

ELSA Release Notes: December 21, 2018

The ELSA update released on December 21, 2018 included significant changes to the process of making a program site selection on an award, adding a new “Program Selection” page and the ability to have multiple program selection records on a single award. Additionally, payments have now been reliably tied to a particular site of a program, and “Site Name” has been added to all levels of the Program Payment History report. This update also incorporated some smaller changes and bug fixes, which have been noted within this document.

I. Program Selection

Prior to this update:

- A. The program site selection and associated details were included on the Child Award page.
- B. Each scholarship award was able to support only one program selection record.
 - The selected site of the program could be changed, but there was no date to tie the change to in the system. As a result, after a site change was made on an award, that award was displayed under both the current and previous site(s) for the duration of the award.
 - A program change for an awarded child, which is allowable by policy for Pathway I awards, required creation of a new award to change the program of attendance for a child.
- C. The Program Start Date was not editable.
- D. Base Tuition, Scheduled Attend Days, CCAP Payment field entries made in the Program Details section on the Child Award page pulled into corresponding fields on the Child Payment page when requesting payment.



Now:

- A. A new “Program Selection” page has been added. This page is accessed through the Child Award page following either the “Edit” button on the line of an existing program selection record or the “Add Program Selection” button (available situationally).
- B. A scholarship award can support multiple program selection records.
 - The program selection record is now site-specific. To make a site change, the active program selection record must be end-dated and a new program selection that reflects the site change must be added. As a result, when requesting payment, child awards are only displayed under the sites that correspond with the attendance dates entered in the program selection record.
 - To make a program change on a Pathway I award, the active site selection record must be end-dated, then a new program selection record reflecting the program change can be added.
- C. “Program Start Date” has been replaced with an editable “Attendance Start Date” field on the Program Selection page. A new, editable “Attendance End Date” field is also available on the Program Selection page.
- D. The Base Tuition and Scheduled Attend Days fields are now located on the new Program Selection page. Entries made in these two fields still pull into corresponding fields on the Child Payment page when requesting payment. CCAP Payment is no longer an available entry field in the child award record and has not been included on the Program Selection page due to very low administrator utilization rates.

Note: Updated steps for selecting a program on an award are provided in the final section of these release notes.

NEW Program Selection summary display on the Child Award page:

Program Selection				
Start Date	End Date	Program	Site	Action
10/08/2018		ABC123 CHILD ENRICHMENT CENTER LLC	ABC123 CHILD ENRICHMENT CENTER LLC	<a>Edit <a>Delete <a>View

NEW Program Selection page, accessed through the Child Award page:

Program Selection			
Child / Award Information			
Name:	Testa, Childe, Isa	Address:	1505 Van Buren Avenue
Birth Date:	12/12/2014		Saint Paul, MN 55104
Gender:	F		Ramsey County
			St. Paul Public School District 0625-01
Program Selection Detail			
Award Date:	10/01/2018	Award End Date:	
Renewal Date:	10/01/2019	In-eligible Date:	09/01/2020
Program:	ABC123 CHILD ENRICHMENT CENTER LLC		
Site:	ABC123 CHILD ENRICHMENT CENTER LLC		
* Attendance Start Date:	<input type="text" value="10/08/2018"/>	Attendance End Date:	<input type="text" value="mm/dd/yyyy"/>
Expansion:	<input type="checkbox"/>	Enhancement:	<input type="checkbox"/>
Base Tuition:	<input type="text" value="####.##"/>		
Scheduled Attend Days:	<input type="text" value="##"/>	Scheduled Attend Hours / Day:	<input type="text" value="##.##"/>
<input type="button" value="Cancel"/> <input type="button" value="Save"/>			



II. Site-Specific Child Award Payments

Prior to this update:

Payment records did not reliably tie back to a particular site of a program in cases of a site change on a single award.

Now:

The more detailed program selection records specific to a single site with exact dates of attendance tie into site-specific payment records. The most impactful change for administrative organizations is in reports, where “Site Name” has been added to all levels of the Program Payment History report.

Note: Reliable payment history at the site level applies only to program selection records created after ELSA was updated on the morning December 21, 2018. For program selection records created prior to this update, the site of record for the payment was set to the site that was active at the time of the update.

<u>Fiscal</u> Year	<u>Program Name</u>	<u>Site Name</u>	<u>Service Period</u>	<u>Financial</u> <u>Breakdown</u>	<u>Status</u>	<u>Status Date</u>	<u>Request</u> <u>Amount</u>	<u>Provider</u> <u>Invoice#</u>
2019	PRE-KINDERGARTEN PROGRAM	SAMPLE SCHOOL SITE A	07/16/2018-07/29/2018	PW2 2019	Complete	09/05/2018	443.12	z
2019	PRE-KINDERGARTEN PROGRAM	SAMPLE SCHOOL SITE A	08/13/2018-08/26/2018	PW2 2019	Complete	10/03/2018	943.27	z
2019	PRE-KINDERGARTEN PROGRAM	SAMPLE SCHOOL SITE A	09/10/2018-09/23/2018	PW2 2019	Complete	11/28/2018	332.40	z
2019	PRE-KINDERGARTEN PROGRAM	SAMPLE SCHOOL SITE A	10/08/2018-10/21/2018	PW2 2019	Complete	11/28/2018	583.88	z
2019	PRE-KINDERGARTEN PROGRAM	SAMPLE SCHOOL SITE A	11/05/2018-11/18/2018	PW2 2019	Open	12/14/2018	342.50	z
2019	PRE-KINDERGARTEN PROGRAM	SAMPLE SCHOOL SITE A	09/24/2018-10/07/2018	PW1 2019	Complete	10/31/2018	705.00	z
2019	PRE-KINDERGARTEN PROGRAM	SAMPLE SCHOOL SITE A	10/08/2018-10/21/2018	PW1 2019	Complete	11/28/2018	705.00	z
2019	PRE-KINDERGARTEN PROGRAM	SAMPLE SCHOOL SITE A	11/05/2018-11/18/2018	PW1 2019	Complete	12/12/2018	705.00	z
2019	PRE-KINDERGARTEN PROGRAM	SAMPLE SCHOOL SITE A	09/10/2018-09/23/2018	PW2 2019	Complete	11/28/2018	5,406.58	z
2019	PRE-KINDERGARTEN PROGRAM	SAMPLE SCHOOL SITE A	10/22/2018-11/04/2018	PW2 2019	Complete	11/28/2018	6,655.96	z
2019	PRE-KINDERGARTEN PROGRAM	SAMPLE SCHOOL SITE A	11/05/2018-11/18/2018	PW2 2019	Open	12/14/2018	6,941.00	z
2019	PRE-KINDERGARTEN PROGRAM	SAMPLE SCHOOL SITE A	09/10/2018-09/23/2018	PW1 2019	Open	12/17/2018	1,083.00	z

III. Other Changes / Bug fixes

- The address auto-complete feature on the Child and Parent/Guardian pages has been updated to improve performance and reliability.
- The Award End Date may not be prior to the latest existing payment history. This also applies to the new Attendance End Date field.
- Conditionally available award cancellation/reactivation functions have been added to the Child Scholarship History page.
- The Demographics Detail sub-report now correctly filters on Program Type parameter selections.
- MDE Internal administrators now have some additional tools/features available to them to more efficiently execute solutions during case troubleshooting.

IV. Updated Steps for Program Selection

These steps replace those provided in the FY2019 ELSA User Manual pp. 55-56.

Select a Program while Awarding (Pathway II)

1. From the Child Award page, saving the award details leads to the Program Selection page.
2. Enter the Attendance Start Date in the field provided. Make entries and selections for other program details as needed.
3. Using the drop-down menu in the Program Selection section, choose the name of the award's funding program, then choose "Select Program" to the right of the drop-down. If there is no choice of site, stop here and save the page to complete the program selection record.
4. If the program selected has multiple sites, select the appropriate site from the drop-down menu under the program name, then choose "Select Site" to the right of the drop-down. To finish, choose "Save" at the bottom of the page.

Select a Program while Awarding (Pathway I)

1. After saving initial award detail on the Child Award page, select the "Add Program Selection" button available in the Program Selection section at the bottom of the page.
2. Enter the Attendance Start Date in the field provided. Make entries and selections for other program details as needed.
3. Using the drop-down menu in the Program Selection section, choose the name of the award's funding program, then choose "Select Program" to the right of the drop-down. If there is no choice of site, stop here and save the page to complete the program selection record.
 - A group of filter options is provided above the program selection drop-down. You may use any or all of these filters to narrow down the list of programs visible in the drop-down menu.
4. If the program selected has multiple sites, select the appropriate site from the drop-down menu under the program name, then choose "Select Site" to the right of the drop-down. To finish, choose "Save" at the bottom of the page.



Select a Program after Awarding (PW-I only)

1. Search for the child on either the Award List or Child Search page. Choose “Edit” on the child record line.
2. On the Scholarship Award page that opens, select “Update Scholarship” next to the Scholarship Summary section.
3. On the Child Award page, continue with the steps for selecting a program while awarding.

Change the Selected Program (PW-I only) or Site (PW-I/PW-II) after Awarding

1. On either the Award List or Child Search page, choose “Edit” on the right side of a child record line.
2. On the Scholarship Award page that opens, select “Update Scholarship” next to the Scholarship Summary section.
3. On the Child Award page, go to the Program Selection section. Click the “Edit” button to the right of the current program selection record.
4. On the Program Selection page, enter an Attendance End Date for this program site, then save the page.
5. Back on the Child Award page, follow the “Add Program Selection” button now available at the bottom of the page.
6. On the Program Selection page, enter the Attendance Start Date and any needed program detail entries.
7. Select the new program and site combination from the drop-down menus.
 - Be sure to use the “Select Program” button first, then choose a program and confirm by hitting “Select Program” again. Then, if there are multiple sites available, select the site from the drop-down menu and confirm using the “Select Site” button.
8. Choose “Save” at the bottom of the Program Selection page to finish.