



Connecticut Office of
Early Childhood

ECIS Guide

Early Childhood Information System

Phase 1

November 2015

Office of Early Childhood

ECIS Help Desk: OEC.ECIS@ct.gov, 860-713-6497

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For questions or assistance call the ECIS Help Desk (860) 713-6497

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 or <http://csde.ct.gov>.



State of Connecticut | Governor Dannel M. Malloy | Search

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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.

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

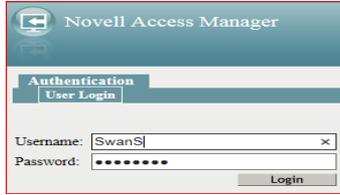
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State of Connecticut Department of Social Services and Children, Youth and Families | 2015-2016 State of Connecticut

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) 713-6497.

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 sub-header "Authentication" with a tab labeled "User Login". The main form area 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 with in 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 website. The header includes the state logo, the text "Connecticut State DEPARTMENT OF EDUCATION", and user information: "My Profile My Applications Logout", "Welcome, SwanS", and "Last Logged In: 2/9/2015 11:45:01 PM". The main content area features a map of Connecticut on the left and two dropdown menus on the right. The "Applications" dropdown is set to "ECIS" and the "Organizations" dropdown is set to "Connecticut State Department of Education". A "Continue" button is located below the dropdowns.

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).

The screenshot shows the 'Confidentiality Acknowledgment' page in the Early Childhood Information System. At the top, there is a header with 'Early Childhood Information System' and a logo. Below the header, the text reads: '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.', and a checkbox labeled 'I have read and I agree to the terms of this acknowledgment'. Below the checkbox are 'Continue' and 'Cancel' buttons.

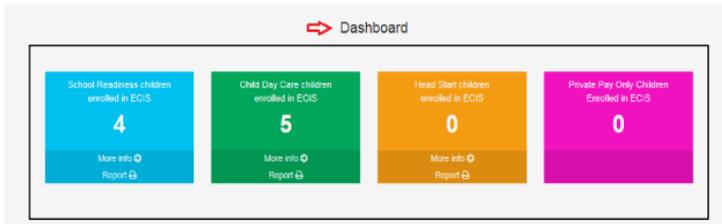
Facility Summary Page

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 options to search for children. You can also search for children who have exited your facility or have a pending enrollment. By choosing **Select All** you will be able to see every child associated with your facility.

The screenshot shows the 'Facility Summary' page in the Early Childhood Information System. At the top, there is a header with 'Early Childhood Information System' and a logo. Below the header, the text reads: 'Facility Summary', 'Dashboard', and four colored boxes representing different categories of children: 'Infant/Toddler Children Enrolled in ECIS' (4), 'Child Day Care Children Enrolled in ECIS' (5), 'Head Start Children Enrolled in ECIS' (0), and 'Private Pre-Kindergarten Children Enrolled in ECIS' (0). Below the boxes, there is a section titled 'The total number of unenrolled children receiving services at your facility and enrolled in ECIS as of today is 8'. Below this, there is a section titled 'The children below are actively enrolled at your facility(ies) as of the current date.' and a table with columns for 'Facility List', 'Enrollment Status', 'Start Date', and 'End Date'. The table contains one row with 'TCFA' in the Facility List, 'Enrolled' in the Enrollment Status, and '1/1/2011' in the Start Date and End Date columns. Below the table, there is a 'Search for Facilities' section with a search box and a 'Go' button.

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

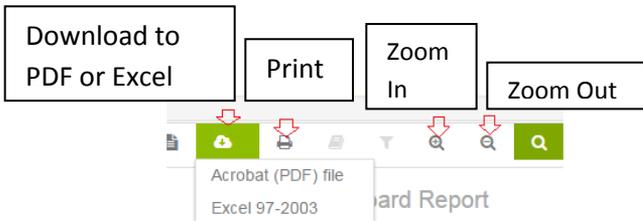
When **Report** is clicked from within the dashboard box, the ECIS Dashboard Report will display the children associated to the Funding and Space Type(s) selected.

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		2/1/2012	3764671178	6/1/2015	244	
	BRVING	KIDD	SCHOOL	12/12/2012	2698576817	12/1/2014	4314	
	METRO	TIN	POLLY	9/10/2011	2530576052	4/1/2015	345	
								3
School Day/School Year (SD/SY)	FRONA	FRIDAY		1/1/2012	5391605760	6/29/2015	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.

Facility List Bloomfield High School	Enrollment Status Enrolled	Start Date MM/DD/YYYY	End Date MM/DD/YYYY
---	-------------------------------	--------------------------	------------------------

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

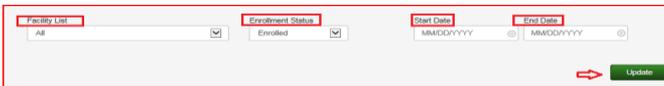
To help protect privacy, the Facility Summary List of children enrolled in your facility(ies) will be collapsed. Click on **View**, to see the list of enrolled children in your facility.



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.

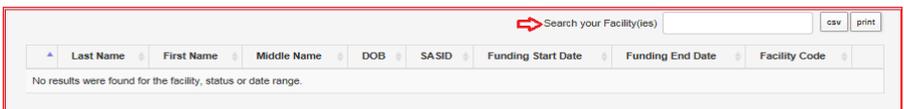


The screenshot shows a search form with four main sections: 'Facility List' with a dropdown menu showing 'All', 'Enrollment Status' with a dropdown menu showing 'Enrolled', 'Start Date' with a date input field showing 'MM/DD/YYYY', and 'End Date' with a date input field showing 'MM/DD/YYYY'. There is a red arrow icon pointing to the right and a green 'Update' button.

- *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.

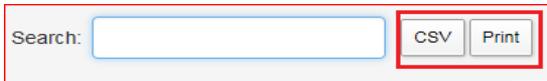


The screenshot shows a search interface with a search field labeled 'Search your Facility(ies)' and buttons for 'csv' and 'print'. Below the search field are several filter tabs: 'Last Name', 'First Name', 'Middle Name', 'DOB', 'SASID', 'Funding Start Date', 'Funding End Date', and 'Facility Code'. Below the filters, a message reads: 'No results were found for the facility, status or date range.'

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.



A screenshot of a search interface. It features a search box with the label "Search:" to its left. To the right of the search box are two buttons: "CSV" and "Print". The entire search area is enclosed in a red rectangular border.

Facility List Highlights	
Field Name(s)	Description
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 View 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 Update button to refresh the list of children shown.
Select	Click the Select button to be brought to the Enroll/Modify 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 Case Management Search Logout About

Early Childhood Information System

Facility Summary / Search

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 * Legal Middle Name Legal Last Name *

Date of Birth * Suffix Gender

Additional Search Options

Parent's Maiden Name Birth Certificate ID MWR Vaccination Date

State of Birth Town of Birth

Reset Search

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) 713-6497. If 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) 713-6497.

ECIS will display search results that are greater than an 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

Early Childhood Information System

Facility Summary / Search SASID **Create SASID**

To create a new SASID, complete the fields noted with an **'asterisk'**. 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.

First Name*	Middle Name	Last Name*	Suffix Please Select
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
DOB*	Gender*	State of Birth	Town of Birth
<input type="text" value="MM/DD/YYYY"/>	<input type="text" value="Please Select"/>	<input type="text" value="Please Select"/>	<input type="text" value="Please Select"/>
Parents Maiden Name	Birth Certificate Id	MMR Vaccination Date	
<input type="text"/>	<input type="text"/>	<input type="text" value="MM/DD/YYYY"/>	

↑

To create a SASID, enter the required fields of 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 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**.

SASID created for: Wendy Wilnot

SASID 0096839535

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

Child Information

Legal First Name: AMAYAH | Legal Middle Name: | Legal Last Name: SMITH | Suffix: Please Select | Date of Birth: 07/11/2012 | Age: 3 | SASID: 8713288668

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

Race - Select all that apply:
 American Indian or Alaska Native
 Asian
 Black or African American
 Native Hawaiian or Other Pacific Islander
 White

[Update] [Cancel] [Additional Child 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: +4

[Add/Update] [Cancel]

Enrollment/Funding Information

Facility * ID: ABCD | Facility ID: 0000502 | Orig Name: ABCD | Facility Enroll Date *: MMDDYYYY | Space Type: | Funding Type *: | HS/EHS Sub Cat: | Funding Start Date *: MMDDYYYY | 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	HS/EHS Sub Cat	Funding Start Date	Funding End Date	Facility Exit Category	Facility Exit Reason
0152941	ABCD Inc./Jewel End Childcare Ctr	10/06/2014		Head Start/Early Head Start	Center-Based Full Day		02/09/2015			enr

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 | SASID: 2254666922

Gender*: Male | Hispanic (Y/N)*: No

Race - Select all that apply:
 American Indian or Alaska Native
 Asian
 Black or African American
 Native Hawaiian or Other Pacific Islander
 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. <i>This field cannot be left blank.</i>
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. <i>This field cannot be left blank.</i>

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	Legal Middle Name	Legal Last Name	Suffix	Date of Birth	Age ?
<input type="text" value="MORGAN"/>	<input type="text"/>	<input type="text" value="FREEDOM"/>	<input type="text" value="Please Select"/>	<input type="text" value="10/10/2010"/>	<input type="text" value="5"/>
Gender *	Hispanic (Y/N) * ?	SASID			
<input type="text" value="Unknown"/>	<input type="text" value="No"/>	<input type="text" value="4683874912"/>			
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
<input type="button" value="Update"/> <input type="button" value="Cancel"/> <input type="button" value="Additional Child Info"/>					

Additional Child Info Pop-Up Screen

Update Frederick Flintstone ✕

MMR Vaccination Date

Parents Maiden Name

State of Birth
 ▼

Birth Certificate Id

Town of Birth
 ▼

Additional Tie Breaker Information Highlights	
Field Name(s)	Description
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

Address Line 1

Address Line 2 / Apt No

State
Please Select ▼

Town
Please Select ▼

Zip

Zip + 4

*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.*

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	
Facility * ⓘ CT State Department of Information Technology	Facility ID 308
Org Name CT State Department of Information Technology	Facility Enroll Date * 01/29/2015

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.

Funding Type * Head Start/Early Head Start	Space Type Center-Based Full Day	
Funding Start Date * 01/29/2015	HS/EHS Sub Cat 5 Days/Week	
Additional Funding Sources - Check all that apply * ⓘ ↩		
<input type="checkbox"/> OEC Fee Schedule	<input type="checkbox"/> Care 4 Kids	<input checked="" type="checkbox"/> No Additional Funding
Add Funding/Enrollment		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**.

The screenshot shows a web form for adding enrollment or funding. The 'Funding Type *' dropdown menu is open, displaying a list of options: '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', and 'PDG-State Quality Enhancement'. The 'Please Select' option is highlighted in blue. To the right, the 'Space Type' dropdown menu is also open, showing 'Please Select'. Below these, there is a 'Sub Cat' dropdown menu with 'Select' as the only visible option. A section titled 'All that apply *' contains a 'Kids' checkbox and a 'No Additional Funding' checkbox. At the bottom, there are two green buttons: 'Add Enrollment/Funding' and '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
 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

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"> 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, www.ct.gov/oec/ecis. <div style="border: 1px solid black; padding: 5px; margin-top: 10px;"> <p style="font-size: small; margin: 0;">Enrollment/Funding Information</p> <p>Facility * Facility ID</p> <p>Connecticut State Department of Education 0000501</p> <p>Org Name Facility Enroll Date *</p> <p>CSDE 10/26/2015</p> <p>Funding Type * Space Type</p> <p>Private Pay None</p> <p>Funding Start Date * HS/EHS Sub Cat</p> <p>10/26/2015 None</p> <p>Additional Funding Sources - Check all that apply * ?</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"> When the Funding Type is "Head Start Federal" or "Head Start State", OEC Fee Schedule is not allowed to be checked.

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			edit

Showing 1 to 1 of 1 entries

First Previous **1** Next Last

Save Cancel

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

Edit Child Enrollment Summary ✕

Org Name *
Facility *
Facility ID *

Facility Enroll Date *
Facility Exit Date

Funding Type *
Space Type

HS/EHS Sub Cat

Funding Start Date *
Funding End Date

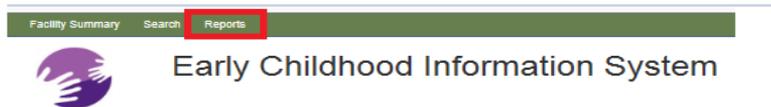
Exit Category
Exit Reason

Additional Funding Sources - Check all that apply *

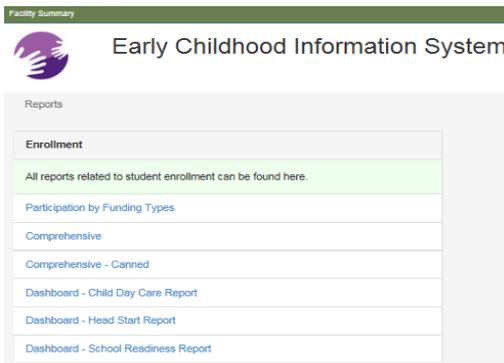
OEC Fee Schedule
 Care 4 Kids
 No Additional Funding

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

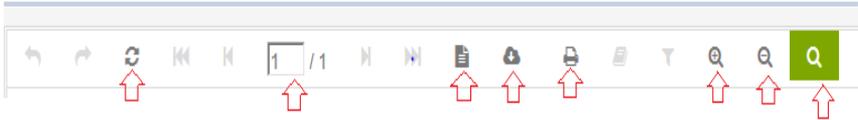
5/3/2015 12:00:00 AM To: 8/9/2015 12:00:00 AM

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*	Date - To*
<input type="text"/>	<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

Comprehensive Report
Funding Type: School Readiness - Competitive
Facility ID: 123456789
02/01/2018 To: 02/01/2018

Enrollment Status	Last Name	First Name	Middle Name	Suffix	Date of Birth	Age	Gender	Race	Ethnicity	Race	Ethnicity	Income 1	Income 2	Type	Date	Zip	Organization Name	Facility Name	Facility ID	Facility Error Date	Facility Type	Space Type	Funding Start Date	Funding End Date	Last Update
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12/28/2018 1:24:28 PM
1 of 11

- **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. You must use Internet Explorer 11 when working in ECIS. Other suggested internet browsers for use for other applications include Google Chrome or Firefox.