Early Learning Scholarships
CHILD ENROLLMENT DATA SYSTEM
Supporting Provider Reporting

What is Cocoa?

- The web-based data system to track family demographics and child enrollment, attendance, screenings and assessments for Early Learning Scholarships.

- Cocoa data is used to calculate monthly payments for certain ELS providers and to understand the development/outcomes of young children in San Francisco.

Who is Required to Use Cocoa?

- ELS-Reserved, ELS-Reserved (Moderate) and ELS-Gap providers must enter and update information in Cocoa for all enrolled children.

- Preschool for All (PFA)-only providers must enter and update information in Cocoa for PFA children. Entering non-PFA children is optional for these providers.

How Can We Help You?

In partnership with OECE, the Cocoa Helpdesk at Children's Council is coordinating Cocoa Overview Trainings, Monthly Work Sessions and one-on-one technical support.

Cocoa Overview Trainings

OECE is offering monthly Cocoa Overview trainings for new users or refresher on reporting requirements for child/family information. RSVP to Emily at 415-343-3358.

Tuesday, Aug. 1, 1:00-2:30pm, Centers & FCCs

Tuesday, September 19, Centers: 9:30-11 am, FCCs: 6:30-8:30 pm

Tuesday, October 17, Centers: 9:30-11 am, FCCs: 6:30-8 pm

Monthly Work Sessions

For those who anticipate needing ongoing support to meet data reporting requirements and enrollment certifications, Children's Council is offering opportunities monthly work sessions to enter your data with support. RSVP to Emily at 415-343-3358.

Aug. 3 Certification Deadline:
Monday, July 31: 10-12pm; 1-3pm
Wednesday, Aug. 2: 9-12 pm; 1-3pm

Sept. 6 Certification Deadline:
Wednesday, Aug. 30: 6-8 pm
Thursday, Aug. 31: 10-12 pm

Oct. 4 Certification Deadline:
Monday, Oct. 2: 1-3 pm
Tuesday, Oct. 3: 6-8 pm

One-on-One Support

For one-on-one technical support or individual questions, contact the Cocoa Helpdesk Children's Council: ekraybill@childrenscouncil.org or 415-343-3358.

For questions about ELS program or policy, please call your assigned OECE contact.

What's New in Cocoa?

Certification Deadline

- Sites must now certify their data by the third business day of each month. The first monthly certification deadline is August 3 (based on your July data).

- Who can submit and view certifications has not changed. Each agency submits a single certification for the entire agency. Only Agency Admin. accounts can submit certification on behalf of whole agency; Site Admin. accounts can only view certification.

ELS Funding Types and Fields

- Sites must assign a funding type to each enrolled child. For a list of current funding types, see "New ELS Funding Types" handout.

- There are new required fields for ELS reporting, including families' homeless status and special need of the child. See "Cocoa Reporting Requirements" handout for specific required fields.

Attendance Tracking

- Sites must track daily attendance in Cocoa either through the simplified manual Enter Attendance feature or through E-Signature.

- For those ready to adopt the E-Signature feature, please attend the E-Signature Overview Training on Wednesday, August 16 from 1-3 pm or Tuesday, August 22 from 6-8 pm. RSVP to Emily Kraybill at 415-343-3358.

- For children receiving ELS-Gap on APP/CalWORKs Voucher, sites will continue to submit monthly Children's Council/Wu Yee timesheets.

Data Acknowledgement Form

- Prior to entering family/child data in Cocoa, families must sign a form acknowledging that their child's information will be shared with OECE.

How Can I Learn More as a ELS Qualified Provider?

ELS-Qualified Cocoa Trainings

If you are a ELS-Qualified provider but not currently a ELS-Reserved, ELS-Moderate, or ELS-Gap provider that is required to use Cocoa, you are invited to attend a basic overview of Cocoa to learn more. Please RSVP to Emily at 415-343-3358.

Wednesday, Sept. 6: 1-3 pm

Wednesday, Sept. 13: 6-8pm