



Connecticut Office of  
Early Childhood

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# **ECIS Guide**

# **Early Childhood Information System**

## **Phase 1**

April 2016

*Office of Early Childhood*

*ECIS Help Desk: 860-713-6681, [OEC.ECIS@ct.gov](mailto:OEC.ECIS@ct.gov)*

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# For questions or assistance call the ECIS Help Desk (860) 713-6681

## ECIS Overview

The Early Childhood Information System (ECIS) has been created for the Office of Early Childhood (OEC) to collect, share, analyze and report on critical child data collected by publicly funded early care and education programs supported by OEC. The ECIS objective for the first production release is to provide the ability for community-based programs to create State Assigned Student Identifiers (SASIDs). In addition to creating SASIDs, child level data, funding and early care and education space information can be entered into ECIS for OEC supported programs.

## OEC Website

The link to the ECIS application can be accessed by going to [www.ct.gov/oec/ecis](http://www.ct.gov/oec/ecis) or <http://csde.ct.gov>.

State of Connecticut | Governor Dannel P. Malloy | Search

**OEC** CONNECTICUT OFFICE OF EARLY CHILDHOOD

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EARLY CARE AND EDUCATION | LICENSING | EARLY INTERVENTION | FAMILY SUPPORT SERVICES

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### Early Childhood Information System (ECIS)

**EARLY CHILDHOOD INFORMATION SYSTEM (ECIS)**

The Early Childhood Information System (ECIS) is a secure online data system. With the ECIS, the Office of Early Childhood is able to collect data and information so we can best make informed program and policy decisions affecting young children and families.

The privacy of young children and their families is a top priority for the Office of Early Childhood. Only select administrators from early childhood care and education programs will have access to information about students in their own program through the ECIS. Select administrators from the Office of Early Childhood will also have access to the data statistics. Any sharing of information or reporting with other agencies will only be aggregate, de-identified information. This means data that is shared will not contain any information that is specific to one child or contain information that will allow a child to be identified.



**RESOURCES**

- [About ECIS \(pdf\)](#)
- [Information for Families/Información para Familias \(pdf\)](#)

**CONTACT US**

**Questions?** If you have questions about the ECIS or are having problems with the online system, please contact the ECIS Help Desk at (860) 713-6497 or email [ecis@oec.ct.gov](mailto:ecis@oec.ct.gov).

Content Last Modified on 6/16/2015 @ 13:38 AM

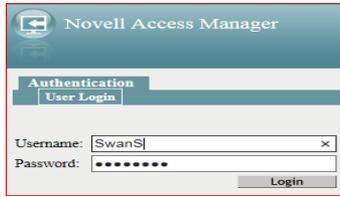
[Printable Version](#)

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State of Connecticut Department of Social Services and Children, Youth and Families | 2015-2016 State of Connecticut

CT.gov

For those who do not have access, a message will appear on the screen letting the user know they do not have access to the ECIS application. Access to the ECIS application will be granted by the OEC or a Facility Administrator. Users who need access to the ECIS application should contact their Facility Administrator or the ECIS Help Desk at (860) 713-6681.

## **Novell Log On**



The image shows a screenshot of the Novell Access Manager login interface. At the top, there is a header with a home icon and the text "Novell Access Manager". Below this is a section titled "Authentication" with a sub-section "User Login". The form contains two input fields: "Username:" with the text "SwanS" and a clear button (x), and "Password:" with a masked password of seven dots. A "Login" button is positioned to the right of the password field.

If you have a Novell login, the same login will be used to access ECIS. Only authorized users will be given access to ECIS. Access rights will be assigned to approved Early Care and Education Facilities through the OEC and the OEC Help Desk.

## **State Department of Education Page**

Select **ECIS** from the applications field, along with the facility you will be working within the **Organizations** field. If you are assigned to more than one facility, you will select the facility you will be working in from the drop down list.

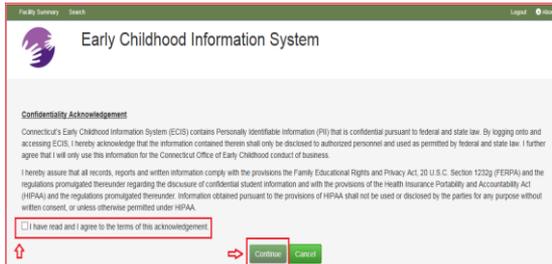
\*A user who is associated to one application and one facility will be brought directly to the Confidentiality Page in ECIS.



The image shows a screenshot of the Connecticut State Department of Education application selection screen. The header includes the Connecticut State Department of Education logo and the text "My Profile My Applications Logout". Below the header is a green map of Connecticut. To the right of the map are two dropdown menus: "Applications" with "ECIS" selected, and "Organizations" with "Connecticut State Department of Education" selected. A "Continue" button is located below the dropdown menus.

## **Confidentiality Page**

The confidentiality acknowledgement must be agreed to each time you access ECIS in compliance with state and federal privacy laws when accessing personal identifiable information (PII).



Facility Summary Search Logout Help

### Early Childhood Information System

**Confidentiality Acknowledgment**

Connecticut's Early Childhood Information System (ECIS) contains Personally Identifiable Information (PII) that is confidential pursuant to federal and state law. By logging onto and accessing ECIS, I hereby acknowledge that the information contained therein shall only be disclosed to authorized personnel and used as permitted by federal and state law. I further agree that I will only use this information for the Connecticut Office of Early Childhood conduct of business.

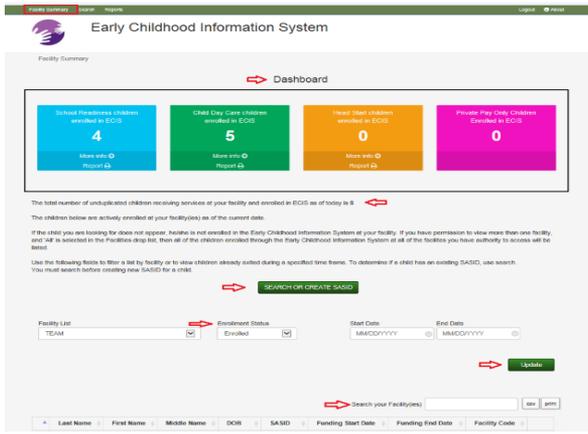
I hereby assure that all records, reports and written information comply with the provisions the Family Educational Rights and Privacy Act, 20 U.S.C. Section 1232g (FERPA) and the regulations promulgated thereunder regarding the disclosure of confidential student information and with the provisions of the Health Insurance Portability and Accountability Act (HIPAA) and the regulations promulgated thereunder. Information obtained pursuant to the provisions of HIPAA shall not be used or disclosed by the parties for any purpose without written consent, or unless otherwise permitted under HIPAA.

I have read and I agree to the terms of this acknowledgment

↑ → Continue Cancel

## **Facility Summary Page**

The Facility Summary Page is designed to give a view of the list of children enrolled in ECIS for your facility. When the page opens you will have the ability to see a list of children who are actively enrolled in your facility(ies) as of the current date. There are additional enrollment status options to search for children. You can also search for children who have **Exited** your facility or have a **Pending Enrollment**. By choosing **All** you will be able to see every child associated with your facility.



## **Dashboard**

The **Dashboard** displays the number of children actively enrolled in your facility by funding and space type.



## **More Info**

When **More Info** is clicked from within the dashboard box, a pop-up will appear showing the Space Type summary for the Funding Type selected.



## **Dashboard Report**

When **Report** is clicked from within the dashboard box, the ECIS Dashboard Report will display the children associated to the Funding

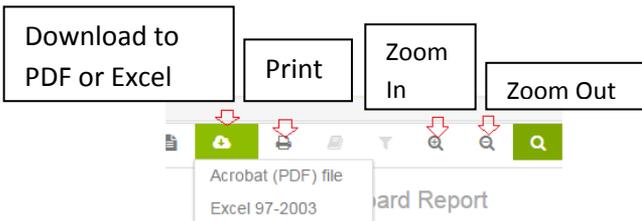
and Space Type(s) selected. For Group Users, the user may choose a specific facility from the Facility List to run the Dashboard report or run the report for all facilities within the group. When the report is accessed via the Reports tab on the navigation bar, the Dashboard Report is the summary of all facilities in the group.

EOS Dashboard Report  
 Funding Type: School Readiness - Competitive School Readiness - Priority  
 Facility: TEAM

Space Type	First Name	Last Name	Middle Name	Birthdate	SASID	Enroll Date	Facility Code	Space Type Total
Full Day/Full Year (FD/FY)	FREDDY	FRIDAY		1/1/2012	3764671178	6/1/2015	244	
	BRVING	KIDD	SCHOOL	12/12/2012	2698576917	12/1/2014	4314	
	MIETRO	TIN	POLLY	9/10/2011	2530576952	4/1/2015	346	
								3
School Day/School Year (SD/SY)	FRONA	FRIDAY		1/1/2012	5391605760	4/29/2015	244	
								1
Total number of children enrolled in facilities								4

8/3/2015 11:01:24 AM  
 1 of 1

The report can be viewed, downloaded or printed by clicking on the corresponding icon displayed above the report.



***Information about the children in your facility***

The total number of unduplicated children enrolled in your facility is also shown on the Facility Summary Page.

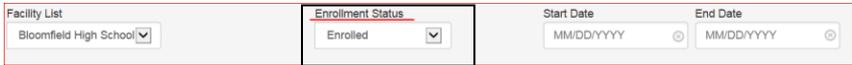
The total number of children receiving services at your facility and registered through ECIS as of today is 8

When a child does not appear on your Facility List, you can access the **Search** page to search the ECIS database a child.

**SEARCH OR CREATE SASID**

## **Enrollment status of the children in your facility**

The sentence will change dynamically based on the enrollment status selected.



*For example:*

The children below are actively enrolled at your facility(ies) as of the current date.

The children below have Exited your facility (ies).

The children below have Pending Enrollments at your facility (ies).

The children below are all the children entered in ECIS in your facility (ies).

## **View List of Children in your Facility**

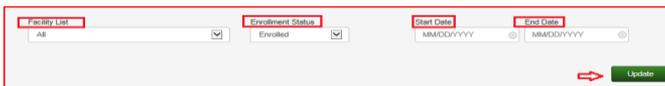
To help protect privacy, the Facility Summary List of children enrolled in your facility(ies) will be collapsed. Click on **View**, to see the list of enrolled children in your facility.



List of enrolled children appear and the **Update** button appears.

## **Update List of Children in your Facility**

To search for children who have exited the facility or are pending enrollment, enter the enrollment status and date range and then click on **Update**. The **Update** button returns a list of exited children or children with pending enrollments in your facility depending on your search criteria.



- *Facility selected* – select a facility if associated to more than one facility

- *Enrollment Status* – select the enrollment status for the child(ren) you are searching for:
  - Enrolled, All, Exited, Pending Enrollment
- *Date Range* – select date range

**Search for a child in your facility**

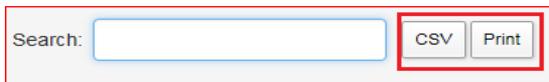
To search for a child within your facility, enter the child’s Last Name, SASID or Date of Birth (DOB) in the **Search your Facility(ies)** field. The list of children matching the information entered will be narrowed down to show the search results.



**Print/Download List of Children**

The list of children on the Facility List can be printed or downloaded from the Facility Summary Page by clicking **CSV** or **Print**. A CSV file is an electronic file that will open in an excel spreadsheet.

*When downloading or printing, be sure to use a secure location to ensure confidentiality.*



<b>Facility List Highlights</b>	
<b>Field Name(s)</b>	<b>Description</b>
Facility List	If you are associated with more than one facility, you can view children enrolled in all of your facilities or you may select one facility.
Search your facility(ies)	Enter the last name of the child you are searching for within your facility.
View List	The list of children at your facility will be collapsed when you land on the page due to privacy concerns. Click on <b>View</b> to see the list of children.
Update	When a change is made to the enrollment status and/or the data range is entered, click on the <b>Update</b> button to refresh the list of children shown.
Select	Click the <b>Select</b> button to be brought to the <b>Enroll/Modify</b> page to view or enroll a child in a program.
Search box	You can search for a child in the Facility List by Name, Date of Birth (DOB), SASID or Date Range. The Facility List of children will update within the search parameters.

# Search Page

## Search for Existing SASID

Facility Summary Search Reports

 Early Childhood Information System

Facility Selected: CSDE

**Create SASID**

To create a new SASID, complete the fields noted with an \*  
The remaining fields are requested and should be populated to help identify children with SASID's when using the search feature.  
The legal name is the name that appears on the child's Birth Certificate or document indicating a legal name change.

Facility Assignment\*  
Please Select

First Name\* sally Middle Name Last Name\* sunday Suffix  
Please Select

DOB\* 01/01/2012 Gender\* Please Select State of Birth Please Select Town of Birth Please Select

Parents Maiden Name Birth Certificate ID MMR Vaccination Date  
MM/DD/YYYY

  
**Create** **Cancel** **Reset**

The Search page enables the user to enter information related to a child to determine if a SASID has already been assigned to that child.

Searching requires entry of a first and last name *and* a date of birth or entry of a SASID number.

Data entered in the **Additional Child Information** fields is used to narrow the result set returned should there be duplicate records. Click on the blue text **Additional Search Options** to show the **Additional Child Information** search fields on the page.

SASID Field Highlights	
Field Name(s)	Description
Legal First Name, Legal Middle Name, Legal Last Name	The legal name is the name that appears on the child's Birth Certificate or document indicating a legal name change.
Date of Birth	The system only supports creating SASIDs for children under the age of 7. If you need to create a SASID for a child over the age of 7, please contact the ECIS Help Desk at (860) 713- <b>6681</b> you feel you are getting this message in error, please check the date of birth entered.
SASID	The State Assigned Student Identifier. A 10-digit number assigned through ECIS or PSIS.
MMR vaccination Date	The date of the child's first dose of the Measles, Mumps and Rubella vaccination.
State of Birth	The state the child was born in. A child does not need to have been born in CT to receive services in CT. This field is only used to reduce the number of records when searching for a child.  The possible values are all 50 states and "Not in USA".
Town of Birth	The town where the child was born. This list will populate based on the state selected.  When indicating a child was not born in the USA, select "Not in USA" in the State of Birth field. Enter the child's birth place in Town of Birth Field.

## Search Results

Family Summary Page Search Logout About

Use the search fields to search by child information to determine if a child already has a SASID.  
You must use **First Name, Last Name, and Date of Birth** or **SASID** to search.  
Entering the optional search fields will help reduce the result set returned.

Search by SASID Only

Name Search

Legal First Name Fred      Legal Middle Name      Legal Last Name Flintstone

Date Of Birth 03/16/2010      Suffix Please Select      Gender Please Select

[Additional Search Options](#)

None of the above children match the child record I was searching for and I am reasonably certain that this child does not have a SASID from this or another CT site/program.  
[Create New SASID](#)

This result is not a 100% match to your search criteria. Please be sure this is the child you want to update or execute your search again with additional search criteria

	FirstName	MiddleName	LastName	Dob	Suffix	Gender	Sasid	Score
select	Frederick		Flintstone	03/16/2010	JR	M	2254666922	98

Showing 1 to 1 of 1 entries

After executing a search, results will display at the bottom of the page.

NOTE: ECIS search is limited to children who are under 7 years old. If you need to create a SASID for a child 7 years or older in ECIS, please contact the ECIS Help Desk at (860) 713-6681.

ECIS will display search results that are greater than a 85% match. Confirm that the results are the correct match for First Name, Last Name, Middle Name, DOB and Gender. Each result should be reviewed to ensure you are selecting the correct child for enrollment or creating a new SASID appropriately to avoid assigning multiple SASIDs for a single child.

If the result matches the child record you are looking for, click on **Select** and you will be brought directly to the **Enroll/Modify** page.

If the results do not indicate a 100% match to your search criteria, a warning will be displayed. If the system returns multiple results at the same percentage, you will be prompted to enter additional child information, if available, to narrow the result set returned. Additional child information is entered by clicking on the **Additional Search Options** link.

To create a new SASID, you must confirm that the result returned is not the record you were searching for and click on the **Create SASID** button.

## Create SASID

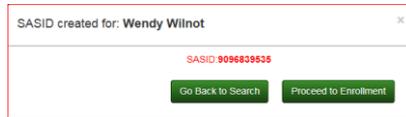
The screenshot shows the 'Create SASID' form in the Early Childhood Information System. The form is titled 'Create SASID' and 'Facility Selected: CSDE'. It includes a navigation bar with 'Facility Summary', 'Search', and 'Reports'. The form contains the following fields:

- Facility Assignment\* (Please Select)
- First Name\* (sally)
- Middle Name ( )
- Last Name\* (sunday)
- Suffix (Please Select)
- DOB\* (01/01/2012)
- Gender\* (Please Select)
- State of Birth (Please Select)
- Town of Birth (Please Select)
- Parents Maiden Name ( )
- Birth Certificate ID ( )
- MMR Vaccination Date (MM/DD/YYYY)

A red arrow points to the 'Create' button, which is located next to 'Cancel' and 'Reset' buttons.

To create a SASID, enter the required fields of Facility, First Name, Last Name, Date of Birth and Gender, then click on **Create**. **Be sure the information is correct as these fields cannot be changed once the record has been created.** Additional information such as “Parent’s Maiden Assignment Name” can be included to improve results on future searches, but is not required.

When the **Create** button has been clicked, a pop-up will appear that will ask **Go Back to Search** or **Proceed to Enrollment**.



**Go Back to Search** – Brings the user back to the **SASID Search** page and will associate the SASID that was created for the child to your facility. A pending enrollment has been created. You can locate this child by searching on the **Facility Summary** page using the enrollment status of “Pending Enrollment”.

**Proceed to Enrollment** – Brings the user to the ECIS **Enroll/Modify** page to complete the data entry for enrollment of the child in ECIS and associated to facility, funding and space types. If you are unable to create the enrollment at the same time the SASID is created because you need to leave the system to do something else or you need to locate additional information before you can enroll the child, the pending enrollment status will alert you that an enrollment still needs to be created.

### **Enroll/Modify Page**

The Child Enrollment information is displayed in four main sections:

- *Child Information*
- *Address Information/Child Family Information*
- *Enrollment/Funding Information*
- *Child Enrollment Summary.*

It’s important to note that each of the four main sections, Child Information, Address/Child Family Information and Enrollment Funding Information, should be saved after adding/changing information **in each**

**section** by clicking on **Add/Update**. The Child Enrollment Summary section displays Enrollment/Funding information.

If you are directed to enter data in a “Required” field from another section, remember to add/update the section once the required field is entered before exiting or moving to another section.

Family Summary | Enroll Modify | Facility Name: ABCD

Early Childhood Information System

Facility Summary | Enroll Modify | Facility Name: ABCD

**Child Information**

Legal First Name: AMAYAH | Legal Middle Name: | Legal Last Name: SMITH | Suffix: Please Select | Date of Birth: 07/11/2012 | Age: 5 | SASID: 871238668

Gender: Female | Hispanic (Y/N): No

Race:  American Indian or Alaska Native |  Asian |  Black or African American |  Native Hawaiian or Other Pacific Islander |  White

[Update](#) [Cancel](#) [Add/Modify Info](#)

**Address** | **Child/Family Information**

**Child's Resident Address**

Resides With: Please Select | Street Number: | Address Line 1: | Address Line 2 / Apt No: | State: Please Select | Town: Please Select | Zip: | Zip + 4: | [Add/Update](#) [Cancel](#)

**Enrollment/Funding Information**

Facility ID: ABCD | Facility ID: 000502 | Orig Name: ABCD | Facility Enroll Date: MMDDYYYY | Funding Type: | Space Type: | Funding Start Date: MMDDYYYY | HSEHS Sub-Cat: | Additional Funding Sources - Check all that apply:  OEC Fee Schedule |  Care 4 Kids |  No Additional Funding | [Add Enrollment/Funding](#) [Cancel](#)

**Child Enrollment Summary**

Facility * ID	Facility Name	Facility Enroll Date	Facility Exit Date	Funding Type	Space Type	HSEHS Sub-Cat	Funding Start Date	Funding End Date	Facility Exit Category	Facility Exit Reason
0152941	ABCD Inc -West End Childcare Ctr	10/06/2014		Head Start/Early Head Start	Center-Based Full Day	5	Days/Week	02/09/2015		

Showing 1 to 1 of 1 entries

## Child Information Summary

Child Information

Legal First Name Frederick	Legal Middle Name 	Legal Last Name Flintstone	Suffix JR	Date of Birth 03/16/2010	Age 4
Gender * Male	Hispanic (Y/N) * No	SASID 2254666922			
Race - Select all that apply * ↑	<input type="checkbox"/> American Indian or Alaska Native	<input type="checkbox"/> Asian	<input type="checkbox"/> Black or African American	<input checked="" type="checkbox"/> Native Hawaiian or Other Pacific Islander	<input type="checkbox"/> White ↓
Update			Cancel		Update Additional Child Information

The SASID (system generated), Legal First Name, Legal Last Name, Date of Birth and Age (system calculated age as of the current date) fields *cannot be modified*.

Child Information Section Highlights	
Field Name(s)	Description
Hispanic	Yes, No, Not Selected. The federal Hispanic guidelines state “Yes” should be selected if the child’s ethnicity is Cuban, Mexican, Puerto Rican, South or Central American or other Spanish Culture or origin regardless of race. Otherwise “No” or “Not Selected” must be chosen. <b>This field cannot be left blank.</b>
Race	Valid values per Federal Guidelines: American Indian or Alaskan Native, Asian, Black or African American, Native Hawaiian or Other Pacific Islander, White. One or more of the federal racial groups can be selected. <b>This field cannot be left blank.</b>

## Additional Child Information

In the **Child Information** section, there is an **Additional Child Info** button to access a pop-up screen to view or enter Additional Child Information, i.e., MMR Vaccination Date, Parent’s Maiden Name, Birth Certificate ID and State and Town of Birth, when the information is available. Additional Information is used to help determine if a child with the same name and date of birth is the same child. This

information is optional. However, by entering this tie breaker information your search results may be more precise.

**Child Information**

Legal First Name MORGAN	Legal Middle Name 	Legal Last Name FREEDOM	Suffix Please Select	Date of Birth 10/10/2010	Age 5
Gender * Unknown	Hispanic (Y/N) * No	SASID 4883874912			
Race - Select all that apply *	<input type="checkbox"/> American Indian or Alaska Native	<input checked="" type="checkbox"/> Asian	<input type="checkbox"/> Black or African American	<input type="checkbox"/> Native Hawaiian or Other Pacific Islander	<input type="checkbox"/> White

**Update** **Cancel** **Additional Child Info**

**Additional Child Info Pop-Up Screen**

**Update Frederick Flintstone**

<b>MMR Vaccination Date</b> 02/03/2011	<b>Birth Certificate Id</b> CT123456
<b>Parents Maiden Name</b> Granite	<b>Town of Birth</b> Augusta
<b>State of Birth</b> Please Select	

**Update Child** **Close**

<b>Additional Tie Breaker Information Highlights</b>	
<b>Field Name(s)</b>	<b>Description</b>
Any field in the Update pop-up	Only the facility that created the SASID can modify these fields if populated. Any additional child information that is blank can be added by subsequent facilities.
MMR Vaccination Date	Date of the first dose of Measles, Mumps and Rubella Vaccination.
Parent's Maiden Name	Maiden name of either parent.
Birth Certificate ID	Identification number on the Birth Certificate issued by the state or country the child was born in.
State of Birth	State where the child was born or "Not in USA" if the child is not born in the USA.
Town of Birth	Town or city where the child was born. <i>When "Not in USA" is selected, enter the child's birth country in the Town of Birth field.</i>

### **Address and Child/Family Information**

ECIS Users in the same Facility will be able to view the Address and Child/Family Information for a child even if entered by an ECIS User associated with a different Funding Type in that Facility. For example: The Child/Family information and Child's Residence address in a single Facility will be available to ECIS users designated to different Funding Types (such as School Readiness and Preschool Development Grant), so that the information does not need to be re-entered for that child. This may impact who you give permission to use ECIS in your facility. If you have multiple funding types with different administrative, program or teaching staff where information is not shared across funding types, you may choose to limit who enters and views data in ECIS. Please note: the Reports in ECIS are limited to Users according to both Facility and Funding Type access.

**Child's Resident Address**

Resides With  
Please Select ▼

Street Number  
[Text Input]

Address Line 1  
[Text Input]

Address Line 2 / Apt No  
[Text Input]

State  
Please Select ▼

Town  
Please Select ▼

Zip  
[Text Input]

Zip + 4  
[Text Input]

[Add/Update] [Cancel]

*The **Address information** is the Child's Resident Address and who the child resides with. This information should be updated if the child's address or living situation changes while enrolled in your facility.*

Address **Child/Family Information**

\* Number of People In Household ⓘ  
Please Select ▼

\* Annual Family Income ⓘ  
0.00

\* Mon/Yr Income Documentation Collected ⓘ  
MM/DD/YYYY

Individualized Education Program (IEP)

\* IEP Start Date ⓘ  
MM/DD/YYYY

Transportation Provided

Family Income Not Disclosed

[Add/Update] [Cancel]

*The **Child/Family Information** is the Child's family size, family income and Individualized Education Program (IEP). This information should be updated when the child's family or income changes while enrolled.*

Child's Family Information Section Highlights	
Field Name(s)	Description
Number of People in Household	Total number of people residing in the same household as the child. <i>The Number of People in Household is required when Annual Family Income is provided.</i>
Annual Family Income	Total gross family income. <i>Annual Family Income is required for PDF Federal. For all other funding types, if family income is not disclosed, you must check "Family Income Not Disclosed".</i>
Month/Year Income Documentation	Month and Year the family income information was entered in ECIS. <i>Month/year income documentation provided is required when Annual Family Income is provided.</i>
Family Income Not Disclosed	Family income is not provided. <i>Must be checked when Annual Family Income is not provided.</i>
Individualized Education Program (IEP)	Check box to indicate whether IEP is provided.
IEP Start Date	IEP Start Date is the most recent start date for services. If the IEP Start Date is unknown, use a default date of 09/01/program year.
Transportation Provided	Indicate whether transportation is provided for a child to get to and/or from a publicly funded Early Care and Education program.

### Enrollment/Funding Information

**Enrollment/Funding Information**

<p><b>Facility * <span style="font-size: small;">!</span></b></p> <div style="border: 1px solid #ccc; padding: 2px; margin-bottom: 5px;">             CT State Department of Information Technology <span style="float: right;">▼</span> </div>	<p><b>Facility ID</b></p> <div style="border: 1px solid #ccc; padding: 2px; margin-bottom: 5px;">             308           </div>
<p><b>Org Name</b></p> <div style="border: 1px solid #ccc; padding: 2px;">             CT State Department of Information Technology           </div>	<p><b>Facility Enroll Date *</b></p> <div style="border: 1px solid #ccc; padding: 2px;">             01/29/2015           </div>

**Enrollment/Funding Information** displays the following prefilled information from the User's security profile:

- When the **Organization** and **Facility** are the same, both fields will be prepopulated.
- If the user is authorized to view and update child data information for multiple facilities, the **Organization Name** field will be prepopulated and the **Facility Field** will provide a dropdown list of facilities to select based on the user's security

profile. The **Facility Enroll Date** must be entered to indicate when the child enrolled at the facility. The date can be entered or selected from a calendar.

The screenshot shows a form titled "Enrollment/Funding Information". It contains the following fields and options:

- Funding Type \***: A dropdown menu with "Head Start/Early Head Start" selected.
- Space Type**: A dropdown menu with "Center-Based Full Day" selected.
- Funding Start Date \***: A text input field containing "01/29/2015".
- HS/EHS Sub Cat**: A dropdown menu with "5 Days/Week" selected.
- Additional Funding Sources - Check all that apply \***: A section with three checkboxes:
  - OEC Fee Schedule
  - Care 4 Kids
  - No Additional Funding
- At the bottom right, there are two buttons: "Add Funding/Enrollment" and "Cancel".

The **Enrollment/Funding Information** section allows the User to select the **Funding Type**, **Space Type**, and **Additional Funding Sources**.

- The **Funding Type** will display a complete list of all funding types the user is given access to.
- The **Space Type** associated to the selected funding type becomes available when you select the **Funding Type**.
- **Funding Type**, **Space Type**, **Funding Start Date** and **Additional Funding Sources** are required fields.

A child may have multiple enrollment records. This happens when a child has multiple funding types, has switched funding or has exited and returned to the same facility. Each enrollment must be added and saved for each **Funding Type**.

**Funding Type \*** **Space Type**

Please Select Please Select

Please Select

Child Day Care

Head Start – State Supplement

Head Start/Early Head Start

Private Pay

School Readiness – Competitive

School Readiness – Priority

Smart Start (SS)

PDG-Federal

PDG-State Quality Enhancement

Sub Cat

Select

**all that apply \* !**

Kids  No Additional Funding

**Add Enrollment/Funding** **Cancel**

**Funding Type \*** **Space Type**

Child Day Care Please Select

**Funding Start Date \*** HS/EHS Sub C

MM/DD/YYYY None

**Additional Funding Sources - Check all that apply**

OEC Fee Schedule  Care 4 Kids  No Additional Funding

Please Select

Please Select

Infant/Toddler Full-Time (IT F/T)

Infant/Toddler Wrap Around (IT WA)

Preschool Full-Time (PS F/T)

Preschool Wrap Around (PS WA)

School Age

**Add Enrollment/Funding** **Cancel**

Enrollment/Funding Information Highlights	
Field Name(s)	Description
Additional Funding Sources	<p>More than one additional funding source can be selected.</p> <ul style="list-style-type: none"> <li>When "Private Pay" is the only Funding Type selected, the Additional Funding Source of "No Additional Funding" will be automatically checked. In addition, there is a checkbox stating that "Private Pay is the only funding type. Check to confirm parent consent is on file" will appear and must be checked to allow the enrollment record to be saved. Parents whose children are funded by Private Pay ONLY must sign a consent form for their child to be enrolled in ECIS. The parent consent form is found on the OEC ECIS webpage, <a href="http://www.ct.gov/oec/ecis">www.ct.gov/oec/ecis</a>.</li> </ul> <div data-bbox="543 485 931 824" style="border: 1px solid red; padding: 5px;"> <p><b>Enrollment/Funding Information</b></p> <p>Facility * <span style="color: blue;">?</span> Connecticut State Department of Education Facility ID 0000501</p> <p>Org Name CSDE Facility Enroll Date * 10/26/2015</p> <p>Funding Type * Private Pay Space Type None</p> <p>Funding Start Date * 10/26/2015 HS/EHS Sub Cat None</p> <p>Additional Funding Sources - Check all that apply * <span style="color: blue;">?</span></p> <p><input type="checkbox"/> OEC Fee Schedule <input type="checkbox"/> Care 4 Kids <input checked="" type="checkbox"/> No Additional Funding</p> <p><input type="checkbox"/> Private Pay is the only funding type. Check to confirm parent consent is on file.</p> <p style="text-align: right;"><input type="button" value="Add Enrollment/Funding"/> <input type="button" value="Cancel"/></p> </div> <ul style="list-style-type: none"> <li>When the Funding Type is "Head Start Federal" or "Head Start State", OEC Fee Schedule is not allowed to be checked.</li> </ul>

## Child Enrollment Summary

### Child Enrollment Summary

Facility ID	Facility Name	Facility Enroll Date	Facility Exit Date	Funding Type	Space Type	Funding Effective Date	Funding Ending Date	Additional Funding Source	Facility Exit Category	Facility Exit Reason	
308	308	01/29/2015		Head Start/Early Head Start	Center-Based Full Day	01/29/2015		No Additional Funding			<a href="#">edit</a>

Showing 1 to 1 of 1 entries

First Previous **1** Next Last

All ECIS enrollment history displays for a child after enrollment/funding information at a facility is entered and saved. To edit this enrollment

information for a child enrolled in your facility, select the **edit** link at the end of the row you wish to edit. Once selected, an **Edit Child Enrollment Summary** pop-up window will appear. After making the desired updates, the User must click the **Update/Funding Enrollment** button to save the changes.

**Edit Child Enrollment Pop-Up Window**

The screenshot shows a pop-up window titled "Edit Child Enrollment Summary" with a close button in the top right corner. The form contains the following fields and options:

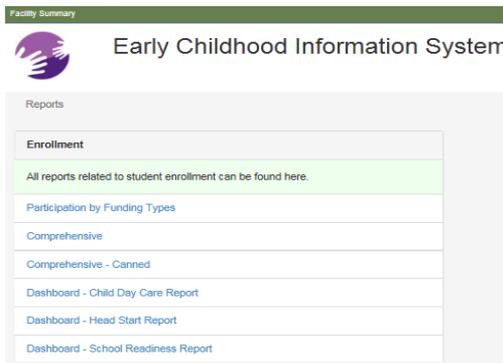
- Org Name \***: Text input field containing "308".
- Facility \***: Text input field containing "308".
- Facility ID \***: Text input field containing "308".
- Facility Enroll Date \***: Text input field containing "01/29/2015".
- Facility Exit Date**: Text input field with a placeholder "MM/DD/YYYY".
- Funding Type \***: Dropdown menu with "Head Start/Early Head Start" selected.
- Space Type**: Dropdown menu with "Center-Based Full Day" selected.
- HS/EHS Sub Cat**: Dropdown menu with "5 Days/Week" selected.
- Funding Start Date \***: Text input field containing "01/29/2015".
- Funding End Date**: Text input field with a placeholder "MM/DD/YYYY".
- Exit Category**: Dropdown menu with "Please Select" selected.
- Exit Reason**: Dropdown menu with "Please Select" selected.
- Additional Funding Sources - Check all that apply \***: Three checkboxes: "OEC Fee Schedule", "Care 4 Kids", and "No Additional Funding", all of which are currently unchecked.
- At the bottom right, there are two buttons: "Update Funding/Enrollment" (green) and "Close" (grey).

Child Enrollment Summary Information Highlights	
Field Name(s)	Description
Exit Category	If a Facility Exit Date is entered, you must select one of the categories describing why the child exited the facility from the dropdown in the Exit Category field.
Exit Reason	<p>If “Chose to Attend a Different Program” is selected in the Facility Exit Reason field, one of the following Exit Reasons may be selected to indicate if the new program is: Charter School, Home Care, Magnet School, Other State Funding, Private School, Other.</p> <p>If “Parent Withdrew the Child”, one of the following Facility Exit Reasons may be selected to indicate why: Due to Fees, Dissatisfied, Other or Unknown.</p>

## Reports



All reports can be accessed by clicking on the **Reports** tab from the **Facility Summary** page. When the **Reports** tab is clicked, the following screen will appear. Currently, you can select six reports from the **Reports** page. To return to a previous page, use the internet browser’s “Back” button/arrow or click on the green “Reports” button in the menu bar at the top of the page.



## Participation by Funding Type Report

- Selection criteria:
  - Funding Type
  - Town
  - Facility
  - Date Range you would like to run the report for
  - Ability to sort

**Report Parameters**

Funding Type \*  
 ▼

Town\*

Facility\*

Date - From\*

Date - To\*

Sort  
 ▼

- Report Output:
  - Town
  - Facility Name
  - Space Types
  - Total (number enrolled in spaces)
  - Actively Enrolled
  - Care 4 Kids
  - Exited

### School Readiness Example:

School Readiness Competitive - Participation Dashboard Report

Town(s) Bloomfield

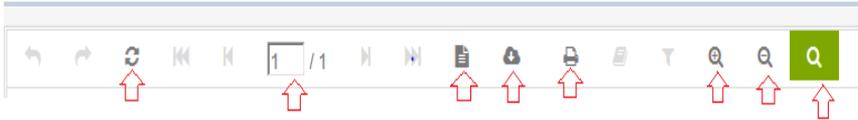
5/3/2015 12:00:00 AM To: 8/9/2015 12:00:00 AM

Participation							
Facility Name	Full Day	Part Day	School Day	Total	Actively Enrolled	Care For Kids	Exited

## Child Day Care Example:

Town	Facility Name	Participation						
		Infant Toddler Full Time	Infant Toddler Wrap Around	Preschool Full Time	Preschool Wrap Around	Total	# Actively Enrolled	# Exited

### **Report Task Bar**



The report task bar allows you to:

-  Refresh the page
-  Go from page to page
-  Toggle print view
-  Export the file
-  Print the report
-  Zoom In
-  Zoom Out
-  Toggle Full Page/Page Width

### **Comprehensive Report**

- Selection Criteria:
  - Funding Type
  - Facility
  - Date Range you would like to run the report for

Funding Type*	<input type="text" value="None selected -"/>		
Facility*	<input type="text" value="None selected -"/>		
Date - From*	<input type="text"/>	Date - To*	<input type="text"/>

- Report Output: The Comprehensive Report shows all the child data entered for children in ECIS resulting in a very long report. You must scroll from side to side to see the report headers in ECIS.
  - Enrollment Status
  - Last Name, First Name, Middle Name, suffix
  - Date of Birth
  - Age
  - Gender
  - SASID
  - Ethnicity
  - Race
  - Child Lives With
  - Street,Address 1 and Address 2, Town, State and Zip
  - Organization Name
  - Facility Name
  - Facility ID
  - Facility Enroll Date
  - Facility Exit Date
  - Funding Type
  - Space Type
  - Funding Start Date
  - Funding End date
  - HS or EHS Sub Category
  - OEC Fee Schedule
  - Care4Kids
  - No Additional Funding
  - Exit Date
  - Exit Reason
  - Household Size
  - Annual Income

- Date Income Collected
- Income Not Disclosed
- IEP
- IEP Start Date
- Transportation

Comprehensive Report  
Funding Type: Other Resources - Comprehensive Report  
04/01/2019

Enrollment Status	Last Name	First Name	Middle Name	Suffix	Date of Birth	Age	Gender	Race	Ethnicity	Discovered	State	Account ID	Comprehensive ID	Turn	State	Zip	Organization Name	Facility Name	Facility ID	Facility Site	Funding Type	Space Type	Funding Start Date	Funding End Date	IEP Status	Other Services	
03/2019 1:14:24 PM 1 of 1																											

- Comprehensive Canned Report: An abbreviated version of the Comprehensive Report. Only shows a selection of the fields from the Comprehensive Report.
- Report Output:
  - Enrollment Status
  - Last Name, First Name, Middle Name, suffix
  - Date of Birth
  - SASID
  - Organization Name
  - Facility Name
  - Facility ID
  - Funding Type
  - Space Type
  - Funding Start Date

## Things to Note

- Use F5 key to refresh page if the application is running slow or buttons are greyed out.
- User is automatically logged out after 17 minutes as a security feature.
- If the user is logged out or shut down, the user must close down all open tabs in their internet browser and reopen a new internet browser to access the secure site.
- If you will be working in the ECIS and doing other work on the web at the same time, it is recommended you use a different internet browser for the other work you may be doing while accessing ECIS. The recommended and supported browser is Internet Explorer 11 when working in ECIS. Other suggested internet browsers for use for other applications include Google Chrome or Firefox.