1. Introduction

The Enrollment Calculation Tool (ECT) assists the provider in determining enrollment as a full-time equivalency (FTE) for individual children, individual classrooms, and the provider as a whole. Providers are required to complete the ECT when applying for Keystone STARS grants and awards. As the ECT also assists the Office of Child Development and Early Learning (OCDEL) in identifying the number of children impacted by the continuous quality improvement efforts of STARS participating providers, it may be requested of programs at other times as well.

Calculating the FTE also helps the provider in making budget projections, creating schedules, and maintaining the provider’s enrollment. For providers eligible for STARS Financial Grants and Awards, this tool will assist in determining the size of the provider’s Award.

The ability to complete, edit, and submit an ECT online through Provider Self-Service (PSS) was made available in February 2020. This tip sheet provides information and guidance on submitting an ECT online.

Note that clicking on or hovering over a quick tip icon (()) next to an item will provide valuable information about that item.
2. **Enrollment Calculation Tool – Get Started**

![Figure 1. Provider Self-Service Home Page](image)

From the **Provider Self-Service Home** page, click the plus ( + ) sign beside Keystone STARS to expand the box. Next, click on the expanded text to get to the **Keystone STARS Home** page. After clicking on the Keystone STARS text, the **Keystone STARS Home** page will display.
Figure 2. Keystone STARS Home Page – Collapsed View

Locations for the selected provider are shown here. Up to five locations can be viewed at one time. This list is sorted by Location Name. Locations that are inactive in Keystone STARS will appear at the bottom of the list.

Move to the next or previous page of locations here or jump pages by clicking GO.

Click VIEW after selecting the desired locations.
Click the text beside any + sign to expand that section or drawer.

Results can be sorted by: Request ID, Submission Date, Location Name, Status, Grant Type (for Grants only), Area of Service (for Coaching Requests only), or Submitted By.

Time periods in the dropdown menu are fiscal years (e.g., FY 2017-2018, FY 2018-2019, FY 2019-2020).

A number appearing in this area indicates that there is an item under that subject area that needs the provider’s attention.

Expand the Classroom Information section and click **CREATE ECT**. The **Enrollment Calculation Tool: Get Started** page displays.
**Figure 4. Enrollment Calculation Tool: Get Started Page**

1. Select a location.
2. Enter a seven-day time frame within the current fiscal year. Do not enter a week in summer as it may have inflated enrollments.
3. Click **GET STARTED** to continue to the **Enrollment Calculation Tool** page.
3. **Enrollment Calculation Tool**

Figure 5. Enrollment Calculation Tool (ECT)

1. Location information including Location Name, Fiscal year, and seven-day Time Frame appear here.

2. Click here to add classroom information and the form expands below to show the **Classroom Details** section.

3. Enter classroom details (Classroom Name, Lead Teacher, and Curriculum are required) and click **SAVE**.

4. Click here to return to the **Keystone STARS Home** page.
To edit classroom details, select the classroom, click **EDIT CLASSROOM**, and the form expands below.

Edit the Classroom Details, as appropriate, and click **SAVE**.

To add a child or children, click **ADD CHILD** and the Child Details Screen displays.

Child details will display here after entering a child through the **ADD CHILD** modal.

Note that multiple classrooms can be included in an ECT.
4. Enrollment Calculation Tool - Child Details

Figure 7. Child Details Page

1. Enter child’s name and care level. First name, last name, and care level are required.

2. Click here to see details on how the system calculates the Full Time Equivalent (FTE) values.

3. Enter the number of full days and half days per week under each funding source.
4. The system calculates the child’s FTE value.

5. Click **CANCEL** to return to the Enrollment Calculation Tool page without saving, or click **SAVE AND CLOSE** when you are done entering children, or click **SAVE AND ADD ANOTHER** to save the child’s information and add another child.
5. Enrollment Calculation Tool - Full Time Equivalency (FTE) Values

The Full Time Equivalency (FTE) Values table displays when the here hyperlink on the Child Details page is clicked. The table shows the equation used by the system to determine the FTE for a child as the information is entered on the Child Details page.

Figure 8. Full Time Equivalency Values

Click CLOSE to return to the Child Details page.
6. Enrollment Calculation Tool – Manage Documents

Providers can upload supporting documents to accompany their ECT submission.

Figure 9. Bottom of Enrollment Calculation Tool Page

ECT - Classroom Information

Please populate each classroom using your location’s enrollment records by clicking on the classroom you would like to update and selecting EDIT CLASSROOM. Please add additional classrooms as needed for your location.

The summary table below will auto-populate as you save classroom information for each classroom. Once you have saved all your classroom information, please submit the document to the ELRC for review.

| Select | Classroom Name | Lead Teacher | Child Care Private Pay Only | Child Care Works (Includes children in CCW & EI) | Child Care Private Pay with Early Intervention (EI) | Early Head Start/Child Care | PA Pre-K counts | Head Start | Other | Total |
|--------|----------------|--------------|-----------------------------|--------------------------------------------------|--------------------------------------------------|-----------------------------|-----------------|------------|-------|-------|-------|
| school age | bobbi | 0.5 | 0.4 | 0 | 0 | 0 | 0 | 0 | 0.9 |
| Total FTE | 0.5 | 0.4 | 0 | 0 | 0 | 0 | 0 | 0.9 |

Note: Table will auto-populate once classroom information is saved

On the Enrollment Calculation Tool page, click UPLOAD SUPPORTING DOCUMENTATION to access the Manage Documents page.
Figure 10. Manage Documents Page

Manage Documents

If requested by your ELC to provide additional classroom documentation, use this document uploader to provide attendance records (Private Pay, Subsidy, Early Intervention, other sources) for the timeframe specified in your classroom information.

Instructions to Manage Documents:

1. Select the document type from the dropdown.
2. Click the ADD DOCUMENT button and a new window will appear.
3. Select the correct file folder on your desktop/laptop and attach the desired document.
4. To add additional documents, select the document type from the dropdown and select the ADD DOCUMENT button. Please see file formats and size restrictions below.
5. If you wish to delete a file, click the trash can icon next to the file.
6. Once you are done, click the SAVE button.

File Formats Accepted: JPEG, BMP, PNG, Excel (.xlsx), Word (.docx), and PDF. Maximum File Size: 10 MB.

Note: Microsoft Word and Excel files with a .doc or .xls extension cannot be uploaded. In order to convert these files to compatible formats, ensure that while saving the document on your desktop, the 'Save as type' is either .docx or .xlsx. Additionally, files may also be converted to PDF by selecting PDF(*) .pdf) from the 'Save as type' dropdown list. Make sure the File Name does not contain any periods.

<table>
<thead>
<tr>
<th>Document Type</th>
<th>File Name</th>
<th>Date Uploaded</th>
<th>Uploaded By</th>
<th>Size</th>
</tr>
</thead>
<tbody>
<tr>
<td>ELRC Requested</td>
<td>WOOG02_1ST TEAC_Users_delet</td>
<td>09/24/2019</td>
<td>b-urlprov</td>
<td>0.01 MB</td>
</tr>
</tbody>
</table>

1. Select the document type from the dropdown menu. Available document types for the ECT are Attendance Record and ELRC Requested. Note that documents to be uploaded can not be encrypted or password protected.

2. Click ADD DOCUMENT to open File Explorer and select a document.

3. Click SAVE when you are done adding documents.

4. Click the trash can icon (Recycle Bin) at the end of a document row to delete that document.
7. **Enrollment Calculation Tool – Populate from Previous Online Submissions**

PSS allows a user to populate the classroom information on a new ECT from a previously submitted ECT if that ECT was submitted online. This functionality is not available for providers who do not have a previously submitted ECT that was submitted online.

**Figure 11. Populate from Previous Online Submissions Checkbox**

On the **Enrollment Calculation Tool (ECT)** page, click the **Populate from Previous Online Submissions** checkbox to copy high-level classroom information (e.g., classroom name, lead teacher, curriculum, etc., but no child information) for the location from a **previous online submission** to carry forward into the current ECT. This checkbox and text will not appear if the location does not have a previous online submission.
Select the fiscal year from the dropdown menu and click GO. The available classroom information will display below.

Select the classroom(s) to copy.

After you have made your selections, click SAVE. The classroom information will populate the new ECT.
8. Enrollment Calculation Tool – E-Signature Authorization for Submission

Figure 13. Bottom of Enrollment Calculation Tool Page

ECT - Classroom Information

Please populate each classroom using your location's enrollment records by clicking on the classroom you would like to update and selecting EDIT CLASSROOM. Please add additional classrooms as needed for your location.

The summary table below will auto-populate as you save classroom information for each classroom. Once you have saved all your classroom information, please submit the document to the ELRC for review.

<table>
<thead>
<tr>
<th>Select</th>
<th>Classroom home</th>
<th>Lead Teacher</th>
<th>Child Care Private Pay Only</th>
<th>Child Care Works (includes children in CCW &amp; EI)</th>
<th>Child Care Private Pay with Early Intervention (EI)</th>
<th>Early Head Start/Child Care</th>
<th>PA Pre-K counts</th>
<th>Head Start</th>
<th>Other</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>school age</td>
<td>bobbi</td>
<td>0.5</td>
<td>0.4</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0.9</td>
</tr>
<tr>
<td></td>
<td>Total FTE</td>
<td></td>
<td>0.5</td>
<td>0.4</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0.9</td>
</tr>
</tbody>
</table>

Note: Table will auto-populate once classroom information is saved

After entering/editing classroom and/or child information, click SUBMIT TO ELRC on the bottom of the Enrollment Calculation Tool page to get to the E-Signature Authorization page.
Figure 14. E-Signature Authorization for Submission Screen

E-Signature Authorization for Submission

By providing my E-Signature, I certify that, as of the date below, this provider/legal entity does not owe the Commonwealth and/or Federal government liabilities, including tax liabilities, is not under debarment, and is not under investigation by a Federal or State Agency. Failure to notify the Early Learning Resource Center (ELRC) and/or OCDEL Staff of the events above will result in suspension from Keystone STARS. I also certify that all classrooms where child care children are enrolled meet DHS compliance at all times, regardless of affiliation with other organizations, such as PA Department of Education and Head Start.

☐ I hereby declare that the information given in this request is true to the best of my knowledge. (required)

The checkbox above must be selected in order to answer the Security Question.

Security Question (required)

What is the last name of your first-grade teacher?

Please provide any additional comments you would like to include with your submission below. Once you click SUBMIT, your information will be transmitted to Early Learning Resource Center for Region 1 for review.

3500 Characters Remaining

1. Check the declaration checkbox to verify the information.
2. Answer the security question with the response selected when setting up the account.
3. Provide additional comments, if desired.
4. Click SUBMIT to submit the ECT.
After the provider submits the ECT through PSS, the ECT is sent to the Grants Inbox in the Keys to Quality (KTQ) system, where it will be retrieved, reviewed, and acted on (e.g., approved, returned, disapproved, etc.) by the provider's Quality Coach at its Early Learning Resource Center (ELRC). The provider can track this request through the Enrollment Calculation Tool section of the Keystone STARS Home page.

**Figure 15. ECT Status Information**

This is the ECT number assigned to the ECT. Click to the ECT number to view more details about the ECT.

The status of the ECT is shown here. ECT statuses include the following:

<table>
<thead>
<tr>
<th>Status</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>In Progress</td>
<td>The ECT is currently in progress and has not been submitted to the ELRC.</td>
</tr>
<tr>
<td>Under Review</td>
<td>The ECT has been submitted and is being reviewed by the ELRC.</td>
</tr>
<tr>
<td>Withdrawn</td>
<td>The ECT has been withdrawn by the provider, prior to its approval.</td>
</tr>
<tr>
<td>Approved</td>
<td>The ECT has been approved by the ELRC.</td>
</tr>
<tr>
<td>Returned</td>
<td>The ECT has been reviewed by the ELRC and returned to the provider to make updates and re-submit.</td>
</tr>
<tr>
<td>Disapproved</td>
<td>The ECT was declined by the ELRC.</td>
</tr>
</tbody>
</table>
10. **Email Notifications**

Below is a list of PSS email notifications that may be received by a location regarding its ECT.

**Figure 16. ECT Email notifications**

<table>
<thead>
<tr>
<th>Trigger</th>
<th>Notification Text</th>
<th>Notification Mechanism</th>
<th>Audience</th>
<th>Clearing Condition</th>
</tr>
</thead>
<tbody>
<tr>
<td>ECT has been approved by ELRC</td>
<td>Your Enrollment Calculation Tool for &lt;Provider Location Name&gt; has been approved.</td>
<td>Email</td>
<td>PSS – Manage Keystone STARS Requests</td>
<td>N/A</td>
</tr>
<tr>
<td>ECT has been returned by ELRC</td>
<td>Your Enrollment Calculation Tool for &lt;Provider Location Name&gt; has been returned. More action is required if you would like to continue with this update to your Enrollment Calculation Tool. Details about why this as returned can be found by viewing your Enrollment Calculation Tool in PSS. Please contact your Quality Coach if you have questions.</td>
<td>Email</td>
<td>PSS – Manage Keystone STARS Requests</td>
<td>N/A</td>
</tr>
<tr>
<td>ECT has been disapproved by ELRC</td>
<td>Your Enrollment Calculation Tool for &lt;Provider Location Name&gt; has been disapproved. Details about why this was disapproved can be found by viewing your ECT in PSS. Please contact your Quality Coach if you have questions.</td>
<td>Email</td>
<td>PSS – Manage Keystone STARS Requests</td>
<td>N/A</td>
</tr>
</tbody>
</table>