


### 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.

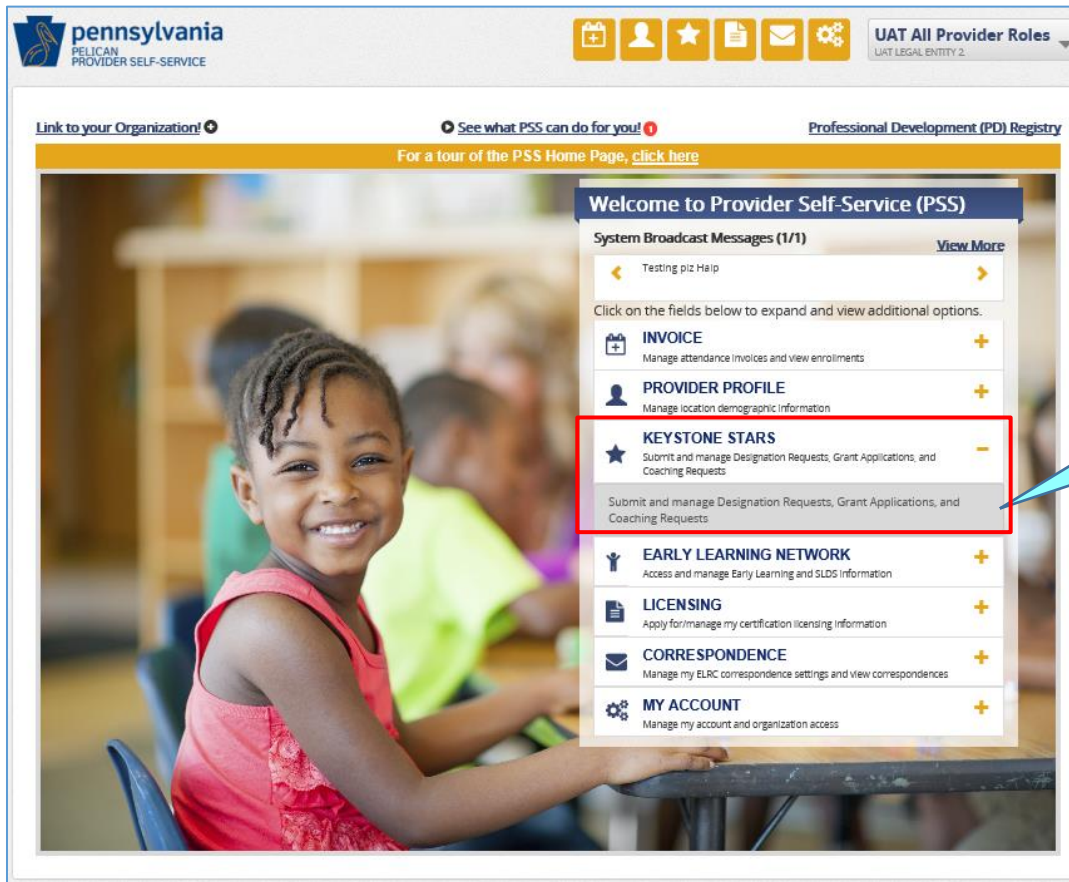
Calculating the FTE also helps the provider in making budget projections, creating schedules, and maintaining the provider's enrollment. For providers eligible for STARS Financial Grants and Awards, this tool will assist in determining the size of the provider's Award.

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



- 1 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**

Home > Keystone STARS Home

### Keystone STARS Home Page

For a tour of the Keystone STARS Home Page, [click here](#).

Welcome to the Keystone STARS Home Page! Here you have access to create and manage Designation Requests, Enrollment Calculation Tools, Grant Applications, and Coaching Requests. Budget Revisions and Final Expense Reports can be managed by clicking on the tile for an existing, approved Grant Application. For information on how to contact your ELRC or Quality Coach, click on the Contact Us link in the footer below.

#### My Locations

View	MPI ID	Location Name	Address	STAR Rating	Designation Expiration Date	Quality Coach	Keystone STARS Participation
<input checked="" type="checkbox"/>	300546720-0011	Uat Grant Location 11	5 May Way, Springtown, Pa, 16501	★★★★★	09/17/2020	t-rkspecsc t-rkspecsc	Active
<input checked="" type="checkbox"/>	300546720-0013	Uat Grant Location 13	7 July Dr, Summertown, Pa, 16501	★★★	09/17/2020	t-rkspecsc t-rkspecsc	Active
<input checked="" type="checkbox"/>	300546720-0014	Uat Grant Location 14	8 August Ln, Summertown, Pa, 16501	★★★★	09/17/2020	t-rkspecsc t-rkspecsc	Active
<input checked="" type="checkbox"/>	300546720-0015	Uat Grant Location 15	9 September St, Autumntown, Pa, 16501	★★★	09/17/2020	t-rkspecsc t-rkspecsc	Active
<input checked="" type="checkbox"/>	300546720-0016	Uat Grant Location 16	10 October Oval, Autumntown, Pa, 16501	★★★	09/17/2020	t-rkspecsc t-rkspecsc	Active

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VIEW

+ Designation Requests Sort By: Request ID Time Period: FY 2019-2020

+ Classroom Information Sort By: Request ID Time Period: FY 2019-2020

+ Grants Sort By: Request ID Time Period: FY 2019-2020

+ Coaching Request Sort By: Request ID Time Period: FY 2019-2020

- 1 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.
- 2 Move to the next or previous page of locations here or jump pages by clicking **GO**.
- 3 Click **VIEW** after selecting the desired locations.

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- 4 Click the text beside any + sign to expand that section or drawer.
- 5 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.
- 6 Time periods in the dropdown menu are fiscal years (e.g., FY 2017-2018, FY 2018-2019, FY 2019-2020).
- 7 A number appearing in this area indicates that there is an item under that subject area that needs the provider's attention.

Figure 3. Classroom Information – Expanded View

The screenshot shows the Keystone STARS Home Page. At the top is a navigation bar with links for HOME, INVOICE, CORRESPONDENCE, KEYSTONE STARS, MY ACCOUNT, PROVIDER PROFILE, LICENSING, and HELP. Below the navigation bar is the page title 'Keystone STARS Home Page' and a welcome message. The 'My Locations' section contains a table with columns: View, MPI ID, Location Name, Address, STAR Rating, Designation Expiration Date, Quality Coach, and Keystone STARS Participation. The table lists six locations with their respective details. Below the table is a pagination control showing 'Next Page 1 of 4 Go' and a 'VIEW' button. The 'Classroom Information' section is expanded, showing a 'Sort By' dropdown set to 'Request ID' and a 'Time Period' dropdown set to 'FY 2019-2020'. A large blue button with a white icon and the text 'CREATE ECT' is visible in the expanded section.

View	MPI ID	Location Name	Address	STAR Rating	Designation Expiration Date	Quality Coach	Keystone STARS Participation
<input checked="" type="checkbox"/>	300546720-0011	Uat Grant Location 11	5 May Way, Springtown, Pa, 16501	★★★★★	09/17/2020	t-rispecsc t-rispecsc	Active
<input checked="" type="checkbox"/>	300546720-0013	Uat Grant Location 13	7 July Dr, Summertown, Pa, 16501	★★★	09/17/2020	t-rispecsc t-rispecsc	Active
<input checked="" type="checkbox"/>	300546720-0014	Uat Grant Location 14	8 August Ln, Summertown, Pa, 16501	★★★	09/17/2020	t-rispecsc t-rispecsc	Active
<input checked="" type="checkbox"/>	300546720-0015	Uat Grant Location 15	9 September St, Autumn town, Pa, 16501	★★★	09/17/2020	t-rispecsc t-rispecsc	Active
<input checked="" type="checkbox"/>	300546720-0016	Uat Grant Location 16	10 October Oval, Autumn town, Pa, 16501	★★★	09/17/2020	t-rispecsc t-rispecsc	Active

- 8 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

**Enrollment Calculation Tool: Get Started** [Resources](#) [FAQs](#) [Contact Us](#)

For a tour of the Enrollment Calculation Tool (ECT) process, [click here](#).

Please select your location from the list below and click GET STARTED to submit an Enrollment Calculation Tool (ECT) online.

**Current Locations**

Below is a list of all locations associated with your organization. If you do not see your location listed below, please contact the [PELICAN Help Desk](#).

Select	MPI ID	Location Name	Address	Provider Type	STAR Rating
<input type="radio"/>	300546720-0011	UAT GRANT LOCATION 11	5 MAY WAY SPRINGTOWN PA 16501	Family Child Care Home	★★★★★
<input type="radio"/>	300546720-0013	UAT GRANT LOCATION 13	7 JULY DR SUMMERTOWN PA 16501	Child Care Center	★★★
<input type="radio"/>	300546720-0014	UAT GRANT LOCATION 14	8 AUGUST LN SUMMERTOWN PA 16501	Family Child Care Home	★★★★★
<input type="radio"/>	300546720-0015	UAT GRANT LOCATION 15	9 SEPTEMBER ST AUTUMNTOWN PA 16501	Group Child Care Home	★★★
<input type="radio"/>	300546720-0016	UAT GRANT LOCATION 16	10 OCTOBER OVAL AUTUMNTOWN PA 16501	Child Care Center	★★★

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Fiscal Year  
07/01/2019 - 04/30/2020

Which time frame is this ECT for? (required)

**CANCEL** **GET STARTED**

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)**

The screenshot shows the Enrollment Calculation Tool (ECT) interface. At the top, there is a navigation bar with links for HOME, INVOICE, CORRESPONDENCE, KEYSTONE STARS, MY ACCOUNT, PROVIDER PROFILE, LICENSING, and HELP. The main heading is "Enrollment Calculation Tool (ECT)". Below this, there is a brief description of the tool's purpose. A red box labeled "1" highlights the "Location Information" section, which includes fields for "Location Name" (UAT LOCATION 6), "Fiscal Year" (07/01/2019 - 04/30/2020), and "Time Frame (required)" (09/08/2019 to 09/14/2019). Below this is the "ECT - Classroom Information" section, which includes instructions and a summary table. A red box labeled "2" highlights the "ADD CLASSROOM" button. Below the table is the "Classroom Details" form, which includes fields for "Classroom Name (required)", "Lead Teacher (required)", "Curriculum (required)", and "Assistant Teacher(s)". A red box labeled "3" highlights the "SAVE" button. At the bottom left, a red box labeled "4" highlights the "KEYSTONE STARS HOME" button.

- 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.

**Figure 6. ECT Classroom Information**

**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
<input type="radio"/>	Little Kidders	Natalie Johnson	0	0	0	0	0	0	0	0
	<b>Total FTE</b>		<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>

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

**Classroom Details**

Classroom Name (required)  Lead Teacher (required)

Curriculum (required)  Assistant Teacher(s)

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Child Name      Care Level      Funding Source(s)      Days Enrolled      Full vs Part Day      Calculated FTE

No Data Found

- 1 To edit classroom details, select the classroom, click **EDIT CLASSROOM**, and the form expands below.
- 2 Edit the Classroom Details, as appropriate, and click **SAVE**.
- 3 To add a child or children, click **ADD CHILD** and the **Child Details Screen** displays.
- 4 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**

**Child Details**

First Name: (required) Middle Initial Last Name: (required)

Care Level: (required) SELECT

**Funding Source(s) (required)**

Please provide the number of days the child is enrolled for each funding source. The calculated FTE will auto-populate once days enrolled are entered.  
Do not include summer-only children (or inflated summer enrollment) as part of your enrollment numbers.  
[here](#) to see more details on how FTE is calculated below.

Funding Source	Days Enrolled	Full Day vs Part Day	Calculated FTE
Child Care Private Pay Only	<input type="text"/> <input type="text"/>	Full Day Part Day	0.0 0.0
Child Care Works (includes children in CCW & EI)	<input type="text"/> <input type="text"/>	Full Day Part Day	0.0 0.0
Child Care Private Pay with Early Intervention (EI)	<input type="text"/> <input type="text"/>	Full Day Part Day	0.0 0.0
Early Head Start/Child Care	<input type="text"/> <input type="text"/>	Full Day Part Day	0.0 0.0
PA Pre-K Counts	<input type="text"/> <input type="text"/>	Full Day Part Day	0.0 0.0
Head Start	<input type="text"/> <input type="text"/>	Full Day Part Day	0.0 0.0
Other	<input type="text"/> <input type="text"/>	Full Day Part Day	0.0 0.0
			<b>Total FTE: 0.0</b>

**CANCEL** **SAVE AND CLOSE** **SAVE AND ADD ANOTHER**

- 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.



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- 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**

**Full Time Equivalency (FTE) Values**

Full Time Equivalency (FTE) is automatically calculated based on the number of days a child is enrolled in a program, and whether they attend full day or part day.

Full Day is considered five or more total hours a day. Part Day is less than five total hours a day. The table below provides details on how FTE is automatically calculated.

# of Days Child Is Enrolled	Full Day or Part Day Funding	FTE Value
5	Full Day	1.0
4	Full Day	0.8
3	Full Day	0.6
2	Full Day	0.4
1	Full Day	0.2
5	Part Day	0.5
4	Part Day	0.4
3	Part Day	0.3
2	Part Day	0.2
1	Part Day	0.1

**CLOSE**

1

1

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
Note: Table will auto-populate once classroom information is saved										
<input checked="" type="radio"/>	school age	bobbi	0.5	0.4	0	0	0	0	0	0.9
		<b>Total FTE</b>	<b>0.5</b>	<b>0.4</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0.9</b>

[+ ADD CLASSROOM](#) [✎ EDIT CLASSROOM](#) [🗑 DELETE CLASSROOM](#)

[KEYSTONE STARS HOME](#) [UPLOAD SUPPORTING DOCUMENTATION](#) [SAVE AND QUIT](#) [SUBMIT TO ELRC](#)

- 1 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 ELRC 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.


Document Type	File Name	Date Uploaded	Uploaded By	Size	
ELRC Requested	<a href="#">WO2036 UAT Test Users deloitte</a>	09/24/2019	b-uallprovid	0.01 MB	

1

2 **ADD DOCUMENT**

3 **SAVE**

4 

- 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 () 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

The screenshot shows the 'Enrollment Calculation Tool (ECT)' page. At the top, there is a navigation bar with links for HOME, INVOICE, CORRESPONDENCE, KEYSTONE STARS, MY ACCOUNT, PROVIDER PROFILE, LICENSING, and HELP. Below the navigation bar, the page title is 'Enrollment Calculation Tool (ECT)'. The main content area is divided into sections: 'Location Information' and 'ECT - Classroom Information'. In the 'Location Information' section, there are fields for 'Location Name' (ABC LEARNING CTR), 'Fiscal Year' (07/01/2019 - 04/30/2020), and 'Time Frame' (09/08/2019 - 09/14/2019). In the 'ECT - Classroom Information' section, there is a checkbox labeled 'POPULATE FROM PREVIOUS SUBMISSIONS' which is highlighted with a red box. A callout bubble with the number '1' points to this checkbox. Below the checkbox is a table with columns: 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, and Total. The table is currently empty. At the bottom of the page, there is a 'KEYSTONE STARS HOME' button.

1

- 1 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.

**Figure 12. Populate from Previous Online Submissions Screen**

The screenshot shows a web interface titled "Populate from Previous Online Submissions". It is divided into two steps:

**STEP 1:**  
Please select the fiscal year from which you would like to pull information:  
Fiscal Year: [07/01/2019 - 04/30/2020] **GO**

**STEP 2:**  
Please select the approved classroom(s) you would like to populate from:

Select	Classroom Name	Lead Teacher	Curriculum	Number of Students	Time Frame
<input checked="" type="checkbox"/>	Session C	Cathy Capricorn	Investigators Club	1	12/01/2019-12/07/2019
<input checked="" type="checkbox"/>	Session F	Robert Sheerin	Creative Curriculum	2	12/01/2019-12/07/2019

At the bottom of the screen are two buttons: **CANCEL** and **SAVE**.

Callout 1 points to the "GO" button. Callout 2 points to the "Select" column of the table. Callout 3 points to the "SAVE" button.

- 1 Select the fiscal year from the dropdown menu and click **GO**. The available classroom information will display below.
- 2 Select the classroom(s) to copy.
- 3 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.**

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
Note: Table will auto-populate once classroom information is saved										
<input checked="" type="radio"/>	school age	bobbi	0.5	0.4	0	0	0	0	0	0.9
		<b>Total FTE</b>	<b>0.5</b>	<b>0.4</b>	<b>0</b>	<b>0</b>			<b>0</b>	<b>0.9</b>

[+ ADD CLASSROOM](#)   
 [✎ EDIT CLASSROOM](#)   
 [🗑 DELETE CLASSROOM](#)

[KEYSTONE STARS HOME](#)   
 [UPLOAD SUPPORTING DOCUMENTATION](#)   
 [SAVE AND QUIT](#)   
 [SUBMIT TO ELRC](#)

**1** 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

**CANCEL** **SUBMIT**

The screenshot shows a form titled "E-Signature Authorization for Submission". It contains a paragraph of text, a declaration checkbox, a security question, a text input field for the security question, a large text area for additional comments, and two buttons: "CANCEL" and "SUBMIT". Four numbered callouts are present: 1 points to the declaration checkbox, 2 points to the security question input field, 3 points to the additional comments text area, and 4 points to the SUBMIT button.

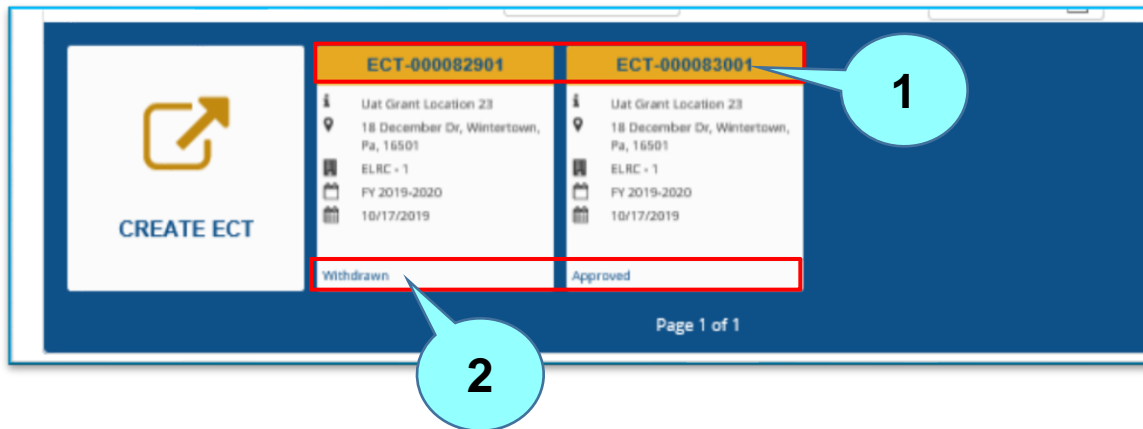
- 1 Check the declaration checkbox to verify the information.
- 2 Answer the security question with the response selected when setting up the account.
- 3 Provide additional comments, if desired.
- 4 Click **SUBMIT** to submit the ECT.



### 9. NEXT STEPS

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**



- 1 This is the ECT number assigned to the ECT. Click to the **ECT number** to view more details about the ECT.
- 2 The status of the ECT is shown here. ECT statuses include the following:

Status	Description
In Progress	The ECT is currently in progress and has not been submitted to the ELRC.
Under Review	The ECT has been submitted and is being reviewed by the ELRC.
Withdrawn	The ECT has been withdrawn by the provider, prior to its approval.
Approved	The ECT has been approved by the ELRC.
Returned	The ECT has been reviewed by the ELRC and returned to the provider to make updates and re-submit.
Disapproved	The ECT was declined by the ELRC.

**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**

Trigger	Notification Text	Notification Mechanism	Audience	Clearing Condition
ECT has been approved by ELRC	Your Enrollment Calculation Tool for <Provider Location Name> has been approved.	Email	PSS – Manage Keystone STARS Requests	N/A
ECT has been returned by ELRC	Your Enrollment Calculation Tool for <Provider Location Name> 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.	Email	PSS – Manage Keystone STARS Requests	N/A
ECT has been disapproved by ELRC	Your Enrollment Calculation Tool for <Provider Location Name> 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.	Email	PSS – Manage Keystone STARS Requests	N/A