



Office of Early Learning

ELIS Provider Bulletin

What is ELIS?

The Early Learning Information System (ELIS) Project was established to build a new statewide computer information system.

ELIS will be used by AWI and the Early Learning Coalitions to operate and manage the delivery of School Readiness (SR) and Voluntary Pre-kindergarten (VPK) services in Florida.

New Technology

ELIS will replace a twenty year old application that has reached the end of its useful service life. As you can imagine, there has been a great deal of advancement in computer technology in the last twenty years - including the creation of the Internet.

ELIS will manage, store and share Early Learning Program information with authorized users throughout the state.

Something for Everyone

Parents, guardians, providers, and partner agencies will all be able to log on and use ELIS from any computer connected to the Internet.

The ability to complete work online and to retrieve information using ELIS will be greater than ever before.

This bulletin is devoted to highlighting the kinds of things child care providers will be able to see and do while using the ELIS Provider Portal.



The ELIS Provider Portal

What is it?

A portal is a doorway or entrance. The ELIS Provider Portal is the entrance that child care providers will go through to access ELIS online.

Through this portal providers will be able to see their own ELIS data and complete many tasks that, today, must be done over the phone, by mail, or in person.

If you are thinking of the words "24 x 7" and "self-service" and "paperless" you are on the right track.

No special software or network equipment will be required. If you are already using the Internet for anything, then you already have what you need to start using ELIS online.

Getting to the ELIS Provider Portal will be easy. Once you are there, simply register and set up your user ID and password.



Using the Provider Portal is Optional

Providers can continue to conduct business with their ELC the same way they do now, however, using the ELIS Provider Portal will be faster, easier, and more accurate.

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How ELIS will Improve Things that Providers Care About

Attendance

Providers will be able to submit their child attendance data online - at any time.

ELIS will validate that the entries are complete and correct.

This will simply eliminate many categories of attendance errors, such as posting attendance before or after the child's eligibility date or on days when the Provider calendar shows their child care center is closed.

For convenience, attendance can be entered online daily and then submitted to the ELC for payment all at once on the appropriate date.

ELC attendance management staff will be able to review and approve attendance on-screen in a fraction of the time it now takes them to review paper attendance forms and manually key in their results.

Of course, faster review and approval means faster payments.

Policies, statutes, guidelines, user manuals, job aids, and all manner of useful **documentation** will all be available online through the ELIS Provider Portal.

More Things You Can Do On the ELIS Provider Portal

Providers will be able to use the ELIS Provider Portal to complete their **VPK Forms** online. They will even be able to upload and attach documents to the forms.

ELIS will verify that all required fields contain valid information. Then the Providers will be able submit the forms to the ELC electronically.

ELIS will route the **VPK Forms** to the right ELC staff members who will review them and complete the process - all without having to reenter the data.

The Provider's calendar will be automatically updated using information already collected from the electronic VPK forms.

The ELIS Provider Portal will establish and present each provider with a **mail-box** link to general announcements from their ELC and specific messages concerning their business, such as; a new child enrollment and slot management information.



Child care providers will be able to keep their **Childcare Resource and Referral (CCR&R) profile** current by updating it directly through the portal - as often as they wish.

CCR&R Profile information contains all the things a parent needs to know before selecting a provider. These include such things as:

- Days and Hours of Operation
- Ages of children served
- Curriculum provided
- Instructor / child ratios
- Programs supported
- Special needs services
- Contact information

No longer will an opportunity to serve another child will be missed due to an out-of-date profile.



One of the most exciting features of the ELIS Provider Portal is the easy access to a wealth of information about the **children being served**.

Providers can examine an individual child's attendance records.

Schedule, progress, and results of child screening services will be available, along with any casework required for follow-up.

Likewise child assessments - pre and post - will be scheduled and reviewed using the portal.

Records of child inclusion services will be accessible online.

For more information contact
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More valuable information means greater efficiency, lower costs, and better service for Florida's children

ELIS supports a broad array of management and performance information, including the following **notifications**:

- New child enrollments
- Notice of Parents who are coming due for eligibility redetermination
- Child transfers - parent, guardian, or provider
- Quality monitoring activities - schedules, instructions and results
- Auditing activities - who, when and results
- Complaints processed by the ELC
- Notifications of child disenrollment
- Changes in co-pay rates and dates
- Opportunities to participate in scheduled training and workshops
- Links to other useful web pages
- Broadcast announcements from ELCs to their providers

As you can see, the ELIS Provider Portal will give ready access to an enormous amount of information needed by Child Care Providers.



What is Next For the ELIS Project?

The design of ELIS continues through the summer of 2011. Then will come building, testing and then roll-out.

Watch for more details about what ELIS means to Providers during the next 24 months.