



Early Learning Services Data System User Guide

Revised Spring 2008

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Part I

Early Learning Services Data System Guidance

Early Learning Services Data Collection Overview

The Minnesota Department of Education (MDE) data submission site for the school-based early childhood programs has been enhanced for the 2007-2008 school year (FY 2008) following significant changes made in FY 2004. The data collection system (1) makes submitting data easier for school districts, (2) allows linkages to information already collected in other MDE data systems, thus, improving efficiency, (3) improves data quality on early childhood programs, and (4) provides increased district and public accessibility to data for program planning and evaluation. While the majority of the early childhood data collected is provided through data aggregated at the school district level, some of the data used is through other state collections, such as the certified 0-4 Census Count and Uniform Financial Accounting and Reporting Standards ([UFARS](#)). Therefore, these data are no longer included in the Early Learning Services (ELS) data submission reports for school districts.

School districts are encouraged to prepare data in advance by printing off a copy of the annual reports and/or Participant Questionnaire Summaries. These printable copies of the reports are located on the Early Learning Services Web page under "[Coordinator Resources](#)". To select the printable report, scroll down the list and select the title (not the pdf icon). ***Do not send paper copies of annual report or participant questionnaire data to MDE.*** The data supplied through this collection are directly entered into the Early Learning Services Data System on the MDE Website.

The process for entering Early Learning Services data is outlined below in Steps A-E. Full definitions for each data element are included in Part V – 2008 on beginning on page 28 of this document. Early Learning Services data reports for FY 2008 are outlined in Part IV. MDE Guidelines for Collecting and Submitting Participant Questionnaire Data for FY 2008 are detailed in Part II beginning on page 35.

Districts may wish to have a designated individual enter all data centrally for all early childhood programs (Early Childhood Family Education, Early Childhood Screening and School Readiness) or each program area may enter their own data separately. All data will be for the 2007-2008 school year. For questions regarding the ELS data system, please contact MDE via e-mail at mde.els-reports@state.mn.us.

Early Learning Services Program Directory

The data collection system is directly linked to the Early Learning Services Program Directory (formally known as the "Coordinator Directory"). School districts *must* update the directory when submitting data or anytime throughout the year that change to contact information occurs for Early Childhood Family Education, Early Childhood Screening, Early Childhood Special Education, Even Start, Head Start, Interagency Early Intervention Committees (IEICs) or School Readiness. It is the responsibility of the school district or community program to keep the directory accurate and up-to-date. ***Changes to the directory will no longer be made by MDE; the local organization makes changes.***

The contact information that is provided by school districts or community programs is displayed on the MDE Website and is part of the public, interactive search for early childhood programs within school districts, counties or economic development regions. This Program Directory search is located on the [Early Learning Services introductory](#) Web page. The contact information is also displayed on the “Find a Program” interactive search on <http://MNParentsKnow.info> . Other state agencies use school district and program contact information as well.

An added feature to the directory is a link to local school district Websites. This is an excellent opportunity for users of the directory to find out more information about the type of programs and services offered locally for Early Childhood Family Education, Early Childhood Screening, Early Childhood Special Education, Even Start, Head Start and School Readiness by directly linking to the individual district or program Websites from the MDE Early Learning Services Program Directory search.

In 2007, information about the availability of services or classes in other languages in the specific early childhood program (e.g., Head Start) will be indicated by a “yes” or “no” on the directory search. This added feature was a result of input from parent focus groups, and is mandatory in 2008.

Early Learning Services Account Set Up

The process for data submission will require individual school districts to determine their own user identifications and passwords. ***Previously established Early Learning Services Accounts can access the Early Learning Services data submission site—simply enter your User ID and password. Follow the steps below to set up a new user account for the Early Learning Services Data System.***

Step A- Account Set-Up

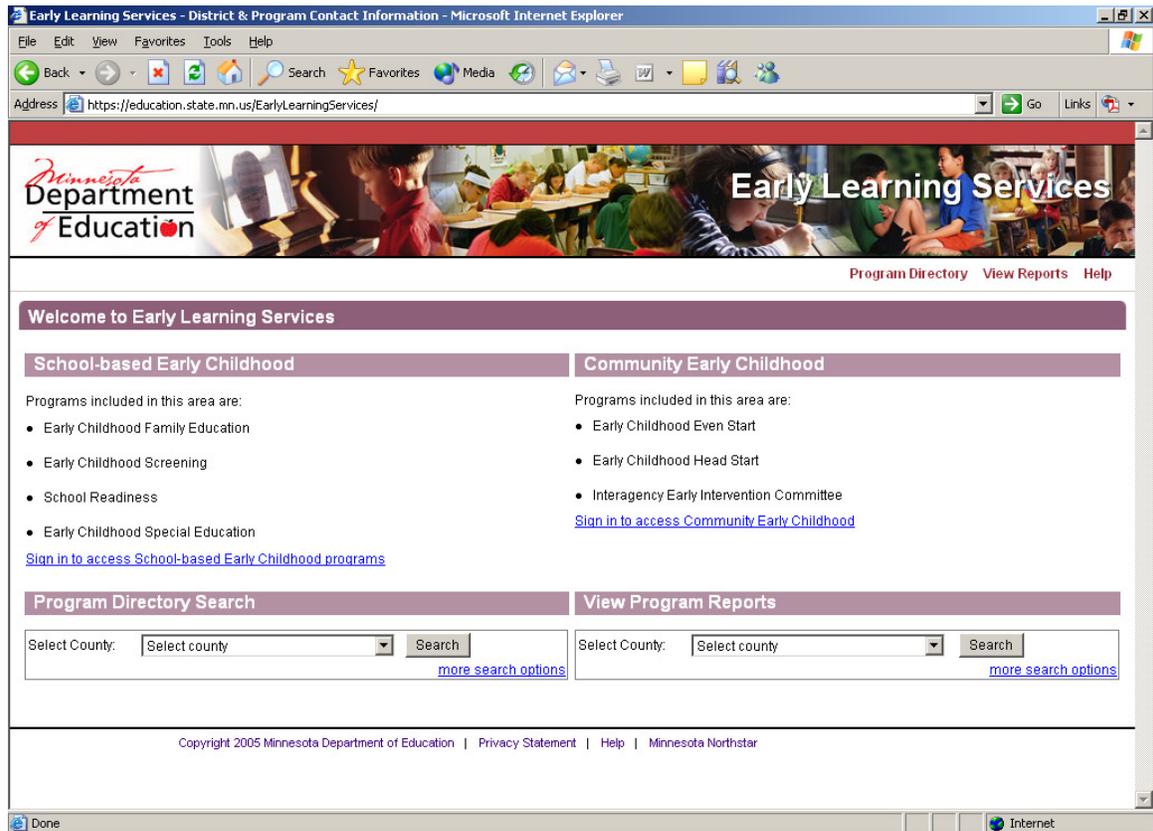
When selecting the “Early Learning Services Data Reporting” link, you will be taken to the login screen. If this is your first time entering this system, you will need to register or set up an account.

To find the Data Submission Website:

1. Go to the MDE Web site at <http://education.state.mn.us/mde/index.html>

2. Choose the “Data” tab across the top
3. Along the left hand side choose “Data Submissions”
4. Scroll down to select “Early Learning Services Data Reporting”

After selecting the Early Learning Services Data Reporting, a “Login” screen will appear as below.

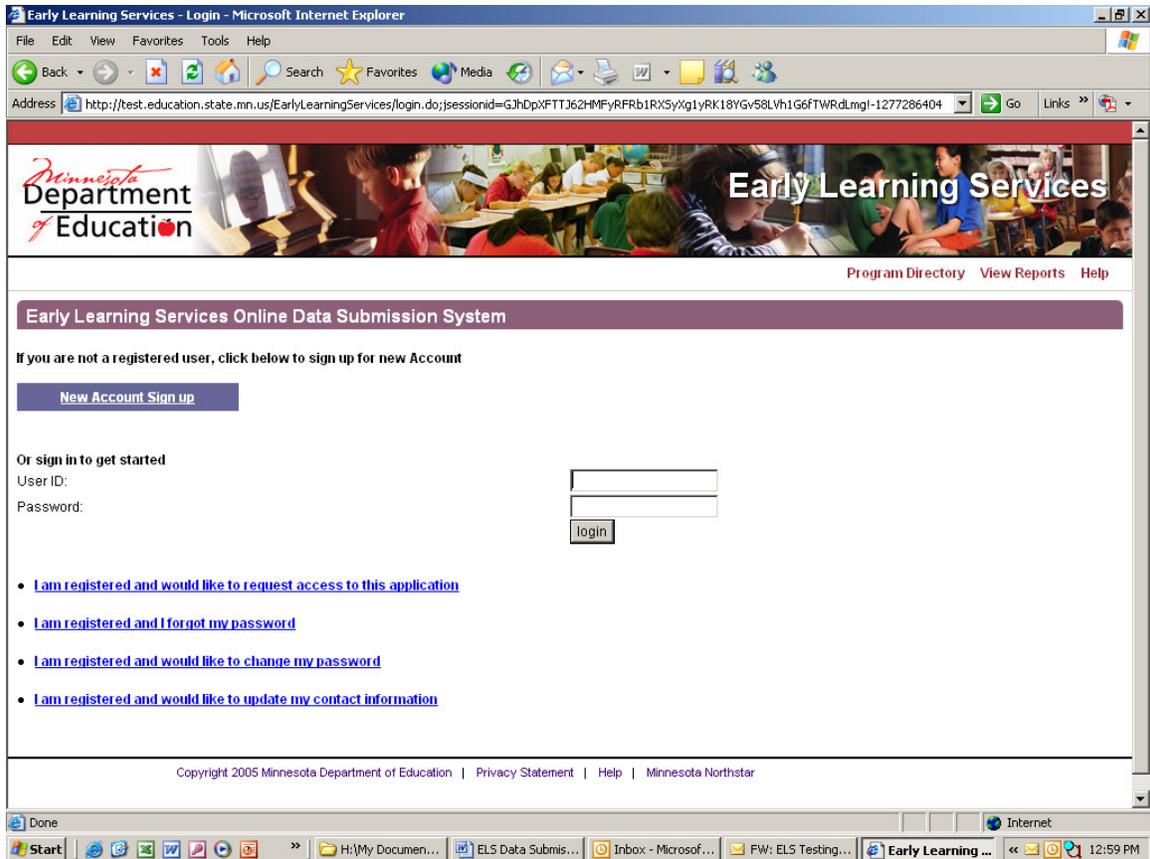


Web Screen 1

Select “Sign in to access School-based Early Childhood programs” to access the data submission reports (see Web Screen 1). The school-based early childhood programs include Early Childhood Family Education, Early Childhood Screening, Early Childhood Special Education and School Readiness.

The Community Early Childhood Programs are generally not connected to the school district as are the above mentioned programs. Currently, Even Start, Head Start and the Interagency Early Intervention Committees (IEICs) include contact information listed in the Early Learning Services Program Directory.

This first screen as listed above allows users to conduct an Early Learning Services program directory search and search for previously submitted Early Childhood Family Education, Early Childhood Screening and School Readiness reports. Various search options are available including program name, county, school district number, school district name, coordinator name and city.



Web Screen 2

The next step is to obtain access to the Early Learning Services application. There are several selections available on this Web page:

1. If you have already registered and received confirmation e-mail from MDE, enter your User ID and password. Then select “login.” (The confirmation e-mail is sent by MDE when an Early Learning Services Account is initially set up.)

OR

2. If you have registered for a different application (e.g., Report Card, AYP or Carl Perkins) choose “I would like to request access to this application.” Enter your User ID previously set up for the other data application and click “request.” Choose your district and scroll to the bottom to click “request.” This choice is particularly useful for districts that choose to have one designated individual submit data to MDE.

OR

3. If you have not registered, choose “New Account Sign Up” to set up your account. If selecting this option you will:

- a. be asked to accept a user agreement.
- b. choose a User ID and password that you will remember and enter your contact information (See *Web Screen 3*). **NOTE: MDE will not have access to the User ID or password that you set up for your district.**

Please be sure to fill in the “Forgotten Password Question.” This is a very brief question that only you know the answer (e.g., your dog’s name, mother’s maiden name, your favorite food). Then provide the answer. In the event you forget your password, it can be automatically sent to you if selected as a choice when you login. (Refer to the Web Screen 1 above for login choices.) If this question is left empty, you will not be able to retrieve your forgotten password.

The screenshot shows a web browser window titled "Minnesota Department of Education - Microsoft Internet Explorer". The address bar shows the URL: <https://app.education.state.mn.us/UserAdmin/splash.do>. The page content includes the Minnesota Department of Education logo and the title "Account Manager". Below the logo, there is a photograph of three children. The main content area contains the following text and form fields:

Please Enter all of the following information:

User ID: Minimum 6 characters

First Name:

Middle Name:

Last Name:

Password: Minimum 6 characters with at least 1 Number, case sensitive

Verify Password:

Email:

Verify Email:

Telephone: Required Format: xxx-xxx-xxxx

Forgotten Password Question: If left empty, you will not be able to retrieve forgotten password.

Forgotten Password Answer:

Web Screen 3

- c. then choose from a list of districts that you need to access to submit data reports. This list is the official MDE listing of school district names and numbers. The listing is provided in school district numeric order. Check the box beside the district(s) for which you will be submitting data, scroll to the bottom of the page, and click “submit.” If you submit data for

multiple districts, you may check as many boxes as needed without having to login separately for each district.

Your request for the Early Learning Services application will be sent to MDE. Once the request is approved by MDE, you will immediately receive an e-mail indicating that your request has been granted. At this point you can return to the Early Learning Services data collection system (the same link previously used), type in your User ID and password in the corresponding boxes to enter the system as described in Step 1 above.

If you have identified multiple districts for which you will be submitting data, you will be given a choice of those districts. Select your primary district affiliation and proceed. You will be able to submit data for all of the listed districts regardless of your district selection.

Step B – Verify Primary District Contact Information

Periodically, you will be required to review and update program contact information. You must have at least one contact and identify at least one primary contact before proceeding with data submission. If you are responsible for submitting data for multiple districts, you will be required to review and update contact information for each of those districts. When you first sign in (login) for data submission, you will be required to verify program contact information and identify a primary coordinator **BEFORE** you proceeding to data entry.

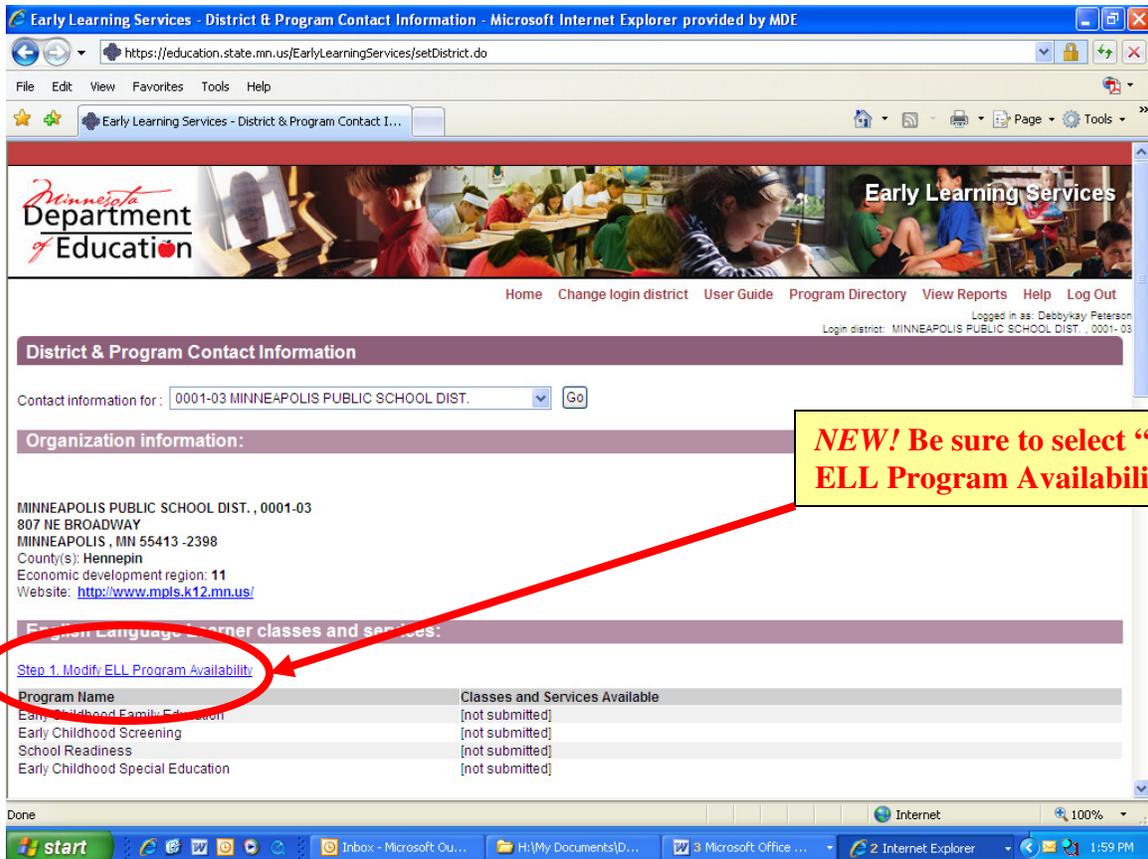
NOTE: You may only change the information for your school district, if you have authorization to do so from your school district using the “District Site Verification” button. Selecting this button will take you to another Web page with details on changing the district information listed. The address listed is for the school district administrative offices and is the primary contact information for the school district.

Modify ELL Program Availability

School district early childhood programs must identify whether they have school readiness classes or program services for families who are English Language Learners (ELL). Before proceeding to “Verify Primary District Contact Information,” select “Modify ELL Program Availability.” On the next screen select either “yes” or “no” and click “Save” or “Cancel.” (The default setting for ELL programs is “no.”) Then proceed to “Verify Primary District Contact.”

To Verify Primary District Contact Information:

1. Click “Designate Primary Contact” to verify the primary contact for each early childhood program listed. (See *Web Screen 4*)



Web Screen 4

2. Scrolling down on this Web page will display a list of all the contacts for the school district early childhood programs (*Web Screen 4a*). This list includes all coordinators previously designated by your district for the Early Childhood Family Education, Early Childhood Screening, Early Childhood Special Education and School Readiness Coordinator Directories. Select the “Designate Primary Contact” button to update the primary contact listed. The next screen will display a drop down menu of possible primary contacts for your school district. If the name is already entered as a program contact, simply select the appropriate name. (*Web Screen 5*)

Early Learning Services - District & Program Contact Information - Microsoft Internet Explorer provided by MDE

https://education.state.mn.us/EarlyLearningServices/setDistrict.do

File Edit View Favorites Tools Help

Early Learning Services - District & Program Contact I...

Early Childhood Special Education [not submitted]

Primary Contacts

[Step 2. Designate Primary Contacts](#)

Program Name	Primary Contact Name
Early Childhood Family Education	HELEN R. WELLS MANAGER, ECFE
Early Childhood Screening	Stephanie Blisson Belseth Early Childhood Screening Coordinator
School Readiness	Maureen Seiwert Executive Director of Early Childhood Education
Early Childhood Special Education	

All Contacts:

[Step 3. Add new contact](#)

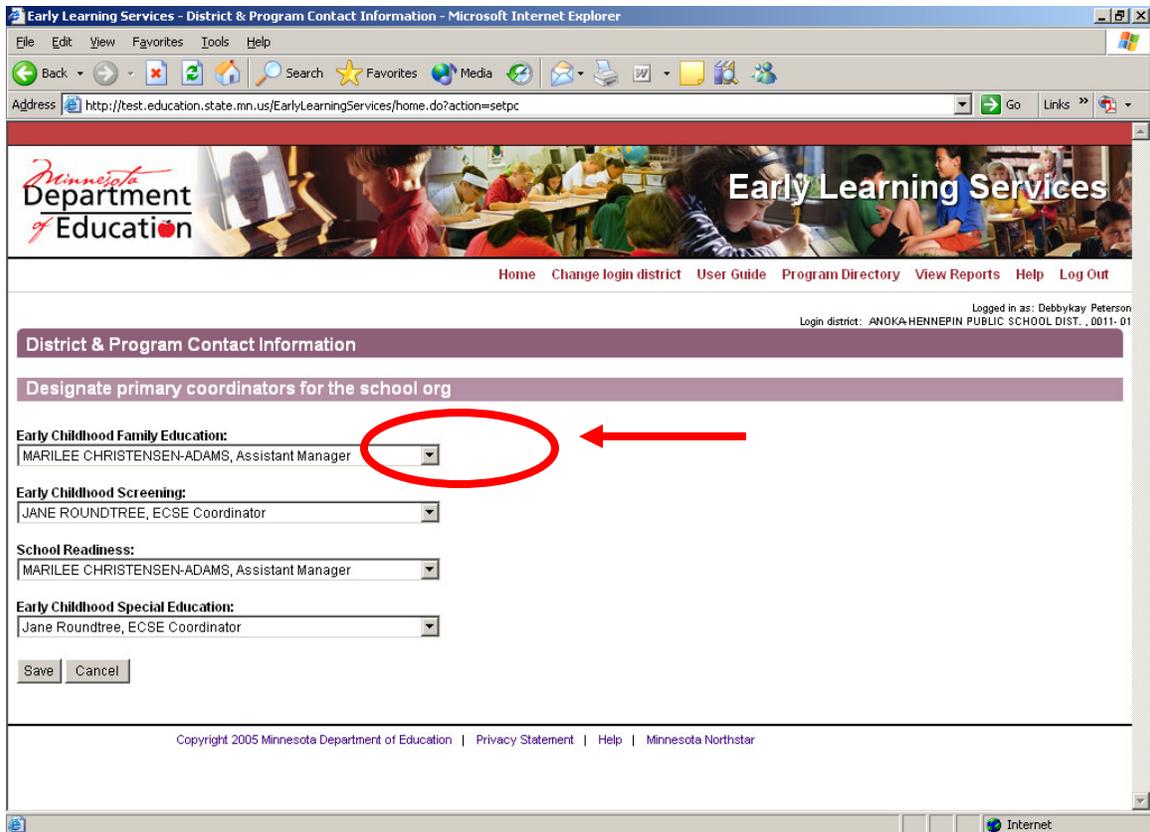
	Contact Name & Title	Address	Phone/Fax/Email	Programs
Update Delete	Early Childhood Family Education Minneapolis Public Schools ECFE	1006 W. Lake Street 5th Floor Suite #590 Minneapolis, MN 55408	Phone: 612-668-3927 Fax: 612-668-3935 mpls.ecfe@mpls.k12.mn.us	Early Childhood Family Education
Update Delete	RON GUSTAFSON Marketing (TOSA)	Lehmann Center 1006 W. Lake Street Suite#281 Minneapolis, MN 55408	Phone: 612-668-3910 Fax: 612-668-3935 ron@mpls.k12.mn.us	Early Childhood Family Education
Update Delete	SHARON MOSER Assistant Manager, ECFE	Lehmann Center 1006 W. Lake Street Suite #590 Minneapolis, MN 55408	Phone: 612-668-3931 Fax: 612-668-3935 Sharon.Moser@mpls.k12.mn.us	Early Childhood Family Education
Update Delete	CAROLYN SMALLWOOD EXECUTIVE DIRECTOR /WAY TO GROW	1120 OLIVER AVENUE NORTH MINNEAPOLIS, MN 55411-3735	Phone: 612-874-4744 Fax: 612-874-4757 Csmallwood@mplswaytogrow.org	School Readiness
Update Delete	Turner Vicki Family & Community Partnership Specialist, ECFE	Lehmann Center 1006 W. Lake Street Suite #590 Minneapolis, MN 55408	Phone: 612-668-3927 Fax: 612-668-3935 vicki.turner@mpls.k12.mn.us	Early Childhood Family Education
Update Delete	HELEN R. WELLS MANAGER, ECFE	LEHMANN CENTER 1006 W. LAKE STREET SUITE 590 MINNEAPOLIS, MN	Phone: 612-668-3927 Fax: 612-668-3935	Early Childhood Family Education

Done

start | Internet | 100%

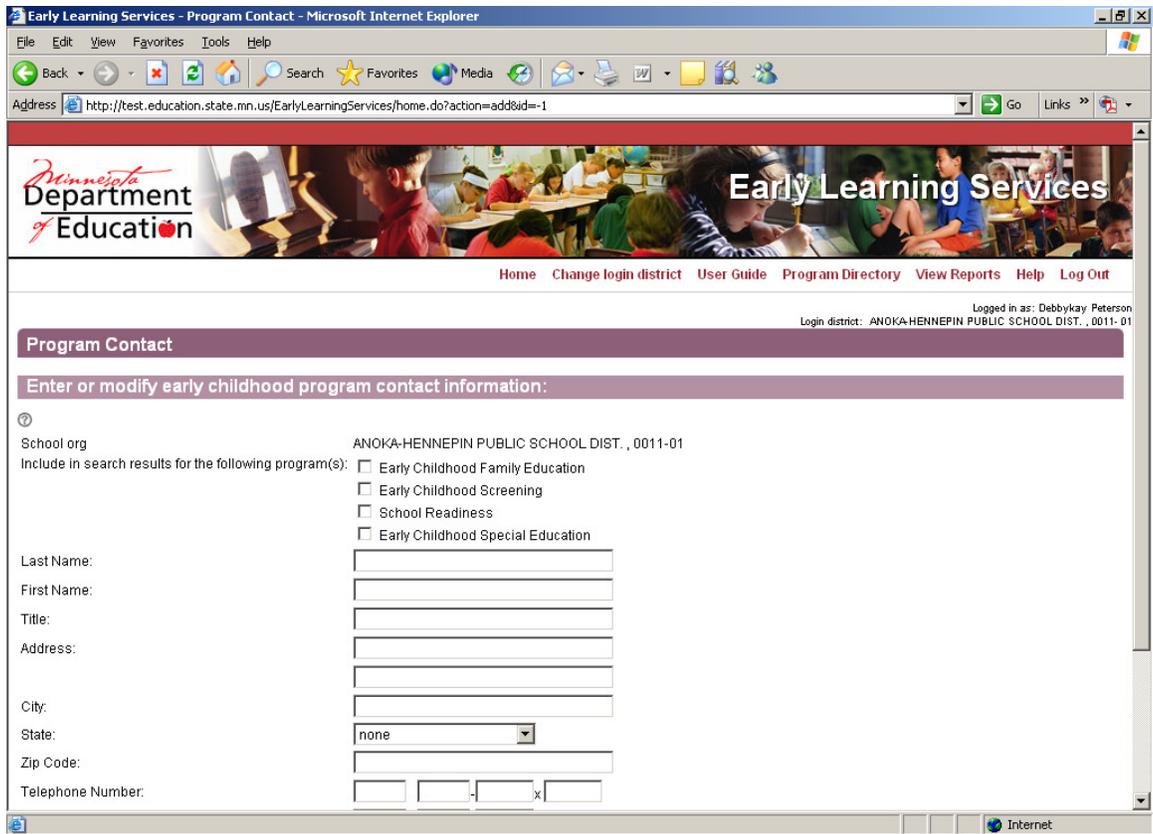
Inbox - Microsoft Ou... | H:\My Documents\D... | Microsoft Office ... | 2 Internet Explorer | 2:02 PM

Web Screen 4a



Web Screen 5

3. For each early childhood program, use the drop down arrow to designate the primary contact. (See *Web Screen 5*) If you are submitting data for only one program, you only need to designate the primary contact for the program for which you are submitting data. The assumption is the other individuals submitting program data will designate the primary contact and verify the program contact information for the early childhood program for which they have responsibility. It is suggested that you confirm this with the other early childhood program coordinators in your school district. If you are submitting data for all program areas, please identify the primary contact for each program.
4. After you have designated the primary contact, select “Save” located at the bottom of the Web page. (See *Web Screen 5*)
5. Once a primary contact is selected, the contact information is automatically filled in as in the example on *Web Screen 4*.
6. If a new primary contact is not listed in the drop down menu, you will need to select the “Add New Contact” button and enter contact information into the appropriate fields as shown in *Web Screen 6*.



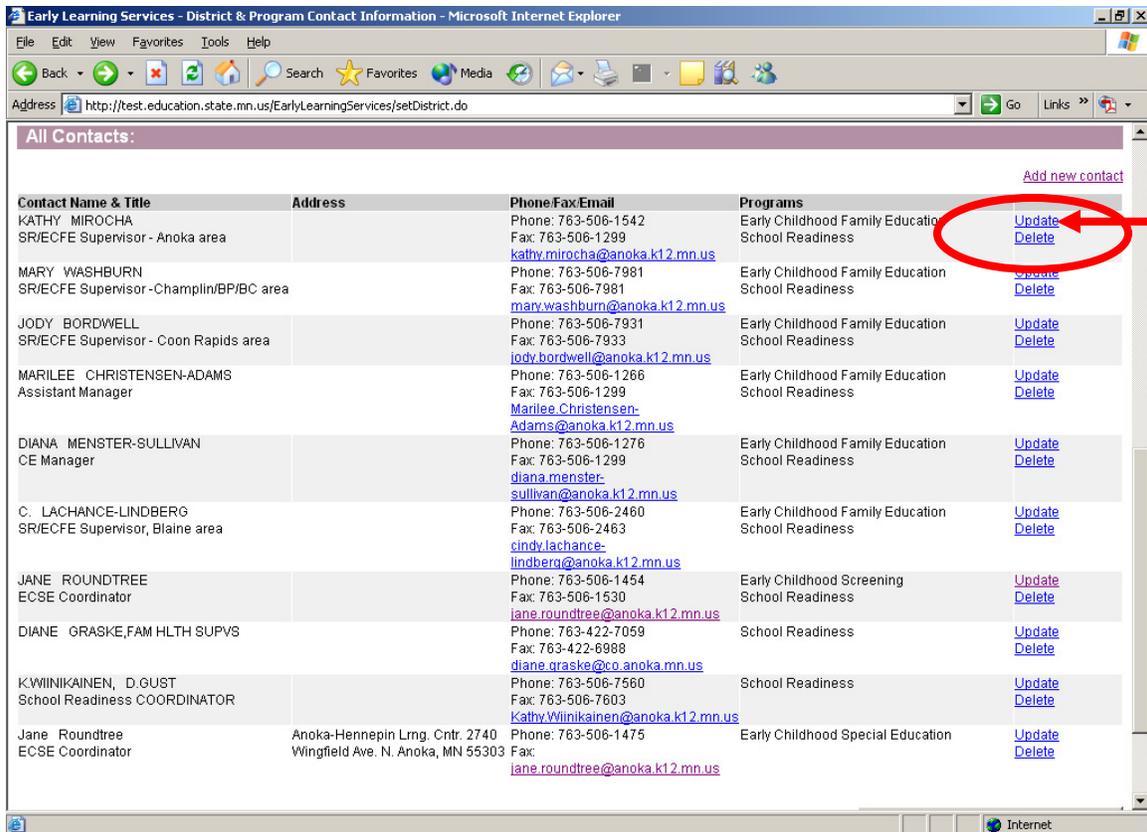
Web Screen 6

Step C - District Information

The official school district Web site address is located in the Early Learning Services Program Directory. When Program Directory information is viewed over the Web, the district Web site information will be a live link. The school district address indicated on this page is the **primary** address for your district that is provided to MDE. This is usually where the administrative offices are located. The “District Site Verification” link will go to a Web page with detail about how to change this information using the New Site Request Form.

Step D – Changing Program Coordinator Information

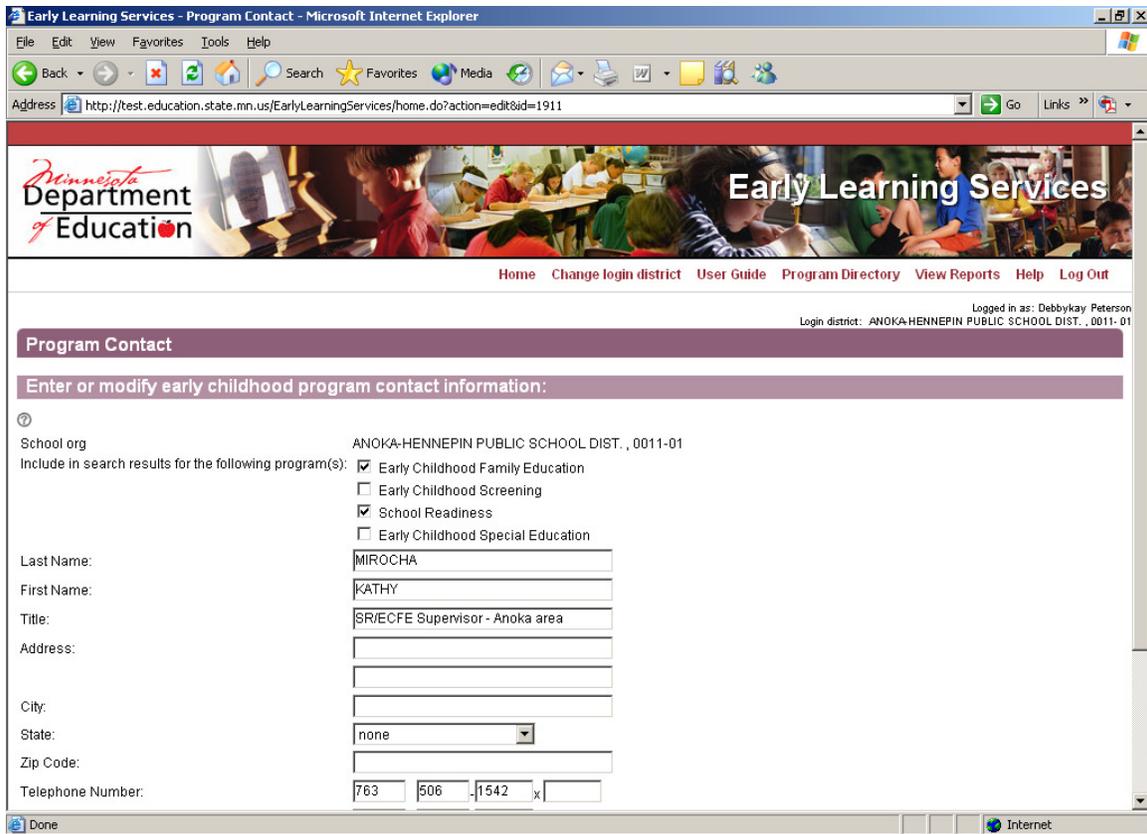
When you login and are on the Web page to update contacts (see *Web Screen 7*), you may also change program contact information by selecting the “Update” link. Then select the coordinator you want to edit by selecting the open circle under the “select” column. Changing coordinator information is accomplished by using one of the following selections: “Add New Coordinator,” “Edit Coordinator” or “Remove Coordinator.” If there are no changes to the listed coordinator information, Step D may be skipped.



Web Screen 7

To edit an existing coordinator listing:

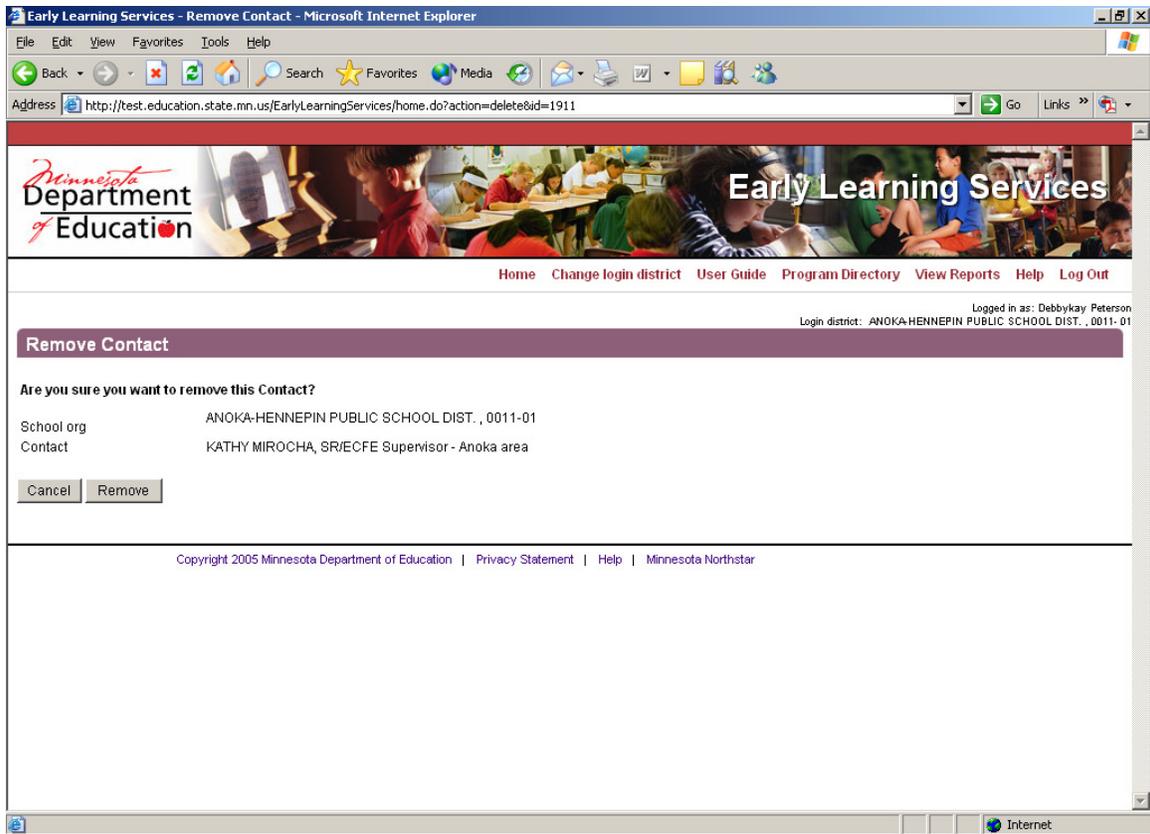
1. To edit a coordinator listing, select the name from the listing of program coordinators. Then select the "Update" link. (See *Web Screen 7* above.)
2. The next screen (*Web Screen 8*) will ask you to identify the program to include in the interactive Program Directory search for the particular coordinator that you are adding or changing. Then type in the boxes providing or changing the following information: coordinator last name, coordinator first name, coordinator title, telephone number, fax number, and e-mail address. ***Coordinator address information must be added for each district.*** Each box must have information entered to save the coordinator information.
3. Select the "Save Coordinator" button located on the bottom of the screen. (See *Web Screen 8*) The Program Directory will be updated.



Web Screen 8

To delete a coordinator from the existing coordinator listing:

1. Select the “delete” link (refer to *Web Screen 7*).
2. The next screen will ask: “Are you sure you want to remove this contact?” If yes, select the “Remove” button. If this is an error, select the “Cancel” button. (See *Web Screen 9*)
3. Note: You can not delete the last contact listed for a school district; each school district must have at least one contact per school district.



Web Screen 9

To add a new coordinator to the listing:

Follow steps for editing a coordinator listing, but select the “Add New Contact” link (refer to Web Screen 4).

Step E – Select a Report

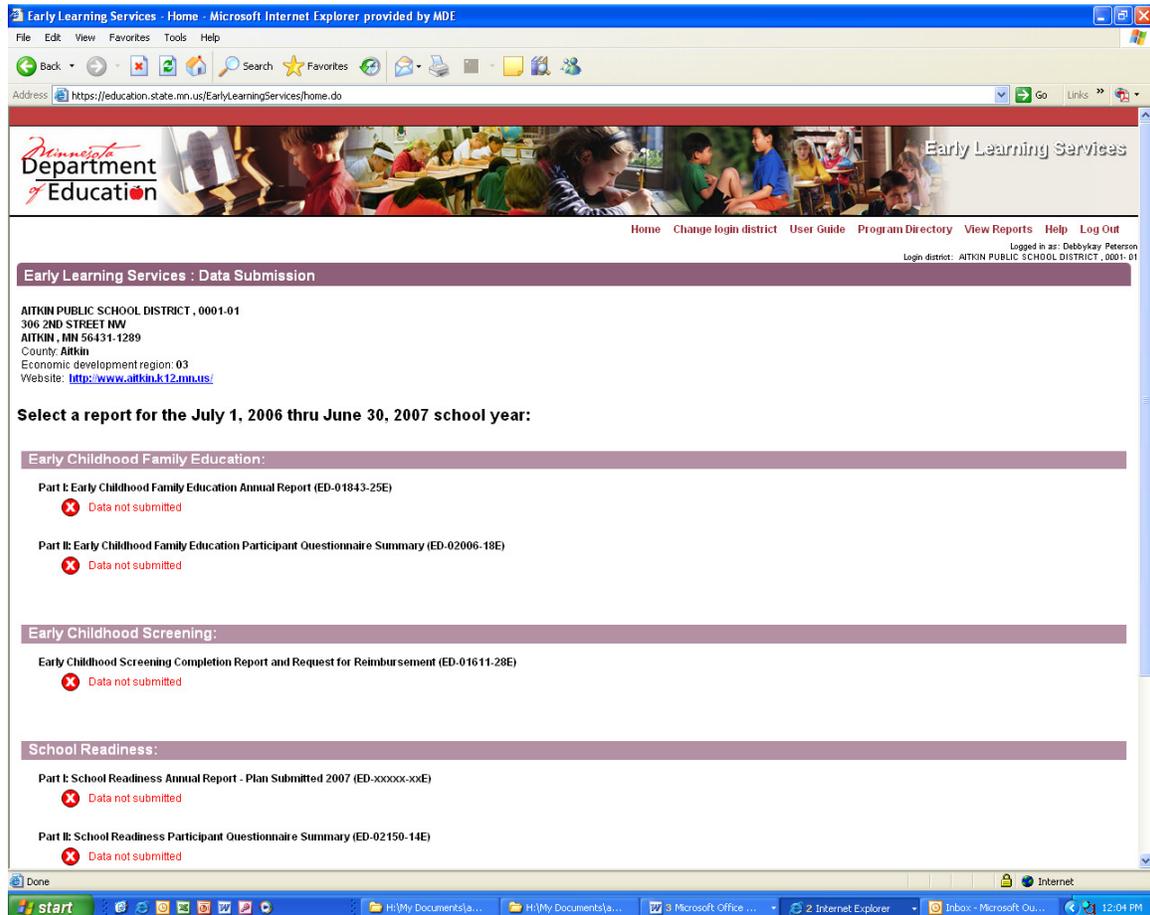
The final step after verifying the program coordinator information is to select the Early Learning Services report for data submission. These reports are listed after confirming program contacts. The 2007 reports include:

- Early Childhood Family Education Annual Report (ED-01843-26E)
- Early Childhood Family Education Participant Questionnaire Summary (ED-02006-19E)
- Early Childhood Screening Annual Report (ED-01611-29E)
- School Readiness Annual Report (ED-02408-2E)
- School Readiness Participant Questionnaire Summary (ED-02150-15E)

Early Learning Services Data Entry

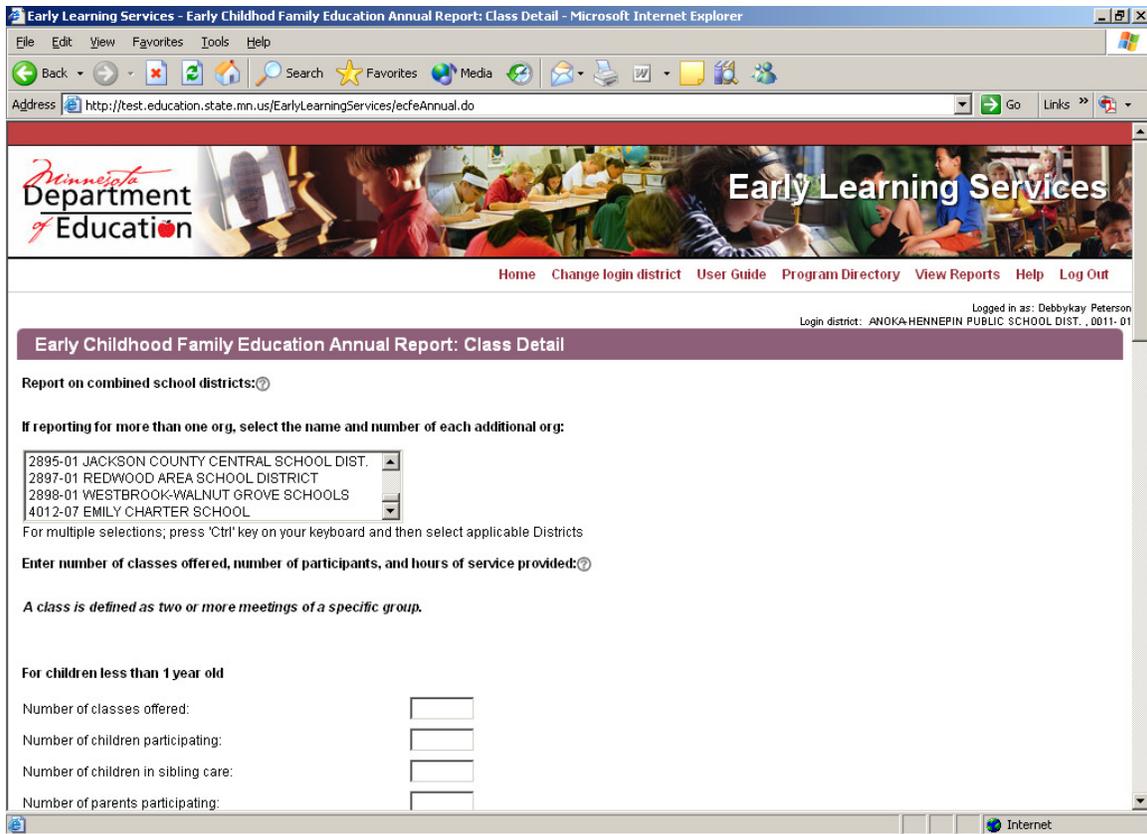
Log in, review the early childhood program contacts and update as needed. Click the “Proceed to Data Submission” button located at the bottom of the screen. Then select the

early childhood report from the list of five required Early Learning Services reports for which you will submit data.



Web Screen 10

Then enter your data on the Data Submission Website where indicated. If the report will include program data for more than one district, select the name and number of the additional district(s) from the list following “Report on combined school districts” (see *Web Screen 11*). To enter more than one school districts (other than your own school district), press “Ctrl” key on your keyboard and then select applicable school districts.



Web Screen 11

After data has been successfully entered, select the “Submit” button at the bottom of the screen (see *Web Screen 12*). Immediately you will receive a message indicating “the Report has been successfully submitted.” (See *Web Screen 13*)

Early Learning Services - Early Childhood Family Education Participant Questionnaire Summary - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Forward Stop Refresh Home Search Favorites Media

Address <http://test.education.state.mn.us/EarlyLearningServices/partQuest.do> Go Links

e. Native Hawaiian or Other Pacific Islander:

f. American Indian/Alaskan Native:

g. Other, single race:

h. Other, two or more races:

Primary language spoken in home

a. English:

b. Arabic:

c. Cambodian:

d. Hmong:

e. Laotian:

f. Oromo:

g. Russian:

h. Serbo-Croatian:

i. Spanish:

j. Somali:

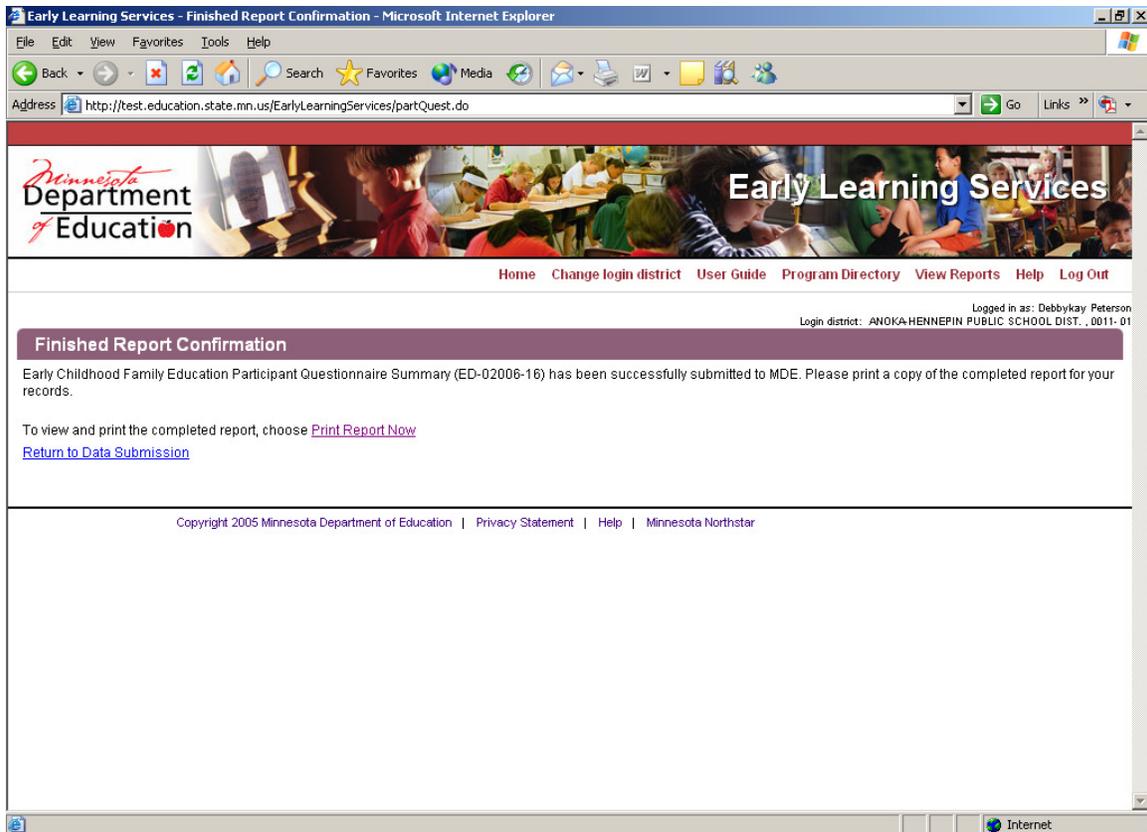
k. Vietnamese:

l. Other:

Copyright 2005 Minnesota Department of Education | [Privacy Statement](#) | [Help](#) | [Minnesota Northstar](#)

Done Internet

Web Screen 12

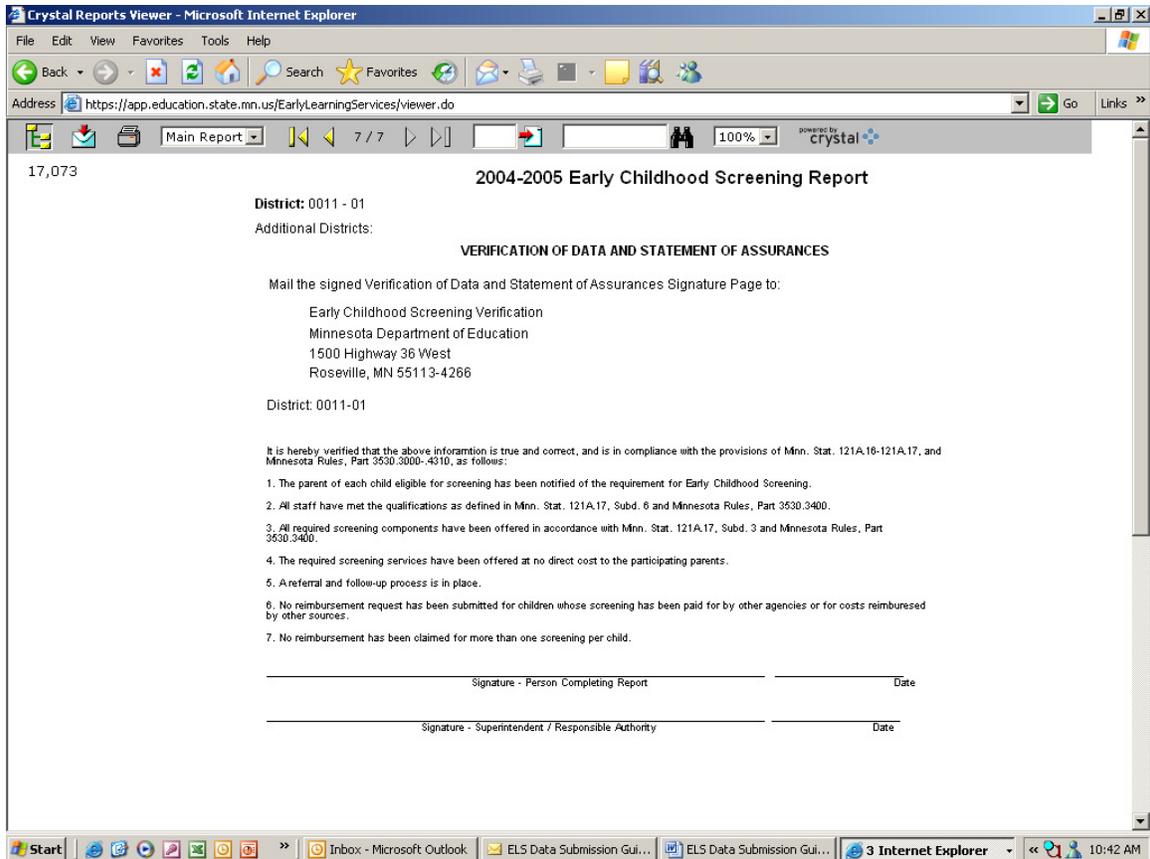


Web Screen 13

➔ **IMPORTANT:** The Early Childhood Screening Annual Report will have an additional text in the Finished Report Confirmation message following submission of the data (refer to *Web Screen 14*). This message provides important information about Early Childhood Screening aid payment through the MDE IDEAS payment system and the requirement of submitting a signed paper copy of the Verification of Data and Statement of Assurances to MDE. Screening aid payment to school districts is based on the data that is submitted in MARSS. Refer to the Website information about [Early Childhood Screening \(ECS\) and MARSS](#).

The Verification of Data and Statement of Assurances form **MUST** be returned by mail to MDE to complete the data submission process for Early Childhood Screening. The receipt of the Verification of Data and Statement of Assurances form is the mechanism to release Early Childhood Screening aid reimbursement to school districts. **The Verification of Data and Statement of Assurances form is the last page of your printed copy of your screening report after data is submitted to MDE.** ➔

You will want to make a copy of reports for your records.



Web Screen 14

Online Help Texts

You can hold the mouse pointer over any question mark to obtain more information about the section you are filling out. Clicking the question mark will give you a more complete definition. All of the online help texts for the annual reports and Participant Questionnaires are included in Part V -- Definitions and Online Help Texts.

Data Entry

To proceed to the next page, press the "Next Page" button. Cancel will take you back to the Home Page and eliminate anything entered on the page you cancelled. **Cancel will not delete a report.**

The "Previous Page" button does not save edits or data entry on the current page.

You will not be able to proceed to the next page if you have entered data incorrectly or have not provided data for a required field. A message will identify the error after you press the "Next Page" button. Asterisks will be next to the data field in which there is a

data entry error. Once data is entered or corrected in the appropriate field, you can proceed by pressing the “Next Page” button.

Data Edits

The Early Learning Services Data System allows users to go back to submitted reports and edit or change previously submitted data until August 15, 2008. To edit a report, login as if to enter data initially. Select the report to edit and scroll to the data elements to be changed. When edits are complete, press the “Submit” button. The report will be updated. Print a copy of the edited report to keep for your records.

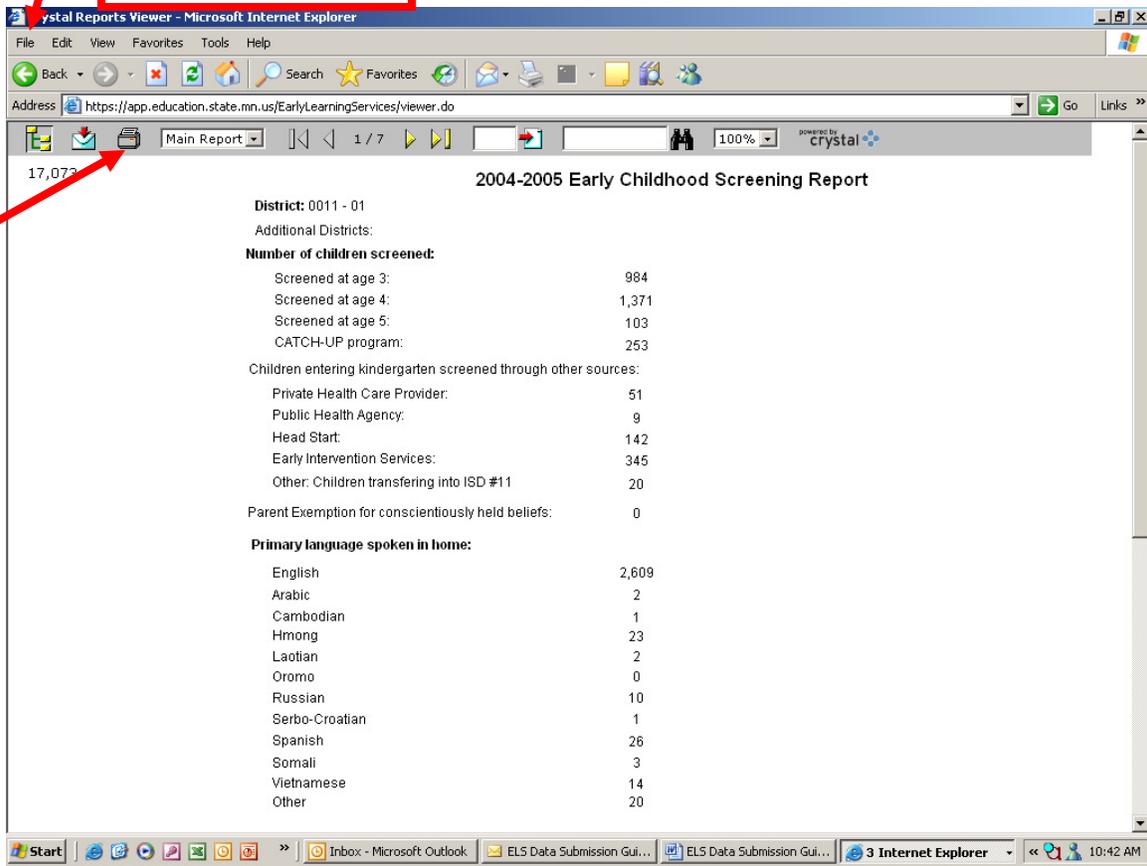
Print Report After Data is Submitted

After you select the “Submit” button, the next screen is the “Finished Report Confirmation” indicating the report has been successfully submitted. To view and print the completed report, choose the underlined “View Report Now” (see Web Screen 13).

The report opens as a .PDF in its own window and you can print it using the printer icon in the browser’s tool bar or through the file->print menu.

Select "Print" from the drop down menu under "File"

Select the print



Web Screen 15

Additional Login Choices

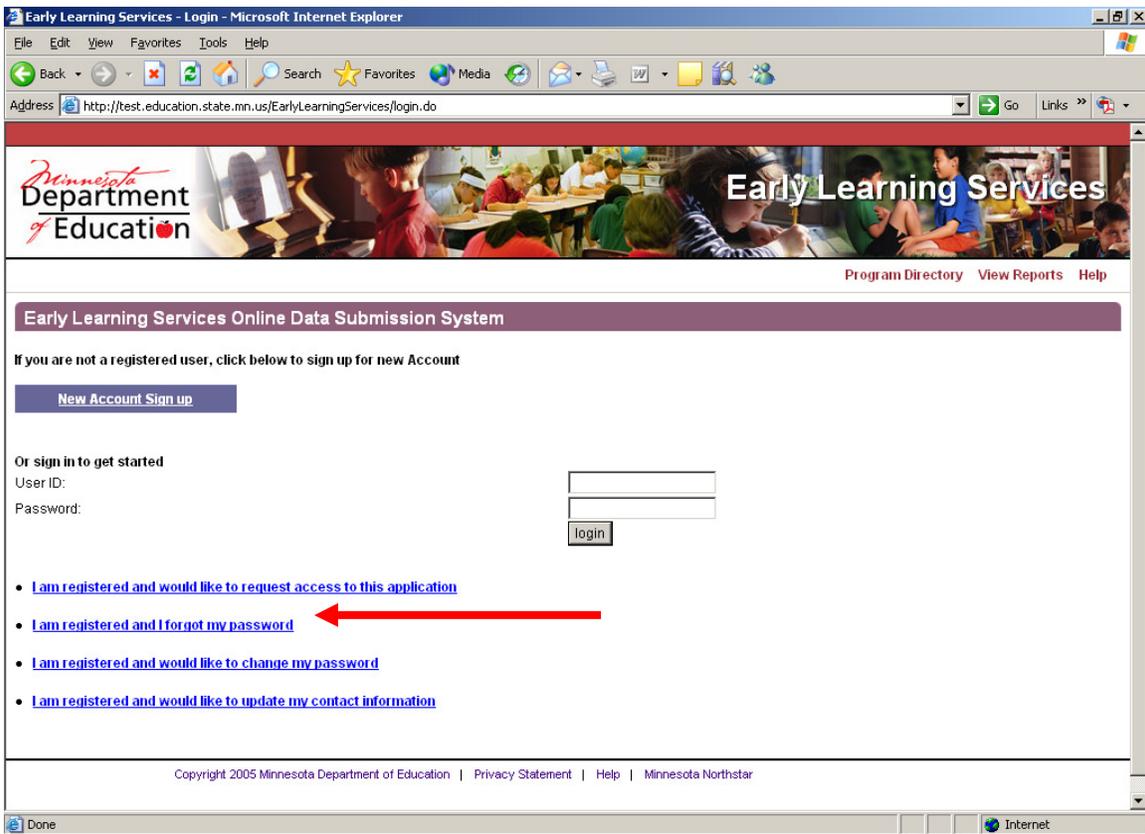
The login screen has several other options for the user. These include steps to take if the password is forgotten, how to change a password, and procedures to update the contact information for the user.

Forgotten Password

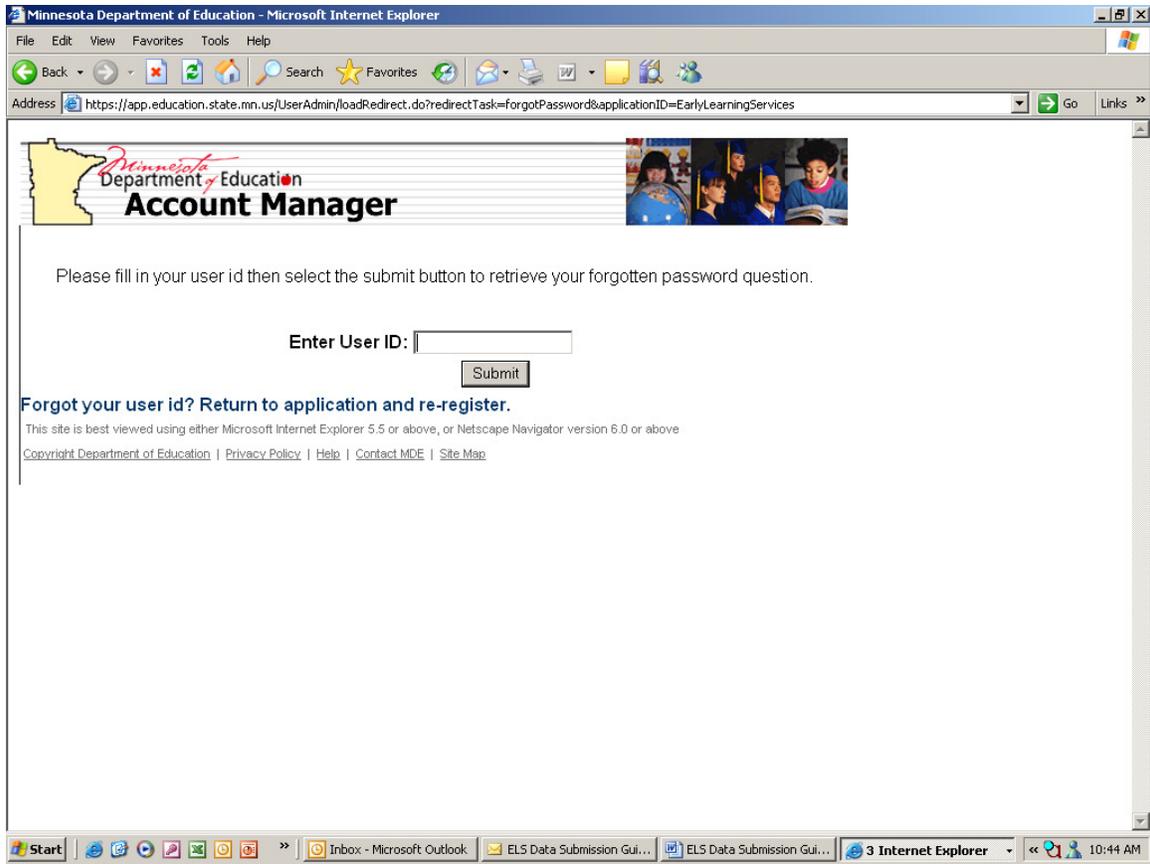
The Early Learning Services Data System allows users to electronically retrieve an individual's previously determined password if it is forgotten. MDE does not have access to any forgotten passwords. Passwords are in an encrypted database. To retrieve a password follow steps A-E.

Step A – Select "I am registered and forgot my password" from the login page on the Early Learning Services Data Submission page. (See *Web Screen 16*)

Step B – Enter your User ID in the box and select the "Submit" button on the screen. (See *Web Screen 17*)



Web Screen 16

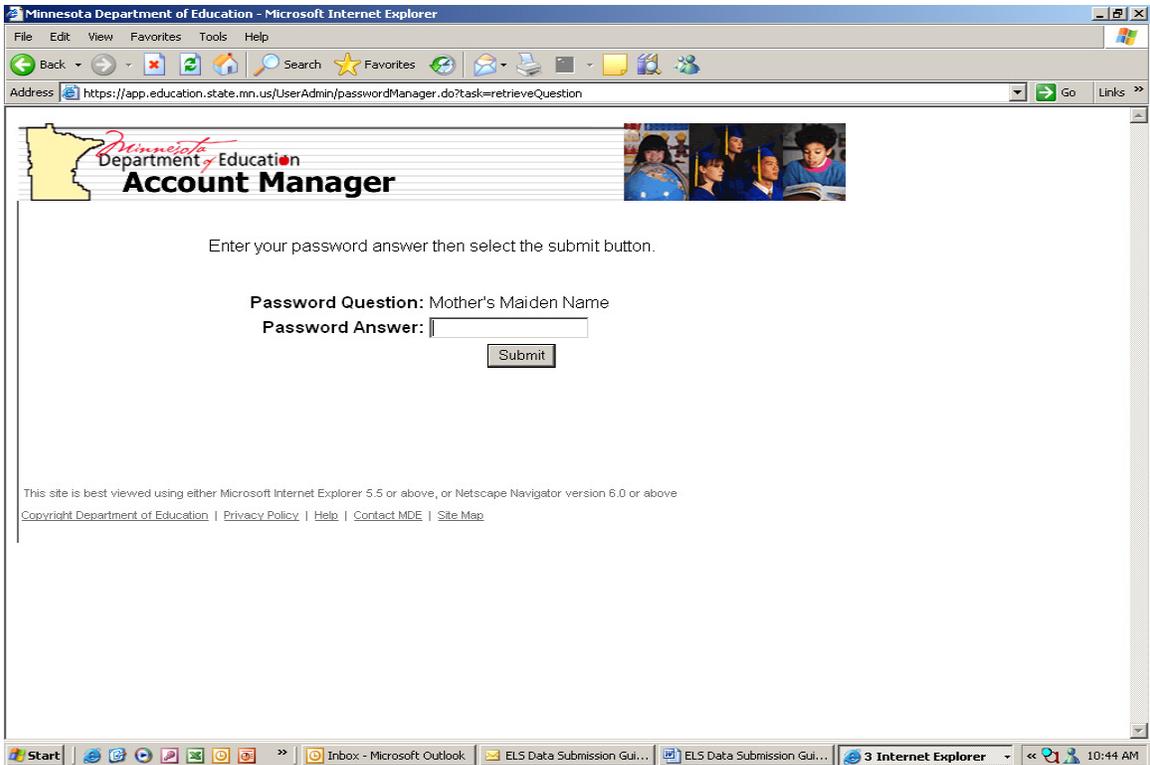


Web Screen 17

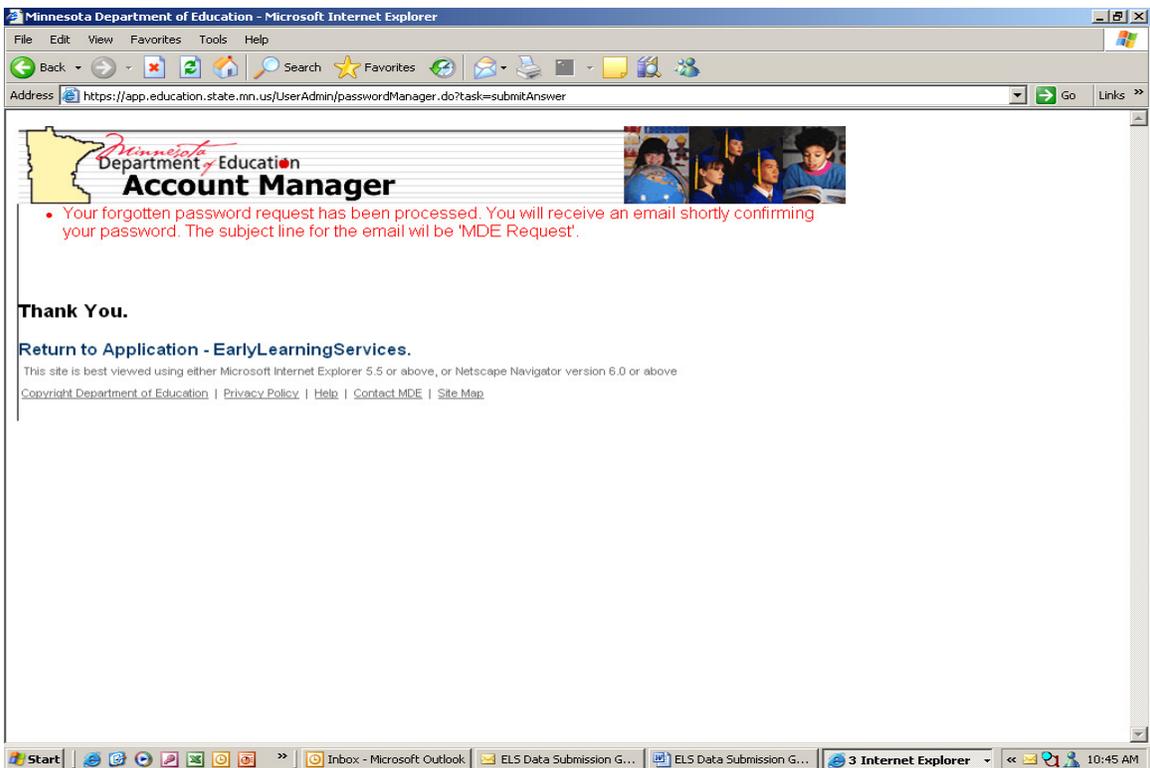
Step C – On the next screen provide the answer to the question you determined when you originally set up an account. Then select the “Submit” button. (See *Web Screen 18*)

Step D – A message will be sent to MDE to electronically retrieve your password. Your password will be sent to your e-mail account within a short period of time. The subject line in the e-mail will be “MDE Request.” (See *Web Screen 19*)

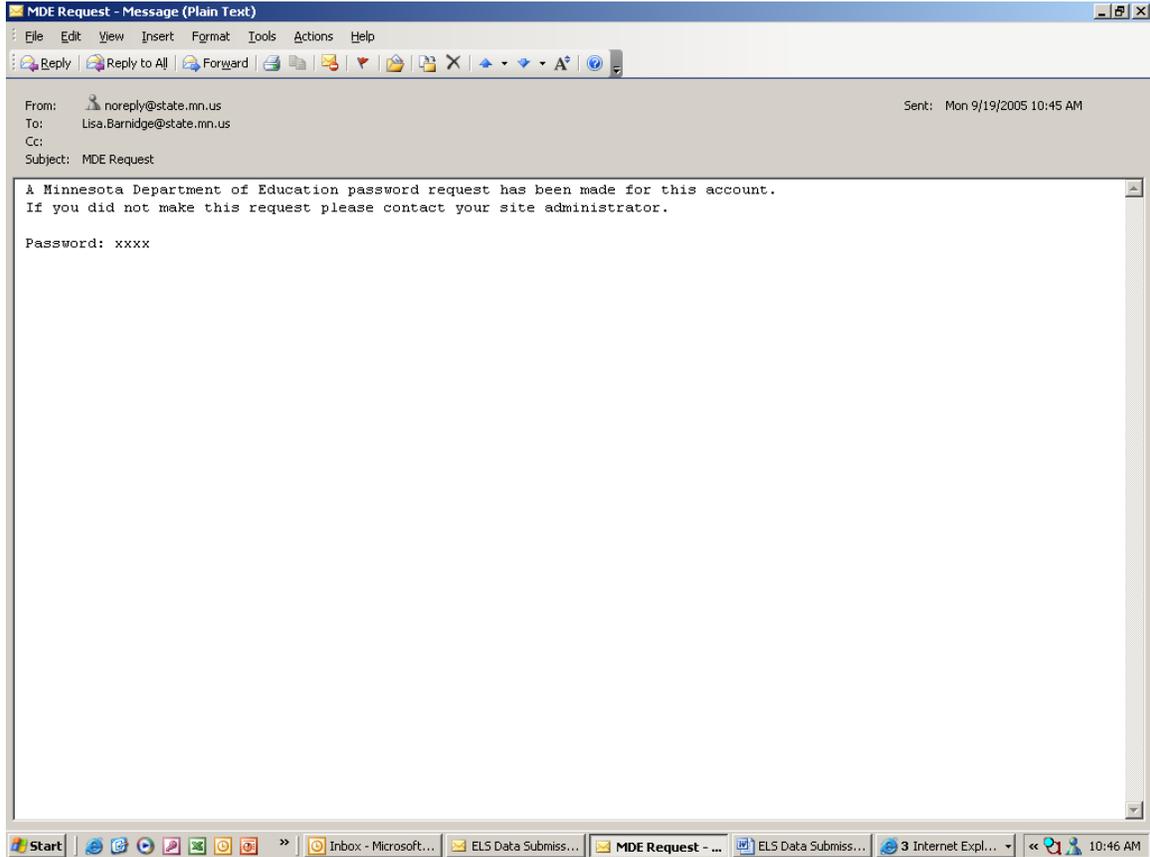
Step E – An automated e-mail message will be sent with the answer to your question you identified upon setting up an account. (See *Web Screen 20*)



Web Screen 18



Web Screen 19

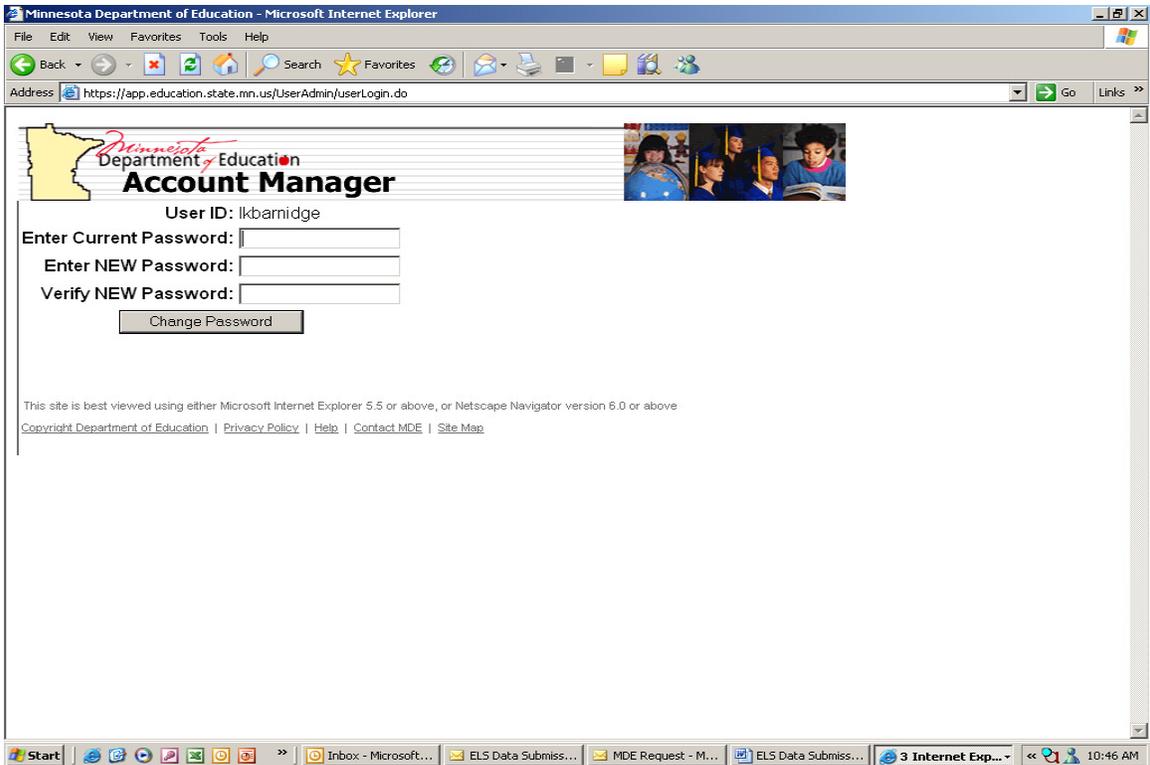


Web Screen 20

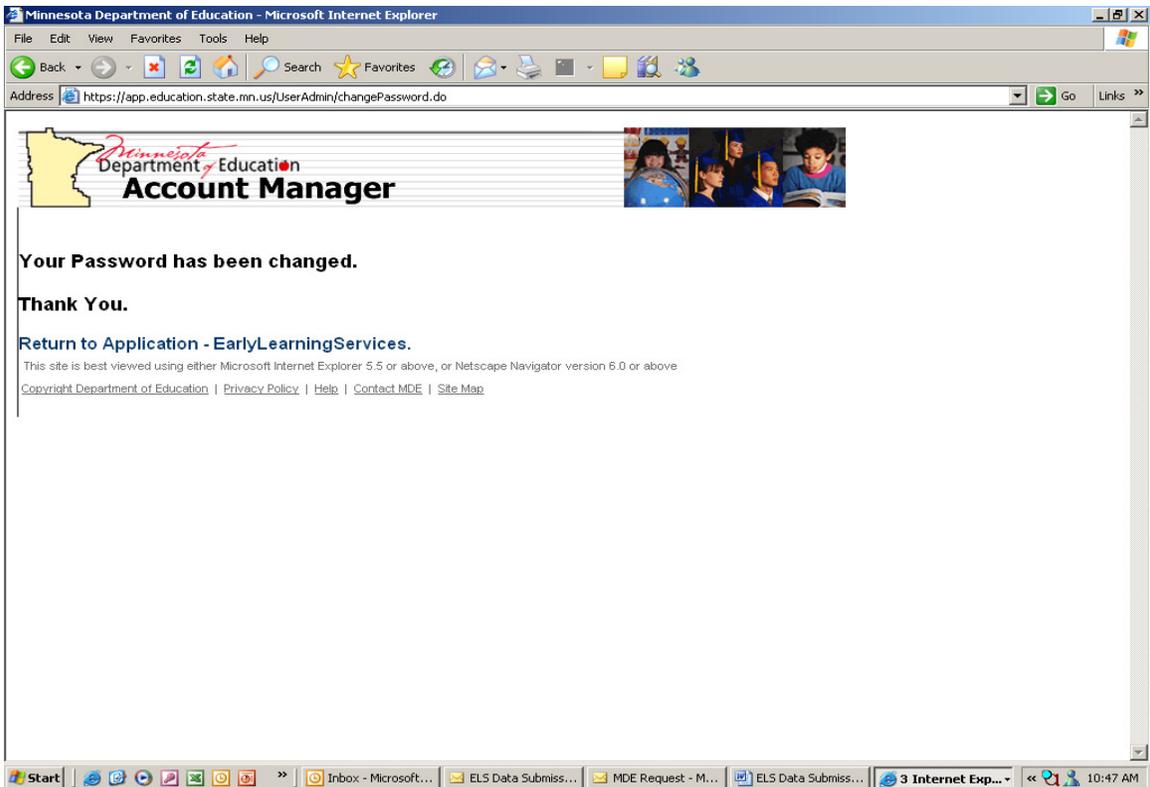
Change Password

Users of the Early Learning Services data system may change an existing password. To change your password, select “I am registered and would like to change my password” on the login page (see *Web Screen 16*). You will then be asked to enter your current password, enter the new password and re-enter the new password to verify the new password. Select the “Change Password” button under the third box (see *Web Screen 21*). The next screen will indicate your password is changed (see *Web Screen 22*).

Keep a copy of your new password for future reference.



Web Screen 21



Web Screen 22

Update User Contact Information

Occasionally, registered users may need to update the contact information on their account. Select “I am registered and would like to update my contact information” from the login screen (refer to *Web Screen 16*). In the next screen, type in your contact information in the corresponding box (see *Web Screen 23*). Each box must have information in order to be processed. Select the “Update” button when ready.

Forgotten User ID

MDE cannot retrieve your User ID if it is forgotten. If this occurs, re-register (set up an account) on the login screen as if you were a new user.

The screenshot shows a web browser window titled "Minnesota Department of Education - Microsoft Internet Explorer". The address bar shows "https://app.education.state.min.us/UserAdmin/splash.do". The page content includes the Minnesota Department of Education logo and the text "Account Manager". Below the logo, there is a heading "Please Enter all of the following information:" followed by a registration form. The form fields are: User ID (with a note "Minimum 6 characters"), First Name, Middle Name, Last Name, Password (with a note "Minimum 6 characters with at least 1 Number, case sensitive"), Verify Password, Email, Verify Email, Telephone (with a note "Required Format: xxx-xxx-xxxx"), Forgotten Password Question (with a note "If left empty, you will not be able to retrieve forgotten password."), and Forgotten Password Answer. A "Register" button is located at the bottom of the form. The Windows taskbar at the bottom shows the Start button, several open applications including "Inbox - Microsoft...", "ELS Data Submiss...", "MDE Request - M...", and "Internet Exp...", and the system clock showing "10:47 AM".

Web Screen 23

PART II

Early Learning Services Program Reports Located Online

Early Learning Services Data Reports Available Online

School districts' aggregated data for the Early Childhood Family Education, Early Childhood Screening, and the School Readiness Program are available online to the public for FY 2004 through FY 2008. These reports include:

- Early Childhood Family Education Annual Report
- Early Childhood Family Education Participant Questionnaire Summary
- Early Childhood Screening Completion Report and Request for Reimbursement/Annual Report
- School Readiness Annual Report
- School Readiness Participant Questionnaire Summary

View Program Reports Online

To view data for a specific school district, early childhood program, and fiscal year click on "Program Reports" under the MDE Early Learning Services Web page. Then select "Program Reports" web page (see *Web Screen 24*), and then click on the "View Early Learning Services Program Reports" link (see *Web Screen 25*).

http://education.state.mn.us/MDE/Learning_Support/Early_Learning_Services/Parent_Reports/index... Microsoft Internet Explorer p

File Edit View Favorites Tools Help

Back Forward Stop Search Favorites

Address http://education.state.mn.us/MDE/Learning_Support/Early_Learning_Services/Parent_Reports/index.htm

A-Z Index About MDE Employment Directories Contact MDE Directions Sitemap Stay Up-To-Date

Minnesota Department of Education Learning Support

SEARCH Academic Excellence Accountability Programs Teacher Support Data Learning Support

Home: Learning Support: Early Learning Services: **Program Reports**

About This Program

Early Learning Services

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1500 Highway 36 West
Roseville, MN 55113

Resources for

Administrators
Researcher

Stay up to Date

MDE E-mail Updates
Program Reports Updates

Program Reports

The Minnesota Department of Education (MDE) produces brief reports on its early childhood programs, which detail information about participation, program services and program results. The data is available by early childhood program and year listed below.

School district aggregated data for the Early Childhood Family Education (ECFE), Early Childhood Screening and the School Readiness programs are available for FY 2004, FY 2005 and FY 2006. An [interactive search](#) for aggregate data for a specific county, school district, early childhood program or fiscal year is available. [Definitions](#) for the Early Learning Services Data System assist in understanding the data are available in the Early Learning Services Data System User Guide.

Documents from the Minnesota Governor's Summit on School Readiness held in June and July 2006 are below and include a PowerPoint presentation, Minnesota early childhood program profiles, press releases, and a participant listing.

Note: By clicking on the links on this page you will leave the MDE site. Please read the copyright notice at the bottom of the page for our disclaimer regarding these sites.

Coordination of Early Care and Education Programs: A Report to the Minnesota Legislature
116 (3/15/06)

This report is in response to the directive from the 2005 Legislature for the commissioners of education, human services, and health to identify how they will coordinate activities and resources to increase the school readiness of all Minnesota children.

Early Learning Services Funding Guide FY 2003-2007 217Kb (2/21/06)

Breakdown of funding streams for MDE's Early Childhood and Family Education Programs FY 2003-2007.

Early Childhood Family Education Reports

Early Childhood Family Education (ECFE) Program and Participant Data FY 2006 45Kb (3/2/07)

This brief report provides an overview of statewide ECFE program and participant data submitted to MDE for FY 2006 (school year 2005-2006).

ECFE Annual Report Summary 97Kb (7/28/05)

Summary data on program services, participants and staff for the 2001-2002 school year.

ECFE Annual Report Summary 2000-2001 45Kb (7/28/05)

Selected ECFE program and participant data from 2000-2001.

ECFE Exit Sheet 2002 72Kb (2/28/06)

Program Reports

Section Links

Coordinator Resources

Annual Reports & Plans
Manuals
ELS - Memos
Questionnaires

Early Childhood Programs

Early Childhood Family Education
Early Childhood Screening
Even Start
Head Start
Infant and Toddler Intervention Services (Part C)
School Readiness Program

Kindergarten

First Grade Preparedness
Minnesota School Readiness Studies

Parent Resources

Program Reports

Publications

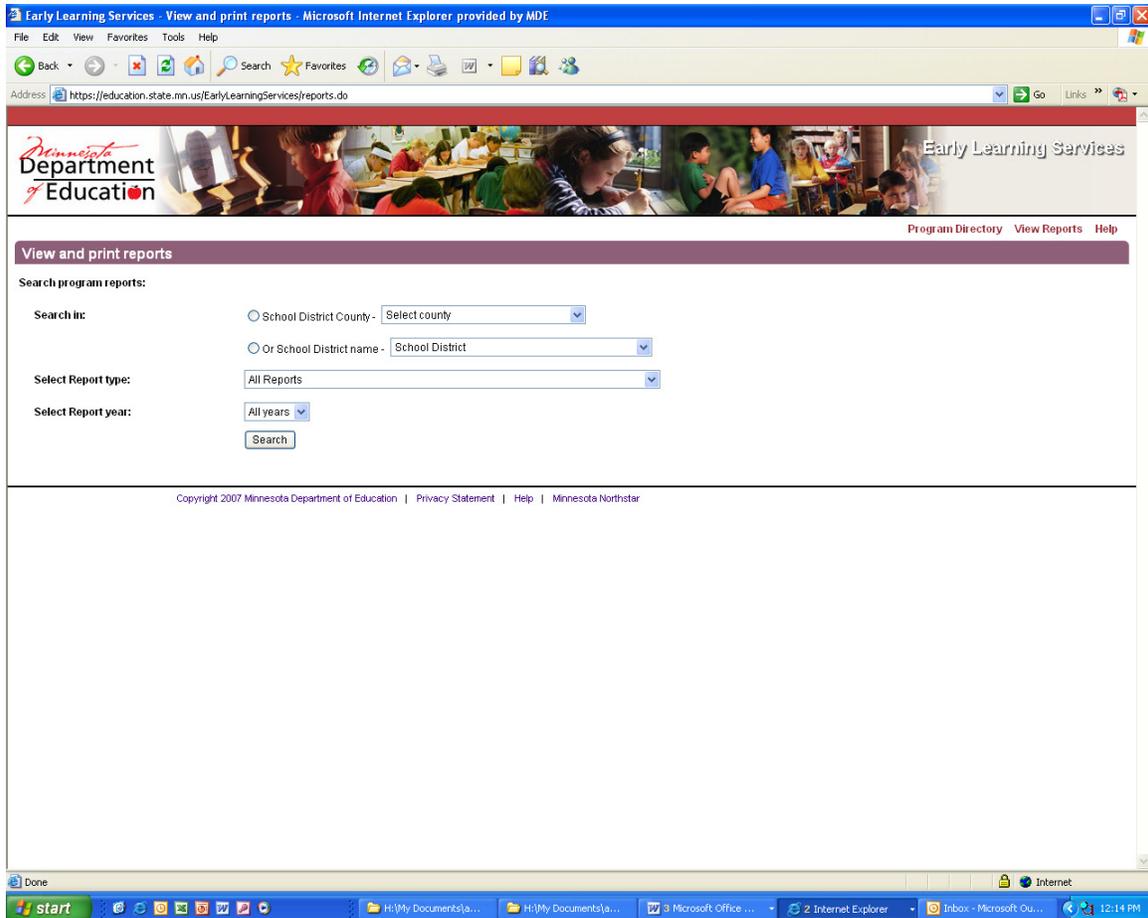
ELS - Workshops & Conferences

Past and Recorded Presentations

start | Internet

H:\My Documents\... | Microsoft Office ... | 2 Internet Explorer | Inbox - Microsoft Ou... | 12:14 PM

Web Screen 24



Web Screen 25

Select the desired information for the “School District or Grantee”, “Report type”, and the “Report year” (refer to *Web Screen 25*). Then click on the “Search” button. Available data will be listed as in *Web Screen 26*.

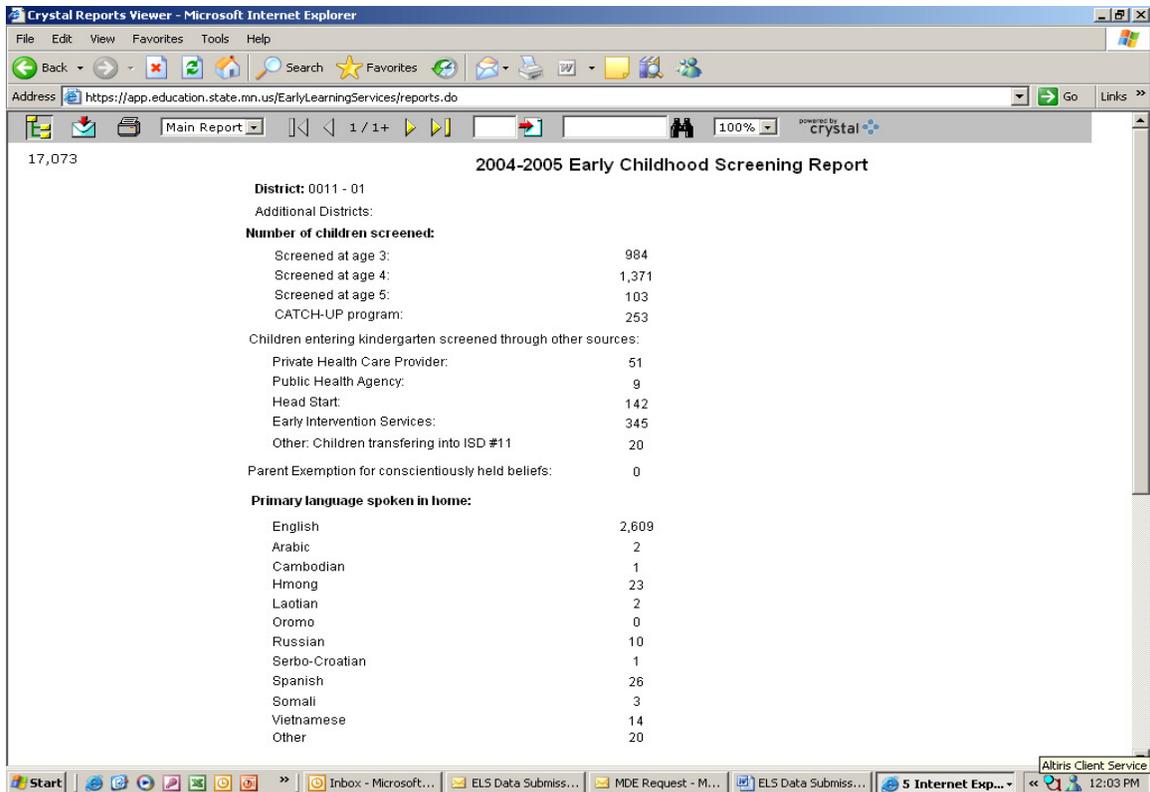
Report History Search Results

Search results for All Early Childhood Programs

Program Name	Fiscal Year	
ANOKA-HEINEPIN PUBLIC SCHOOL DIST. 0011-01		
Early Childhood Family Education Annual Report	03-04	View
Early Childhood Family Education Participant Questionnaire Summary	03-04	View
School Readiness Participant Questionnaire Summary	03-04	View
Early Childhood Screening Completion Report and Request for Reimbursement	03-04	View
School Readiness Annual Report	03-04	View
Early Childhood Family Education Annual Report	04-05	View
Early Childhood Family Education Participant Questionnaire Summary	04-05	View
School Readiness Participant Questionnaire Summary	04-05	View
Early Childhood Screening Completion Report and Request for Reimbursement	04-05	View
School Readiness Annual Report	04-05	View
Early Childhood Family Education Annual Report	05-06	View
Early Childhood Family Education Participant Questionnaire Summary	05-06	View
School Readiness Participant Questionnaire Summary	05-06	View
Early Childhood Screening Completion Report and Request for Reimbursement	05-06	View
School Readiness Annual Report	05-06	View
CENTENNIAL PUBLIC SCHOOL DISTRICT 0012-01		
Early Childhood Family Education Annual Report	03-04	View
Early Childhood Family Education Participant Questionnaire Summary	03-04	View
School Readiness Participant Questionnaire Summary	03-04	View
Early Childhood Screening Completion Report and Request for Reimbursement	03-04	View
School Readiness Annual Report	03-04	View
Early Childhood Family Education Annual Report	04-05	View
Early Childhood Family Education Participant Questionnaire Summary	04-05	View
School Readiness Participant Questionnaire Summary	04-05	View
Early Childhood Screening Completion Report and Request for Reimbursement	04-05	View
School Readiness Annual Report	04-05	View
Early Childhood Family Education Annual Report	05-06	View
Early Childhood Family Education Participant Questionnaire Summary	05-06	View
School Readiness Participant Questionnaire Summary	05-06	View
Early Childhood Screening Completion Report and Request for Reimbursement	05-06	View
School Readiness Annual Report	05-06	View
COLUMBIA HEIGHTS PUBLIC SCHOOL DIST 0013-01		
Early Childhood Family Education Annual Report	03-04	View
Early Childhood Family Education Participant Questionnaire Summary	03-04	View
School Readiness Participant Questionnaire Summary	03-04	View
Early Childhood Screening Completion Report and Request for Reimbursement	03-04	View

Web Screen 26

The school district data is provided in a Crystal Report form (see *Web Screen 27*).



Web Screen 27

If the school district's data has not been submitted, a message will be displayed for the user stating that no data submitted for that particular report and district.

Print Report

After you select the "Search" button, the next screen is the selected report.

The report opens as a .PDF in its own window and you can print it using the printer icon in the browser's tool bar or through the file->print menu.

Part III

MDE Guidelines for Collecting and Submitting Participant Questionnaire Data

**Early Childhood Family Education and School Readiness Participant Questionnaire
(ED-02309-08E)**

**Early Childhood Family Education Participant Questionnaire Summary (ED-02006-19E)
School Readiness Participant Questionnaire Summary (ED-02150-15E)**

Coordinating Data Collection

- Designate one person in each Early Childhood Family Education (ECFE) and/or School Readiness Program to be responsible for coordinating the demographic data collection and submission. This individual will distribute and collect the Early Childhood Family Education and School Readiness Participant Questionnaire forms (ED-02309-08E) tally results, and submit the results electronically to the Minnesota Department of Education (MDE) on Participant Questionnaire Summary forms ED-02006-19E (ECFE) and ED-02150-15E (School Readiness) by August 15, 2008.

Completing the ECFE/School Readiness Participant Questionnaire

- Each family enrolled in ECFE and/or a School Readiness program during the 2007-2008 school year should complete the Early Childhood Family Education and School Readiness Participant Questionnaire form (ED-02309-08E). An enrolled family is one in which at least one parent of one child participates in two or more sessions, activities, or educational home visits. In order to obtain a high rate of response, please encourage every family participating in the program to complete the survey. Many programs find it easier to have a family member complete this form as part of the regular registration process. Be sure to collect data from all participating families including those enrolled in special programs that may be done in collaboration with other groups (e.g., Head Start, Early Childhood Special Education, or community-based preschool programs) or agencies.
- Check the box at the top of the Early Childhood Family Education and School Readiness Participation Questionnaire form (ED-02309-08E) to identify which program(s) the family is a participant. If a family participates in both ECFE and School Readiness, check both boxes at the top of the form. Families only complete one participation form even if they participate in both programs. However, data is aggregated and reported separately for ECFE and School Readiness.
- Only one parent per enrolled family should complete the Participant Questionnaire form so that each family is represented only once.

- Assure parents that all information they provide is confidential. Provide a large envelope or box in which parents can deposit their Participant Questionnaire rather than having them hand it to a staff person. If parents completing the form are non-readers, you may need to read through the Participant Questionnaire with them as a way of assisting them in completing it. For families with limited English proficiency, you will want to use interpreters. Arabic, Cambodian, Oromo, Laotian, Serbo-Croatian, Hmong, Russian, Somali, Spanish, and Vietnamese versions of the Questionnaire are available on the MDE Web site on the Early Learning Services Web page under “[Coordinator Resources](#).”

Submitting the ECFE Participant Questionnaire Summary and/or the School Readiness Participant Questionnaire Summary

- Electronically submit only the Participant Questionnaire Summary to MDE. (Paper copies will not be accepted). Do not send the individual Participant Questionnaire forms. Save all completed Participant Questionnaires in case you are asked to verify any information.
- If you are a multi-district program, you have the option to either submit a Participant Questionnaire Summary of tallied data for each district separately or you can total the data from all districts you represent and submit only one Summary form for School Readiness and ECFE. If you submit one Summary for multiple districts, be sure to indicate all the district numbers on the electronic report.

IMPORTANT NOTE: since Statewide data is aggregated separately for the School Readiness and ECFE programs, school districts must submit two Participant Questionnaire Summaries: one for ECFE (ED-02006-19E) and School Readiness (ED-02150-15E).

Part IV

Early Learning Services Data Reports FY 2008

The Annual Reports and Participant Questionnaires for FY 2008 (school year 2007-2008) are on the MDE Website on the Early Learning Services Web page under "[Coordinator Resources](#)." To obtain a direct link to the pdf version of the forms listed below, simply click the underlined title of the form. The Early Childhood Family Education and School Readiness Participant Questionnaire forms are available in 11 languages: Arabic, Cambodian, English, Hmong, Laotian, Oromo, Russian, Serbo-Croatian, Somali, Spanish, and Vietnamese.

The Annual Report and Participant Questionnaire forms are provided in advance of the school year to aid in data collection and preparation for electronic reporting. All of the forms listed below are included in the Minnesota Department of Education's 2005-2006 [Data Acquisition Calendar](#) of required forms for school districts.

Included in the Early Learning Services Website posting are the following:

[ECFE Participant Questionnaire Summary Form](#) – Form (ED-02006-19E) for preparing aggregated ECFE participant demographics for school year 2007-2008.

ECFE/School Readiness Participant Questionnaire - Combined demographic survey (ED-02309-08E) for participants in ECFE and School Readiness programs for 2007-2008 ([English version](#)).

ECFE/School Readiness Participant Questionnaire – Participant Questionnaire (ED 02309-08E) Form in [Arabic](#) for FY 2008.

ECFE/School Readiness Participant Questionnaire – Participant Questionnaire (ED 02309-08E) Form in [Cambodian](#) for FY 2008.

ECFE/School Readiness Participant Questionnaire – Participant Questionnaire (ED-02309-08E) Form in [Hmong](#) for FY 2008.

ECFE/School Readiness Participant Questionnaire – Participant Questionnaire (ED 02309-08E) Form in [Laotian](#) for FY 2008.

ECFE/School Readiness Participant Questionnaire – Participant Questionnaire (ED 02309-08E) Form in [Oromo](#) for FY 2008.

ECFE/School Readiness Participant Questionnaire – Participant Questionnaire (ED 02309-08E) Form in [Russian](#) for FY 2008.

ECFE/School Readiness Participant Questionnaire – Participant Questionnaire (ED-02309-08E) Form in [Serbo-Croatian](#) for FY 2008.

ECFE/School Readiness Participant Questionnaire – Participant Questionnaire (ED-02309-08E) Form in [Somali](#) for FY 2008.

ECFE/School Readiness Participant Questionnaire – Participant Questionnaire (ED-02309-08E) Form in [Spanish](#) for FY 2008.

ECFE/School Readiness Participant Questionnaire – Participant Questionnaire (ED-02309-08E) Form in [Vietnamese](#) for FY 2008.

[Early Childhood Family Education Annual Report](#) - Form (ED-01843-26E) used by ECFE Programs for the 2007-2008 school report on program participation and services.

[Early Childhood Health and Development Screening Annual Report](#) - Completion and request for reimbursement (ED-01611-29E) for the 2007-2008 school year.

[School Readiness Annual Report](#) - Form (ED—02408-2E) used by School Readiness Programs for the 2007-2008 school year to report on program participation and services.

[School Readiness Participant Questionnaire Summary Form](#) - Form (ED-02150-15E) for preparing aggregated School Readiness participant demographics for school year 2007-2008.

Part V

Early Learning Services Data Collection Definitions and Online Help Texts

All data is for the FY 2008(2007-2008 school year) and includes information about programs and services provided from July 1, 2007 to June 30, 2008.

Early Childhood Family Education Annual Report

School Name: Select the name of the school for which you are reporting. If the school district you are entering data for does not appear in this list, contact MDE at mde.els-reports@state.mn.us.

Enter the name and number of each additional district included in the report, if applicable.

Enter Number of Classes Offered and Participants, and Hours of Service Provided:

A class is defined as two or more meetings of a specific group for parent-child and parent-only classes.

Total hours of service provided: Number of classes actually held, times the number of meetings per class, times the number of hours per meeting.

Choose One-Time Events, Contacts and Other Activities Offered: Any class occurring more than one time should be included in parent-child and parent-only classes.

Parent-child activities: Includes gym time, drop-in play times, concerts, parties, etc.

One-time, in-person newborn infant contacts: Includes hospital class or room visit, baby shower, etc.; does not include home visit or phone call.

Home visits include those made to parents and child care providers.

Enter Summary Data on Participants in Classes and One-Time Events, Activities, and Contacts: This is an unduplicated count of child and parent participants.

Number of different children participating: Include only children birth-to-kindergarten age.

Early Childhood Family Education Participant Questionnaire Summary

School Name: Select the name of the school for which you are reporting. If the school district you are entering data for does not appear in this list, contact MDE at mde.els-reports@state.mn.us.

Enter the name and number of each additional district included in the report, if applicable.

Provide the number of participant responses: This demographic data is collected from the “Early Childhood Family Education Program and School Readiness Participant Questionnaire.” Data on this summary should only be from Early Childhood Family Education participants. Summary demographic data on School Readiness participants are reported on the School Readiness Questionnaire Summary.

Early Childhood Screening Annual Report

School Name: Select the name of the school for which you are reporting. If the school district you are entering data for does not appear in this list, contact MDE at mde.els-reports@state.mn.us.

Enter the name and number of each additional district included in the report, if applicable. If you are submitting data for more than one school district in this report, reimbursement aid payment will be provided to the primary reporting district. The primary reporting district will be the district receiving state aid payment for children screened from all districts in the report. Districts are responsible locally for transferring any funds to the district that generated the reimbursement. The district receiving the reimbursement aid is responsible for payment to each district included in the report, if appropriate.

Provide the Number of Children Screened: Enter the number of children by their age at the time of screening. The target age for Early Childhood Screening is 3 to 4 years of age in order to provide at least one full year of intervention, if needed, as per [Minn. Stat. § 121A.17, subd. 1](#). These data should equal the State Aid Category (SAC) reported on the MARSS Early Childhood Screening (PS) records.

Children Screened in the “Catch-Up” Program: This number includes children who were not screened prior to public school entrance and had 30 days to comply with the mandate for screening as required by [Minn. Stat. § 121A.17](#). Includes children before and after the 30-day (calendar) screening requirement in Minnesota Statutes.

Children Entering Kindergarten Screened Through Other Sources: Indicate the number screened through a comparable screening that meets the requirements of the Early Childhood Screening Program. A summary record of the screening is then transferred to the school district. This number should rise as you make links with screening providers within your community. These data should equal State Aid Categories (SAC) 42-44 on the MARSS Early Childhood Screening (PS) records.

Public Health Agency – Includes Child & Teen Checkups/EPSTD. (SAC 42)

Head Start – Includes screening that occurs through the Head Start Program that meets the Federal Head Start Performance Standards. (SAC 43)

Private Health Care Provider – Includes screening by the child’s primary health care provider. All the required Early Childhood Screening components must be included in the screening ([Minn. Stat. § 121A.17, subd.1](#)). (SAC 44)

Children Entering Kindergarten With No Screening: This number indicates the number of parents who are conscientious objectors to Early Childhood Screening and for whom a signed and dated statement by the parent to this effect is in the child’s school health record ([Minn. Stat. § 121A.17, subd. 3e](#)). This number should equal SAC 45 on the MARSS Early Childhood Screening (PS) record.

Provide Number of Screenings and Referrals and Follow-up Information: Enter data on each of the required Early Childhood Screening components.

Referrals Made: May include both “New Potential Problems” and “Previously Known Problems.”

Provide the Total Number of Children Screened for Each Category: List the number of children screened by component. Most likely all children will be screened in all components. Since some children have more than one problem, the total with new possible problems may be greater than the number of children screened.

For follow-ups, indicate the number of families that need to be contacted to ensure the children reached their referral sources ([Minn. Stat. § 121A.17, subd.4](#)). This does not include recommendations for routine well-child exam or dental visit, or to Early Childhood Family Education. It DOES include referrals for a noted health or development problem. For example: if immunizations are behind, family does not have health care coverage or a primary health care provider, referral to Early Childhood Family Education if specific child development or support for parents is needed, referral to special education or the Interagency Early Intervention Committee for evaluation, etc.

Provide the Number of Referrals Due to Risk Factors that Influence Learning:

School Readiness referrals - Early Childhood Screening is a method to identify children as being developmentally disadvantaged or experiencing risk factors that could impede their school readiness and are, therefore, a priority for participating in the School Readiness Program ([Minn. Stat. § 124D. 15, subd. 8](#)).

Adult education/literacy – Includes programs such as Adult Basic Education, Family Literacy, and Even Start.

Other – If you choose this option, you must specify in the space provided the type of program to which the referral was made.

If Participation in Screening Changed Over Last Year, Please Check Reason(s):

Change in population – Due to any increase or decrease in the number of 3-5 year olds within the community or a change in the cultural, ethnic, or linguistic demographics of the community.

Focus on a community-based screening model – Includes strategies such as the adaptation of the [Quality Indicators Framework for a Community-Based Child Health and Developmental Screening](#).

Other – If you choose this option, you must specify the reason in the space provided.

Screening Instrument for Parent Report of Child Development: The developmental screening component must include at least a parent report of child’s functioning history in skills development, emotional status, and behavior status ([Minn. Rule 3530.3400, subp. 3A](#)).

Screening Instrument for Observation of Child’s Development: The developmental screening component must include the direct observation of the child’s cognition, fine and gross motor skills, speech and language, and social/emotional development by direct observation of the child. Standardized developmental screening instruments approved by the Minnesota Department of Education must be used. The screening instruments must contain norms for the age range tested and written procedures for administration, scoring, and interpretation ([Minn. Rule 3530.3400, subp. 3B](#)). One developmental screening instrument (DIAL 3, ESI-R, MPSI-R, Brigance Screens, FirstSTeps or ESP) must be marked, and one social/emotional screening instrument (ASQ:SE or PSC) must be marked.

Provide Total Program Costs Incurred By the District for Required Screening Components: Calculating district Early Childhood Screening program cost or expenditure by component requires setting up a formula such as one of the following:

- (a) $[\text{Number of staff}] \times [\text{Salary (in hours or days, including training time) and fringe benefits}] \times [\text{Time (in hours or days)}] + \text{materials} = \text{Total cost by component.}$

If a person conducts more than one component, estimate the portion of time spent in each; allocate the cost according to that portion of time.

- (b) $[\text{Charge (per child by component) from another agency}] \times [\text{Number of children screened}] = \text{Total program cost by component}$

Each component has a cost, even if volunteers are used as the volunteers must be trained, supervised on site, and any positive findings must be rescreened by the health or educational professional prior to referral for further assessment or evaluation.

Non-district contributions – includes in-kind provided by other screening providers such as Head Start or Child and Teen Checkups/EPSDT.

Indicate Supplemental Funding Sources for Required Components: The reimbursement rate may not cover the cost of the required components. In this section, indicate amounts from other funding sources to balance the difference between the actual costs and the amount of Early Childhood Screening reimbursement aid provided to districts.

The sum of the Supplemental Funding sources for the required components plus the aid entitlement must equal the total actual costs. *If the amount of aid is insufficient, school districts may permanently transfer from the general education fund an amount that, when added to the reimbursement aid, is sufficient (Minn. Stat. § 121A.19).*

School Readiness Annual Report

School Name: Select the name of the school for which you are reporting. If the school district you are entering data for does not appear in this list, contact MDE at mde.els-reports@state.mn.us.

Enter the name and number of each additional district included in the report, if applicable.

Choose the Early Childhood Classes offered; Choose the Kindergarten Preparation/Transition Classes Offered; Choose Other Services Offered: The first section of the report about type of School Readiness programs or services requires at least one option to be selected before proceeding to the next page. Select all the programs and services that your district provided using School Readiness aid entitlement. The number of child and parent participants may be a duplicated count.

Half-Day Early Childhood Program: Program less than five hours per day.

Full-day Early Childhood Program: Program more than five hours per day.

Half-Day of Child Only Time Added to Early Childhood Family Education: Early Childhood Family Education revenue may not be used to pay for “child only;” child only is paid by School Readiness revenue.

Integrated Classes with First Grade Preparedness: A state funding stream to specific Minnesota public school sites and charter schools with the highest level of free and reduced pupil counts. First Grade Preparedness provides full-day, every day kindergarten, four-year-old programming, or a combination of the two.

Summer Kindergarten Preparation: Only include classes provided over the summer or that are different from half-day or full-day prekindergarten classes, half-day of child only time added to Early Childhood Family Education, integrated classes with Head Start center-based, or integrated classes with Early Childhood Special Education.

Special Assistance Services: Includes scholarships to non-public early childhood programs; scholarships to public school early childhood programs; scholarships to Head Start; interpreter assistance; transportation assistance; family resource advocate/liaison/social worker; family resource center with other community-based programs or services.

Adult Basic Education/Family Literacy: Includes Even Start.

Arrange for screening and appropriate referral: Basic Early Childhood Screening costs/expenditures including hearing, vision, immunization review, growth (height and weight), access to health care coverage, development (cognitive, speech/language, fine and gross motor, and social/emotional), and a summary interview with the child’s parent(s) are paid by Early Childhood Screening state aid. When Early Childhood Screening state aid is insufficient to cover the expenditures, “...the district may permanently transfer from the general fund an amount that, when added to the aid, is sufficient” (Minn. Stat. § 121A.19)

Participant: A participant is any parent and or three or four-year-old child who had at least two contacts with the School Readiness program beyond the mandated Early Health and Developmental Childhood Screening.

Parent Involvement Opportunities (May Be a Duplicated Count): Provide the number of parents and the average number of hours a parent participates in: as classroom volunteers, on the parent advisory council or other program planning and decision-making opportunities.

NOTE:

Total number of participants may be a duplicated count across rows but not within a row. Rows for this direction are defined as A “Half-Day Early Childhood Programs”, B “Full-Day Early Childhood Program”, C “Half-Day of Child Only Time Added to Early Childhood Family Education. If a child participated in more than one row, list the child in the most time intensive row.

Scholarships to Public School Early Childhood Program Only – If scholarships are provided to Head Start services, list those only under Head Start Only row.

School Readiness Participant Questionnaire Summary

School Name: Select the name of the school for which you are reporting. If the school district you are entering data for does not appear in this list, contact MDE at mde.els-reports@state.mn.us.

Enter the name and number of each additional district included in the report, if applicable.

Provide the number of participant responses: This demographic data is collected from the “Early Childhood Family Education Program and School Readiness Participant Questionnaire.” Data on this summary should only be from School Readiness participants. Summary demographic data on Early Childhood Family Education participants are reported on the Early Childhood Family Education Participant Questionnaire Summary.