

Completing Your ECEAP Monthly Report in ELMS

Updated Dec. 2020

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Washington State Department of
CHILDREN, YOUTH & FAMILIES

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.



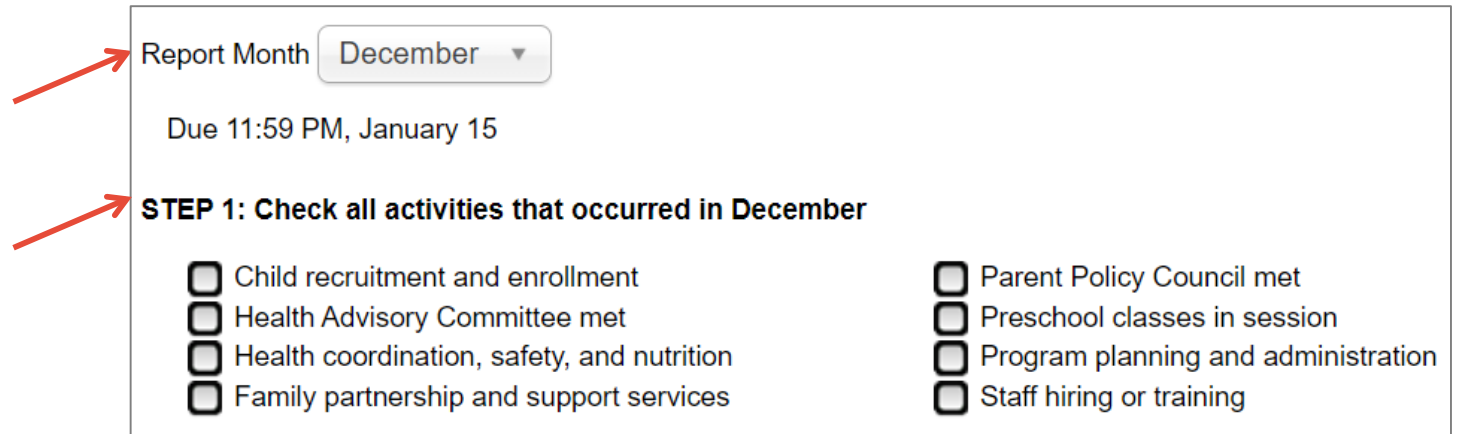
For ECEAP Directors and Admin Staff



- 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 the boxes for activities that occurred during the Report Month.



Report Month December ▾

Due 11:59 PM, January 15

STEP 1: Check all activities that occurred in December

<input type="checkbox"/> Child recruitment and enrollment	<input type="checkbox"/> Parent Policy Council met
<input type="checkbox"/> Health Advisory Committee met	<input type="checkbox"/> Preschool classes in session
<input type="checkbox"/> Health coordination, safety, and nutrition	<input type="checkbox"/> Program planning and administration
<input type="checkbox"/> Family partnership and support services	<input type="checkbox"/> Staff hiring or training


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 a RBPD meeting during the report month.

STEP 3: Relationship-Based Professional Development (RBPD) meeting attendance

ECEAP contractors must send a representative to RBPD 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

Date of meeting 

- 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](#)

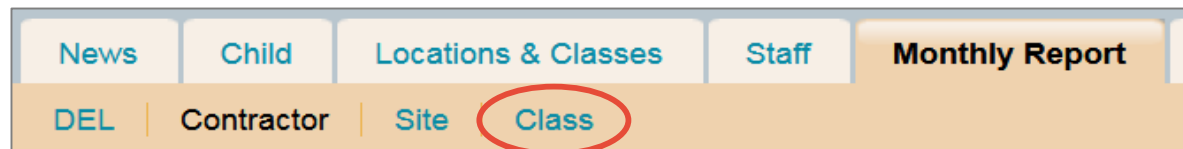
For Months **with** Preschool Classes

- **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 determines 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.

Monthly Report » Class

Select Contractor:

Select Site:

Select Class:

Explorers - Allyson Grove

Class Start 07/01/2020 Class End 06/30/2021

Report Month

Due 11:59 PM, January 15

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 Extended Day classes, don't count conference days.

STEP 1: Confirm number of class sessions

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

Actual number of class sessions in June

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

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 boxes, 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			
[REDACTED]	07/02/2018	07/02/2018		0	0	Felicia Gonzales	View Updates	Enrollment History	Exit from Class
[REDACTED]	07/02/2018	07/02/2018		1	0	Felicia Gonzales	View Updates	Enrollment History	Exit from Class
[REDACTED]	07/02/2018	07/02/2018		1	0	Felicia Gonzales	View Updates	Enrollment History	Exit from Class

Class Page – STEP 2

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			
[REDACTED]	07/02/2018	07/02/2018		0	0	Felicia Gonzales	View Updates	Enrollment History	Exit from Class
[REDACTED]	07/02/2018	07/02/2018		1	0	Felicia Gonzales	View Updates	Enrollment History	Exit from Class
[REDACTED]	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			
[REDACTED]	07/02/2018	07/02/2018		0	0	Felicia Gonzales	View Updates	Enrollment History	Exit from Class
[REDACTED]	07/02/2018	07/02/2018		1	0	Felicia Gonzales	View Updates	Enrollment History	Exit from Class
[REDACTED]	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 December. Count each child only once.

Previous #	# on last class day on December	
4	4	Number of ECEAP part day children, with or without IEP's
1	<input type="text" value="4"/>	Number of non-ECEAP children funded by special education
0	<input type="text" value="0"/>	Number of Head Start children
7	<input type="text" value="0"/>	Number of non-ECEAP preschool children present for ECEAP hours only
0	<input type="text" value="0"/>	Number of non-ECEAP child care children present for ECEAP hours and longer
12	8	Total children on the last class day of the month

Read only →

Enter →

Class Page – STEP 4

- In **STEP 4**, you report Non-Traditional Remote Services (NTRS) provided at your class for the month.
- We have the NTRS definition and STEP 4 status displayed here for your reference.
- STEP 4 can be saved at any time to save your progress, but will not register as complete until all questions are answered.
- You click the blue “Report NTRS provided this month” button to open this section.

STEP 4: Nontraditional Remote Services Reporting

Definition of NTRS

"Nontraditional Remote Services" (NTRS) means ECEAP services that are occurring in a different way than regular in-person services due to COVID-19.

Report NTRS provided this month

Nontraditional RemoteServices Report incomplete

You must click this button to open Step 4 and complete the required questions.

Status of Step 4: This will change to “complete” when all questions in this section are answered.

The screenshot shows a web interface for reporting NTRS. At the top, it says "STEP 4: Nontraditional Remote Services Reporting". Below this is a red-bordered box containing the definition of NTRS: "Nontraditional Remote Services" (NTRS) means ECEAP services that are occurring in a different way than regular in-person services due to COVID-19. Below the definition is a blue button labeled "Report NTRS provided this month" and a status indicator that says "Nontraditional RemoteServices Report incomplete". Red arrows point from text annotations to these elements: "Definition of NTRS" points to the definition box; "You must click this button to open Step 4 and complete the required questions." points to the blue button; and "Status of Step 4: This will change to 'complete' when all questions in this section are answered." points to the "incomplete" status.

Class Page – STEP 4 (Continued: #1)

After clicking the “Report NTRS provided this month” button, you will see a popup window with question number 1 that asks how your class sessions were provided.

- If you select “Exclusively on site,” you’re done and just need to click the save button.
- Any other selection will require responses in the two text fields pictured below.
 - If you don’t have anything to enter in these fields, enter “N/A.”

Class Nontraditional Remote Services Reporting

1. For this month, did this class provide preschool class session?

Exclusively on site (No NTRS were provided this month)

Exclusively virtual

Hybrid or combination of on site and virtual

Alternating days between of site and virtual

On site with parent option to continue with virtual preschool class sessions

Please provide a link to your lessons if they are on public platform:

YouTube

7 characters (293 characters remaining)

If virtual lessons are on a private platform, please share the name of the platform or platforms you are using:

N/A

Only 1 selection can be made for each class.

* **Hybrid** refers to a blended model of both NTRS and in-person services within the same class session.

* **Alternating** should be selected if full class sessions alternate between virtual and in-person (e.g., Monday class meets in-person and Wednesday class meets virtually).

Class Page – STEP 4 (Continued: #2-3)

Numbers 2 and 3 are Yes/No questions that must be answered. Selecting “Yes” will require you to enter additional information.

- Selecting “Yes” for number 2 requires you to describe more about your class hours and/or size adjustment in response to changes in local recommendations.
- Selecting “Yes” for number 3 requires you to enter the count of education supplies and resources.

You might answer “Yes” if there is a change in your area's phases of re-opening or if CDC guidance or local health authority changes.

2. Did this class hours and/or size adjusted to meet local recommendations, such as local health and tribal jurisdiction recommendations during this month:

Yes No

Please Describe:

We went from Phase 1 to Phase 2 and different DOH guidance applies.

67 characters (233 characters remaining)

3. Have you made education supplies and resources for the children in this class during this month?:

Yes No

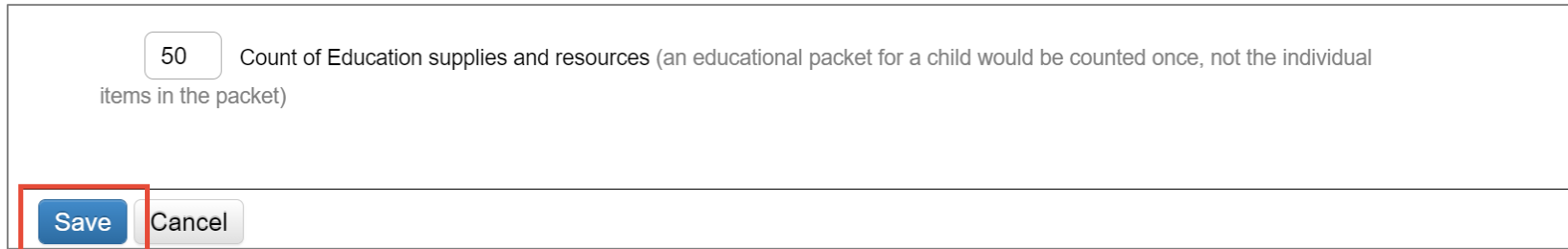
50 Count of Education supplies and resources (an educational packet for a child would be counted once, not the individual items in the packet)

Save Cancel

Each packet you share with a family is counted once. No need to count the individual items in the packet.

Class Page – STEP 4 (Continued)

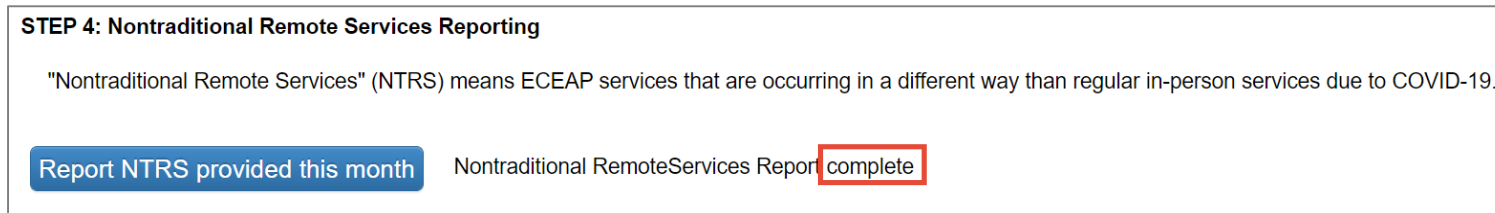
- To complete Step 4 of the class-level report, click the blue “Save” button in the bottom left corner of the popup window.



50 Count of Education supplies and resources (an educational packet for a child would be counted once, not the individual items in the packet)

Save Cancel

- Back on the landing page of the class report, notice the NTRS section status now reads “complete.”



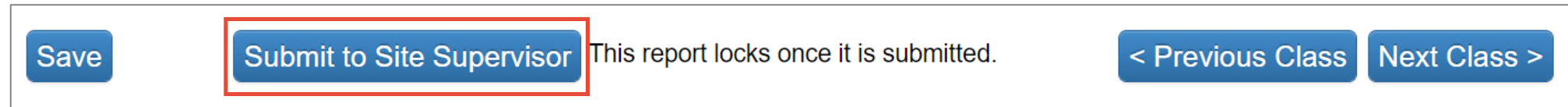
STEP 4: Nontraditional Remote Services Reporting

"Nontraditional Remote Services" (NTRS) means ECEAP services that are occurring in a different way than regular in-person services due to COVID-19.

Report NTRS provided this month Nontraditional RemoteServices Report complete

Class Page – Final Steps

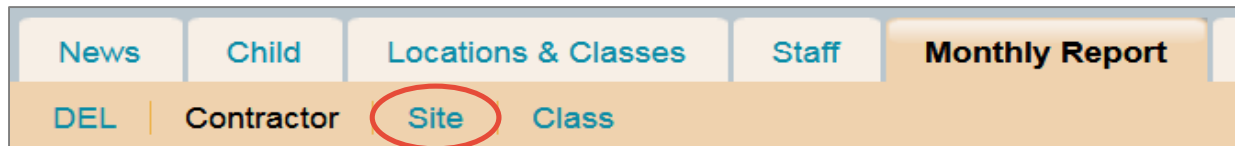
- Click the Save button at the bottom of the page.
- Then, click the “Submit to Site Supervisor” button.



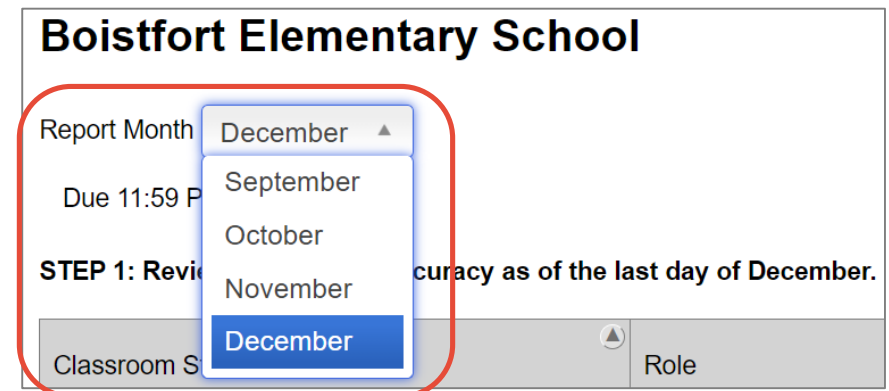
- If you have another class to complete, you can select it from the dropdown list at the top of the page. Or, use the Next and Previous buttons at the bottom of the page.

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 Barriga	Lead Teacher	Westside	Confirm	Change
Laura Castaneda	Other Classroom Staff	Westside	Confirm	Change
Rebecca Gollehon	Assistant Teacher	Westside	Confirm	Change

STEP 2: Review each class report for accuracy.

[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	
<input type="text" value="1.5"/>	# of hours of parent ed provided this month
<input type="text" value="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

of hours of parent ed provided this month

of adults who participated

Topics:

Site Page – STEP 4

- In **STEP 4**, you report Non-Traditional Remote Services (NTRS) provided at your site for the month.
- We have the NTRS definition and STEP 4 status displayed here for your reference.
- You click the blue “Report NTRS provided this month” button to open this section.

The screenshot shows a section titled "STEP 4: Nontraditional Remote Services Reporting". Inside this section, there is a red-bordered box containing the text: "Nontraditional Remote Services" (NTRS) means ECEAP services that are occurring in a different way than regular in-person services due to COVID-19. Below this, there is a blue button labeled "Report NTRS provided this month" and a status indicator that reads "Nontraditional RemoteServices Report incomplete".

Annotations with red arrows point to the following elements:

- Definition of NTRS**: Points to the red-bordered text box.
- You must click this button to open Step 4 and complete the required questions.**: Points to the blue "Report NTRS provided this month" button.
- Status of Step 4: This will change to “complete” when all required questions in this section are answered.**: Points to the "incomplete" status indicator.

Site Page – STEP 4 (Continued)

- In the popup window you have numbers 1 through 5 to complete.
 - Answering “Yes” to any of the Yes/No questions will require more information to be entered.
- You can save your progress by clicking the Save button in the bottom left corner of the popup window, however, STEP 4 will not register as complete until **all required questions** are answered.
- The gray text throughout this section provides clarification about what should be included in each field.

Site Nontraditional Remote Services Reporting

1. Which ECEAP service types were provided at this site during this month?
Check all that apply:
 ECEAP Comprehensive Services Onsite
 Alternating days Onsite Services
 Non-traditional (off site) Services

2. This site's classes are held in a public school or school district building. Has access to your space been an obstacle to providing in-person services during this month?
 Yes No

3. Total Funded Slots by Model and Service Type (For the following section, please indicate total FUNDED slots for the answers, not total ENROLLED slots)

Funding Model	Previous # of slots exclusively onsite	# of slots exclusively onsite	Previous # of slots served through NTRS	# of slots served through NTRS
Part Day	0		0	
School Day	0		0	
Working Day	0		0	

4. Supplies, Resources, and Services
NTRS includes meals and food, educational, health, and mental health resources; and opportunities for group family engagement that was not in-person. Choose "No" if you have not supplied resources to families to support NTRS this reporting period.
Choose "Yes" if you have NEW information to enter for this reporting period.
Have you made supplies and resources to support Nontraditional Remote Services (NTRS) available to families this month? Yes No
(family support-related supplies or resources would be counted once for each separate referral or packet shared with an individual family)
(health-related resources would be counted once for each separate referral or packet shared with an individual family)
Did you provide opportunities for group family engagement (online or in-person)? Yes No
(enter 0 if you did not provide group family engagement this month)
Did you provide meals and food to ECEAP families receiving NTRS during this month? Yes No

5. Recruitment of Children and Families
Please share any innovative or successful methods of recruitment during this reporting period

0 characters (300 characters remaining)

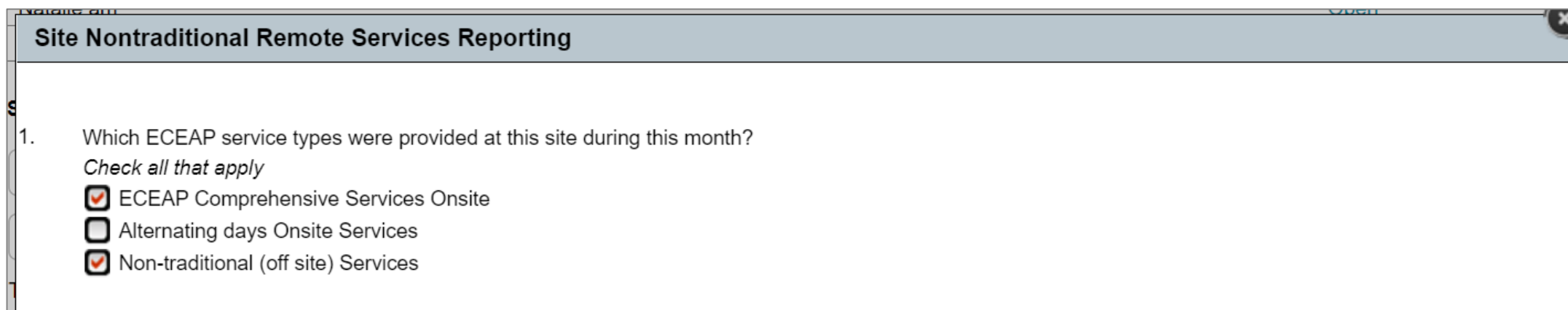
Please share recruitment challenges during this reporting period

0 characters (300 characters remaining)

Save Cancel

Site Page – STEP 4 (Continued: #1)

- **Number 1:** You select all service types that were provided at your site during the reporting month.
 - You can check multiple boxes.
 - At least one selection is required.



The screenshot shows a web form window titled "Site Nontraditional Remote Services Reporting". The form contains a question: "1. Which ECEAP service types were provided at this site during this month?" Below the question is the instruction "Check all that apply". There are three checkboxes with corresponding labels: "ECEAP Comprehensive Services Onsite" (checked), "Alternating days Onsite Services" (unchecked), and "Non-traditional (off site) Services" (checked).

Site Page – STEP 4 (Continued: #2)

- **Number 2:** You select “Yes” or “No” in response to the question “Has access to your space been an obstacle to providing in-person services during this month?”
 - If you select “Yes,” you are required to enter a description in the text field.

2. This site's classes are held in a public school or school district building. Has access to your space been an obstacle to providing in-person services during this month?

Yes No

Please Describe:

Building closure resulted in fe

68 characters (232 characters remaining)

Long descriptions can be entered here.
This field accepts up to 300 characters.

Site Page – STEP 4 (Continued: #3)

- **Number 3:** In the table provided, you enter the total funded slots at your site by model and service type. This is not the total enrolled slots.
 - The total number of slots in this table should match the total count of slots at your site in ELMS.
 - Each slot is either counted as exclusively onsite or NTRS. Do not count the same slot in both columns.
- You must enter “0” in the fields that do not have funded slots.
- Enter numbers only. For example, enter “10” **not** “ten.”

Both “*Previous # of slots...*” columns auto-fill with the totals entered on your last report. These totals are here for your reference only and cannot be edited.

All six fields must be filled in for this step to be complete.
 Example: If you only serve Part Day model, you still need to enter “0” in the School Day and Working Day rows.

3. Total Funded Slots by Model and Service Type (For the following section, please indicate total FUNDED slots for the answers, not total ENROLLED slots).

Funding Model	Previous # of slots exclusively onsite	# of slots exclusively onsite	Previous # of slots served through NTRS	# of slots served through NTRS
Part Day	0	10	0	20
School Day	0	5	0	10
Working Day	0	0	0	0

Site Page – STEP 4 (Continued: #4)

- **Number 4:** You answer three Yes/No questions about supplies, resources and services provided to ECEAP families by your site this month.
 - Please refer to the gray text description to help you answer these questions accurately.
 - The first question asks: “Have you made supplies and resources to support Nontraditional Remote Services (NTRS) available to families this month?”
 - If you answer “Yes,” you must enter a count of family support supplies and resources and a count of health resources, including Mental Health resources.
 - Please do not enter “0” in these fields if you answered “Yes” above.
 - If you don’t have any counts to enter here, please change your response to “No.”

4. Supplies, Resources, and Services
NTRS includes meals and food; educational, health, and mental health resources; and opportunities for group family engagement that was not in-person.
Choose "No" if you have not supplied resources to families to support NTRS this reporting period.
Choose "Yes" if you have NEW information to enter for this reporting period.
Have you made supplies and resources to support Nontraditional Remote Services (NTRS) available to families this month? Yes No

Count of Family Support supplies and resources (family support-related supplies or resources would be counted once for each separate referral or packet shared with an individual family)

Count of Health resources, including Mental Health resources (health-related resources would be counted once for each separate referral or packet shared with an individual family)

Site Page – STEP 4 (Continued: #4)

- **Number 4 (Continued):** The next question asks: “Did you provide opportunities for group family engagement (online or in-person)?”
 - If you answer “Yes,” you must enter the count of opportunities offered for group family engagement.
- The next question asks: “Did you provide meals and food to ECEAP families receiving NTRS during this month?”
 - If you answer “Yes,” you must enter three separate meal and food counts.

Did you provide opportunities for group family engagement (online or in-person)? Yes No

Count of opportunities offered for group family engagement (online or in-person) (enter 0 if you did not provide group family engagement this month)

Did you provide meals and food to ECEAP families receiving NTRS during this month? Yes No

Count of meals and food provided ECEAP child

Count of meals and food provided ECEAP child and siblings

Count of food and meals whole ECEAP family

If you answer “Yes”, you must fill in all three fields for this step to be complete.
Example: If you only provided meals to the ECEAP child, you would enter “0” in the “ECEAP child and siblings” field and the “whole ECEAP family” field.

Site Page – STEP 4 (Continued: #5)

- **Number 5:** You have the opportunity to provide some recruitment information.
 - You can answer one, both or neither of the two questions here (number 5 is not required).
 - This is where we hope you will share your successes and challenges for recruitment during the report month. Tell us as much or as little as you would like.
- You can share any innovative or successful methods of recruitment during the report month.

5. Recruitment of Children and Families
Please share any innovative or successful methods of recruitment during this reporting period

Parents telling parents seems to really work! When parents hear from other parents how ECEAP supports their family and connects with their kids, recruitment is a lot easier.

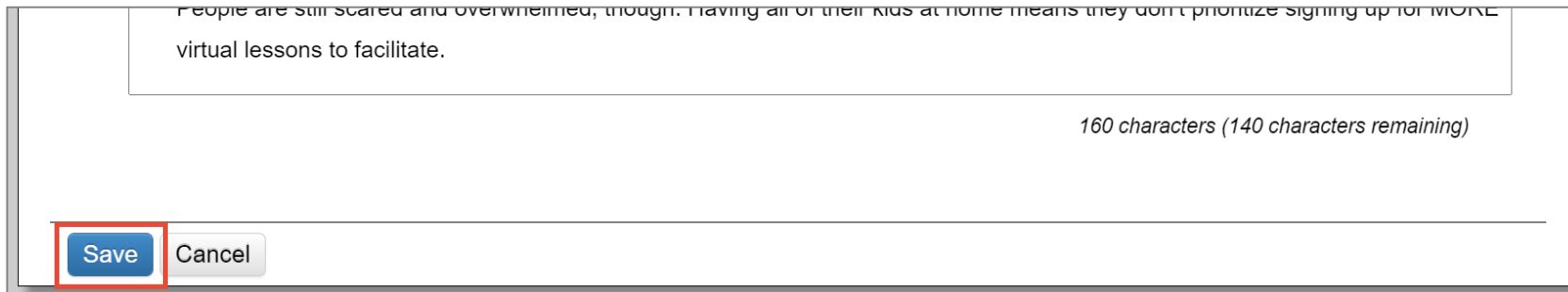
- You can share any innovative or successful methods of recruitment during the report month.

Please share recruitment challenges during this reporting period

People are still scared and overwhelmed, though. Having all of their kids at home means they don't prioritize signing up for MORE virtual lessons to facilitate.

Site Page – STEP 4 (Continued)

- To complete Step 4 of the site-level report, click the blue “Save” button in the bottom left corner of the popup window.

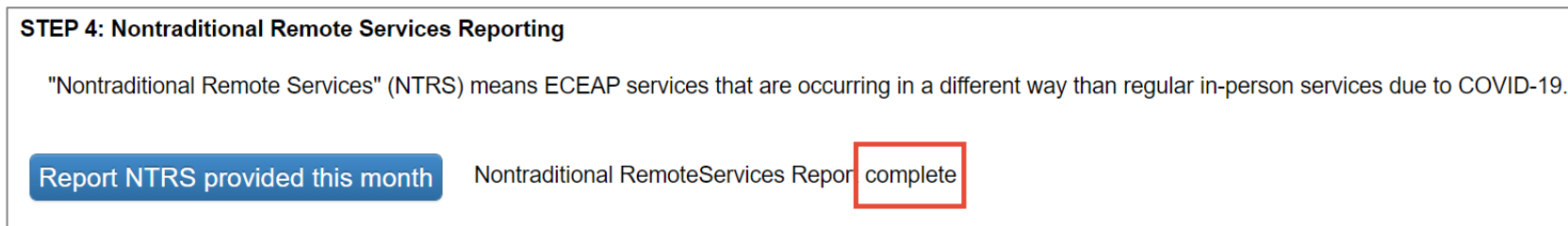


People are still scared and overwhelmed, though. Having all of their kids at home means they don't prioritize signing up for MORE virtual lessons to facilitate.

160 characters (140 characters remaining)

Save Cancel

- Back on the landing page of the site report, notice the NTRS section status now reads “complete.”



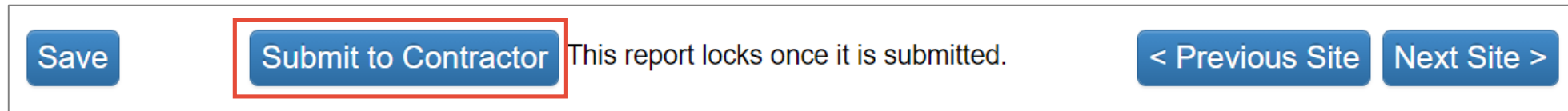
STEP 4: Nontraditional Remote Services Reporting

"Nontraditional Remote Services" (NTRS) means ECEAP services that are occurring in a different way than regular in-person services due to COVID-19.

Report NTRS provided this month Nontraditional RemoteServices Report **complete**

Site Page – Final Steps

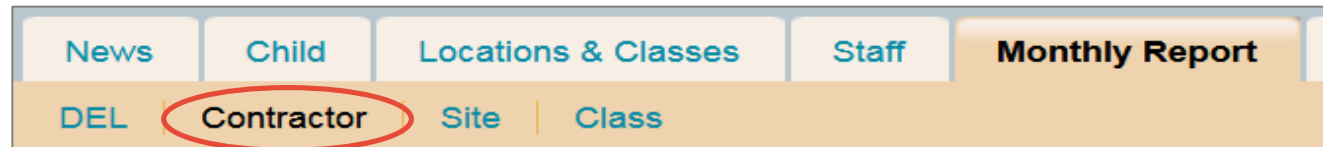
- When the site page is complete and accurate, click the Save button at the bottom of the page.
- Then, click the “Submit to Contractor” button.



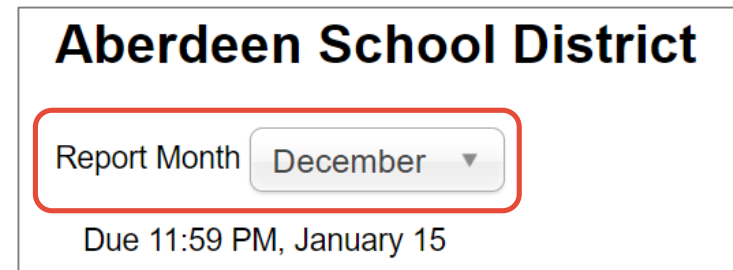
- If you have another site to complete, you can select it from the drop down list at the top of the page. Or, use the Next and Previous buttons at the bottom of the page.

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 Site on the submenu bar.



- Navigate to the correct report month.



Contractor Page – STEP 1

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

STEP 1: Check all activities that occurred in August

- | | |
|---|--|
| <input type="checkbox"/> Child recruitment and enrollment | <input type="checkbox"/> Parent Policy Council met |
| <input type="checkbox"/> Health Advisory Committee met | <input type="checkbox"/> Preschool classes in session |
| <input type="checkbox"/> Health coordination, safety, and nutrition | <input type="checkbox"/> Program planning and administration |
| <input type="checkbox"/> Family partnership and support services | <input type="checkbox"/> 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 – RBPD Meeting Attendance

- 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 a RBPD meeting during the reporting month.

STEP 3: Relationship-Based Professional Development (RBPD) meeting attendance

ECEAP contractors must send a representative to RBPD 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

Date of meeting 

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 Oct. 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.

This optional request is available only through the September Monthly Report.

STEP 3: Non-Federal Match Request (Optional)

We request to use ECEAP funds for the current state fiscal year as non-federal match for another program. Note that this request must be based on the state fiscal year of July 1 through June 30.

Name of federal program	Match Amount
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>

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.

Submit to DCYF

- 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

