



Washington State Department of  
**Early Learning**

## **ELMS Guide Sheet for Head Start Grantees**

“ELMS” means the Early Learning Management System, the data system for ECEAP. ELMS is also used to monitor Head Start Locations and Total Slots for Grantees.

“Site” means a location at which there are ECEAP or Head Start classes. All sites are associated with either a contractor for ECEAP or a Grantee for Head Start.

### **Why ELMS?**

Currently it is not a requirement to enter Head Start information in to ELMS. However, in order to enroll in Early Achievers your site must be listed with current enrollment levels. ELMS does not currently track Child Level Information for Head Start, only Grantee and Site Location information. We also use the data collected when fulfilling requests about state wide data for Early Learning especially to the Legislature and for Federal Reporting Requirements. It is important that we have accurate information.

### **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

If you do not currently have access to ELMS, please email [HSSCO@del.wa.gov](mailto:HSSCO@del.wa.gov)

### **ELMS Security**

ELMS roles are designed so that each ELMS user can only see records and areas of ELMS pertinent to their job role. Head Start Grantees can only view information about their own locations. For Head Start, there are 2 roles:

- **ELMS Head Start Administrator:** This person is usually assigned by the Director of the Grantee. This person has access to update information in ELMS. They can also view some data reports. This role receives all emails pertinent to ELMS updates, changes and requirements.
- **Head Start Director:** Each Grantee has a Director role assigned for informational purposes. They can change information as well as view the Director’s Report.



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## Entering Information in to ELMS

Currently, we have prepopulated all of the Grantee and Site Information. Every year on April 1, the data rolls over to a new year. It is important that no later than May 1, you have logged in to ELMS to verify the information. If you are a dually funded program with ECEAP, it is important to make sure this box is checked.

Organization ID: 699

Head Start Grantee is also an ECEAP Contractor

Once you have checked this box a new one will populate for you to select the ECEAP program you are affiliated with. If you do not have ECEAP, please leave this box blank.

If you have new sites for the upcoming school year, those will need to be added. If sites have been closed, it is important to inactivate them. Each site has slots for you to maintain. Verify your individual slot information for each location and make sure to press save. Individual site information is used to calculate Grantee totals on the main Grantee Information page.

### Slots

Program	Slots
Head Start	32
Early Head Start Center Based	0
Early Head Start Home Based	0
Early Head Start Child Care	0
Migrant/Seasonal Head Start	0
American Indian/Alaska Native Head Start	0
American Indian/Alaska Native Early Head Start Center Based	0
American Indian/Alaska Native Early Head Start Home Based	0
Total Head Start Slots	32
ECEAP Slots at this site	34
Total Head Start and ECEAP slots	66

\*Early Head Start Child Care is for the Early Head Start Child Care Partnership and Expansion slots. If you have child care at your location, this will be accounted for by linking the Child Care license and information in MERIT. See next section for more information.

## Linking Child Care Licenses

Another important piece for Head Start in ELMS is linking child care licenses. If you currently have a child care program on site, it is necessary to connect the two programs. You will need to know the Provider ID number to link your site to a child care license. If you do not know this number, it can be found by visiting [Child Care Check](#) and searching for the name of the program. This information is needed to link



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with MERIT for licensing and Early Achievers purposes. Most programs have been linked by the HSSCO at this time, but it important to make sure that information stays up to date by the Head Start Administrator for your program.

## Child Care License Information

Is there a licensed child care at the same address?  Yes  No

Does the same organization hold the child care license and pay the Head Start teachers?  Yes  No

Enter a provider ID or provider name, then click Search. You must select an option from the list returned by the Search.

Provider Id:

Provider Name:

Provider Status:

## Need Help?

For more information or assistance through this process or to update your ELMS roles please email [HSSCO@DEL.WA.GOV](mailto:HSSCO@DEL.WA.GOV) or [ELMS@DEL.WA.GOV](mailto:ELMS@DEL.WA.GOV)