

Starting the New School Year in ELMS

Always check the school year before working in ELMS.

- ELMS will open in the current school year. Between April 1 and July 10, you may view or enter data for both the current year and new year. To do this, you pick the correct year from the drop-down menu in the upper right corner.
- On July 1, ELMS begins opening in the new school year.
- After July 10, you can no longer enter data in the previous year. After this date, contact elms@dcyf.wa.gov if you need to change data for that year.
- ELMS will stay in the year you selected as you move through screens.

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

1. Update contractor data for the new year.

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

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

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

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

- Select the new school year in the upper right corner of your ELMS screen.
- For continuing subcontractors, go to Locations & Classes, and select the subcontractor.



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- On the Info page, enter ECEAP services and update if there are changes.
- On the Staff page, update staff and primary contact, if changed.
- On the Funding & Slots page, enter funded ECEAP slots and funds per slot for each model. The rest is optional.
- For new subcontractors: if you will have new subcontractors for next school year, click the “+New Subcontractor” button and complete the subcontractor Info, Staff and Funding & Slots pages.
- For inactive subcontractors: If a subcontractor will not have ECEAP in the new year, click the “Change Status” button at the bottom right of the Subcontractor Info page.

3. Update site data for the new year.

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

- Select the new school year in the upper right corner of your ELMS screen.
- For continuing sites:
 - On the Info page, answer all yes/no questions. Review and update all other fields. Click Save at the bottom.
 - On the Staff page, update staff and primary contact, if changed.
 - On the Slots page, enter number of slots you are assigning to this site. If this site is operated by a subcontractor, you must assign the subcontractor slots first.
 - On the Recruitment page, review and update your responses.
- For new sites: You will now request approval for new sites in ELMS, instead of on a paper form. To find it, click the Locations & Class tab, select Sites in the submenu bar, and click the blue “New Site” button.
- For inactive sites: If a site will not have ECEAP in the new year, click the “Change Status” button at the bottom right of the Site Information page.

4. Update class data for the new year.

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

- Select the new school year in the upper right corner of your ELMS screen.
- For continuing classes:

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- On the Info page, review and update the top section, and complete all fields in the Schedule section.
- On the Staff, Slots & Ratio page:
 - Review and update the Staff Assigned to Class. If you don't yet know the staff names, enter Placeholder Teacher and Placeholder Assistant.
 - Complete the Plan for Reserving Slots. Funded ECEAP slots must first be entered for the subcontractor, if any, and the Site in order to be made available to assign to the class.
- For new classes: You will now request approval for new classrooms in ELMS, instead of on a paper form. To find it, click the Locations & Class tab, select Classes in the submenu bar, and click the blue "New Class" button. Follow the steps to determine if the form is needed.
 - If you don't yet know the staff names, enter Placeholder Teacher and Placeholder Assistant.
- For inactive classes: If a class will not have ECEAP in new year, click the "Change Status" button at the bottom right of the Class Information page.

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

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

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

Each year on April 1, 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-old in Year One:
 - If they were never enrolled, their application will not rollover into the new year. You will need to complete a new prescreen and application for a 3-year-old in ELMS.
- For children who were 2 or 3-year-olds in Year One:
 - If they were enrolled on April 1, they will automatically move to the waiting list for the same site in the new year and are ready to enroll.
 - If they were on the waiting list on April 1, you'll find them on the same waiting list in

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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 2 or 3-year-old in the “old” year after April 1, their records will show up in the new school year as well. However, you must manually place them on waiting lists for the new year.
- For children who were 4-year-olds in Year One:
 - Their record will roll forward to the new year only if they were enrolled and attended during their 4-year-old year.
 - They can be enrolled in working day classes during the summer 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 continuing in Working Day classes:
 - You must exit them as of June 30. This is because ELMS keeps years distinct.
 - Then you may enroll 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.

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

****In 2022, the ELMS release of the new school year is delayed until mid-April.***

ELMS Help - Email elms@dcyf.wa.gov