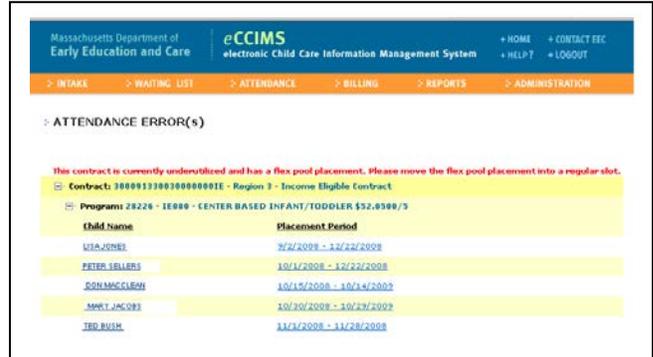


ECCIMS checks for all the basic slots to be at 100% utilization before adding or editing any flex pool placement.

ECCIMS billing users will not be able to submit the Payment Voucher (PV) if there are active Flex Pool Placements while available Regular slots are open.

The attendance screen will display an error message displaying the names of all children placed in flex pool with their respective placement dates.



This list does not mean that every child needs to be moved into a regular slot. It gives you the dates to see which child can be moved into regular slot depending on their start date.

To move children from Flex Pool into Regular slots, you need to use two reports that can be accessed from the Reports menu in the Orange Bar in eCCIMS:

- Contract Line Activity Report; and
- Utilization Screen

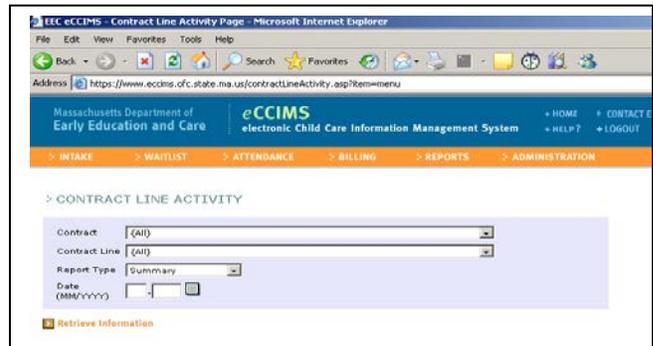
Contract Line Activity Report

Select **Reports** on the Orange Bar, click on **Contract Line Activity**.

This report lists every child that has been placed and entered into eCCIMS for a specific year or for a specific month.

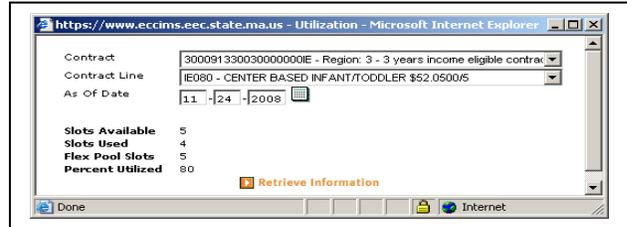
In the previous example, we can see that Center Based Infant Toddler is the contract line that shows the message.

For a specific Contract or Contract line, make the necessary selection from the pull down menu; otherwise just leave it as (All).

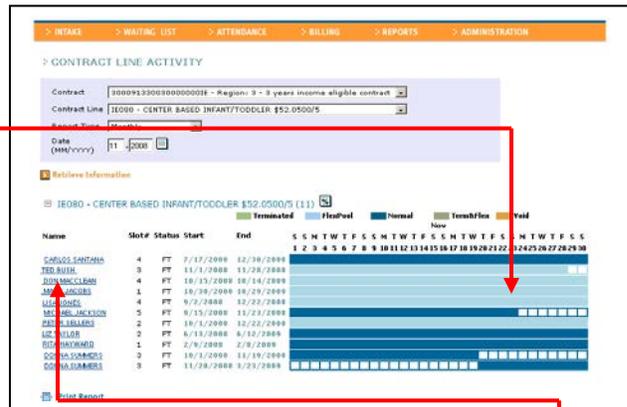


Percentage Utilized – Total number of slots divided by total number of placements. Change the date to every day of the month and click on **Retrieve Information**.

Based on the example mentioned previously, from November 1, 2008 until November 23, 2008, the utilization is at 100%.



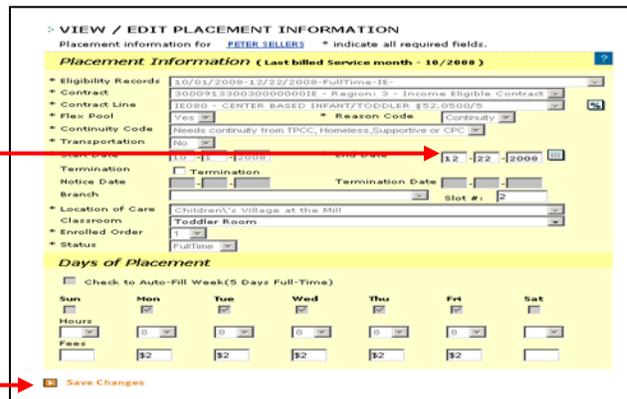
On November 24, 2008, one of the regular slots ended. The utilization is at 80%, but there are still children placed in flex pool.



Any of the children in flex pool can be moved into a regular slot. Try to move a child that has an End Date after the month you are working on. Otherwise, you will have to move another flex pool child into that regular slot.

To move the child into the regular slot, click on the link with the child's name.

The placement screen will be displayed.



Change the end date of the placement to 11/23/08.

Save the Changes

Add a new regular slot placement starting on 11/24/08. The end date should be the same as originally was in the flex pool placement.

VIEW / EDIT PLACEMENT INFORMATION
Placement information for **PETER SELLERS** * indicate all required fields.

Placement Information (Last billed service month - 10/2008)

* Eligibility Records 10/01/2008-12/22/2008-FullTime-IE
* Contract 3000913300300000000IE - Region: 3 - Income Eligible Contract
* Contract Line IE000 - CENTER BASED INFANT/TODDLER \$52,050/5
* Flex Pool No
* Transportation No
* Start Date 11 - 24 - 2008 * End Date 12 - 22 - 2008
Termination Termination
Notice Date - - - Termination Date - - -
Branch Slot #: 2
* Location of Care Children's Village at the Mill
Classroom Toddler Room
* Enrolled Order 1
* Status FullTime

Days of Placement

Check to Auto-Fill Week (5 Days Full-Time)

	Sun	Mon	Tue	Wed	Thu	Fri	Sat
Hours		0	0	0	0	0	
Fees		\$2	\$2	\$2	\$2	\$2	

Save Changes