



## Step by Step Guide to Initial 2011-2012 NCPRE-KPlan system management.

After you log into the 2011-2012 NCPRE-KPlan system, the initial screen you will see is a new "Missing Fields" screen.

Please follow these Steps to update your initial 2011-2012 Plan.

### **Step 1. Missing Fields - Slot Placement – Critical: Due August 31, 2011.**

The NCPRE-KPlan Budget has been updated with your new "Total Operating Funds Allocated" amount based on a ten month program and your 2011-2012 "MAF Slot Allocation". These numbers match the revised allocation email your agency received in August.

Allocations have been revised to remove the estimated parent co-pay amounts. This resulted in a decrease in the number of estimated slots sent to contractors in July. Since the parent co-pay is not accessed for at-risk eligible families, the Division of Child Development and Early Education (DCDEE) did not hold Contractors to the number of slots they initially reported in July that they expected to fill, in case the removal of the parent co-pay will result in more slots being needed. Contractors should place the number of slots they will be able to fill up to your slot allocation. Slots not placed in the Plan will be removed from your allocation, the Plan and contracts will be amended. After October 1, the number of unfilled slots will be reviewed by DCDEE for possible reallocation, and contracts will be amended to reflect any changes. **See note below.**

Click on the red "SLOT PLACEMENT" button to open a Classroom Slot Change Request. Based on the decisions made by your County/Region NC Pre-K Committee, enter the slot number adjustments and the dates of August 1, 2011 through May 31, 2012.

Enter Effective Date and click SAVE after you have updated all classrooms with slot number changes. The "Total" of the column titled "New Slots Total" should equal your new contract slot allocation. When you click on SUBMIT, a Budget Change Request will automatically open. Verify that "Allocated Slots Not in Plan" accurately reflects your slot placement, enter an Effective Date, and click SUBMIT.

Refer any budget-related questions to Susan Blackard at 919/890-7011 or [susan.blackard@dhhs.nc.gov](mailto:susan.blackard@dhhs.nc.gov).

See Step 5 c for instructions to change slot dates.

Note: If additional slots are needed, complete a Request for Additional Slots form and secure the appropriate signatures. Mail the completed form to Susan Blackard at 2201 Mail Service Center Raleigh, NC 27699-2201 no later than September 16, 2011. Requests will also be accepted all during the year.

### **Step 2. Missing Fields – Missing Site Information (Site Year End Dates) -- Due September 9, 2011**

From the Home page, click the **MISSING FIELDS** button, which will bring up the Missing Site Information screen. **Enter** the 2011-2012 Site Year End Date (mm/dd/yy) for NC Pre-K Services for each site. If a site will not participate in 2011-2012, a Site Year End Date is not required. Then press the SAVE button.

### Step 3. Missing Fields - Teacher Placement -- Due September 9, 2011

#### **A classroom must have all teachers in place prior to Request for Payment.**

Teachers can be placed as the final step of the Missing Fields section or by clicking the TEACHER PLACEMENT button on the Home Page. This process allows first for the placement of existing teachers carried forward and then the handling of Teachers on Hold (i.e., teachers who were previous long-term substitutes and teachers exceeding the four-year timeline for NC Pre-K educational requirements.)

**Two items (Action and Start Date)** must be completed regarding teachers and assistants. There are three options for each teacher:

- **Confirm** the teacher in his/her current classroom
- **Move** the teacher to a new classroom, OR
- **Exit** teacher for this school year (i.e., Did Not Return)

a. To confirm that a teacher has left the program, select “Did Not Return”. When you save the screen, they will be removed from the contract.

b. To confirm that a teacher is remaining in the same classroom as last year, enter their start date and select “Confirm Classroom”. When you save the screen, they will be taken off of the initial screen.

c. To move a teacher, select “Move to a new classroom”. You will be taken to a new screen where you can select the new site and classroom for that teacher, and add their start date.

Note:

- If you are unsure of the status for a specific teacher, leave the teacher at “No Action” until you can confirm the disposition of that teacher.
- Once the Missing Fields page is complete, at every logon the Initial Teacher Placement Screen will continue to appear until an option is selected for each teacher.
- Once you select an option for each teacher in any given classroom, new teachers can then be added to your Plan through subsequent Change Requests.
- You may leave this screen by selecting the Home option at the top of the screen, or the Previous or Next buttons at the bottom of the screen.
- **5th year classrooms with teachers that do not have a BA/BS degree and/or are not working toward a BK License have been placed on “HOLD”. They will require extensive review of transcripts to verify educational progress in order to be considered for a possible exception. Follow prompts on the Teacher Placement Screen to update their credentials through the Change Request process.**

NOTE: The **Making Changes to NC Pre-KPlan 202011-2012 User Guide** will be available on the DCDEE website [www.ncchildcare.net](http://www.ncchildcare.net) and on the instruction page of the 2011-2012 on-line system. This document provides step-by-step instruction to make any change to the Plan.

### Step 4. MAFPlan Review – Due September 9, 2011

NOTE: DCDEE uses the information provided in NC Pre-KPlan for planning and payment purposes. **It is CRITICAL for all information to be up – to – date throughout the year.**

After completing Steps 1 through 3, review NC Pre-KPlan to make any other needed changes through the Change Request process.

A. Review the **Committee Section** and the **Contract Information** to ensure all information is up to date. Remember the email addresses listed for the Contract Administrator, Fiscal Contact, Program Contact and additional contact are used for our communication with you during the year.

B. Review the **“Site”** section of NC Pre-KPlan to ensure that all sites listed will participate in the 2011-2012 NC Pre-K year.

- If the site will not participate in 2011-2012, follow the instructions in the User Guide for removing a site and follow the instructions to add a new site, if applicable.
- Review the principal/director information and update by submitting change requests as needed.

C. Review the **“Classroom”** section to ensure that all classroom information is correct for 2011-2012.

- Slots that were effective in May 2011 have been placed in each active classroom from August to May. These dates represent the payment months for which you will request reimbursement for that class. If you determine the reimbursement dates should be September to June, send an email to [susan.blackard@dhhs.nc.gov](mailto:susan.blackard@dhhs.nc.gov) and include the classroom name and classroom code in your email.
- Step 5 instructed you to confirm, move or exit teachers. Now review each teacher to ensure the qualifications are up to date. Submit applicable change request to update their information.

D. Review the **“Budget”** section to ensure:

- **Slots** - The Plan that fed forward includes all of your allocated slots as of May 2011. In review of your 2011-2012 Plan, if you have deleted or added sites/classrooms you will need to verify the **“Allocated Slots Not In Plan”** number on the Budget Change Request. If this number is greater than zero then you have not placed all of your allocated slots back in the Plan. You may need to add sites and/or classrooms to place the number of slots that is indicated. [NOTE: Add Classroom Change Requests must be accompanied by the appropriate Add Teacher Change Requests in order to be approved by DCDEE.] If you choose not to place all allocated slots in your Plan, a contract amendment will be processed by DCDEE to reduce your contract accordingly.
- **Estimated Other Resources “Cash” and In-kind** – The 10-11 amounts as of June have fed forward. Please verify and update these estimated amounts, if needed

For assistance with NCPre-KPlan or the Fiscal and Contract Manual contact Susan Blackard at the Division of Child Development and Early Education: 919-890-7011 or [susan.blackard@dhhs.nc.gov](mailto:susan.blackard@dhhs.nc.gov). Mailing address: NC Pre-kindergarten Program Attention: Susan Blackard, 2201 Mail Service Center Raleigh, NC 27699-2201.

For assistance about the Program Requirement Manual, contact Jani Kozlowski [jani.kozlowski@dhhs.nc.gov](mailto:jani.kozlowski@dhhs.nc.gov) or Karen Ferguson [karen.ferguson@dhhs.nc.gov](mailto:karen.ferguson@dhhs.nc.gov) / at 919-662-449