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.

arly Educ	ts Department of cation and Care	eCCIMS electronic Child Car	e Information Man	agement System	+ HOME + HELP 7	+ CONTACT EEC + LOGOUT
INTAKE	> WAITING LIST	> ATTENDANCE	SILLING	> REPORTS	> ADMI	NISTRATION
ATTEND/	ANCE ERROR(s)					
this contrac	t is currently underuti	lized and has a flex pool	placement. Please	move the flex pool	placement	into a regular slo
ihis contrac B- Contract	t is currently underuti 2 3000913300300000	lized and has a flex pool IIIE - Region 3 - Income	placement. Please Eligible Contract	move the flex pool	placement	into a regular slo
this contract - Contract - Progra	t is currently underuti 2 3000913300300000 amt 28226 - 1E020 - Cl	lized and has a flex pool 881E - Region 3 - Income ENTER BASED INFANT/T	placement, Please Eligible Contract ODDLER \$32,0500	move the flex pool	placement	into a regular sio
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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).

index 1	www.eccims.ofc.stab	e.ma.us/contractLineAc	tivity.asp?item=men	u		
Massachusetts Early Educa	Department of tion and Care	eCCIMS electronic Ch	ild Care Informati	ion Management S	+ HOME System + HELP ?	+ col +1.00
1007/107/007/001		S ATTENDANCE	> BILLING	> REPORTS	> ADMINISTRATION	
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CONTRAC	T LINE ACTIV	ЛТҮ			-	
CONTRAC Contract		VITY			<u>च</u>	
CONTRAC Contract Contract Line Report Type	T LINE ACTIV	/ITY		2	- -	i

eCCIMS:

To get a list of all the placements entered in eCCIMS for the **specific month**:

CONTRACT LINE ACTIVITY

Report Type Monthly

Date (MM/1000) 11 -2000

.

IE080 - CENTER BASED INFANT/TODDLER \$52.0500/5 (11)

- Change the Report Type field to Monthly – For the example, it will be changed to Center Based Infant/Toddler
- Enter the date you need to retrieve - For the example, 10/2008.
- Click on Retrieve Information

A screen will appear showing a list of the contract line/lines entered in the search criteria.

• Click on [⊞] next to the Contract Line.

A list of all the children placed during that month will be displayed.

Please note that this report is color coded to specify the different status of the placements.

To find out which day of the month the slots are under utilized, go into the Utilization screen by clicking in

the 🐱 box.

Contract Contract Line Report Type Date	3000913300300000001 IE080 - CENTER BASED I Monthly	E + Region: 3 + 3 years i INFANT/TODDLER \$52.05	income eligible conti 500/5	× ta		
(HM(nnnn)	ation					
> INTAKE	> waiting list	> ATTENDANCE	> DILLING	> REPORTS	> ADMINISTRATION	
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> INTAKE	: WATING LIST	> attendance IY	> DALLING	> REPORTS	> ADMINISTRATION	



The **Utilization screen** will appear with the following information:

Contract – Pick from drop down menu **Contract Line** – Pick from drop down menu As of Date – Change the date for any specific day.

- **Slots Available –** Slots assigned by EEC.
- **Slots Used –** Number of placements in

https://www.eccims.eec.state.ma.us - Utilization - Microsoft Intern Contract 300091330030000000E - Region: 3 - 3 years income eligible contrac 💌 Contract Line E080 - CENTER BASED INFANT/TODDLER \$52.0500/5 As Of Date 11 - 1 - 2008 🛄 Slots Available 5 Slots Used Flex Pool Slots Percent Utilized 100 Retrieve Information 🔒 🥥 Internet ど Done

eCCIMS. If this number is higher than slots available, you are over utilized for that date.

Flex Pool Slots – Number of flex slots (if any) entered in eCCIMS.

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 and End Date after the month you are working on. Otherwise, you will have to move another flex pool child into that regular slot.

Contract	3000913300300000000E - Region: 3 - 3 years income eligible contrac 💌
Contract Line	IE080 - CENTER BASED INFANT/TODDLER \$52.0500/5
As Of Date	11 - 24 - 2008
Slots Available	5
Slots Used	4
Flex Pool Slots	5
Percent Utilized	80
reicencounzed	Retrieve Information



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

The placement screen will be displayed.	VIEW / EDIT PLACEMENT INFORMATION Placement information for <u>PETER SILUES</u> * indicate all required fields. Placement Information (Last billed Service month - 19/2009) 2
Change the end date of the placement	Eligibility Records 10/01/2008-12/22/2008-PullTime-TE- Contract 3000953300300000001E - Regioni 3 - Income Eligible Contract S Contract Line 10500 - CENTER ASED INFANT/TODUER 152.0500/S S Flax Pool Yes S Plax Pool Yes S Needs continuity from TPCC, Homeless, Supportive or CPC S Transportation No S
10 1 1/20/00.	Classroom Classroom
	Days of Placement
Save the Changes	Sum Non Tue Wead Thu Fit Sat Im Im Im Im Im Im Im Hours Im Im Im Im Im Fees 192 192 192 192
Save the Shanges	Save 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.

Placem	ent Infor	mation (ast billed Ser	vice month -	10/2000)		2
* Eligibility R * Contract * Contract L * Flex Pool * Transports	ine IEO No ation No	01/2008-12/ 00913300300 00 - CENTER	22/2008-FullT 0000001E - Re BASED INFANT	ime-IE- gioni 3 - Inco 7TODDLER \$5	me Eligible C	ontract 💌	
Terminatio Notice Date Branch * Location o Classroom * Enrolled O * Status	e f Care Chi rder 1 Ful	Idren\'s Villag	Te	rmination Da	12 - 22 -	-12008	
Days of	Placeme	nt					
Check	to Auto-Fill	Week(5 Days	Full-Time)				
Sun	Mon	Tue	Wed	Thu	E-4	Sat	
Hours Fees	82	8 💌	8 💌	8 💌	8 💌		