



# ECEAP ELMS ELIGIBILITY AND ENROLLMENT MANUAL



Washington State Department of  
**CHILDREN, YOUTH & FAMILIES**

For ELMS Support, email [elms@dcyf.wa.gov](mailto:elms@dcyf.wa.gov)

Version 23 | Revised Date: May 2023  
Early Learning Division | Approved for Distribution by Susan Franck, ELMS Product Owner



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.

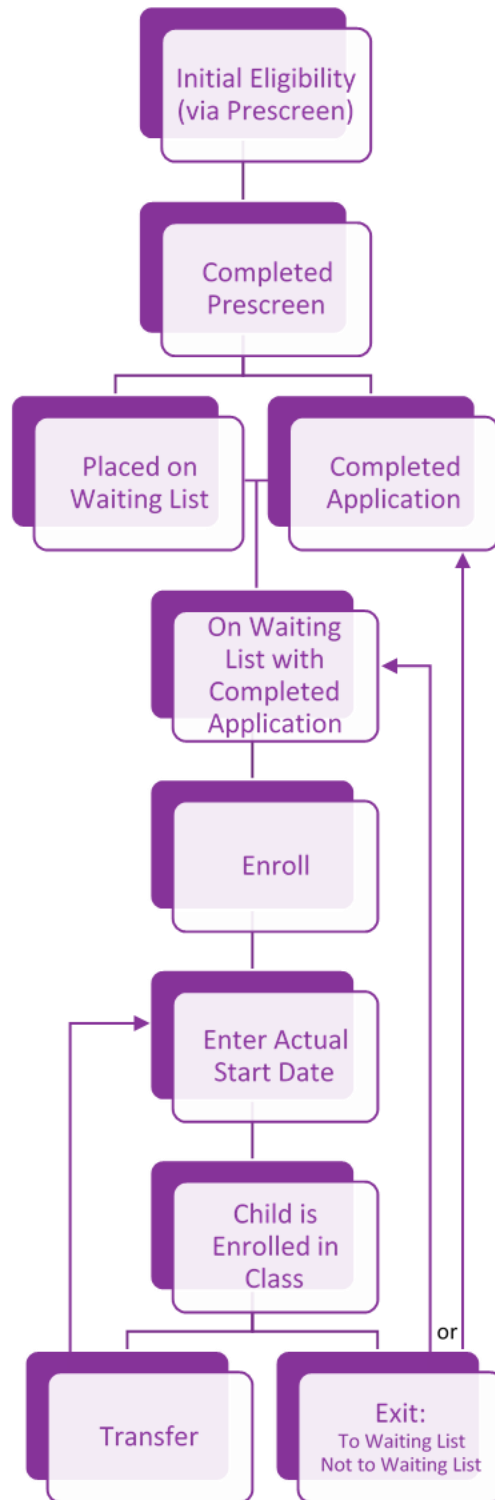
**Exit** – You use the Exit function on the Child tab in ELMS when an enrolled child 1) does not attend in person or 2) attends and then withdraws. At the end of the school year, you exit all children even if they will return the next year again. You can exit a child from the Child Search, the Monthly 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:





## 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.

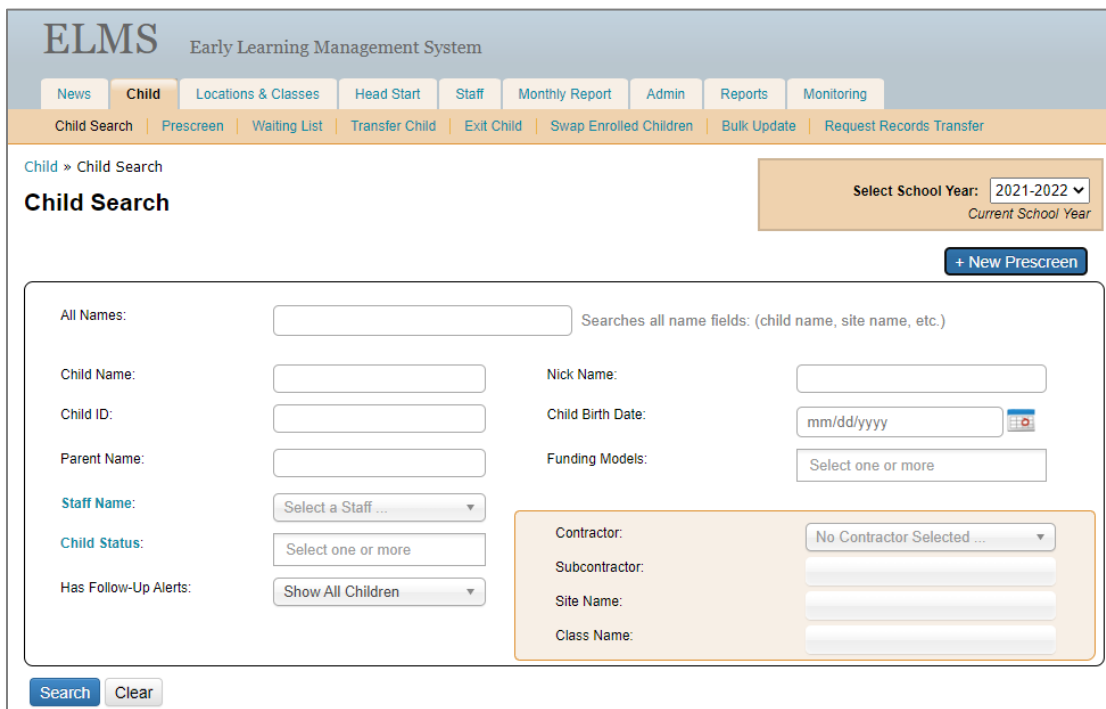


## Child Search

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.

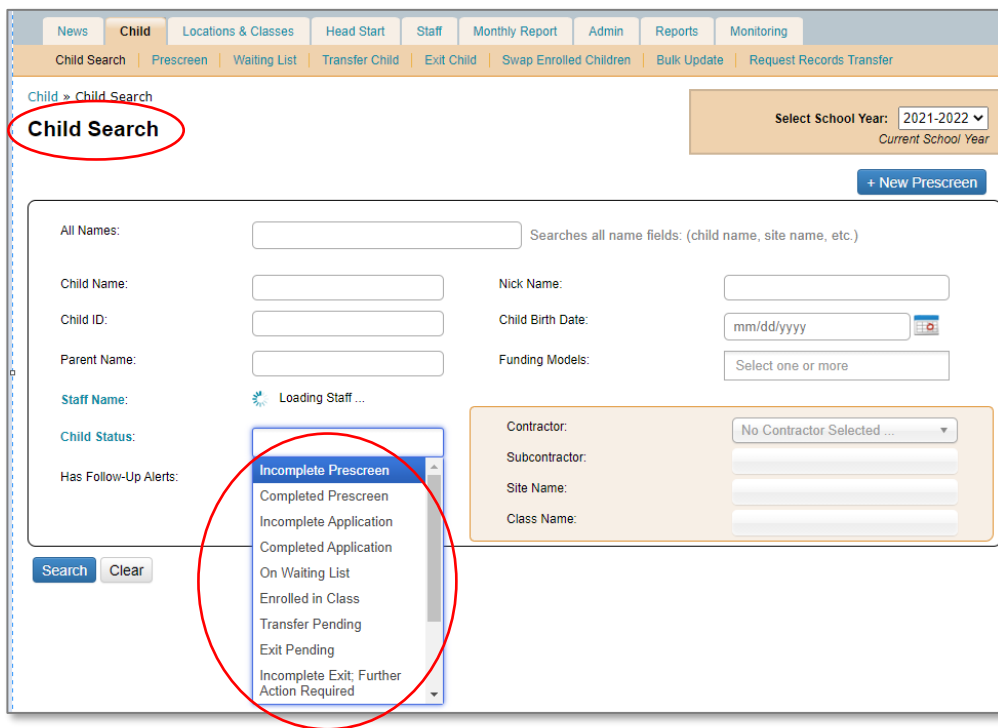


## Searching by Child Status

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.
  - **Alternative Attendance Plan:** Opens the alternative attendance planning page.
  - **Waiting List - add to:** Add the child to one or more waiting lists.
  - **Child Record Summary:** Opens the Child Record Summary report for the selected child.
  - **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.
  - **Prescreen - complete:** Finish entering the child's prescreen.
  - **Prescreen - view:** Read the child's completed prescreen. If the child has ever been enrolled in ELMS, the prescreen is locked to editing.
  - **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.
  - **Application - complete:** Finish entering the child's application. A child may have either or both an Early ECEAP and an ECEAP Child Application.
  - **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.
  - **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.
  - **Enroll:** Assign the child to a class, add their expected start date and family support staff.
  - **Transfer:** Transfer an attending child to a different class.
  - **Exit:** Start or complete the exit process.
  - **Transition Planning:** Start or complete a child's transition planning and begin an ECEAP Child Application for Early ECEAP children
  - **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**.

Child ID	Child First Name	Child Last Name	Child Age	Eligible Funding Model	Site	Class	Teacher Name	Child Status	Actions
								Completed Application	Select an Action ... Delete
								On Waiting List	Select an Action ... Enrollment History Delete
								Completed Application	Select an Action ... Enrollment History Delete

## 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.

News | **Child** | Locations & Classes | Reports

Child Search | Prescreen | Waiting List | Transfer Child | Exit Child | Bulk Update

Child > Prescreen > Estimated Priority

### Estimated Priority

[Back To Child Search](#)

1 Child Info — 2 Parent Info — 3 Household-Family Info — 4 Work-Training Hours/Income — 5 Estimated Priority

## 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**

**Select Organization**

**Age Requirement**  
 School Year Child is Applying For:   
 Birth Date:

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:   
 Child's Legal Middle Name:   
 Child's Legal Last Name:   
 Gender:

Eligibility Check	Status
Meets Age Requirements	<input checked="" type="checkbox"/>
Not Concurrently Enrolled in Head Start	<input type="checkbox"/>
Not Enrolled in ECEAP	<input type="checkbox"/>

**Information**

- 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.

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	<input checked="" type="checkbox"/>
Not Concurrently Enrolled in Head Start	<input checked="" type="checkbox"/>
Not Enrolled in ECEAP	<input checked="" type="checkbox"/>

**Eligible**

Child is eligible for ECEAP prescreen.

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](#).

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](#).

**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.



**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.

**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

1

2

3

4

5

Child Info
Parent Info
Household-Family Info
Work-Training Hours/Income
Estimated Priority

---

School Year:
 (applying for)
 Program Type: ECEAP

Prescreen date:

Name of staff person who communicated directly with family:

Birth date:

Meets Age Requirement:

Legal first name:

Middle name:

Legal last name:

Nickname:

Gender:

**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:

Second language:

**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:**

 Family declined to report race

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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](mailto: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:

**Homeless** - Child is experiencing **homelessness**?:

Yes     No

Determinations of homelessness must be made on a case-by-case basis. If you have determined this family is homeless according to the [McKinney-Vento Homeless Assistance Act](#), select one:

- In an emergency or transitional shelter
- Sleeping in a hotel, motel, car, park, campsite of similar location
- Moving from place to place (couch surfing)
- Doubled-up with another family due to loss of housing, economic hardship or a similar reason.  
*Doubled-up in a cooperative living arrangement with relatives or friends is not considered homeless*
- Inadequate housing such as no water, no heat or electricity, excessive mold, or no cooking facilities
- Other (describe)

[Determining Eligibility for McKinney-Vento Homeless Rights and Services](#)

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.
- **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:
  - You must select one or more subcategories.
  - 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:
  - You must select one or more subcategories for each of these "races."
  - See Appendix A of this document for a list of all subcategories.

## Prescreen Step 2: Parent Info

1 Child Info    2 **Parent Info**    3 Household-Family Info    4 Work-Training Hours/Income    5 Estimated Priority

**Primary Parent/Guardian:**  
 First Name:     Last Name:   
 Relationship to Child:   
 Birth Date:    
 Parent requires interpreter to communicate with English speakers?     Yes     No

**Physical Address**  
 Street/PO Box:     Apt. Number:   
 City:     Zip Code:  99999    County:

**Mailing Address**  
 Street/PO Box:     Apt. Number:   
 City:     Zip Code:  99999

**School District:**     Email Address:   
 Phone:  (999) 999-9999 x9999    Alternate Phone:  (999) 999-9999 x9999

**Additional Parent/Guardians:**  
 First Name:     Last Name:     Birth Date:    
 First Name:     Last Name:     Birth Date:    
 First Name:     Last Name:     Birth Date:

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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

1  
Child Info

2  
Parent Info

3  
Household-  
Family Info

4  
Work-Training  
Hours/Income

5  
Estimated  
Priority

---

**Establish Households**

One parent/guardian in one primary household  
Select Parent/Guardian:

Two parent/guardians in one primary household  
Select Both Parents/Guardians:

Two parents/guardians in two households  
Does one household have primary custody? (for example, primary custody is stated in the Parenting Plan)  
:  Yes  No

Select the parent/guardian and their spouse, if any, who live in the household with primary custody:

---

Does one parent receive child support payments from the other household?  
:  Yes  No

Select the parent/guardian and their spouse, if any, who live in the household receiving the child support:

Select one parent/guardian from each household that share custody of the ECEAP child (for example, the parents listed in the Parenting Plan):  
Select the ECEAP child's parent/guardian who lives in household 1:   
Select the ECEAP child's parent/guardian who lives in household 2:

---

**Estimated Family Size**

To establish family size for the purpose of determining federal poverty level, count all people who meet all of the following criteria:

- Living in the same household with the ECEAP child.
  - Exception: Do not include hosts of families temporarily sharing housing with relatives or others.
- Related to the parent(s) or legal guardian(s) by blood, marriage, or adoption.
  - Include the ECEAP child and the child's parent(s) in this count.
- Supported by the income of the parent(s) or legal guardian(s) of the ECEAP child.
  - Do not include household members age 19 or older who have earned or unearned income that covers half or more of their support.

For special rules to count family size when there is joint custody with no primary parent and no child support, see the ECEAP Performance Standard "When a Child Lives in Two Households".

Exception: For children in foster or kinship care, or adopted after foster or kinship care, the family size is automatically entered as 1. The income is estimated as the standard foster care amount for the purpose of the Prescreen only.

Household 1 Estimated family size, using the instructions above?

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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 each 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 calculate 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 family size of 1.



## Prescreen Step 4: Work-Training Hours/Income

1  
Child Info

2  
Parent Info

3  
Household-  
Family Info

4  
Work-Training  
Hours/Income

5  
Estimated  
Priority

**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](mailto: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? <i>If yes, ensure they complete the next 3 fields.</i>	<input checked="" type="radio"/> Yes <input type="radio"/> No	<input checked="" type="radio"/> Yes <input type="radio"/> No
Average paid hours per week	<span style="border: 1px solid #ccc; padding: 2px 10px;">40</span>	<span style="border: 1px solid #ccc; padding: 2px 10px;">40</span>
Employer name (do not enter unknown or N/A)	<span style="border: 1px solid #ccc; padding: 2px 10px;">Example Work</span>	<span style="border: 1px solid #ccc; padding: 2px 10px;">Example Work</span>
Employer phone or email	<span style="border: 1px solid #ccc; padding: 2px 10px;">5555555555</span>	<span style="border: 1px solid #ccc; padding: 2px 10px;">5555555555</span>
In school or job training? <i>If yes, ensure they complete the next 4 fields.</i>	<input type="radio"/> Yes <input checked="" type="radio"/> No	<input type="radio"/> Yes <input checked="" type="radio"/> No
Class hours per week	<input type="text"/>	<input type="text"/>
Study hours per week (maximum 10)	<input type="text"/>	<input type="text"/>
Name of School	<input type="text"/>	<input type="text"/>
Goal or major	<input type="text"/>	<input type="text"/>
Travel between child care and work/school?	<input type="radio"/> Yes <input checked="" type="radio"/> No	<input type="radio"/> Yes <input checked="" type="radio"/> No
Hours per week (maximum 10)	<input type="text"/>	<input type="text"/>
CPS/FAR/ICW child care hours not counted above?	<input type="radio"/> Yes <input checked="" type="radio"/> No	<input type="radio"/> Yes <input checked="" type="radio"/> No
Additional hours per week of child care approved by CPS	<input type="text"/>	<input type="text"/>
Approved WorkFirst hours not counted above?	<input type="radio"/> Yes <input checked="" type="radio"/> No	<input type="radio"/> Yes <input checked="" type="radio"/> No
Name of activity	<input type="text"/>	<input type="text"/>
Total hours per week	<input type="text"/>	<input type="text"/>
Disabled parent unable to work and unable to care for the child while the other parent works?	<input type="radio"/> Yes <input checked="" type="radio"/> No	<input type="radio"/> Yes <input type="radio"/> No
If yes, the other parent needs 25 hours to qualify for the child for Working day ECEAP.	<input type="text"/>	<input type="text"/>
<b>Total work/training hours per week</b>	40	<span style="border: 1px solid #ccc; padding: 2px 10px;">40</span>

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Instructions on next page...

To complete this page:

- **Estimate Family Income**
  - Enter the *estimated* income, with no \$ sign.
  - Income does not have to be verified during the Prescreen. You can accept a parent's verbal statement, then verify it during the Application.
  - 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**
  - Complete this section for all children.
  - 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.
  - Answer each yes/no question. For all yeses, answer additional questions.
  - 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.
  - ELMS requires more detail for any parent with more than 55 hours a week of work/training.

Total work/training hours per week

The total hours for Example Dad and Example Mom is more than 55 hours per week. Please:

- Make sure average weekly hours are entered (not monthly or annual).
- Make sure no hours are counted twice.

Explain why more than 55 hours are counted for Example Dad

Explain why more than 55 hours are counted for Example Mom

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## 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:

Data Point	Add Now	Unavailable	Reason
Estimated annual income.	Estimated Federal Poverty Level is not calculated for this prescreen. Ensure that income information is present as well as a value for Family Size. <a href="#">Click here, then click Estimate Family Income button</a>		Unavailable
Estimated family size.	Estimated Federal Poverty Level is not calculated for this prescreen. Ensure that income information is present as well as a value for Family Size. <a href="#">Manage Households and Income</a>		Unavailable
Child's household status (resides with).	Households not configured correctly or parent(s)/guardian(s) information is incorrect. Verify the household and parent(s)/guardian(s) setup. <a href="#">Manage Households and Income</a>		
No family members entered.	<a href="#">Click here, then click Estimate Family Income or Additional Family Questions button.</a>		
Does this child have a suspected development delay or disability?	<input type="radio"/> Yes <input checked="" type="radio"/> No		

[OK](#)

[Close](#)

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](mailto: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.

1 Child Info   2 Parent Info   3 Household-Family Info   4 Work-Training Hours/Income   5 Estimated Priority

Prescreen for Example Child (129237) is completed for 2021-2022

Estimated Family Size: 3   Annual Income: 0

Estimated State Median Income Level: 0%   Estimated Priority Level: High

How did your family find out about ECEAP?

**Survey for statewide planning:** If you could choose the length of day for your child's preschool, which is best for your child and family?

*Please note, these options may not all be available in your community this year.*

Part Day - about three hours, three or four days a week  
 School Day - about six hours, four or five days a week  
 Working Day - available all day, all year  
 Early ECEAP

**Waiting List**  
 It is recommended that this child be placed on a waiting list as soon as possible. This allows all ELMS users at the Waiting List site(s) the ability to provide services to the child in a more timely fashion.

Parent Does Not Wish to Add Child to Waiting List  
 Select Contractor to View Waiting List(s) for: Aberdeen School District

**Add Example Child to Waiting List for the Following Site(s):**

Site	Location	Available Slots	Expected Rank	Preference

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 1<sup>st</sup>, 2<sup>nd</sup>, 3<sup>rd</sup> 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](mailto: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:

Middle name:

Legal last name:

Nickname:

Gender:  x ▾

Birth date:  Meets age requirement

**Child is a member of a Tribal Nation:**

Yes  No

This child speaks:  x ▾

Child's first language:  x ▾

Child's second language:

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:

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

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## 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**.

The screenshot shows the 'Family Info' step of an application. At the top, a progress bar has eight steps: 1 Child Info, 2 Family Info (highlighted in red), 3 Income, 4 Prev. Enrollment, 5 Env. Factors, 6 Health Info, 7 Verifications, and 8 Priority Points.

**Contact Information**  
 Parent requires interpreter to communicate with English speakers?  Yes  No

**Household Information**  
**Physical Address**  
 Street: 1110 Jefferson Ave SE Apt. Number:   
 City: Olympia Zip Code: 98501 County: Thurston x ▾  
**Mailing Address**  
 Street/PO Box:  Apt. Number:   
 City:  Zip Code: 99999  
 School District: Olympia School District x ▾ Email Address:   
 Phone: (999) 999-9999 x9999 Alternate Phone: (999) 999-9999 x9999

**Household Situation**  
 Two parent/guardians in one primary household [Change Household Situation](#)  
 Does this household receive subsidized housing, such as a housing voucher or cash assistance for housing?  Yes  No  
 Does this household currently receive a Working Connections child care subsidy for this child?  Yes  No

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.
  - 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? <small>See notes above</small>	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:

**Annual Income for Example Child (129368)**

Yes  No Family had income in last 12 months or last calendar year?

Had Income?	Name	Relationship	Annual Income	Income Period	
<input checked="" type="radio"/> Yes <input type="radio"/> No	dad dad	Parent (Biological or Adoptive)	\$55,555	Previous Calendar Year	<a href="#">Add or Edit Income</a>
<input type="radio"/> Yes <input checked="" type="radio"/> No	mom mom	Parent (Biological or Adoptive)		N/A	<a href="#">Add or Edit Income</a>

**Total Annual Family Income for Example Child (129368) : \$55,555**      **State Median Income Level:61%**

**Tips:-**

- If the correct parent/guardians are not listed above, change the household situation on the [Family Info](#) page.
- If this family has a joint tax return with two adults, divide the income as they designate or split it 50/50.
- Income includes wages as well as benefits such as TANF, social security, unemployment, and other sources.

- 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:

**Income Calculation for dad dad**

**Select Income Sources:**

- W-2
- Tax return (1040) or IRS Transcript
- Pay Stub for 12 Months
- Child support, paid or received, if required by a legally-binding [child support](#) order
- Disability income, including SSI ([Supplemental Security Income](#))
- Military income
- Self-employment income
- Social Security or other retirement benefits
- TANF cash assistance
- Unemployment
- Workers Compensation (Weekly)
- Workers Compensation (Monthly)
- Tribal income (taxable)
- Other income not classified above

What 12 months are you using to count annual income?  Previous calendar year  Previous 12 months

ECEAP staff verified annual income, by viewing the following documentation. **Count all Income Sources:**

Total:

[Save & Close](#) [Cancel](#) [Prev Report](#) [Next Report](#) [Save](#)

- 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**.

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

---

**Notes**

Child is in foster care, kinship care, or was adopted after kinship care or foster care. No need to enter additional income.

If the child's situation has changed, you can update their foster care, kinship care or adoptive status from the [Child info](#) page.

**Total Monthly Family Income for Example Child (129368) : \$500**  
**State Median Income Level: 11%**

< Previous   Save & Close   Clear   Next >

### 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.

**Monthly Income (Optional)**

If you are not using monthly income for this family, click Next now to proceed to the next page.

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.

- Annual income must first be verified and entered in ELMS above.
- Monthly income may be entered when a family's current income is significantly decreased from their annual income due to death, divorce, unplanned job loss or similar unexpected circumstance.

Yes - Use monthly income for this family. All requirements above are true.

If yes, reason:

Yes  No Does the family have income for the month you are using?

**Monthly Family Income Summary for Example Child (129368)**

Had Income?	Name	Relationship	Monthly Income	Income Period	
<input checked="" type="radio"/> Yes <input type="radio"/> No	dad dad	Parent (Biological or Adoptive)	\$1,000	January	<a href="#">Add or Edit Income</a>
<input type="radio"/> Yes <input checked="" type="radio"/> No	mom mom	Parent (Biological or Adoptive)		N/A	<a href="#">Add or Edit Income</a>

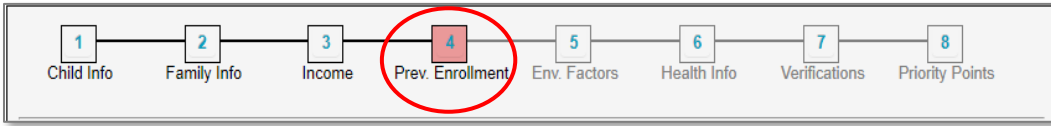
**Total Monthly Family Income for Example Child (129368) : \$1,000**  
**State Median Income Level: 13%**

< Previous Save & Close Clear Next >

- 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:

- |  |  |  |
|--|--|--|
| <input type="checkbox"/> Autism                | <input type="checkbox"/> Intellectual Disability | <input type="checkbox"/> Specific learning disability  |
| <input type="checkbox"/> Deaf - blindness      | <input type="checkbox"/> Multiple disabilities   | <input type="checkbox"/> Speech or language impairment |
| <input type="checkbox"/> Developmental delay   | <input type="checkbox"/> Orthopedic impairment   | <input type="checkbox"/> Traumatic brain injury        |
| <input type="checkbox"/> Emotional disturbance | <input type="checkbox"/> Other health impairment | <input type="checkbox"/> Visual impairment             |
| <input type="checkbox"/> Hearing impairment    |  |  |

Please describe:

Start Date:   End Date:  

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

**IFSP or Suspected Delay**

This child has an **Individual Family Service Plan (IFSP)**

This child has a diagnosed developmental delay or disability with no IFSP

This child completed a developmental screening that recommended referral for further evaluation

This child has a suspected developmental delay or disability (No IFSP, diagnosis, or screening, or completed developmental screening with results, "rescreen needed")

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

Cognitive                       Adaptive                       Receptive Communication

Physical: fine motor               Social or emotional               Informed Clinical Opinion (check if this is the only method used for determining eligibility)

Physical: gross motor               Expressive Communication               A diagnosed condition

Please describe:

Start Date:                                      End Date:

What Early Intervention Provider Agency issued this child's IFSP?

This child will receive their IFSP services:

This child will receive IFSP services in the Early ECEAP classroom:  Yes  No

---

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

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:

The screenshot shows the 'Environmental Factors' step (5) highlighted in a red circle. The progress bar at the top indicates the following steps: 1 Child Info, 2 Family Info, 3 Income, 4 Prev. Enrollment, 5 Env. Factors, 6 Health Info, 7 Verifications, and 8 Priority Points.

The questions on this page are:

- Does this child have a household family member who has a chronic physical or mental health condition that:
  - Severely impacts their ability to engage in work, school, or family life?
  - Moderately impacts their ability to engage in work, school, or family life?
- Does this child have a parent who was under age 18 when this child was born?
- Does this child have a family member who attended an **Indian Boarding School**?
- Does this child have a parent who:
  - Is a **migrant or seasonal agricultural worker**?
  - Moves with child to engage in **traditional cultural practices or employment**?
- Does this child have a parent currently on active duty in the U.S. Military?
- Does this child have a parent currently a member of a National Guard unit or a Military Reserve unit?
- Does this child have a military parent deployed currently, or within the past 12 months, or for a total of 19 or more months within the child's lifetime?
- Has this child experienced a parent incarcerated in jail, prison or a detention center?
- Has this child experienced the loss of parent or **primary caregiver** such as by death, **abandonment**, or deportation?
- Has this child experienced the divorce or separation of their parents?
- Child has experienced homelessness within the last 12 months.
- Has this child lived in a household with domestic violence, including in-utero?
- Has this child lived in a household with substance abuse, including in-utero?
- Has this family been involved in and/or received support from tribal or state systems including CPS/FAR/ICW, comparable tribal services, or law enforcement/court system regarding child abuse, neglect or sexual assault?
- Has this child been reunited with parents after foster or kinship care in the past 12 months?
- ECEAP received a professional referral for this family.

Highest education level of Example Parent:

Navigation buttons: < Previous, Save & Close, Clear, Next >

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.

1  
Child Info

2  
Family Info

3  
Income

4  
Prev. Enrollment

5  
Env. Factors

6  
Health Info

7  
Verifications

8  
Priority Points

---

### Child Medical

Does this child have a chronic physical or mental health condition that:

Severely impacts child development or attendance?  Yes  No  Unknown

Moderately impacts child development or attendance?  Yes  No  Unknown

Was this child born preterm (less than 37 weeks), or weigh less than 5.5 pounds at birth?  Yes  No  Unknown

Does this child have medical coverage?  Yes  No  Unknown

Does this child have a regular doctor or clinic ([medical home](#))?  Yes  No  Unknown

Has ECEAP verified the results for a well-child (EPSDT) exam?  Yes  No  Unknown

Date of last well-child exam prior to application for ECEAP?:

### Child Dental

Does this child have dental coverage?  Yes  No  Unknown

Does this child have a regular dentist or dental clinic ([dental home](#))?  Yes  No  Unknown

Has ECEAP verified the results for a dental screening?  Yes  No  Unknown

Date of last dental screening prior to application for ECEAP?:

### Child Immunization Status

Base your selection on viewing a signed Certificate of Immunization Status (CIS) form or the Washington State Immunization Information System (IIS), formerly known as the Child Profile Immunization Registry.

Complete

Exempt

Conditional

Out of Compliance - no signed CIS and no IIS data

Out of Compliance - child is not complete/immune, not exempt, or not in conditional status

CIS or IIS is not yet evaluated

< Previous
Save & Close
Clear
Next >

- 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**.

Data Point	Add Now	Unavailable	Reason Unavailable
Immunization Status	Select an Option		
Does the child have a chronic health condition such as diabetes, asthma, seizures, etc?	<input type="radio"/> Yes <input type="radio"/> No <input type="radio"/> Unknown		

A completed Application looks like this:

Application for Example Application (115750) **is completed.**  
 Eligible for Part Day, School Day

**Priority Points**

Description	DCYF Points	Contractor Custom Points
4 years old by August 31	10	10
Foster Care	100	100
51-110% FPL	250	250
Single Parent	10	10
Parent education level - 7th to 12th grade, no diploma or GED	10	10
<b>Total points</b>	<b>380</b>	<b>380</b>

**Next Steps**

Print application for Signatures with signed date.  
 Parent Does Not Wish to Add Child to Waiting List  
[Add Child to Waiting List\(s\)](#)

< Previous      Save & Close    Clear      Next >

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.

**Siblings Who May Be Eligible for ECEAP**  
Sibling Sibling

**Next Steps**  
Print application for signatures.  
 Parent Does Not Wish to Add Child to Waiting List  
[Add Child to Waiting List\(s\)](#)

< Previous      Save & Close      Clear      Next >

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:



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](mailto: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](mailto: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

Child ID	Child First Name	Child Last Name	Child Age	Site	Class	Teacher Name	Child Status	Actions
91739	Example	Child	3				Incomplete Prescreen	Select an Action ... Pre-Enrollment Notes Prescreen - to complete

## 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 31<sup>st</sup> 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	<input type="checkbox"/>	54	2 / 6	<input type="checkbox"/>	0	49 / 58
Barge Lincoln (YSD)	Yakima	<input type="checkbox"/>	36	1 / 1	<input type="checkbox"/>	0	28 / 38
Brewster School District	Brewster	<input type="checkbox"/>	36	3 / 10	<input type="checkbox"/>	0	8 / 18
East Valley	Moxee	<input type="checkbox"/>	40	1 / 6	<input type="checkbox"/>	0	40 / 51
East Wenatchee	East Wenatchee	<input type="checkbox"/>	56	1 / 14	<input type="checkbox"/>	0	58 / 67
EPIC Place	Yakima	<input type="checkbox"/>	90	11 / 20	<input type="checkbox"/>	0	91 / 111
Hoover ECEAP	Yakima	<input type="checkbox"/>	18	1 / 1	<input type="checkbox"/>	0	12 / 19
OIC	Yakima	<input type="checkbox"/>	62	9 / 34	<input type="checkbox"/>	0	72 / 86
Rock Island	Rock Island	<input type="checkbox"/>	36	4 / 11	<input type="checkbox"/>	0	34 / 44
West Valley - Ahtanum	Yakima	<input type="checkbox"/>	34	3 / 8	<input type="checkbox"/>	0	26 / 41

## 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:

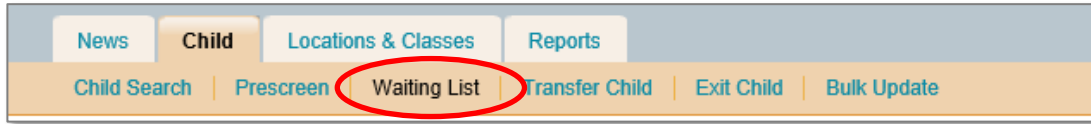
- Make sure you are enrolling the highest priority children.
  - In unique situations, you may have information that causes a child with fewer priority points to be enrolled before a child with more points. DCYF suggests documenting the reasons for this in **Child Notes** for the child you are enrolling.
- 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.

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... Enroll
107917	Example	Child 2	4/1/2021	1st	5	Yes	No	Yes	No		PD,SD,WD	325	Select an Action... Remove from Waiting list
106823	Sample	Child	4/1/2021	Unspecified	4	Yes	No	No	No		PD,SD	320	Remove from Waiting list
116992	Example	Child	5/19/2021	Unspecified	2	No	Yes	No	No		B-3	310	Waiting list - add to

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.

**Enrollment for Example Example (103944)**

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**Example Example (103944)** Age: 4 Gender: F Priority Points: 325

Eligible for Part Day, School Day Pre-Enrollment Notes: None

Waiting List: Bethel Naches Trail

Date on Waiting List: 4/6/2020

Class (Slots Available) Select an Option

Expected Start Date: mm/dd/yyyy Family Support Staff: Select an Option

If the correct family support staff person is not on this list, add staff or contact your supervisor before proceeding with enrollment.

Enroll
Cancel

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

Locations & Classes » Sites » Site Waiting List

Enterprise for Progress in the Community

Yakima School District

Adams Elementary (YSD)

Info Classes Staff Slots **Waiting List** Recruitment

Export site waiting list to Excel

Bulk Enrollment

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	Exceeds SMI Eligibility	Eligible for	DCYF Priority Points	Actions
118025			5/2/2022	1st	5	Yes	No	Yes	No		PD,SD	130	Select an Action... Select an Action... <b>Enroll</b> Remove from Waiting list Waiting list - add to
118869			5/2/2022	1st	5	Yes	No	Yes	No		PD,SD	90	Select an Action... Select an Action... Remove from Waiting list Waiting list - add to
115998			5/2/2022	1st	5	Yes	No	Yes	No		PD,SD	80	Select an Action... Select an Action... Remove from Waiting list Waiting list - add to

## 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.

Child » Child Search

**Child Search**

Select School Year: 2019-2020  
Future School Year

+ New Prescreen

All Names:  Searches all name fields: (child name, site name, etc.)

Child Name:  Nick Name:

Child ID:  Child Birth Date:

Parent Name:

Staff Name:

Child Status:

Has Follow-Up Alerts:

Contractor:

Subcontractor:

Site Name:

Class Name:

Search

<< < Page 1 of 1 > >> Display 40 Rows per Page

Child ID	Child First Name	Child Last Name	Child Age	Site	Class	Teacher Name	Child Status	Actions
81595	Another Example	Child	4	Example Site			On Waiting List	Select an Action ...
92458	Example	Child	3	Adams Elementary (YSD), ...			On Waiting List	Application - view <b>Enroll</b> Pre-Enrollment Notes
92459	Example	Child	3				Completed Application	Prescreen - view Waiting list - add to

<< < Page 1 of 1 > >> Display 40 Rows per Page

Email DCYF [Privacy Policy](#) [ELMS Help, Manuals & Information](#)

## 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.

**Waiting List for Stevenson**

---

**Example Child (96536)**      **Age: 3   Gender: F   Priority Points: 97**  
 Eligible For Part Day, School Day, Working Day

Review Working Day Eligibility
Enroll
Remove

Date on Waiting List: 7/29/2019   Application Completed: Yes   Pre-Enrollment Notes: None   Preference: 1st

---

Export site waiting list to Excel

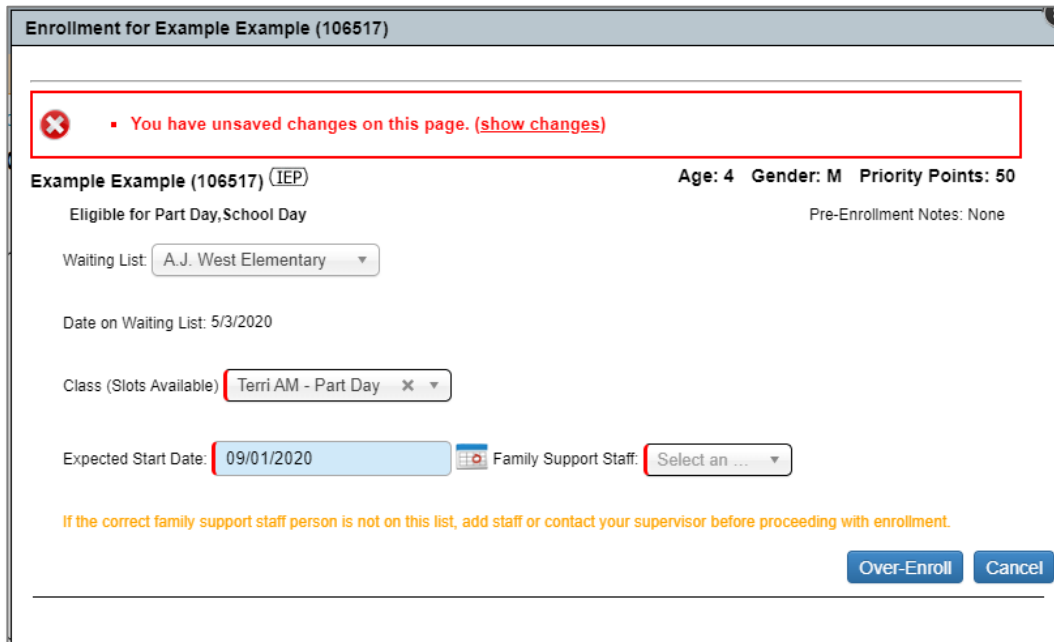


## Over-Enrolling


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.



**Enrollment for Example Example (106517)**

 You have unsaved changes on this page. ([show changes](#))

**Example Example (106517)** (IEP) Age: 4 Gender: M Priority Points: 50

Eligible for Part Day, School Day Pre-Enrollment Notes: None

Waiting List:

Date on Waiting List: 5/3/2020

Class (Slots Available):

Expected Start Date:  Family Support Staff:

If the correct family support staff person is not on this list, add staff or contact your supervisor before proceeding with enrollment.

## 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](mailto: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.

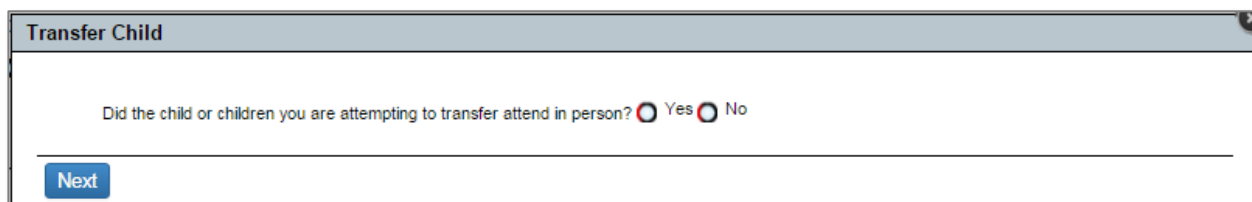
Limits to the **Transfer** function of ELMS:

- 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.



Transfer Child

Did the child or children you are attempting to transfer attend in person?  Yes  No

Next

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.

**Search for Child(ren) to Transfer**

All Names:  Searches all name fields: (child name, site name, etc.)

Child Name:  Nick Name:

Child ID:  Child Birth Date:

Parent Name:

Staff Name:

Child Status:

Has Follow-Up Alerts:

Contractor:

Subcontractor:

Site Name:

Class Name:

<< < Page 1 of 1 > >> Display 40 Rows per Page

	Child ID	Child First Name	Child Last Name	Child Age	Site	Class	Teacher Name	Child Status
<input checked="" type="checkbox"/>	81595	Another Example	Child	3	Brewster School District	Brewster PM	Angelita Bastidas, ...	Enrolled in Class
<input type="checkbox"/>	91152	IEP	Example	3	Brewster School District	Brewster PM	Angelita Bastidas, ...	Enrolled in Class
<input type="checkbox"/>	87432	Over-Income	Example	3	Brewster School District	Brewster PM	Angelita Bastidas, ...	Enrolled in Class

<< < Page 1 of 1 > >> Display 40 Rows per Page

Select Checked Children

Search Clear Close

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

News Child Locations & Classes Reports

Child Search Prescreen Waiting List Transfer Child Exit Child Bulk Update

Child » Transfer Child

Select School Year: 2018-2019  
Current School Year

**Transfer Child**

To transfer one or more children, enter the child's last date of attendance for the current class, select the new site for the classroom (can be the same site) and the new class, enter the expected start date for the new class, and select the family support staff for the child.

Children may be excluded from transferring by clicking the exclude link in the upper right of the child area. Excluded children may be included in the transfer by clicking the include link in the same area.

Once all children to be transferred have all fields supplied, press the Transfer Selected Children button.

**Another Example Child (81595)** Did this child attend class in person?  Yes  No

Current Site: Brewster School District  
Current Class: Brewster PM  
Expected Start Date: 9/11/2018  
Actual Start Date: 9/11/2018  
Last Date Attended: mm/dd/yyyy

New Site: Adams Elementary (Y...)  
Site Slots Available: 0 of 54  
New Class: Aguirre - Part Day (0 of 18) Expected Start Date: mm/dd/yyyy  
Family Support Staff:

If the correct family support staff person is not on this list, add staff or contact your supervisor before proceeding with enrollment.

**Enrollment Type**  
Class has exceeded available ECEAP slots; child will be transferred as an Over-Enroll slot.

**IEP Example (91152)** Did this child attend class in person?  Yes  No

Current Site: Brewster School District  
Current Class: Brewster PM  
Expected Start Date: 1/11/2019  
Actual Start Date: 1/11/2019  
Last Date Attended: mm/dd/yyyy

New Site: Adams Elementary (Y...)  
Site Slots Available: 0 of 54  
New Class: Aguirre - Part Day (0 of 18) Expected Start Date: mm/dd/yyyy  
Family Support Staff:

If the correct family support staff person is not on this list, add staff or contact your supervisor before proceeding with enrollment.

**Enrollment Type**  
Class has exceeded available ECEAP slots; child will be transferred as an Over-Enroll slot.

Clear List Cancel Transfer Selected 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](mailto: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.

The screenshot shows the 'Request Records Transfer' form in the ELMS system. The 'Child' tab and the 'Request Records Transfer' link in the top navigation bar are circled in red. The form includes the following fields and options:

- Contractor (transfer to):** Aberdeen School District
- Child's Legal First Name:** [Text input field]
- Child's Middle Name (optional):** [Text input field]
- Child's Legal Last Name:** [Text input field]
- Child Nickname:** [Text input field]
- Child Birth Date:** [Date picker field]
- Parent signed permission form to transfer ELMS records between ECEAP contractors?**  Yes  No
- Parent signature required?**  Yes  No
- Add child to waiting list for site(s):** Select Some Options
- Buttons:** Request Transfer (circled in red), Cancel

If you receive an email from [elms@dcyf.wa.gov](mailto: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.

**Exit Child**

Did the child you are attempting to Exit attend in person or receive modified services?  Yes  No

**Next**

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.

**Exit Child**

1. Complete all required sections.
2. Add the child to a waiting list if desired.
3. For children who attended 30 or more days, review and lock each page of Child & Family Updates.
4. Click Save and Close to return to the Exit screen.
5. Click "Exit Child."

**Another Example Child (81595)**

Reason for Exit: **Never Att...**

Reason For Never Attending:

Add to waiting list for this year Site:

Child is already on a wait list for 2019-2020.

Review Child & Family Updates  
**Not Needed**

**Exit Child** **Cancel**

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

**Exit Child**

1. Complete all required sections.
2. Add the child to a waiting list if desired.
3. For children who attended 30 or more days, review and lock each page of Child & Family Updates.
4. Click Save and Close to return to the Exit screen.
5. Click "Exit Child."

**You have unsaved changes on this page. (show changes)**

Name of staff verifying child attended this class in person:

Reason for Exit: **Moving outside of this service area**

Actual Class Start Date:

Last Date Attended:

Total Calendar Days  
**217 Days**

Review Child & Family Updates  
**Required**

Add to waiting list for this year Site:

**Exit Child** **Cancel**

- 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

Step 1: Click on the numbers 2-6 to open each page.  
 Step 2: When each page is complete, click "Lock" at the bottom. The lock icons above should each be closed.  
 Step 3: When staff have locked pages 2-6, click Save and Close at the bottom.  
 Step 4: On the popup, click Exit Child.

**Developmental Screening** Requires Follow-Up? No  
 ECEAP requires one developmental screening per child, only during their first year of ECEAP. After that, you follow the child's development through the GOLD assessment.

Screening	Screening Result	Rescreen or Evaluation Results	Action
2/13/2019	At age level	N/A	<a href="#">Edit</a> <a href="#">Delete</a>

[Add Developmental Screening](#)

**Individualized Education Program (IEP)** Requires Follow-Up? No  
 There are no Individualized Education Plans (IEPs) for this Child... [Add IEP](#)

**Child Transportation (2018-2019)**  
 Child is usually transported from home to

**Mental Health (2018-2019)**  
 Mental health consultation for staff or parent about the child's behavior or mental health, at any time during year  Yes  No

**Parent/Teacher Conferences (2018-2019)**  
 There are no parent teacher conferences entered for this child this School Year... [Add Parent Teacher Conference](#)

**Education/Child Development Follow-Up Notes**  
 Include additional developmental screening information and communications with LEA  
 There are no follow-up notes entered for this child... [Add Follow-Up Note](#)

< Previous [Save & Close](#) [Clear](#) [Lock](#) Next >

- 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.

The screenshot shows the 'Child Search' interface. At the top, there are tabs for 'News', 'Child', 'Locations & Classes', and 'Reports'. Below these are sub-tabs: 'Child Search', 'Prescreen', 'Waiting List', 'Transfer Child', 'Exit Child', and 'Bulk Update'. The 'Child Search' sub-tab is active. A 'Select School Year' dropdown is set to '2018-2019' with 'Current School Year' below it. A '+ New Prescreen' button is visible. The search filters include: 'All Names' (text input), 'Child Name' (text input with 'example'), 'Child ID' (text input), 'Parent Name' (text input), 'Staff Name' (dropdown menu), 'Child Status' (dropdown menu), 'Has Follow-Up Alerts' (dropdown menu), 'Nick Name' (text input), 'Child Birth Date' (text input with 'mm/dd/yyyy' and a calendar icon), 'Contractor' (dropdown menu with 'No Contractor Selected ...'), 'Subcontractor' (text input), 'Site Name' (text input), and 'Class Name' (text input). Below the filters are 'Search' and 'Clear' buttons. A 'Bulk Operations' section contains an information icon, a description, and 'Exit', 'Transfer', and 'Bulk Update' buttons. At the bottom, there is a table with columns: Child ID, Child First Name, Child Last Name, Child Age, Site, Class, Teacher Name, Child Status, and Actions. The table contains three rows of data, each with a checkbox in the first column. The first row is checked. The second row has a red 'i' icon in the first column. The third row is checked. Below the table are pagination controls: '<<', '<', 'Page 1 of 1', '>', '>>', 'Display 40 Rows per 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.

The screenshot shows a table with columns: Child ID, Child First Name, Child Last Name, Child Age, Eligible Funding Model, Site, Class, Teacher Name, Child Status, and Actions. A row for child ID 120415 is selected, and the 'Actions' dropdown menu is open. The 'Transition Planning' option is circled in red.

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.

### Transition Planning



At a minimum, transition Planning must begin when the child is 30 months old. Parent(s)/Guardian(s) and staff work in partnership to create an individualized Transition Plan for the child. The plan should include a:

- Brief description of where the child will be when they turn three.
- Brief description of the strategies and activities planned to support transition for child and parent.
- If Child has a current IFSP, additional strategies with Part B provider to ensure individualization

The plan is changeable and can be updated throughout the transition planning process.

#### Transition Plan Description:

**Example:** Micha will turn three on December 10, the plan is to have them move into the part day Head Start classroom in the same center, the week of their birthday. Teachers and Parents will find books to read about moving into preschool, Micha will visit at least 3 times, spending a little more time each time, Parents will have regular conversations with Micha about moving into that class, there is one other child in the room who intends on being in the same class, they can be transition buddies. Micha will practice being a line leader in the Toddler room. The staff will conduct a slow transitions, as needed by Micha, that first two weeks, guided by Michah's comfort level and ability to be in the class. We will revisit this plan at least three more times in this six months and as needed by Parents.

Transition Planning Start Date:   Expected Transition Date:

Child will transition to:

#### Transition Plan Description:

1 characters (4999 characters remaining)

**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 3<sup>rd</sup> birthdate.

**Transition Planning Follow-up Notes**

There are no follow-up notes entered for this child...

[Add Follow-Up Note](#)


**ECEAP Eligibility Review**



- If an Early ECEAP child is transitioning to ECEAP, Eligibility Enrollment staff 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 to Eligibility Enrollment staff when the child is 2 year-olds as of August 31 of the current School Year.

Apply For ECEAP

**For Children with an ECEAP Application**



- If the child is applying to ECEAP, you must click the "Change status to ECEAP" button after the child exits Early ECEAP.
- Once you click the button, the child's application status will change to ECEAP, and you will not be able to enroll them in another Early ECEAP class.
- You can enroll them in an ECEAP class on or after their 3rd birthdate.

Change status to ECEAP

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## 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 birthday. You can open the page from Child Search under the Actions column for the child by clicking the Begin ECEAP Application link.

The screenshot shows a table with columns: Child ID, Child First Name, Child Last Name, Child Age, Eligible Funding Model, Site, Class, Teacher Name, Child Status, and Actions. A row for 'Example Child' (ID 123257, Age 3, Status Completed Prescreen) is selected. The 'Actions' dropdown menu is open, listing options: Select an Action ..., Alternative Attendance Plan: (None), **Begin ECEAP Application** (circled in red), Child Record Summary, Early ECEAP Application - Create, Pre-Enrollment Notes: (None), Prescreen - view, and Waiting list - add to.

### 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.

The 'Create ECEAP Application' page includes an information icon and the following text:
 

- This child is age eligible for ECEAP
- Eligibility Enrollment staff must verify ECEAP eligibility by selecting the Apply to ECEAP button below to begin the ECEAP Application process in ELMS.

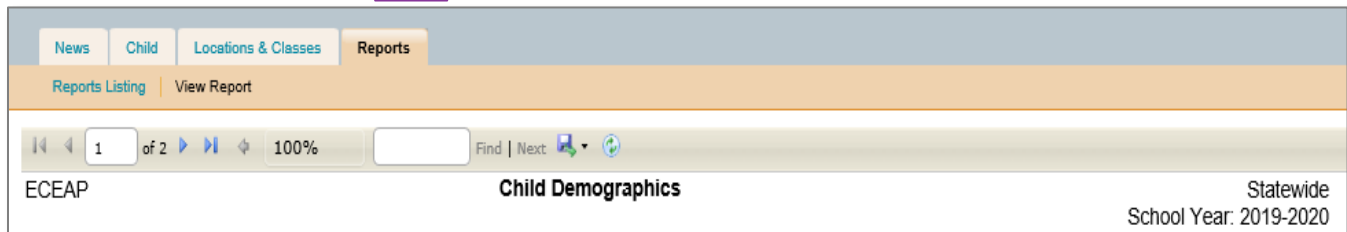
 Below the text is a blue button labeled 'Apply for ECEAP'.

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](mailto: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	
Ecuadorian (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 Islander)
Kosraean	Samoa	Yapese
Mariana Islander	Solomon Islander	Other Pacific Islander
Marshall Islander	Tahitian	
Melanesian	Tarawa Islander	
Micronesia	Tokelauan	