

## ELSA Release Notes: September 2020

The Early Learning Scholarship Administration System (ELSA) update released on September 11, 2020, which includes the addition of a new export feature on the Award List page, a processing enhancement to aid in SSID number assignment, and the addition of the Year Award Total to the update view of the Child Award page. Other minor changes were also included in this release.

### I. Award List: Added Export Feature

*The Award List page is accessible to Scholarship Administrator and Area Administrator users.*

*Navigation Menu >> **View Award List***

The new “Export” feature available on the Award List produces a file in CSV format that can be viewed in Excel or other compatible software. The records included in the file are those seen in the Award List view at the time of the export; filters that have been applied impact the export. The export file includes all of the same elements displayed as columns on the Award List plus additional columns that correspond to the filters available. This export is initiated by selecting the “Export” button located just below the Filters section of the page.

#### **Details included for each record in the export file:**

- |                               |                                  |                                  |
|-------------------------------|----------------------------------|----------------------------------|
| • Child (last, first, middle) | • Allocation Year (fiscal year)  | • EC Screening Complete (Yes/No) |
| • Parent (last, first)        | • Award Date                     | • Assigned Group                 |
| • SSID (0 if not assigned)    | • Renewal Date                   | • Local Code                     |
| • PW Type                     | • Program (active)               | • Parent Under 21                |
| • Verifier Initials           | • Site (active)                  | • Homeless                       |
| • Award Status                | • Renewal Form Complete (Yes/No) | • Foster Care                    |
| • Award Amount                | • Income Verification            |                                  |

## II. SSID Assignment: Automated Processing for Matched Records

ELSA now runs an overnight system process to automatically assign SSID numbers to child records in ELSA in cases of a validated record match against the state's Student ID Validation System (SIVS). To be included in the batch of records processed for possible automated SSID assignment, the SSID status in ELSA must be *Pending*. If no match of identifying child information that meets automated validation criteria is found in SIVS, the SSID status in ELSA remains *Pending* after this processing event has completed.

Previously, the only way for an SSID number assignment to be made on an ELSA child record was for an individual with the SSID Maintainer role in the Student ID Validation System (SIVS) to log into ELSA and manually take steps to validate and assign the child's SSID number. MDE anticipates that most SSID assignments in ELSA will continue to be completed manually by an SSID Maintainer in the child's resident school district, as minor discrepancies in identifying child information that prevent a match from meeting validation criteria are common and persistent. However, as scholarship application processing and data entry practices improve, the automated assignment of SSID numbers in ELSA will be successful more often.

## III. Child Award: Added Year Award Total

*The Award List page is accessible to Scholarship Administrator and Area Administrator users.*

*Navigation Menu >> View Award List >> Award List: "Edit" >> Scholarship Award: Scholarship Summary: "**Update Scholarship**"*

The "Year Award Total" has been added to the Child Award page for views after initial awarding in the funding fiscal year of the scholarship (i.e., when the scholarship is being updated or "picked up"). The amount displayed as the Year Award Total is the sum of all award amounts in the child's scholarship history in the same funding fiscal year of the award represented in the current page view, not including the Award Amount shown on the active page. This gives the administrator visibility of the amount of other awards that the child has in their scholarship year. When saving changes to the Child Award page, the sum of the Year Award Total and the Award Amount on the page must be less than or equal to the allowable scholarship maximum (cap) that applies in the fiscal year of the award.

## IV. Other Changes / Bug fixes

- On the Parent/Guardian page, removed the Residential School District selection field that was previously available when the administrator chose “Different than child address” in the Home Address section.
- On the Parent Guardian page, changed the wording of one Highest Level of Education option from “College degree or more” to “College degree or higher” for increased alignment with other systems and program forms.
- On the Child SSID Validation List available to users with the SSID Maintainer role in SIVS, the “Duplicate SSID” error text has been changed to “Duplicate ELSA Child” to improve understanding of the error.