

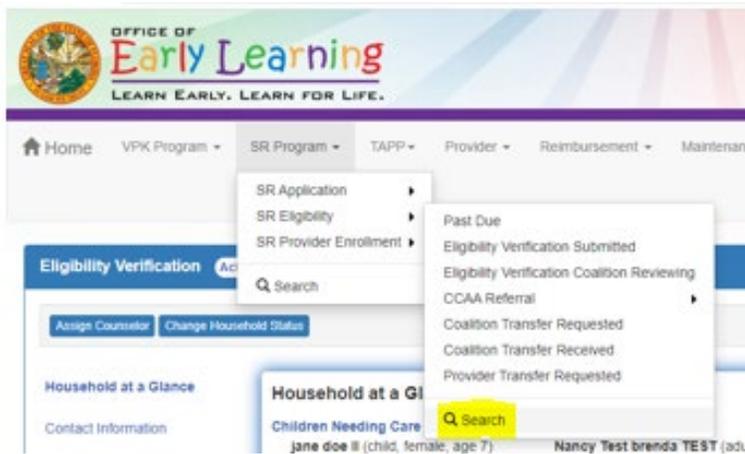


**Early Learning
Coalition**
OF PINELLAS COUNTY

DEPARTMENT: Eligibility	SUBJECT: Procedures for “ Browsing ”
REVISED: 05-21	AUTHORIZATION APPROVAL: Manager, Family Services

Traditional EV Search

1. Click on SR Program—SR Eligibility--Search



2. Search by Eligibility Verification (EV) Number, Parent Name, and Child Name. Then, press Search.
 - ✓ Search by each Parent/Guardian’s name.
 - ✓ Search for each Child’s name.
 - ✓ TIP: When searching by a person’s name, best practice is to use the first three letters of the person’s first and last names.

Search For A School Readiness Eligibility Verification

Eligibility Verification Number:

Household Process Code:

Household Status Code:

Child Status Code:

Include Past Due? Yes No

Parent Name: First Name Last Name

Child Name: First Name Last Name

Child Age: to

Child Date of Birth: to

- Click on the appropriate EV# listed in the search window.

Search Results						
Click Here For Filtering Tips						
Show	10	search results	Assign Counselor	Clear All Filters		
Eligibility Verification Number	Child Name	Assigned Counselor	Date of Birth	Age	Parent Name	
Filter	Filter	Filter	Filter	Filter	Filter	
<input type="checkbox"/> EV_0000386255	jane doe II	Assign Counselor	01/02/2013	7	Nancy Test TEST	
<input type="checkbox"/> EV_0000420682	Jill doe	Assign Counselor	12/01/2018	1	Nancy Test TEST	
<input type="checkbox"/> EV_0000420684	JANE DOE	Assign Counselor	01/02/2017	3	Nancy Test TEST	

- If the child is another guardian's record, the child will need to be guardianship changed into the new record. **DO NOT DUPLICATE THE CHILD.**
- If the parent has multiple accounts that need to be merged, send a ticket to the EFS Helpdesk.

Go To Item Search

This feature is to search for fields that can't be found through a Traditional Search. You can complete this search in any window. This search window will search all components of MOD (SR App, EV, and VPK App).

- ✓ Best Practice: Before a family creates a new Family Portal account or going through the CCAA side, type their email under Household Username to ensure that it is not linked to any Household Numbers already.

- Press (CTRL + G) on your keyboard and the following screen will appear:

Go to Item

Enter an item ID or username to open the corresponding Coalition Portal view.

Eligibility Verification ID	Household ID	Household Username	Person ID
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
SR Application ID	VPK Application ID	Provider ID	Provider Profile ID
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Open in new browser tab.

- Type in either the client's EV Number, Household Number or Household Username. Press **OK**.
- ✓ Household Username-Family Portal Account (Email address/Username)

Go to Item

Enter an item ID or username to open the corresponding Coalition Portal view.

Eligibility Verification ID	Household ID	Household Username	Person ID
<input type="text"/>	<input type="text"/>	<input type="text" value="nfeley@elcpinellas.net"/>	<input type="text"/>
SR Application ID	VPK Application ID	Provider ID	Provider Profile ID
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Open in new browser tab.

3. This will direct you to the Household Dashboard Screen.

The screenshot displays the 'Household Dashboard' interface. At the top, there is a blue header with the title 'Household Dashboard' and a user ID 'HH_000009150'. Below the header, there are navigation buttons for 'Guardianship Transfer', 'Case Notes', 'Add Note', and 'Documents'. The main content area is divided into a left sidebar and a central panel. The sidebar lists categories: 'Household at a Glance', 'Parents' (Nancy Test brenda TEST), 'Other Household Members' (none), 'Children' (jane doe II, JANE DOE, jill doe), and 'Removed Household Members' (John Doe, John Doe). The central panel, titled 'Household at a Glance...', contains three sections: 'Family Information' with sub-sections for Children (jane doe II, JANE DOE, jill doe), Parents (Nancy Test brenda TEST), and Other Household Members; 'Contact Information' with Primary Address (254 Katherine Blvd, Palm Harbor, Florida 34684, Pinellas County), Primary Parent (Email: nfeley@elcpinellas.net, Primary phone: (727) 400-4429), and Family Portal Account (nfeley@elcpinellas.net); and 'SR Information' with a 'School Readiness Applications' section (SR_0000900133, Inactive) and a 'Show All' link.

Note: The information listed in these guidelines are not all inclusive and staff are responsible for ensuring that all applicable rules, policies and procedures are adhered to in the execution of their duties and responsibilities as it relates to their position. These guidelines can be modified and exceptions may be made upon justification within program policy and with management approval. This procedure will be reviewed periodically or as needed for updates or revisions as approved by management.