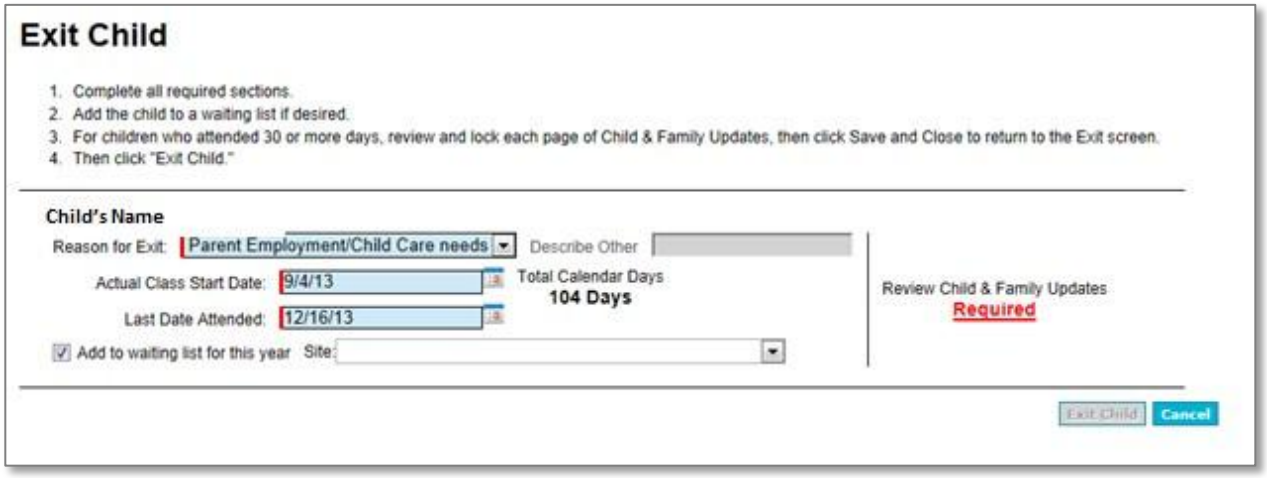


Exit a Child

You must exit a child within ELMS when they are no longer attending class. Exit all children at the end of the school year, even if they are returning the following year.

There are several ways to begin an exit for an individual child.

- Locate the child in **Child Search** and select **Exit** next to their name.
- Locate the child on the **Class Roster** and select **Exit** next to their name.



This will take you to this **Exit** popup.

- Select the Reason for Exit.
  - If you select "Never attended" as the Reason for Exit, the next two items -Actual Start Date and Last Date Attended - will be grayed out.

- Enter or confirm the Actual Class Start Date for this child. If you enter an actual start date, you are declaring that the child attended this class in person. Once this date is entered, it is not possible to exit the child with the reason "never attended". Do not enter an actual start date until the child has physically started class.

- Enter the child's Last Date Attended. This is the last day they were in class in person.

- If you want to return this child to a waiting list, check the box on the bottom left, and enter the Site name. If you do not check this box, the child will be listed in Child Search with Completed Application status.

- If the child attended less than 30 calendar days, this is complete and you can click Exit Child.

- If the child was in class for 30 calendar days or more, you will see the word "**Required**" under Review Child
  & Family Updates and the Exit Child button will be disabled.
  - Click on the word **Required** to open Child & Family Updates.
  - Follow the instructions at the top of the page to review, update and lock the child's record before completing the exit.

Review Child & Family Updates

1 Household | 2 Medical Status | 3 Dental Status | 4 Health Screening | 5 Child Development | 6 Family

Step 1: Click on the numbers 2-6 to open each page.
Step 2: When each page is complete, click "Lock" at the bottom. The lock icons above should each be closed.
Step 3: When staff have locked pages 2-6, click Save and Close at the bottom.
Step 4: On the popup, click Exit Child.

Dental Coverage — Requires Follow-Up? No

At Time of Enrollment
HS ProviderOne Services Card Edit

Changes Since Enrollment
DSHS ProviderOne Services Card

Dental Home — Requires Follow-Up? No

At Time of Enrollment
Has Dental Home Edit

Changes Since Enrollment
Has Dental Home? Yes No
Name of Dental Home
Phone Number (___) ___-____ x____
Name of Dental Professional

Dental Exam or Screening by a Dental Hygienist — Requires Follow-Up? No

At Time of Enrollment
6/18/2012 Edit

Changes Since Enrollment
Exam # 1
Exam Date: 9/20/12
☑ ECEAP received copy of dental results
☑ As a result of this screening/exam, child needs further evaluation or treatment
☑ As a result of this screening/exam, child received/is receiving needed evaluation or treatment
Date treatment is received/completed: 10/25/13
Add Another Screening/Exam

Dental Follow-Up Notes
There are no follow-up notes entered for this child

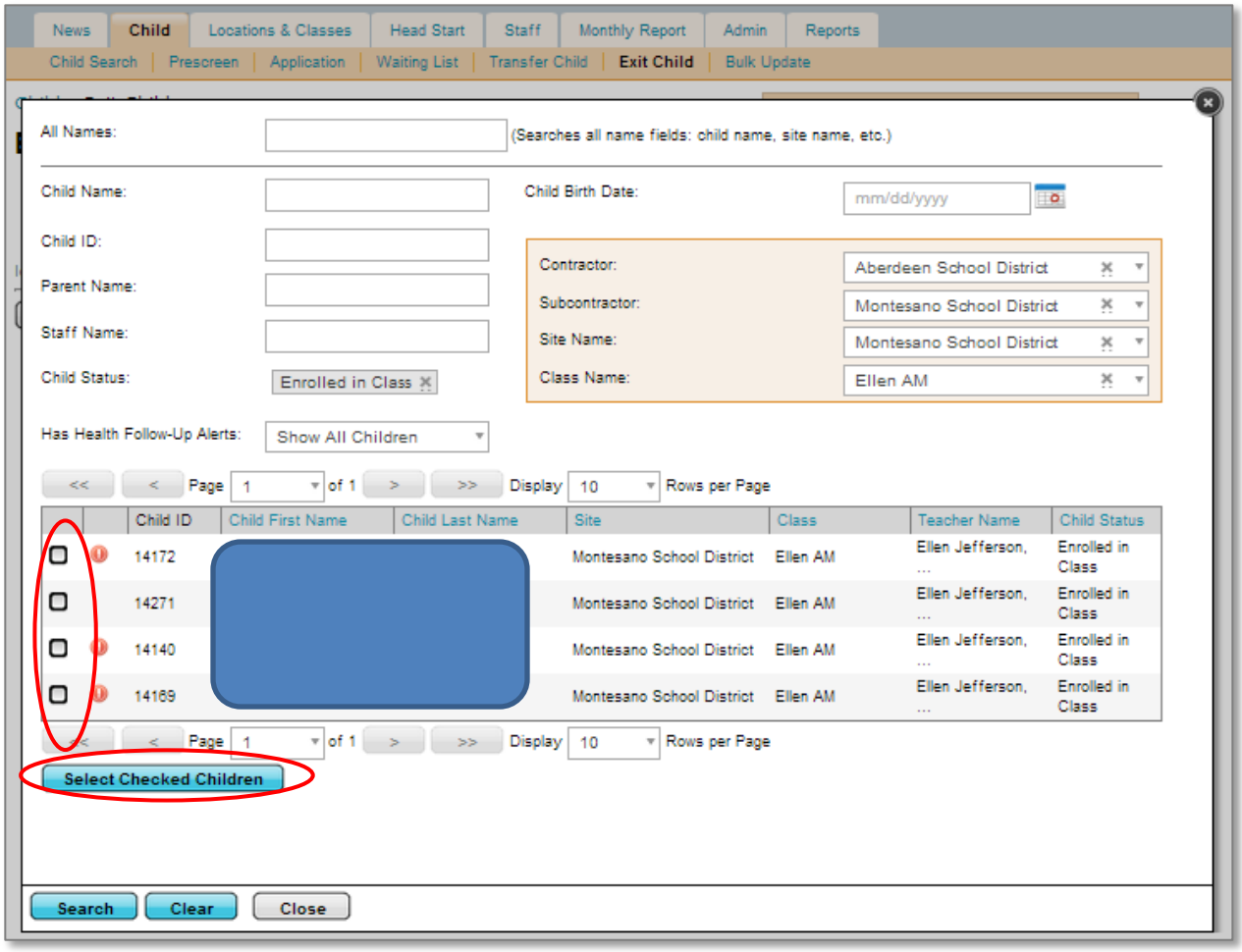
< Previous | Save & Close | Clear | Lock | Next >

- Click on the number **2** at the top of the page.
- Review the page. Complete any missing information and make sure the page reflects your latest information.
- Click **Lock** at the bottom of the page. This will also close the lock icon at the top of the page for number 2.
- Click **Next** and repeat this process for steps **3, 4, 5**, and **6**.
- When the pages are all locked, click **Save & Close** at the bottom.
- This returns you to the **Exit** popup, where you can click **Exit Child.**

If the **Exit** process was started but not completed, you will see **Incomplete** under **Review Child & Family Updates** on the Exit popup. Click on the word **Incomplete** and proceed as above to complete the Exit

Bulk Exit

At the end of the school year, you can exit all children in a class at once, using the **Bulk Exit** function. This is available on the **Child tab (Exit Child), Monthly Report – Class** page and the **Class Roster** page.



- Select the children you would like to exit, then click on the **Select Checked Children** button.
- Then follow the directions on the previous two pages to process the exits. When all child records are ready to exit, click on the **Exit Children** button.

Children Moving Between School Years

Each year on April 1, children who are age-eligible for the following year will be automatically moved into the next school year in ELMS.

- If the child was enrolled at any time during their 3-year-old school year prior to April 1, they are on the waiting list for the same site in the new year and are ready to enroll.
- If they were on the waiting list during their 3-year-old school year prior to April 1, you'll find them on the same waiting list for the following year.
- If they were never on a waiting list, you will find them in Child Search.
- If they did not attend class during their 3-year-old school year, you will need to re-verify their eligibility and update their application before enrolling them for the following year.
- If you enter a prescreen for a new 3-year-old in the 2014-15 school year after April 1, they will show up in the 2015-16 school year as well. However, you must manually place them on waiting lists in 2015-16.
- To enroll a child in either year, you will have to ensure their application is complete and they are added to the correct waiting list for the year. See waiting list instructions here.

A Note about School Years
Each time you enter ELMS to work with a child's record, make sure that you are in the correct school year. You can see the school year dropdown menu in the upper right of your screen

Enrollment Reports

ELMS has several reports to help you manage enrollment. These are available on the **Reports** tab.
To view each report:

- Select the school year.
- Enter other parameters as needed, to refine your report.
- Click **Run Report.**
- Once the report is open, you can click this icon at the top of the page, to export the report to Excel or create a pdf to save or print.

Child Demographics - This report shows detailed information about the characteristics of children and families.

Class List - Lists Class names and characteristics.

Class Roster - Lists child names, birthdate, first language, parent name and contact information, with space for staff to add notes.

Enrollment by Child - Lists children with their age, poverty level, IEP status, priority points and first and last days attending class. This report includes children who have started class and children with an expected start date in the future. The "As of" date version of this report includes children with a pending exit or with an exit on the "As Of" date. The "Cumulative" version of this report includes all children who exited during the reporting period. Children who never attend class are subtracted from this report upon exit or transfer.

Enrollment Count - Count of enrolled children, with age, IEP and over income status. This report includes children who have started class and children with an expected start date in the future. Children who never attend class are subtracted from this report upon exit or transfer.

Enrollment Maintenance - Shows date each site reached full enrollment and number of slots that have been vacant for more than 30 days. This report only includes children with an actual class start date.

Monitoring Dashboard - Shows overview of compliance with specific ECEAP Performance Standards for enrolled children. Use this report for monitoring after classes have started.

Service Areas - Shows neighboring ECEAP or Head Start providers for each ECEAP contractor and describes service area boundaries.

Site Enrollment Contacts - Lists all ECEAP sites in Washington by city, with enrollment contact information. This is useful to refer a family that is moving.

Waiting List Count - Shows child wait list counts aggregated by site, contractor, or statewide totals.

ELMS Assistance

For Assistance with ELMS, email elms@del.wa.gov.

- This is the only way to get in the queue for assistance.
- Send a description of your problem, what screen it happened on, and the steps you took just before it happened.
- Tell us the ID numbers of children, site or class names, or the names of staff with the problem. This allows us to find the problem.
- In some cases, it may be helpful to send a screen shot. *See instructions below.*

To create a screen shot:

- For PCs, In Microsoft Office 2010:
    - Open the email or document you want to paste the screenshot to, and put your cursor where you want the screenshot.
    - In that document, on the Insert tab, click Screenshot, then Screen Clipping.
    - Go to the item you want to copy and select it.
    - It will copy automatically to the location you chose in the first step.

- For PCs, for Microsoft Office 2007 and earlier:
    - Make sure your screen has the page open which you want to copy.
    - On your keyboard is a PrtScn key, usually located on the top right side of the keyboard.
        - To copy the entire screen Press the PrtScn key.
        - To copy only an active window, press the ALT key and the PrtScn key.
    - This captures your screen to your clip board.
    - Open a new message in your email and use the Paste function to paste the image.

- For Macs: Follow the instructions at the following link: www.printscreenmac.com/