



**ANNOUNCEMENT: C-11 #03
OFFICE OF CHILD DEVELOPMENT AND EARLY LEARNING
BUREAU OF CERTIFICATION SERVICES**

ISSUE DATE: August 1, 2011
EFFECTIVE DATE: Immediately
SUNSET DATE: End of 2012-2013 School Year

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| SUBJECT: | Act 24 of 2011 Implementation – PELICAN Data Moratorium |
| TO: | Bureau of Certification Services Staff |
| FROM: | Barbara G. Minzenberg, Ph.D. Deputy Secretary, Office of Child Development and Early Learning <i>Barbara G. Minzenberg, Ph.D.</i> |

PURPOSE:

The purpose of this announcement is to inform all Office of Child Development and Early Learning (OCDEL) program participants of the data moratorium established in Act 24 of 2011 and to provide the data elements which are required to be submitted into Pennsylvania’s Enterprise to Link Information for Children Across Networks (PELICAN) during the moratorium period. This announcement is effective immediately and sunsets at the end of the 2012-2013 school year.

BACKGROUND:

Act 24 was signed into law on June 30, 2011. The law establishes a moratorium on the collection of certain data in PELICAN for the school years 2011-2012 and 2012-2013. The law allows the Departments of Public Welfare and Education to collect data in PELICAN during the moratorium period to:

- Meet federal requirements and eligibility rules for federal funding.
- Supervise, license or register a child care provider.
- Ensure child care personnel and family child care home residents meet background check requirements under law.
- Issue Commonwealth payments and reimbursements.

Act 24 requires that all impacted program participants be notified by August 1, 2011 of the data elements which are required to be submitted into PELICAN during the moratorium period. In addition, the Departments must provide a report on data collection and systems to certain legislative committees by February 1, 2012 under the law.

DISCUSSION:

All Bureau of Certification Services staff are required to use PELICAN Provider Certification. The system holds the information necessary to supervise, license and register child care facilities and also provides information to PELICAN Child Care Works that is required to issue payments through the child care subsidy program. As such, all data elements in PELICAN Provider Certification are required elements and must be entered into the system.

This announcement is being issued to meet the August 1, 2011 notification requirement and includes a listing of the data you are required to enter under the law (see attachment).

Please be assured that OCDEL has been diligent in protecting and maintaining the information that will continue to be entered in the PELICAN system. PELICAN data is protected by the same security protocols as other programs such as Medical Assistance and Income Maintenance. These protocols require secure and encrypted servers that are tested for vulnerabilities, unique user names with strong passwords, and user roles that are assigned specific security levels and access. In addition, publicly released data will only be reported at an aggregate level so that families and children can never be recognized. OCDEL is eager to comply with the requirements established in Act 24 and is maintaining a list of suspended PELICAN data elements in accordance with the Act.

NEXT STEPS:

1. Regional Directors should review this Announcement and the attachment with all regional staff.

Attachment

**Attachment
Announcement C-11 #03**

DATA ELEMENTS - PELICAN PROVIDER CERTIFICATION

Below is a list of the data elements that are currently collected and are required for PELICAN Provider Certification. This data is required in order to license, supervise, approve and register child care centers, group child care homes and family child care homes. Continue to collect these data elements.

| DATA ELEMENT | WARRANT |
|---|-----------------------------------|
| Name of location, legal entity and responsible person | 62 P.S. §§901-922 and §§1001-1080 |
| Physical address for location and legal entity | 62 P.S. §§901 and §§1001-1080 |
| Mailing address for location and legal entity | 62 P.S. §§901 and §§1001-1080 |
| Email address – if provided | 62 P.S. §§901 and §§1001-1080 |
| Phone number – cellular, FAX if provided | 62 P.S. §§901 and §§1001-1080 |
| Landline Phone Number | 62 P.S. §§901 and §§1001-1080 |
| Tax identification number - required for child care subsidy participation and payment | 62 P.S. §§901 and §§1001-1080 |
| Ownership type | 62 P.S. §§901 and §§1001-1080 |
| Profit or Non-profit Status | 62 P.S. §§901 and §§1001-1080 |
| Provider type | 62 P.S. §§901 and §§1001-1080 |
| Name of responsible person | 62 P.S. §§901 and §§1001-1080 |
| Municipality | 62 P.S. §§901 and §§1001-1080 |
| County | 62 P.S. §§901 and §§1001-1080 |
| Application Purpose | 62 P.S. §§901 and §§1001-1080 |
| Prior license status information | 62 P.S. §§901 and §§1001-1080 |
| Criminal conviction information | 62 P.S. §§901 and §§1001-1080 |
| Felony charge information | 62 P.S. §§901 and §§1001-1080 |
| Child abuse perpetrator information | 62 P.S. §§901 and §§1001-1080 |
| Existing provider agreement | 62 P.S. §§901 and §§1001-1080 |
| Agency affiliation information | 62 P.S. §§901 and §§1001-1080 |
| Facility located in a home | 62 P.S. §§901 and §§1001-1080 |
| Household information including names and DOB | 62 P.S. §§901 and §§1001-1080 |
| Read and comply with DPW regulations | 62 P.S. §§901 and §§1001-1080 |
| Nondiscrimination in enrollment | 62 P.S. §§901 and §§1001-1080 |
| DPW visit facility | 62 P.S. §§901 and §§1001-1080 |
| Notify of move | 62 P.S. §§901 and §§1001-1080 |
| Mental illness information | 62 P.S. §§901 and §§1001-1080 |
| Addiction information | 62 P.S. §§901 and §§1001-1080 |
| Directions to facility | 62 P.S. §§901 and §§1001-1080 |
| Application documents received – as needed | 62 P.S. §§901 and §§1001-1080 |
| Comments – if applicable | 62 P.S. §§901 and §§1001-1080 |

Data Elements – PELICAN Provider Certification

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| Certificate Status | 62 P.S. §§901 and §§1001-1080 |
| Certificate Type | 62 P.S. §§901 and §§1001-1080 |
| Certificate Category | 62 P.S. §§901 and §§1001-1080 |
| Less than 12 months | 62 P.S. §§901 and §§1001-1080 |
| Total licensed capacity count | 62 P.S. §§901 and §§1001-1080 |
| Certification Restriction text | 62 P.S. §§901 and §§1001-1080 |
| Event Type | 62 P.S. §§901 and §§1001-1080 |
| Risk Level | 62 P.S. §§901 and §§1001-1080 |
| Child Abuse Event | 62 P.S. §§901 and §§1001-1080 |
| Event Status | 62 P.S. §§901 and §§1001-1080 |
| Event narrative | 62 P.S. §§901 and §§1001-1080 |
| Allegation text | 62 P.S. §§901 and §§1001-1080 |
| Finding | 62 P.S. §§901 and §§1001-1080 |
| Investigation Method | 62 P.S. §§901 and §§1001-1080 |
| Recommendation Text | 62 P.S. §§901 and §§1001-1080 |
| Interviewee text | 62 P.S. §§901 and §§1001-1080 |
| Supporting Information text | 62 P.S. §§901 and §§1001-1080 |
| Inspection mode | 62 P.S. §§901 and §§1001-1080 |
| Inspection Type | 62 P.S. §§901 and §§1001-1080 |
| Inspection reason | 62 P.S. §§901 and §§1001-1080 |
| Required Follow-up | 62 P.S. §§901 and §§1001-1080 |
| Required Follow-up reason | 62 P.S. §§901 and §§1001-1080 |
| Inspection Follow-up | 62 P.S. §§901 and §§1001-1080 |
| Adhoc Inspection | 62 P.S. §§901 and §§1001-1080 |
| Inspection status | 62 P.S. §§901 and §§1001-1080 |
| Inspection duration | 62 P.S. §§901 and §§1001-1080 |
| Travel time | 62 P.S. §§901 and §§1001-1080 |
| Inspection status | 62 P.S. §§901 and §§1001-1080 |
| Regulation number - Violation | 62 P.S. §§901 and §§1001-1080 |
| Space Type | 62 P.S. §§901 and §§1001-1080 |
| Class Room Name | 62 P.S. §§901 and §§1001-1080 |
| Capacity count | 62 P.S. §§901 and §§1001-1080 |
| Description text | 62 P.S. §§901 and §§1001-1080 |
| Dimensions | 62 P.S. §§901 and §§1001-1080 |
| Square Feet | 62 P.S. §§901 and §§1001-1080 |
| Toilet count | 62 P.S. §§901 and §§1001-1080 |
| Sink count | 62 P.S. §§901 and §§1001-1080 |
| Facility Person Number | 62 P.S. §§901 and §§1001-1080 |
| Facility Person Name | 62 P.S. §§901 and §§1001-1080 |
| Child Number | 62 P.S. §§901 and §§1001-1080 |
| Child Name | 62 P.S. §§901 and §§1001-1080 |
| Plan of Correction text | 62 P.S. §§901 and §§1001-1080 |
| Plan of Correction date | 62 P.S. §§901 and §§1001-1080 |
| Plan of correction status | 62 P.S. §§901 and §§1001-1080 |
| Violation description text | 62 P.S. §§901 and §§1001-1080 |

Data Elements – PELICAN Provider Certification

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| Provider correction required text | 62 P.S. §§901 and §§1001-1080 |
| Plan of correction status code | 62 P.S. §§901 and §§1001-1080 |
| Maximum children one time count | 62 P.S. §§901 and §§1001-1080 |
| Adults observed count | 62 P.S. §§901 and §§1001-1080 |
| Children relationship | 62 P.S. §§901 and §§1001-1080 |
| Children count | 62 P.S. §§901 and §§1001-1080 |
| Uncertified facility person (adult, child, parent) | 62 P.S. §§901 and §§1001-1080 |
| Person name | 62 P.S. §§901 and §§1001-1080 |
| Date of birth | 62 P.S. §§901 and §§1001-1080 |
| Description text | 62 P.S. §§901 and §§1001-1080 |
| Risk assessment | 62 P.S. §§901 and §§1001-1080 |
| Question response narrative | 62 P.S. §§901 and §§1001-1080 |
| Regulation to be waived | 62 P.S. §§901 and §§1001-1080 |
| Waiver request date | 62 P.S. §§901 and §§1001-1080 |
| Waiver status | 62 P.S. §§901 and §§1001-1080 |
| Appeal date | 62 P.S. §§901 and §§1001-1080 |
| Appeal status | 62 P.S. §§901 and §§1001-1080 |
| Docket number | 62 P.S. §§901 and §§1001-1080 |