Enrollment Reporting: Frequently Asked Questions

Who needs to report?

All grantees are required to report the monthly enrollment totals for themselves and their delegates. Delegates do not report into the system.

Grantees funded to operate both Head Start and Early Head Start programs must provide both the Head Start month-end totals and Early Head Start month-end totals.

When is reporting due?

All Head Start and Early Head Start grantees are required to enter their monthly enrollment data online **by the 7th of the following month**. Reports received after the 7th are considered late.

How do we report enrollment if it's after the 7th of the month?

Contact the HSES Help Desk for assistance with reporting enrollment after the due date.

What is considered "Full Funded Enrollment"?

This is the number found on the most recent FAA with a value in the "Client Population" box.

What do we report?

Report the total number of children and/or pregnant women **enrolled** (i.e., the number of occupied slots, not the number in attendance) on the last operating day of the month. Do not report on State funded children that were not included in the Client Population count on the FAA. (See also the answers to the next two questions about accounting for vacancies and accounting for children transitioning between programs.)

How do we account for vacancies?

For purposes of reporting the number of children enrolled in your program, you may include vacancies of less than 30 days.

How do we account for children transitioning between programs within a single reporting month or year?

Report enrollment based on occupied slots, not actual children. For example, a child that transfers from EHS to the MHS program in the middle of the month would be counted in both EHS enrollment and in MHS enrollment because the child occupied both slots within the course of the month being reported on. It would be helpful if you could indicate how many children were part of this special circumstance in the comments when reporting enrollment.

What if the last day the program provided services in the reporting month is before the end of the month?

Indicate the last day services were provided. Enter comments to explain why services were not provided through the last operating day of the month.

Do we report when we are not in operation?

Yes. Indicate whether the program was in operation for the reporting month. You must report every month for the duration of the grant; however, if your program will be closed for more than one month, you can report non-operational status for those months in advance. Enter comments to explain why the program was not (or will not be) in operation.

60 Days or Less in Enrollment Year

Explain in comments whether enrollment positions are vacant due to the authority provided in 1305.7(b) that specifies that programs may elect not to fill a vacancy when 60 calendar days or less remain in the program's enrollment year. Enter the number of positions affected by this authority.

Where do we log in?

Log in to the Head Start Enterprise System at https://hses.ohs.acf.hhs.gov/hsprograms

What is the username and password?

Your organization has been assigned the username and password that is currently used for the Early Childhood Learning and Knowledge Center (ECLKC) information verification updates.

Username is your grant number (ex. 01CH1111-000 or 01CH1111-200). You will need to enter the three-digit extension.

What is the Enrollment Summary screen?

The Enrollment Summary screen is the first screen you see after selecting the Enrollment tab. This screen provides information on your grant, including Grant Number, Grantee Name, and the enrollment data by month. It also shows the status of reporting ("Due," "Overdue," "Reported," or blank if it is not yet time to report for that month).

- 1. Verify that the Grant Number and Grantee Name displayed on the screen are correct. If they are incorrect, please call the Help Desk at 1-866-771-4737 (toll free) or 1-703-528-0591 (local) or e-mail the Help Desk at help@hsesinfo.org.
- Choose the month for which you want to enter data, and click on the paper and pencil icon

How do we enter our data?

After logging in, select the Enrollment tab. From the Enrollment Summary screen, choose the month for which you want to enter data, and click on the paper and pencil icon

The enrollment reporting screen will then appear. It provides space for entering enrollment after the last operating day of every month. All programs are required to report each month once they have started reporting. You will see an entry box(es) for Head Start, Early Head Start, or both, depending on your program.

- 1. In the 1st row, indicate whether your program was in operation for the month. Note: If you answer no, the remaining questions will disappear, leaving the comments box for you to explain why the program was not in operation.
- 2. Select the last day for the reporting month that services were provided. (The default will be the last day of the month.) If you select a date earlier than the last operating day of the month, you will need to add a comment to explain your choice.
- 3. Indicate whether all classes/options were in session. If you indicate all classes/options were NOT in session, you will need to add a comment to explain this.
- 4. Enter the total number of children (and pregnant women in Early Head Start programs) **enrolled** (not the number in attendance) on the last operating day of the requested month.
- 5. **Click the Save button** when you have finished entering your data. You can always return to this screen to update the information if you need to.

Once you have saved your data (or canceled), you will return to the summary page.

When do we need to enter comments?

Comments are required for the following reasons: a) if the program was not in operation; b) if the last day services were provided was earlier than the last operating day of the month; c) if all classes/options were not in session; and d) if the number of enrollees was other than 100% of your program's total funded enrollment.

Where can we see our data entry results?

Enrollment can be viewed on the Enrollment Summary page.

What if the number displayed for funded enrollment is not correct?

If a discrepancy is found, call the HSES Help Desk at 1-866-771-4737 (toll free) or 1-703-528-0591 (local) or send an e-mail to help@hsesinfo.org for assistance.

How do we contact support and technical assistance?

Questions about Enrollment Reporting should be directed to the HSES Help Desk. Call **1-866-771-4737** (toll free) or **1-703-528-0591** (local) or send an e-mail to **help@hsesinfo.org**.

You can also click on Feedback in the left navigation panel to enter comments about the system or request assistance.