ELMS Data Entry Minimum Requirements

Child Tab

Condition	Section	Subsection	Requirements
Within five business days of child's start in class, or in time for submission of the next monthly report.	*N/A*	*N/A*	• Enter each child's prescreen and application and enroll the child in a class in ELMS. • Enter children's actual start dates on the Bulk Updates or class Monthly Report page.
If child starts class, or in time for submission of the **next monthly report**.	Child and Family Updates *Enter these in "Updates" section, if they occurred after the child's enrollment.*	Medical Status	• Chronic health condition – must answer yes or no. Additional fields are required if yes. • Medical coverage – select type of coverage • Medical home – must answer yes or no. Additional fields are optional. • Well-child exam: Enter exam date. When exam results are verified, check the related box. • If further evaluation or treatment is needed, additional fields are required. • Immunization status – select correct status and date. *It is optional to record your follow-up notes on this page*

		Dental Status	• Dental coverage – select type of coverage.
			• Dental home – must answer yes or no. Additional fields are optional.
			• Dental screenings
			  o Enter screening date.
			  o When screening results are verified, check the related box.
			  o If further evaluation or treatment is needed, additional fields are required.
			It is optional to record your follow-up notes on this page.

		Health Screening	• Vision screening – select where screening occurred, date and results or check that the child wears glasses. If fail or rescreen is selected, additional fields are required. • Hearing screening – select where screening occurred, date and results or check if child wears hearing devices. If fail or rescreen is selected, additional fields are required. • Height and Weight – select where screening occurred, enter date and measurements. • Check if referral is needed. If yes, additional fields are required. *It is optional to record your follow-up notes on this page.*

		Child Development	• Developmental screening – enter date and result, or if no screening is needed. If child is not at age-level or needs a rescreen, additional fields are required.
			• IEP information, if applicable
			  o Start date and end date
			  o Categories
			  o Where services are provided

If child starts class, or in time for submission of the **next monthly report**.	Child and Family Updates *Enter these in "Updates" section, if they occurred after the child's enrollment.*		• School district that issued the IEP • Child transportation – select how child is usually transported to ECEAP. • Mental health consultation – must answer yes/no. • Child had a Child Focus Response Plan, at any time during the year – must answer yes/no at time of child's exit. • Parent-teacher conferences – for completed conferences enter dates, topics and summary of conferences.
		Family	• Family support visits – enter dates, topics and summary of visits. • Document referrals and follow-up. • Family questions – must answer yes or no for each question at time of child's exit.

		Mobility Mentoring	• Pre-Assessment
			   ○ Complete all fields by November 30 for families that start ECEAP by *October 31*.
			   ○ Complete all fields within 30 days for families that start ECEAP on or after *November 1* or 60 days before the last day of school.
			   ○ Families enrolled within the last 60 calendar days of the school year do not need a pre-assessment completed.
			• Goals
			   ○ Write one or more SMART goals or select "opt-out" by October 31 for families that start ECEAP by November 1.
			   ○ Write one or more SMART goals or select "opt-out" within 30 days for families that start ECEAP after November 1.
			   ○ Edit goals and enter progress for all families by June 30.
			• Mid-year Goal check-in
			   ○ Complete goal check-in by March 31 for families that start ECEAP by Feb 1.
			• Post-Assessment: complete all fields by June 30 for all families.

Within five business days of each child's last day in class, or in time for submission of the next monthly report.	Exit		• Enter the last date the child attended class. • If child attended 30 or more calendar days this school year, click the "Required" link to update their Child & Family Updates. • All children must be exited by June 30th.

ELMS Data Entry Minimum Requirements

Locations and Classes Tab

Condition	Section	Subsection	Requirements
By July 1 (for Working Day) or **By August 15** (for Part Day and School Day classes), **And ongoing** in time for submission of each monthly report.	Contractor	Info	• Complete all fields.
		Staff	• Must select one or two ECEAP directors. • Must select one or two primary ELMS contact. • Must select one or more Mobility Mentoring lead. • Must select one Expansion Contact.
		Service Areas	• Complete the Service Area Zip Code section. • Request Confidential Client Data. • Review and update Neighboring ECEAP or Head Start Providers.
	Subcontractor	Info	• Complete all fields. • ECEAP Services – Must answer yes or no to all four statements.
		Staff	• Select one contact person who works for the subcontractor.
		Funding and Slots	• Enter Funded Slots and Funds Per Slot. • *Other fields are optional.*
	Site	Info	• Complete all fields. • Enter Curricula used at this site. • Enter Developmental Screening tools used at this site.
		Staff	• Enter "Training on Dual Language Learners." • Must select primary on-site contact who works at the site, for state emergency management. • Must select one Early Achievers contact. • Assign one Coach Staff.
		Slots	• Contractor or subcontractor must enter Funded ECEAP Slots.
		Recruitment	• Answer all five questions.
		Site Approval (as applicable)	• Complete all fields. • Submit to DCYF.
	Class	Info	• Complete all fields. • Enter a weekly schedule. • Enter an alternating schedule, if applicable.
		Staff, Slots and Ratio	• Ensure correct lead and assistant teachers are listed. • Mark the positions for which you have staff present for all ECEAP hours (such as lead and assistant teacher). • Plan for Reserving Slots – enter number of slots for each category. Enter "0" if none. • All ECEAP slots must be entered into Plan for Reserving Slots.
		Class Approval (as applicable)	• Complete all fields. • Submit to DCYF.

ELMS Data Entry Minimum Requirements

Monthly Report

Condition	Section	Requirements
Between the 1st and 15th of each month - except for June which is between the last day of class and July 10th.	Classes	• Enter actual number of class days for the report month. • Enter actual class start dates for children that had their first day in class during the report month. • Enter the numbers ECEAP children enrolled on last day of the report month.
	Sites	• Review class monthly reports. • Confirm whether correct staff are listed for the report month.
	Contractor	• Review site monthly reports. • Check all activities that occurred during the report month. • By October 15, complete the form within the September ELMS *Monthly Report* to request to use ECEAP funds as federal match, if applicable.
Last month with classes	Classes	• Exit all children. You may begin this one week before the last day of class.