

E-ALERT

Sent: Thursday, November 02, 2017 4:53 PM

To: Early Learning <ELearning@psed.org>

Subject: E-ALERT: ACTION - Contact Notes in ELMS

Importance: High

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Hello, Family Support Staff, Teachers, and Center Directors,

We have heard several questions related to the new documentation procedures for ECEAP in ELMS. Please refer to information in this email and in the online documentation training in Litmos (online platform) for guidance.

1. All documentation begins on the Family Partnership Record/Contact Log* after the first contact with a family during recruitment. Once a family is enrolled, the Family Partnership Log will be put in the family file notating “all future notes can be found in ELMS as of _____.” The information documented on the Family Partnership Record/Contact Log does not need to be transferred into ELMS.
2. There has been some confusion related to the notation of goal numbers in ELMS. You do not need to indicate a single goal per entry into ELMS. Each ELMS entry should reflect a family encounter, a phone call, etc. If you cover several goals during a family encounter, you may list each of those goals in the entry for that encounter. Just make sure to make a reference to how each goal was addressed.

We also understand that there are some discrepancies in our forms. Please know that we are currently engaged in a process of reviewing and updating forms. Please stay tuned for more information and continue to use your coaches as resources and guides.

Thank you for your continued hard work during our transition of systems! If you have further questions, please contact your site’s [coaches](#).

PSESD Site Support Teams

** We are aware that the Family Partnership Record/Contact Log is not working for everyone at this time. We are currently working on a solution.*



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