ECEAP ELMS ADMINISTRATORS MANUAL

Washington State Department of
CHILDREN, YOUTH & FAMILIES

For ELMS Support, email elms@dcyf.wa.gov

Washington State Department of
CHILDREN, YOUTH & FAMILIES

CONTENTS

Purpose of This Manual

This ELMS Administrators Manual is written to guide staff with these ELMS roles:

- ELMS Administrators
  - This role has access to all parts of ELMS described in this manual
- ECEAP Directors and Early ECEAP Directors
  - These roles have access to most parts of ELMS described in this manual, excepting some Admin tab functions
- Subcontractor Contact/Managers
- Site Contact/Managers
  - Subcontractor and Site Contact/Managers have access to the parts of ELMS within their job role

Browser Requirements

Select the most recent version of **Chrome, Edge, Firefox**, or **Safari** as your browser for ELMS.

You can review additional guidelines on getting access to ELMS here.

ELMS Training Materials

The most recent version of this manual and other ELMS training materials are available online at https://www.dcyf.wa.gov/services/early-learning-providers/eceap/elms.

Definitions

"B-3 ECEAP" or "B-3" means 10 or more Early ECEAP class hours per day, five days per week, year-round for the Early ECEAP program.

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

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

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

"DCYF" means the Washington State Department of Children, Youth, and Families, which manages ECEAP contracts.

"Early ECEAP" means the Washington State Early Childhood Education and Assistance Program for birth to three, infants, and toddlers.

"ECEAP" means the Washington State Early Childhood Education and Assistance Program for three and four-year-olds who are not yet age eligible for kindergarten.

"ECLIPSE" means the Early Childhood Intervention and Prevention Services program that offers developmentally appropriate therapeutic programming for families and children who have endured biological, familial, and environmental risk factors consistent with exposure to complex trauma in early childhood.

"ELMS" means the Early Learning Management System, the data system for ECEAP and Early ECEAP for which this document is a user manual.

"ESE" means Exceeds State Median Income (SMI) Eligibility. These are families with income that exceeds 36% of the SMI, or 100% of the SMI for tribal children, and impacted by specific prioritization factors identified by DCYF that are linked by research to school performance, within the limits set by DCYF and the State Legislature.

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

"Part Day ECEAP" or "PD" means a minimum of three hours per ECEAP class session, with a minimum of 360 class hours and a minimum of 30 weeks per year for the ECEAP program.

Program Type in ELMS:
- For ECEAP, child must be 3 or 4 years of age as of August 31 of the school year or must turn 3 this school year and have received ECLIPSE services and/or be exiting Early ECEAP, EHS, ESIT or IDEA Part C services from another state.
- For Early ECEAP, the child must be an infant or toddler younger than 3 years old.

"School Day ECEAP" or "SD" means a minimum of 5.5 ECEAP class hours per day, at least four days per week during the school year, with a minimum of 1,000 classroom hours per year for the ECEAP program.

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

"SMI" means State Median Income. This is the measure used for income eligibility for ECEAP.

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

"Working Day ECEAP" or "WD" means 10 or more ECEAP class hours per day, five days per week, year-round for the ECEAP program.

ELMS ECEAP Data Entry – Minimum Requirements

Child Tab

Within five business days of child's start in class, or in time for submission of the next monthly report.	• Enter each child's prescreen and application and attach the child to a class in ELMS. • Enter children's actual start dates on the Bulk Updates or class Monthly Report page.		
If child starts class, or in time for submission of the next **monthly report.**	Child and Family Updates *Edit these in "At Time of Application" section, if they occurred before the parent signed the child's application.* *Enter these in "Updates" section, If they occurred after parent signed the child's application.*	Medical Status	• 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
			  o Enter exam date.
			  o When exam results are verified, check the related box.
			  o If further evaluation or treatment is needed, additional fields are required.

			• Immunization status – select correct status and date.
			• *It is optional to record your follow-up notes on this page.*
		Dental Status	• Dental coverage – select type of coverage.
			• Dental home – must answer yes or no. Additional fields are optional.

			• Dental screenings
			  o Enter screening date.
			  o When screening results are verified, check the related box.
			  o If further evaluation or treatment is needed, additional fields are required.

			• *It is optional to record your follow-up notes on this page.*
		Health Screening	• Vision screening – select where screening occurred, date and results or check that the child wears glasses. If Fail is selected, additional fields are required.
			• Hearing screening – select where screening occurred, date and results or check if child wears hearing devices. If Fail is selected, additional fields are required.
			• Height and Weight – select where screening occurred, enter date and measurements. • Check if referral is needed. If yes, additional fields are required.
			• *It is optional to record your follow-up notes on this page.*
		Child Development	• Developmental screening – enter date and result, or if no screening is needed. If child is not at age-level, additional fields are required.

			• IEP or IFSP information, if applicable
			  o Start date and end date
			  o Categories
			  o Where services are provided (IEP only)
			  o School district that issued the IEP or Early Intervention Provider that issued the IFSP

			• Child transportation – select how child is usually transported to ECEAP.
			• Mental health consultation – must answer yes/no.
			• Parent-teacher conferences – for completed conferences enter dates, topics and summary of conferences.
		Family	• Family support visits – enter dates, topics and summary of visits.
			• Document referrals and follow-up.
			• Family questions – must answer yes or no for each question at time of child's exit. See below.

		Mobility Mentoring	• Pre-Assessment
			  o Complete by November 30 for families that start ECEAP by *October 31*.
			  o Complete within 30 days for families that start ECEAP on or after *November 1* or 60 days before the last day of school.
			  o Families enrolled within the last 60 calendar days of the school year do not need a pre-assessment completed.

			• Goals
			  o Write one or more SMART goals or select "opt-out" by November 30 for families that start ECEAP by *November 1*.
			  o Write one or more SMART goals or select "opt-out" within 30 days for families that start ECEAP after *November 1*
			  o Edit goals and enter progress for all families by June 30.

			• Mid-year Goal check-in o Complete goal check-in by March 31 for families that start ECEAP by Feb 1
			• Post-Assessment – complete by June 30 for all families.
Within five business days of each child's last day in class, or in time for submission of the next monthly report.	Exit		• Exit child in ELMS by June 30. • Enter the last date the 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 Working Day classes) or **By August 15** (for Part Day and School Day classes)	Contractor	Info	• Complete all fields with red marks.
		Staff	• Must select one or two ECEAP directors. • Must select one or two primary ELMS contact. • Must select one or more Mobility Mentoring lead.
		Service Areas	• Complete the Service Area Zip Code section. • Review and update Neighboring ECEAP or Head Start Providers.
	Subcontractor	Info	• Complete all fields with red marks. • ECEAP Services – Must answer yes or no to all four statements.
		Staff	• Select one contact person who works for the subcontractor.
		Funding and Slots	• Enter Funded Slots and Funds Per Slot. • *Other fields are optional.*
	Site	Info	• Complete all fields with red marks. • Enter Curricula used at this site. • Enter Developmental Screening tools used at this site.
		Staff	• Enter "Training on Dual Language Learners." • Must select primary on-site contact who works at the site, for state emergency management. • Must select one Early Achievers contact.
		Slots	• Contractor or subcontractor must enter Funded ECEAP Slots.
		Recruitment	• Answer all five questions.
		Site Approval (as applicable)	• Complete all fields with red marks. • Submit to DCYF.
	Class	Info	• Complete all fields with red marks. • Enter a weekly schedule. • Enter an alternating schedule, if applicable.
		Staff, Slots and Ratio	• 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.
		Class Approval (as applicable)	• Complete all fields with red marks. • Submit to DCYF.

Monthly Report

Between the 1st and 15th of each month - except for June which is between the last day of class and July 10th.	Classes	o Enter actual number of class days for the report month. o Enter actual class start dates for children that had their first day in class during the report month. o Enter the numbers of non-ECEAP children enrolled on last day of the report month.
	Sites	o Review class monthly reports. o Confirm whether correct staff are listed for the report month.
	Contractor	o Review site monthly reports. o Check all activities that occurred during the report month.

|		
		o By October 15, complete the form within the September ELMS *Monthly Report* to request to use ECEAP funds as federal match, if applicable.
Last month with classes	Classes	o Exit all children. You may begin this one week before the last day of class.

ELMS News

When you log in to ELMS, you see the ELMS News page. Please review new items on this page for current ELMS tips and important information about ELMS changes or glitches, due dates, and training.
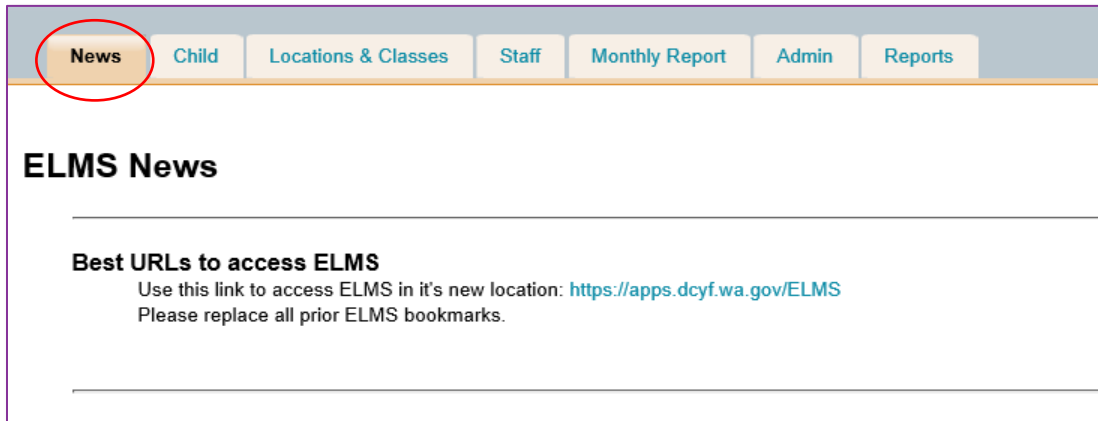
Navigation

ELMS has tabs at the top of every page for the major ELMS modules. You can navigate between the main sections of ELMS by clicking on these tabs.

- You see the tabs that apply to your ELMS role. For example, teachers see the News, Child, Locations & Classes, Monthly Report, and Reports tabs.
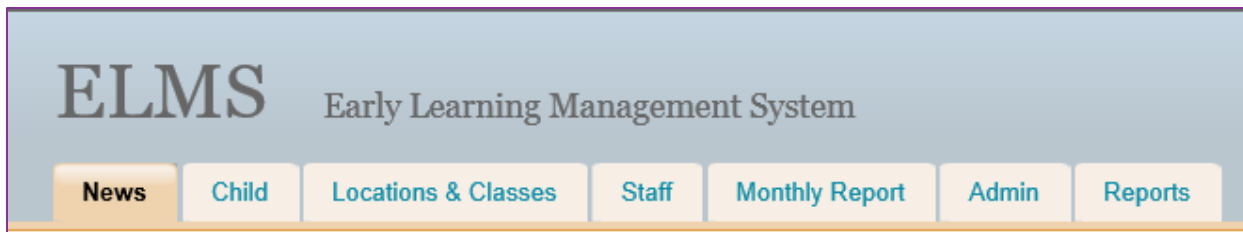
Some tabs have submenu links underneath the main tabs. For example, the Child tab has Child Search, Prescreen, Application, Waiting List, Transfer Child, Exit Child, Bulk Update, and Request Records Transfer.

You can also use **breadcrumbs** to navigate in ELMS. These are at the top of each page on the left. They tell you how you got to your current location in ELMS. Clicking on a blue link returns you to an earlier page.

Child » Prescreen » Child Info

In the Locations and Classes tab, you can also navigate by clicking on earlier steps in the directory tree near the top of the page.

Example Contractor
    Example Subcontractor
        Example Site
            Example Class
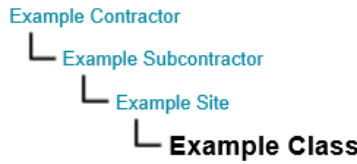
Some buttons open popups in ELMS for you to enter data. Examples are:

Class Uses Alternating Schedule

Change Status

Edit Curricula
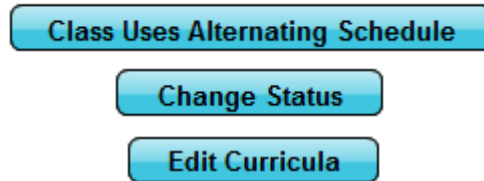
Other buttons help you complete a page, such as:

Save   Cancel

You can also move through a page using the **Tab** key on your keyboard.

Selecting the School Year

- ELMS will always open in the current school year.
- Between April 1 and June 30, you may view or enter data for both this year and next year. To do this, you must change the year using the dropdown menu in the upper right corner.
- On July 1, ELMS begins opening on the new school year.
- After July 1, if you want to view or enter data for the past school year, you must change the year using the dropdown menu in the upper right corner.
- ELMS will stay in the year you selected as you move through screens.
- IMPORTANT: Always check the year at the top of the ELMS screen before entering data in ELMS. This is especially important between April 1 and June 30 when you are likely to be working back-and-forth in two years.

Select School Year: 2019-2020 ▾

2019-2020
2018-2019
2017-2018
2016-2017
2015-2016
2014-2015
2013-2014
2012-2013

(child name, site name, etc.)

mm/dd/yyyy
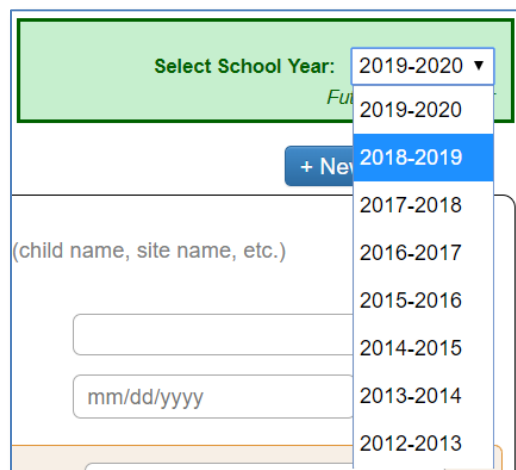
Child Transfers

Child transfers move children from one class to another within the same program type in ELMS.

Transfers Between Sites

See the ELMS *Eligibility and Enrollment Manual* for detailed information about child transfers. Staff at one of your sites cannot see a child whose ELMS record was started at another site. If a child will be enrolling at a different site than originally intended, the ELMS Administrator can put the child on the new site's waiting list. Here's how:

- If the child is not yet in a class in ELMS, just add them to the new site's waiting list.
- If the child is currently enrolled but has not yet attended class, or if the new class has not yet begun, exit them as never attended and put them on the Waiting List for the new site during the exit process.
- If the child has attended class at the old site and the new class has begun, transfer the child to the new class.

Once you have completed the correct steps, staff at the new site can view the child's ELMS record.

Transfer Between Contractors

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

- You obtain a parent signature on this form and retain the form:
    - https://www.dcyf.wa.gov/sites/default/files/forms/05-031.pdf (English)
    - https://www.dcyf.wa.gov/sites/default/files/forms/05-031sp.pdf (Spanish)
- Next, an ELMS Administrator clicks the **Request Records Transfer** link on the Child tab.
    - Complete the request with the child's name and birth date, the parent who signed the consent form, date signed, and name of staff who obtained the parent signature. This parent signature is required for DCYF to process the transfer. Contact elms@dcyf.wa.gov if you believe you have a situation that prohibits signature.
    - Select which waiting list(s) the child should end up on. This is required.
    - Click the blue Request Transfer button at the bottom.
- DCYF notifies you when the child record is ready for you, usually within two business days.

Important: If you receive an email from elms@dcyf.wa.gov that another ECEAP contractor has requested a child's record, please respond quickly – especially if you don't believe the child is transferring. To prepare for the transfer, complete an exit or any other data entry in ELMS.

- DCYF will move the child to the new contractor if they are not currently enrolled in a class or if the requestor has parent consent and two days have passed since we notified you.
- ELMS Administrators receive an email alerting you when a child has been moved from your contractor to another ECEAP contractor.

Locations and Classes

When you click on the Locations and Classes tab, you see the list of locations you can access in ELMS:

- Contractor-level ELMS users will see the Contractor, Subcontractor, Site, and Class buttons.
- Subcontractor ELMS users will only see the Subcontractor, Site, and Class buttons.
- Site-level users will see the Site and Class buttons.

Locations & Classes Landing Page

Locations & Classes Detail Page

Once you click a link on the landing page, it opens a detail page.
The links from the landing page are available there as tabs.

There are "bread crumbs" and a navigation "tree" at the top of the detail pages, which indicate where you are in ELMS. You can click on them to navigate backward. Your current location is bolded.

Updating Contractor Information

*These actions can **only** be completed by an ELMS Contractor Administrator, ECEAP Director, or Early ECEAP Director.*

Contractor Information

From the main Contractor page, select the **Info** link. On the Info page, enter or update your organization's name, address, and phone numbers. DCYF manages the DCYF Specialist/Contract Manager and Contractor Status sections.

Contractor Subcontractors

To see this page:

- Select the **Subcontractors** button on the main Locations and Classes tab, or
- Select the **Subcontractors** link on the Contractor page, or
- Select the **Subcontractors** tab from a Contractor detail page.
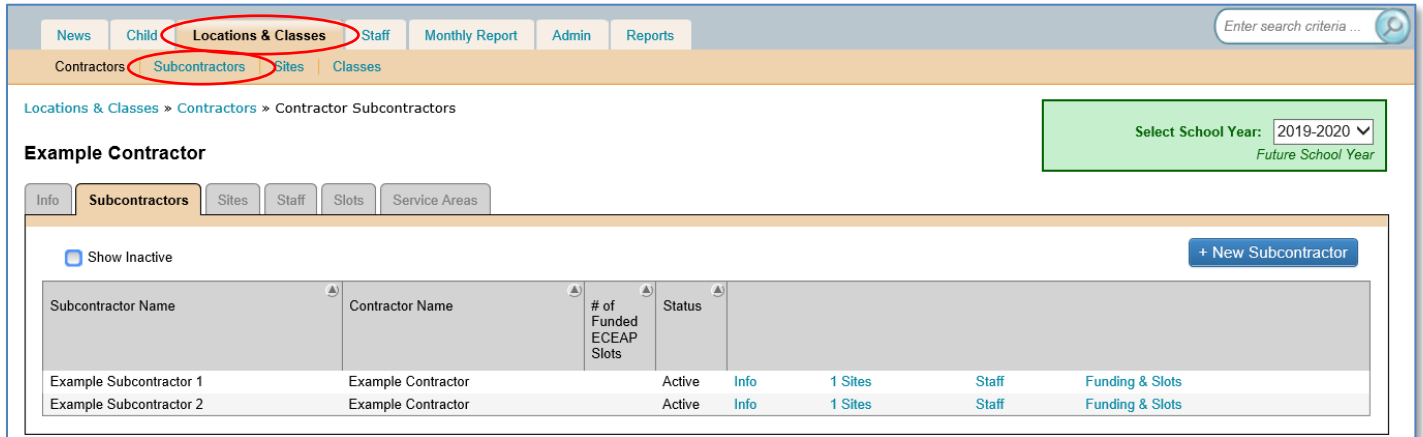
Contractor Sites

To see this page:

- Select the **Sites** button on the main Locations and Classes tab, or
- Select the **Sites** link on the Contractor page, or
- Select the **Sites** tab from a Contractor detail page.
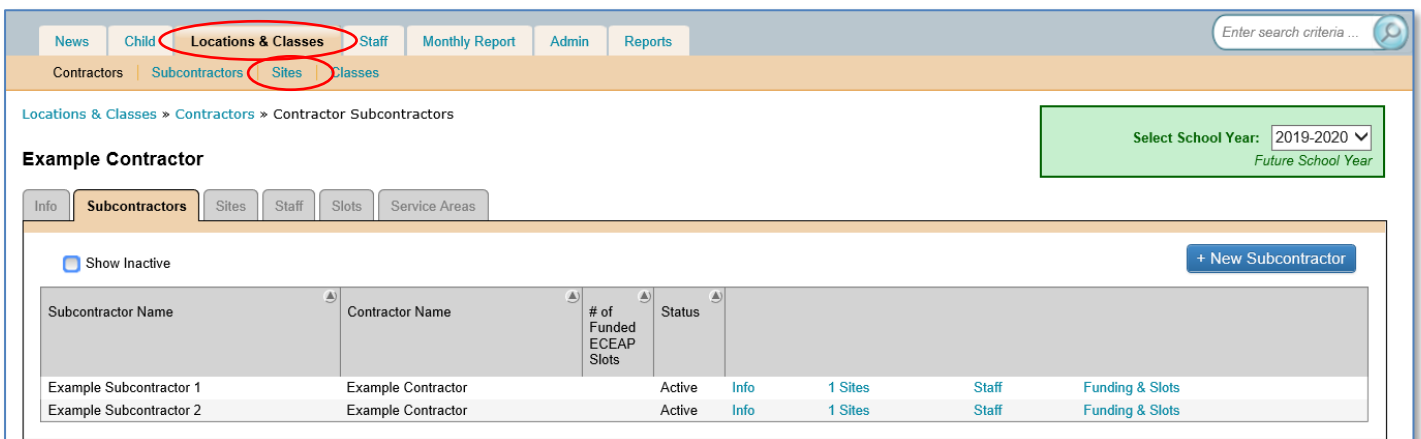
Contractor Staff

From the main Contractor page, select the **Staff** link or select the Staff tab from a Contractor detail page. Staff already entered in ELMS and assigned to a Program Wide (Contractor) level role appear here.

- To edit existing staff, click **Edit** in the Action column to the right of their name.
- To add staff to either list, click the **+ New Staff** button. See the Staff section of this manual. You may also add staff from the main **Staff** tab of ELMS, and they will appear on this list.
- Select at least one, and up to two, Director(s), Primary ELMS Contact(s), and at least one Mobility Mentoring Lead.

Contractor Slots

From the main Contractor page, select the **Slots** link or from a Contractor detail page, select the **Slots** tab. The upper section of this page is entered by DCYF staff and shows your allotted slots and over-income limits. The lower section shows how your slots are distributed to subcontractors (if any), sites, and classes. This overview is for your convenience while assigning slots to subcontractors, sites, or classes.

- You can select **Filter by** to view this section for just Part Day, School Day, or Working Day slots, or you can view all of your slots at once.
- These tables can expand and collapse for convenience by clicking the + or - signs.
- If a number has an orange highlight, there are slots available that haven't yet been assigned.
- The slot numbers are also links to the pages where you enter slot counts.

Service Areas

From the main Contractor page, select the **Service Area** link or select the Service Area tab from a Contractor detail page. This is where you review and update your service boundaries and relationships to Head Start and ECEAP neighbors. The purpose of this section is to help coordinate between programs and support the goal of enrolling as many eligible children as possible.

Service Area Zip Codes
Enter all zip codes from which you recruit children for ECEAP. To do this:
- Click "+New Zip Code," enter one code, and **Save.** Repeat until all are entered.

DCYF uses this information to understand which communities have access to ECEAP and to prevent service are conflicts.

Request Confidential Client Data
- First, check "Yes" if you want to receive contact info about families who may have an eligible child. This information is sent to you in March or April.
- Second, fill in the name and email of your staff member who will receive this contact info.
- Click **Save** at the bottom of the page.
- You will receive contact info for families living in the zip codes that you entered above.

Neighboring/Overlapping ECEAP or Head Start Providers
To add a new neighboring or overlapping Head Start grantee or ECEAP contractor, click on the **+ New Neighbor** button. This will open a popup with a list of all ECEAP contractors and Head Start grantees in the state. Check the boxes for your neighboring programs and click **Save** at the bottom of the page.

For ECEAP contractors, only select neighboring or overlapping Head Start grantees or ECEAP contractors.

For Early ECEAP contractors, only select neighboring or overlapping Early Head Start grantees or Early ECEAP contractors.

If a contractor or grantee provides both ECEAP and Early ECEAP or Head Start and Early Head Start, then include both types.

Adding a Subcontractor

Skip this section if you do not have Subcontractors. These actions can only be completed by an ELMS Contractor Administrator, ECEAP Director, or Early ECEAP Director

If you work with subcontractors to provide ECEAP services, you must enter the subcontractor information first before adding sites and classes. To add a new subcontractor, open the **Locations & Class tab,** click the **Subcontractor** button, then click the **+ New Subcontractor** button.

This generates a popup window where you enter the subcontractor name and the date that was first staffed for ECEAP.

Click **Save** to continue to the Subcontractor **Info** page, which is explained below. ELMS will notify your DCYF CQI Specialist that you've started a new Subcontractor.

Updating Subcontractor Information

Skip this section if you do not have Subcontractors. These actions can only be completed by an ELMS Contractor Administrator, ECEAP Director, or Early ECEAP Director.

Each year by August 15, you must review and update your subcontractor information. To begin, select the **Subcontractor** button from the **Locations & Classes** tab. You will see a list of your active subcontractors. Check the Show Inactive box if you'd like to see inactive subcontractors.

To review and update pages, click on the links to the right of the subcontractor name.

Subcontractor Info

From the main Locations and Class page, select the **Subcontractor** button and then select the **Info** link.
- Update all information at the top of the page.
- In the **ECEAP Services and Early ECEAP Services** section, check which services for ECEAP and Early ECEAP, or both, are provided by this Subcontractor.
- Click Save.

Inactivate a Subcontractor

If you will **not** use a subcontractor for the selected school year, click the **Change Status** button at the bottom of the Subcontractor Information page. You **cannot** inactivate a subcontractor if there were children enrolled in associated sites and classes at any time that school year. If a subcontractor is closing at the end of the current school year, make sure you are in the new school year in ELMS before inactivating.

Subcontractor Sites

To see this page:

- Select the **Sites** button on the main Locations and Classes tab, or
- Select the **Sites** link on the main Subcontractor page, or
- Select the **Sites** tab from a Subcontractor detail page.

Subcontractor Staff

From the main Subcontractor page, select the **Staff** link or select the Staff tab from a Subcontractor detail page. Subcontractor management staff already entered in ELMS will appear on this page.

- To edit existing staff, click **Edit** in the Action column to the right of their name.
- To add staff, click on the **+ New Staff** button. You may also add Subcontractor management staff from the main **Staff** tab of ELMS, and they will appear on this list. See the Staff section of this manual for details.
- You must select one primary on-site contact. This is the person who can be reached on-site in case of an emergency.

Subcontractor Funding and Slots

To see this page:

- From the main Subcontractor page, select the **Funding & Slots** link or
- From a Subcontractor detail page, select the **Funding & Slots** tab.

For every subcontractor, enter the number of slots for each of the four ECEAP models: Part Day, School Day, Working Day, and Early ECEAP. Enter zero (0) if you do not have that model.

- Enter the funds per slot the contractor gives the subcontractor for each ECEAP model.
- It is optional to enter a Maximum Number of Over-Income Slots When Fully Enrolled. If you enter an over-income limit for a subcontractor, ELMS will enforce it.

- ELMS will calculate the Maximum Percent of Over-Income Slots.

Important:

Whenever you need to add slots in ELMS, use the following order:

1. Contractor slots, added by DCYF.
2. Subcontractor slots, if any, assigned by the Contractor until September 30.
3. Site slots assigned by the Subcontractor, if any, or otherwise assigned by the Contractor until September 30.
4. Class "Plan for Reserving Slots."

On September 30 of each school year DCYF restricts slot movements. After this date you may only move slots between classes. Slot moves between subcontractors and sites must be approved by your CQI and then your CQI will have the change made in ELMS.

If you enter more slots than available, you will receive a red error message such as this:
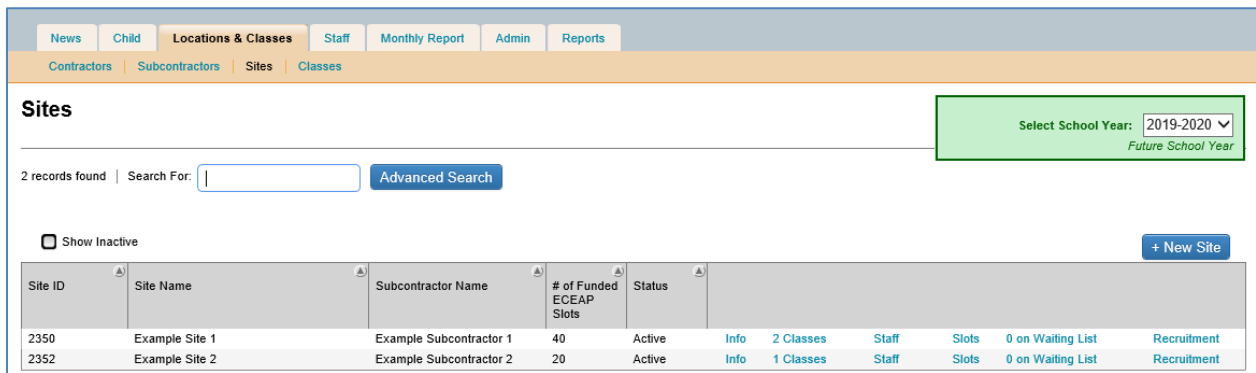
> ❌
> - You cannot assign more than 144 School Day slots to this subcontractor. You must free up slots from other subcontractors and sites before you can add more slots to this Subcontractor.
> - You cannot assign more than 0 Working Day slots to this subcontractor. You must free up slots from other subcontractors and sites before you can add more slots to this Subcontractor.
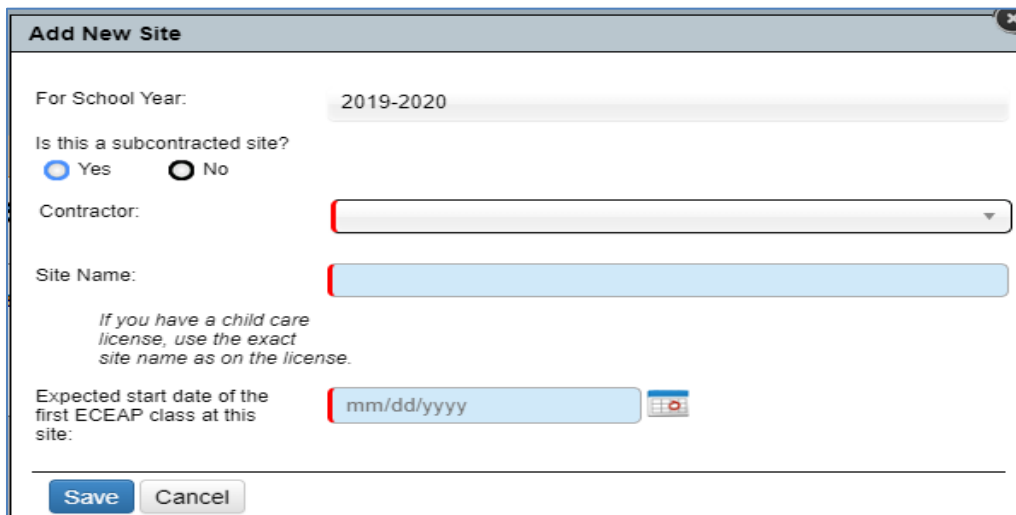
Adding a Site

This action can only be completed by an ELMS Contractor Administrator, ECEAP Director, Early ECEAP Director, or Subcontractor Contact/Manager.

1. To add a new site in ELMS, click the **Locations & Class** tab, then the **Sites** link on the submenu bar.
2. Then click the **+ New Site** button. This generates an **Add New Site** popup window.

3. Answer each question:
   - Answer **Yes** to "Is this a subcontracted site?" only if this site is run by an organization that reports to an ECEAP contractor rather than to DCYF. At subcontracted sites, teaching staff are usually paid by the subcontractor. At "direct service sites," teaching staff are paid by the contractor that works directly with DCYF.
4. Be sure to use the same **Site Name** as on the child care license if the site is licensed.

5. Click **Save**. This opens the **Site Approval** tab for the new Site.

New Site Approval

Follow the previous steps to open the New Site Approval in ELMS.
1. Review the top of the page to make sure the four pre-filled answers are correct. If not, email elms@dcyf.wa.gov to have the site deleted so that you can start another New Site over.
2. Respond to each question from top to bottom and follow all instructions. It is very important to enter accurate responses in this form. Contact your DCYF CQI Specialist if you have questions.

3. If you need to answer the **Additional Questions**, that button will be enabled. If it is dark blue, click it and continue to complete this form.

Additional Questions for Sites Not Currently in Child Care Licensing Process

Required Training (PDTR-9)

Staff working with children have a current basic standard first aid card(s).
○ Yes   ○ No

Staff working with children have current infant/child cardiopulmonary (CPR) card(s).
○ Yes   ○ No

Staff working with children completed training on disaster plans and emeregency procedures.
○ Yes   ○ No

Staff working with children completed universal precautions for prevention of transmission of blood borne pathogens.
○ Yes   ○ No

Staff working with children completed training on preventing, identifying, and reporting child abuse and neglect.
○ Yes   ○ No

At least one person per classfroom has a Washington State Department of Health food worker card.
○ Yes   ○ No

Classroom Environment (ENV-1, 10; IC-14)

All indoor classroom areas are accessible to adults.
○ Yes   ○ No

Describe plan to ensure materials and equipment are safe, clean and in good repair:

Describe plan to ensure materials and equipment are age appropriate:

Describe plan to ensure materials and equipment are safely stored to prevent injury:

Classrooms have 35 square feet per child of space.
○ Yes   ○ No

Enter square footage excluding bathroom, hall, kitechen and storage space:

Outdoor Environment (ENV-4, 5, 6)

There is a minimum of 75 feet per child in the outdoor play area.
○ Yes   ○ No

Enter square footage :   sq ft

Outdoor play area fenced.
○ Yes   ○ No

Supervision plan during children's arrival, departure, and gross motor time:

Continued on next page…

Plan to maintain and monitor playground safety including:
- Protective surfacing
- Fall zones around play equipment
- Swing spacing
- Guardrails on elevated surfaces
- Prevention of potential entrapment hazards
- Prevention of exposed moving parts that could pinch or crush
- Free from hardware that is loose, worn or hazardous
- Free from exposed equipment footings
- Free from scattered debris or other tripping hazards
- Free from rust and chipped paint on metal components
- Free from splinters, large cracks and decayed wood components
- Free from deterioration and corrosion on structural components

Describe plan:

Type and depth of playground protective surfacing: [   ]

If swings are present, distance between swings in inches: [   ] inches

Fire Safety (ENV-11)

All flammable, toxic and hazardous materials are stored safely.
○ Yes ○ No

Smoke detectors, fire alarms and fire extinguishers are inspected regularly.
○ Yes ○ No

Each classroom has emergency lighting. Describe type: [   ]

Describe plan to meet requirement:

Food Sanitation (ENV-19)

In compliance with WAC 246-215 and WAC 246-217 a locations where food is prepared, stored, and served.
○ Yes ○ No

Food is prepared in an area separate from toilet and child hand washing facilities.
○ Yes ○ No

Describe where food is prepared (including any in-class snacks or food experiences:

Infectious Disease Prevention (ENV-25)

There are sufficient, clean, child-accessible toilets and hand-washing facilities.
○ Yes ○ No

Describe location of bathrooms:

If bathrooms are not adjoining the classroom, describe plan for supervision and maintaining ratio during group and individual child toileting:

Multiple Classrooms

Does the above information apply to all classrooms.
○ Yes ○ No

[Save] [Cancel]

4. Then click **Save** to return to the Site Approval page.

5. Next, click to open the **Site Info** tab and complete all required fields there. See the example on the following pages of this manual.
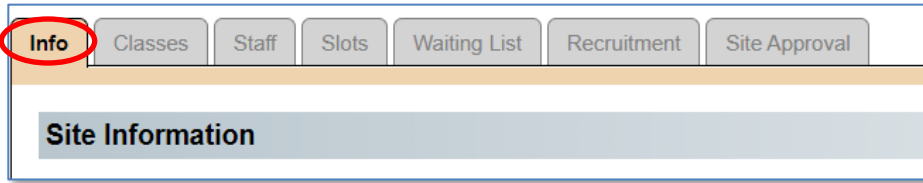
6. Finally, return to the Site Approval tab and click the blue Submit button:

- This will:
  o Generate an email to your DCYF CQI Specialist to let them your new site request is ready for their review.
  o Generate an email to MERIT to let them know if a new and old site should be linked.
  o Generate an email to DCYF Early Achievers stating if you want to forward an Early Achievers rating.

Entering or Updating Site Information

These actions can be completed by an ELMS Administrator, ECEAP Director, Early ECEAP Director, Subcontractor Contact/Manager, or Site Contact/Manager.

Each year by August 15, you must review and update your site information. To begin, select the **Site** button from the **Locations & Classes** tab. You will see a list of your active sites. Check the Show Inactive box if you'd like to see inactive sites. To review and update pages, click on the links to the right of the site name.
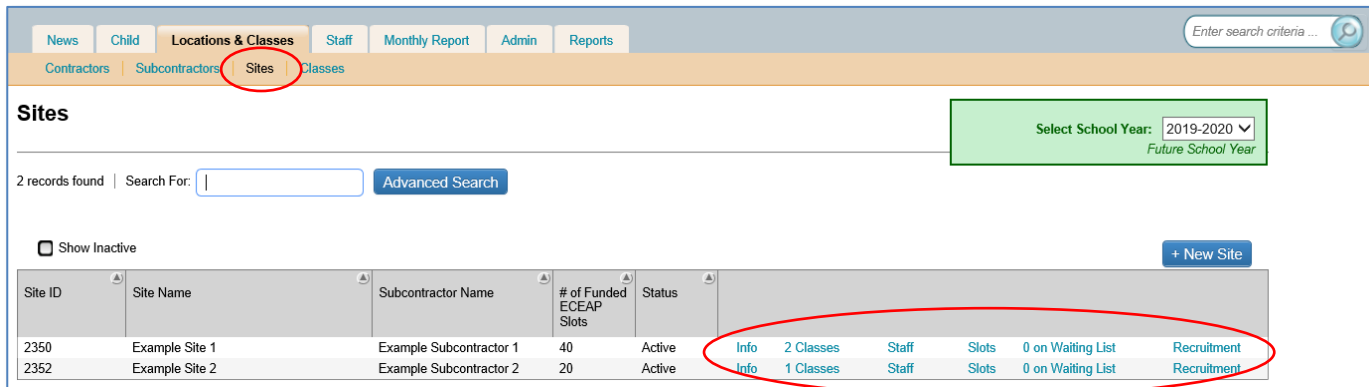
Changes to a Site Address

The site address is locked in ELMS. If the children and teachers, and supplies move to a new address, you will create a new site in ELMS. To start a new ECEAP site, see Adding a Site in the previous section of this manual.

Email elms@dcyf.wa.gov if the site has not moved but:
- The site address was originally entered incorrectly into ELMS, or
- The post office issued a new address for the existing building.

Site Info

From the main Locations and Class page, select the **Site** button, and then select the **Info** link. Update or complete the page in order, starting from the top. Click **Save**.

Site Linking and License Information

In the "Site Linking and License Information" section, you explain whether an ECEAP site also has Head Start or licensed child care. Answer each question accurately.

- If you say Yes to both questions, it means that the ECEAP and child care should be rated together as one entity for Early Achievers.
- Always mark Yes to both questions if ECEAP and child care children are in the same class.
- If you answer yes to both licensed child care questions, a Provider ID box will open.
- Enter the Licensed Provider ID or the name of the licensed child care, and click **Search**.
- Then, click on **Select an Option** to see the search results.
- Select the correct child care name from this list.

DCYF may lock the answers in this section if needed to ensure that your site is correctly represented in the MERIT system for Early Achievers. If you need assistance, contact elms@dcyf.wa.gov. It is very important that this part of ELMS is accurate. Please contact elms@dcyf.wa.gov if you have questions.

Curricula

Click on the **Edit Curricula** button and follow instructions in the popup.
- Briefly describe your approach to preschool curriculum in the box provided.
- Select **Foundational Curricula**.
- Select **Social-Emotional, Health & Safety, Language/Literacy, Math, Bilingual/Dual Language Learner,** and **Parenting curricula**, if applicable.

Check all that apply. Read the choices carefully and only select **Other** if your curricula are not listed.

Site Developmental Screening
Click on the **Edit Developmental Screening** button and follow instructions in the popup.
- In the first group, only select multi-domain screening tools used for **all** children.
- In the second group, select tools used for all children who are English-language learners.
- Read the choices carefully and only select **Other** if your curricula are not listed.

Developmental screening occurs during the first 45 days from a child's first day in class. The purpose is to identify children who may need further evaluation for special services.

NOTE: Teaching Strategies GOLD ™ is an assessment and is **not** your developmental screening tool.

DCYF Approval of New Site Forms
This section is completed by DCYF staff.

Inactivate a Site
If you will not use this site for the selected school year, click the **Change Status** button at the bottom of the Site Information page. You cannot inactivate a site if there were children enrolled in associated classes at any time that school year. If a site is closing at the end of the current school year, make sure you are in the new school year in ELMS before inactivating.

If a site closes during the school year and the site had children enrolled in associated classes at any time that school year, contact ELMS support at elms@dcyf.wa.gov.

Site Staff

From the main Site page, select the **Staff** link or from a Site detail page, select the **Staff** tab. Management Staff for this site already entered in ELMS will appear on this page.

- To edit existing staff, click **Edit** in the Action column to the right of their name.
- To add management staff, click on the **+ New Staff** button. You may also add Site management staff from the main **Staff** tab of ELMS, and they will appear on this list. See the Staff section of this manual for details.
- You must select one primary on-site contact. This is the person who can be reached on-site in case of an emergency. To do this, check the box next to their name.
  - Before a person can be designated as the primary on-site contact, they must have an office phone, and email entered into ELMS. To add these, click "Edit."
- You must select at least one Early Achievers Contact.

Teaching Staff display on this page. Enter them on the Class Staff pages.

Continued from last page…

Teaching Staff

Name	ECEAP Roles	Phone Number	Email Address	
Example Teacher 1	Lead Teacher		Example@dcyf.gov	Edit
Example Teacher 2	Early ECEAP Lead Teacher		EarlyLearning@dcyf.gov	Edit
Exampel Assistant Teacher	Assistant Teacher			Edit

Site Health, Mental Health, and Nutrition Professionals

+ New Staff

No Health Staff Found …

Family Support Staff - Staff members who work directly with families

+ New Staff

Name	ELMS Roles	Phone Number	Email Address	
Example Health Staff	Family Support Staff			Edit

Coach Staff

+ New Staff

Name	ELMS Roles	Phone Number	Email Address	
Example Coach	Coach		example@dcyf.org	Edit

Specialist Staff

+ New Staff

Name	ELMS Roles	Phone Number	Email Address	
Example Language and Culture Specialist	Cultural Specialist, Language Specialist			Edit

Site Slots

From the main Site page, select the **Slots** link or from a Site detail page, select the **Slots** tab. On this page, you add information on the number of slots for each of the four ECEAP models: Part Day, School Day, Working Day, and Early ECEAP. The number of classes already entered in ELMS for this site for this school year is displayed here.

If you enter more slots than available, you will receive a red error message such as this:

Site Waiting List

From the main Site page, select the **Waiting List** link or from a Site detail page, select the **Waiting List** tab. All children on the waiting list for this site are displayed. ELMS Contractor Administrators and Eligibility and Enrollment staff can enroll children or remove them from the waiting list. For more information, see the ELMS Eligibility and Enrollment Manual.

Recruitment

From the main Site page, select **Recruitment,** or from a Site detail page, select the **Recruitment** tab. Answer all five questions on the **Recruitment** page. They are used to monitor ECEAP Performance Standard B-100.

Continued from last page…

What strategies do you use to recruit children who are homeless?

B *I* | ≣ ≔ | ≝ ≝ | ⚭ ⚮ | **?**

Work with homeless program liaison in district

What strategies do you use to recruit foster children and children receiving Child Protective Services (CPS) or Family Assessment Response (FAR) services?

B *I* | ≣ ≔ | ≝ ≝ | ⚭ ⚮ | **?**

Inform case-workers at Children's Administration/ DSHS and work with local Foster Parent Association

What strategies do you use to recruit children from families with the lowest income?

B *I* | ≣ ≔ | ≝ ≝ | ⚭ ⚮ | **?**

Publish services; advertise in key locations (Health Department, WIC, DSHS, Hispanic stores, Catholic Community Services, etc.)

Save Cancel

Adding a New Class

*This action can **only** be completed by an ELMS Contractor Administrator, ECEAP Director, Early ECEAP Director, Subcontractor Contact/Manager, or a Site Contact/Manager.*

To add a new class to ELMS, open the **Locations & Class** tab, click the **Class** button.
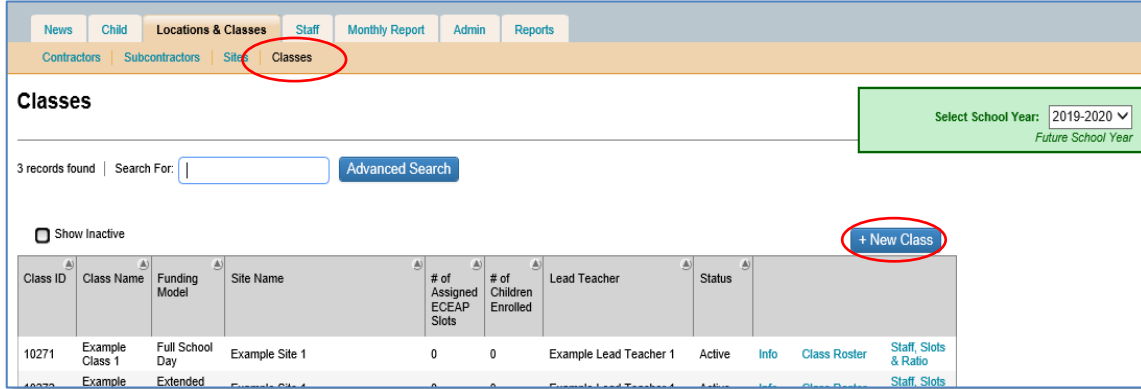
Then click the **+ New Class** button. This generates an **Add New Class** popup window. Answer each question in order. New questions may appear, depending on your responses. Then click **Save**.

- If you know from your CQI that the new class requires approval, consult with your CQI about the answers to these questions before answering with any "Yes" responses.
- The **Date First Staffed** is the date that any ECEAP staff will start working in this classroom, such as the date they start setting up the room for ECEAP.
- Click **Save**, and ELMS will open to the Classroom Approval page if needed or the Class Info page.

New Classroom Approval

ELMS will determine that you need a New Classroom Approval when all of your answers in the New Class popup are "No". To start that process, see "Adding a New Class" on the previous page.

Complete the Classroom Approval form from top to bottom, following all instructions. The process and content are very similar to the New Site Approval described previously.

1. Review the top of the page to make sure the four pre-filled answers are correct. If not, email elms@dcyf.wa.gov to have the class deleted so that you can start another New Class over.

2. Respond to each question from top to bottom and follow all instructions. It is very important to enter accurate responses in this form. Contact your DCYF CQI Specialist if you have questions.

3. If you need to answer the **Additional Questions**, that button will be enabled. If it is dark blue, click it and continue to complete this form.

Continued from last page…

4. Then click **Save** to return to the Class Approval page.
5. Next, click to open the **Class Info** tab and complete all required fields there. See the example on the following pages of this manual.
6. Finally, return to the Class Approval tab and click the blue Submit button:

This will generate an email to your DCYF CQI Specialist to let them know your new class request is ready for their review.

Entering or Updating Class Information

Each year by August 15, you must review and update your class information. To begin, select the **Class** button from the **Locations & Classes** tab. You will see a list of your active classes. Check the Show Inactive box if you'd like to see inactive classes.

To review and update pages, click on the links to the right of the class name.

Class Info

From the main Locations and Class page, select the **Class** button, and then select the **Info** link. You must complete this page before you can enroll children in this class in ELMS.

- Select the **Class Funding Model**: Part Day, School Day, Working Day, or Early ECEAP.
    - There can only be one model per class in ELMS. If you have DCYF permission to have two models blended in one class, you create two classes in ELMS and email elms@dcyf.wa.gov with a request to "link" them.
    - Make sure the site has slots available for the model.
    - "Part Day" requires a minimum of three hours per ECEAP class session. There is a minimum of 360 classroom hours and a minimum of 30 weeks per year.
    - "School Day" requires a minimum of 5.5 ECEAP hours per day, at least four days per week during the school year. There may be a fifth day with the same or fewer hours.
    - "Working Day" requires 10 or more ECEAP hours per day, five days per week, year-round.
    - "Early ECEAP" requires 10 or more Early ECEAP hours per day, five days per week, year-round.

- You **Select Class approach to dual language learners** on this page.

- If you select any choice other than "English Only," you will be asked to enter the languages supported by various staff roles:

Select Class approach to dual language learners. (See detailed definitions here.):	English with home language support - Daily instruction in English for all children. Teachers intentionally p... ▼
Languages supported by staff in each role other than English:	
Lead teachers(s):	Select one or more
Assistant teachers(s):	Select one or more
Family Support staff:	Select one or more
Parent/Community volunteers(s):	Select one or more
Other staff support:	Select one or more

- Complete all parts of the **Class Schedule**
  - **Total Classroom Days** means the actual number of days the class will meet this school year, excluding holidays, vacations, and conference days.
    - For School Day classes only, enter the number of days class was canceled for parent-teacher conferences. You may enter up to 10 days.
  - To complete **Weekly Schedule**, check the box for the first day the class meets each week. Then enter the class start and end times. Then select additional days, and the hours will automatically fill in.
  - If you have different schedules for weeks A and B, select the **Class Uses Alternating Schedule** button so you can enter both weeks.

Linked Classes (DEL Admin Only)

Link to Existing ECEAP Class: Select an Option ▼

Link Classes

Schedule

Class Start Date: mm/dd/yyyy   Class End Date: mm/dd/yyyy

Total Classroom Days: (excluding school closure days)

Weekly Schedule
- ☐ Monday   To
- ☐ Tuesday   To
- ☐ Wednesday   To
- ☐ Thursday   To
- ☐ Friday   To

Class Uses Alternating Schedule

Number of Weeks Planned for School Year 0

Class Status

Current Status: Active   **Change Status**

Save   **Cancel**

- The schedule is complete when the bottom of the page shows:
  - Number of Weeks Planned for School Year
  - Average ECEAP Time Per Day
  - Total ECEAP Hours Per Year (must be 360 or more)

- Select the Child Nutrition Program
  o Select one or both options to designate if the nutrition program follows the National School Lunch Program or Child and Adult Care Food Program.

- Click **Save**.

When a Class Has More Than One Model

You must have permission from your DCYF CQI Specialist before starting a class with more than one ECEAP model: Part Day, School Day, and Working Day.

In ELMS, you create these as separate classes then contact elms@dcyf.wa.gov to request that we "link" them.

Inactivate a Class

If you will not use this class for the selected school year, click the **Change Status** button at the bottom of the Class Information page. You cannot inactivate a class if there were children enrolled at any time during that school year. If a class is closing at the end of the current school year, make sure you are in the new school year in ELMS before inactivating.

If a class had children enrolled any time during the school year and later closes then it will not be able to be inactivated until the following school year. Contact ELMS support at elms@dcyf.wa.gov to have the class reanamed to be bypassed in monitoring for the remainder of the year.

Class Roster

From the main **Class** page, select the **Class Roster** link, or from a Class detail page, select the **Class Roster** tab.

Here you see the list of enrolled children, with their ID, Name, Age, First Day Attended, Last Day Attended, the ECEAP slot models they are eligible for, and their assigned Family Support staff.

From this page, you can open the Child & Family Updates pages, view a child's application, transfer, or exit a child.

Staff, Slots & Ratio

From the main **Class** page, select the **Staff, Slots & Ratio** link or from a Class detail page, select the **Staff, Slots & Ratio** tab.

From the **Staff, Slots & Ratio** page, you add or remove classroom staff and set up the plan for distributing slots in the class between your funding sources. This page also displays the Adult to Child ratio. See below for details.

Assigning Staff to a Class

To add staff to a class:
- First, make sure you have the same number of "positions" as the usual number of staff in the classroom. If you normally have one lead teacher and two assistant teachers at the same time, create one lead teacher position and two assistant teacher positions. Click the blue "+ New Position" button to start.
  - When you first set up a new class, ELMS creates one Lead Teacher position.
  - The number of postions that are filled during all ECEAP hours is the number of adults in the class ratio.
- To add positions, click on the **+ New Position** button. Follow the directions in the popup.

- After you assign all the positions you need, add the correct names under each position.
  - Click the light blue **"+ New"** links to add the names of staff.
    - If you don't yet know the staff names, enter "Placeholder Teacher" or "Placeholder Assistant."
  - You **only** add two names under a position when two people work in shifts to cover the same role (such as when you have a morning teacher and an afternoon teacher for a School Day or Working Day ECEAP class or an Early ECEAP class).
- This opens a popup where you can assign an existing staff person by following **Step 1** or add a new staff person by following **Step 2**. See the screenshot below.

Continued from last page…

- Be sure to click the **Position is Filled all ECEAP Hours** checkbox if someone is present in that position for all ECEAP hours. ELMS counts this position in the class's Adult to Child Ratio.

- If you have two Lead Teachers who "tag team" working different parts of the day, enter them under one position. If teachers are there at the same time, enter them under separate positions.

- You must indicate one **Primary Lead Teacher** by checking the box. There may be more than one lead teacher for a class, but there can only be one primary lead teacher to support the ELMS to GOLD data transfer. Others will be entered in GOLD as co-teachers.

Removing a Staff Person from a Class
- Click the **Unassign Staff** link.
- When removing a teacher would cause the class to be out-of-ratio, you must first add a new teacher before removing the former teacher.

Removing a Position
- To remove a position for a class, click the **Remove Position** link.

Swapping Teachers Between Positions
- To switch a lead teacher with an assistant teacher (usually when they were entered incorrectly):
  - o Click **Swap Staff** next to the name of one of the people.
  - o Select the person you wish to swap them with when prompted.

Plan for Reserving Slots

This section shows whether this class is only for ECEAP children or blended with children funded by other sources. It also calculates your Adult to Child ratio for the class.

1. On the first line, enter the number of ECEAP children for this class for the ECEAP model you selected for the class. On this line, count all ECEAP children in the class, including those with IEPs.
2. On the remaining lines, enter your best estimate of other children who will be in this same class. You will update the actual numbers in the ELMS Monthly Report after classes begin.
3. Click **Save**.
4. The Total Children in Class and the Adult to Child Ratio will automatically calculate. If the ratio isn't correct, ensure that:
    - o All classroom positions and staff are assigned (see the sections above).
    - o "Position is Filled all ECEAP Hours" is checked when appropriate.
    - o Staff who are present for all class hours each occupy a different position.
    - o The Funding Model is correct. ECEAP classes enforce a 1:10 Adult:Child ratio and a maximum of 20 children in a class. Early ECEAP enforce a 1:4 Adult:Child ratio and a maximum of 9 children in a class.

Plan for Reserving Slots	
Number of ECEAP Full School Day children, with or without IEP's	4
Number of non-ECEAP children funded by special education	0
Number of Head Start children	0
Number of non-ECEAP preschool children present for ECEAP hours only	0
Number of non-ECEAP child care children present for ECEAP hours and longer	10
Total Children in Class	14
Adult to Child Ratio	1:7

Save Cancel

Note: If you attempt to add slots to a class before adding them to the site, you get a message like this:

■ Your ELMS Administrator must enter slots for this site before you can add more class slots. Total Part Day slots assigned to the site: 0. Total already allocated to classes: 0.

■ You have unsaved changes on this page. (show changes)

Adding, Editing, or Removing Staff in ELMS

All supervisors can add staff to ELMS. Only ELMS Administrators can approve ELMS access for staff. Supervisors and ELMS Administrators should ensure that staff records are up to date and that each staff person has the correct access.

There are two different types of staff in ELMS:
- Staff **listed** in ELMS
- Staff who are ELMS **users**.

DCYF recommends that you schedule time before enrollment begins each year and again at the start of the school year, to review staff in ELMS:
- Add any new staff.
- Confirm names of staff who are contractor, subcontractor, or site contacts.
- Unassign classroom staff who are no longer present.
- Disassociate ELMS access for staff who are no longer present (only ELMS Administrators can do this).
- Check that ELMS Roles are correct for all staff.
  - Early ECEAP teaching roles and ECEAP teaching roles are different in ELMS. Make sure to assign Early ECEAP teachers to classes with the Early ECEAP funding model and ECEAP teachers to classes with any of the three ECEAP funding models.

Staff Roles in ELMS

The first step is to determine the correct **ELMS Role** for each staff person. A person's **ELMS Role** determines what they can see and do in ELMS and when they appear on ELMS dropdown lists. **Getting this right is very important for managing the security of child and family information in ELMS.**

Please note:
- The name of the role may not match their job title.
- A person may have more than one ELMS role.
- For example, you may have staff with the job title 'Family Advocate' who determine if children are eligible for ECEAP and enroll them in classes and also provide family support services. These staff would need the **ELMS Roles** of Family Support Specialist and Eligibility/Enrollment Staff.

ELMS Administrator Role

DCYF must assign this role. Email elms@dcyf.wa.gov to request it. This is the person who can enter data in almost every field of ELMS and who helps other staff understand and use ELMS. This role should be limited to trained, technologically advanced users who can maintain a high level of confidentiality. This role can:
- Complete all child tasks – prescreens, applications, waiting lists, enrollment, alternative attendance plans, transition planning, exits, bulk updates, and Child and Family Updates.
- You must also have the Eligibility/Enrollment Staff role if you're the person viewing children's eligibility documents.
- Enter and update contractor, subcontractor, site, and class information.
- Add and edit staff records; request, approve, or delete ELMS access.
- Complete, edit, and submit monthly reports.
- Manage user roles in the Admin tab.
- View reports.
- Access Monitoring information.

ECEAP Director and Early ECEAP Director Role

This person is identified by and regularly in contact with DCYF as the director at the ECEAP contractor level. This role can see most of ELMS and complete all ELMS tasks except for some specialized tasks in the Admin tab. This role can:

- View child records.
- Enter and update contractor, subcontractor, site, and class information.
- Add and edit staff records; request ELMS access for staff.
- Complete, edit, and submit monthly reports to DCYF.
- View reports.
- Access Monitoring information.

ECEAP Child Development/Education Manager Role

This person works at the contractor level for some larger ECEAP contractors. They oversee the classroom component of ECEAP. If they have ELMS access, they can:

- View child prescreens, applications.
- Enter data in Child & Family Updates for all children.
- View contractor, subcontractor, site, and class information.
- View staff records.
- View reports.

ECEAP Family Support Manager Role

This person works at the contractor level for some larger ECEAP contractors. They oversee the family support component of ECEAP. If they have ELMS access, they can:

- View child prescreens and applications for all children.
- Enter Child & Family Updates, including Mobility Mentoring data.
- View contractor, subcontractor, site, and class information.
- View staff records.
- View reports.

ECEAP Health Manager Role

This person works at the contractor level for some larger ECEAP contractors. They oversee the classroom component of ECEAP. If they have ELMS access, they can:

- View child prescreens, applications, and Child & Family Updates for all children.
- View contractor, subcontractor, site, and class information.
- View staff records.
- View reports.

Subcontractor and Site Contact/Manager Role

This role is for the supervisors in charge at an ECEAP site or an ECEAP subcontractor. This role can:

- View child prescreens and applications.
- Enter Child & Family Updates, including Mobility Mentoring data.
- Create and update sites and classes.
- Add and edit staff records; request ELMS access for staff.
- Complete, edit, and submit class and site-level monthly reports.
- View reports.

Eligibility/Enrollment Staff Role

This role must be added for any person, except the ELMS Administrator, who manages child eligibility and enrolls children in classes. Persons in this role may work at the site, subcontractor, or contractor level. This ELMS role allows a person to:

- Complete all child tasks – prescreens, applications, waiting lists, enrollment, transition planning, exits, bulk updates, and Child and Family Updates.
- Appear on the "Name of ECEAP staff verifying eligibility information" dropdown list on Child Application, Step 2.
- View specific reports.

Family Support Staff Role

This role is for staff who work directly with families to provide family support services. This role is entered into ELMS at the Site level. If the person in this role has ELMS access, they can:

- View child prescreens and applications for their assigned children (entered by Eligibility staff).
- Enter information in Child and Family Updates for their assigned children, including Mobility Mentoring data.
- Enter information on the Bulk Updates page.
- Exit children from the Monthly Report class page or the Locations & Classes class roster page.
- Appear on the "Staff Member Name" dropdown list on the Child/Family Updates > Family tab, in the Add Family Support Notes popup.
- Appear on "Family Support Staff" dropdown list on the Enrollment page.
- Complete and submit class-level monthly reports.
- View Family Support, Mobility Mentoring, and Health reports

ECEAP Health Advocate Role

Staff in this role work directly with families to coordinate children's health care services. This ELMS role allows a person to:

- View child prescreens and applications for their assigned children.
- Enter Child and Family Updates.
- View health reports.
- Complete Exit process (lock Child/Family Updates).

Lead Teacher and Assistant Teacher Roles for ECEAP and Early ECEAP

Staff in these roles work at the class level. If they have ELMS access, they can:

- View child prescreens and applications for their assigned children.
- Enter Child and Family Updates.
- Appear on the "Staff Member Name" dropdown list on the Child/Family Updates, Child Development tab, in the Add Parent-Teacher Conference popup.
- Enter class information, such as the class schedule. If they use ELMS, they may enter child notes, enter the class schedule, enter class information in monthly reports, and enter developmental screening and parent-teacher conference information.
- Complete Transition Planning.
- Complete Exit process (lock Child/Family Updates).

Roles That Do Not Have ELMS Access

You can enter names of staff with the following roles in ELMS, but they do not currently have access to ELMS:
- Coach
- Cultural Specialist
- Dietitian
- Health Professional
- Language Specialist
- Mental Health Professional
- Other Classroom Staff
- ECEAP Staff – Other
    - You cannot combine this role with any other ELMS role. This role is meant for staff you would like reflected in ELMS that are not associated with other ELMS roles listed.

If a person in one of these roles needs access to ELMS, please assign them an appropriate ELMS role from the previous pages' list of "Staff Roles in ELMS." For example, you may need a health professional to have the ELMS role of Health Advocate if they need to view or enter health data for children or view health reports.

Add Staff from Staff Tab

Follow these steps to ensure that we do not list the same person more than once in ELMS.
1. **First**, determine if the staff person is already in ELMS by using Search for Staff. You can search by entering all or part of the staff name or selecting a subcontractor, site, or ELMS Role.
2. If the correct staff record appears, click on **Edit** to add, delete, or change a role. See Staff Member Details below for tips.
3. If the person's name does not appear, click on the **Add Staff Member** button.

Thanks for following these steps to prevent duplicate staff records.

Add Staff from Location Pages

You can also add staff from the applicable Contractor, Subcontractor, Site, or Class landing pages within the **Locations & Classes** tab.
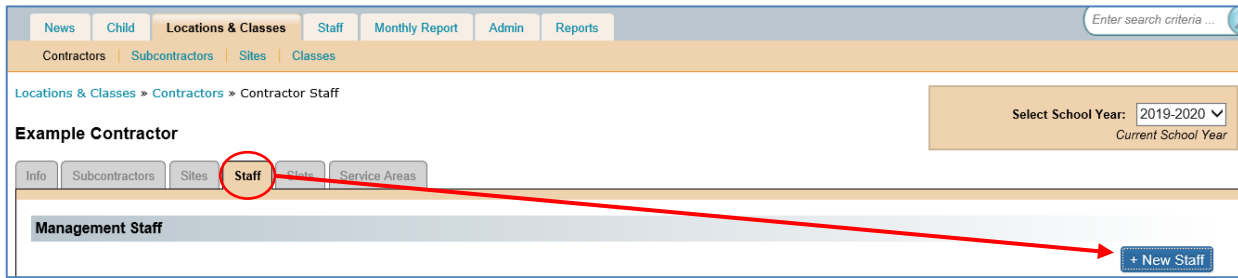
If you use this option, you will:

- First, determine if the staff person is already in ELMS. To do this, type the person's name into the dropdown list.
- If they are not on the list, continue to step 2 and click the link to the Add Staff page.

Click the Close button to close the popup and return to the location's Staff page.

Add New Staff to ELMS

When you click the "+ New Staff" button on the Staff tab or on a Contractor/Subcontractor/Site Staff page, you see the popup below.

Enter the new person's name and click Save to begin creating a staff record.

Duplicate Staff Records

- If you notice more than one staff record in ELMS for a person, and each line has roles attached, please email elms@dcyf.wa.gov to resolve this.
- If you see staff records for people you don't know, and no roles are listed, this is not an error in ELMS. These are available to you in case your ECEAP Contractor hires the person. It helps prevent duplicate staff records.

If the name you enter is the same as an existing person in ELMS, you will be asked to use Staff Search to locate the original record.

- If the person you are adding is already in ELMS, click the Edit button next to their name and add their new roles.
- If the person you are entering is not already in ELMS, click Add New Staff and continue with the steps below.

When you save a person's name on a new staff record or open an existing staff record, you see the page below.

- If you add a new staff member, the form will be blank except for the name you already entered.
- If you are editing an existing staff member, you will see the currently assigned roles and whether or not each role has ELMS access.

General Information
- You may enter name changes here.
- The "Job Title" field is optional.

MERIT STARS IDs
- You must obtain STARS IDs from the electronic workforce registry (MERIT) and enter the IDs in ELMS for each person in the role of ECEAP lead teacher, assistant teacher, coach and family support staff.

Search for a MERIT STARS ID
- You may click to find or enter a STARS ID, to associate a staff member with their MERIT account.
- This allows the staff person's background check and staff qualifications information to display on ELMS reports.
  - You must use the actual birth date for the search to work correctly.

If you do not see the "Search for a MERIT STARS ID" button, ask the person to log in to MERIT and request a STARS ID. Then, it will automatically appear in the usual space for the STARS ID. Their MERIT login and ELMS login are the same.

If this person needs access to ELMS, start by clicking the blue "Add Login Access to ELMS" button. Enter their date of birth, STARS number, and email address in the popup. Click Save

Contact Information
You may choose to enter an address. Click the "+ New Contact Info" button to enter phone numbers or email addresses.
- It is optional to enter contact information, except for ECEAP Directors or Early ECEAP Directors for whom you must enter work and personal email addresses and phone numbers. This allows DCYF to reach directors in case of emergency.
- Any contact info you enter will display on this page.

Phone numbers and email addresses will also display on the Staff lists in the Locations and Classes tab.

Login Information
- Skip this section is if this person will not have ELMS access.
- If this person has a DCYF Portal account set up to access ELMS, their login information will appear here.

- If this person **needs** access to ELMS, start by clicking the blue "Add Login Access to ELMS" button. From here there are two ways to give a user ELMS access:
  - o You may enter their STARS number into option 2. This will automatically attach their ELMS staff record to their existing DCYF portal account. They will log into ELMS using their existing DCYF portal login information as soon as you approve their role access.
    - ▪ They will not receive an activation email since they do not have a new account to activate.
  - o You may enter their date of birth and email address into option 1.
    - ▪ If this information matches an existing DCYF portal account then this will automatically attach their ELMS staff record to their existing DCYF portal account. They will log into ELMS using their existing DCYF portal login information as soon as you approve their role access.
      - They will not receive an activation email since they do not have a new account to activate.
    - ▪ If this information does not match an existing DCUYF portal account then this will generate a new DCYF portal account.
      - Make sure you entered accurate information. If the user does already have a DCYF portal account then their ELMS login must be attached to that same account.
        - o Ask the person to update their MERIT account to use the new email if they wish to change the email that they use with DCYF.
      - They will receive an activation email with a temporary password that they can use to establish login information for their new DCYF portal account.
- Once login is established, you will be allowed to assign ELMS access by role and location in the steps below.

ELMS Roles

On the bottom of this screen, you can view all roles and locations assigned to this person. See the screenshot below.

When roles are entered here:
- They may also display on the appropriate Staff pages in the Locations & Classes tab.
- You have the option to add ELMS access for any role/location.

Add a New Role

Click the blue "+New Role" button. The popup window below appears.

Select a role from the dropdown list.

- Some roles have different levels. For example, if you are entering Eligibility/Enrollment Staff, be sure to select it under the correct level – Contractor, Subcontractor, or Site – so the person can only view the children you intended.
- You can type into the field, and it will narrow the dropdown selections to match what you have typed.

Once you have selected a role, select the location(s) for that role.
- You can type a word or part of a word into the field to narrow down the list and find the desired option.
- You may select multiple locations using this dropdown. This allows you to set up the same role at multiple locations at once, which may be useful with class and site-level roles.

Click Save to add those roles to this person.

Click the blue "+New Role" button again if you want to add another role.

Request ELMS Access
Once Roles and Login Information are both saved, you may request ELMS access for any of the roles.
- To do this, click "Request ELMS Access" on the far right.

- If you are an ELMS Contractor Administrator, click "Approve" to grant ELMS access.
- If you are not an Administrator, notify your ELMS Administrator that this is ready for approval.
- ELMS Administrators may view all Pending requests at any time on the Admin > Users > Pending page.

Remove ELMS Access
- Click "Remove ELMS Access" on the far right if you'd like to remove ELMS access for a role.
- If you are an ELMS Contractor Administrator, click "Approve" to grant ELMS access.
- If you are not an Administrator, notify your ELMS Administrator that this is ready for approval.

Editing Roles
- Click "Edit" to modify an existing role.
- This will give you the option to change or add more locations to that role.

Deleting Roles
- Click "Delete" to remove a role from the staff person.
- If a role is set up in multiple locations, you must delete the row with each location separately.
- NOTE: If you see a red message like: "There is a class dependent on this staff member. You will not be able to remove this staff member from a dependent class," it means this person is counted in the adult:child ratio for a class. The class would be out of ratio without them. You must make sure the adult:child ratio requirements are met without this staff person **before** you can delete this person's classroom role. You can, however, **add** more roles for this person.

Year-to-Year Staff Roles

You can always find a staff person in Staff Search, regardless of which year they were entered. If the person is already in ELMS for any year, do not use the "+ New Staff" button to add them again. You may set up their roles separately by year.

- All staff roles automatically roll forward to the next school year, on April 1 of each year. You must delete the roles in ELMS in the second year, if the person is no longer in that role.
- Contractor level staff can always view past years of ELMS data. Other staff can only view the years they were present with ELMS access

Admin Tab

Users

In the Users tab, you can view who has ELMS access and manage their access status.

Pending Roles

The Pending Roles page shows ELMS access requests that have not yet been approved.

- For each person, click "Approve" or "Reject" to add or remove their ELMS access.
- If you approve ELMS access for a person with DCYF Portal access for another ELMS role, or for MERIT or ESIT, they can immediately begin using ELMS. They will now show up on the ELMS Admin>Users>Active page.
- If you approve ELMS access for someone who has not yet used the DCYF Portal, they will receive an activation email and **must** follow the instructions. They will now show up on the ELMS Admin>Users>Activated/Waiting for User Response page.

Activated/Waiting for User Response

This tab lists all staff who have received an ELMS account activation email but have not yet responded to activate their account.

From this page, you can:

- See the date the last activation email was sent.
- Click "Send Activation" to send an activation email and with a temporary password. This password will expire after three days.
- Click "Edit" to go to the Edit Staff page for this user.
- Click "View Locations" to see which subcontractors, sites, or classes this user has ELMS access for.

Active Users

This tab lists all current ELMS users for your ECEAP contractor.

From this page, you can:

- View each person's ELMS user name, roles, activation date, and ELMS user ID.
- Click "Inactivate" to make the user's ELMS account inactive. They will still have their roles in ELMS but will not have ELMS access.
- Click "Reset Password" to send an activation email and reset with a temporary password that will expire in three days.
- Click "Edit" to go to the Edit Staff page for this user.
- Click "View Locations" to see which subcontractors, sites, or classes this user has ELMS access for.

Inactive Users

This tab lists former ELMS users who no longer have active ELMS access.

Child Data Extract

ELMS Administrators, Directors, and Subcontractor Contact/Managers can use this.

The Child Data Extract provides you with a tool to export data for all children who have enrolled.

The extract works similar to a report. First, select the **School Year(s)** and **Location.** Then select the **Output Format** you would like to receive the data in and enter a **Name** for your file. Click Save to generate the extract, then Open or Save your document.

The extract includes a separate line for a child for each time they enrolled. It displays:
- Child ID (from ELMS)
- SSID
- Child First, Middle, & Last Name
- Address, City, zip code, county
- Child date of birth
- Gender
- Race
- Ethnicity
- Primary home language
- Family annual income, monthly income if applicable, family size, and FPL
- Specific income sources: Child-only TANF, family TANF, SSI
- IEP
- Homeless
- School District
- ECEAP Contractor, Subcontractor, Site, Class & Teacher
- Class start date, last day in class, total calendar days enrolled
- Family support staff name
- Parent employment & training hours
- How family found out about ECEAP

Mobility Mentoring Outcomes

ELMS Administrators, Directors, and Family Support Managers can use this.

The Mobility Mentoring Outcomes Data Extract is a tool to export data for all families who have completed a Pre-Assessment and Post-Assessment for the school year.

The extract works similar to a report. First, select the **School Year(s)** and your **Location.** Then enter any **Name** for your file. Click Save to generate the extract, which will be in Microsoft Excel. Then Open or Save your document.

The extract includes a separate line for each family that enrolled. For families with multiple ECEAP children, the results display the Child ID and the child's name whose Child/Family Updates > Mobility Mentoring tab contains the data. Then sibling IDs are displayed in the fourth column.

This extract includes the Pre-Assessment rating, the Post-Assessment rating, and the growth for each Mobility Mentoring category, along with demographic data useful for analysis. This means that the extract shows the results for the child whose record contained Mobility Mentoring data. If the rating declined during the year, the reason displays.

ELMS Reports

ELMS has several reports for your use. 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 Alerts – Children's names with current health and developmental alerts for currently enrolled children.

Child Demographics – Characteristics of children and families enrolled in ECEAP.

Child Record Summary – Enrollment, health, child development, and family information for an individual child.

Class List – Class names and characteristics.

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

Class Summary – Class details for one class or compiled by site, contractor, or state.

Contractor List – Contractor names and characteristics.

Developmental Screening- Early ECEAP – Children's infants and toddlers development screening dates and results.

Developmental Screening - ECEAP – Children's development screening dates and results.

Directors Roster – ECEAP contractors, funded ECEAP slots, directors, contact information, and counties served.

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. All data in this report is locked at the time of the child's first ECEAP enrollment as their enrollment status.

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 – Date each class reached full enrollment and number of slots that have been vacant for more than 30 days. For this report to be accurate, each child who is attending must have an actual start date entered into ELMS, and children who never attended **must** be exited with the reason "Never Attended."

Family Support and Parent-Teacher Conference Minutes – Number of family support visits and total parent-teacher conference minutes for each child.

Health Monitoring – Early ECEAP – Number and percentage of enrolled children who met the ECEAP goals for medical and dental homes, medical and dental coverage, exams, and immunizations at any time during the school year. This report is used for monitoring purposes and may not reflect a child's current status. See the Health Status by Child report to see each child's current status for the purpose of supporting families in maintaining child health.

Health Monitoring - ECEAP – Number and percentage of enrolled children who met the ECEAP goals for medical and dental homes, medical and dental coverage, exams, and immunizations at any time during the school year. This report is

used for monitoring purposes and may not reflect a child's current status. See the Health Status by Child report to see each child's current status for the purpose of supporting families in maintaining child health.

Health Outcomes – Health outcomes for all children receiving 120 or more calendar days of ECEAP services during the selected school year. This report is available beginning on July 11 for the previous school year.

Health Status by Child – Children's names with status of medical and dental homes, medical and dental coverage, exams, and immunizations.

Lead Teacher List – ECEAP lead teachers by contractor, site, and class.

Mobility Mentoring Assessment and Goals Count – Number of completed family support pre-assessments, post-assessments, and goals.

Mobility Mentoring Goals by Child – Family support goals for currently enrolled children.

Mobility Mentoring Monitoring by Child – Completion dates for required family support assessments and goal setting activities for currently enrolled children.

ECEAP Sibling Report – ECEAP sibling names entered into ELMS with their birthdate, age, and parent contact information

Early ECEAP Monitoring Dashboard – Overview of compliance with specific ECEAP Performance Standards for enrolled children. Use this report for monitoring after classes have started.

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

Priority Point Distribution – Priority Points distribution of children who enrolled and attended class for any length of time during the selected school year.

Service Areas – Neighboring ECEAP or Head Start providers for each ECEAP contractor and describes service area boundaries.

Site Enrollment Contacts – ECEAP sites by city, with enrollment contact information.

Site List - ECEAP – ECEAP site names and characteristics.

Site Summary – Site details for one site or compiled by subcontractor, contractor, or state.

Staff Education Summary – Number and percentage of lead teachers, assistant teachers, and family support specialists by education level.

Staff Monitoring Report – Staff qualifications, background check results, and STARS IDs for individual lead teachers, assistant teachers, and family support specialists

Staff Qualifications Status – Number and percentage of lead teachers, assistant teachers, and family support specialists by staff qualifications status

Subcontractor List – Subcontractor names and characteristics.

Waiting List Count - Early ECEAP – Child wait list counts aggregated by site, contractor, or statewide totals.

Waiting List Count - ECEAP – Child wait list counts aggregated by site, contractor, or statewide totals.

Waiting List Roster – Children who are currently on a waiting list, with pre-enrollment information.

ELMS Assistance

For Assistance with ELMS, email elms@dcyf.wa.gov or click the email link at the bottom of each ELMS page.
- 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, locations involved, or staff names with the problem. This allows us to find the problem.
- In some cases, it may be helpful to send a screenshot. *See instructions below.*

To create a screenshot:
- For PCs, In Microsoft Office 2010:
  - Open the email or document you want to paste the screenshot into, 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:
  - 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 clipboard.
  - Open a new message in your email and use the Paste function to paste the image.
- For Macs:
  - To take a screenshot, press and hold these three keys together: Shift, Command, and 3.
  - If you see a thumbnail in the corner of your screen, click it to edit the screenshot. Or wait for the screenshot to save to your desktop.