Connecting with Families

Follow these steps to move from referral to enrollment.

1) Log into your account at www.earlylearningSF.org

2) From your home screen, click on the site name to show vacancies reported for that site.

Site Name	Address
My Site Name	123 Main Street San Francisco, CA94124

3) Click on the name of the vacancy you want to view to open the enrollment queue.

| Vacancy Name	Subsidy	Date Vacancy is Available
ELS-Reserved-09/20/2018	ELS-Reserved	09/20/2018
ELS-Reserved-09/24/2018	ELS-Reserved	09/24/2018

4) A list of families who have been matched with your site will be displayed. Click on the parent name under Family to view the family's information.

	child	Date of Birth	Gender	Family
☐	ChildFirstName0421 LastName0421	02/01/2015	Male	ParentFirstName042 LastName042
☐	ChildFirstName2201 LastName2201	02/01/2015	Male	ParentFirstName220 LastName220
☐	ChildFirstName4091 LastName4091	02/01/2015	Female	ParentFirstName409 LastName409

5) Connect with the family to schedule a tour and decide whether it is a good match.

Status	Actions
Active	💬 ▦
Ac...	Process
	Enroll
Ac...	Not Interested
Active	💬 ▦

6) Use the ▦ button located under **Actions** to manage the next steps for each referred child:
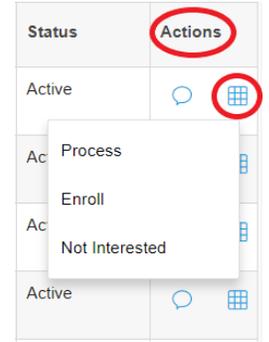
a. *For families who agree to enroll* - Mark the child as **Enroll**.
   Important Marking a child as Enroll replaces the Intent to Enroll form.

b. *For families who do not respond or will not enroll* – Mark the referral as **Not Interested**. You will be prompted to choose a reason on the next screen. Then, click to save the information and decline the referral.

Not Interested

c. *Title 5 enrollment **only*** – Mark the child as **Process** while performing the need and eligibility certification. Once complete, mark the child as **Enroll.**
   Important A child in **Process** status cannot be referred to other sites. Be sure to complete the referral by updating the child's status to either **Enroll** or **Not Interested**.

7) Understanding referral status:

Note	Status	Actions	
🖉	Active	💬	▦
🖉	Not Interested	💬	▦
🖉	Unavailable	💬	

Active – Family confirmed initial interest in your program and is available to enroll

Not Interested – You have marked the referral as Not Interested. This status can be changed to Active while vacancy is open

Unavailable – Child is no longer available to enroll

8) Close the vacancy once a child is enrolled and/or the space is no longer available (see tip sheet **Reporting a Vacancy** for more information).

Questions? Contact the Help Desk at Children's Council at **415.343.4669** or support@childrenscouncil.org

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