

ELMS ECEAP Data Entry - Minimum Requirements

Child tab			
<p>Within five business days of child's start in class.</p>	<ul style="list-style-type: none"> ○ Enter each child's prescreen and application and attach the child to a class in ELMS. ○ Enter children's actual class start dates on the Bulk Updates or class Monthly Report page. 		
<p>After child starts class</p>	<p>Child and Family Updates, By the 7th of each month</p> <p><i>Edit these in "At Time of Application" section, if they occurred before the parent signed the child's application.</i></p> <p><i>Enter these in "Updates" section, if they occurred after parent signed the child's application.</i></p>	<p>Medical Status</p>	<ul style="list-style-type: none"> ○ Chronic health condition – must answer yes or no. Additional fields are required if yes. ○ Medical coverage – select type of coverage ○ Medical home – must answer yes or no. Additional fields are optional. ○ Well-child exam – <ul style="list-style-type: none"> ▪ Enter exam date ▪ When a copy of exam results are received, check the related box. ▪ If further evaluation or treatment needed, additional fields are required. ○ Immunization status – select correct status and date. ○ <i>It is optional to record your follow-up notes on this page.</i>
		<p>Dental Status</p>	<ul style="list-style-type: none"> ○ Dental coverage – select type of coverage ○ Dental home – must answer yes or no. Additional fields are optional. ○ Dental screenings – <ul style="list-style-type: none"> ▪ Enter screening date ▪ When a copy of screening results is received, check the related box. ▪ If further evaluation or treatment needed, additional fields are required. ○ <i>It is optional to record your follow-up notes on this page.</i>
		<p>Health Screening</p>	<ul style="list-style-type: none"> ○ Vision screening – Select where screening occurred, date and results. If Fail selected, additional fields are required. ○ Hearing screening – Select where screening occurred, date and results. If Fail selected, additional fields are required. ○ Height and Weight – Select where screening occurred, enter date and measurements. ○ Check if referral is needed, in your opinion. If yes, additional fields are required. ○ <i>It is optional to record your follow-up notes on this page.</i>

		Child Development	<ul style="list-style-type: none"> ○ Developmental screening – enter date and result. If child is not at age-level, additional fields are required.
			<ul style="list-style-type: none"> ○ IEP information, if applicable <ul style="list-style-type: none"> ▪ Start date and end date ▪ Disability categories ▪ School district that issued the IEP
			<ul style="list-style-type: none"> ○ Child transportation – select how child is usually transported to ECEAP.
			<ul style="list-style-type: none"> ○ Mental health consultation – must answer yes or no.
			<ul style="list-style-type: none"> ○ Parent-teacher conference – enter dates, length and topics of formal conferences.
			<ul style="list-style-type: none"> ○ <i>It is optional to record other contacts here, or to use the notes and follow-up fields.</i>
		Family	<ul style="list-style-type: none"> ○ Family support notes – enter dates, length and topics of formal visits.
			<ul style="list-style-type: none"> ○ <i>It is optional to record other contacts here, or to use the notes and follow-up fields.</i>
			<ul style="list-style-type: none"> ○ Family questions – must answer yes or no for each question at time of child’s exit. See below.
Within five business days of each child’s last day in class.	Exit	<ul style="list-style-type: none"> ○ Exit child in ELMS. ○ For children who attended in person, enter the last date child attended class. ○ If child attended 30 or more calendar days this school year, click the “Required” link to update their Child & Family Updates. 	
Locations and Classes tab			
By July 1 (for Extended Day classes) Or By August 15 (for Part Day and Full School Day classes)	Contractor	Info	<ul style="list-style-type: none"> ○ Complete all fields with red marks. ○
		Staff	<ul style="list-style-type: none"> ○ Must select the ECEAP director. A maximum of two directors may be selected. ○
		Service Areas	<ul style="list-style-type: none"> ○ Must select yes or no to whether you are the only provider in one or more counties or school districts. <ul style="list-style-type: none"> ▪ If yes, select which counties/school districts. ▪ If no for both, must describe other service area boundaries. ▪
	Subcontractor	Info	<ul style="list-style-type: none"> ○ Complete all fields with red marks. ○ ECEAP Services – Must answer yes or no to all four statements. ○
		Staff	<ul style="list-style-type: none"> ○ Select one contact person who works for the subcontractor.

		Funding and Slots	<ul style="list-style-type: none"> Enter Funded ECEAP Slots and Funds Per Slot. <i>Other fields are optional</i>
	Site	Info	<ul style="list-style-type: none"> Complete all fields with red marks. Enter Curricula used at this site. Enter Developmental Screening tools used at this site.
		Staff	<ul style="list-style-type: none"> Must check box for one emergency contact who works at the site.
		Slots	<ul style="list-style-type: none"> Contractor or subcontractor must enter Funded ECEAP Slots.
		Recruitment	<ul style="list-style-type: none"> Answer all five questions.
	Class	Info	<ul style="list-style-type: none"> Complete all fields with red marks. Enter a weekly schedule. Enter an alternating schedule, if applicable.
		Staff, Slots and Ratio	<ul style="list-style-type: none"> Ensure correct lead and assistant teachers are listed. Mark the positions for which you have staff present for all ECEAP hours (such as lead and assistant teacher). Plan for Reserving Slots – enter number of slots for each category. Enter “0” if none.
Monthly Report			
Between the 1 st and 15 th of each month - except for June which is between the last day of class and July 10 th .	Classes	<ul style="list-style-type: none"> Enter actual number of class days for the report month. Enter actual class start dates for children that had their first day in class during the report month. Enter the numbers of non-ECEAP children enrolled on last day of the report month. 	
	Sites	<ul style="list-style-type: none"> Review class monthly reports. Confirm whether correct staff are listed for the report month. 	
	Contractor	<ul style="list-style-type: none"> Review site monthly reports. Check all activities that occurred during the report month. By October 15, complete the form within the September ELMS <i>Monthly Report</i> to request to use ECEAP funds as federal match, if applicable. 	
Last month with classes	Classes	<ul style="list-style-type: none"> Exit all children. You may begin this one week before the last day of class. 	