

Reporting Non-Traditional Remote Services in ELMS – Q&A

Contents

- General Definitions 1
- Class Service Type Definitions..... 1
- Site Service Type Definitions..... 3
- Site Slot Count Definitions 3
- General NTRS Reporting 3
- Class-Level NTRS Reporting..... 6
- Site-Level NTRS Reporting..... 9

For Questions About NTRS Reporting in the Early Learning Management System (ELMS):
Email elms@dcyf.wa.gov

General Definitions

Non-Traditional Remote Services (NTRS): ECEAP services occurring in a different way than regular in-person services due to COVID-19.

Education Services: ECEAP class sessions or other interactive encounters between teachers and groups of students that perform the delivery of preschool curricula and developmental enrichment.

Education Resources Are:

- Materials provided to families outside of interactive lessons
- Lessons that are not interactive
- Off-site resources such as education packets and meals
- Not classes that met virtually in real-time

On-Site: ECEAP activities that occur at the site address.

Class Service Type Definitions

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

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

DCYF ECEAP will replace “*Alternating days between on-site and virtual*” with “*Hybrid or combination of on-site and virtual*” in ELMS. We do not have a timeline for this change in ELMS, but will alert everyone as soon as we do.

- Previously, DCYF categorized this “**Alternating days**” in the Smartsheet.
 - This option was removed to prevent confusion and make for more accurate reporting.
- DCYF is changing this to **hybrid service**.
 - **Classes that alternate between on-site and virtual sessions should select hybrid.**

Exclusively On-Site: Select this service type for classes that provide only on-site education services for the entire reporting month.

- This includes classes that provided off-site resources such as education packets, meals, and pre-recorded virtual lessons during the reporting month.
- This does **not** include classes that held live virtual lessons in real-time during the reporting period.

Exclusively Virtual: Select this service type for classes that do not meet on-site and provide only NTRS and virtual education services for the entire reporting month.

Hybrid or Combination of On-Site and Virtual: Select this service type for classes that provide both NTRS and on-site education services during the reporting month.

- If your class provided on-site **and** NTRS during the reporting month, select “Hybrid or combination of on-site and virtual.”
- This includes classes that switched from in-person services to NTRS and vice versa halfway through the month or back and forth over the weeks of the month.
- Do **not** select hybrid if your class met exclusively on-site during the reporting period.

On-Site with Parent Option to Continue with Virtual Preschool Class Sessions: Select this service type for classes that meet on-site but specifically offer families the option of interactive virtual learning upon request.

- For example, a class that meets on-site but schedules live virtual session as needed that families can tune into at home.
- This does **not** include classes that meet on-site and offer pre-recorded or other non-interactive materials to families outside of the classroom.
- If the virtual option is not interactive, it is a resource provided not a class session and should be recorded on question #3 in the count of education supplies and resources provided.

Site Service Type Definitions

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

DCYF ECEAP will be replacing “*Alternating days Onsite Services*” with “*Hybrid or combination of on-site and virtual*” in ELMS. We do not have a timeline for this change in ELMS, but will alert everyone as soon as we do. Sites that alternate between on-site and virtual sessions should select the hybrid service type once it is available.

ECEAP Comprehensive Services On-Site: Select this service type for sites that provided education services on-site only during the reporting month.

Alternating Days On-Site Services: Select this service type for sites that provided both on-site and virtual education services during the reporting month.

Non-Traditional (Off-Site) Services: Select this service type for sites that provided only virtual (off-site) education services during the reporting month.

Site Slot Count Definitions

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"/>

Of Slots Exclusively On-Site:

- Count slots in this column that received **only** on-site education services during the entire reporting month.

Of Slots Served Through NTRS:

- Count slots in this column that received only NTRS during the entire reporting month **or** that received a combination of both on-site services and NTRS during the reporting month.

General NTRS Reporting

Is there increased data entry with this transition to ELMS instead of Smartsheet?

- This data collection is once a month instead of twice, which is less often.
- There is now data entry at the site as well as at the class level. This adds information, but also shares the load, and/or means more people have to do it.
- Based on feedback from the field, we designed the data entry to roll over previously-entered slot counts at the site-level, like other data entry in ELMS. This means some less data entry and that:
 - When contractors complete their January report in February, the slots they entered in January for December at the site level will display.
 - The building type is also prepopulated on the site-level form.
- A vast majority of sites only completed December reporting in Smartsheet for the 1st-15th of the month, while a handful of sites completed reporting only for the 16th-31st. There are a small number of sites that completed reporting for all of December in Smartsheet. For this group, they will complete data entry (although it will be repetitive) the same number of times that they would have entered data for December and January). For everyone else they will be entering data 2 or 3 times instead of 4 over this two-month period of time.

If we already submitted December 1-15 NTRS data in Smartsheet, do we use ELMS to report only the last half of December or do we report the entire month in ELMS (including what we already entered in Smartsheet)?

December NTRS data was part of the ELMS monthly reporting that was due January 15. You would have reported all NTRS data occurring in December in ELMS, even if some was already entered in Smartsheet.

If any portion of your December NTRS reporting was entered into Smartsheet and you would like a copy, please contact your CQI Specialist.

If we have not been capturing data correctly on the Smartsheet (under-reporting) do we need to go back and redo them, or just accurately report from this point forward.

Please report the data correctly in ELMS from this point forward. It is not required for staff to go back and correct incorrect data entry.

Who is in charge of entering this information? The center managers? Will they have access to this reporting tab?

ELMS access to the Monthly report tab is role-based and has not changed.

The same staff that typically enter your class-level Monthly report data will have access to the NTRS step of the report and will be responsible for submitting to site supervisor.

Similarly, the same staff that typically enter your site-level Monthly report data will have access to the NTRS step of the report and will be responsible for submitting to the contractor.

Does each site need to complete this process and submit for each classroom?

Yes, you must complete the new NTRS reporting step (STEP 4) of the Monthly Report for each site and class in ELMS each month.

For your classes, you will be required to select how services were provided (e.g., on-site, virtual, hybrid, etc.). If you answer anything other than "Exclusively on-site," you will need to answer two Yes/No questions about class hours or size changes due to local recommendations and if you provided education supplies and resources to the children in your class.

Can we get NTRS data to roll over month to month if we have no changes in education links and platforms to lesson plans, and recruitment questions?

As of right now, the previous month's NTRS slot data on the site-level report is the only section that rolls forward to the next month. For example, when a contractor completes their January report in February, the slots they entered in January for December will display. The building type will also repopulate on the site-level report.

At the site-level, we are also working to cause question 5 (recruitment information) to roll forward month to month. However, this is still in development and is not currently available.

Is there a reason I can give my staff as to why this NTRS reporting isn't located under the Monthly Report > Site tab in ELMS with one report done for each site vs. each classroom? Can you share the benefits of doing it per class?

We built NTRS reporting in ELMS to follow the structure of the ELMS Monthly Report, which requires data entry at the class and site-level. From the time that remote services were implemented, DCYF ECEAP has been asked by Legislative Representatives to provide NTRS data at the class-level. This was not possible to collect in Smartsheet, so we designed it to work in the ELMS Monthly Report.

Rather than report everything at the class-level in ELMS, we kept what we could at the site-level to consolidate as much data entry as possible. We moved questions that are more specific to classes (like educational supplies) to the class-level.

Class-level reporting also allows us to more accurately capture sites that have multiple classes that provide a variety of service types for the month (exclusively on-site, virtual, hybrid, etc.). Collecting class data provides us with a more complete picture of what services are happening at a given site. This will reduce the number of questions that we need to ask our contractors when we receive data requests/inquiries from legislative staff.

We have a variety of different types of services being provided. Is it possible to send you a list of the various service models to confirm that we are marking the correct option on the class report?

Yes, if you are unsure that you are reporting NTRS services accurately in ELMS, you can share a list of the ECEAP services that you provide with your CQI Specialist. They can connect with the ECEAP Data Team and make sure you get the answers you need.

Can you reiterate the due date per month on this report?

Monthly Reports are due by the 15th of the following month. For example, the December report is due January 15. Exception: The June Monthly Report is due by July 10.

What does “Exclusively on-site” mean?

Please refer to the definition of “Exclusively On-Site,” under Class Service Type Definitions above.

If we have a class or site with “INACTIVE” in the name because it cannot be deactivated in ELMS until next school year, how should we fill out the NTRS step of the Monthly Report?

- For classes in this scenario, please select:
 - “Exclusively On-Site,” no other response will be required
- For sites in this scenario, please select:
 - “ECEAP Comprehensive Services On-Site”
 - Enter all “0” in the slot counts table and
 - Answer “No” to all Yes/No questions

Class-Level NTRS Reporting

What if some children in my classes only attend the online/virtual portion of class? How do I report this in ELMS?

In ELMS this will need to be reported at the class and site levels:

- **At the class-level**, classes that meet in-person on-site but also offer virtual sessions should select *“Hybrid or combination of on-site and virtual”* when reporting NTRS at the class level (the option to select *“Alternating days”* is being removed).
- **At the site-level**, education services provided on-site **and** through NTRS should be counted as Hybrid (what is currently labeled *“Alternating days on-site services”* in ELMS will be changed to Hybrid).
- **At the site-level** you will also need to report how each slot was served during the reporting month.
 - Slots that received only on-site education services during the reporting month should be counted in the *“# of slots exclusively onsite”* column.
 - Slots that received only NTRS during the reporting month should be counted in the *“# of slots served through NTRS”* column.
 - Slots that received a combination of both on-site services and NTRS during the reporting month should be counted in the *“# of slots served through NTRS”* column.

In the class section, could you clarify the difference between *“Hybrid or combination of on-site and virtual”* and the last option of *“On-site with parent option to continue with virtual preschool class sessions?”*

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

Exclusively on site (No NTRS were provided this month)

Exclusively virtual

Hybrid or combination of on site and virtual

~~Alternating days between of site and virtual~~

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

Please see Class Service Type Definitions above.

At the class-level when marking the type of services offered can you mark more than one option if some children are receiving in-person and some children are doing another option?

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

Exclusively on site (No NTRS were provided this month)

Exclusively virtual

Hybrid or combination of on site and virtual

~~Alternating days between of site and virtual~~

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

You can only

make one selection here.

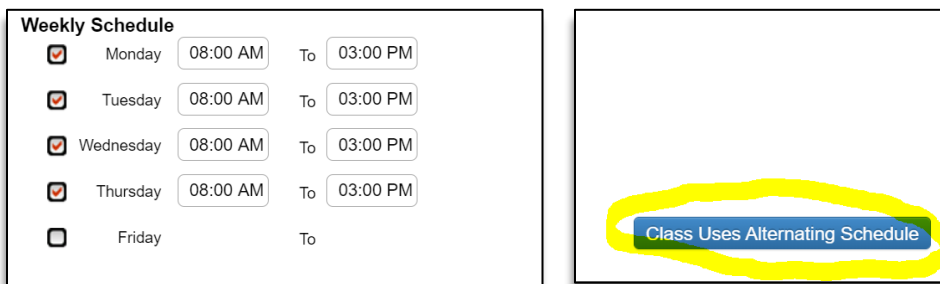
If you have some children receiving in-person services and others receiving remote services at the same class, please select “Hybrid or combination of on-site and virtual” or “On-site with parent option to continue with virtual sessions,” whichever most appropriately reflects your circumstance (see Class Service Type Definitions above).

DCYF ECEAP will be removing the option to select “Alternating days between on-site and virtual.” Classes that alternate between on-site and virtual sessions should select “Hybrid or combination of on-site and virtual.”

By clicking the A/B (alternating) schedule it assumes remote learning is happening on the days students are not in school. Is this correct?

DCYF ECEAP will be replacing “Alternating days between on-site and virtual” with “Hybrid or combination of on-site and virtual” in ELMS. We do not have a timeline for this change, but will alert everyone as soon as we do.

- Previously DCYF categorized this “Alternating days” in the Smartsheet.
 - This option was removed to prevent confusion and make for more accurate reporting.
- DCYF is changing this to hybrid service.
 - **Classes that alternate between on-site and virtual sessions should select hybrid.**



The “Class Uses Alternating Schedule” button on the class Info tab does not indicate hybrid service type. This needs to be indicated on the NTRS section of the Monthly Report in ELMS.

So if we have an A/B schedule in a class, and on the days children are not in person with us, we still do a Zoom class with them and send home activities to complete during that week for days not in person, is that hybrid?

That is Hybrid.

Would we include closures on question #2 of the class-level NTRS report?

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

Yes No

Yes, you would include closures when answering the questions pictured above.

If Lead Teachers send home educational materials on two different days, should we count that as two educational services?

3. Have you made education supplies and resources for the children 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)

Yes, if the teachers send home educational materials on different days, please count each day that materials are sent home as one count here. For example, if a class sent educational materials to 10 families on two different days this reporting month, you would enter “20” here.

If my building has one classroom with an AM/PM session, would that be considered two classes?

Yes. In ELMS this will be two separate classes.

My class-level NTRS report still shows “incomplete” after entering all of my data, what am I missing?

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

N/A

It is very likely that a text field was left blank on your report. All fields of the class-level NTRS report are required in ELMS. If you don’t have anything to enter in a text field, please enter “N/A.”

For example, one of the questions asks you to “Please provide a link to your lessons if they are on public platform.” If your lessons are not on a public platform you will need to enter “N/A” in the text field for this question to register as complete in ELMS.

Site-Level NTRS Reporting

In selecting the site service type, is it what we provided as of the last day of the month, even if service type changed throughout the month? Some kids could start out virtual and then change to on-site or vice versa. A center might also close due to COVID for parts of the month.

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

When you select the site service type for your NTRS reporting in ELMS, please indicate the services provided during the reporting month, not just what was provided on the last day.

Remember that you have the ability to select multiple service types at the site-level.

When reporting site service type, please select all that apply:

- **ECEAP Comprehensive Services On-Site** if you have classes at your site that provided only on-site education services during the reporting month.
- **Alternating Days On-Site Services** if you have classes at your site that provided a combination of on-site and virtual education services during the reporting month.
 - Note that DCYF ECEAP will be replacing “Alternating days On-site Services” with “Hybrid or combination of on-site and virtual” in ELMS.
 - Sites that alternate between on-site and virtual sessions should select the hybrid service type once it is available.
- **Non-Traditional (Off-Site) Services** if you have classes at your site that provided only virtual (off-site) education services during the reporting month.

Does a class Zoom meeting count as an opportunity for group engagement?

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)

If you have a Zoom meeting for the purpose of family engagement, it should be counted.

You will need to determine the purpose of your class Zoom meetings and count only those that include a parent/group engagement opportunity.

When calculating meals provided to whole family, do we count each meal per individual or each meal per family (i.e., count one meal per whole family for breakfast, or four meals if it is a family of four for breakfast)?

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

When you enter the count of meals and food provided to the whole ECEAP family, enter the number of meals that the food was intended to provide to the whole family.

For example, enter “1” if food was provided to one family and was meant to serve one meal.

Enter “6” if food was provided to one family and was meant to serve the family six meals.

If you provide food boxes to families and each box is intended to provide one meal to one family member, please include this in your count of meals and food provided.

Clarification: Question #5 isn't required?

Correct. Question #5 of the site-level NTRS step of monthly report is not required.

Our Family Support Specialists (FSS) would be the ones who would know how to answer the site level questions about Family Support & Health Services provided. Will they have access to the report?

Yes, your FSS will have access to the site and class-level monthly report. If you have staff that need access, but don't have the correct ELMS roles, please email elms@dcyf.wa.gov for assistance.