

ELSA Release Notes: January 2020

The Early Learning Scholarship Administration System (ELSA) was updated on January 10, 2020, to improve user experience when using the Request Payment function. Other changes were also included in this release and a follow-up release made on January 24, 2020.

I. Changes to Request Payment

Navigation Menu >> Request Payment

The Request Payment function available to Scholarship Administrator (SA) and Area Administrator (AA) users has been updated for clarity and increased alignment with other system processes. These updates included title and instructional text changes for a number of pages and sections, action buttons for the adding or deleting a child scholarship payment, editing attendance data in finalized payment requests, and other changes.

Page and Section Title Changes

Page structures were not changed, but many pages and sections related to payment requests were renamed. Updated steps for requesting scholarship payments are provided in the final section of these release notes. Reference the table below for all title changes.

Page/Section Name – Prior to Update	Page/Section Name – Current	Primary Navigation Path
Programs and Sites	Program Site Selection List	Navigation Menu >> Request Payment >> [Service Period] “Scholarship Payment”
View Children	Child Payments for Site	Navigation Menu >> Request Payment >> Request Payment: [Service Period] “Scholarship Payment” >> Program Site Selection List: “[Site Name]”

Page/Section Name – Prior to Update	Page/Section Name – Current	Primary Navigation Path
Eligible Child List	Children Attending Site	Navigation Menu >> Request Payment >> Request Payment: [Service Period] “Scholarship Payment” >> Program Site Selection List: “[Site Name]”
Child Payments	Child Payment History	Navigation Menu >> Request Payment >> Request Payment: [Service Period] “Scholarship Payment” >> Program Site Selection List: “[Site Name]” >> Child Payments for Site: Children Attending Site: “View”
Payments	Award Payments	Navigation Menu >> Request Payment >> Request Payment: [Service Period] “Scholarship Payment” >> Program Site Selection List: “[Site Name]” >> Child Payments for Site: Children Attending Site: “View”
Children Payments	Child Payments by Site	Navigation Menu >> Payment Status >> Payments: “View”

Action Buttons: Adding, Editing, Deleting a Child Scholarship Payment

“Add” Child Payment

Navigation Menu >> Request Payment >> Request Payment: [Service Period] “Scholarship Payment” >> Program Site Selection List: “[Site Name]”

When adding child scholarship payment, the “Add” action button is available on the record line of any award that is eligible for payment. To be eligible for payment, the ELSA child record must have a state student identification number (SSID) assigned.

Child Payments for Site

Service Period: 12/30/2019 - 01/12/2020


PROGRAM - Fosston Public School District - Pre-kindergarten Program

SITE - Fosston 3's At Fosston High School (301 E. 1st Street)

[Back to Program Site Selection List](#)

Children Attending Site

Child	Type	Year	Award	Action
G [REDACTED]	PW2	2020	\$1,000.00	View Add
H [REDACTED]	PW2	2020	\$1,000.00	View Add



“Delete” Child Payment

Navigation Menu >> Payment Status >> Payments: “View” >> Payment Detail: “Delete”

When managing *Open* status payment requests, the “Delete” action button is available on the record line of any child payment included in the request being viewed.

Payment Detail									
Service Period: 11/18/2019 - 12/01/2019									
Child Payments by Site									
PROGRAM - Aitkin Public School District - Pre-kindergarten Program									
SITE - 3's Preschool At Aitkin Children's Center									
Child	Type	Year	(Tuition +	Other Fees)	- (CCAP + Other)	=	Amount	Action	
C [REDACTED]	PW2	2020	\$416.66	\$0.00	\$0.00	\$0.00	<u>\$416.66</u>	Delete	
J [REDACTED]	PW2	2020	\$416.66	\$0.00	\$0.00	\$0.00	<u>\$416.66</u>	Delete	

"Edit" Finalized Child Attendance Data

Navigation Menu >> Payment Status >> Payments: "View" >> Payment Detail: "Edit"

When managing *In Progress* or *Complete* status payment requests, the "Edit" action button is available on the record line of any child payment included in the request being viewed. Following "Edit" opens the new Child Attendance page. SA/AA users can update the attendance counts as corrections are needed, up to one year out from service dates.

Note: Payment requests in *Complete* status are not displayed on the Payments page by default, but a link to expand the view to all payments for service periods in the last year is available in the instructional text at the top of the page.

View: Payment Detail "Edit" Button

Payment Detail


Service Period: 12/16/2019 - 12/29/2019

Child Payments by Site

PROGRAM - Aitkin Public School District - Pre-kindergarten Program

SITE - 3's Preschool At Aitkin Children's Center

Child	Type	Year	(Tuition + Other Fees)	- (CCAP + Other)	= Amount	Action
C [REDACTED]	PW2	2020	\$200.00	\$0.00	\$0.00	\$200.00 Edit



View: NEW Child Attendance Page

Child Attendance

Service Period: 12/16/2019 - 12/29/2019

Child/Award Information

Name:

C

Award Date:

09/11/2019

Award Amount:

\$3,750.00

Fiscal Year:

2020

Scholarship Type:

Pathway 2

Attendance

* Scheduled to Attend:

10

* Days Absent:

0

Absent 10 or more days:

☐

* Program Holidays:

0

* Closure Days:

0

Cancel

Update

Other Changes for Payment Pages

- Program Site Selection List page
 - Text added under page title: “Only programs and sites with awarded children attending during the selected service period are displayed.”
 - Text case changed for the list:
 - “Program” now in all caps
 - Program and site names now in title case

- Child Payments for Site page
 - Program and site names are now in title case
 - Street address now displays in parentheses after the site name
 - Button “Back to Program/Site selection” is now “Back to Program Site Selection List”
 - Button “View Expended” is now “View”
- Child Payment page
 - Fiscal Year display moved to Child/Award Information section
 - Field “Planned Closure Days” is now “Closure Days” in this and all other instances
 - Field “Program Tuition” is now “Tuition/Request Amount” in this and all other instances
 - Field “Other Payment” is now “Other Payment(s)”
- Payment Detail
 - Program and site names now have title case formatting
 - “Delete” action link is now displayed as a button
 - “Edit” action link is now displayed as a button
 - *January 24, 2020*: Site street address displayed

II. Other Changes / Bug fixes

- MDE Internal administrators can now mark child payment adjustment entries as *Pending*.
- Other improvements to MDE internal administration features and functions.
- *January 24, 2020*: Fixed a bug that prevented the Resident School District selection from auto-populating based on child address entry on the Child page.
- *January 24, 2020*: Added display of “Consent to Release” and “EC Screening Complete” indicators (“Y” or “N”) to the Child Scholarship History page.

III. Updated Steps for Requesting Payment

Part I: Scholarship/Area Administrator Actions

*Navigation Menu >> **Request Payment***

1. Follow the “Request Payment” link found in the left navigation menu.
2. On the Request Payment page, select the service period under which you are requesting payment from the drop-down menu, then follow the “Scholarship Payment” button.
 - For organizations submitting monthly payment requests/invoices, select the ELSA service period containing the final date of the service month.
3. From the Program Site Selection List, choose the name of the program site that the child(ren) you are adding to the payment request attended during the selected service period.
4. On the Child Payments for Site page, the Children Attending Site list displays all awarded children who are eligible to be included in the payment request. Choose the “Add” action to include a child in the request.
5. On the Child Payment page:
 - Enter Attendance data that is true to the period of service covered by the payment request.
 - Enter all applicable tuition, fees, and subtractions.
 - Verify the attendance data, then check the box next to “Scheduled days and attendance verified” just below the attendance entry fields.
 - “Save” the page after reviewing all entries.
6. Back on the Child Payments for Site page, continue to build the payment request by adding children, entering the applicable attendance and billing details, then saving them to the request.
7. Once you have completed building the full payment request for the service period, and you are confident that the information is accurate and not likely to need adjustment, visit the Payment Status page using the link in the left navigation menu.

*Navigation Menu >> **Payment Status***

8. On the Payments page, follow “Submit” next to the payment request(s) you are ready to move forward.
9. Enter a note for your organization’s Payment Approver(s). [Optional]
10. Choose “Submit” below the note box to complete submission of this payment request to your Payment Approver(s).

- ELSA sends an email notification to all Payment Approvers associated to the submitting SA/AA's authorizing organization. The email address used is pulled from EDIAM user account information.

Part II: Payment Approver Actions

*Navigation Menu >> **Payment Status***

*Navigation Menu >> **Home***

1. Follow "View" to review the child payment details for a payment request.
2. To approve the payment request, sending it forward to MDE for payment processing, choose "Finalize" in the Action column on the main Payment Status page.
 - The "Finalize" action is not available to the Payment Approver(s) until the payment request has been submitted to them by an SA/AA in the same organization.
 - See also: [Part I: Scholarship/Area Administrator Actions](#)
3. If the payment request is not ready for approval, communicate with your colleague(s) in the Scholarship Administrator or Area Administrator role. Administrators are able to edit payment requests prior to finalization by the Payment Approver.