

E-ALERT

From: [Early Learning](#)
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Subject: E-ALERT: Updates on Returning Child, ELMS & more.....
Date: Friday, April 13, 2018 2:25:59 PM
Attachments: [Temporary Guidance 2018-2019 updated 04.13.18.pdf](#)
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Hello everyone,

In the spirit of [#Weheardyou](#), we've continued to simplify some things. We hope that although these are changes, you'll see them as time-saving changes! Now... we hope you'll find quiet space, get away from the hubbub of your center, and read below. We also encourage you to print this E-Alert. Notice the 🕒 next to items that we think will save you time!

CHANGES & UPDATES

Returning Child App – Temporary Guidance for 2018-19

🕒 We've eliminated a step in the Temporary Guidance for transitioning returning children. You no longer need to have a returning parent/guardian fill out the 2018-19 App. Open the attached updated *Temporary Guidance for 2018-19* and you'll notice that you only have to complete the [2018-19 Returning Child Application](#) which now has boxes at the top right-hand corner. See below.

Early Learning Returning Application 2018-19			
STAFF ONLY: Returning Child Information Complete if the child is returning for the next program year. Do not reverify income.	17-18 Points <input type="text"/>	Returning Points 1000	Total <input type="text"/>

ELMS – 2018-19 is Ready

We successfully edited our environmental risk factor points in ELMS, and this means that ECEAP staff can now start entering pre-screens into ELMS for 2018-19 and know that the points will reflect those of PSESD. Yay! Before doing this, please go back to the ERSEA Procedure. 🕒 This will give you important information about SWLS and when HS apps need to be entered into ELMS. We think you'll be very happy with the great time saver we came up with!

Recruitment Plan & Selection Plan – due end of April

We saw a great opportunity to align the [Annual Recruitment Plan](#) with what was being asked of ECEAP staff to enter into ELMS, so please use this updated plan. As you all understand very well, recruitment and selection are directly related. If you don't recruit, selection becomes more of a first-come first-served act, which means that we may be reaching the families who can most benefit from our program. The new [Annual Selection Plan](#) connects to the Recruitment plan. We recommend that you complete these two plans at the same time. ★ BONUS – these forms are both now fillable! ★

Your Center Director will be asked to bring draft Recruitment Plan and Selection Plans to the Center Director Meeting on April 26. We'll also be encouraging them to bring one Family Support person to the meeting because we want to draw from your expertise and experience. We'll be sending information out to Center Directors and will copy you on this email.

REMINDERS

Upcoming Open Houses and Trainings

The Open Houses on Friday 4/13 and Monday 4/16 are drop-in style. You can come at any time during the timeframe. Use the [March 30 E-Alert](#) for more information and to register. We re-opened the registration so if you tried to register previously and it said it was full, it is open now.

Make sure you've registered for the trainings coming at the end of this month. Use the [March 30 E-Alert](#) to read more and register. Please note that if you provide support to both HS and ECEAP, please attend one of the HS trainings.

Read, Read, Read

We're noticing that most of the questions that are coming into ERSEA@psed.org can be answered in the ERSEA Procedure. Please do your best to read the Procedure before emailing your questions. Reading will help you become familiar with the procedure and learn/memorize the new information. Thanks!

NEW

#AlwaysRemember&NeverForget

🕒 Starting next week for next couple of months, we'll be sending out a daily tip we'll call [#AlwaysRemember&NeverForget](#), to help you cement the new changes in your brain.

Hiring – ERSEA Sr. Coordinator

We'll be hiring a position that will provide a key support role for ERSEA. Natalia Juarez, our Program Manager for Family Engagement and Mental Health, will take on the management of ERSEA in close partnership with the ERSEA Sr. Coordinator, the Family Engagement Coaches, our ERSEA data staff, and our Directors. This position will be opening next week, and we will send the announcement to all of you. We hope that you'll take a moment to look at the job posting and apply if you believe it's a good fit for you.

As always, we appreciate your dedication and commitment to families!
If you have questions, please direct them to ERSEA@psed.org.

Thanks much,

ERSEA Re-Design Team

[#WeHeardYou](#)

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