

Provider Self-Service (PSS) and You

Hosted by:
Pennsylvania Child Care Association



March 1, 2022
1:00 PM – 2:30 PM

1

provider self-service



Provider Self-Service



Mar 1, 2022 2

2

PRESENTERS



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Mar 1, 2022

3

3

AGENDA



- [Provider Self-Service – Overview](#)..... 3
- [Online Attendance Invoice](#) 6
- [Attendance Invoice Notification](#)14
- [Subsidy eCorrespondence](#) 17
- [Update Subsidy Provider Profile](#) 22
- [View Public Provider Profile](#) 30
- [Report an Incident](#) 38
- [Licensing](#) 40
- [Keys to Quality](#)..... 44
- [Mobile Compatibility](#) 52
- [New in June 2022](#) 54
- [PSS Usage Statistics](#)..... 56



Mar 1, 2022

4

4

Provider Self-Service- Overview



Provider Self-Service (PSS) is an online portal administered by the Office of Child Development and Early Learning (OCDEL) designed to help childcare, Early Learning and KEYSTONE STARS providers manage everyday work and establish what customers see about their organizations. PSS is designed to allow users to accomplish tasks including but not limited to the functionality detailed in the following slides.



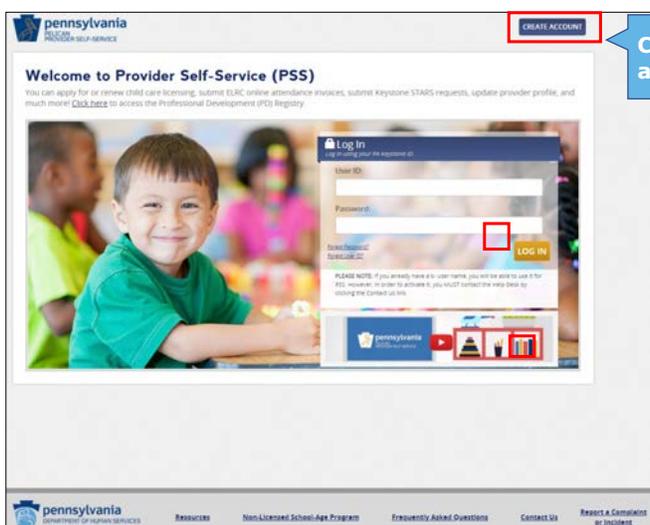
Mar 1, 2022 5

5

Provider Self-Service- Overview



Login Page



Click to create new PSS account.

Mar 1, 2022 6

6

Provider Self-Service- Overview



User Registration




Already a user? Log In

User Registration

1 Personal Information
2 Security Questions/ User Agreement
3 Registration Confirmation

Title (required)

-- Select --

First Name (required)

e.g., John

Last Name (required)

e.g., Smith

Email (required)

e.g., jsmith@gmail.com

Confirm Email (required)

Password (required)

Confirm Password (required)

PREVIOUS NEXT

Mar 1, 2022
7

7

Provider Self-Service- Overview



Link to your Organization

After user registration, login and link to your Organization

Note: The first person to link their organization to access ELRC Invoice and Correspondence/Licensing becomes the Account Manager.
This person is notified when another person in their organization requests access to PSS.

Link to your Organization

To review/update your location's provider profile, ELRC attendance invoice, correspondence, access Keystone STARS, the Early Learning Network, or SLDS, you must register for access by linking to your organization. Hover over the "i" icon for more details about where to find your MPI ID.

MPI ID (required)

e.g., XXXXXXXXXX

Tax ID (required)

e.g., XXXXXXXXXX

What do you need to access? (required)

If you require access to both ELRC Invoicing, Keystone STARS, Correspondence/Licensing, and the Early Learning Network/SLDS, please submit separate requests.

Invoicing, Keystone STARS, and Licensing
 Early Learning Network (PA Pre-K Counts, Head Start)
 Early Learning Network (Upload SLDS Data)
 None, return to PSS home page

SUBMIT

Note: This is a secure page and the information you enter here is protected. You must provide an MPI ID and Tax ID to maintain provider services information. For assistance in locating your MPI ID, contact your Help Desk by clicking [Contact Us](#).

Resources
FAQs
Contact Us

Mar 1, 2022
8

8

Provider Self-Service- Overview



Home Page



Mar 1, 2022

9

9

Account Manager



Mar 1, 2022

10

10

Account Manager

Manage access roles for your organization...



MY ACCOUNT
Manage my account and organization access

- Manage My User Profile
- Manage Users
- ACCESS REQUESTS
- Change My Password/Security Questions

MANAGE MY ELN ACCESS

Select the user for whom you want to modify, grant, or remove access.

Select User	User ID	First Name	Last Name	Email	Last Changed
<input type="radio"/>	b-uatmg05	User	Atmg05	c-mpallavi@pa.gov	b-uatmg05
<input type="radio"/>	b-uatpnet51	User	atpnet51	b-uatpnet51@pa.gov	b-uatpnet51

CANCEL
MODIFY USER

Mar 1, 2022
11

11

Account Manager

Manage access roles for your organization...



Modify User: Amy Duffay

User ID: b-aduffay
Email: asoc@email.edu

Activate User
 Deactivate User
 Activate/
deactivate users

User Access

Please check/uncheck the Access Level boxes to change the access level of the user. Checking a box will add the access level for all locations. Unchecking a box will remove the access level for all locations.

Select	Access Level	Description
<input checked="" type="checkbox"/>	Manage Profile	Update child care and early learning provider profiles
<input checked="" type="checkbox"/>	Manage Keystone STARS Grants	Update and submit Grants Applications
<input checked="" type="checkbox"/>	Manage Keystone STARS Requests	Update and submit Designation Requests, ECTs, and Coaching Requests
<input checked="" type="checkbox"/>	Update Invoices	Update ELRC attendance invoices, and view enrollments and correspondences (including payments)
<input checked="" type="checkbox"/>	Update and Submit Invoices	Update and submit ELRC attendance invoices, and view enrollments and correspondences (including payments)

PIS Account Manager Access

Locations

Please check/uncheck the Location boxes to change the locations for this user. Checking a box will add the access to the location. Unchecking a box will remove the access to the location.

Select	Location Name	MPI Loc ID	Address
<input checked="" type="checkbox"/>	GABE UAT TRAINING CENTER	300503115-0001	1101 E HECTOR ST, CONSHOHOCKEN, PA 19428

Note: The user will have the same access for all checked locations.

CANCEL
SAVE

Mar 1, 2022
12

12

Account Manager

Manage access roles for your organization...

MY ACCOUNT
Manage my account and organization access

- Manage My User Profile
- Manage Users
- Access Requests**
- Change My Password/Security

HOME INVOICE CORRESPONDENCE KEYSTONE STARS MY ACCOUNT PROVIDER PROFILE LICENSING HELP

Home > My Account > Access Requests

Access Requests

The applicant(s) below is requesting Provider Self-Service access under your Organization. Please select the user and click Continue to approve or reject the request.

Select User	User ID	First Name	Last Name	Email	Access Requested	Request Date/Time
<input type="radio"/>	b-nwvszg	NDHJV	WVSZG	jlqe@dlo.com	Link to your Organization	11/03/2021 - 04:17 PM

Approve or Reject access request.

CANCEL CONTINUE

Mar 1, 2022 13

13

Account Manager

Change Password/Security Questions

MY ACCOUNT
Manage my account and organization access

- Manage My User Profile
- Manage Users
- Access Requests
- Change My Password/Security Questions**

Home > My Accounts > Change Password

Change Password/Security Questions

In order to update one or more security questions, you must enter an answer for all three security questions. Password is required for all updates.

User ID: b-eastwood

New Password (required):

Confirm New Password (required):

Security Questions #1
What is the first school you attended?
Answer:

Security Questions #2
What is your favorite author's last name?
Answer:

Security Questions #3
What is your favorite movie?
Answer:

CANCEL SAVE

Mar 1, 2022 14

14



Online Attendance Invoice



Mar 1, 2022
15

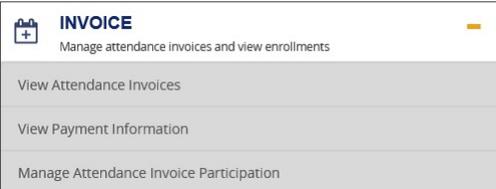
15



Online Attendance Invoice

Benefits of Online Invoicing

- Receive email notifications for new, past due and submitted online invoices
- New invoices available prior to the start of month
- Submit invoices in real-time.
- View ELRC modifications to invoices immediately
- Save invoice to submit later
- Access online invoice history
- Easily report discrepancies to ELRC
- View snapshot of payments received each month
- Minimize paper usage and eliminate postage fees





Mar 1, 2022
16

16

Online Attendance Invoice





Click to view online attendance invoices

Click to participate in online invoice submission

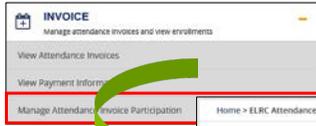
Mar 1, 2022
17

17

Online Attendance Invoice



Manage Attendance Invoice Participation



Home > ELRC Attendance Invoice Participation

ELRC Attendance Invoice Participation

Location	Address Line 1	Provider ID	Telephone	Submission Type	Start Date	Last Updated	Last Updated By
MONTESSORI CHILDRENS HOUSE	6024 BUTLER PIKE	1111212804-1	(215) 841-1761	Online	November 2016	11/02/2016	9-sparker
MONTESSORI CHILDRENS HOUSE	220 UPLAND AVE	1111212804-2	(215) 841-1761	Paper	April 2018	04/09/2018	9-leastwood

BACK TO PSS HOME
CANCEL SAVE

Select Paper or Online for each service location

Confirmation

Please confirm that you would like to proceed with the following changes:

Location MONTESSORI CHILDRENS HOUSE (1111212804-1) will receive and submit invoices **Online**

If confirmed, these changes will be effective with the **September 2018** service period.

CANCEL
CONFIRM

Mar 1, 2022
18

18

Online Attendance Invoice



INVOICE
Manage attendance invoices and view enrollments

View Attendance Invoices

View Payment Information

Manage Attendance Invoice Participation

Attendance Invoice Summary

For a tour of the Attendance Invoice Summary page, [click here](#)

This page automatically displays the attendance invoices that have not been submitted for each of your locations. Use the Filter By feature to select criteria and narrow or expand your search. You can also click an invoice tile to view the attendance details for that invoice.

Note: The ELRC Office may not be the office for service periods prior to Fiscal Year 2018-19.

Filter By

Invoice Status

Not Submitted

Submitted

Printed for Submission

Deleted

Service Period

Location Name

Location County

ELRC Office

SEARCH

Reset Filters

BACK TO PSS HOME

Sort By: Service Period

August 2019	September 2019	September 2019	October 2019	October 2019
<p>Use Childrens Hou...</p> <p>113 Clear Creek Rd</p> <p>1111212804 - 3</p> <p>b-eastwood</p> <p>09/05/2019</p> <p>ELRC</p> <p>ELRC - 14</p> <p>Not Submitted</p>	<p>Monsieur Childr...</p> <p>220 Upland Ave</p> <p>1111212804 - 2</p> <p>ELRC</p> <p>09/27/2019</p> <p>ELRC - 14</p> <p>Not Submitted</p>	<p>Use Childrens Hou...</p> <p>113 Clear Creek Rd</p> <p>1111212804 - 3</p> <p>ELRC</p> <p>09/05/2019</p> <p>ELRC</p> <p>ELRC - 14</p> <p>Not Submitted</p>	<p>Use Childrens Hou...</p> <p>113 Clear Creek Rd</p> <p>1111212804 - 3</p> <p>ELRC</p> <p>09/26/2019</p> <p>ELRC</p> <p>ELRC - 14</p> <p>Not Submitted</p>	<p>Monsieur Childr...</p> <p>220 Upland Ave</p> <p>1111212804 - 2</p> <p>ELRC</p> <p>09/05/2019</p> <p>ELRC - 14</p> <p>Not Submitted</p>

Sort invoices by Service Period (default) or Location Name

Filter the displayed invoices using various criteria

Mar 1, 2022
19

19

Online Attendance Invoice



September 2019

Uat Training Center

1101 E Hector St

6114049992 - 1

b-eastwood

09/12/2018

ELRC

Not Submitted

Attendance Invoice Details

For a tour of the Attendance Invoice Details page, [click here](#)

Click here for Additional Providers

Provider Location: UAT TRAINING CENTER Provider ID: 6114049992-1 Provider Type:

New	ELRC Office	Invoice ID	Ready to Submit
<input checked="" type="checkbox"/>	Early Learning Resource Center for Region 17	4888136	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/>	Early Learning Resource Center for Region 18	4888117	<input checked="" type="checkbox"/>

ELRC changes are highlighted in yellow. After reviewing, click the child's county record number and check "Remove Highlighting" to clear the highlighting for all users.

Location	Child	M	Tu	We	Th	Fr	Sa	Su	M	Tu	We	Th	Fr	Sa	Su	
PRESCHOOL	ADRIAN, ADRIANA J															
	ADRIAN, ADRIANA J															
NORMAL SCHOOL AGE	ADRIAN, ADRIANA J															
	ADRIAN, ADRIANA J															
TWO YEAR SCHOOL AGE	ADRIAN, ADRIANA J															
	ADRIAN, ADRIANA J															
THREE YEAR SCHOOL AGE	ADRIAN, ADRIANA J															
	ADRIAN, ADRIANA J															
FOUR YEAR SCHOOL AGE	ADRIAN, ADRIANA J															
	ADRIAN, ADRIANA J															
FIVE YEAR SCHOOL AGE	ADRIAN, ADRIANA J															
	ADRIAN, ADRIANA J															

ATTENDANCE UPLOAD

Upload attendance from supported attendance tracking software

All invoices for the selected Service Period are listed at the top of the page

All children on the selected invoices from above display in the schedule

Update schedules via drop-down menus

Absent (A)

Full-Time (FT), 5 or more hours

Part-Time (PT), less than 5 hours

Non-Trad. FT (NFT), 5 or more hours

Non-Trad. PT (NPT), between 3 and 5 hours

Paid Closure (PC)

Non-Paid Closure (C)

Last Day Attended (T)

ELRC Schedule: FT

Mar 1, 2022
20

20

Online Attendance Invoice

Print Options

Print Online Invoice

Print a copy of the invoice(s). This copy is not for submission and cannot be processed by ELRC offices. Please select to print a working copy of a not submitted invoice(s) or a final copy of a submitted invoice.

Print for Paper Submission

Print a paper copy of the invoice to be mailed to the corresponding ELRC office for submission. If you select this Option, you will no longer be able to submit your attendance invoice online for the September 2019 invoice period. You will continue to receive online invoices for future invoice periods.

Please select the desired invoice(s). The working copy will include children from all invoices selected.

Select	ELRC Office	Invoice ID	Status
<input type="checkbox"/>	Early Learning Resource Center for Region 17	4388138	Not Submitted
<input type="checkbox"/>	Early Learning Resource Center for Region 16	4494017	Not Submitted

Note: You may need to enable pop-up windows in your browser settings to view invoices for printing.

CANCEL **PRINT**

Mar 1, 2022 21

21

Online Attendance Invoice

Vendor Attendance Upload

You may upload a compatible XML file from external attendance tracking software to facilitate attendance entry. Once the attendance is uploaded, you can review the uploaded attendance before submitting, as if you were entering attendance manually.

Please select the compatible output file for this provider location and service period.

Name: **Browse...**

After you select a compatible file, click "Upload" to proceed or "Cancel" to quit.

Note: Please refer to the FAQs for more information about compatible files.

CANCEL **UPLOAD**

Mar 1, 2022 22

22

Online Attendance Invoice



How to upload attendance...

Generate File	Export Attendance output file from attendance tracking software
Upload File	Upload Attendance output file from attendance tracking software
Virus Scan	System automatically scans file for security
Scan for Errors	System scans the file to check for errors
Upload Attendance	Click Continue!



Mar 1, 2022 23

23



Attendance Invoice Notifications



Mar 1, 2022 24

24

Attendance Invoice Notifications

How to sign-up to receive invoice notifications...



MY ACCOUNT
Manage my account and organization access

- Manage My User Profile
- Manage Users
- Access Requests
- Change My Password/Security Questions

Manage My User Profile

User ID: b-gdayay

Title:

First Name: Gabriel

Last Name: Day

Registration Email: gday@pcgus.com

ELRC Online Invoices Notification Email

Confirm ELRC Online Invoices Notification Email

Please do not send me email notifications for child enrollment and information changes for ELRC Online Attendance Invoicing. (Please note you will still receive email regarding invoice availability, past due reminders, etc.)

Choose to opt in/out from receiving email notifications about enrollments and changes for ELRC Online Attendance Invoicing

Mar 1, 2022
25

25

Attendance Invoice Notifications

Example email...

1. Receive email notification from PSS when invoices are available
2. Click the desired link, for example, the [View Current Invoice](#) link



From: PELICAN Provider Self-Service <RA-PSSOAT@pa.gov>
Sent: Monday, September 1, 2018 12:00 AM
To: Day, Gabriel <gday@pcgus.com>
Subject: Invoice Available - Current Invoice Reminder

ELRC attendance invoice(s) for the September 2018 service period are now available for the following location(s):

As a reminder, your ELRC attendance invoice(s) for August 2018 can be submitted on the first of the month.

UAT TRAINING CENTER, 1101 E HECTOR ST, Provider ID: 6114049992-1 [View Current Invoice](#), [View Next Invoice](#)

This email was sent from an unmonitored account. Please do not reply to this message.

Mar 1, 2022
26

26

The logo for Pennsylvania Pelican Provider Self-Service, featuring a stylized blue and white pelican icon to the left of the text "pennsylvania" in a bold, sans-serif font, with "PELICAN PROVIDER SELF-SERVICE" in a smaller font below it.

Subsidy eCorrespondence

A cartoon character of a computer monitor with a face, wearing a green uniform and a cap, carrying a black bag with a yellow 'E' on it. The character is standing next to a blue mailbox with a red flag and a white envelope with a red 'E' on it.

Mar 1, 2022 27

27

Subsidy eCorrespondence

The logo for Pennsylvania Pelican Provider Self-Service, featuring a stylized blue and white pelican icon to the left of the text "pennsylvania" in a bold, sans-serif font, with "PELICAN PROVIDER SELF-SERVICE" in a smaller font below it.

With eCorrespondence you can...

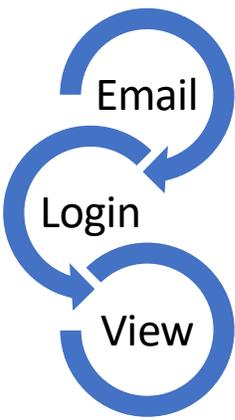
- Receive notification of correspondence available in PSS
- Allow more than one person in your business to access correspondence
- Save time and the environment by reducing paper usage
- Choose to receive correspondence in English or Spanish

Mar 1, 2022 28

28

Subsidy eCorrespondence

Don't miss information that may impact your payment!
eCorrespondence is as easy as 1-2-3...



1. Notification received via email.
2. Click link, then login to PSS.
3. View or print eCorrespondence online.



Mar 1, 2022
29

29

Subsidy eCorrespondence

Example email...

Receive email notification informing of new eCorrespondences that are available to view in PSS.
Email Subject Line: eCorrespondence Summary – [Legal Entity Name]



Legal Entity Name:
Provider ID:

This email is being sent to you as a summarized listing of all new eCorrespondence(s). After clicking on a hyperlink below, you will be prompted to enter your PSS login credentials. You will then be directed to the document to view, print, and/or save.

Location ABC
Provider Location ID
Correspondence ID: [1333124-1](#) – Payment Summary
Correspondence ID: [1333125-1](#) – Non-Compliance Summary

Location DEF
Provider Location ID
Correspondence ID: [8833129-1](#) – Payment Summary
Correspondence ID: [9332456-1](#) – Change in Primary Worker Letter

Note: Please note that at any time you will be able to search for the eCorrespondence(s) using the Correspondence Search functionality available through Provider Self Service (PSS).

Mar 1, 2022
30

30

Subsidy eCorrespondence



CORRESPONDENCE
Manage my ELRC correspondence settings and view correspondences

- Manage Correspondence Settings
- View Correspondences

Search for correspondence...

Correspondence Search

The Correspondence Search page allows you to access generated correspondences. To search for correspondences, first select a date range then click "Search". Click the correspondence title header for the correspondence you wish to view. Upon clicking the desired correspondence title, your correspondence will open as a PDF which allows you to print and/or save the correspondence.

Note: The ELRC Office may not be the office for service periods prior to Fiscal Year 2016-19.

Filter By

From: 04/01/2018
To: 05/01/2018
Call/Record: 01/00000000

Invoice #

Location Name

- A Child World CTRP Corporate CTR
- A Child World CTRP Eagle Road
- A Child World CTRP (181) Hunter Creek Valley 7

Correspondence

County

ELRC Office

SEARCH

Reset Filters

BACK TO PSS HOME

Sort By: Correspondence Type

| Child Care Stop |
|---|---|---|---|---|
| A Child World E.C. 183 Broad Oaklee 211213289.9 | A Child World E.C. 183 Broad Oaklee 211213289.9 | A Child World E.C. 183 Broad Oaklee 211213289.9 | A Child World E.C. 183 Broad Oaklee 211213289.9 | A Child World E.C. 183 Broad Oaklee 211213289.9 |
| ELRC-18 04/12/2018 09020842 Julie Smith | ELRC-18 04/12/2018 09020859 Julie Smith | ELRC-18 04/12/2018 09020859 Julie Smith | ELRC-18 04/12/2018 09020859 Julie Smith | ELRC-18 04/12/2018 09020851 Julie Smith |
| A Child World E.C. 183 Broad Oaklee 211213289.9 | A Child World E.C. 183 Broad Oaklee 211213289.9 | A Child World E.C. 183 Broad Oaklee 211213289.9 | A Child World E.C. 183 Broad Oaklee 211213289.9 | A Child World E.C. 183 Broad Oaklee 211213289.9 |
| ELRC-18 04/12/2018 09020718 Julie Smith |

Previous Next Page 1 of 10 of 10

Filter the displayed correspondence using various criteria

Correspondence may be sorted by type or date

Mar 1, 2022

Data has been fabricated for this presentation.

31

31

Subsidy eCorrespondence



CORRESPONDENCE
Manage my ELRC correspondence settings and view correspondences

- Manage Correspondence Settings
- View Correspondences

Correspondence Settings

Select Provider Location: Gabe UAT Training Center **GO**

Preferred Language for Correspondence

Subsidy Correspondence Language: English

eCorrespondences

Would you like to receive correspondences through Provider Self Service (eCorrespondences)? Yes No

Enter one eCorrespondence email address to opt into eCorrespondences. You may also enter five additional email address notifications.

eCorrespondence Email #1: gday@pcgus.com	Confirm eCorrespondence Email #1: gday@pcgus.com
eCorrespondence Email #2: gday@pcgus.com	Confirm eCorrespondence Email #2: gday@pcgus.com
eCorrespondence Email #3: <input type="text"/>	Confirm eCorrespondence Email #3: <input type="text"/>
eCorrespondence Email #4: <input type="text"/>	Confirm eCorrespondence Email #4: <input type="text"/>
eCorrespondence Email #5: <input type="text"/>	Confirm eCorrespondence Email #5: <input type="text"/>
eCorrespondence Email #6: <input type="text"/>	Confirm eCorrespondence Email #6: <input type="text"/>

SAVE

RETURN TO PROFILE SUMMARY

Select YES to receive correspondence through PSS

Mar 1, 2022

Data has been fabricated for this presentation.

32

32

Pennsylvania Child Care Association

16



Update Subsidy Provider Profile



Mar 1, 2022
33

33



Update Subsidy Provider Profile

Update location information to change what is displayed to public through COMPASS Provider Search. Updates are available next day.

PROVIDER PROFILE

Manage location demographic information

Manage Location Demographic Information

Manage Closed Days

Manage Rates

Manage Operational Capacity, Vacancy, and Waitlist

DESCRIPTION	LAST UPDATED ON	LAST UPDATED BY
State of Emergency Operation Status	09/01/2020 04:58:52 PM	pmoher
Accommodations	01/03/2019 08:58:43 PM	b-gibday
Accreditations	01/03/2019 09:21:38 PM	b-gibday
Additional Activities	01/03/2019 09:21:41 PM	b-gibday
Additional Fees	01/03/2019 09:21:44 PM	b-gibday
Affiliations	01/03/2019 09:32:47 PM	b-gibday
Care Levels Served	01/03/2019 09:21:55 PM	b-gibday
Closed Days	12/12/2019 02:52:01 PM	b-gibday
Correspondence Settings		
Discounts	10/30/2018 10:33:47 AM	b-gibday
Environment	10/30/2018 10:34:31 AM	b-gibday
Financial Programs Accepted	01/03/2019 09:22:43 PM	b-gibday
General Schedules Served	10/30/2018 10:35:38 AM	b-gibday
Languages	10/30/2018 10:31:02 AM	b-gibday
Meal Options	06/25/2019 10:58:51 AM	b-gibday
Operational Capacity, Vacancy, and Waitlist		
Other Early Learning Programs	10/30/2018 10:35:57 AM	b-gibday
Rates	10/30/2018 10:55:29 AM	l-test21
Referral History		
Service Schedules	01/03/2019 08:50:53 PM	b-gibday
Transportation	01/03/2019 09:32:24 PM	b-gibday
Website	08/04/2019 09:20:58 AM	c-ampall

Icons illustrate if a click will result in expanding the section or will navigate to a new screen



Mar 1, 2022
34

34

Update Subsidy Provider Profile



Manage Closed Days!

PROVIDER PROFILE
Manage location demographic information

- Manage Location Demographic Information
- Manage Closed Days
- Manage Rates
- Manage Operational Capacity, Vacancy, and Waitlist

Location Closed Days Summary

Select Provider Location: UAT TRAINING CENTER GO

Select a Fiscal Year
2019 2018

Location Closed Days for Fiscal Year 2019 (07/01/2018 to 06/30/2019)

Paid Days: 15 Unpaid Days: 0

Begin Day	End Day	Detail	Paid?	Subweek?
07/04/2018	07/04/2018	Private Pay Clients Are Charged	Yes	Yes
07/17/2018	06/09/2018	Private Pay Clients Are Charged	Yes	No
09/03/2018	09/03/2018	Private Pay Clients Are Charged	Yes	Yes
10/08/2018	10/08/2018	Private Pay Clients Are Charged	Yes	Yes
11/12/2018	11/12/2018	Private Pay Clients Are Charged	Yes	Yes
11/20/2018	11/20/2018	Private Pay Clients Are Charged	Yes	Yes
11/29/2018	11/29/2018	Private Pay Clients Are Charged	Yes	Yes
12/05/2018	12/05/2018	Private Pay Clients Are Charged	Yes	Yes

VIEW HISTORY +ADD CLOSED DAY

Add Paid or Unpaid Closed Days.

Mar 1, 2022
35

35

Update Subsidy Provider Profile



Manage Private Pay Rates!

PROVIDER PROFILE
Manage location demographic information

- Manage Location Demographic Information
- Manage Closed Days
- Manage Rates
- Manage Operational Capacity, Vacancy, and Waitlist

Edit Private Pay Rates

Select the date when the payment rates will become effective. Then, select a payment frequency from the Payment Frequency dropdown list based on how your organization charges its rates. If your location offers both daily and weekly rates, please select Weekly from the Payment Frequency dropdown list. Next, enter your rates and click "Convert." Review your converted rates and then click "Save."

Note: If a payment frequency other than daily is selected, the rates will display in a daily format upon clicking "Convert." Rates are displayed in this format so that they replicate the way they are displayed to the public through the COMPASS Child Care and Early Learning Program Search.

Current Effective Date: 09/01/2017 Accept Blended Rate for the School Year?
 Yes No

Private Pay Rate Effective Date: Blended Rate Effective Date:

Payment Frequency (Must select prior to entering rates)
Select CONVERT RESET

Start Of Care	Infant (18-24 Mos.)	Young Toddler (24-36 Mos.)	Older Toddler (36-48 Mos.)	Preschool (27 Mos. Enrolling 4)	Young School Age (48-60 Mos.)	Old School Age (60-65 Mos.)
Full Time	\$ 35.00	\$ 35.00	\$ 35.00	\$ 35.00	\$ 30.00	\$ 30.00
Part Time	\$ 20.00	\$ 20.00	\$ 20.00	\$ 20.00	\$ 18.00	\$ 18.00

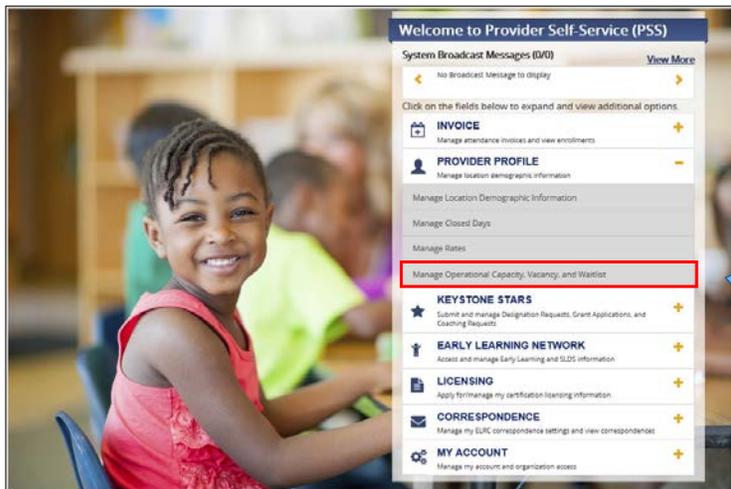
CLICK THE CONVERT BUTTON TO ENABLE "SAVE."
SAVE

Note: These rates will be displayed to the public through the COMPASS Provider Search.

Mar 1, 2022
36

36

Update Subsidy Provider Profile



Enables families and community organizations to view site-specific vacancy information by care-level.

Manage Operational Capacity, Vacancy, and Waitlist.

Mar 1, 2022

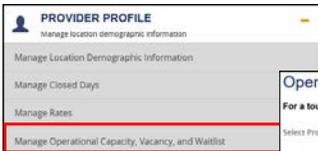
37

37

Update Subsidy Provider Profile



Manage Operational Capacity, Vacancy, and Waitlist!



New screen to enter Operational Capacity and indicate if you have a Vacancy or Waitlist per location by care level

Mar 1, 2022

38

38

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View Public Provider Profile



Mar 1, 2022
39

39

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View Public Provider Profile

To view what is displayed for the public:

1. Navigate to COMPASS Provider Search (www.findchildcare.pa.gov).
2. Perform a search by provider name.

Note: Parents can also search by zip, city or address



Mar 1, 2022
40

40

View Public Provider Profile



Narrow search results...

Filters are available to narrow the search for Providers

The screenshot shows a search interface for child care providers. On the left, there is a 'FILTER BY:' section with various options:

- State of Emergency Operation Status: Not Operating, Operation Permitted
- STARS Rating: A star rating selector (1-5 stars)
- Hours of Operation: A calendar grid to select days and time ranges
- Provider Type: Child Care Center, Family Child Care Home, Group Child Care Home
- Financial Programs Accepted: Child Care Works (Subsidy Participation), Child Welfare Agency (DHS Participation), Scholarship (United Way / Sliding Scale)
- Languages: A dropdown menu

 On the right, search results are displayed, including a map and a list of providers. One provider, 'Gabe Center I', is highlighted with a red box. The results show the provider name, address, phone number, STARS rating (5 stars), and links for 'More Details', 'Add to My List', and 'Inspections'.

41

View Public Provider Profile



This screenshot shows the search results for 'Gabe Center Iii'. A red box highlights the provider entry in the search results, which includes the name, address, phone number, and a 5-star STARS rating. A dashed red callout box provides more details for 'Gabe Center Iii':

- Name: Gabe Center Iii
- Status: Not Enrolling
- Address: 304 Crossfield Rd, King Of Prussia, PA 19406
- STARS Rating: 5 stars
- Buttons: More Details, Add to My List, Inspections

 The filter section on the left is visible but not highlighted.

3. Locate the desired location in the search results.
4. Click More Details.

42

View Public Provider Profile

Interactive contact info...



Gabe Center III

Call for Availability
304 Crossfield Rd
King Of Prussia, PA 19406
(215) 555-3333

STARS Rating
★★★★☆

More Details

Add to My List

Inspections

Gabe Center III ★★★★★

304 Crossfield Rd
King Of Prussia, PA 19406

(215) 555-3333

Get Directions

CONTACT PROVIDER

Map Satellite



Contact Provider

Contact Gabe Center II

Name of Parent/Caretaker

Preferred Method of Contact? Phone Email

Phone

Email

Custom Email

Send a copy of this message to my email address

Children needing care

Start Date

I'm not a robot

CANCEL
CONTACT PROVIDER

After clicking More Details, the information on the next three slides will display

Google Maps is linked with location details. On mobile devices, this links to turn-by-turn navigation

If the Provider elects, parents/caretakers can directly contact them via email

Mar 1, 2022
43

43

View Public Provider Profile

View what is publicly displayed...



About Gabe Center I

Type of Program	Provider Type	Certification	Maximum Capacity	Languages
Child Care	Center	Active	24	English Spanish

School District(s) Served

Ages Served	Full Time	Part Time	Openings
Infant (6 Weeks-12 mos.)	\$180.00	\$45.00	Call for Availability
Young Toddler (13-24 mos.)	\$180.00	\$45.00	Call for Availability
Older Toddler (25-36 mos.)	\$180.00	\$45.00	Enrolling
Preschool (37 mos. - Entering K)	\$180.00	\$45.00	Enrolling
Young School-Age (K-3rd gr.)	\$225.00	\$67.50	Call for Availability
Older School-Age (4th gr. -15 yrs.)	\$225.00	\$67.50	Call for Availability

Licensed capacity is displayed here

Displays rates and openings per care level served

Mar 1, 2022
44

44

View Public Provider Profile



View what is publicly displayed...

Displays Schedules served

Type of Program	Provider Type	Certification	Maximum Capacity	Languages
Child Care	Center	Active	24	English Spanish

[View History](#)

School District(s) Served

Early Learning Programs Offered

Hours of Operation		Schedule
First Shift	Second Shift	
Monday	6:00 AM - 7:00 PM	Early Dismissal School Days
Tuesday	6:00 AM - 7:00 PM	After School
Wednesday	6:00 AM - 7:00 PM	Evening Care
Thursday	6:00 AM - 7:00 PM	Weekdays
Friday	6:00 AM - 7:00 PM	Flexible Schedule

Ages Served	Full Time	Part Time	Openings
Newborn (Under 6 Weeks)	\$100.00	\$45.00	Call for Availability
Infant (6 Weeks-12 mos.)	\$100.00	\$45.00	Call for Availability
Young Toddler (13-24 mos.)	\$100.00	\$45.00	Call for Availability
Older Toddler (25-36 mos.)	\$100.00	\$45.00	Call for Availability
Preschool (37 mos. - Entering K)	\$100.00	\$45.00	Call for Availability
Young School-Age (K-3rd gr.)	\$225.00	\$67.50	Call for Availability
Older School-Age (4th gr. -15 yrs.)	\$225.00	\$67.50	Call for Availability

Note: The rates and openings information is subject to change. Programs are not required to share openings, please contact the provider directly for the latest information.

Mar 1, 2022
45

45

View Public Provider Profile



View what is publicly displayed...

Displays meal and transportation options

Accreditations			
National Association for the Education of Young Children (NAEYC) National Early Childhood Program Accreditation (NECPA)			

Are there providers who care for children with special needs?

Pursuant to 55 Pa. Code §§ 3270.26, 3280.25, and 3290.23, in order to receive a certificate of compliance, child care providers must comply with nondiscrimination laws, including the Americans with Disabilities Act ("ADA"), 42 U.S.C.A. §§ 12101 et seq. The ADA requires providers to make reasonable accommodations to include children who have special needs.

Meal Options			
Breakfast Lunch PM Snack Dinner			

Transportation			
School	Type	School District	School
On Site at School		Allegheny Valley	Cottax Upper E1 Sch
Serviced by school bus		Colonial	Colonial E1 Sch
Serviced by school bus		Colonial	Colonial M5
Serviced by school bus		Colonial	Conshohocken E1 Sch
Serviced by school bus		Colonial	Plymouth-Whitemarsh SHS
Serviced by school bus		Colonial	Whitemarsh E1 Sch

Public			
	Type	Line(s)	Distance
	Bus	97	1 Block
	Train	237	1 Block

Mar 1, 2022
46

46

Report an Incident

Mar 1, 2022 47

47

Submit Incident Report

Note: Individuals do not need to be registered in PSS to report a complaint or incident.

Mar 1, 2022 48

48



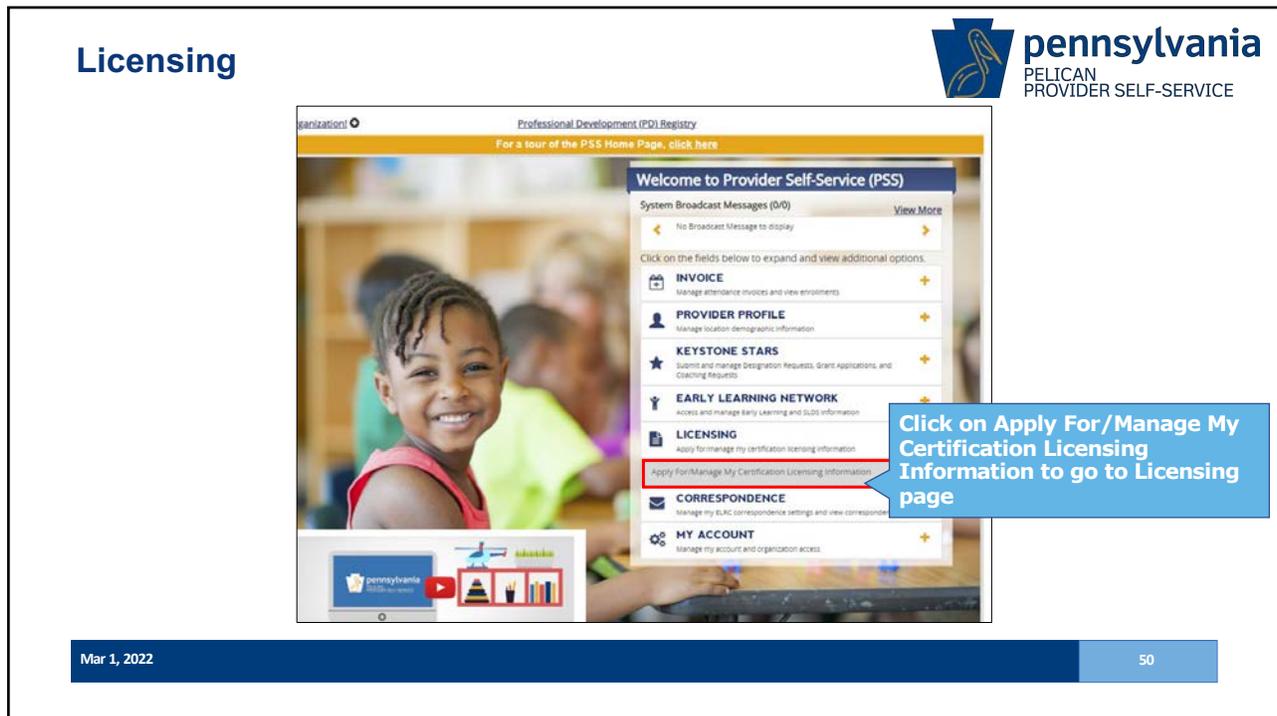

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Licensing

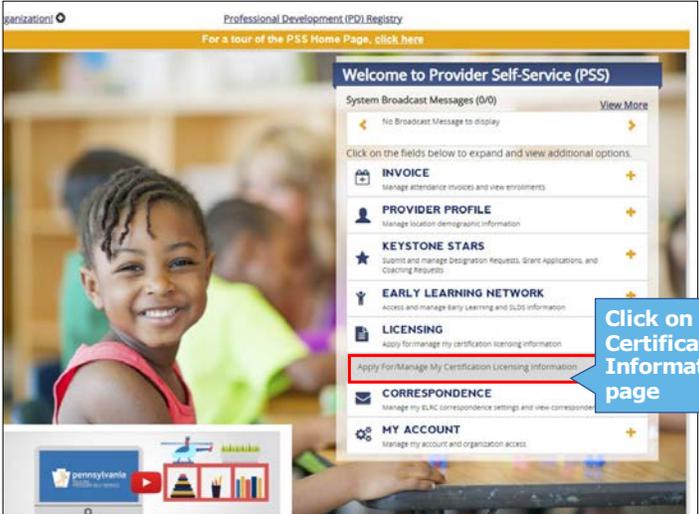


Mar 1, 2022 49

49



Licensing

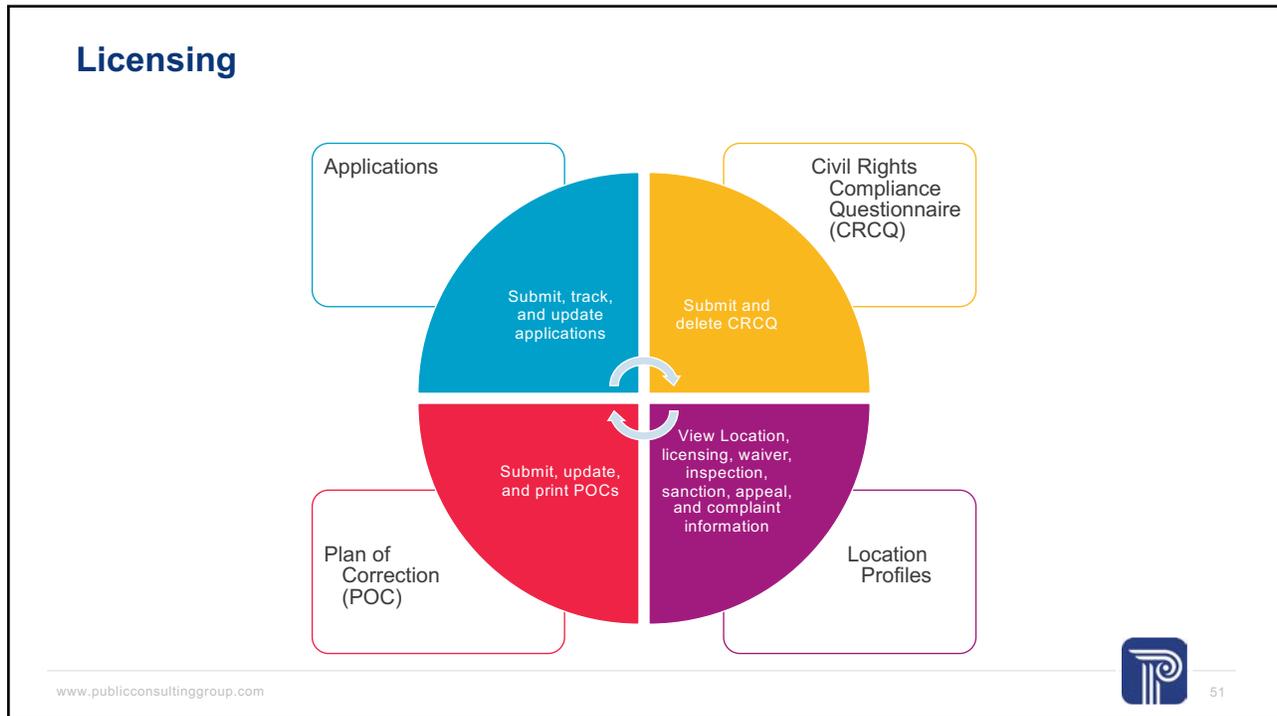



pennsylvania
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 PROVIDER SELF-SERVICE

Click on Apply For/Manage My
 Certification Licensing
 Information to go to Licensing
 page

Mar 1, 2022 50

50



51

Licensing

pennsylvania

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Licensing Home Page

Welcome to the Licensing Home Page! As a user of this website, you have access to create and manage Applications, Civil Rights Compliance Questionnaires, Plans of Corrections, and view your Location Profiles. To report a Child Care complaint or incident, click on the Report a Complaint or Incident link in the footer below.

+ Applications

+ Civil Rights Compliance Questionnaires

+ Plans of Correction

- Location Profiles

100000588-0010	100000731-0002	100000731-0003	100000805-0041	100000805-0054	100000805-0058
<p>ALL LADDERON DEMO TEST</p> <p>133405 Sarma St. PHILADELPHIA, PA, 19101</p> <p>Child Care Center APP-00031716</p>	<p>LITTLE LEARNERS DAY CARE</p> <p>2021 York Ave. CAMB HILL, PA, 17011</p> <p>Child Care Center APP-00048191</p>	<p>LITTLE LEARNERS DAY CARE</p> <p>567 June Drive, Camphill PA, 17011</p> <p>Family Child Care Home APP-00047803</p> <p style="color: red; font-weight: bold; font-size: 8px;">Start Renewal Application</p>	<p>ADDITIONAL TESTING ON ADDITIONAL ISSUES IN SET ONE</p> <p>1221821912-66090890 1221821913 3000400040</p> <p>Child Care Center APP-00040472</p>	<p>JOHN LOCANTO</p> <p>Landrum, Cumberland, PA, 17021</p> <p>Family Child Care Home APP-00047193</p>	<p>CMFENIG</p> <p>Conyneg, Cumberland, PA, 17011</p> <p>Family Child Care Home APP-00043276</p>
100000805-0062	100000805-0064	100003158-0006	100002244-0002	100009156-0057	100009156-0077
<p>Campitobayakids</p> <p>1100 WERTON Dr. The Camps, PA, 17011</p> <p>Child Care Center APP-00047432</p>	<p>KULSPAW</p> <p>KULSPAW, Cumberland, PA, 17011</p> <p>Group Child Care Home APP-00047286</p>	<p>A CHILD'S WORLD ghghh</p> <p>524 Campore, CAMPHILL, PA, 17011</p> <p>Family Child Care Home APP-00036040</p>	<p>Campore</p> <p>Campore, camphill, PA, 17011</p> <p>Family Child Care Home APP-00031069</p>	<p>WEDNESDAYONE</p> <p>432 Clear Crt, Lancaster, PA, 17601</p> <p>Group Child Care Home APP-00035882</p>	<p>CAMP HILL LODI</p> <p>Do Not Use, CAMPHILL, PA, 17011</p> <p>Child Care Center APP-00047116</p>

Show More

Mar 1, 2022
52

52

Licensing



Renewals made easy...

- Alerts the user { Receive an alert when location certificate is due for renewal
- Pre-filled application { Renewal application is pre-populated with the most up-to-date information
- Submission { Fill in the application and submit online
- Track the application { Track the submitted renewal application online throughout the process



Note: In-process online applications may be saved and submitted later or withdrawn.

Mar 1, 2022 53

53



Keys to Quality



Mar 1, 2022 54

54

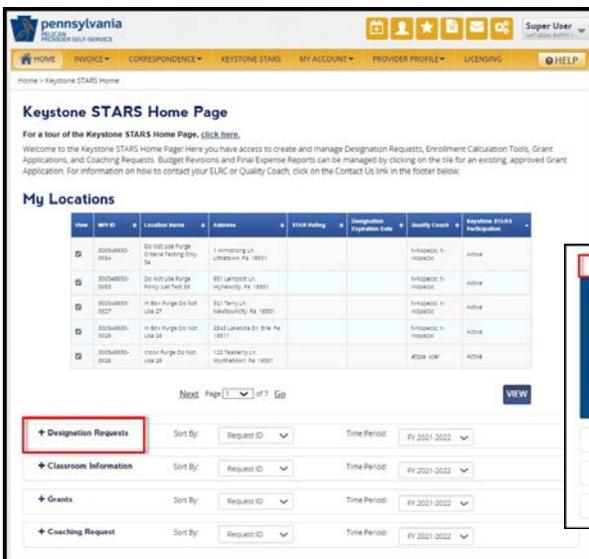
Keys to Quality



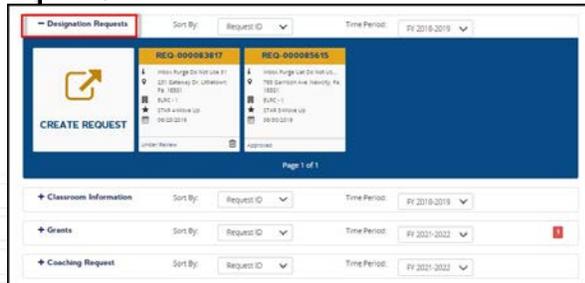
Click on Keystone STARS to go to Keystone STARS Home page.

55

Keys to Quality – Designation Request



Create a new Designation request or view previously submitted Designations.



56

Keys to Quality – Designation Request



Designation Request: Get Started

For a tour of the designation request process, [click here](#).
Please select your location from the list below and click GET STARTED to submit a Keystone STARS designation request online.
Current Locations
Below is a list of all locations associated with your organization. If you do not see your location listed below, please contact the [PELICAN Help Desk](#).

Unit ID	Location Name	Address	Provider Type	STAR Rating	Registration Expiration Date
300546650-0001	UAT LOCATION 1	32 BROAD STREET SEVENTH FL PA 19301	Child Care Center	★★★★	3/23/2022
300546650-0002	UAT LOCATION 2	68 GREEN ST BRK PA 19301	Family Child Care Home		
300546650-0003	UAT LOCATION 3	19 SOUTH STATE ST PA 19301	Group Child Care Home		
300546650-0004	UAT LOCATION 4	40 POPAR STREET PA 19301	Child Care Center		
300546650-0005	UAT LOCATION 5	68 ONE LYNN ST PA 19301	Nanny Child Care Home		

Next Page 1 of 7 Go

Confirm Location Details

Keystone STARS Designation Request
UAT LOCATION 10

1 Confirm Location Details 2 Contact Information 3 Classroom Information 4 Operational Information 5 UAT Level Request 6 Attestation 7 Signature Authentication 8 Submission Confirmation 9 Reporting Documentation

Confirm Location Details
You have selected to submit a designation request for UAT LOCATION 10. Please read the information for this location below. If you need to modify this text, please contact your certification representative.

Location Name: UAT LOCATION 10
Physical Address Line 1: 44 NORTHWEST ST
Physical Address Line 2:
City: PLACE
State: Pennsylvania
ZIP Code: 19301
County:
Facility Phone Number:
Erie:
Provider Information
Master Provider Index (MPI) ID: 300546650-0010
Provider Type: Family
Certificate of Compliance #:
CANCEL SAVE AND QUIT NEXT

Select a location and click GET STARTED to create a new Designation request.

57

Keys to Quality – Enrollment Calculation Tool



Keystone STARS Home Page

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

My Locations

Unit ID	Location Name	Address	STAR Rating	Designation Requested Date	Identify Course	Keystone STARS Participation
300546650-0004	Do Not Use Fudge Corner Training Site	1 WASHINGTON ST SEVENTH FL PA 19301			ENROLLMENT TOPOGRAPHIC	Active
300546650-0003	Do Not Use Fudge Prep Unit Test Site	901 LANTANA CT CHESTER PA 19301			ENROLLMENT TOPOGRAPHIC	Active
300546650-0007	Do Not Use Fudge Unit 27	501 TERRY LN NEEDHURST PA 19301			ENROLLMENT TOPOGRAPHIC	Active
300546650-0008	Do Not Use Fudge Unit 28	2343 LAWRENCE DR BRK PA 19301			ENROLLMENT TOPOGRAPHIC	Active
300546650-0009	Do Not Use Fudge Unit 29	132 TWENTY LN HIGHTSTOWN PA 19301			ENROLLMENT TOPOGRAPHIC	Active

Next Page 1 of 7 Go

Designation Requests Sort By: Request ID Time Period: FY 2021-2022

Classroom Information Sort By: Request ID Time Period: FY 2021-2022

Grants Sort By: Request ID Time Period: FY 2021-2022

Coaching Request Sort By: Request ID Time Period: FY 2021-2022

CREATE ECT

ECT: 000063819 ECT: 000063556

Do Not Use Fudge Unit 28 Unit 28
44 NORTHWEST ST PA 19301
PLACE PA 19301-19301
19302019 19302019
19302019 19302019

Do Not Use Fudge Training...
132 STATE STREET, HIGHTSTOWN PA 19301
PLACE PA 19301-19301
19302019 19302019

Page 1 of 1

Create a new Enrollment Calculation Tool (ECT) or view previously submitted ECTs.

58

Keys to Quality – Enrollment Calculation Tool



Enrollment Calculation Tool: Get Started

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

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

Current Locations

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

Select	APP ID	Location Name	Address	Provider Type	ETEC Rating
<input type="radio"/>	303548930001	UAT LOCATION 1	22 Broad Street, Torrance, PA 15061	Child Care Center	★★★★★
<input type="radio"/>	303548930002	UAT LOCATION 2	88 South 37th St, PA 15021	Family Child Care Home	
<input type="radio"/>	303548930003	UAT LOCATION 3	18 South Street, Torrance, PA 15061	Family Child Care Home	
<input type="radio"/>	303548930004	UAT LOCATION 4	43 Poplar Street, Poca, PA 15851	Child Care Center	
<input type="radio"/>	303548930005	UAT LOCATION 5	88 South 37th St, PA 15021	Family Child Care Home	

Next Page 1 of 4 Go

Fiscal Year: 07/01/2021 - 05/30/2022

Which time frame is this ECT for?

Enrollment Calculation Tool (ECT)

Classroom information is gathered to help you determine enrollment details and a full time equivalency (FTE) for individual children, classrooms, and locations as a whole.

Please complete each section below to submit your Enrollment Calculation Tool (ECT) to your ELIC. This information will be used to determine grant eligibility for your designated location.

Location Information

Location Name: UAT PURGE POLICY Fiscal Year: 07/01/2021 - 05/30/2022 Time Frame (required):

ECT - Classroom Information

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

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

Select	Classroom Name	Lead Teacher	Class Care Provider Pay Only	Class Care Month (ECTs) (Promote Release in CCM & IS)	Class Care Month Pay With Early Intervention (IS)	Early Head Start/Child Care	PA Pre-K results	Head Start	Other	Total
	Note: Table will auto-populate once classroom information is saved.									

Mar 1, 2022
59

59

Keys to Quality – Grants



Keystone STARS Home Page

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

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

My Locations

View	APP ID	Location Name	Address	ETEC Rating	Designation Expiration Date	Quality Coach	Application ETEC Participation
<input type="checkbox"/>	303548930001	Do Not Use Purge	22 Broad Street, Torrance, PA 15061	★★★★★		Active	
<input type="checkbox"/>	303548930002	Do Not Use Purge	88 South 37th St, Torrance, PA 15021	★★★★★		Active	
<input type="checkbox"/>	303548930003	Do Not Use Purge	18 South Street, Torrance, PA 15061	★★★★★		Active	
<input type="checkbox"/>	303548930004	Do Not Use Purge	43 Poplar Street, Poca, PA 15851	★★★★★		Active	
<input type="checkbox"/>	303548930005	Do Not Use Purge	88 South 37th St, Torrance, PA 15021	★★★★★		Active	

Next Page 1 of 7 Go

Designation Requests Sort By: Request ID Time Period: FY 2018-2019

Classroom Information Sort By: Request ID Time Period: FY 2018-2019

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

CREATE APPLICATION

<p>APP-00076948</p> <p>UAT Location 1 22 Broad Street, Torrance, PA 15061 ELIC-1 184744940 09/17/2019 100 approved Grant Pending</p>	<p>APP-00078306</p> <p>UAT Location 1 22 Broad Street, Torrance, PA 15061 ELIC-1 Education and Retention 184744940 09/23/2019 Grant Pending</p>	<p>APP-00082516</p> <p>UAT Location 1 22 Broad Street, Torrance, PA 15061 ELIC-1 Keystone STARS Support Grant 184744940 09/23/2019 Budget Revision in Progress</p>
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Page 1 of 1

Coaching Request Sort By: Request ID Time Period: FY 2021-2022

Mar 1, 2022
60

60

Keys to Quality – Grants



Grant Application: Get Started

For a tour of the grant application process, [click here](#).

Please respond to the questions below and click GET STARTED to submit a Keystone STARS grant application online. For more information on different grant types: [click here](#).

Current Locations

Grant	WPA ID	Location Name	Address	Provider Type	STAR Rating
<input type="radio"/>	30354885-0261	WAT LOCATION 1	32 Bristol Street (Leominster, MA 14881)	Child Care Center	☆☆☆☆
<input type="radio"/>	30354885-0262	WAT LOCATION 2	88 GREEN ST BLDG #4 (18881)	Family Child Care Home	
<input type="radio"/>	30354885-0263	WAT LOCATION 3	18 South Street (Leominster, MA 14881)	Group Child Care Home	
<input type="radio"/>	30354885-0264	WAT LOCATION 4	45 Poplar Street (Leominster, MA 14881)	Child Care Center	
<input type="radio"/>	30354885-0265	WAT LOCATION 5	82 Oak LA TOWNS (MA 18881)	Family Child Care Home	

Next Page 1 of 6 Go

Which grant would you like to apply for?

Below is a list of all grants that the selected provider location may be eligible for. If you do not see your preferred grant listed below, please contact your Early Learning Resource Center or the [REG/CAU/REGS/DESS](#).

Grant	Grant Type	Description
<input type="radio"/>	Education and Retention Awards	The ERAs require certain staff-specific awards for highly qualified directors, owners/operators, and training staff.
<input type="radio"/>	Start Awards	Start Awards include expenses relating to equipment and supplies/materials, professional development, accreditation costs, staff benefits, and other expenses. It is recommended that all programs applying for and receiving a start award analyze their existing technology and use that funds to upgrade or enhance computer and internet access as necessary.

GET STARTED

Requested Budget

Keystone STARS Grant Application
Education and Retention Awards
WAT LOCATION 1
Fiscal Year 2021-2022

1 Requested Budget

Requested Budget

To request funding, select your grant award category from the list below and enter the budget details for each item you intend to purchase within the category. If you have questions about the types of items that are acceptable uses of grant funds, please contact your [REG/CAU/REGS/DESS](#).

Total Budget Requested: \$0.00

Director (Center/Group Only)

Total Requested: \$4.00

Funding Requested by Care Level	Amount Requested
Infants/Toddlers	\$0.00
Preschool	\$0.00
School Age	\$0.00
Mixed/Multiple Ages	\$0.00

ENTER DETAILS

Teaching Staff Awards

Total Requested: \$0.00

Funding Requested by Care Level	Amount Requested
Infants/Toddlers	\$0.00
Preschool	\$0.00
School Age	\$0.00
Mixed/Multiple Ages	\$0.00

ENTER DETAILS

SAVE AND QUIT

Select a location, select a Grant Type, then click GET STARTED to create a new Grant application

61

Mobile Compatibility



62

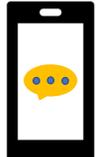
New Functionality (in June)



Available on June 27th!

Opt-in to receive notifications via:

- Text
- Email




-  When an invoice has not been submitted by the 1st and 6th of the month
-  When the grant agreement has been signed by the ELRC
-  When a manually created Enrollment Calculation Tool has been confirmed
-  When an enrollment with an Adverse Action has been satisfied
-  When an approved grant has been modified with a budget revision or a final expense report

Mar 1, 2022 65

65

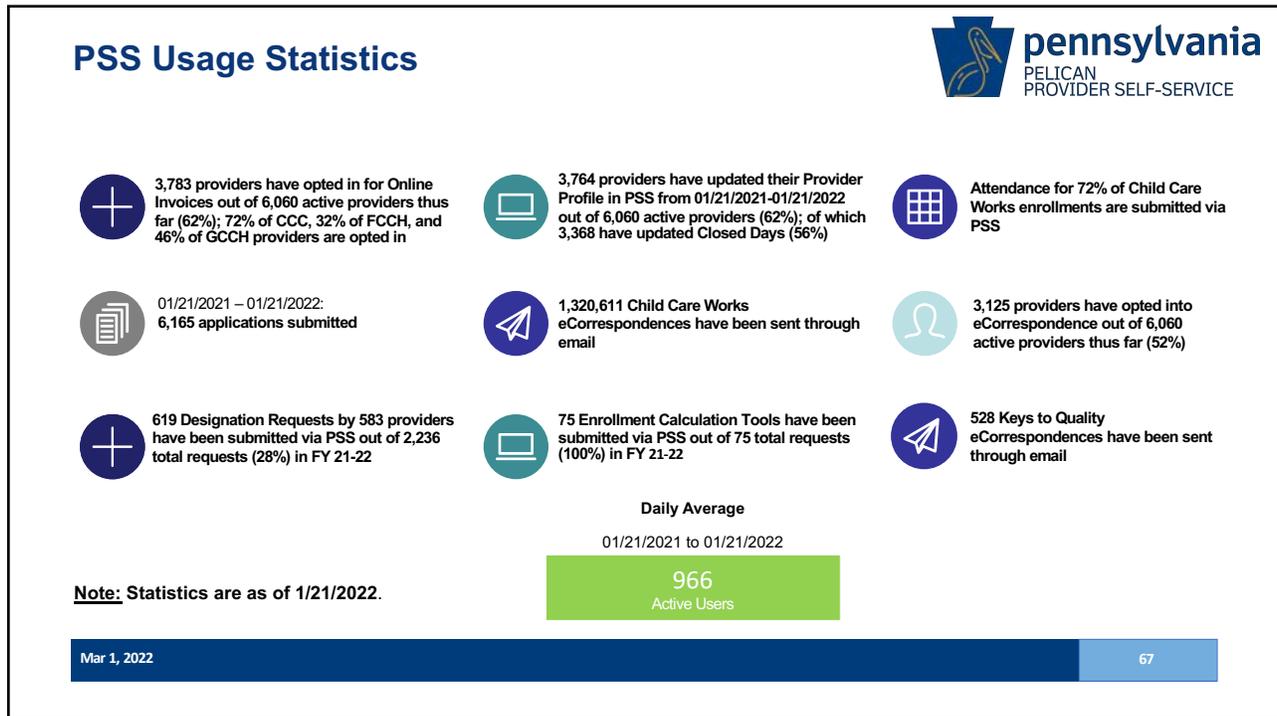


PSS Usage Statistics



Mar 1, 2022 66

66



67



68

Contact Information



If you have any Questions about PSS, please contact:

PELICAN Provider Help Desk
Email: Ra-eln@pa.gov
Dial: 877-491-3818 Option#2

Beverly Hajek behajek@pa.gov

Mar 1, 2022 69

69



Thank you!!

Mar 1, 2022 70

70

Thank you!



- **Remember...** If you did not sign-in at the beginning of the workshop, sign-in now in the Chat box.
- If you are on a tablet or phone and do not see a Chat box, email your name to membership@pacca.org
- Following this webinar, you will receive a link to an evaluation
- All registrants will receive a link to the recording of this webinar. The recording will be available on the PACCA website at <https://pacca.org>

71

Contact Information



**If you have any questions about this or
future webinars, please contact:**

**Maureen Murphy
Director of Member Engagement**

Maureen.Murphy@pacca.org

717-657-9000, x107

Thank you!

72