# Completing Your ECEAP Monthly Report in ELMS

Updated June 2025

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# ECEAP Monthly Report in ELMS

This information is for Early Childhood Education and Assistance Program (ECEAP) Contractors. Each month, ECEAP Contractors submit a Monthly Report to the Department of Children Youth and Families (DCYF) as part of their billing process. This is done in the Early Learning Management System (ELMS).

- The primary purpose of the Monthly Report is to document the program activities for the report month. Separately, you send an A-19 invoice. Your Monthly Report in ELMS must be complete before DCYF approves your invoice.

- An additional purpose of the Monthly Report is to verify and update specific ELMS child and staffing information that may change from month to month.

# Due Dates

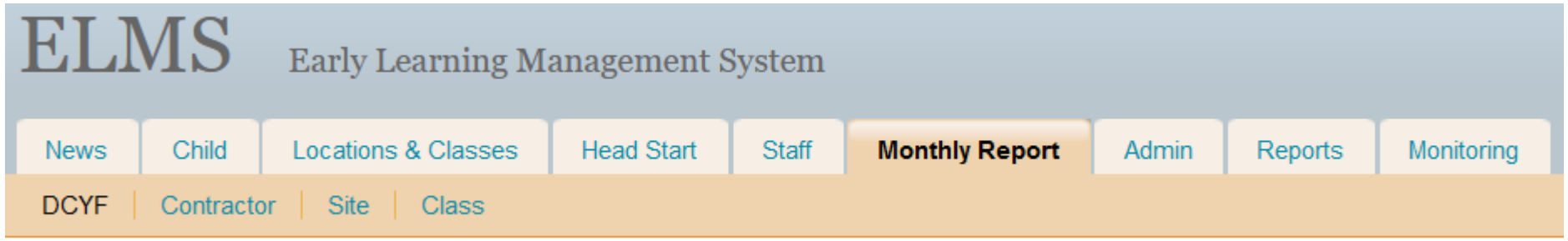
- The **Report Month** is the month in which ECEAP services were provided.
- Monthly Reports are available to view and edit in ELMS on the last day of the Report Month.
  - Exception: At the end of the school year, the class page of the Monthly Report is available a week before class ends.
- Monthly Reports are due by the 15th of the following month.
  - Exception: the June Monthly Report is due by July 10.

# Accessing the Monthly Report

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

- Select this tab to open the Monthly Report.

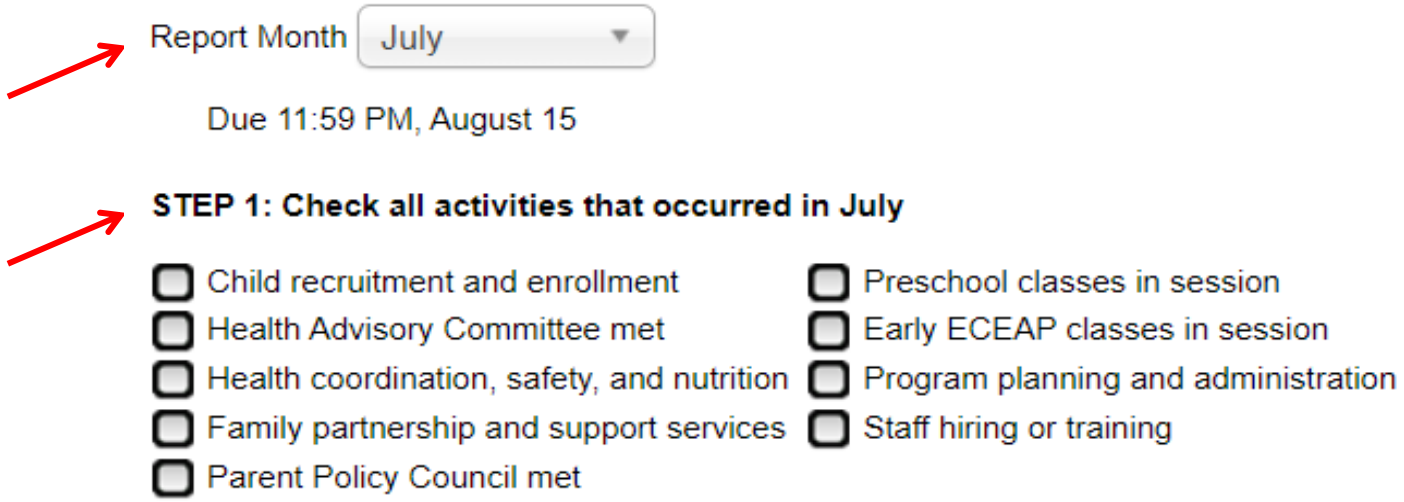
# For ECEAP Directors and Admin Staff




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

# For Months with No Preschool Classes

- The ECEAP Director or ELMS Administrator completes the Contractor page of the ELMS monthly report.
- Select the Report Month.
- In **STEP 1**, check "Program planning and administration" and all other boxes for activities that occurred during the Report Month.



# For Months with No Preschool Classes (Continued)

- There is no STEP 2 in months with no preschool classes.
- In **STEP 3**, if there was an RBPD meeting in your region that month, enter your representative who attended and the date of the meeting. Leave this blank if you did not send a representative to an RBPD meeting during the report month.

**STEP 3: Local Implementation Partner meeting attendance**

ECEAP contractors must send a representative to Local Implementation Partner meetings sponsored by your local Child Care Aware, for each month the meetings occur. If you sent a representative for this billing month, complete the following. If there was no meeting or if you did not attend, leave this blank.

Name of Representative: Select an Option

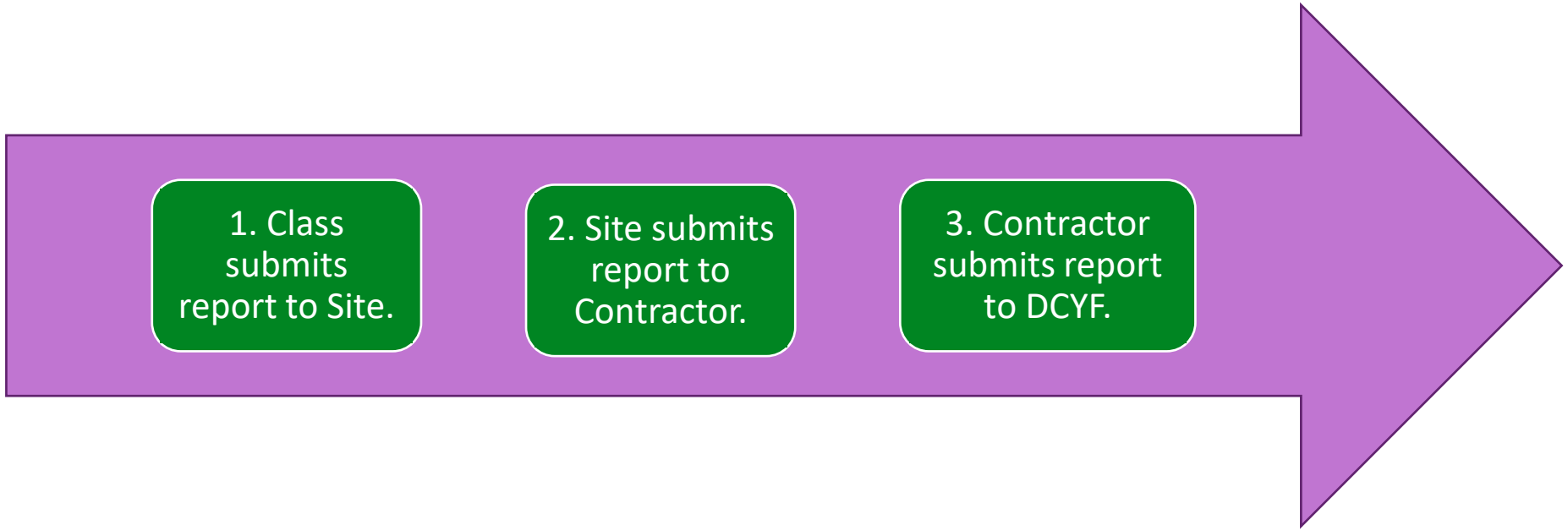
Date of meeting: mm/dd/yyyy

- Then, click "Submit to DCYF" at the top of the page. That's all you have to do in months with no preschool classes.

Submit to DCYF

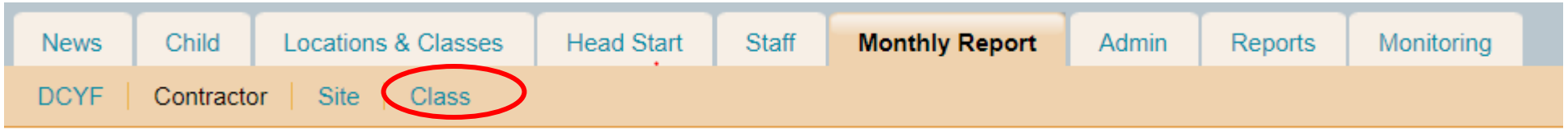
# For Months <u>with</u> Preschool Classes

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



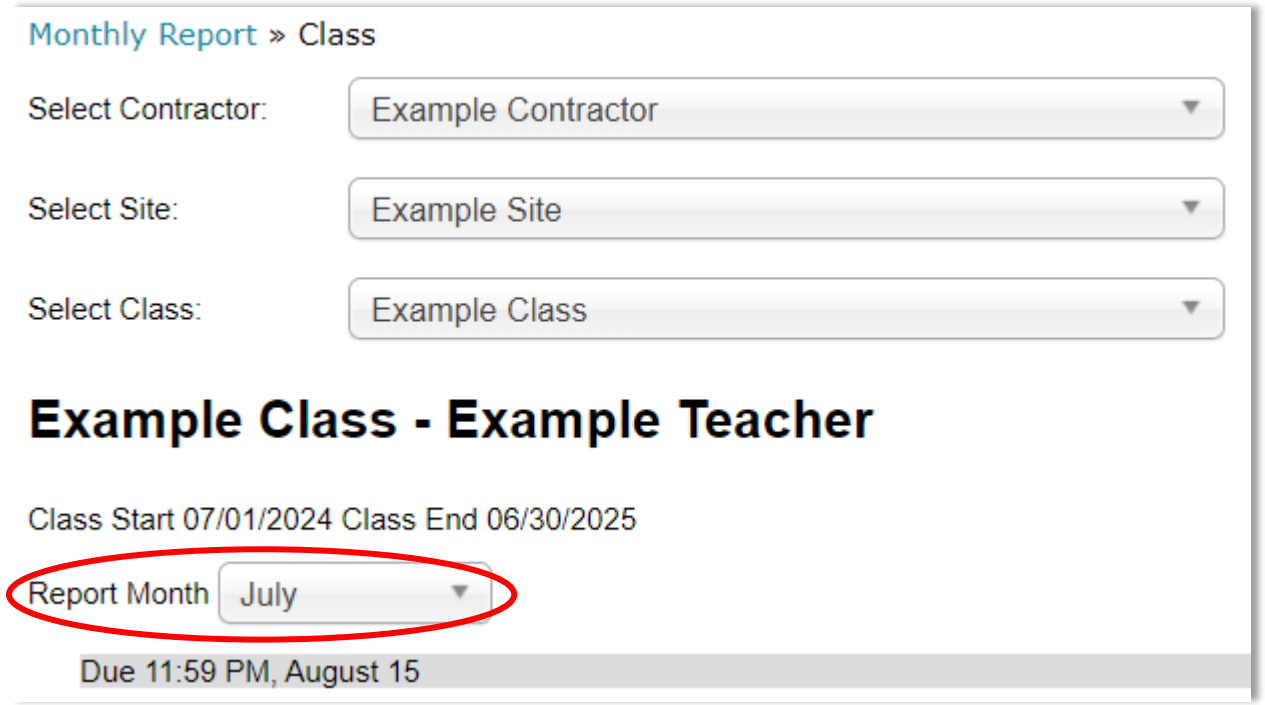
# Start with the Class Page(s)

- The **class** page may be completed by classroom or family support staff, site and subcontractor managers, or contractor-level ECEAP Directors and ELMS Administrators.
- Your ELMS roles determine which sites and classes you can see. If you are a teacher with one class, your class will appear right away when you click the Monthly Report tab.
- All other roles start by clicking “Class” on the submenu bar.



# Class Page (continued)

- Navigate to the site and class.
- Select the **Report Month** (usually last month).
- Note the due date.



# Class Page – STEP 1

- For **STEP 1,** count the actual number of days the class met this month.
  - ELMS displays the number of class sessions originally scheduled on the Class Information page. This number can't be edited.
  - Fill in the actual number of days the class met during the report month, whether or not it matches the originally scheduled days. Don't count snow days. For Part Day and Working Day classes, don't count conference days.

**STEP 1: Confirm number of class sessions**

| | |
|---|---|
| 6 | Maximum number of possible class sessions in June. This includes holidays and breaks and is not the actual count. |
| 6 | Actual number of class sessions in June |

  - For School Day classes only, enter the number of days class was canceled for parent-teacher conferences. These count toward your 1,000 hours.

| | |
|---|---|
| 0 | Number of class sessions cancelled in June for parent-teacher conferences. |

# Class Page – STEP 2

- In **STEP 2,** review child information for accuracy. You are certifying this is true to back up your ECEAP invoice.
- Enter the Actual Class Start Date for each child directly into the text box, if it is not already showing. This is the first date the child attended class in person.
- If the child has not yet started class, change their Expected Class Start Date. When you save the page, these children will be removed from this month's report.
- If a child left or never attended and the Class Exit Date is not showing, click "Exit from Class" and follow the instructions.

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

| ECEAP Child Enrolled | Expected Class Start Date | Actual Class Start Date | Class Exit Date | Parent-Teacher Conferences | Family Support Visits | Family Support Staff | | | |
|---|---|---|---|---|---|---|---|---|---|
| | 07/02/2018 | 07/02/2018 | | 0 | 0 | Felicia Gonzales | View Updates | Enrollment History | Exit from Class |
| | 07/02/2018 | 07/02/2018 | | 1 | 0 | Felicia Gonzales | View Updates | Enrollment History | Exit from Class |
| | 07/02/2018 | 07/02/2018 | | 1 | 0 | Felicia Gonzales | View Updates | Enrollment History | Exit from Class |

# Class Page – STEP 2 (continued)

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

| ECEAP Child Enrolled | Expected Class Start Date | Actual Class Start Date | Class Exit Date | Parent-Teacher Conferences | Family Support Visits | Family Support Staff | | | |
|---|---|---|---|---|---|---|---|---|---|
| | 07/02/2018 | 07/02/2018 | | 0 | 0 | Felicia Gonzales | View Updates | Enrollment History | Exit from Class |
| | 07/02/2018 | 07/02/2018 | | 1 | 0 | Felicia Gonzales | View Updates | Enrollment History | Exit from Class |
| | 07/02/2018 | 07/02/2018 | | 1 | 0 | Felicia Gonzales | View Updates | Enrollment History | Exit from Class |

- Review the number of Parent/Teacher Conferences and Family Support Visits for each child. This is the total for the school year through this report month.

- If you need to update conferences or visits, click the hyperlinked blue number to open the relevant section of Child and Family Updates.

# Class Page – STEP 2 (continued)

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

| ECEAP Child Enrolled | Expected Class Start Date | Actual Class Start Date | Class Exit Date | Parent-Teacher Conferences | Family Support Visits | Family Support Staff | | | |
|---|---|---|---|---|---|---|---|---|---|
| | 07/02/2018 | 07/02/2018 | | 0 | 0 | Felicia Gonzales | View Updates | Enrollment History | Exit from Class |
| | 07/02/2018 | 07/02/2018 | | 1 | 0 | Felicia Gonzales | View Updates | Enrollment History | Exit from Class |
| | 07/02/2018 | 07/02/2018 | | 1 | 0 | Felicia Gonzales | View Updates | Enrollment History | Exit from Class |

- Check that the correct family support staff is listed for each child.
- If not, correct this on the Child tab by opening “Bulk Updates” on the submenu bar. Do not submit your Monthly Report until this is correct.

# Class Page – STEP 3

- In **STEP 3,** you verify the child count for the entire class, including non-ECEAP children. This is the number enrolled on the last class day of the month.
- ECEAP child counts are entered automatically.
- You must enter the non-ECEAP child counts enrolled in this class. Count each child only once.
  - In your first month of class, the numbers on the left are from the Class Staff, Slots, & Ratio page.
  - In later months, the numbers on the left are from your last Monthly Report.

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

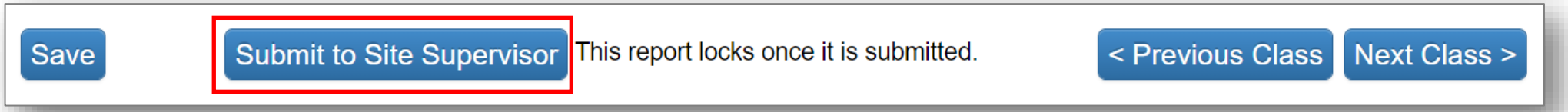
| Previous # | # on last class day on August | |
|---|---|---|
| 17 | 18 | Number of ECEAP working day children, with or without IEP's |
| 0 | | Number of non-ECEAP children funded by special education |
| 0 | | Number of Transition to Kindergarten children |
| 0 | | Number of Head Start children |
| 0 | | Number of non-ECEAP child care children present for ECEAP hours and longer |
| 0 | | Number of non-ECEAP preschool children present for ECEAP hours only |
| 17 | 18 | Total children on the last class day of the month |

Read only

Enter

# Class Page – Final Steps

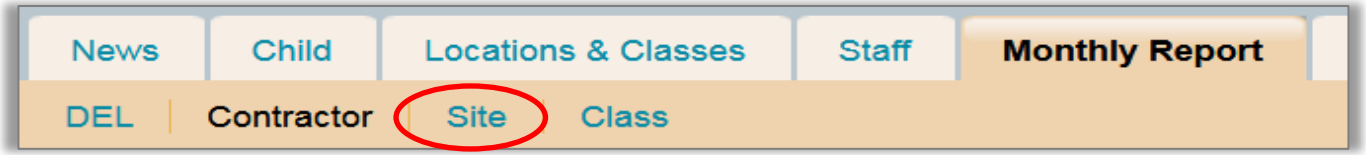
- Click the Save button at the bottom of the page.
- Then, click the “Submit to Site Supervisor” button.



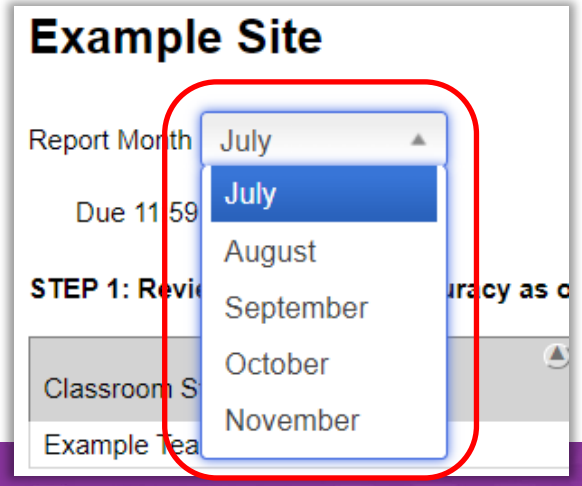

- If you have another class to complete, you can select it from the drop down list at the top of the page. Or, use the Next and Previous buttons at the bottom of the page.

# Site Page

- Once class pages are submitted, the site page may be completed. This is done by site or subcontractor managers, or by contractor-level ECEAP Directors or ELMS Administrators.
- Open the Monthly Report tab, and click Site on the submenu bar.




- Navigate to the correct site and report month.



# Site Page – STEP 1

- On **STEP 1** of the site page, review the classroom staff list for accuracy as of the last day of the report month.
- For each correct name/role/class, select "Confirm."
- If the staff person was not in this role on the last day of the report month, incorrect, select "Change". This takes you to the Staff Search page where you can remove and add staff or roles.
- If all staff have been reviewed and verified correct, you can click the blue "Confirm All" button to confirm all site staff at once.
- Make sure staff names are correct before submitting the site page of the Monthly Report.

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

| Classroom Staff | Role | Class | | |
|---|---|---|---|---|
| Jakelin | Lead Teacher | Westside | Confirm | Change |
| Laura | Other Classroom Staff | Westside | Confirm | Change |
| Rebecca | Assistant Teacher | Westside | Confirm | Change |

Confirm All

# Site Page – STEP 2

- In **STEP 2,** you review the class reports for accuracy.
- Click “Open” to view or edit the class report.
- Click “Unlock” if the class report was submitted and you need to make changes (or ask other staff to make changes).
  - Site level staff have the ability to unlock this, until the site report is submitted. After the site report is submitted, you’ll need a Contractor ELMS Administrator to unlock.

**STEP 2: Review each class report for accuracy.**

| Class | Date Completed | Person Who Completed | | |
|---|---|---|---|---|
| Bear1 Classroom | 10/24/2018 9:56:28 AM | Will Friddle | Open | Unlock |

# Site Page – STEP 3

- In **STEP 3,** you can enter optional parent education information for the month.
- Enter the number of parent education hours:
  - Parent education hours are defined as: Hours of education for parents in a group setting. For example, Families Moving Forward or 123 Magic.
  - Policy Council is not considered a parent education activity.
  - There is no minimum number of hours that need to be completed each month.
- Enter the number of adults who participated in parent education.

**STEP 3: Parent education**

| | |
|---|---|
| 1.5 | # of hours of parent ed provided this month |
| 21 | # of adults who participated |

# Site Page – STEP 3 (continued)

- Enter the topic(s) covered during parent education for the month. Where available, enter the name of the training provided.

**STEP 3: Parent education**

1.5 # of hours of parent ed provided this month

21 # of adults who participated

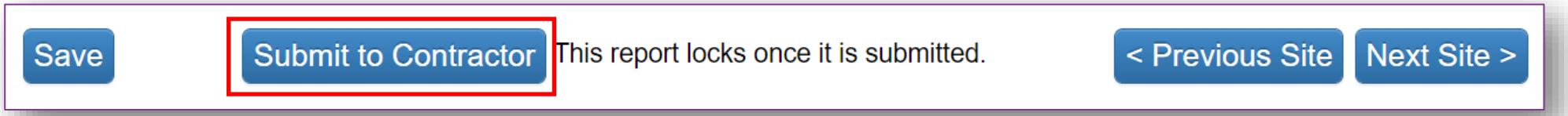
Topics:

Families Moving Forward

# Site Page – Final Steps

- When the site page is complete and accurate, click the Save button at the bottom of the page.

- Then, click the “Submit to Contractor” button.

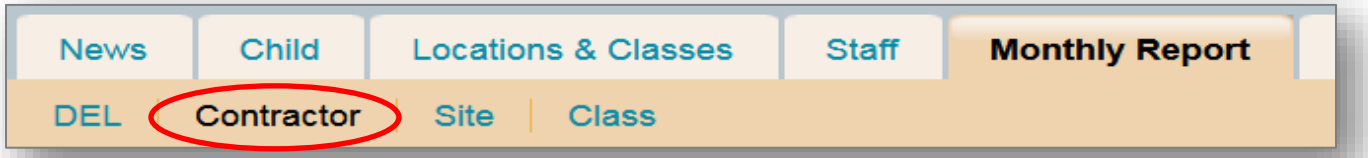



- If you have another sites to complete, you can select it from the drop down list at the top of the page. Or, use the Next and Previous buttons at the bottom of the page.

# Contractor Page

- Once site pages are submitted, the contractor page may be completed by contractor-level ECEAP Directors or ELMS Administrators.

- Open the Monthly Report tab, and click Contractor on the submenu bar.




- Navigate to the correct report month.

# Contractor Page – STEP 1

- On **STEP 1** of the contractor page, check "Program planning and administration" and the boxes for all other activities you performed under your ECEAP contract during the Report Month.

**STEP 1: Check all activities that occurred in August**

- ☐ Child recruitment and enrollment
- ☐ Health Advisory Committee met
- ☐ Health coordination, safety, and nutrition
- ☐ Family partnership and support services
- ☐ Parent Policy Council met
- ☐ Preschool classes in session
- ☐ Program planning and administration
- ☐ Staff hiring or training

- Additional steps of the Contractor Monthly Report vary by month. See the following slides.

# Contractor Page: Verify Site Reports

- In each month with classes, you will review the site reports for accuracy.
- Click “Open” to view or edit the site report.
- Click “Unlock” if the site report was submitted and you need to make changes (or ask other staff to make changes). ECEAP Directors and ELMS Administrators have the ability to unlock this, until the contractor report is submitted. After that, contact elms@dcyf.wa.gov if you need to make changes.

| Site | Date Report Submitted | Submitted By | | |
|---|---|---|---|---|
| Boistfort Elementary School | 7/6/2018 12:41:54 PM | Teresa Schneider | Open | Unlock |
| Centralia College Children's Lab School | 7/6/2018 12:42:37 PM | Teresa Schneider | Open | Unlock |
| Centralia College ECEAP Annex | 7/9/2018 1:39:51 PM | Teresa Schneider | Open | Unlock |
| Centralia College LAX | 7/6/2018 12:44:56 PM | Teresa Schneider | Open | Unlock |
| Chehalis United Methodist Church | 7/6/2018 12:45:03 PM | Teresa Schneider | Open | Unlock |
| Onalaska | 7/6/2018 12:45:10 PM | Teresa Schneider | Open | Unlock |

# Contractor Page: Local Implementation Partner Meeting Attendance

- If there was a Local Implementation Partner meeting in your region that month, enter your representative who attended and the date of the meeting.

- Leave this blank if you did not send a representative to a Local Implementation Partner meeting during the reporting month.

**STEP 3: Local Implementation Partner meeting attendance**

ECEAP contractors must send a representative to Local Implementation Partner meetings sponsored by your local Child Care Aware, for each month the meetings occur. If you sent a representative for this billing month, complete the following. If there was no meeting or if you did not attend, leave this blank.

Name of Representative: Select an Option

Date of meeting: mm/dd/yyyy

# Contractor Page – Data Review AUGUST ONLY

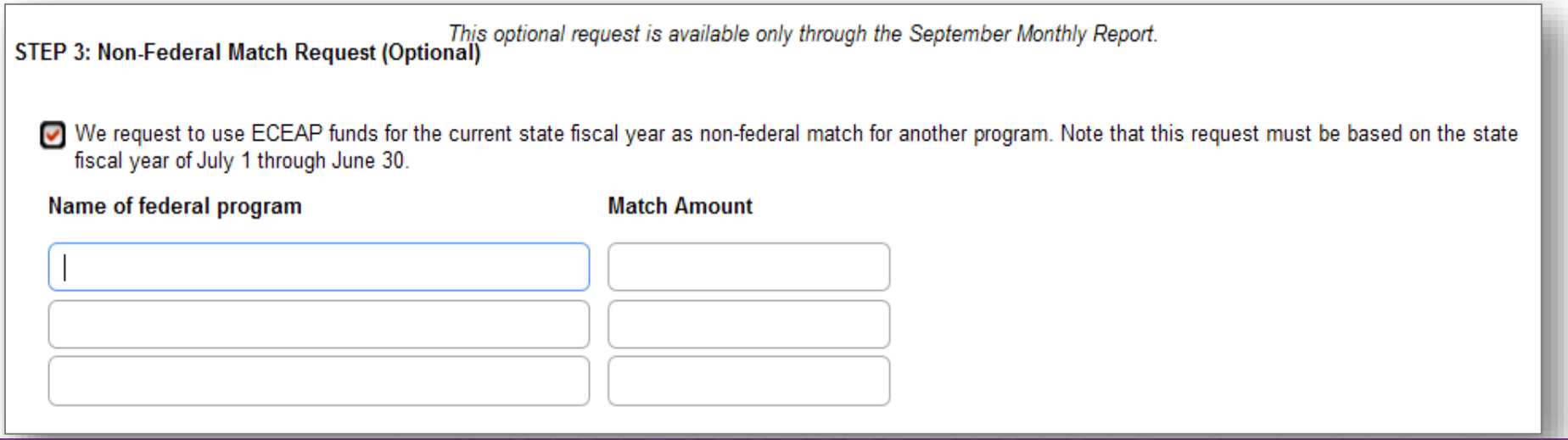
- Certify that you set up ELMS for the current school year by checking the boxes.

**STEP 2: Data Review**

- ☐ We reviewed and updated the following sections of ELMS:
  - Contractor: Info, Staff, and Service Areas
  - Subcontractor (if applicable): Info, Funding & Slots, and Staff
  - Site: Info, Staff, Slots, Recruitment, and Funding Sources
  - Class: Info, and Staff, Slots & Ratio
- ☐ New family support staff are entered in the Staff module (assigned at the Contractor level)

# Contractor Page – Non-Federal Match Request SEPTEMBER ONLY

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

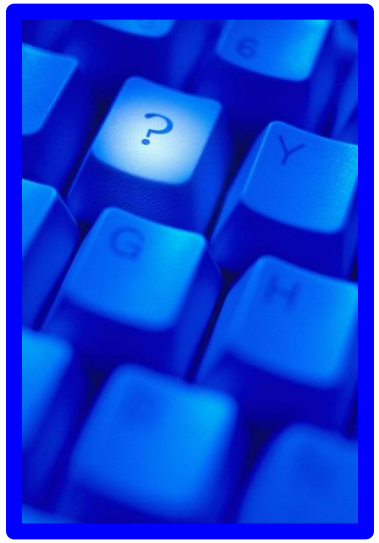


# Contractor Page – Final Steps

- When your contractor page is complete and accurate, click the Save button.
- Then click the "Submit to DCYF" button at the bottom of the page.

- Monthly Report pages lock when submitted.
  - Contractor ELMS Administrators can unlock Monthly Report site and class pages, if the contractor level is not yet locked.
  - Contact elms@dcyf.wa.gov if you need to change a locked Monthly Report that was already submitted to DCYF.

# Need Assistance?

If you have questions regarding the ECEAP Monthly Report in ELMS, send a detailed message to

elms@dcyf.wa.gov