

Completing Your ECEAP Monthly Report in ELMS

Updated October 2013

elms@del.wa.gov



**Early
Childhood
Education &
Assistance
Program**



Washington State Department of Early Learning

ELMS Monthly Report

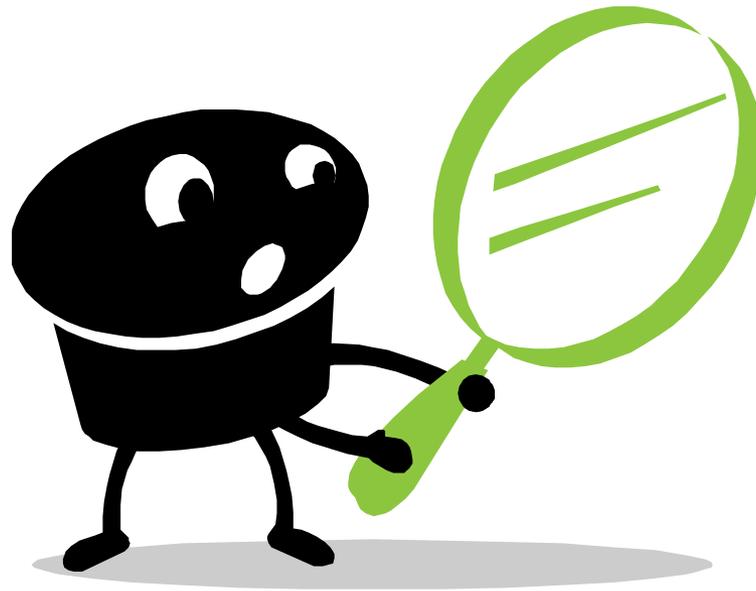
Each month, ECEAP Contractors submit a Monthly Report to the Department of Early Learning (DEL), as part of their billing process.

1. The primary purpose of the Monthly Report is to document the program activities you are billing for. Your payment will be approved after your Monthly Report is received by DEL.
2. The secondary purpose is to verify or update specific ELMS child and staffing information that may change from month to month.

Due Dates

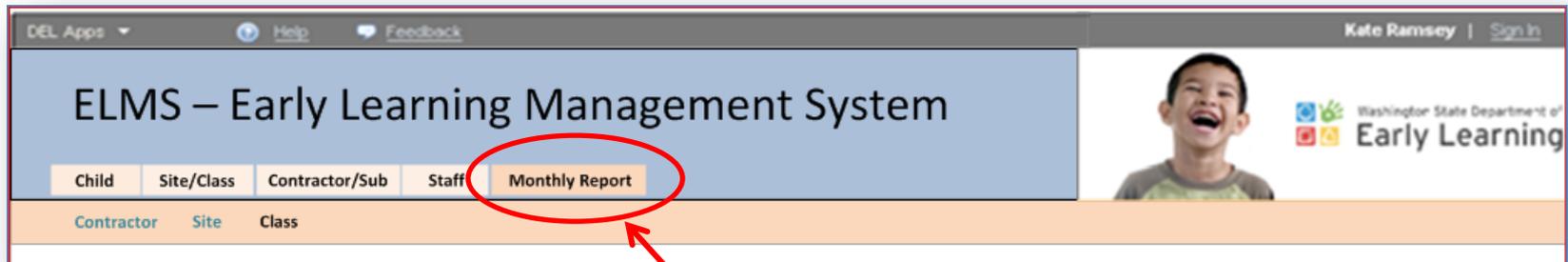
- The **Report Month** is the month in which the services were provided.
- Monthly Reports are available to view and edit in ELMS on the last day of the **Report Month**.
- Monthly Reports are due by the 15th of the following month, except the June report is due by July 10.
- Reports lock when submitted to DEL.
- Contact elms@del.wa.gov if you need to make a change to a locked monthly report that was already submitted to DEL.
- Contractor ELMS Administrators can unlock monthly report site and class pages, if the contractor level is not yet locked.

Now, let's take a look at the new
ELMS Monthly Report!

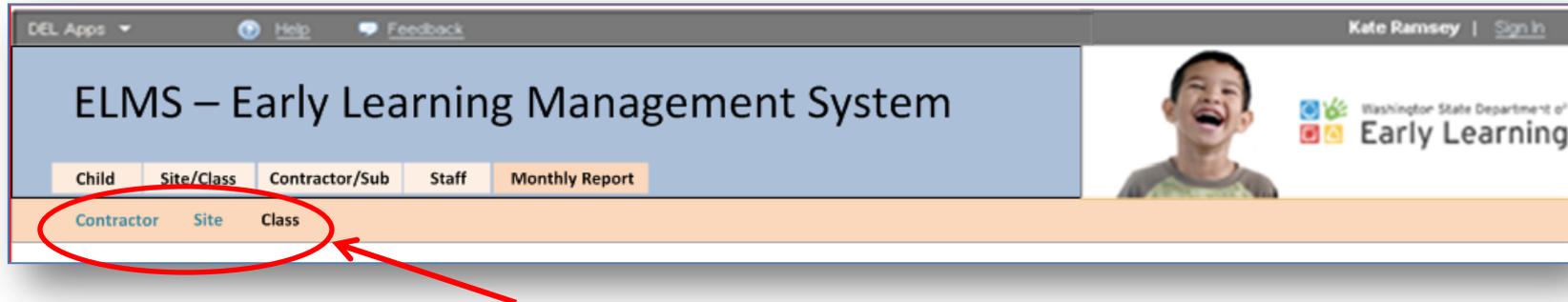


Accessing the Monthly Report

- Staff with security permissions to view or edit monthly reports will see the Monthly Report tab in their menu bar.
- Select this tab to open the Monthly Report.



For ECEAP Directors and Admin Staff



- The ELMS Monthly Report is divided into **contractor**, **site** and **class** pages.
- If you bill for months when there are no preschool classes (such as July) you only complete the **contractor** page. See next slide.
- **Site** and **class** pages are only due during the months that ECEAP classes are in session.

For Months with No Preschool Classes

- The ECEAP Director or ELMS Administrator completes the Contractor page of the ELMS monthly report.
- Select the Report Month.
- In **STEP 1**, check the boxes for activities that occurred during the Report Month. Then, click on “Submit to DEL” at the top of the page. You are done!

Aberdeen School District

Report Month *Note: This report locks once it is submitted to DEL, or at midnight on the 15th of the month the report is due, whichever comes first.*

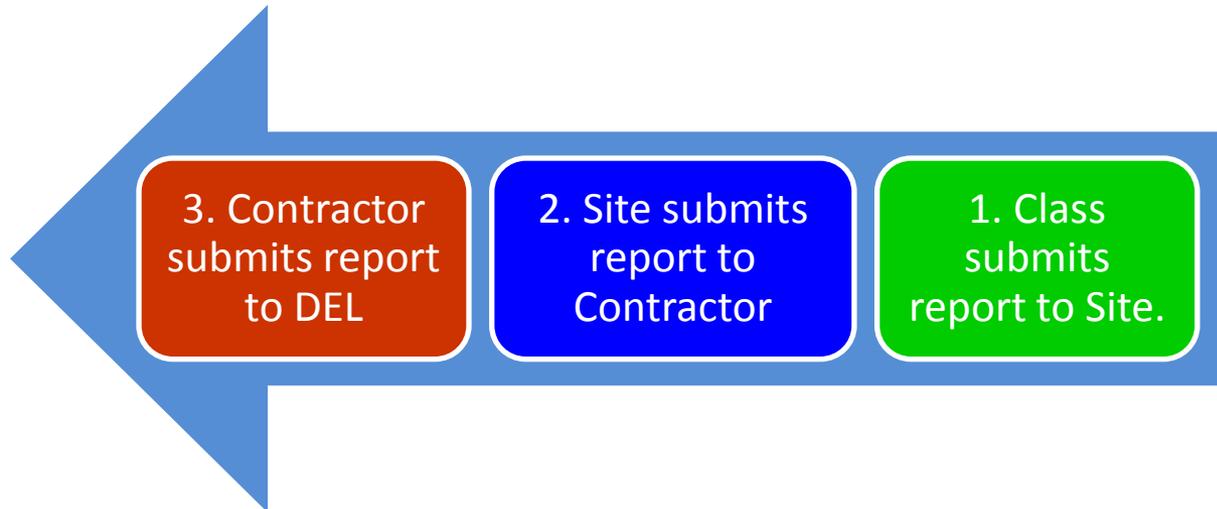
Due 11:59 PM, August 15

STEP 1: Check all activities that occurred in July

<input type="checkbox"/> Child recruitment and enrollment	<input type="checkbox"/> Parent Policy Council met
<input type="checkbox"/> Health Advisory Committee met	<input type="checkbox"/> Preschool classes in session
<input type="checkbox"/> Health coordination, safety, and nutrition	<input type="checkbox"/> Program planning and administration
<input type="checkbox"/> Family partnership and support services	<input type="checkbox"/> Staff hiring or training

For Report Months with Preschool Classes

Class reports must be submitted before sites can submit their reports. **Site** reports must be submitted before contractors can submit reports. However, any page can be started and saved at any time.



Start with the Class Page (s)

- The **class** page may be completed by classroom or family support staff, site and subcontractor managers, or contractor-level ECEAP Directors and ELMS Administrators.
- Your ELMS roles determines which sites and classes you can see.



Teacher View

Start with the Class Page(s)

- The class and lead teacher name is at the top.
- Verify the **Report Month** (usually last month) and note the due date.

DEL Apps Help Feedback Kate Ramsey | Sign In

ELMS – Early Learning Management System

Child Site/Class Contractor/Sub Staff Monthly Report

Contractor Site Class

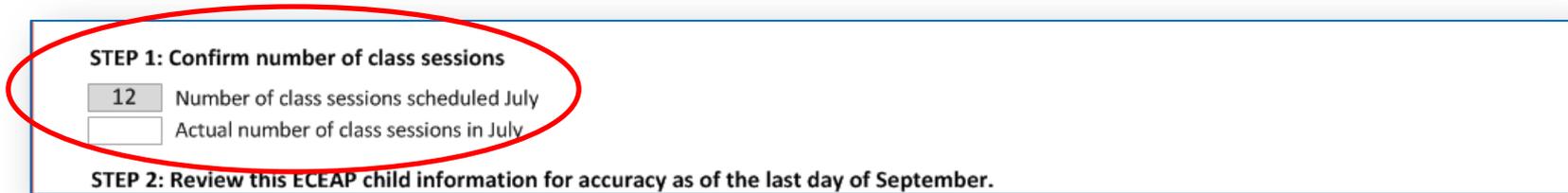
Turtles – Debbie Darling

Report Month: September Submit to Site Supervisor

NOTE: This report locks once it is submitted to DEL, or at midnight on the 15th of the month the report is due, whichever comes first.

Due 11:59 pm, October 15.

Class Page – STEP 1



STEP 1: Confirm number of class sessions

12 Number of class sessions scheduled July

Actual number of class sessions in July

STEP 2: Review this ECEAP child information for accuracy as of the last day of September.

- **STEP 1** of the class page asks you to confirm the number of class sessions for the month.
 - It displays the number of class sessions originally scheduled on the Class Information page in ELMS. This number can't be edited.
 - Fill in the actual number of days the class met during the report month, whether or not it is the same as the originally scheduled days. Don't count days without class, such as inclement weather or conference days.

Class Page – STEP 2

STEP 1: Confirm number of class sessions

12 Number of class sessions scheduled July

12 Actual number of class sessions in July

STEP 2: Review this ECEAP child information for accuracy as of the last day of September.

ECEAP Children Enrolled	Expected Class Start Date	Actual Class Start Date	Class Exit Date	Parent/Teacher Conferences	Family Support Visits	Family Support Staff	Actions
Ronny Howard	9/15/12	<input type="text"/>	<input type="text"/>	30	60	Gina Davis	View Updates Enrollment History Exit from Class
Jack White	9/15/12	<input type="text"/>	<input type="text"/>	30	60	Gina Davis	View Updates Enrollment History Exit from Class
Bob Dylan	9/15/12	<input type="text"/>	<input type="text"/>	30	45	Gina Davis	View Updates Enrollment History Exit from Class
Mariah Carey	9/15/12	<input type="text"/>	<input type="text"/>	30	45	Gina Davis	View Updates Enrollment History Exit from Class
Daisy Duck	9/15/12	<input type="text"/>	<input type="text"/>	30	45	Gina Davis	View Updates Enrollment History Exit from Class

- **STEP 2** asks you to review child information for accuracy.
- Enter the Actual Class Start Date for each child directly into the text boxes, if it is not already showing. This is the first date the child attended class in person.
- If the child has not yet started class, change their Expected Class Start Date. When you save the page, these children will be removed from this month's report.

Class Page – STEP 2 (continued)

STEP 1: Confirm number of class sessions

Number of class sessions scheduled July

Actual number of class sessions in July

STEP 2: Review this ECEAP child information for accuracy as of the last day of September.

ECEAP Children Enrolled	Expected Class Start Date	Actual Class Start Date	Class Exit Date	Parent/Teacher Conferences	Family Support Visits	Family Support Staff	Actions
Ronny Howard	9/15/12	<input type="text"/>	<input type="text"/>	30	60	Gina Davis	View Updates Enrollment History Exit from Class
Jack White	9/15/12	<input type="text"/>	<input type="text"/>	30	60	Gina Davis	View Updates Enrollment History Exit from Class
Bob Dylan	9/15/12	<input type="text"/>	<input type="text"/>	30	45	Gina Davis	View Updates Enrollment History Exit from Class
Mariah Carey	9/15/12	<input type="text"/>	<input type="text"/>	30	45	Gina Davis	View Updates Enrollment History Exit from Class
Daisy Duck	9/15/12	<input type="text"/>	<input type="text"/>	30	45	Gina Davis	View Updates Enrollment History Exit from Class

If a child left the ECEAP class during the month and the Class Exit Date is not showing, click “Exit from Class” in the Actions column. This will guide you through the exit questions.

If a child never attended class, be sure to select “Never Attended” as the reason, on the exit popup.

Class Page – STEP 2 (continued)

STEP 1: Confirm number of class sessions

Number of class sessions scheduled July
 Actual number of class sessions in July

STEP 2: Review this ECEAP child information for accuracy as of the last day of September.

ECEAP Children Enrolled	Expected Class Start Date	Actual Class Start Date	Class Exit Date	Parent/Teacher Conferences	Family Support Visits	Family Support Staff	Actions
Ronny Howard	9/15/12	<input type="text"/>	<input type="text"/>	30	60	Gina Davis	View Updates Enrollment History Exit from Class
Jack White	9/15/12	<input type="text"/>	<input type="text"/>	30	60	Gina Davis	View Updates Enrollment History Exit from Class
Bob Dylan	9/15/12	<input type="text"/>	<input type="text"/>	30	45	Gina Davis	View Updates Enrollment History Exit from Class
Mariah Carey	9/15/12	<input type="text"/>	<input type="text"/>	30	45	Gina Davis	View Updates Enrollment History Exit from Class
Daisy Duck	9/15/12	<input type="text"/>	<input type="text"/>	30	45	Gina Davis	View Updates Enrollment History Exit from Class

- Review Parent/Teacher Conferences and Family Support Visits minutes for each child. This is the total for the school year; the minutes accumulate from month to month.
- If the minutes are incorrect, click on the hyperlinked blue number to open the section of Child and Family Updates where you can enter or edit the conferences or visits.

Class Page – STEP 2 (continued)

STEP 1: Confirm number of class sessions

Number of class sessions scheduled July

Actual number of class sessions in July

STEP 2: Review this ECEAP child information for accuracy as of the last day of September.

ECEAP Children Enrolled	Expected Class Start Date	Actual Class Start Date	Class Exit Date	Parent/Teacher Conferences	Family Support Visits	Family Support Staff	Actions
Ronny Howard	9/15/12	<input type="text"/>	<input type="text"/>	30	60	Gina Davis	View Updates Enrollment History Exit from Class
Jack White	9/15/12	<input type="text"/>	<input type="text"/>	30	60	Gina Davis	View Updates Enrollment History Exit from Class
Bob Dylan	9/15/12	<input type="text"/>	<input type="text"/>	30	45	Gina Davis	View Updates Enrollment History Exit from Class
Mariah Carey	9/15/12	<input type="text"/>	<input type="text"/>	30	45	Gina Davis	View Updates Enrollment History Exit from Class
Daisy Duck	9/15/12	<input type="text"/>	<input type="text"/>	30	45	Gina Davis	View Updates Enrollment History Exit from Class

- Check that the correct family support staff is listed for each child.
- If not, choose Bulk Updates on the Child tab where you can change family support staff for one child or several.

Class Page – STEP 3

STEP 3: Enter child count for entire class as it was on the last day of October. Count each child only once.

Previous #	# on last day of October
8	<input type="text" value="9"/> Number of ECEAP-only Children
0	<input type="text" value="0"/> Number of ECEAP Children with IEPs
2	<input type="text" value="2"/> Number of Non-ECEAP Children Funded by Special Education
0	<input type="text" value="0"/> Number of Head Start Children
3	<input type="text" value="2"/> Number of Non-ECEAP Preschool Children Present for ECEAP Hours Only
0	<input type="text" value="0"/> Number of Non-ECEAP Child Care Children Present for ECEAP Hours and Longer
13	<input type="text" value="13"/> Total children in this class

- **STEP 3** asks you to verify the child count for the entire class. This is the number of children who were enrolled on the last class day of the month.
- The previous numbers are displayed on the left. The first month, these are the numbers entered on the Class Information page, under Plan for Reserving Slots. In later months, you'll see what was entered on the previous monthly report.

Class Page – STEP 3 (continued)

- For each category, enter the number of children in this class on the last day of the Report Month. Count each child only once.
- The count of ECEAP children is pre-filled for you. It will only include children who are actively enrolled on the last day of the month. If incorrect, check start and exit dates on your list in STEP 2.

STEP 3: Enter child count for entire class as it was on the last day of October. Count each child only once.

Previous #	# on last day of October	
8	<input type="text" value="9"/>	Number of ECEAP-only Children
0	<input type="text" value="0"/>	Number of ECEAP Children with IEPs
2	<input type="text" value="2"/>	Number of Non-ECEAP Children Funded by Special Education
0	<input type="text" value="0"/>	Number of Head Start Children
3	<input type="text" value="2"/>	Number of Non-ECEAP Preschool Children Present for ECEAP Hours Only
0	<input type="text" value="0"/>	Number of Non-ECEAP Child Care Children Present for ECEAP Hours and Longer
13	<input type="text" value="13"/>	Total children in this class

Read Only



Class Page – Final Steps

- Click the Save button.
- If you have another class to complete, you can select that class from the drop down list at the top of the page.
- When you have entered all of your classes, click the “Submit to Site Supervisor” button near the top, next to the Report Month.

Submit to Site Supervisor

Site Page

- Once class pages are submitted, the site page may be completed by site or subcontractor managers, or by contractor-level ECEAP Directors or ELMS Administrators.
- To complete this page, you will verify site staff and review the class monthly reports.
- The contractor and site name are at the top of the page, along with the Report Month and due date.

Happy Day School District – Jellybean Site

Report Month: *NOTE: This report locks once it is submitted to DEL, or at midnight on the 15th of the month the report is due, whichever comes first.*

Due 11:59 pm, October 15.

STEP 1: Review staff list for accuracy as of the last day of September. Either confirm or change the information for each staff member.

Classroom Staff	Role	Class	Actions
Debbie Darling	Lead Teacher	Turtles, Bumblebees	Confirm , Change
Tommy Tutone	Assistant Teacher	Bumblebees	Confirm , Change

Site Page – STEP 1

- **STEP 1** of the site page asks you to review the classroom staff list for accuracy as of the last day of the Report Month.
- For each correct name/role/class, select “Confirm.”
- If a staff name is incorrect, select “Change” to go to the Staff Search page. Make corrections or add a new staff person or new roles there.

STEP 1: Review staff list for accuracy as of the last day of September. Either confirm or change the information for each staff member.

Classroom Staff	Role	Class	Actions	
Debbie Darling	Lead Teacher	Turtles, Bumblebees	Confirm , Change	
Tommy Tutone	Assistant Teacher	Bumblebees	Confirm , Change	

Site Page – STEP 2

- **STEP 2** asks you to review the class reports for accuracy.
- In the Actions column click:
 - View to see a read-only version of a class report.
 - Edit to make changes to a class report.
 - Unlock will only show if the class level report was submitted. Site level staff have the ability to unlock the class report so you or other staff can make changes. You can only unlock a class report if the site report has not yet been submitted.

STEP 2: View each class report for accuracy.

Classes	Date Report Submitted	Submitted by	Actions	
Turtles	10/15/12	Ann Manager	View , Edit , Unlock	
Butterflies	10/15/12	Ann Manager	View , Edit , Unlock	
Crickets	10/15/12	Ann Manager	View , Edit , Unlock	
Bumblebees	10/15/12	Ann Manager	View , Edit , Unlock	
Kangaroos	10/15/12	Ann Manager	View , Edit , Unlock	

Site Page – Final Steps

- When the site page is complete and accurate, click the Save button.
- If you have another site to complete, you can select that site from the drop down list at the top of the page.
- When you have entered all of your sites, click the “Submit to Contractor” button near the top next to the Report Month.

Submit to Contractor

Contractor Page

- Once site pages are submitted, the contractor page may be completed by contractor-level ECEAP Directors or ELMS Administrators.
- Note the Report Month and due date at the top of the page.

Aberdeen School District

Report Month *Note: This report locks once it is submitted to DEL, or at midnight on the 15th of the month the report is due, whichever comes first.*

Due 11:59 PM, November 15

Contractor Page – STEP 1

- **STEP 1** of the contractor page asks you to check boxes for all activities you performed under your ECEAP contract during the Report Month.
- **NOTE:** This is the only part of the monthly report that you complete during months with no preschool classes.

Aberdeen School District

Report Month *Note: This report locks once it is submitted to DEL, or at midnight on the 15th of the month the report is due, whichever comes first.*

Due 11:59 PM, August 15

STEP 1: Check all activities that occurred in July

<input type="checkbox"/> Child recruitment and enrollment	<input type="checkbox"/> Parent Policy Council met
<input type="checkbox"/> Health Advisory Committee met	<input type="checkbox"/> Preschool classes in session
<input type="checkbox"/> Health coordination, safety, and nutrition	<input type="checkbox"/> Program planning and administration
<input type="checkbox"/> Family partnership and support services	<input type="checkbox"/> Staff hiring or training

Contractor Page – STEP 2

- **STEP 2** asks you to review the site reports for accuracy.
- In the Actions column click:
 - View to see a read-only version of a site report.
 - Edit to make changes to a site report.
 - Unlock will only show if the site level report was submitted. Contractor level staff have the ability to unlock the report so you or other staff can make changes. You can only unlock a site report if the contractor level report has not yet been submitted to DEL.

STEP 1: Check all activities that occurred in September

<input type="checkbox"/> Child recruitment and enrollment	<input type="checkbox"/> Parent Policy Council met
<input type="checkbox"/> Health Advisory Committee met	<input type="checkbox"/> Preschool classes in session
<input type="checkbox"/> Health coordination, safety, and nutrition	<input type="checkbox"/> Program planning and administration
<input type="checkbox"/> Family partnership and support services	<input type="checkbox"/> Staff hiring or training

STEP 2: Review site reports for accuracy

Site	Date Report Submitted	Submitted By	Actions
Elma School District	8/7/2012 2:48:19 PM	Test Contractor	View Edit
Mccleary School District	10/15/2012 11:59:59 PM	Auto-Locked by ELMS	View Edit Unlock

Contractor Page – STEP 3

Federal Match Request

- For contractors who use ECEAP funds as federal match (non-federal share), this information is now entered in the September Monthly Report, due to DEL by October 15.
- This is the only way to submit a request to use ECEAP funds as federal match.
- Leave this blank if you do not use ECEAP funds for federal match.

STEP 3: Federal Match Request (Optional) *This optional request is available only through the September Monthly Report.*

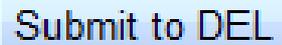
We request use of 2012-13 ECEAP funds for federal match. Note that this request must be based on the state fiscal year of July 1 through June 30.

Name of federal program

Match Amount

Contractor Page – Final Steps

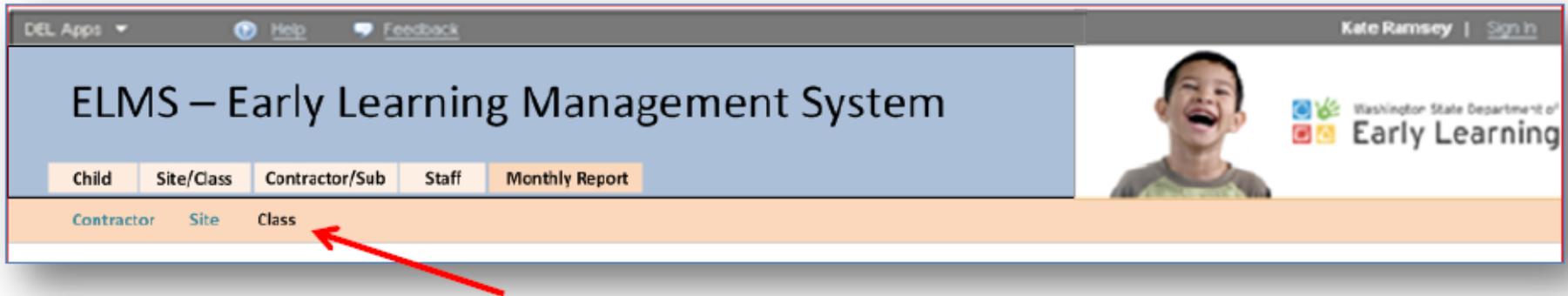
- When your contractor page is complete and accurate, click the Save button.
- Then click the “Submit to DEL” button near the top of the page next to the Report Month.

A rectangular button with a light blue gradient and a thin black border, containing the text "Submit to DEL" in a dark blue, sans-serif font.

- That's it!

Navigation

To navigate between the Contractor, Site, and Class pages of the monthly report, use the submenu at the top of the page.



Need Assistance?

If you have questions regarding the Monthly Report, send a detailed message to elms@del.wa.gov

