

# Completing Your ECEAP Monthly Report in ELMS

Updated August 2024

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# ECEAP Monthly Report in ELMS

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

- The primary purpose of the Monthly Report is to document the program activities for the report month. Separately, you send an A-19 invoice. Your Monthly Report in ELMS must be complete before DCYF approves your invoice.
- An additional purpose of the Monthly Report is to verify and update specific ELMS child and staffing information that may change from month to month.

# Due Dates

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

# Accessing the Monthly Report

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



# For ECEAP Directors and Admin Staff



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

# For Months with No Preschool Classes

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

Report Month

Due 11:59 PM, August 15

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

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

# For Months with No Preschool Classes (Continued)

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

## STEP 3: Local Implementation Partner meeting attendance

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

Name of Representative

Select an Option

Date of meeting

mm/dd/yyyy



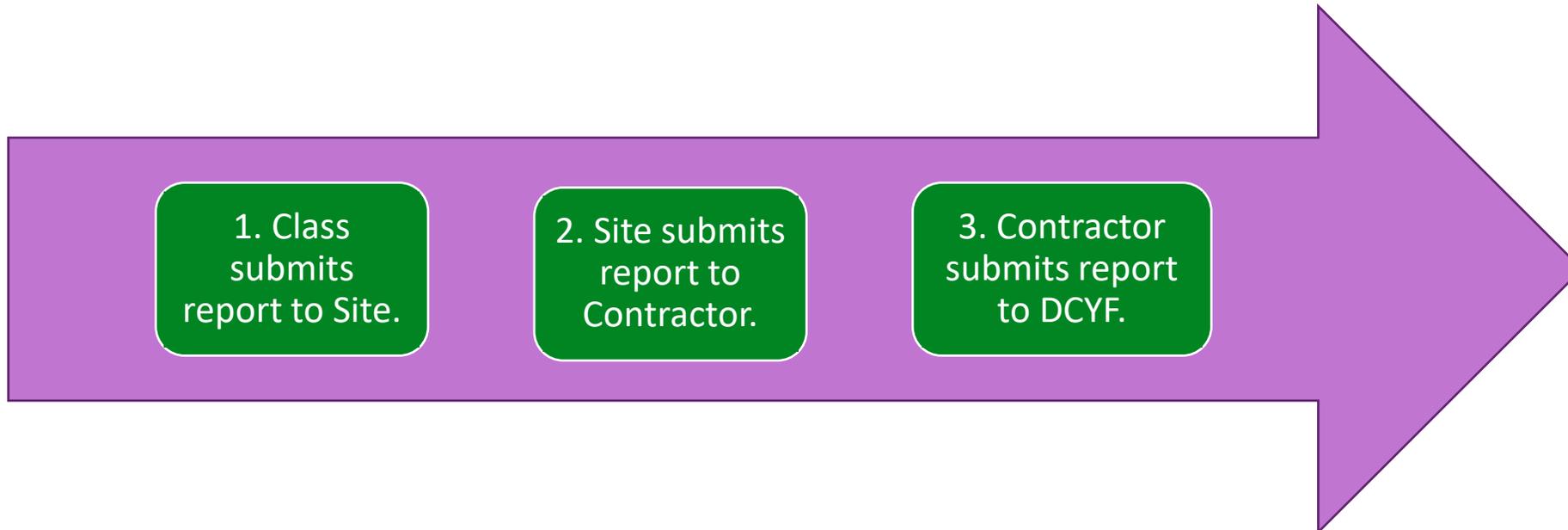
- Then, click “Submit to DCYF” at the top of the page. That’s all you have to do in months with no preschool classes.

Submit to DCYF



# For Months with Preschool Classes

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



# Start with the Class Page(s)

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



# Class Page (continued)

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

Monthly Report » Class

Select Contractor: Example Contractor

Select Site: Example Site

Select Class: Example Class

### Example Class - Example Teacher

Class Start 07/01/2024 Class End 06/30/2025

Report Month July

Due 11:59 PM, August 15

# Class Page – STEP 1

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

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

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

Actual number of class sessions in June

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

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

# Class Page – STEP 2

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

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

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

# Class Page – STEP 2 (continued)

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

ECEAP Child Enrolled	Expected Class Start Date	Actual Class Start Date	Class Exit Date	Parent-Teacher Conferences	Family Support Visits	Family Support Staff			
	07/02/2018	07/02/2018		0	0	Felicia Gonzales	<a href="#">View Updates</a>	<a href="#">Enrollment History</a>	<a href="#">Exit from Class</a>
	07/02/2018	07/02/2018		1	0	Felicia Gonzales	<a href="#">View Updates</a>	<a href="#">Enrollment History</a>	<a href="#">Exit from Class</a>
	07/02/2018	07/02/2018		1	0	Felicia Gonzales	<a href="#">View Updates</a>	<a href="#">Enrollment History</a>	<a href="#">Exit from Class</a>

- Review the number of Parent/Teacher Conferences and Family Support Visits for each child. This is the total for the school year through this report month.
- If you need to update conferences or visits, click the hyperlinked blue number to open the relevant section of Child and Family Updates.

# Class Page – STEP 2 (continued)

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

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

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

# Class Page – STEP 3

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

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

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

Read only →

Enter →

# Class Page – STEP 4

- In **STEP 4**, you report Nontraditional Remote Services (NTRS) provided at your class for the month.
- We have the NTRS definition displayed here for your reference.
- If you did not provide NTRS, simply mark the “No” radio button. Skip to Slide 20.
- If you did provide NTRS, you will need to click the blue “Report NTRS provided this month” button to open additional questions. These questions must be answered before you will be able to submit the report.

Definition of NTRS

## STEP 4: Nontraditional Remote Services Reporting

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

Did you provide nontraditional remote services during this month?  Yes  No

Report NTRS provided this month

Nontraditional Remote Services Report is not needed

If you provided NTRS, you will need to click this button and complete the required questions before submitting your report.



# Class Page – STEP 4 (continued NTRS: #1)

- **This step is only necessary if you provided Non-Traditional Remote Services.** After clicking the “Report NTRS provided this month” button, you will see a popup window with question number 1 that asks how your class sessions were provided.
  - If you select “Exclusively on site”, you are done and just need to click the save button.
  - Any other selection will require responses in the two text fields that follow.
    - If you don’t have anything to enter in these fields, enter “N/A”.

1. For this month, how did this class provide preschool class sessions?

- Exclusively on-site (No NTRS were provided this month)
- Exclusively virtual
- Hybrid or combination of on-site and virtual
- On-site with parent option to continue with virtual preschool class sessions

Only 1 selection can be made for each class.



# Class Page – STEP 4 (continued NTRS: #2-3)

- Numbers 2 and 3 are Yes/No questions that must be answered. Selecting “Yes” will require you to enter additional information.
  - Selecting “Yes” for number 2 requires you to describe more about your class hours and/or size adjustment in response to changes in local recommendations.
  - Selecting “Yes” for number 3 requires you to enter the count of education supplies and resources.

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

Yes  No

*Previous month entry:*  
Please Describe:

*1 characters (299 characters remaining)*

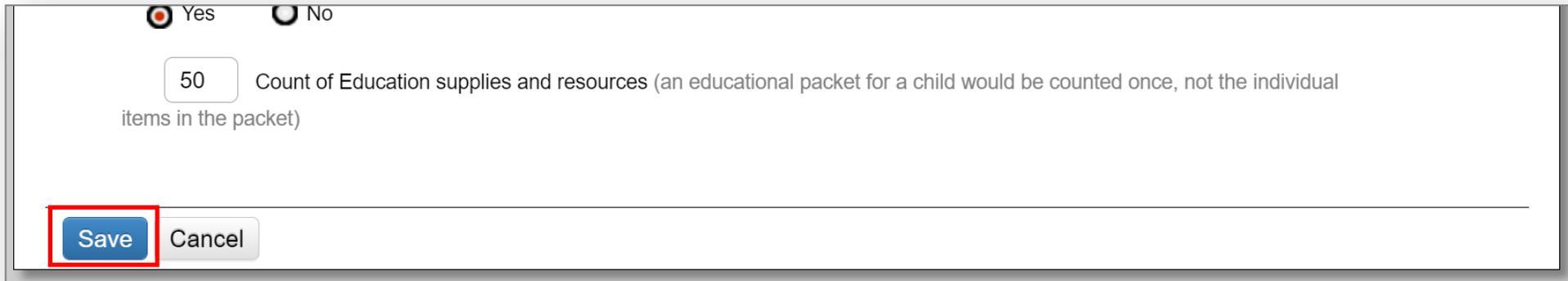
3. Have you made education supplies and resources available to the children enrolled in this class during this month?

Yes  No

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

# Class Page – STEP 4 (continued NTRS)

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



Yes  No

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

Save Cancel

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



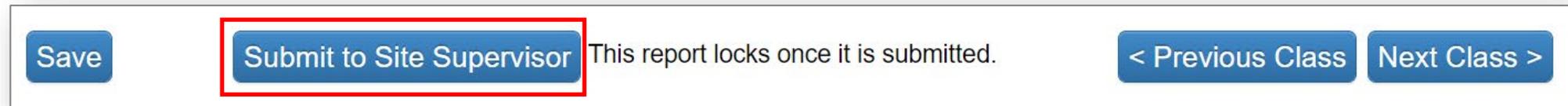
**STEP 4: Nontraditional Remote Services Reporting**

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

Report NTRS provided this month Nontraditional RemoteServices Report complete

# Class Page – Final Steps

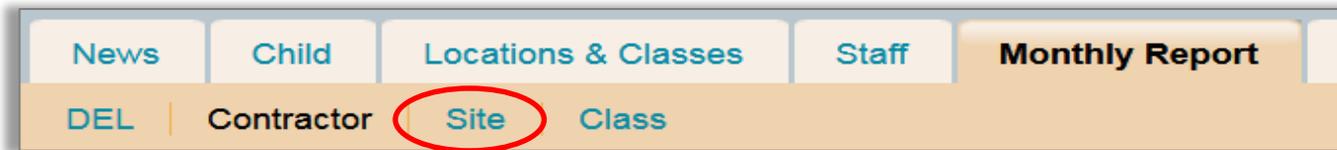
- Click the Save button at the bottom of the page.
- Then, click the “Submit to Site Supervisor” button.



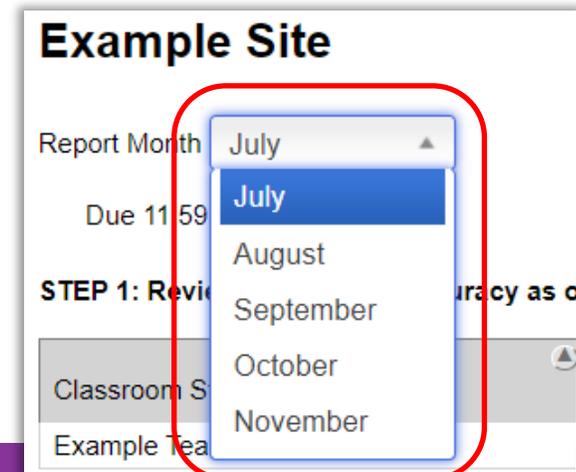
- If you have another class to complete, you can select it from the drop down list at the top of the page. Or, use the Next and Previous buttons at the bottom of the page.

# Site Page

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



- Navigate to the correct site and report month.



# Site Page – STEP 1

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

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

Classroom Staff	Role	Class		
Jakelin	Lead Teacher	Westside	<a href="#">Confirm</a>	<a href="#">Change</a>
Laura	Other Classroom Staff	Westside	<a href="#">Confirm</a>	<a href="#">Change</a>
Rebecca	Assistant Teacher	Westside	<a href="#">Confirm</a>	<a href="#">Change</a>

[Confirm All](#)

# Site Page – STEP 2

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

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

Class	Date Completed	Person Who Completed	
Bear1 Classroom	10/24/2018 9:56:28 AM	Will Friddle	<a href="#">Open</a> <a href="#">Unlock</a>

# Site Page – STEP 3

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

**STEP 3: Parent education**

<input type="text" value="1.5"/>	# of hours of parent ed provided this month
<input type="text" value="21"/>	# of adults who participated

# Site Page – STEP 3 (continued)

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

## STEP 3: Parent education

# of hours of parent ed provided this month

# of adults who participated

Topics:



# Site Page – STEP 4

- In **STEP 4**, you report Nontraditional Remote Services (NTRS) provided at your site for the month.
- We have the NTRS definition and STEP 4 status displayed here for your reference.
- If you provided NTRS during the reporting month, click the blue “Report NTRS provided this month” button to open this section.
- If you did not provide NTRS click “No” and skip to Slide 35.

**STEP 4: Nontraditional Remote Services Reporting**

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

Did you provide nontraditional remote services during this month?  Yes  No

[Report NTRS provided this month](#) Nontraditional Remote Services Report incomplete

Definition of NTRS

Check to indicate if you provided NTRS during the reporting month.

If you provided NTRS during the reporting month then you must click this button to open Step 4 and complete the required questions.

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



# Site Page – STEP 4 (continued, NTRS)

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

**Site Nontraditional Remote Services Reporting**

1. Which ECEAP service types were provided at this site during this month?  
Check all that apply

ECEAP Comprehensive Services Onsite  
 Alternating days Onsite Services  
 Non-traditional (off site) Services

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

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

Funding Model	Previous # of slots exclusively onsite	# of slots exclusively onsite	Previous # of slots served through NTRS	# of slots served through NTRS
Part Day	0	<input type="text"/>	0	<input type="text"/>
School Day	0	<input type="text"/>	0	<input type="text"/>
Working Day	0	<input type="text"/>	0	<input type="text"/>

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

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

0 characters (300 characters remaining)

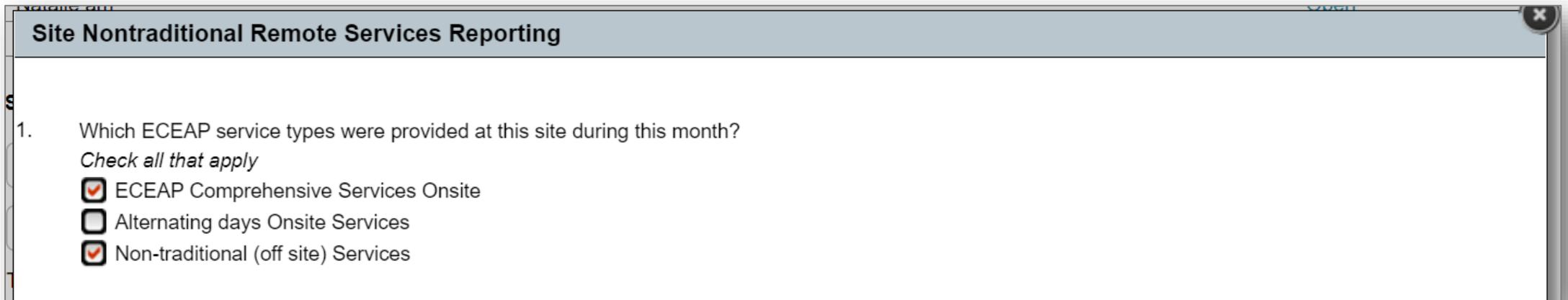
Please share recruitment challenges during this reporting period

0 characters (300 characters remaining)

Save Cancel

# Site Page – STEP 4 (continued NTRS: #1 )

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



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

# Site Page – STEP 4 (continued NTRS: #2)

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

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

Yes  No

Please Describe:

Building closure resulted in fe

68 characters (232 characters remaining)

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

# Site Page – STEP 4 (continued NTRS: #3)

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

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

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

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

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

# Site Page – STEP 4 (continued NTRS: #4)

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

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

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

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



# Site Page – STEP 4 (continued NTRS: #4)

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

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

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

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

Count of meals and food provided ECEAP child

Count of meals and food provided ECEAP child and siblings

Count of food and meals whole ECEAP family

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

# Site Page – STEP 4 (continued NTRS: #5)

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

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

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

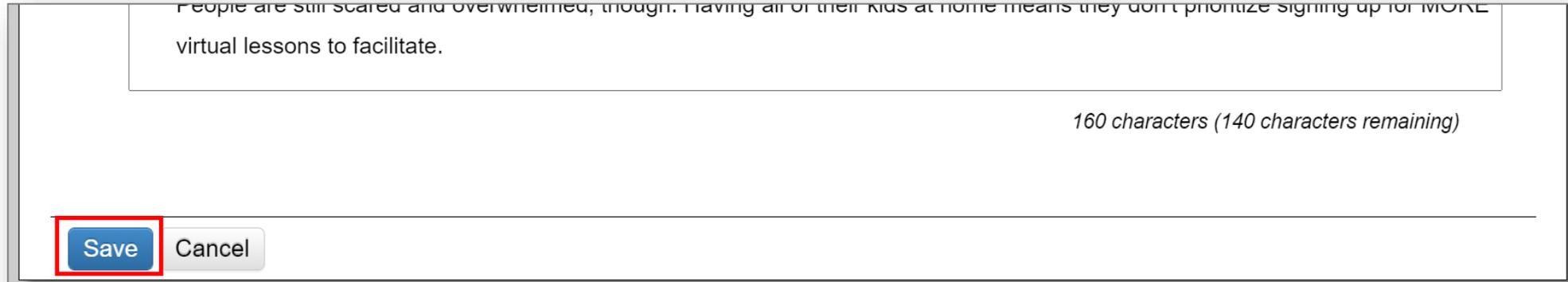
- You can also share recruitment challenges during the report month.

Please share recruitment challenges during this reporting period

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

# Site Page – STEP 4 (continued NTRS)

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



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

160 characters (140 characters remaining)

**Save** Cancel

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

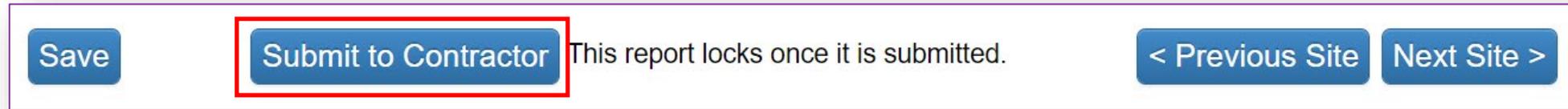
**STEP 4: Nontraditional Remote Services Reporting**

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

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

# Site Page – Final Steps

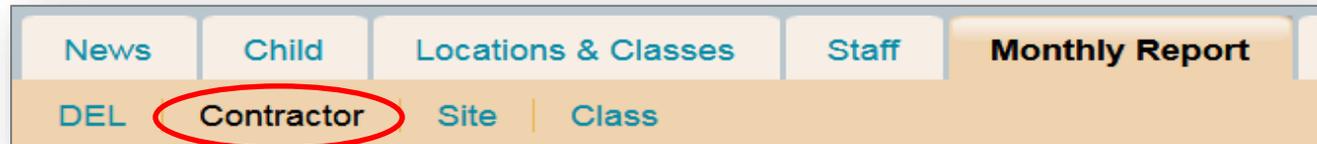
- When the site page is complete and accurate, click the Save button at the bottom of the page.
- Then, click the “Submit to Contractor” button.



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

# Contractor Page

- Once site pages are submitted, the contractor page may be completed by contractor-level ECEAP Directors or ELMS Administrators.
- Open the Monthly Report tab, and click Contractor on the submenu bar.



- Navigate to the correct report month.

A screenshot of a form titled 'Example Contractor'. The form contains a dropdown menu labeled 'Report Month' with 'July' selected. The dropdown menu is highlighted with a red border. Below the dropdown menu, the text 'Due 11:59 PM, August 15' is displayed.

# Contractor Page – STEP 1

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

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

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

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



# Contractor Page: Verify Site Reports

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

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

# Contractor Page: Local Implementation Partner Meeting Attendance

- If there was a Local Implementation Partner meeting in your region that month, enter your representative who attended and the date of the meeting.
- Leave this blank if you did not send a representative to a Local Implementation Partner meeting during the reporting month.

## STEP 3: Local Implementation Partner meeting attendance

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

Name of Representative

Date of meeting  

# Contractor Page – Data Review

## AUGUST ONLY

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

### STEP 2: Data Review

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



# Contractor Page – Non-Federal Match Request

## SEPTEMBER ONLY

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

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

**STEP 3: Non-Federal Match Request (Optional)**

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

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

# Contractor Page – Final Steps

- When your contractor page is complete and accurate, click the Save button.
- Then click the “Submit to DCYF” button at the bottom of the page. 
- Monthly Report pages lock when submitted.
  - Contractor ELMS Administrators can unlock Monthly Report site and class pages, if the contractor level is not yet locked.
  - Contact [elms@dcyf.wa.gov](mailto:elms@dcyf.wa.gov) if you need to change a locked Monthly Report that was already submitted to DCYF.

# Need Assistance?

If you have questions regarding the ECEAP Monthly Report in ELMS,  
send a detailed message to  
[elms@dcyf.wa.gov](mailto:elms@dcyf.wa.gov)

