ELPFP Provider Application Guide

OVERVIEW

The ELPFP uses a web-based system known as the ELPFP System where providers apply for participation and submit evidence of completion for the required contract deliverables. In addition to the ELPFP System, the WELS system is used to store CLASS observation data, select classrooms for use in the composite CLASS score and calculate the composite score with input from the ELC. During the application phase, providers login to the ELPFP System or register for a new account to access the application screens.

Providers submit applications through the ELPFP System application portal during the open application period. Providers are required to login to the ELPFP System or register for a new account to access the application screens. The provider application period opens and closes per the dates announced in the ELPFP invitation notification.

INITIAL ELPFP PROVIDER ELIGIBILITY REQUIREMENTS

To qualify for ELPFP participation, providers must meet the following requirements:

• At least 10% of enrollment must be in the School Readiness Program at the time of application unless granted an override by the ELC.
• Have an executed SR contract on or before November 1 of the year prior to the year of ELPFP application and have received consecutive payments under that contract between November and February unless waived by the ELC in accordance with this guidance (see OEL 420.01 ATTACHMENT 2.)
• All directors and instructors at their program/center in birth-through-kindergarten entry aged classrooms must agree to participate in this project.

PROVIDER APPLICATIONS – INSTRUCTIONS FOR THE PROVIDER

Applicant Responsibilities

Providers apply by completing an online application during the application period each year. By completing the application, providers give consent to a CLASS observation for each participating classroom by coalition staff and/or third party contractors. The applying provider must supply the provider’s contact information, create a Classroom List of all birth-through-kindergarten entry aged classrooms, add an Instructor/Director roster, and assign each instructor to a classroom.

During the application phase, providers login to the ELPFP System or register for a new account to access the application screens.

Providers with an ELPFP ID and password login to the ELPFP System with their existing credentials.
Provider Registration

First time applicants must register to get a user ID and establish a password. New applicants may need their SR attendance roster to complete this section.

Providers are required to enter the name of their Early Learning Coalition, county, last four digits of provider ID, provider extension, and five-digit ZIP code from their SR attendance roster:

![Register Form](image-url)
If the information entered by the provider matches the information retrieved from the EFS system (the data in the ELPFP System uses EFS information), the provider is directed to create a password and given their assigned ELPFP ID. If the information entered by the provider does not match the information retrieved from the EFS system, the provider may contact OEL at performancefunding@oel.myflorida.com for assistance.

Prequalifying Questions

After providers register and receive their login credentials they answer prequalifying questions to determine if they are eligible to participate in the project.

In order to qualify for ELPFP participation, childcare providers applying in the ELPFP System to participate in ELPFP are required to:

- Enter the total enrollment of children from all funding sources as of the date of application.
- Enter the number of SR children enrolled in the center.
- Answer “yes” in the online application if all the directors and instructors agree to participate.
- Answer “yes” in the online application if they had an executed SR contract on or before November 1 of the year prior to the year of application and received consecutive payments under that contract between November and February.
- The system calculates if the percent of SR children is 10% or more based on the answers given regarding enrollment. The ELPFP System screens out any providers who have less than 10% SR enrollment or answer “no” to any of the pre-qualifying questions. **Note: Providers cannot change information in their application once they click “Submit”**.
If the prequalifying question requirements are met, the provider receives an electronic message that it appears eligible and the rest of the application is accessible by clicking the “Next” button.

If the prequalifying questions indicate the requirements are not met, the provider will receive an electronic message that they are not eligible to participate and are directed to contact their ELC if they have questions or if they need to request an eligibility override. Eligibility overrides may be granted by the ELC in the event a provider supplied incorrect information in the prequalification questions section.
Acknowledgment

Eligible providers begin the application process by completing the Acknowledgement Section. Portions of the application are prepopulated for past participants. Providers may edit the information as necessary.

The provider enters the name, role and email address of the person submitting the application. By submitting the acknowledgement page, the provider gives permission for the ELC or contracted party to conduct CLASS observations if necessary for the determination of the composite CLASS score.
Provider Profile

The next step in the application process is to complete the Provider Profile. Providers enter a contact name, phone number, and email address for project management purposes and answer if they are a license-exempt provider, currently Gold Seal, have an Accrediting Association, participate in a Quality Rating and Improvement System, and if applicable, select the online child assessment used by the provider.

The system prepopulates the field for “located in poverty tract.” Poverty tract information is supplied by the US Census Bureau. A provider’s latitude and longitude is determined using the provider’s physical address as reported in EFS. The provider’s coordinates are used to determine the census tract, the total number of children under the age of 6, the total number of children under the age of 6 in poverty and the percent under 6 in poverty (poverty is below 150% of FPL). If 40% or more of children under 6 are in poverty, the provider is determined to be in a high poverty tract.
Application Form

The next step is completing the Application Form. Providers enter information about the current enrollment at their program/center including the capacity, total number of children enrolled, the number of children birth-through-kindergarten entry, and the number of School Readiness children birth-through kindergarten entry-five.

![Application Form](image-url)

Instructor/Director Roster

Providers applying to participate in ELPFP must complete the Instructor/Director roster module in the ELPFP System as part of their application.

The Instructor/Director Roster is pre-populated for prior ELPFP participants. Applicants verify the information and edit as needed. If the instructor/director is still on the roster, the applicant selects yes. If the person is no longer employed with the provider, the provider selects no and the roster is updated.
If the provider has new instructors, they add them by entering their first and last name on the next screen.

Applicants click next and edit the Instructor/Director details for any instructors/directors who were carried over from the prior year.
Applicants scroll through each instructors’/directors’ section and updates as necessary. The instructor/director details for any newly added instructors/directors appear at the end of the list of prior participants.

First time applicants click on the “Add New Instructor/Director” button.

A provider must indicate the person who has the role of director by clicking “Director” on the Instructor/Director Roster form in the ELPFP System.
The provider completes the “Add Instructor/Director” screen for each instructor/director of each birth-through-five-year-old to kindergarten entry aged classroom except substitutes, part timers and instructors who float between classrooms. Substitutes, part time instructors, and instructors who float between classrooms are not eligible to participate in the ELPFP and should not be included in the Instructor/Director Roster. They may voluntarily participate in training if the coalition has capacity in the available trainings.

**Classroom List**

Providers applying to participate in ELPFP must complete the Classroom List module in the ELPFP System as part of their application. Providers should exercise caution when entering Classroom Lists to ensure accurate information is supplied as this list is used to determine classrooms selected for inclusion in the CLASS composite scores. The provider cannot edit the Classroom List or add new classrooms to the application after submitting its application in the system. The ELPFP System prompts the provider multiple times during the application process to supply the correct classroom list. **Classrooms established after the composite score is generated must be added to the ELPFP system by providers selected to participate when the system reopens for roster finalization. The system opens and closes at prescribed times for roster finalization, strategy assignment and deliverable submissions.**

The Classroom List prepopulates for any 17-18 ELPFP participants. The provider must indicate yes or no to identify the classrooms that are participating in 18-19 ELPFP.

Providers are required to add any classrooms not on the list at this time. The provider completes the Add New Classroom section by adding each birth-through-kindergarten entry classroom to the Classroom List by clicking next and entering the classroom data.
The provider completes the “Add Classroom” screen for each birth-through kindergarten entry classroom. If a provider has a morning and afternoon session where the participating instructor/director instructs both sessions, only one session shall participate in the ELPFP.

The providers must provide a unique name for the room, the active date, select the CLASS Tool that best represents the age of the majority of children in the room as of May 30 and an optional description. Using upper and lower case letters to distinguish rooms does not create a unique name. For example, the TWOS room and the twos room are read the same by the computer and should not be used. A better naming convention to distinguish the rooms is: Twos Room A and Twos Room B.

After the provider adds a classroom, the provider clicks “Add to List” to add another classroom.

Once all classrooms have been added, the provider clicks “Next.”
The following message will display. If all classrooms have been entered, the provider clicks “Yes”. If the provider has not entered all birth-through kindergarten entry classrooms, the provider clicks “No” and is returned to the Add Classroom screen.

If the provider has entered all classrooms and clicks “Yes”, the system advances to the Assignments screen.

### Classroom Assignments

Providers are responsible for assigning instructors to classrooms in the Classroom List during the application process. The provider may assign each participating instructor to one classroom only. The ELPFP System does not allow an instructor to be assigned to more than one classroom. Classrooms may have more than one instructor assigned to them. The director is only assigned to a classroom if they are a primary instructor in the room.

The Assignments page displays the name of each instructor that was added by the provider. The provider will click on the “New Assignment for Instructor Name” button.

Providers select the classroom from the “Select Classroom” dropdown box that the instructor is assigned to and clicks on “Assign.” The provider repeats this process for each instructor and the director if the director works as a primary instructor in a classroom. When finished, the provider clicks “Next.”

The “Confirm and Submit” page is the last opportunity for the provider to review the information entered including enrollment, instructors, classrooms and assignments. If any information is incorrect, the provider
should click on the “Previous” button to return to the screen they want to change. If all information is correct, the provider should click on the “Confirm and Submit” button.

The provider receives one last notice to verify the information is correct and complete. Clicking “Confirm & Submit” locks the application and no further changes can be made.

The provider receives an on-screen confirmation of their application submission and information about reviewing their eligibility and selection status.

**PROVIDER APPLICATIONS – INSTRUCTIONS FOR THE ELC**

**ELC ELPFP System User Roles**

ELCs are assigned login credentials to access the provider application and deliverables required to perform certain functions in the system.
ELC users receive either a reviewer role that allows the granting of eligibility overrides, setting and changing of application statuses, the denial or approval of deliverables, and other administrative functions or a read only role with a read and print function. Each ELC user has their own ELPFP system login and password. The ELPFP System automatically records the date, time and name of any person leaving comments in the system. ELPFP program managers may request additional ELC user accounts by contacting performancefunding@oel.myflorida.com with the user’s name, email address and role assignment, either reviewer or read-only.

When the ELPFP system creates a user account, the system emails the ELC user their login credentials. Any ELC user may request a password reset by emailing performancefunding@oel.myflorida.com and specifying the user name.

**ELC Monitoring of Applications**

**Before the end of the application period, ELCs must:**

1. **Periodically review the list of applicants for any “Screened Out” providers.**
   - From the Applications tab, select “Screened Out” and then click the Apply Filter button.
   - Determine if the provider’s application was correctly screened out, i.e. the provider does not meet the qualifications for participation.
     - The provider does not have a minimum of 10% SR children enrolled.
     - The provider did not receive SR payments from November through February.
     - The provider did not have an executed SR contract as of the prior November.
     - All the providers’ directors and instructors did not agree to participate.
   - If the applicant is confirmed as ineligible, no further action is necessary.
   - If the applicant made an error or was otherwise incorrectly screened out, follow the procedure in the ELC Overrides in ELPFP System During Application Phase for granting an eligibility override.

2. **Review the list of applications with a status of “Not Reviewed” for any errors or omissions.**
   - If errors or omissions are discovered, follow the procedure in the ELC Application Resets in ELPFP System During Application Phase for resetting the provider’s application.
   - If no errors or omissions are found during the review, change the application to one of the available statuses. See ELC Application Status Changes in ELPFP System During Application Phase section below.

**ELC Overrides in ELPFP System During Application Phase**

ELC ELPFP System users with reviewer roles have access to grant eligibility overrides in the event a provider is screened out after answering the prequalification questions. The provider is required to go back and correct the prequalification questions. The provider can navigate to the rest of the application once eligibility is determined.

To override a provider’s “Screened Out” status, the ELC will:

- Log in to the ELPFP System and change the status of the provider.
- From the Applications tab, select “Screened Out” and then click the Apply Filter button.
Click on the name of the provider in need of an override from the list of “screened out” applications. Scroll to the green button on the bottom and click the “Override and Make Eligible” button.

**ELC Application Resets in ELPFP System During Application Phase**

During the application review period, ELC users login and review provider applications for errors and omissions and verify provider qualifications. A submitted application will have either a “Screened Out” or a “Not Reviewed” status. ELC ELPFP System users may reset an application whenever the application window is open to allow providers to correct or add information to their application. Reset applications have a status of “In Progress.” The “In Progress” status means the provider started the application but has not completed the submission process. Providers must resubmit their applications by the application deadline in order to be considered for participation in the project.

Once the provider resubmits the application, the application returns to a “Not Reviewed” status. Once the application is re-submitted, the ELC reviewer may change the provider’s status from “Not Reviewed” to one of the other available statuses. The Application Selection Status section appears at the bottom of the provider application. ELCs may make application resets during the time when the ELPFP System is open. OEL determines the opening and closing dates of the application portal for making corrections.
To reset an application due to errors or omissions:

- Login to the ELPFP system and select the name of the provider from the list of applicants.
- Scroll to the bottom of the provider’s application and click on the Reset Application button.

**ELC Application Status Changes in ELPFP System During Application Phase**

The ELC must update the status of provider applications after reviewing them by selecting either Potentially Eligible, Potentially Eligible – Alternate or Not Selected.

The possible statuses are defined as:

- **Potentially Eligible** – Coalition believes these providers should participate in the program, and would like pre-observations completed. The ELPFP System sends application details about potentially eligible providers directly to WELS to be used during class observations.
- **Potentially Eligible – Alternate** – Coalition believes these providers are eligible to participate in the program, but do not have room for the provider at this time. These providers will serve as backups to providers that were labeled potentially eligible.
- **Not Eligible** – Either the Coalition or the ELPFP System determined the provider was not eligible for participation in the program based on the provider’s application.
- **Not Selected** – Coalition determined that the provider should not participate in the program.

When a provider’s application status is set to “Potentially Eligible” by the ELC in the ELPFP System, the status change from “Not Reviewed” to “Potentially Eligible” triggers a data transfer of the provider’s application information to the WELS system.

For providers who participated in 17-18, the ELPFP system compares certain data elements with the information entered in 18-19 to determine the need for a new pre composite CLASS score. *

- Providers with a significant change in instructors/directors from one project year to the next or who add new care levels are required to have a new composite CLASS score determination and will be flagged by the ELPFP system.
• If a flagged site has useable post CLASS observations, those observations will be used and additional classroom observations will be incorporated into the composite.
• *17-18 participants only.

**Provider Composite CLASS Scores in WELS**

An annual data transfer from the Florida Department of Children and Families (DCF) prepopulates the providers into WELS, but the ELC is responsible for managing the data matching of the classrooms transferred from the ELPFP System, updating instructors in room at time of observation, and maintaining ELPFP data. Each ELC has an administrator account for WELS. WELS Administrators at each ELC may create accounts in WELS for other ELC users and for providers to have access to its CLASS data.

* Error! Not a valid embedded object.*

ELC users should confirm that the data transfer from the ELPFP System occurred correctly and the provider’s application information (instructors and classroom assignments) is viewable in the WELS system. ELC users login to WELS (https://elcsupport.org/login.aspx) to view the provider information for their ELC. Click on a provider’s name from the list and then click on the Rooms tab. Any data that transferred over from the ELPFP System has the date of transfer and “by InfinityRegistry” in the far right column. Classrooms randomly selected to be included in the composite CLASS score for this provider have a selection designation in the Program Support column. Instructors assigned to the listed classrooms have been intentionally blacked out below but are visible in the Teacher column in the ELC view.
The WELS system selects classrooms for use in the composite CLASS score. Classrooms with a valid post CLASS observation are automatically selected to be in the 50% of classrooms per care level (Infant, Toddler, Preschool) required for the composite CLASS score.

- Valid CLASS observations occurred during the final benchmark of the previous ELPFP and have the same instructor teaching the same age level and were conducted using the tool corresponding to the current age of the majority of children in the classroom as indicated in the ELPFP application.
- If the provider’s useable post CLASS observations are less than the required 50% at each care level, WELS randomly selects from the classroom list the classrooms to receive new CLASS observations and be included in the composite CLASS score.
- The valid post CLASS observations are clearly identified in the provider’s Rooms tab contained in WELS and by an external report - the Assessment by Program and Classroom Support Report contained in WELS.

Upon completion of all required CLASS pre observations and corresponding data entry into WELS, the ELC triggers WELS to calculate the composite CLASS score.

- To trigger WELS to calculate the composite CLASS score:
  - Login to WELS and click on the name of the provider that is ready for their composite CLASS score, i.e. all required observations have been conducted and entered into WELS.
  - Go to the QRIS tab and click on “Rate this site.” See the screenshot below for the location of the “Rate this site” button.
- WELS averages the CLASS scores by dimension* and populates the composite score into the ELPFP System. This is the official composite score and is used by the ELC in determining a provider’s participation/reimbursement tier. Each provider contract has a place for the ELC to record the official composite CLASS score as indicated in the ELPFP System.
- Costs for classroom observations conducted in classrooms not selected to be in the composite CLASS score are not reimbursable under the ELPFP. CLASS observations conducted for non ELPFP purposes must have “NON PFP” selected for the phase.

*The Negative Climate (NC) dimension is observed and scored but it is not calculated into the composite CLASS score. Teachstone advises that NC scores can overinflate Emotional Support scores because scores of less than six (6) or seven (7) (inversed) are rarely seen. Classrooms with scores of more than one (1) in Negative Climate should be carefully monitored and Technical Assistance offered as necessary to the provider.
Review the information for accuracy and if correct, click on “Approve.” Clicking on “Approve” sends the composite CLASS score and the associated tier to the ELPFP System. The “Approve” button is found under the “Pending of approval” section seen in the screenshot below.

If a Rating is inadvertently approved, it may be removed by clicking “Remove Rating.” See “Remove Rating” button on right side of screenshot below. Clicking “Remove Rating” will also remove the rating from the ELPFP System.

The ELC user logs back into the ELPFP System and clicks on the Score Review tab.

**Provider Composite CLASS Scores Review in ELPFP**

The screenshot below from the ELPFP System displays the composite score and tier data that transfers from WELS when the ELC approves a rating. The default status is “Pending Review.”
The ELC reviewer clicks on the name of the provider in the list to review the score and update the provider’s selection status. If the ELC has not generated the composite CLASS score in WELS, the provider has a Pending Score status and is not able to be selected from the list of providers.

Provider applications can have the following statuses:

- **Pending Score** – The ELC has not generated a composite score and reimbursement level from WELS.
- **Pending Review** – Scores have been received from WELS and are awaiting coalition review.
- **Reevaluation** – Coalition believes there is an issue with the composite score from WELS and determines that a reevaluation of the score is required within the WELS system.
- **Selected** – Coalition has chosen the provider to participate in the program and plans to enter into a contract with the provider.
- **Not Selected** – Coalition reviewed scores from WELS and determined that the provider should not participate in the program.

If the ELC needs to re-evaluate the composite CLASS score for a provider before making a selection, the ELC reviewer updates the status of the provider to “Needs Reevaluation” and logs back into WELS.

Steps to edit an Existing Composite CLASS Score Using Existing Assessment Data (an existing observation score needs to be edited):

1. Click on the name of the provider in need of a composite CLASS score re-evaluation.
2. Go to the QRIS tab and remove the rating.
3. Go to the Assessment tab and edit the existing observation score.
4. Go to the QRIS tab, rerate and approve the rating to send it to the ELPFP System.

Steps to Creating a Second Composite CLASS Score Using New Assessment Data (a classroom needs to be added to the composite or a new observation score must be utilized):

The ELC must login to WELS and take the following steps to reevaluate the composite CLASS score:

1. Go to the Room tab for the provider.
2. Click on the classrooms in need of a reevaluation.
3. From the Program Support dropdown list, select the selection designation and click the ‘+’ to add it and then click save for each room to be in the second composite.
4. Conduct the second observation and enter the observation data on the Assessment tab.
5. Go to the QRIS tab, rate the site and approve the rating to transfer the new score and tier to the ELPFP System.
6. Technical support questions regarding this process should be directed to WELS Support (support@welsfoundation.org) If you do not see the selection designation option in the program support dropdown list, contact WELS Support.
• The following link demonstrates how to create a second rating:  

**Coalition Changes Default Tier to Actual Tier**

The ELC changes the Tier from the default of five (5) in the ELPFP Provider Selection and Budget Worksheet to the actual Tier before making a final selection of providers. The ELC reviewer reviews the information and changes the provider's status to “Selected” only if the information is correct and the ELC is offering the provider an ELPFP contract for the project for which they are applying.

The ELC must change the status of any providers who are not being offered a contract to “Not Selected.”

See Program Guidance 420.01 Attachment 2 ELPFP Provider Selection and Budget Guide for more information about utilizing the ELPFP Provider Selection and Budget Worksheet.

**SELECTED PROVIDERS**

**ELPFP System Instructions for Selected Providers – Roster Finalization**

Providers have start-up tasks that must be completed within the designated timeframes established by OEL. Providers must add any instructors not included in their application and upload tier specific documentation to assist in determining appropriate strategies for each participant. This task is referred to as “Roster Finalization.” This is the provider’s final opportunity to add/remove instructors and directors before the substantial completion requirement is in effect. To complete these steps the selected provider logs in to the ELPFP system using the same credentials used for completing their application.

To add instructors/directors to the roster, the provider navigates to the section labeled “Add New Instructor/Director” and completes the information.

The provider must upload documentation to verify training certification/credentials already held by instructors/directors for every instructor/director on the Instructor/Director Roster.

Providers are required to upload evidence of completion for any required strategies associated with the tier for which they are qualified.

To upload the required documentation, the provider clicks Edit next to each person’s name in the Instructor/Director Roster. For example, a provider qualifying for Tier 1 or 2 clicks Edit on the name of an instructor and is taken to the Instructor/Director Details and Certifications section. If the individual has completed MMCI, the provider clicks on the MMCI box and then uploads the individual’s MMCI Certificate of Completion.

The system works the same way for Tier 3 and Child Assessment Training. In the screenshot below, the provider clicked Edit next to the name of one of the instructors listed in the roster to be taken to the Certifications upload page. If the person selected has completed child assessment training including testing for reliability*, the provider clicks the box for Child Assessment Training and then clicks on Browse to locate the certificate on their computer. They click the document and then click “Upload.”

*It may be necessary to scan the training certificate with the reliability certificate and upload as one document.
Automatic Assignment of Required Tier Deliverables

The ELPFP system automatically assigns MMCI to participants in tier 1 and 2 who do not upload certificates for those trainings during roster finalization. Please note: the system does not verify what the provider uploads. The ELC must verify and confirm provider uploads prior to executing contracts and assigning strategies. In the screenshot below, four staff uploaded MMCI Certificates of Completion for 20 hours, one person uploaded (2) certificates for ELFL and two people have no evidence of completion uploaded. In this case, the system will automatically assign MMCI to the two people without any certificates uploaded. Strategies for the remaining staff must be assigned (See ELPFP System Instructions for Early Learning Coalitions – Strategy Assignments and Contract Execution section below for information on assigning strategies.)

The ELPFP system automatically assigns Child Assessment training to participants in Tier 3 unless they have uploaded a certificate confirming prior completion of the required training. In the example below, a child assessment training certificate was uploaded for Kontessa. If the certificate uploaded for her is confirmed by
the ELC as meeting the requirement for child assessment training, no deliverables for child assessment training will be assigned by the system since she has already met that requirement. The provider and ELC selects at least one other strategy for Kontessa. The system will assign deliverables related to child assessment training for all the other instructors/directors since no upload occurred for them.

The provider clicks the confirm and submit button after they have added new instructors and uploaded the required documentation for each person on the roster. The roster is finalized and the substantial completion requirement begins to be calculated.

To complete the roster finalization task, the provider clicks on “Finalize” at the bottom of the page.

**ELPFP System Instructions for Early Learning Coalitions – Strategy Assignments and Contract Execution**

To assign a provider-wide strategy in the ELPFP system, click on the name of the provider and then click on the Score Review tab. Scroll to the Instructor/Director Details section. From the dropdown box select the strategy to apply and then click Add. The selected strategy will populate for each instructor/director in the roster.

Click Edit on the roster to assign individual strategies. Populating the Strategy box will fill in the required deliverables for each benchmark for each instructor/director.

For more detail about who should participate in each strategy, see Program Guidance 420.01, Attachment 3.

Providers who qualify for Tier 4 or Tier 5 are not required to select any quality improvement strategies but they may opt in to child assessment implementation for additional compensation.

Providers in Tiers 3, 4, or 5 who are eligible may elect to implement child assessments for an additional differential. Eligible Tier 3 and 4 providers have a majority of instructors/directors on their roster who have completed child assessment training and tested for reliability prior to contract execution. Any instructors/directors who have not completed the child assessment training and tested for reliability must do so by the end of benchmark 1. Eligible Tier 5 providers have a majority of instructors/directors on their roster who are reliable on the provider’s chosen child assessment tool prior to contract execution. Any instructors/directors who are not reliable at the time of contract execution must become reliable by the end of benchmark 1. The system automatically assigns child assessment training/reliability deliverables (see
provider contract) to benchmark 1 for any tier 3, 4, or 5 providers’ instructors/directors at a site electing to participate in child assessment implementation who did not upload documentation during the roster finalization period.

ELCs indicate if a provider is eligible and elects to implement child assessments by sliding the toggle button on Child Assessment Implementation on the Score Review Tab.

The ELC must:

- Review the documentation uploaded by the provider and confirm or deny that it is accurate and meets the requirements for the tier of the provider prior to the end of the Roster Finalization period. Confirming the accuracy of the documentation assists in selecting the appropriate strategies for each participant. Any denied rosters must be resubmitted by providers with correct information prior to the end of the roster finalization period established by OEL.

- Schedule and conduct individual or group provider meetings to review the proposed strategies using the downloadable Instructor/Director Details page from the Score Review tab as the basis for selecting the remaining strategies.

- To download the Instructor/Director Details page, click Export to PDF.

- Login to the ELPFP system after the provider meeting and assign the additional strategies the provider selects for instructors/directors. Prepare the provider contract, execute it and attach the updated Instructor/Director Details page from the ELPFP System.

Additional guidance and instructions for the provider selection, budget, contracts, and CQI strategies is located within other attachments of this program guidance.

Please direct questions and comments to Office of Early Learning at (866) 357-3239 or performancefunding@oel.myflorida.com.