Starting the New School Year in ELMS

Always check the school year before working in ELMS

- ELMS will open in the current school year. Between when the upcoming school year becomes available and July 10, you may view or enter data for the current year or the new year. To do this, pick the year you want to see or enter data from the drop-down menu in the upper right corner.
- ELMS will stay in the year you selected until you log out or select a different year.
- On July 1, ELMS begins opening in the new school year.
- After July 10, the previous school year is no longer available in ELMS. After this date, contact elms@dcyf.wa.gov if you need to change data for that year.

Do these tasks between before July 1 for Working Day classes, by August 15 for all others.

1. Update contractor data for the new year.

Most ELMS contractor data automatically rolls forward to the next school year. ELMS Administrators or ECEAP Directors do these tasks:

- DCYF staff will enter contractor-level funded slot counts.
- Select the new school year in the upper right corner of ELMS.
- On the Locations & Classes tab, review and update the Contractor Info, Staff, and Service Area pages.
- Use the Contractor Slots page to allocate slots between your subcontractors, sites, and classes.

2. Update subcontractor's data for the new year, if applicable.

Most ELMS subcontractor data automatically rolls forward to the next school year. If you have subcontractors, ELMS Administrators, or ECEAP Directors, do these tasks:

- Select the new school year in the upper right corner of ELMS.
- For continuing subcontractors, go to Locations & Classes, and select the subcontractor:
  - On the Info page, enter ECEAP services and update if there are changes.
  - On the Staff page, update staff and primary contact if changed.

o On the Funding & Slots page, enter funded ECEAP slots and funds per slot for each model. The rest is optional.

- For new subcontractors: If you have new subcontractors for next school year, click the "+New Subcontractor" button and complete the subcontractor Info, Staff, and Funding & Slots pages.

- For inactive subcontractors: If a subcontractor will not have ECEAP in the new year, click the "Change Status" button at the bottom right of the Subcontractor Info page.

3. Update site data for the new year.

Most ELMS site data automatically rolls forward to the next school year. ELMS Administrators, ECEAP Directors, ELMS Subcontractor, and Site Contact/Managers complete these tasks:

- Select the new school year in the upper right corner of ELMS.
- For continuing sites:
    o On the Info page
        ▪ Answer all yes/no questions.
        ▪ Review and update all other fields.
        ▪ Click Save at the bottom.
    o On the Staff page, update staff and primary contact if changed.
    o On the Slots page
        ▪ If this site is operated by a subcontractor, confirm that slots are assigned to that subcontractor first.
        ▪ Enter the number of slots you are assigning to this site.
    o On the Recruitment page, review and update your responses.
- For new sites:
    o All new sites must receive approval before they can be active in ELMS.
    o To request approval for new sites in ELMS
        ▪ Click the Locations & Class tab,
        ▪ Select Sites in the submenu bar, and
        ▪ Click the blue "New Site" button.
- For inactive sites: If a site will not have ECEAP in the new year, click the "Change Status" button at the bottom right of the Site Information page.

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4. Update class data for the new year.

Some ELMS class data automatically rolls forward to the next school year. ELMS Administrators, ECEAP Directors, Subcontractor or Site ELMS Contact/Managers enter the following additional information before enrolling children:

- Select the new school year in the upper right corner of ELMS.
- For continuing classes:
  - On the Info page
    - Review and update the top section, and
    - Complete all fields in the Schedule section.
  - On the Staff, Slots & Ratio page:
  - Review and update the Staff Assigned to the Class.

    NOTE: *If you don't yet know the staff names, enter [Class Name] Placeholder Teacher and [Class Name] Placeholder Assistant. For example, if the class name is Butterflies, the placeholder should be Butterflies Placeholder Teacher and Butterflies Placeholder Assistant. This helps keep the class information unique for Teaching Strategies GOLD until staff are assigned to the class.*

  - Complete the Plan for Reserving Slots. Only funded ECEAP slots assigned to the subcontractor, if any, and the Site are available to assign to classes.
  - All ECEAP slots must be added to the class Plan for Reserving Slots.
- For new classes: Request approval for new classrooms in ELMS.
  - Click the Locations & Class tab,
  - Select Classes in the submenu bar, and
  - Click the blue "New Class" button.
  - Follow the steps to determine if the form is needed.

    NOTE: *If you don't yet know the staff names, enter [Class Name] Placeholder Teacher and [Class Name] Placeholder Assistant. For example, if the class name is Butterflies, the placeholder should be Butterflies Placeholder Teacher and Butterflies Placeholder Assistant. This helps keep the class information unique for Teaching Strategies GOLD until staff are assigned to the class.*

- For inactive classes: If a class will not have ECEAP in the new year, click the "Change Status" button at the bottom right of the Class Information page.

5. Determine child eligibility and enroll children in classes in ELMS.

ELMS Eligibility & Enrollment Staff and ELMS Administrators can complete child prescreens and applications and enroll children.

- See the Eligibility and Enrollment Manual for detailed instructions.
- Classes must be set up in ELMS before children can be enrolled. See #2-4 above.
- Staff can enter new child records for the upcoming school year on April 1*

Each year, records for children who are age-eligible for the following year will be automatically moved to the next school year in ELMS.

ECEAP
- For children who were considered 2 years-old in Year One:
  - If they never enrolled in Year One, complete a new prescreen and application for a 3-year-old in Year Two.
- For children who were considered 2 or 3-years-old in Year One:
  - If they were enrolled on 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, they will remain on the same waiting list in the new year.
  - If they were never on a waiting list, find them using the Child Search in the new year.
  - If they did not attend class, re-verify their eligibility, and update their application before enrolling them for the new year.
  - If you enter a prescreen for a new 2 or 3-year-old in the 'old' year after April 1, their records will also show up in the new school year. However, they will not show up on waiting lists for the new year. Use Child Search to find the records.
- For children who were 4-year-olds in Year One:
  - Move these records to the waiting list manually.
  - Their record will roll forward to the new year only if they were enrolled and attended during their 4-year-old year.
  - They can enroll in classes during the summer if they meet the eligibility requirements for those classes.

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- They can<u>not</u> be enrolled once they are age-eligible for kindergarten. They must be exited from classes in order to submit the September Monthly Report in ELMS.
- For children continuing in classes through the summer of the 'old' year:
    - Exit them as of June 30. This is because ELMS keeps years distinct.
    - Enroll them again as of July 1. This is the first day of the 'new' year.
        - Before enrolling them for the new year, re-verify family work and training hours to confirm ongoing eligibility for Working Day classes. Use the button in the child's Enroll popup to do this.

Reminder: Always check you are in the correct year before enrolling, transferring, exiting, etc.

IMPORTANT NOTE: Some changes to ECEAP legislation and standards were not available to implement in time for release of the 2025-26 school year. These changes and updates will be available in ELMS as soon as possible.

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