

Coming to Early Learning Providers March 10th...

The Pennsylvania's Enterprise to Link Information for Children Across Networks (PELICAN) Early Learning Network (ELN), PA Pre-K Counts (PKC), and Head Start (HS) March release is targeted for implementation on **March 10, 2018**. To allow for the implementation of this release, **PELICAN ELN/PKC/HS will be unavailable from 6:00 a.m. until 9:00 p.m. Saturday, March 10, 2018.**



What You Need To Know

A summary of the changes that are impacting PELICAN ELN/PKC/HS functionality are included in this communication. Along with PELICAN ELN/PKC/HS changes, Provider Self-Service (PSS) changes that affect system users are included in this communication, as well as informational changes.

Early Learning Providers Login to PSS

Early learning providers should log in to ELN through PSS using the following address:
www.pelican.state.pa.us/provider.

Online Help

Don't forget - Online Help is just a click away! Look for the HELP button to get started.



System Tours


Step-by-step System Tours are available to guide users through key functionality. Look for them on the PSS Home Page, Child Information Upload Summary, Child Roster, and Child Transfer pages!

Reports

Grantee Report Change

The proper number of enrollments will be displayed in the Total Children Enrolled for Standard Slot Types column on the PKCRPT113 Grantee Report for partner locations.



 Grantee Report			
Lead Agency:	LA FOR SEPT 2017 BUG 1557740		
Request Date:	01/16/2018		
Program:	Head Start		
Name	Standard Slot Types	Total Children Enrolled for Standard Slot Types	% of Utilization for Standard Slot Types
LA FOR SEPT 2017 BUG 1557740	10		
Location 2	2	3	150.00 %
LOC FOR SEPT 2017 BUG 1557740	5	5	100.00 %
Lead Agency Total:	7	8	114.29 %

Financial Management

Final Expenditure Report (FER) Updates

If there is an existing Final Expenditure Report (FER) document for a grant, a duplicate document will no longer be created when the refresh button (or F5) is clicked from the browser.

Additionally, when SUBMIT is clicked and the user is prompted to confirm submission, the following message will be displayed on the Final Expenditure Report page.



Final Expenditure Report

✖ Are you sure you want to submit? Please click the Submit button again to confirm. Once the submit button is clicked and the transaction is in progress, please do not refresh the page by clicking the refresh icon or by pressing F5.

Fiscal Year: 2017-18
Program: PA Pre-K Counts

Lead Agency Name: PITTSBURGH BOARD OF EDUCATION
FAL Grant ID: 12212121

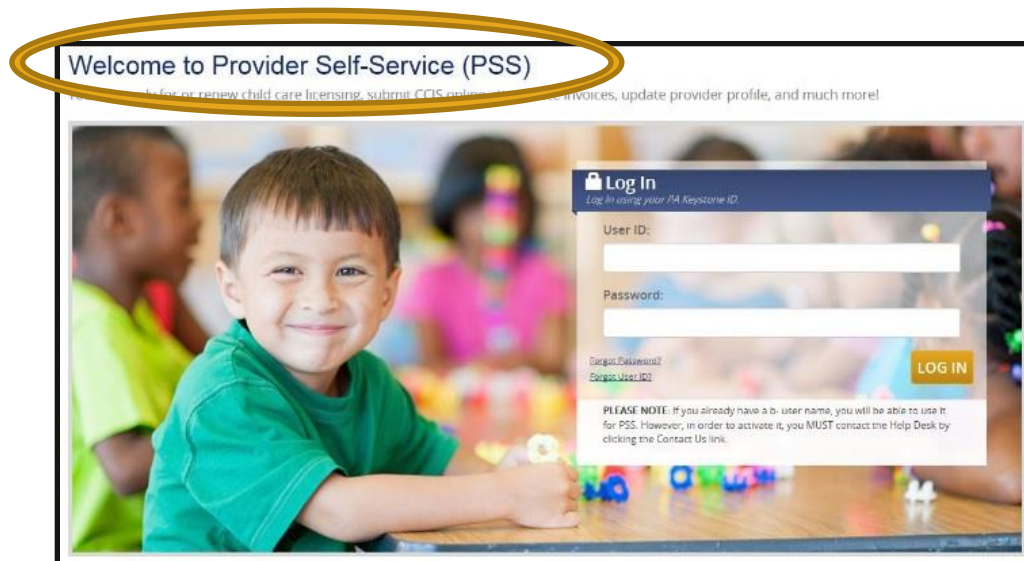
After You Read This ...

- ➔ Lead Agencies should distribute this system communication to appropriate staff members and partners.
- ➔ Ensure that appropriate staff members read and understand this system communication.
- ➔ Direct PELICAN PA Pre-K Counts and Head Start questions to your Preschool Program Specialist.
- ➔ Direct PELICAN ELN questions to the ELN Help Desk at 1-877-491-3818.

Provider Self-Service (PSS) Update

Overall

- ➔ A hyphen will be added between Self and Service so that it displays as Provider Self-Service anywhere it is located within PSS.



Security

- ➔ After adding a new role to a user in PSS, the role is not immediately active. If that user clicks on any page prior to the role becoming active, an error message is displayed. The user can then click BACK, and the PSS Home page will be displayed.

CONSTRUCTION CORNER

Child Information Upload

While uploading SLDS information, if the system detects an MCI ID which was merged with another MCI ID, an error will no longer be displayed.

Budget Document Update

When a user approves or returns a budget document, the Legal Agency name will be displayed as the Grantee name, and will no longer switch to the Partner name.

Program Participation Details Correction

When a selected program participation already exists in the MPI system but is missing in PELICAN, an error will no longer occur when a user clicks SAVE after entering the program details on the Program Participation Details page (in PKC). The newly added program details will be displayed without error.