ECEAP ELMS ELIGIBILITY AND ENROLLMENT MANUAL

Washington State Department of
CHILDREN, YOUTH & FAMILIES

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

Washington State Department of
CHILDREN, YOUTH & FAMILIES

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Purpose of This Manual

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

Browser Requirements

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

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, a 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.

Getting Access to ELMS

Before you can use ELMS, your agency's ELMS Administrator must request access for you. If you also have access to the DCYF MERIT or ESIT databases, you will use the same login to access ELMS.

If not, you receive an email from the "DCYF Portal" with:
- An activation link.
- Your user name. This is either your email address or your STARS ID.
- A temporary password.
- You can review additional guidelines on getting access to ELMS here.

ELMS Security

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

Related ECEAP Performance Standards

ELMS is aligned with the ECEAP Performance Standards and the Early ECEAP Performance Standards. The goal of ECEAP eligibility and enrollment standards is to ensure that the children most in need of ECEAP are enrolled within the state's allotted funding.

In summary, ECEAP staff must:
1. Verify if children are eligible by age, income, special needs, or prioritization factors.
2. Review all applications of eligible children and prioritize them to determine which children to enroll in the available ECEAP slots. In most parts of the state, there are more eligible children than funded ECEAP slots in classes. The priority point system built into ELMS automates this step.
3. Fill each funded ECEAP slot within 30 calendar days and maintain full enrollment.
4. Maintain prioritized waiting lists in ELMS.

Paper Enrollment Forms

Annually, DCYF aligns paper child enrollment forms with ELMS and posts them on the DCYF ECEAP website.

These forms include:
- ECEAP Child Prescreens and Applications
  - ECEAP Child Prescreen and Application, Combined Form – English, Spanish, Amharic, Arabic, Russian, Ukrainian, Vietnamese
  - ECEAP Child Prescreen – English and Spanish
  - ECEAP Child Application – English and Spanish
- Early ECEAP Child Prescreens and Applications
  - Early ECEAP Child Prescreen and Application, Combined Form – English and Spanish
  - Early ECEAP Child Prescreen – English and Spanish
  - Early ECEAP Child Application – English and Spanish
- Fair Start for Kids Act Eligibility Changes
- Documents to Verify
- ECEAP Slot Re-Allocation Policy
- Federal poverty level chart
- State Median Income chart
- Exceeding SMI Eligibility (ESE) Slot Allocation formerly known as Over Income Slot Limits
- Parent Consent to Transfer ELMS Records
- ECEAP Priority Point Chart
- Early ECEAP Priority Point Chart
- Verification Worksheet (sample)

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

Using ELMS for Eligibility and Enrollment – Overview

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

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

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

Waiting List – You may add a child to an ECEAP waiting list for one or more sites. Do this on the last step of their completed prescreen in ELMS (recommended), the last step of their completed application, or from the Child Search page. You must place each child on a waiting list and compare their priority points to other children before you can enroll the child in a class within ELMS. The waiting list displays which ECEAP models each child is eligible for, as well as their age, priority points, date added to the waiting list, waiting list preference, IEP or IFSP status, ESE status *(formerly Over-Income)* and SMI, application status, previous enrollments, and a link to any child notes.

Enrollment – From the prioritized waiting list, you can enroll children in classes within ELMS. At that time, you enter their expected start date and assign their family support staff. Children enrolled in ELMS classes officially occupy an ECEAP slot and will show up on the ELMS enrollment reports. You must assign children to classes in ELMS within five days after their start in the class.

Actual Start Date – On or after a child's first day attending class, return to ELMS to enter their **actual** class start date. This day starts the countdown for required screenings (45 days for Developmental Screenings and 90 days for Well-Child Exams and Dental Screenings) and prompts ELMS to send the child record to GOLD Online. You can enter the actual start date on the Child tab > Bulk Updates page or on the Monthly Report tab > Class page when it becomes available on the last class day of the month. Once an actual start date is assigned, the child will be counted on the Monitoring Dashboard, and Enrollment Maintenance reports. **Entering an actual start date declares that a child actually attended the class in person. Do not enter an actual class start date until the child has shown up for a regular class session.**

Transfer – You use the Transfer function on the Child tab in ELMS to move a child **who actually attended class** to a new class. If a child never attended, use Exit instead and then re-enroll. To transfer a child's record between ECEAP Contractors, your ELMS Administrator must use Request Records Transfer on the Child tab.
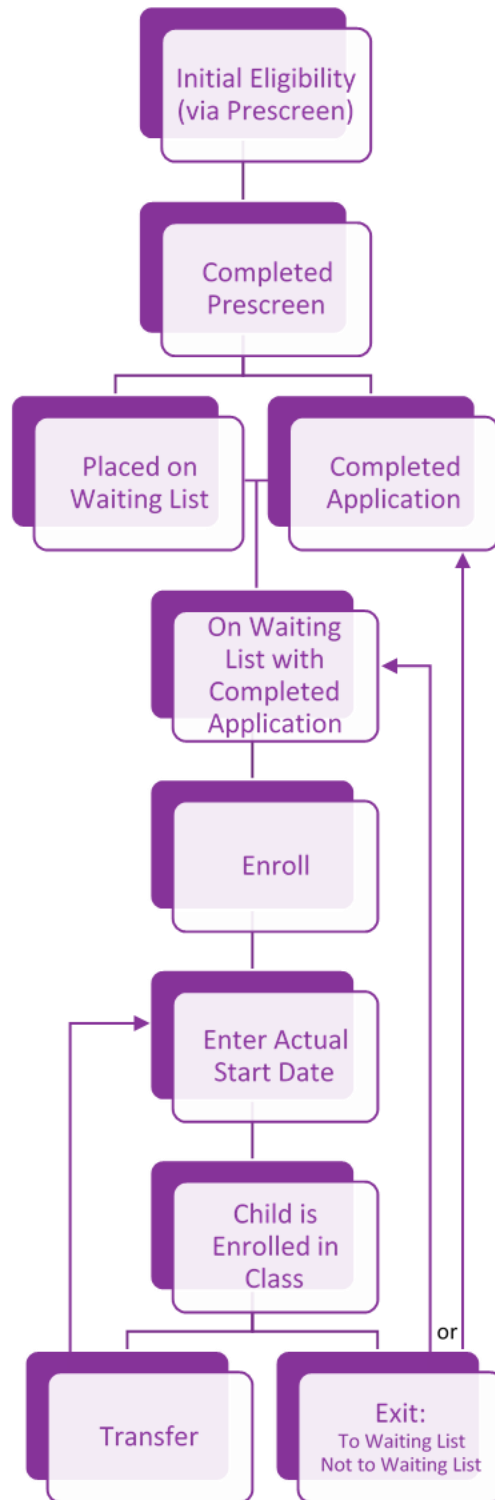
Exit – You use the Exit function on the Child tab in ELMS when an enrolled child 1) does not attend in person or 2) attends and then withdraws. At the end of the school year, you exit all children even if they will return the next year again. You can exit a child from the Child Search, the Monthly Report > Class page, or their Class Roster.

Transition Planning – You use the Transition Planning function on the Child tab in ELMS to prepare or complete a child's transition from Early ECEAP to ECEAP or another early learning program. This only applies to children enrolled in Early ECEAP during their 2-year-old school year. This will allow you to create the child's ECEAP Child Application so that they may enroll in ECEAP once they have reached their third birthdate.

Begin ECEAP Application – You use the Begin ECEAP Application function on the child tab in ELMS to complete an ECEAP application for a child who was entered into ELMS for Early ECEAP services and is no longer age eligible for Early ECEAP and never attended Early ECEAP.

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

```
                    ┌──────────────────────┐
                    │  Initial Eligibility │
                    │   (via Prescreen)    │
                    └──────────┬───────────┘
                               │
                    ┌──────────┴───────────┐
                    │      Completed       │
                    │      Prescreen       │
                    └──────────┬───────────┘
              ┌────────────────┼────────────────┐
     ┌────────┴────────┐              ┌──────────┴──────────┐
     │   Placed on     │              │     Completed       │
     │  Waiting List   │              │    Application      │
     └─────────────────┘              └──────────┬──────────┘
              │                                  │
     ┌────────┴────────┐                         │
     │   On Waiting    │◄────────────────┐       │
     │   List with     │                 │       │
     │   Completed     │                 │       │
     │   Application   │                 │       │
     └────────┬────────┘                 │       │
              │                          │       │
     ┌────────┴────────┐                 │       │
     │     Enroll      │                 │       │
     └────────┬────────┘                 │       │
              │                          │       │
     ┌────────┴────────┐                 │       │
  ┌─►│  Enter Actual   │                 │       │
  │  │   Start Date    │                 │       │
  │  └────────┬────────┘                 │       │
  │           │                          │       │
  │  ┌────────┴────────┐                 │       │
  │  │    Child is     │                 │       │
  │  │   Enrolled in   │                 │       │
  │  │     Class       │                 │       │
  │  └────────┬────────┘                 │       │
  │  ┌────────┴────────┐          or     │       │
  │  │                 │                 │       │
┌─┴──────┐      ┌──────────────────┐     │       │
│        │      │      Exit:       │─────┘       │
│Transfer│      │  To Waiting List │             │
│        │      │Not to Waiting List│────────────┘
└────────┘      └──────────────────┘
```

Child Tab

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

Child Search

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

To search for an individual child or specific group of children, fill in one or more of the search fields. You can enter all or part of a name. If you enter more than one search criteria, then click search, you will see the list of children who satisfy ALL of those criteria. For broader results, use fewer search fields.

Based on your security levels in ELMS, some search fields may be grayed out. For example, if you have permission to view only one ECEAP site, you cannot change the site name in the search criteria.
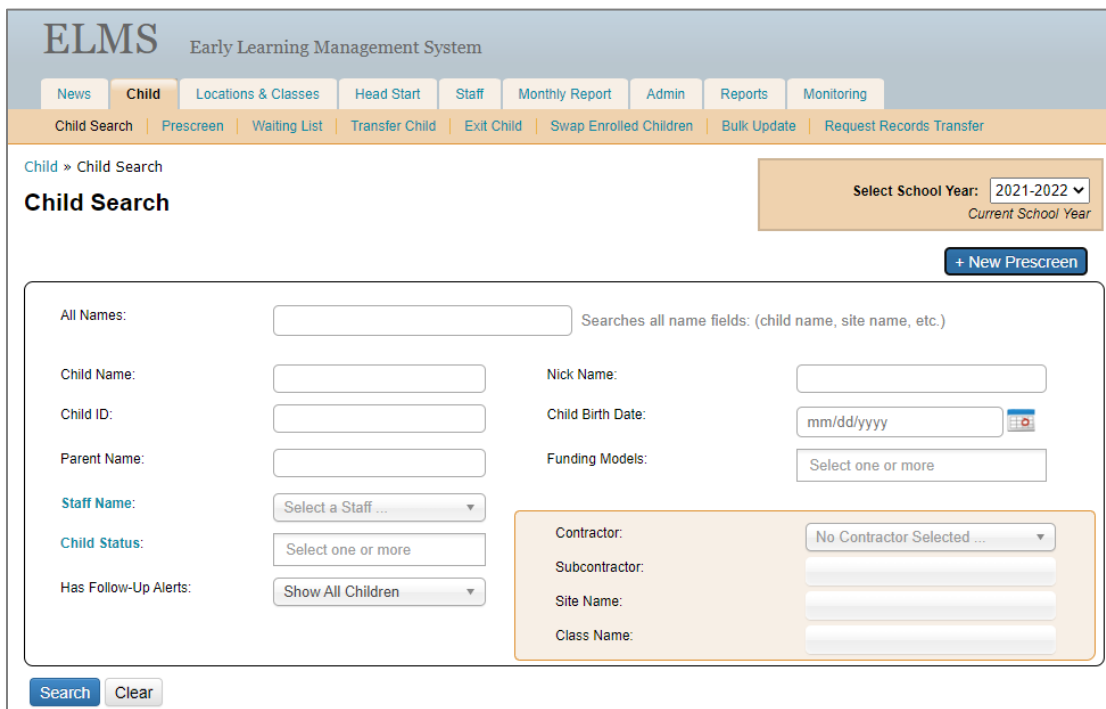
Searching by Child Status

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

- **Incomplete Prescreen** shows children whose prescreen was started but not completed.
- **Complete Prescreen** shows children whose prescreen was completed who are not on a waiting list.

- **Incomplete Application** shows children whose application has been opened but not completed, who are not on a waiting list.
- **Complete Application** shows children whose application was completed, who are not on a waiting list.
- **On Waiting List** shows all children on waiting lists, regardless of other status.
- **Enrolled in Class** shows all children currently enrolled in a class.
- **Transfer Pending** shows all children who have been transferred with a future start date in the new class. After the start date, they will be on the Enrolled list.
- **Exit Pending** shows children with a future exit date.
- **Incomplete Exit, Further Action Required** shows all children whose exit process was started but not completed.
- **Exited Program** shows children who were enrolled in and attended a class, then were exited. It shows these children even if they are now on a waiting list or re-enrolled.
- **Contractor Transfer Pending** shows children who are in the process of transferring to another class, and the transfer is set for a future date.
- **Transferred to Another Contractor** shows children who were previously with the viewer but are now assigned to a different ECEAP contractor.
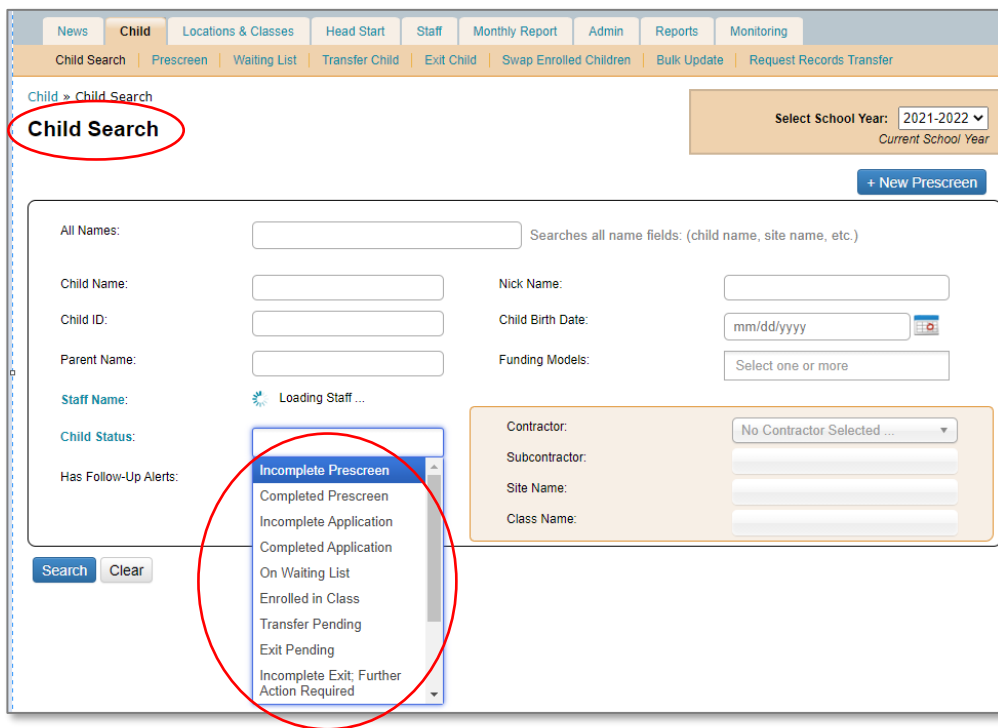
Child Search Results

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

- **Follow-up alerts,** which are red exclamation marks. Click on the icon for the alert message.
- **Child ID**, is a unique number you can use for confidential communication.
- **Eligible Funding Model**, for children with completed applications
- **Site**, for children enrolled in a class or assigned to a site waiting list.
- **Class** and **Teacher**, for children enrolled in a class.
- **Child Status** (see definitions above).

- **Actions,** which you choose from a dropdown menu. The actions you can select are customized for each child based on their current status. For example, the Enroll link is only available for children with completed applications.
  - o **Alternative Attendance Plan:** Opens the alternative attendance planning page.
  - o **Waiting List - add to:** Add the child to one or more waiting lists.
  - o **Child Record Summary:** Opens the Child Record Summary report for the selected child.
  - o **Child/Family Updates:** Change the child's name, address, or household members, add health care information, enter developmental screenings, parent/teacher conferences, family support contacts, and enter Mobility Mentoring information.
  - o **Prescreen - complete:** Finish entering the child's prescreen.
  - o **Prescreen - view:** Read the child's completed prescreen. If the child has ever been enrolled in ELMS, the prescreen is locked to editing.
  - o **Application - create:** Open the child's application when it has not yet been started. A child may have either or both an Early ECEAP and an ECEAP Child Application.
  - o **Application - complete:** Finish entering the child's application. A child may have either or both an Early ECEAP and an ECEAP Child Application.
  - o **Application - view:** Read the child's completed application. If the child has ever been enrolled in ELMS, the application is locked to editing. A child may have either or both an Early ECEAP and an ECEAP Child Application.
  - o **Pre-Enrollment Notes:** Record free-form notes about the child before they enroll in the class. These notes follow the child throughout their time in ECEAP and can be viewed by anyone who can see that child in ELMS.
  - o **Enroll:** Assign the child to a class, add their expected start date and family support staff.
  - o **Transfer:** Transfer an attending child to a different class.
  - o **Exit:** Start or complete the exit process.
  - o **Transition Planning:** Start or complete a child's transition planning and begin an ECEAP Child Application for Early ECEAP children
  - o **Begin ECEAP Application:** Starts an ECEAP Child Application for a child who was entered into ELMS for Early ECEAP services and is no longer age eligible for Early ECEAP and never attended Early ECEAP.
- **Enrollment History** (for admins only) – View the child's start, transfer, and exit dates.

TIP: If you would like to perform the same action for multiple children, click the **Perform Batch Operation** button and then click **Exit, Transfer**, or **Bulk Update.** Then checkboxes to the left of children's names and select **Exit, Transfer,** or **Bulk Update.**

Returning to Child Search

There is a link to return to the Child Search page at the top of the completed Prescreen, completed Application, and Child/Family Updates screens. This returns you to the same search results you were on when you opened this child's documents.

Child Prescreen

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

There are six ELMS pages in the Prescreen:
- Determine Initial Eligibility
- Step 1 – Child Info
- Step 2 – Parent Info
- Step 3 – Household - Family Info
- Step 4 – Work – Training Hours/Income
- Step 5 – Estimated Priority

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

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

Determine Initial Eligibility

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

ECEAP eligibility requires:
- The child must be 3 or 4 years of age as of August 31 of the school year or must turn 3 during this school year and be exiting ECLIPSE, Early ECEAP, EHS, ESIT, or IDEA Part C.
  - NOTE: Children will retain this age in ELMS for the school year, regardless of birthdays. A child who is 4 on August 31 will display as a 4-year-old in ELMS all school year.
- The child must not be in Head Start at the same time as ECEAP.
- The child must not be in ECEAP at another location.

Early ECEAP eligibility requires:
- For Early ECEAP, the child must be an infant or toddler younger than 3 years old.
- The child must not be in Early Head Start at the same time as ECEAP.
- The child must not be in Early ECEAP at another location.

To complete the **Initial Eligibility** page:
- Select the program type, ECEAP or Early ECEAP.
- Enter the school year for which the child is applying. Between April 1 and June 30 you can choose either the current school year or the coming school year. The school year selected will be the earliest school year the child may enroll in class.
- Enter the child's birth date and, if prescreening for ECEAP and they turn three after 8/31, check the appropriate selection of prior Early ECEAP, EHS, ESIT, IDEA Part C, prior or current ECLIPSE services, or a combination of these.

- Click the checkbox to verify that the child will **not** be simultaneously enrolled in Head Start or Early Head Start.
- Enter the child's Legal Name from their birth certificate or from a legal name change document. Using their legal name at this point helps avoid duplicate entry of children in ELMS and OSPI systems.
- Select a gender that applies to the child, entering the parent's choice.

Determine Initial Eligibility

Select Program Type
ECEAP

Select Organization
Aberdeen School District

Age Requirement
School Year Child is Applying For: 2021-2022

Birth Date: 08/01/2019

This child will be a 2-year-old for the school year.
☐ Prior Early ECEAP Enrollment
☐ Prior EHS Enrollment
☐ Prior ESIT Enrollment
☐ IDEA Part C services from another state
☐ Prior or current ECLIPSE services

Head Start
☐ This child will not be enrolled in Head Start and ECEAP at the same time.

Check if child is already in ELMS
Child's Legal First Name: Example
Child's Legal Middle Name:
Child's Legal Last Name: Example
Gender: Select Gender

- Please indicate which contractor, subcontractor, or site this prescreen will be associated to.
- This will impact visibility of this child's data to other staff within that organization.
- Please select an organization. If none are available, then you do not have access to any in the selected school year. Please contact your ELMS Administrator.
- 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.
- If child is already in ELMS, you will receive additional information. A child can only have one record in ELMS.

Eligibility Check	Status
Meets Age Requirements	☑
Not Concurrently Enrolled in Head Start	☐
Not Enrolled in ECEAP	☐

Cancel   Next

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

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

Eligibility Check	Status
Meets Age Requirements	☑
Not Concurrently Enrolled in Head Start	☑
Not Enrolled in ECEAP	☑

✓ Eligible

Child is eligible for ECEAP prescreen.   Begin Prescreening Process

Cancel   Next

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

Children Who Are Already in ELMS

It is very important that there is only one prescreen and application in ELMS for each child. If you complete the Determine Initial Eligibility popup for a child with the same name and birthdate as a child already in ELMS, you will see one of these messages below.

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

Child May Already Be in ELMS

This child may already be in ELMS! Click on View below ...

Child Name   (View)

If you are sure that the child you are prescreening today is NOT the same child, click here.

Cancel

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

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

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

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

Child May Already Be in ELMS

This child may already be in ELMS. Please contact your supervisor or ELMS administrator to move the child's record so you can see it. Do not create a new child prescreen at this time. Wait to have the child's original ELMS record transferred to you, and then use that record to continue.

If you learn from your ELMS administrator that your child has never been entered in ELMS at any site, click here.

Cancel

Child May Already Be in ELMS

This child may already be in ELMS with a different contractor!

To send an automated message that asks ELMS Support if it is the same child, click here.
Then wait for a response from ELMS Support. This avoids sending personal info by email.
& nbsp;

ELMS Support will either:
- Let you know that this child is not in ELMS, so you can click here to proceed.
- Let you and your ELMS Administrator know that the child is with another ECEAP contractor. Then your ELMS Administrator can request this transfer from the Child tab of ELMS. You will need to obtain a signed Parent consent form --- [English Version]   [Spanish Version].

ELMS Support will email you when the child's record is transferred and then you can use that record to continue. You will not proceed with this prescreen.

Cancel

Child May Already Be in ELMS

This child may already be in ELMS with a different contractor!

To send an automated message that asks ELMS Support if it is the same child, click here.
Then wait for a response from ELMS Support.This avoids sending personal info by email.

If you know this child is or was with a different ECEAP contractor, you can skip the step above and Request a Transfer.
You may also request this transfer from the Child tab of ELMS.
You will need to obtain a signed Parent consent form --- [English Version]   [Spanish Version].
ELMS Support will email you when the child's record is transferred and then you can use that record to continue.

If ELMS Support determines the child has never been in ELMS, click here to proceed.

Cancel

Important: ELMS support is automatically notified when you click "here" in one of the above screens and proceed with a prescreen.

If a duplicate child record is created, DCYF staff will need to delete it. We keep the original child record.

Prescreen Step 1: Child Info

<table>
<tr><td>① Child Info</td><td>② Parent Info</td><td>③ Household-Family Info</td><td>④ Work-Training Hours/Income</td><td>⑤ Estimated Priority</td></tr>
</table>

School Year:	2023-2024	(applying for)	Program Type: ECEAP

Prescreen date: 05/11/2023

Name of staff person who communicated directly with family:

Birth date: 08/05/2020   Meets Age Requirement: ☑

Legal first name: Example

Middle name: |

Legal last name: Child

Nickname:

Gender: Female ▾

Child is a member of a Tribal Nation:
  ○ Yes ○ No

IEP - Is this child on an Individualized Education Program:
  ○ Yes ○ No

  - Was this child determined eligible for special education services through evaluation by a school district or tribal school, but parent/guardian declined services?:
  ○ Yes ○ No

IFSP - Is this child on an Individual Family Service Plan:
  ○ Yes ○ No

CPS - Is this child's family actively involved in and/or receiving support from tribal or state systems including Child Protective Services (CPS), Family Assessment Response (FAR), Indian Child Welfare (ICW), comparable tribal services, or law enforcement/court system regarding child abuse, neglect or sexual assault?:
  ○ Yes ○ No

Foster Care - Is this child in official foster care? *This means there is a caregiver authorization from a state or tribe that says this is a foster care placement.*:
  ○ Yes ○ No

Kinship - Is this child in kinship care - with or without grant, with a relative or suitable other?:
  ○ Yes ○ No

Adopted after foster/kinship care - Was this child adopted after foster care, or kinship care, or after living in an orphanage in another country?:
  ○ Yes ○ No

Homeless - Child is experiencing homelessness?:
  ○ Yes ○ No

First language: Select an Option ▾

Second language: Select an Option ▾

Is this child of Hispanic or Latino origin?
  ○ Yes ○ No (Note: This is about the child's ethnicity, not race) ○ Family declined to report ethnicity

What race(s) do you consider this child to be: Select Some Options
☐ Family declined to report race

< Previous   Save & Close Clear   Next >

To complete this page:
- Edit prefilled fields as needed.
- Note the Program Type to ensure you complete a prescreen for the correct program.
- Change the default Prescreen Date if the paper prescreen was completed on a different date.
- Enter the name of the Staff person who communicated directly with the family (optional). This makes it easier for Contractor level staff to assign a prescreen to the correct site if needed later.

Answer the yes/no questions:
- If the child is a member of a Tribal Nation. Children are considered tribal if they are members of sovereign tribal nations that have a government-to-government relationship with the U.S. government. This is verified through site approval if enrolling at a tribal site, or parent report if enrolling at a non-tribal site. This is a required field.
- If the child is on an IEP or IFSP, the question about suspected developmental delay or disabilities is disabled.
- If the child is not on an IEP or IFSP, answer whether or not there is a suspected delay according to parents, staff, or other professionals. You would later follow up on a suspected delay during the developmental screening process.
- The foster care, kinship care, adopted after foster or kinship, and homelessness questions are mutually exclusive; ELMS will not let you select more than one of these. If you are unsure which to select, email elms@dcyf.wa.gov for assistance.
- You can use the parent's or caseworker's word to answer the Child Protective Services (CPS), Family Assessment Response (FAR), or Indian Child Welfare (ICW) services questions.
- A child is considered to be experiencing homelessness if they lack a fixed, regular, and adequate nighttime residence. Click on the word "homeless" for the full definition. If you mark "Yes" for homeless, you must select the box that matches the family's living situation from the list provided:

More resources are available by clicking the link "Determining Eligibility for McKinney-Vento Homeless Rights and Services."

- Enter the "**Child's First Language**," "**Is Child Hispanic/Latino?**" and "**Race**."
    - We collect details for race and ethnicity as required by state law and to allow for research about equity.
    - If the parent chooses not to provide this information, you may check the box to reflect that they declined.
    - In ELMS, click on phrases "Hispanic or Latino" or "race" for these federal definitions.
        - A Hispanic or Latino person is of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture or origin, regardless of race.
        - White: A person having origins in any of the original peoples of Europe, the Middle East, or North Africa.

- **Black or African American:** Black or African American person has origins in any of the black racial groups of Africa.
- **Asian:** An Asian person has origins in any of the original peoples of the Far East, Southeast Asia, or the Indian subcontinent, including, for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand, and Vietnam.
- **American Indian or Alaska Native:** A person having origins in any of the original peoples of North and South America (including Central America) and who maintains tribal affiliation or community attachment.
- **Native Hawaiian or Other Pacific Islander:** A Native Hawaiian or Other Pacific Islander person has origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific Islands.
  - o **Important**: If you select "Other" for any option, you must enter a description.
    - First, please make sure that your choice is not already listed on the dropdown menu.

- If a child is Hispanic or Latino:
  - o You must select one or more subcategories.
  - o Select race if possible, and leave blank if no options apply.
- If a child is an American Indian or Alaska Native, Asian, Native Hawaiian, or Other Pacific Islander:
  - o You must select one or more subcategories for each of these "races."
  - o See Appendix A of this document for a list of all subcategories.

Prescreen Step 2: Parent Info

To complete this page:

- Enter one **Primary Parent/Guardian** to provide an initial contact for the family.
- Enter the **Physical Address** for this family. The County and School District fields will populate automatically based on the street address you enter.
- Choose yes or no to answer the "Parent requires interpreter to communicate with English speakers?" question. If yes, enter the parent's primary language.
- Enter **Additional Parents/Guardians** as needed to determine the family size and income. Only their name is needed in the Prescreen. You can add more detail in the Child Application.

Prescreen Step 3: Household - Family Info

To complete this page:

- **Establish Households**, which determine which adults' incomes are counted.
    - Choose one of the three available checkboxes to describe who the child lives with. Be sure to select parent name(s) in the section you chose.
        - If you choose **one primary household,** you will need to enter the parent/guardian and their spouse, if any. If so, income will be counted from both.
        - If you choose **Two parents/guardians in two households,** you will be asked two questions to determine if one of the households is primary for ECEAP eligibility purposes. Read each question carefully.
        - If neither household is primary, you will name one parent/guardian from <u>each</u> household. Then, ELMS will count half the family size and half the income from each household. ELMS will guide you through this calculation.

- **Estimated Family Size**, which determines which household members count in family size for the purpose of calculating state median income level for ECEAP eligibility. Follow the instructions on this page to estimate the family size used by ELMS. This will <u>calculate</u> the estimated state median income level and determine ECEAP eligibility. There may be people living in the household who do not count in the family size.
  - If you choose **Two parents/guardians in two households,** you will be asked to enter an estimated family size for each household separately.
  - For children in foster care, kinship care, or adopted after foster or kinship care:
    - The Establish Households section of this page does not display.
    - The Estimated Family Size is prefilled with a <u>family size of 1</u>.

Prescreen Step 4: Work-Training Hours/Income

Estimated Family Income

Household 1

Estimated annual income received by Example Parent, Example Parent from all sources: 21723

Family Work/Training Hours

Answer the following questions for each parent/guardian listed.

- Email elms@dcyf.wa.gov if the correct parent names are not listed. Click Cancel and wait for a response.
- Do not count the same hours in more than one category. For example:
  - Do not count the same hours of the week in both employment and WorkFirst.
  - Do not count the same CPS child care hours separately for two parents.
- Working Day eligibility may be possible for single parents with a disability. Contractors can reach out to their DCYF ECEAP CQI Specialist to review.

	Example Parent	Example Parent
Employed? *If yes, ensure they complete the next 3 fields.*	⦿ Yes ○ No	⦿ Yes ○ No
Average paid hours per week	40	40
Employer name (do not enter unknown or N/A)	Example Work	Example Work
Employer phone or email	5555555555	5555555555
In school or job training? *If yes, ensure they complete the next 4 fields.*	○ Yes ⦿ No	○ Yes ⦿ No
Class hours per week		
Study hours per week (maximum 10)		
Name of School		
Goal or major		
Travel between child care and work/school?	○ Yes ⦿ No	○ Yes ⦿ No
Hours per week (maximum 10)		
CPS/FAR/ICW child care hours not counted above?	○ Yes ⦿ No	○ Yes ⦿ No
Additional hours per week of child care approved by CPS		
Approved WorkFirst hours not counted above?	○ Yes ⦿ No	○ Yes ⦿ No
Name of activity		
Total hours per week		
Disabled parent unable to work and unable to care for the child while the other parent works?	○ Yes ⦿ No	○ Yes ○ No
If yes, the other parent needs 25 hours to qualify for the child for Working day ECEAP.		
Total work/training hours per week	40	40

< Previous   Save & Close   Clear   Next >

Instructions on next page…

To complete this page:

- **Estimate Family Income**
    - o Enter the *estimated* income, with no $ sign.
    - o Income <u>does not</u> have to be verified during the Prescreen. You can accept a parent's verbal statement, then verify it during the Application.
    - o Skip this section for children in foster care, kinship care, or adopted after foster or kinship care.
        - For children in foster or kinship care, annual income is automatically estimated at the average foster care or kinship care grant amount for one child. You will add the specific grant amount in the Child Application.
        - For children adopted after foster or kinship care, Family Size is estimated at $0. If there is an adoption support grant, you will add the amount in the Child Application.
- Enter **Family Work/Training Hours**
    - o Complete this section for all children.
    - o Read the instructions and wording on this page carefully. Accuracy is needed to determine which ECEAP models the child is eligible for (Part Day, School Day, and Working Day) and supply data to the Legislature.
    - o Answer each yes/no question. For all yeses, answer additional questions.
    - o In two parent households, you can indicate if a parent/guardian is disabled and unable to work and unable to care for the child while the other parent/guardian works.
    - o ELMS requires more detail for any parent with more than 55 hours a week of work/training.

Prescreen Step 5: Estimated Priority

This page will tell you if the Prescreen is complete or not complete. If the Prescreen is incomplete, you will see:

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

Enter the required information and click **Ok**.

Once the Prescreen is complete, you can:
- Edit the Prescreen any time until the child is enrolled. The Prescreen and Application lock at enrollment. After that, contact elms@dcyf.wa.gov if there is an error to correct.
- View the "Estimated State Median Income Level" calculated by ELMS.
- View the "Estimated Priority Level" – High, Medium, or Low based on data entered so far.

Also, on this page:
- (Optional) Enter "How did your family find out about ECEAP?"
- Select an option from the "Survey for statewide planning" representing which ECEAP model the parent would choose if all options were available.

Also, on this page:
- Add the child to one or more site **Waiting Lists.**
  - All children must be on the waiting list before they can be enrolled.
  - Note: the available slots displayed on the Waiting List grid show the number of slots assigned to the site for the program type you prescreened the child for.
  - The waiting list sorts children by estimated and final priority points, allowing you to compare children's priority before deciding to complete applications.
  - You may designate if a site is 1st, 2nd, 3rd choice or leave this blank.
- Print the **List of Documents** you want the family to provide for verification of eligibility.
- Continue with the **Application** for this child.
- **Prescreen** Another Child.
- **Save and Close** if you are done working with this child's record for now.

Child Application

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

The purpose of the Child Application is to:
- Verify eligibility for ECEAP or Early ECEAP.
- Determine which ECEAP model type(s) – Part Day, School Day, Working Day, or Early ECEAP – the child is eligible for.
- Learn enough about the child to prioritize them for enrollment.
- Begin documenting information needed to individualize ECEAP education, health, and family support services.

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

The Application locks when completed, and the child is enrolled in a class within ELMS or transfers between contractors. You will not be able to make any changes or updates after that point. If you discover an error later, contact elms@dcyf.wa.gov, and DCYF staff can enter changes.
- Updates to child or family information can be entered on the Child/Family Updates once a child is enrolled.

There are eight steps in the Child Application:
- Step 1 – Child Info
- Step 2 – Family Info
- Step 3 – Income
- Step 4 – Previous Enrollment
- Step 5 – Environmental Factors
- Step 6 – Health Information
- Step 7 – Verifications
- Step 8 – Priority Points

Application Step 1 – Child Info

To complete the **Child Info** page of the Child Application:
- Review prefilled information and update it if necessary. See instructions in the Prescreen section of this document for details.
- If the child is in foster care, kinship care, or adopted after foster or kinship care, follow the instructions to enter the actual monthly amount of the payment and a case number after viewing the awards letter or similar document. If the payment is for more than one child, divide the amount and count only the portion that is for the ECEAP child.
- Click **Next** to continue the Application.

1	2	3	4	5	6	7	8
Child Info	Family Info	Income	Prev. Enrollment	Env. Factors	Health Info	Verifications	Priority Points

Program Type: **ECEAP**

Legal first name: Example

Middle name:

Legal last name: Child

Nickname:

Gender: Male ✕ ▾

Birth date: * 08/31/2019 📅   Meets age requirement ☑

Child is a member of a Tribal Nation:
  ◯ Yes ◉ No

This child speaks: Only English ✕ ▾

Child's first language: English ✕ ▾

Child's second language: Select an Option ▾

Is this child of **Hispanic or Latino** origin?
  ◯ Yes ◯ No (Note: This is about the child's ethnicity, not race) ◉ Family declined to report ethnicity

What **race(s)** do you consider this child to be: Select Some Options
  ☑ Family declined to report race

CPS - Is this child's family actively involved in and/or receiving support from tribal or state systems including Child Protective Services (CPS), **Family Assessment Response (FAR)**, Indian Child Welfare (ICW), comparable tribal services, or law enforcement/court system regarding child abuse, neglect or sexual assault?:
  ◯ Yes ◉ No

Foster Care - Is this child in official foster care? *This means there is a caregiver authorization from a state or tribe that says this is a foster care placement.*:
  ◯ Yes ◉ No

Kinship - Is this child in kinship care with a relative or suitable other, with or without a grant?:
  ◯ Yes ◉ No

Adopted after foster/kinship care - Was this child adopted after foster care, or kinship care, or after living in an orphanage in another country?:
  ◯ Yes ◉ No

Homeless - Child is experiencing **homelessness**:
  ◯ Yes ◉ No

< Previous   Save & Close Clear   Next >

Application Step 2 – Family Info

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

- Review prefilled information and update it if necessary.
- Answer yes or no to the "Parent requires interpreter to communicate with English speakers?"

If yes, enter the parent's primary language.

- Review the "Household Situation." If needed, click **Change Household Situation** and complete the form.
  - This includes selecting which adults are the child's parent(s). These are the parents for whom we collect income, work and training hours, and education level.
  - If the child has changed guardianship, or to or from a foster home, do steps in this order:
    - Return to Step 1 of the Application and correct the answer to the foster care or "living with a guardian" question.
    - Return to Step 2 and **Change Household Situation, Add or Remove Household Members** (if necessary), and **Change Work/Training.**

Instructions continued on next page…

- Answer "Does this household receive **subsidized housing**…?"
- Answer "Does this household currently receive a Working Connections **child care subsidy** for this child?"
- Carefully read the **Household Members** section and follow instructions.
- This is where ELMS calculates family size to determine the state median income level. It is critical that this is accurate.
  - o Exception: For children in foster care, kinship care, or adopted after foster or kinship care, the family size is automatically set at 1. In those situations, when you enter household members here, it does not change the family size.

Household Members

Click "Edit" for each parent or guardian and answer questions so ELMS can count family size.

- ELMS automatically assigns family size of 1 to children in foster care, kinship care, or adopted after foster or kinship care.

If there are two households, check that each person is assigned to the correct household. Click "Move to Other Household" if necessary. Add others living in the household who may be counted in family size by clicking the blue "Add Another Household Member" button.

- For families temporarily living with relatives or others, do not add the hosts.

Household 1

First Name	Last Name	Birthdate	Relationship to ECEAP Child	Does the ECEAP child's parent or guardian financially support this person? See notes above	Is this person related to the ECEAP child's parent/guardian by blood or marriage, or adoption?	Actions
dad	dad		Parent (Biological or Adoptive)			Edit
Mom	Mom					Edit
Example	Child	8/1/2019	ECEAP Child			

Family Size: 1

Add Another Household Member

Family Work and Training

Make sure this is accurate at the time the child is first enrolled.

Change Work/Training

dad dad

0	Work hours	Employer:
0	Education/training hours	School:
0	Study Hours	
0	Travel Hours	
0	WorkFirst hours	Activity:
0	CPS/FAR childcare hours	
No	Is Parent disabled?	

Mom Mom

0	Work hours	Employer:
0	Education/training hours	School:
0	Study Hours	
0	Travel Hours	
0	WorkFirst hours	Activity:
0	CPS/FAR childcare hours	
No	Is Parent disabled?	

0 Total Family Work and Training Hours

< Previous   Save & Close   Clear   Next >

When you click the blue button **Add Another Household Member,** you see:

- Add everyone who lives in the household. Answer the follow-up questions carefully as these determine family size. The family size is the ECEAP child plus the number of people living in the household who are both related to the legal parents/guardians and are supported by the income of the legal parents/guardians.
- Be sure to answer YES to both questions for parents or guardians (The correct answer is always yes for the legal parents/guardians without any exceptions. They are supported by and related to themselves.)
- For siblings entered here who are age-eligible for ECEAP, you can clone this application during Step 8.

Click **Save,** and this popup will close and display the **Family Size**, which is the total of the ECEAP child and all persons for whom you answered YES to both questions.
- For foster children, children in kinship care, or who have been adopted after foster or kinship care, ELMS will set the family size as 1.

Review **Family Work and Training** and click **Change Work/Training** if necessary.

Click **Next** to continue the Application.

Application Step 3 – Income

When you open Step 3 of the Child Application, you see:

- Answer each yes/no question.
- Important: Note that "income" means both earned and unearned income.

For each parent who had income, click "Add or Edit Income." You'll see this page:

- Choose this person's income sources. Be careful not to enter duplicates, such as pay stubs and a W-2 for the same job and same months.
- Choose the time period – the previous 12 months or the previous calendar year.
    - You must choose the previous "calendar year" if documentation is a W-2 or tax return.
    - When you select "calendar year," you designate the year and select the most recently completed full calendar year.
        - However, in January, the family may not yet have their W-2s. In that case, you can select the previous calendar year.
- ELMS will provide **Income Calculation** fields for each income source selected.
- Note: According to the ECEAP Performance Standards, you must verify income for an entire 12-month period, whether for the previous calendar year or the previous 12 months. Don't take one month's income and multiply by 12.

- You must verify annual income for all families, even if you know the family has extenuating circumstances that qualify them to use one month's income for ECEAP eligibility. That step will be available on the next page.
- When all income is entered, click **Save and Close**.
- ELMS summarizes the annual family income and calculates the **State Median Income Level.**

Alternate Screen

You'll see this alternate screen if the child is in foster care, kinship care, or has been adopted after foster or kinship care.
- If this is incorrect, click the "Child Info" link and correct the information.
- If it is correct, this completes the **Income** section for these children. Go to **Step 4**.

Application Step 3 – Monthly Income

- Under specific circumstances, Contractors may choose to use the previous month's or current month's income to determine eligibility rather than the annual income.
- This applies only when a family's current income is significantly decreased from their annual income due to death, divorce, unexpected job loss, or similar circumstance.
    - The reason for this exception must be documented in ELMS.
    - Annual income must still be verified and entered in ELMS, even if monthly income is used for eligibility.

- To consider monthly income, click the checkbox next to "Yes - Use monthly income for this family. All requirements above are true."
- Select the reason.
- Answer the question, "Does the family have income for the month you are using?"
- If the answer is "Yes," click Add or Edit Income for the appropriate parent(s).
- Once the monthly income is entered, ELMS will automatically choose the lower state median income level – annual or monthly – for calculating priority points.
- Click **Next** to continue the Application.

Application Step 4 – Previous Enrollment

When you open Step 4 of the Child Application, the page will have different questions depending on if the application is for the Early ECEAP program or the ECEAP program.
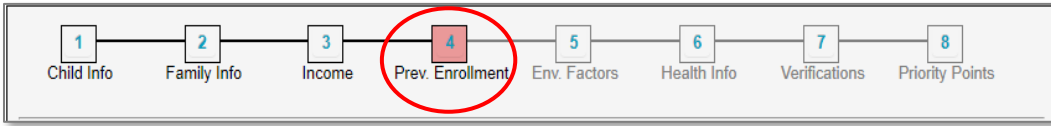
Program Type ECEAP

This child was previously enrolled in:

- ☐ Head Start at your agency
- ☐ Head Start with a different agency
- ☐ Migrant/Seasonal Head Start anywhere in Washington
- ☐ Early ECEAP   Name of Early ECEAP Contractor: _____
- ☐ Early Head Start   Name of EHS Grantee: _____
- ☐ ECLIPSE   Name of ECLIPSE Program: _____
- ☐ Any birth-to-three homevisiting program
- ☐ ESIT - Early Support for Infants and Toddlers   Name of ESIT Provider: _____
- ☐ Part C IDEA Early Intervention program in another state   Name of state and provider: _____

Program Type Early ECEAP

This child was previously enrolled in:

- ☐ Migrant/Seasonal Head Start anywhere in Washington
- ☐ Early Head Start   Name of EHS Grantee: _____
- ☐ ECLIPSE   Name of ECLIPSE Program: _____
- ☐ Any birth-to-three homevisiting program
- ☐ ESIT - Early Support for Infants and Toddlers   Name of ESIT Provider: _____
- ☐ Part C IDEA Early Intervention program in another state   Name of state and provider: _____

Program Type ECEAP

IEP or Suspected Delay

☑ This child has an **Individualized Education Program**

☐ This child was determined eligible for special education services through evaluation by a school district or tribal school, but parent/guardian declined services

☐ This child has a diagnosed developmental delay or disability with no IEP

☐ This child completed a development screening that clearly recommended referral for further evaluation.

☐ Does this child have a suspected development delay or disability? *(Does this child have a suspected development delay or disability?)*

If this child has an IEP check all categories of the IEP. If not, skip to step 5:

☐ Autism	☐ Intellectual Disability	☐ Specific learning disability
☐ Deaf - blindness	☐ Multiple disabilities	☐ Speech or language impairment
☐ Developmental delay	☐ Orthopedic impairment	☐ Traumatic brain injury
☐ Emotional disturbance	☐ Other health impairment	☐ Visual impairment
☐ Hearing impairment		

Please describe:

Start Date: [mm/dd/yyyy]   End Date: [mm/dd/yyyy]

What school district or agency issued this child's IEP?   [▼]

This child will receive their IEP services:

○ Within the ECEAP classroom only

○ During ECEAP hours only, but outside of the ECEAP classroom

○ Outside of ECEAP hours

Please note: The next question helps to prioritize this child. It will not exclude them.

Has this child been expelled from an early learning program or child care due to behavior?:   ○ Yes   ◉ No

[< Previous]   [Save & Close] [Clear]   [Next >]

Program Type Early ECEAP

To complete the **Previous Enrollment** page of the Child Application:
- Checkboxes for any programs the child previously attended. You can select more than one.
  - For children who turn 3 after August 31 of the school year, you must enter the name of the Early ECEAP contractor, Early Head Start grantee, ESIT, or Part C IDEA provider/contractor.
- Check the box for IEP/IFSP or suspected developmental delay or disability, if applicable.
- If a child is on an IEP/IFSP, select at least one disability category, enter a start date and end date, which school district or early intervention provider agency issued the child's IEP/IFSP, and where the IEP/IFSP services are provided.
- Check the appropriate option under the "This child will receive their IEP/IFSP services" header.
- Select yes or no for the question about previous expulsions due to behavior.
- Click **Next** to continue the Application.

Application Step 5 – Environmental Factors

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

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

Check the box before any item that is true for the family.
- Note: The prioritization factor for parent age when the child was born is under 18 for ECEAP and under 21 for Early ECEAP.
- For children in foster or kinship care, answer based on impact on the child.

- Important: Most of these items are connected to ECEAP priority points. Make every effort to enter accurate information at the time of enrollment.
- Some prioritization factors are locked based on information entered elsewhere in the application or the Environmental Factors.
- Enter the highest level of education completed by the parents/guardians counted in the ECEAP family size. (Responses required)
- If the family received a professional referral, you may enter the name of the Referring Agency.
- Click **Next** to continue the Application.

Application Step 6 – Health Information

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

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

Application Step 7 – Verifications

To complete the Verifications page of the Child Application:
- Select the name of the staff person who viewed documentation proving the child's eligibility.
    - Important: If there is an allegation that an ineligible child was enrolled, this is the person who may have to testify that they viewed the family's documentation.
    - If you do not see the name of the person who viewed the child's eligibility documentation, ask your ELMS Administrator to add the Eligibility/Enrollment role in ELMS for this person. They must complete a DCYF Eligibility/Enrollment training.
- Enter the date the staff person viewed and verified eligibility documentation.
- Enter the date the parent or guardian signed the ECEAP child application.
- Enter the types of documentation viewed to verify that the child's birth date, guardianship, and family size entered into ELMS are correct.
    - Important: Please read all instructions on this ELMS page. Entering the correct documentation is essential. You must document that a child is eligible for ECEAP funding according to related state laws and rules.
    - Important: Do not select "Other" and enter "Application." Instead, enter the document you use to verify the application.

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

Application Step 8 – Priority Points

This page will tell you if the Application is complete or not complete. If incomplete, you will see:

- Click **View Incomplete Information** to see what is missing. You'll see a page that lists missing data, such as this:
- Enter the required information and click **Ok.**

A completed Application looks like this:

It includes:

- The ECEAP models the child is **eligible for**: Part Day, School Day and/or Working Day, or Early ECEAP.
- **Priority Points:** This is the total DCYF or Custom points. All points are displayed without section caps.
- **Next Steps:**
    - Print application for signatures. The parent signature block informs parents how ELMS data is used and the consequences of intentional eligibility fraud.
    - Add the child to one or more site **Waiting Lists**.
- **Save and Close** if you are done working with this child's record for now.

Parent and Staff Signatures

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

Contractors must retain a statement signed by a parent verifying that information used to determine eligibility is accurate. This statement can be printed from ELMS using the "Print application for signatures" link on the Application Step 8.

Cloning Applications for Twins/Siblings

Program Type ECEAP Only

You can clone parts of the child application for ECEAP age-eligible siblings who are first applying during the same preschool school year. If a second sibling needs an application in the school year after the first sibling or for Early ECEAP, they will need to start from a new prescreen instead of a cloned application.

- When completing the first child's **Application Step 2**, enter the sibling's name and birthdate.
- Finish the first child's Application.
- Then, click on the sibling's name on the first child's **Application Step 8** to start the second application.

Cloned applications can only be enrolled in the year you create the clone. Between April 1 to June 30, you may see this message on Step 8 of cloned applications:

> ⚠ ▪ **This application was cloned from a sibling and is only available in the year it was cloned. To waitlist or enroll this child in any year other than their application year, email ELMS@dcyf.wa.gov.**

If you want to enroll a cloned application in a different year, contact ELMS support. They delete the cloned application so you can start the child's record over in the new year with a new prescreen.

Locked Prescreens and Applications

The Child Prescreen locks when completed. If information is inaccurate or changes, then the correct or newer information can be entered into the Child Application once the family wants to proceed with enrollment in ECEAP. If enrollment staff prefer to have updated information on the child prescreen after it has been locked, email ELMS@dcyf.wa.gov to request the old prescreen be deleted.

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

If you find an error after enrollment, email ELMS@dcyf.wa.gov to request changes. DCYF staff can correct typos and errors related to the family's initial eligibility for ECEAP or Early ECEAP.

We do not change the Child Application when:

- A family has a change of circumstances after the child is enrolled. You may enter those changes in the Child & Family Updates section of ELMS, and they do not impact the child's eligibility status.
- When a child is enrolled in a second year of ECEAP or Early ECEAP.
- Note: When a child transitions between Early ECEAP and ECEAP, they will need an ECEAP application.
- When they move to a different ECEAP Contractor.

Each child only has one locked Application representing their ECEAP eligibility, locked at the time they were first enrolled into an ECEAP or Early ECEAP class in ELMS. If a child is enrolled in Early ECEAP and then ECEAP, they will have one locked application for each program.

Priority Points

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

You can view the DCYF Priority Point charts online:
- ECEAP Priority Point Chart
- Early ECEAP Priority Point Chart

Priority points are an equitable way to compare children to determine who receives the limited ECEAP slots. It also allows DCYF to compare similar children's access to ECEAP across the state.

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

Tip:
Many ECEAP contractors have a schedule for accepting children, such as:
- Accepting children with high points for the next year on July 1.
- Then filling 90% of slots with children with fewer points on August 1.
- Then waiting until September 1 to fill the final slots, in case high priority children show up later.

This is just an example!

Child Pre-Enrollment Notes

This **Pre-Enrollment Notes** section was designed to allow you to enter text about a child before their enrollment in the class. This is not a requirement, just a place to describe any unique circumstances regarding children's eligibility that need to be remembered. Also, use it to enter reasons for any changes made to a child's application. The notes can be viewed by anyone with access to the child record.

Access a child's **Pre-Enrollment Notes** page from the Actions Dropdown on the **Child Search** page or from the **Waiting List.**

Child Search

Waiting List

You can add a child to one or more site Waiting Lists any time after they have a completed Prescreen. You can view site waiting lists from two locations:
- Select Waiting List under the Child tab.
- From the Locations and Classes tab, select Site, then Waiting List.

In each case, you will see a list of children with the following information:
- ELMS Child ID number
- Child First Name
- Child Last Name
- An IEP or IFSP icon near the child's last name for children on an IEP or IFSP
- An IEP* icon near child's last name if child was determined eligible for IEP and parent declined services
- Date child was added to Waiting List
- Preference for this Site – 1st, 2nd, or 3rd, with a link to change it
- Child Age (ECEAP age is based on age as of August 31st of the displayed school year)
- ECEAP Application Complete – Yes or No (links to the ECEAP application if applicable)
- Early ECEAP Application Complete – Yes or No (links to Early ECEAP application if applicable)
- Returning ECEAP from last year – Yes or No
- Returning Early ECEAP from last year – Yes or No
- Previous Head Start, EHS, ESIT, Part C, or Early ECEAP – Yes or No
- Exceeds SMI Eligibility (ESE). An "ESE" icon for ECEAP children who exceed State Median Income Level (SMI) eligibility
- Eligibility for (Part Day, School Day, and Working Day ECEAP and B-3 Early ECEAP)
- DCYF Priority Points
- An Actions dropdown menu where you can choose: Enroll, View Pre-Enrollment Notes, View Prescreen, Remove from Waiting List, or Add to a different Waiting list

Child ID	First Name	Last Name	Date on Waiting list	Preferences for this Site	Age	ECEAP Application Complete	Early ECEAP Application Complete	Returning ECEAP from last year	Previous Head Start, Early ECEAP, EHS, ESIT or Part C	Over-Income	Eligible for	DCYF Priority Points	Actions
111330	Waitlist	Example	4/1/2021	1st	5	Yes	No	Yes	No		PD,SD	385	Select an Action... ▼
107917	Example	Child 2	4/1/2021	1st	5	Yes	No	Yes	No		PD,SD,WD	325	Select an Action... ▼
106823	Sample	Child	4/1/2021	Unspecified	4	Yes	No	No	No		PD,SD	320	Select an Action... ▼
116992	Example	Child	5/19/2021	Unspecified	2	No	Yes	No	No		B-3	310	Select an Action... ▼

At the top of the Waiting List, there is a blue button to "Export site waiting list to Excel."

- The exported waiting list will include child immunization status for children with completed Child Applications for both ECEAP and Early ECEAP.

Waiting List for Two School Years

Between April 1 and June 30 the school year that you selected when completing the initial eligibility will determine the earliest school year that a child may be placed on a waiting list.

- If you choose the current school year, you can place the child on a waiting list for the current or upcoming school year.
- If you choose the upcoming school year, you will only have the option to place the child on a waiting list in the upcoming school year.

Check the box for the sites you want in each school year.

Site	Location	School Year 2018-2019				School Year 2019-2020		
			Available Slots	Expected Rank	Preference		Available Slots	Expected Rank	Preference
Adams Elementary (YSD)	Yakima	☐	54	2 / 6		☐	0	49 / 58	
Barge Lincoln (YSD)	Yakima	☐	36	1 / 1		☐	0	28 / 38	
Brewster School District	Brewster	☐	36	3 / 10		☐	0	8 / 18	
East Valley	Moxee	☐	40	1 / 6		☐	0	40 / 51	
East Wenatchee	East Wenatchee	☐	56	1 / 14		☐	0	58 / 67	
EPIC Place	Yakima	☐	90	11 / 20		☐	0	91 / 111	
Hoover ECEAP	Yakima	☐	18	1 / 1		☐	0	12 / 19	
OIC	Yakima	☐	62	9 / 34		☐	0	72 / 86	
Rock Island	Rock Island	☐	36	4 / 11		☐	0	34 / 44	
West Valley - Ahtanum	Yakima	☐	34	3 / 8		☐	0	26 / 41	

Add to Waiting List(s)

Enrolling a Child in a Class

Before children can be enrolled in classes within ELMS:
- Their Child Application must be complete for the Program Type they will enroll in.
- They must be on an ELMS Waiting List.
- They must be eligible for a class model at the site.

There are several locations in ELMS for enrolling children:
- Enroll individual children from the Waiting List on the Child tab.
- Enroll individual children from the Site Waiting List page on the Locations & Classes tab.
- Enroll individual children from the Child Search.

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

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

Enrolling Individual Children from the Waiting List on the Child Tab

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

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

Select **Enroll** from the **Actions** dropdown menu next to their name.

This page allows you to select:
- The Site **Waiting list**, if the child is on multiple, from the dropdown list.
- The **Class**, from the dropdown list, shows slots available and the class model.
- The **Expected Start Date** that the child will first come to class.
- The **Family Support Specialist** that will work with that child's family.

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

Enroll Individual Children from the Site Waiting List Tab

Under the Locations and Classes tab:
- Click the Site button.
- Locate the site where you want to enroll the child.
- Then select the **Waiting List** link.
- Click the Waiting List Tab

Enroll Individual Children from the Child Search

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

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

From the search results, find the child you want to enroll and select **Enroll** from the **Actions** dropdown menu across from their name.

Enroll Returning Children into Working Day Classes

For children returning to ECEAP from a previous year, you must update their family Work/Training hours before enrolling them in Working Day classes. To do this:

- Open the child's waiting list.
- Select Enroll from their Actions dropdown menu.
- Click the "Review Working Day Eligibility."
- Review and update all fields on the Change Employment Status popup.
- Save.
- If ELMS determines the hours qualify the family for Working Day, you will see "Eligible for Part Day, School Day, Working Day" under the child's name, and Working Day classes will be available on the class dropdown during enrollment.
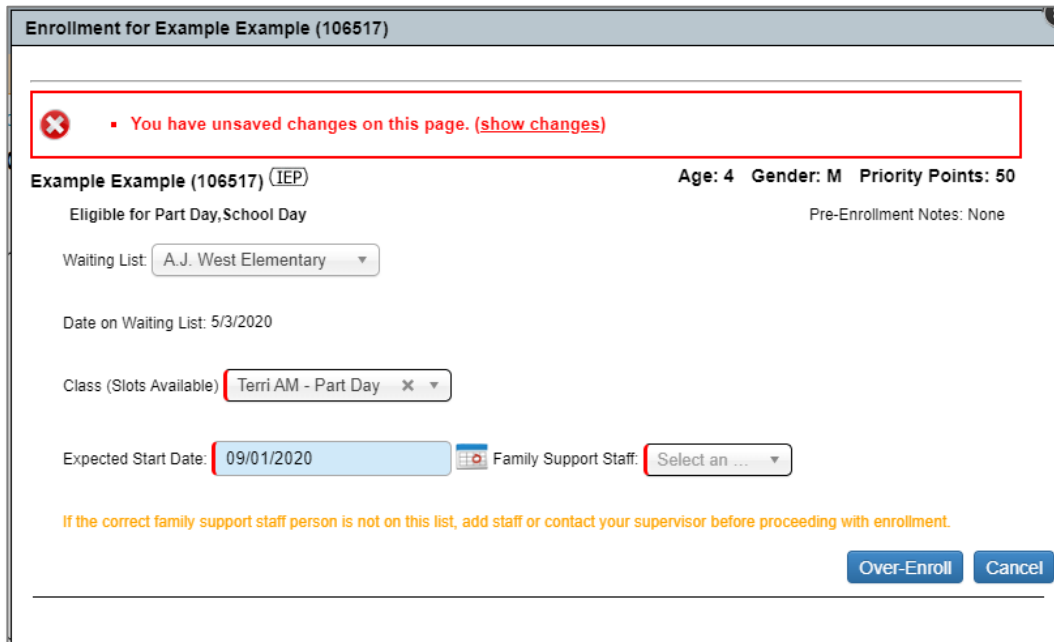
Over-Enrolling

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

- For ECEAP: You have available ECEAP slots at a different location, and you will have 20 or fewer children in the class and will maintain the required 1:10 adult to child ratio. DCYF permission to move slots between sites is required between September 15 and April 1 each year. Ask your ECEAP Director to contact their assigned DCYF CQI Specialist to approve this.
- For ECEAP: You have funding to expand ECEAP slots from a source other than DCYF, such as your county or school district. You will have 20 or fewer children in the class and maintain a 1:10 adult to child ratio. This practice is allowed by the state ECEAP statute.
    - In this case, only the DCYF-funded slots are entered as Funded ECEAP Slots on your site and class information pages, but you may "over-enroll" with the additional locally-funded slots.
- For Early ECEAP: You have available Early ECEAP slots at a different location, and you will have 9 or fewer children in the class and will maintain the required 1:4 adult to child ratio. DCYF permission to move slots between sites is required between September 15 and April 1 each year. Ask your ECEAP Director to contact their assigned DCYF CQI Specialist to approve this.
- For Early ECEAP: You have funding to expand ECEAP slots from a source other than DCYF, such as your county or school district. You will have 9 or fewer children in the class and maintain a 1:4 adult to child ratio. This practice is allowed by the state ECEAP statute.
    - In this case, only the DCYF-funded slots are entered as Funded ECEAP Slots on your site and class information pages, but you may "over-enroll" with the additional locally-funded slots.

If the class already has a child in each funded slot, but the class size limit of 20 for ECEAP or 9 for Early ECEAP and the adult:child ratio of 1:10 for ECEAP and 1:4 for Early ECEAP is not yet met, ELMS will display an **Over-Enroll** button. You have the choice to exceed the funded slots assigned to this class.

Out of Ratio Message

If you attempt to enroll a child, you must have enough teaching positions "filled for all ECEAP hours" to maintain a 1:10 ECEAP or 1:4 Early ECEAP adult-to-child ratio. Otherwise, ELMS will show "Out of Ratio" in the Actions column.
- Click on the words "Out of Ratio" and follow directions to add appropriate staff before enrolling the child.
- Make sure that the "Position is filled all ECEAP hours" checkbox is marked for all teaching positions. Otherwise, they are not counted in the adult-to-child ratio.

Class Full Message

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

Maximum number of Exceeds SMI Eligibility (ESE) slots

If your contractor has already used the maximum number of ESE slots allowed and you attempt to enroll an ESE child, you will see a message explaining this. For more information, email your DCYF CQI Specialist or ELMS support at elms@dcyf.wa.gov.

Overlapping Enrollment Dates

ELMS will not allow you to enroll a child with a start date earlier than one day after their last date attended in a previous ECEAP class. . If you enter a start date that is the same as or earlier than the child's last day in their previous class, ELMS inform you to select an earlier last date attended or a later first date attended in order to remove the overlap.

Transfer a Child

- You can transfer a child if you have ELMS access to the site or class they are transferring to.
- Your ELMS Administrator can transfer children between sites within your agency.
- See Transfer Between Contractors to have a child's ELMS records moved to you from a different ECEAP contractor.
- If a child currently with your agency needs to move to another agency, then the other agency will need to follow steps outlined in Transfer Between Contractors to have a child's ELMS records moved to their agency.
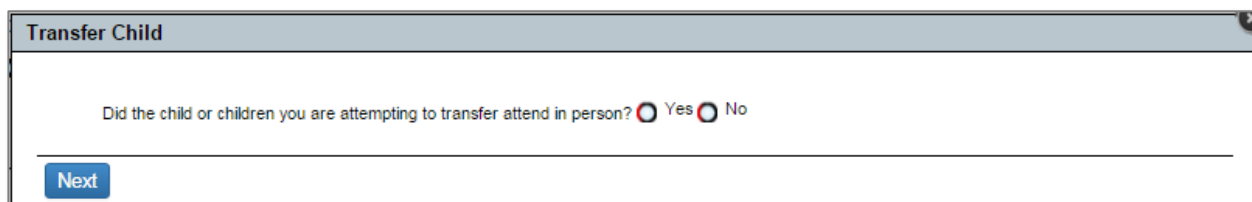
Limits to the **Transfer** function of ELMS:
- Only children **Enrolled in Class** with an **Actual Start Date** can be transferred.
- Use **Exit,** instead of Transfer, if the child has not yet started class. In this case, you **Exit** the child as "never attended" then add them to the waiting list again. Then re-enroll the child in the correct class.

Either of these will take you to the **Transfer** popup.
- Locate the child in **Child Search** and select **Transfer** next to their name.
- Locate the child on the **Class Roster** and select **Transfer** next to their name.

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

If your response was Yes, you see:

On the left:
- Enter the **Last Date Attended** in the current class.

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

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

Bulk Transfer

To transfer more than one child at once:
- On the Child tab, select Transfer Child, then "Identify Children to Transfer."
- Alternate method: On the Child tab, after you search for enrolled children, click "Perform Batch Operation." Then click Transfer, select children, and click Transfer again.

- Click the box(es) to the left of child names.
- Then click "Select Checked Children" at the bottom of the page.

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

- Follow the instructions at the top of the popup.
- Once all required information is entered, click the blue **Transfer Selected Children** button.
- You will be asked if you are sure you want to transfer these children; click yes to continue.

Transfer Between Contractors

To request the transfer of a child from another contractor, follow these steps:
- 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, 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 will notify you when the child record is ready for you, usually within two business days.

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.

Exit A Child

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

- For Working Day classes at the end of the school year, exit children as of the last class day. Do not exit them on June 30 if it is a Saturday or Sunday. This prevents a problem with the Monthly Report.

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

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

First, ELMS will prompt you with this question. An accurate answer is critical.

If the child did not attend in person or receive modified services, you will see this shortened Exit screen. Follow the instructions at the top.

If the child attended in person or received modified services, complete this **Exit** popup.

- Enter the name of the staff verifying that the child attended class in person.
- Select the Reason for Exit.
  - Some reasons will require additional information. Fill in any required additional fields to proceed.
  - Other reasons will prompt but not require a written description.
- Enter or confirm the Actual Class Start Date for this child. It must be the accurate date the child first attended in person.
- Enter the child's Last Date Attended. This is the last day they were in class in person.
- If you want to return this child to a waiting list, check the box on the bottom left, and enter the Site name. If you do not check this box, the child will be re-listed in Child Search with Completed Application status.
- If the child attended less than 30 calendar days, this is complete, and you can click Exit Child.
- If the child was in class for 30 calendar days or more, you will see the word "**Required**" under Review Child & Family Updates, and the Exit Child button will be disabled.
  - Click on the word **Required** to open Child & Family Updates.
  - Follow the instructions at the top of the page to review, update and lock the child's record before completing the exit.

Review Child & Family Updates

- Click on the number **2** at the top of the page.
- Review the page. Complete any missing information and make sure the page reflects your latest information.
- Click **Lock** at the bottom of the page. This will close the lock icon at the top of the page for number 2.

- Click **Next** and repeat this process for steps **3, 4, 5**, and **6**.
- When the pages are all locked, click **Save & Close** at the bottom.
- This returns you to the **Exit** popup, where you can click **Exit Child.**

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

Bulk Exit

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

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

Children Moving Between School Years

Each year when the year-to-year opens, typically in April, records for children who are age-eligible for the following year will be automatically moved to the next school year in ELMS. For children who were 2-year-olds in Year One:

- If they were enrolled at any time during year one, they will automatically move to the waiting list for the same site in the new year and are ready to enroll.
- If they were never enrolled, their application will not rollover into the new year. You will need to complete a new application for a 3-year-old in ELMS.

For children who were 3-year-olds in Year One:

- If they were enrolled prior to April 1, they will automatically move to the waiting list for the same site in the new year and are ready to enroll.
- If they were on the waiting list on April 1, you will find them on the same waiting list in the new year.
- If they were never on a waiting list, you will find them in Child Search in the new year.
- If they did not attend class, you will need to re-verify their eligibility and update their application before enrolling them for the new year.
- If you enter a prescreen for a new 3-year-old in Year One after April 1, their records will also show up in the new school year. However, you must manually place them on waiting lists for the new year.
- If you enter a prescreen for a new 4-year-old in Year Two after April 1, their records will also show up only in the new school year. You will not be able to place them on waiting lists for the current year.

For children who were 4-year-olds in Year One:
- Their record will only roll forward to the new year if they were enrolled and attended during their 4-year-old year.
- They can be enrolled in summer classes if they meet the eligibility requirements for those classes.
- They cannot be enrolled once they are age-eligible for kindergarten. They must be exited from classes in order to submit your September Monthly Report in ELMS.

For children who were in Working Day classes in Year One:
- You must exit them as of June 30 (even if they are continuing). This is because ELMS keeps years distinct.
- Then you can enter them again as of July 1.
  - Before you enroll them for the new year, you'll need to verify family work and training hours again to make sure they are still eligible for Working Day. Use the button in the child's Enroll popup to do this.

To learn how to put a child on a waiting list for one or both years, between April 1 and June 30, see the Waiting List for Two School Years section.

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

Transitioning Children from Early ECEAP to ECEAP

If a child enrolled in Early ECEAP will transition to ECEAP on or after their 3rd birthdate, you may begin the ECEAP application process when the child is age 2 as of Aug 31 in the current school year. You can do this by going to the Transition Planning page from Child Search, under the Actions column for the child.

On the Transition Planning page, you will begin the transition planning process. The Transition Planning information will not lock. You may change it at any time during the transition planning process.

Applying to ECEAP

If the plan includes the child transitioning to ECEAP, you must verify ECEAP eligibility by selecting the Apply to ECEAP button below to begin the ECEAP Application process in ELMS.

- The Apply to ECEAP button will be available during the school year in which the child is 2 year-olds as of August 31 of that school year.
- The Change status to ECEAP button will become available once the child has a completed ECEAP Application and has exited from all Early ECEAP classes.
- Once you click the Change status to ECEAP button, the child's application status will change to ECEAP, and you will not be able to enroll them in another Early ECEAP class.
- Once the child status has changed to ECEAP, you can enroll them in an ECEAP class on or after their 3rd birthdate.

Children Prescreened for Early ECEAP and Never Enrolled in Early ECEAP

If a child has an Early ECEAP prescreen or application and never enrolls in Early ECEAP, and is 3 years old, you may start an ECEAP Application process using the Create ECEAP Application option.

The Create ECEAP Application page will be available on the child's 3rd birthdate. You can open the page from Child Search under the Actions column for the child by clicking the Begin ECEAP Application link.

Children Applying for ECEAP after Prescreening for Early ECEAP

- If a child has a completed Early ECEAP prescreen or application and needs to enroll in ECEAP, you must verify ECEAP eligibility by selecting the Apply to ECEAP button below to begin the ECEAP Application process in ELMS.
- Once the child has a completed ECEAP application and is on a waiting list for ECEAP, they may enroll in an ECEAP class.
- You can open the child ECEAP Application from Child Search under the Actions column. The Begin ECEAP Application link will no longer display.

Once the child has a completed ECEAP application and is on a waiting list for ECEAP, they may enroll in an ECEAP class that they are eligible for like any other child.

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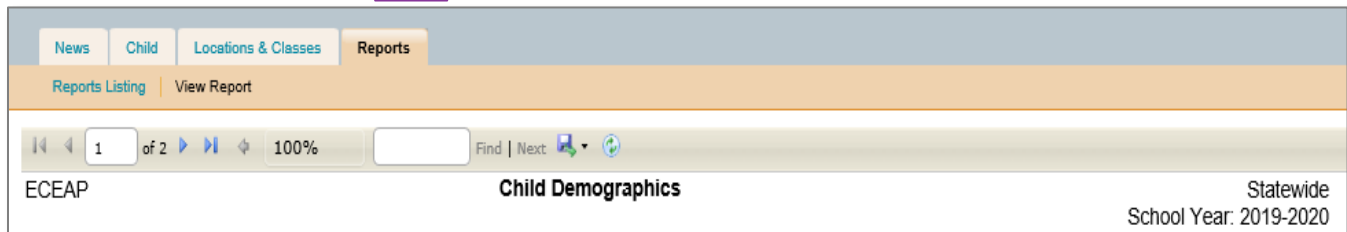
Child Demographics – Characteristics of children and families enrolled in ECEAP

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.

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. It is 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 attending must have an actual start date entered into ELMS, and children who never attended must be exited with the reason "Never Attended."

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

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.

Waiting List Count – 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, for Microsoft Office 2007 and earlier:
  - Make sure your screen has the page open that 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: Follow the instructions at the following link: https://support.apple.com/en-us/HT201361 .

Appendix A: Race and Ethnicity Subcategories

Hispanic/Latino:

Argentinian	Guatemalan	Salvadoran
Bolivian	Honduran	Spanish
Chilean	Mexican or Mexican-American	Uruguayan
Colombian	(Chicano)	Venezuelan
Costa Rican	Nicaraguan	Latin American
Cuban	Panamanian	Other Hispanic or Latino
Dominican	Peruvian	
Ecuatorian (Ecuadorian)	Puerto Rican	

Asian:

Asian Indian	Indonesian	Mongolian
Bangladeshi	Japanese	Nepali
Bhutanese	Korean	Pakistani
Burmese	Laotian	Singaporean
Cambodian (Kampuchean)	Madagascar	Sri Lankan
Chinese	Remove Malaysian	Taiwanese
Filipino	Malayan	Thai
Hmong	Maldivian	Vietnamese

American Indian/Alaskan Native:

Alaska Aleut (Unangan)	Kalispel	Skokomish
Alaska Alutiiq	Kikiallus	Snohomish
Alaska Athabaskan	Lower Elwha	Snoqualmie
Alaska Eskimo (Inupiaq or Yupik)	Lummi	Snoqualmoo
Alaska Eyak	Makah	Spokane
Alaska Haida	Muckleshoot	Squaxin Island
Alaska Tlingit	Nisqually	Steilacoom
Alaska Tsimshian	Nooksack	Stillaguamish
Chehalis	Port Gamble Klallam	Suquamish
Chinook	Puyallup	Swinomish
Colville	Quileute	Tulalip
Cowlitz	Quinault	Upper Skagit
Duwamish	Samish	Yakama
Hoh	Sauk-Suiattle	Other Alaska Native
Jamestown	Shoalwater	Other American Indian

Native Hawaiian/Other Pacific Islander:

Native Hawaiian	Palauan	Tongan
Fijian	Papua New Guinean	Trukese (Chuukese)
Guamanian	Ponapean (Pohnpeian)	Vanuatuan (New Hebrides
Kosraean	Samoan	Islander)
Mariana Islander	Solomon Islander	Yapese
Marshall Islander	Tahitian	Other Pacific Islander
Melanesian	Tarawa Islander	
Micronesian	Tokelauan	