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INFORMATION MEMORANDUM [See Attachment]

TO: All Head Start and Early Head Start Grantees

SUBJECT: On-line Enrollment Reporting Beginning in November, 2006

INFORMATION:

End of month enrollment statistics are used by the Office of Head Start to determine whether programs have achieved and maintained their funded enrollment level. To date, this information has been collected retrospectively through the annual Head Start Program Information Report (PIR).

Beginning Fall 2006, the Office of Head Start will collect end of month enrollment data from all grantees on a "real-time" basis during the enrollment year. Please note that the information will be posted on the grantee level, so delegate agencies will forward their enrollment levels to the grantee for posting. The newly developed *End of Month Enrollment Reporting System* is a web-based application that programs can conveniently access to submit their data, and will provide the national and regional office more timely access to this important data. "End of month enrollment" is the number of children (and pregnant women in Early Head Start programs) who are enrolled on the last operating day of three pre-specified months. Slots that have been vacant for less than 30 days due to child turnover should be counted as enrolled children. The reported enrollment level in each of the three months will be compared to the number of children/pregnant women the grantee was last funded to serve. Grantees with enrollment levels of less than 90% of the Funded Enrollment will be required to enter comments in the corresponding field for each month.

Enrollment data will be collected for three months of the year – October, January and March. Migrant & Seasonal Branch programs with non-traditional enrollment years will be able to enter an alternative month if they were not open in the specified month.

Enrollment data will no longer be collected using the Program Information Report.

REPORTING REQUIREMENTS

All grantees are required to report the aggregate End of Month Enrollment totals for themselves and all delegates. Grantees funded to operate both Head Start and Early Head Start programs must provide both the Head Start month end totals and Early Head Start totals in their report.

All Head Start and Early Head Start grantees operating programs (directly or through delegate

agencies) during the 2006-2007 enrollment year are required to enter their end of month enrollment data online within two weeks after the designated month end. The 2006-2007 reporting schedule is as follows:

	Month	Reporting Deadline
#1	October 2006	November 15, 2006
#2	January 2007	February 15, 2007
#3	March 2007	April 15, 2007

ACCESSING THE END OF MONTH ENROLLMENT REPORTING SYSTEM

The End of Month Enrollment Reporting System will open on October 1, 2006, in preparation for the October End of Month Enrollment data collection (reporting period October 31 – November 15, 2006). To access the site, go to https://pirweb.net/EOM.

Login and Reporting Instructions are attached to this Information Memorandum and are accessible in the reporting website by clicking on "Instructions."

CONTACTS FOR ASSISTANCE

If you have any questions concerning the End of Month Enrollment Reporting website, please contact Xtria at 1-866-868-0719 for further assistance. For other assistance please contact your Regional Office.

Thank you for your participation in this important reporting process.

/ Channell Wilkins /

Channell Wilkins
Director
Office of Head Start

Reporting Instructions: End of Month Enrollment (EOM) Reporting System

General Rules for Reporting

Grantees are required to enter the grant-wide End of Month Enrollment totals no later than two weeks following the close of the requested month.

- Report the total number of enrollees on the last operating day of the month for the grantee agency (if the grantee operates a program) plus the enrollees in any delegate agencies that are operated. *Note: Report the number of enrollees, **not the number of attendees**, on the last operating day*.
- Report both Head Start enrollment and Early Head Start enrollment if you are funded to operate both under the grant. The reporting screen provides space for reporting both; you will not be required to enter more than one report.

Accessing the End of Month Enrollment Reporting System

1. Log on to the EOM Enrollment Reporting Site at https://pirweb.net/EOM.
    a. **Username** is your grant number in the alphanumeric format (ex. 01CH1111-000). Although we are collecting information for the entire grant, you will still need to enter the -000 delegate ID extension.
2. Enter your grantee Username
    a. Your **Password** is the same password that is used by your program for the PIR report. If you have forgotten the password, click on "Forgot My Password" for assistance.
    b. The default password for first time users (grantees that have not completed a PIR online) is "program". Once you have entered the system, you will be prompted to change the password to one of your choosing.
3. Enter your grantee Password

Your Home Page

The EOM Enrollment Home Page provides summary information on your grant, including Grant Number, Grantee Name, and the enrollment year on which you are reporting. The Home Page also provides information on upcoming reporting deadlines and highlights the key dates when current and future EOM reports will be collected.

1. Verify that the Grant Number and Grantee Name displayed on the screen are correct.
2. Click on "Continue EOM" to proceed to the data entry screen.

Enter Your EOM Enrollment Totals

The Funded Enrollment for your grant is displayed at the top of the EOM Enrollment Reporting Screen. The Funded Enrollment total is drawn from the most recent Funds Planning System data, and is broken out for Head Start and Early Head Start. Review the number(s) for accuracy. If a discrepancy is found, contact Xtria at 1-866-868-0719 for assistance.

The EOM Enrollment Reporting screen provides space for entering the grant-wide enrollment on the last operating days of October, January, and March. All programs are required to report on the three

specified months, except for Migrant and Seasonal Branch programs that were not operating in one or more of the required months. Migrant programs that were not operating in a specified month may use the "Select A Month" option to choose an alternative month.

1. Enter the total number of children (and pregnant women in Early Head Start programs) who were enrolled on the last operating day of the requested month.
   a. Report the total number of Head Start enrollees and total number of Early Head Start enrollees separately in the designated fields.

   Note: Vacancies less than 30 days old on the last operating day should be counted as enrolled children.

2. Check your entry carefully before proceeding to "Submit" because you will not be able to change the totals after you have clicked on the "Submit" button.
   a. If at any time you determine a mistake has been made in your report, contact your Program Specialist in the Regional Office to request a correction. The contractor, Xtria, will make any necessary changes once notification is received from the Regional Office.

Enter Required Comments

Comments are required for any month in which the number of enrollees is less than 90% of your program's total funded enrollment or more than 105% of the total funded enrollment. If the EOM enrollment total is less than 90% (or more than 105%) of the total funded enrollment you were awarded, the system will prompt you to enter a comment in the "Comments" field for the corresponding month.

View Your Results

Once you have submitted your data, the summary of the current and any past EOM data reported will be displayed. The summary report will include the EOM enrollment totals reported to date in raw number and percentage form. The cumulative "Full Enrollment" percentage is calculated by comparing the average of the EOM enrollment levels reported for your grant to your funded enrollment level for the year.

Support and Technical Assistance

Technical questions about the End of Month Enrollment Reporting System should be directed to Xtria at 1-866-868-0719 .

Corrections to any EOM data will require the approval of the grantee's Regional Office before Xtria can make a change in the system. Contact your Program Specialist for assistance, if you feel you have submitted an incorrect number.