

# DETS: DEC Enrollment Tracking System

Provider Overview and Training

FY2025-26

Last updated: 4.21.26



San Francisco Department of  
**Early Childhood**

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# When To Use the DEC Enrollment Tracking System (DETS)

# What is DETS Used For?

- **Child-level ENROLLMENT data** for the following funding types, including those paid by quarterly advance:
  1. ELFA (Early Learning for All) MRA Fully Funded 0-110%
    - Formerly "Center MRA"
  2. Tuition Credit MRA (110-150% AMI)
  3. Grandfathered Tuition Credit
  4. CCTR (General Child Care and Development; Title 5)
  5. CSPP (California State Preschool Program; Title 5)
  6. EHS/HS (Early Head Start / Head Start)

You can only select **one funding source** for each child enrollment. For mixed funding, prioritize this order:

HS/EHS → CCTR/CSPP → ELFA/Tuition Credit

# Using DETS for Child Enrollment Details

- For ELFA Fully Funded MRA, Tuition Credit MRA, Grandfathered Tuition Credit, CCTR/CSPP, EHS/HS children you will use DETS in the following ways:

| At the start of the fiscal year                                                       | Monthly                                                                | Important Updates As Needed                           |
|---------------------------------------------------------------------------------------|------------------------------------------------------------------------|-------------------------------------------------------|
| Confirmation of Family and child information for all planned or continuing enrollment | Confirmation of each individual child enrollment through certification | Note "end date" for any children who have disenrolled |
|                                                                                       |                                                                        | Add new families and child enrollments as needed      |

# What is DETS *not* Used For?

- Attendance information is not tracked in DETS
- Classroom & Session are no longer recorded in DETS
  - Starting FY26 (as of July 1<sup>st</sup> 2025), classroom and session have been officially removed from DETS. When entering new enrollments into DETS, providers just need to specify the site, funding type, start date and end date (if it is known).
- Voucher funded enrollments
  - Children whose families use a voucher are not entered into DETS. Voucher data currently lives with Children's Council and Wu Yee.

# Summary of When to Use DETS

- **The first time you use DETS (and as needed)**
  - Set up agency
  - Set up sites (if applicable)
- **At the start of the year**
  - Add new child/families
    - Includes special needs information, compliance activities
    - **\*New to FY26\***
      - Current FY25 enrollments no longer need to be rolled over to FY26 (all enrollments will maintain their original start date and stay continuously enrolled until an end date is entered)
      - Providers no longer need to specify classroom and session information when adding new enrollments
- **Monthly**
  - Go in monthly and add new enrollments or add end dates for children who have disenrolled
  - By the 5<sup>th</sup> of each month, certify enrollment (you will be presented with a list of children and asked to confirm).
  - Add number of private pay enrollments
- **As needed**
  - Add new child or family information
  - Update family and child details as needed
  - Note “end date” for any child who has or have a confirmed date to un-enroll.



# Accessing DETS for the First Time



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**Early Childhood**

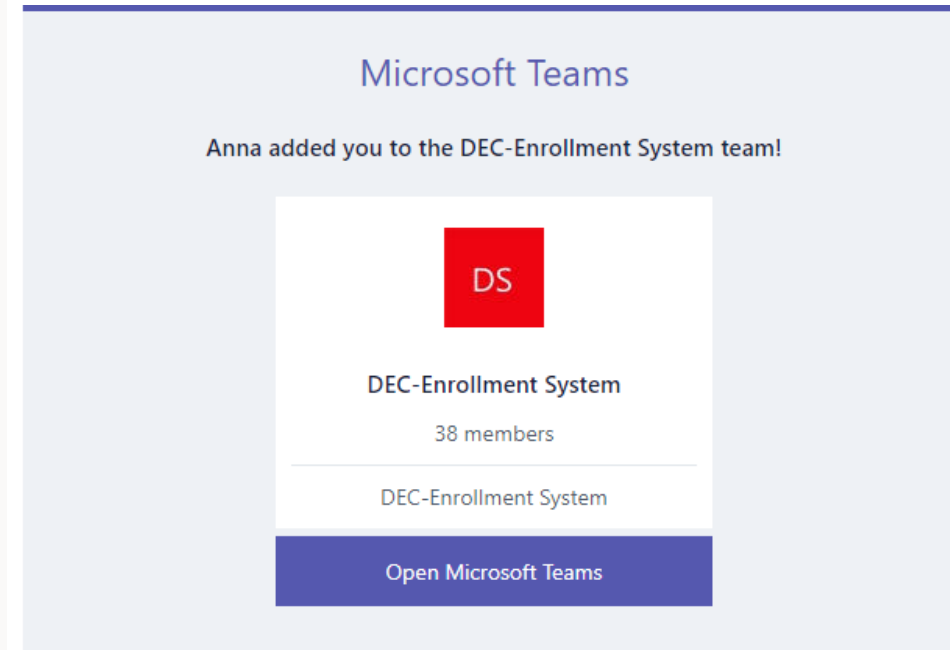
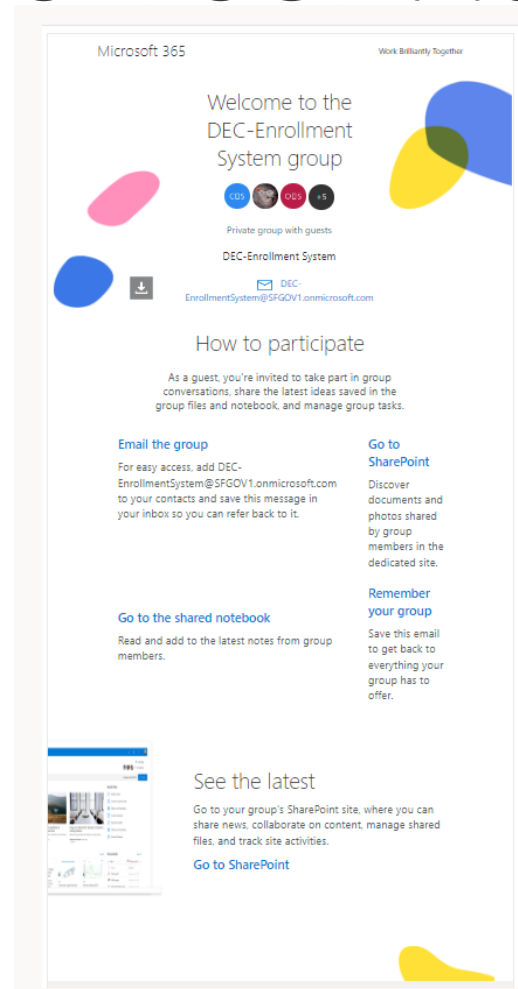


# First Time Data Input

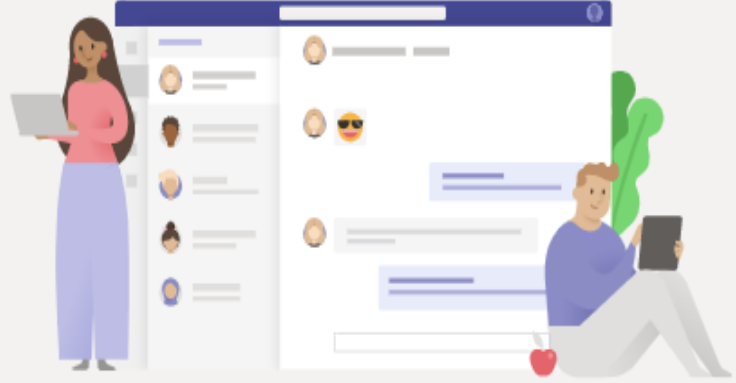
- The DETS system is housed in Microsoft (MS) Teams so you will be logging in through Teams
- If you don't see data or aren't able to update data, please contact:
  - Your assigned DEC Program Officer or
  - DEC's Access and Enrollment Team at “dec-access-enrollment@sfgov.org”.

# How To Log Into Your Account

- Receive invitation via email.
- Reach out to your assigned DEC Program Officer or A&E team and confirm you accepted the invitation.
- It might take up to 24 hours to initially access the DEC Enrollment Tracking System.



Once you see the “Stay better connected” window, we recommend selecting “Use the web app instead”.

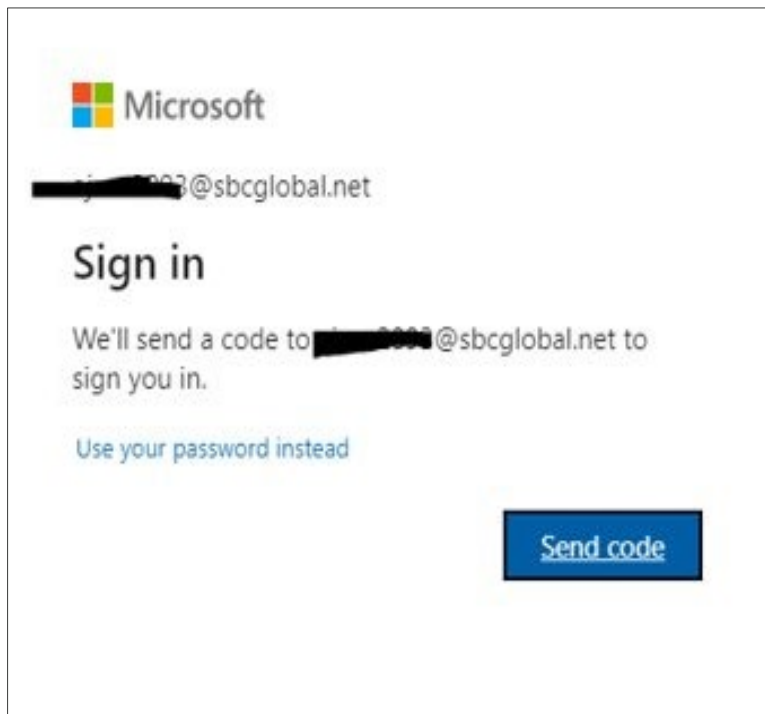


**Stay better connected with the Teams desktop app**

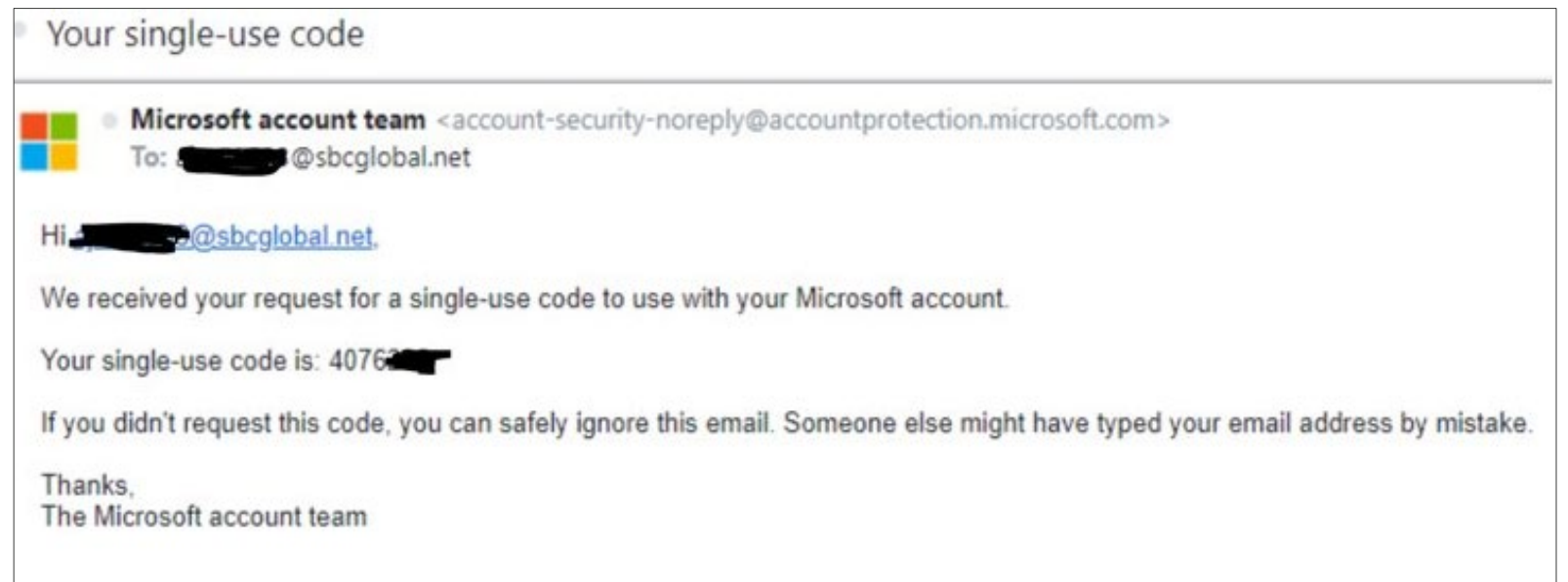
[Download the Windows app](#) [Use the web app instead](#)

Already have the Teams app? [Launch it now](#)

If you do not have a Microsoft account you will need to create one, you might get a code from Microsoft to sign in. Your assigned DEC Program Officer or the A&E team will share a detailed tip sheet on how to log in.



The image shows a Microsoft sign-in interface. At the top left is the Microsoft logo. Below it, the email address [REDACTED]@sbcglobal.net is displayed. The text "Sign in" is prominently shown. Below this, a message states: "We'll send a code to [REDACTED]@sbcglobal.net to sign you in." There is a link "Use your password instead" in blue. At the bottom right, there is a blue button with the text "Send code".



The image shows an email from the Microsoft account team. The subject is "Your single-use code". The sender is "Microsoft account team <account-security-noreply@accountprotection.microsoft.com>". The recipient is "[REDACTED]@sbcglobal.net". The email body starts with "Hi [REDACTED]@sbcglobal.net," followed by "We received your request for a single-use code to use with your Microsoft account." The single-use code is "40762[REDACTED]". The email concludes with "If you didn't request this code, you can safely ignore this email. Someone else might have typed your email address by mistake." and "Thanks, The Microsoft account team".

Please give permission by selecting “Allow” if you see the message below in the DEC Enrollment Tracking System:

### App permissions

To play DEC Enrollment Tracking System fix any connections, and confirm permissions to access data.

**Bing Maps**

Bing Maps 

This app will be able to:

- GetLocationByAddress
- GetMapV2

---

**Office 365 Users**

shihua.ou@sfgov.org  ...

This app will be able to:

- MyProfile\_V2

---

**Microsoft Dataverse** 

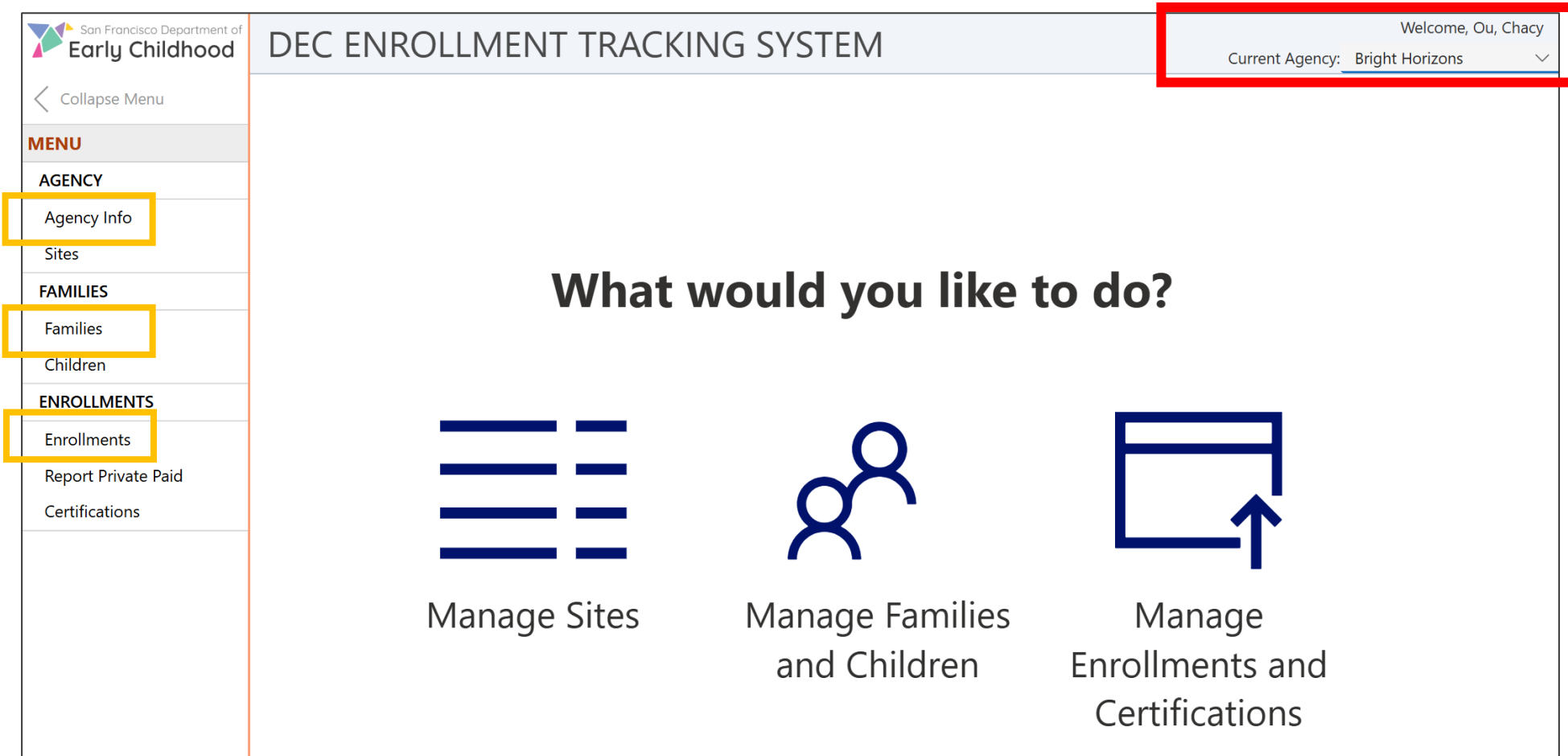
Connected through a Power Automate flow shihua.ou@sfgov.org  ...

Allow

Don't allow

# Orienting to the DETS Tool

# Main Page:



San Francisco Department of  
Early Childhood

DEC ENROLLMENT TRACKING SYSTEM

Welcome, Ou, Chacy

Current Agency: Bright Horizons ▼

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Agency Info

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**FAMILIES**

Families

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Report Private Paid

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## What would you like to do?



Manage Sites



Manage Families  
and Children



Manage  
Enrollments and  
Certifications

Make sure your name and Agency are on the top right-hand corner.  
*(If it isn't there, please contact your assigned DEC Program Officer or A&E team.)*

On the sidebar menu, you will see three main sections: Agency, Families, and Enrollment. Sub-items are found under each major item. View/go to each item by clicking desired item or icon.

# Overview About the App

- You will only be able to see details related to your own agency.
- What you can do:
  1. View **Agency** information(if you need to edit, please reach out to your assigned DEC Program Officer or the A&E team)
  2. View/edit **Site(s)** for agencies that have more than one site
  3. View/edit/add/delete **Family** information for children who are enrolled
  4. View/edit/add/delete **Child** information for enrolled children
  5. View/add/edit/delete **Enrollment** each month
  6. Confirm enrollments through monthly **Certification**
  7. View/edit monthly enrollment totals for **Private Pay** enrollments
- Notes: You will need to create a new enrollment for each child by making connection to the proper site, and entering funding type/start date (end date if applicable).



# Overview of what each icon represents

|                                                                                     |                                           |
|-------------------------------------------------------------------------------------|-------------------------------------------|
|    | Add record                                |
|    | View record or cancel View                |
|    | Edit record                               |
|    | Return to previous page or full list      |
|    | Delete record                             |
|    | Cancel change, back to previous screen    |
|   | Save                                      |
|  | Refreshes the page to reflect new updates |

# Agency Set-Up Overview



# Main "Agency Info" Page

When you click on the "Agency Info" tab you will be brought to the following screen:

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Early Childhood

DEC ENROLLMENT TRACKING SYSTEM

Welcome, Ou, Chacy

Current Agency: Test Agency 100

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AGENCY - AGENCY INFO

Agency Info

Sites

AGENCY INFORMATION

Name

Test Agency 100

Primary Business Contact Last Name

Smith

Primary Business Contact Phone Number

4153433415

Technical Contact First Name

JC

Technical Contact Email

jc@email.com

Technical Contact Job Title

N/A

Primary Business Contact First Name

Peterson

Primary Business Contact Email

ps@gmail.com

Primary Business Contact Job Title

Supervisor

Technical Contact Last Name

Lee

Technical Contact Phone



You can view your Agency info and make edits to your Agency info tab if needed by clicking the "pencil" icon.

# Editing Agency Info

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DEC ENROLLMENT TRACKING SYSTEM

Welcome, Ou, Chacy

Current Agency: Test Agency 100

AGENCY - AGENCY INFO

Agency Info

Sites

AGENCY INFORMATION (Edit)

Name

Test Agency 100

Primary Business Contact Last Name

Smith

Primary Business Contact Phone Number

4153433415

Technical Contact First Name

JC

Technical Contact Email

jc@email.com

Technical Contact Job Title

N/A

Primary Business Contact First Name

Peterson

Primary Business Contact Email

ps@gmail.com

Primary Business Contact Job Title

Supervisor

Technical Contact Last Name

Lee

Technical Contact Phone

×



When in editing mode, you will see the “(Edit)” text (highlighted in yellow).

You can edit any changes here and once edits are made, click on the "floppy disk" icon to save.

# Sites Set-Up

# "Sites" Page:

- If your agency has more than one site, they can all be organized under the agency.
- If there are changes, please contact your assigned DEC Program Officer. You can't add or delete any sites.

San Francisco Department of Early Childhood

DEC ENROLLMENT TRACKING SYSTEM

Welcome, Ou, Chacy

Current Agency: Test Agency 100

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- Sites**
- FAMILIES
- Families
- Children
- ENROLLMENTS

AGENCY - SITES

Agency Info Sites

SITES

Type to search by site name or main number...

License Type:

|                       | SITE NAME   | LICENSE TYPE | LICENSE # | SITE ADDRESS 1     |
|-----------------------|-------------|--------------|-----------|--------------------|
| <input type="radio"/> | Site3       |              |           | 500 Mission street |
| <input type="radio"/> | Site1       |              |           | 445 church street  |
| <input type="radio"/> | Site Pretty | Center       | 384004280 | 122 NE 53rd        |

View Edit Refresh

- If you want to VIEW a site, click on the “eye” icon.
- If you want to EDIT a site, click on the “pencil” icon.
- If you need to REFRESH the page and reflect new updates, click on the circle with the arrow at the end.
- You can filter by name and license type.

# Editing Sites

San Francisco Department of Early Childhood

DEC ENROLLMENT TRACKING SYSTEM

Welcome, Ou, Chacy

Current Agency: Test Agency 100

AGENCY - SITES

Agency Info Sites

SITES > Site3 (Edit)

Name: Site 3-Agency 100

License Site Name: Test Agency 100 site 3

Preferred Site Name: Site3

License Type:

Preschool License Number: 1111111111

Infant License Number:

Family Child Care Home License Number:

Main License: 121414141414

Site Address Line 1: 500 Mission street

Site Address Line 2:

Site Zip Code: 94112

Is License Exempt?: NoMore

Infant Licensed Capacity:

Preschool Licensed Capacity: 20

Family Child Care Home Licensed Capacity: 20

Site Primary Business Contact Last Name: Johnson

Site Primary Business Contact First Name: Emma

Site Primary Business Contact Job Title:

Site Primary Business Contact Phone Number: 1234567

Site Primary business Contact Email:

Site Languages of Instruction: Spanish

Save icon (floppy disk) highlighted in red box.

The fields you can edit from this page are highlighted in yellow including:

- Contact Name
  - Business Phone Number and Email
  - Languages of Instruction
- Click the “floppy” disk icon to save.

If you need to edit other site information, please contact your assigned DEC Program Officer.

# Families Set-Up





# Main “Families” Page

- This page provides family-level information including summary of child(ren).
  - If a family has more than two children, only the first two children will be visible from this view. To see all Children, go to the “Children” menu.

 San Francisco Department of  
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DEC ENROLLMENT TRACKING SYSTEM

Welcome, Ou, Chacy  
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Data Import

FAMILIES > Doe, John and Jane

+ 🔍 ✎ 🗑️ ↺

Type to search...

|                                  | FIRST NAME (PARENT A) | LAST NAME (PARENT A) | CHILD 1 FIRST NAME | CHILD 1 LAST NAME | CHILD 1 DOB | CHILD 2 FI |
|----------------------------------|-----------------------|----------------------|--------------------|-------------------|-------------|------------|
| <input checked="" type="radio"/> | John                  | Doe                  |                    |                   |             |            |
| <input type="radio"/>            | John                  | Doe                  | Jimmy              | Doe               | 7/1/2020    |            |
| <input type="radio"/>            | John                  | Doe                  | Jimmy              | Doe               | 7/1/2020    |            |
| <input type="radio"/>            | John                  | Doe                  | Jimmy              | Doe               | 7/1/2020    |            |
| <input type="radio"/>            | John                  | Doe                  | Jimmy              | Doe               | 7/1/2020    |            |
| <input type="radio"/>            | John                  | Doe                  | Jimmy              | Doe               | 7/1/2020    |            |
| <input type="radio"/>            | John                  | Doe                  | Jimmy              | Doe               | 7/1/2020    |            |
| <input type="radio"/>            | John                  | Doe                  | Jimmy              | Doe               | 7/1/2020    |            |
| <input type="radio"/>            | John                  | Doe                  | Jimmy              | Doe               | 7/1/2020    |            |
| <input type="radio"/>            | John                  | Doe                  | Jimmy              | Doe               | 7/1/2020    |            |
| <input type="radio"/>            | Lisa                  | Fong                 |                    |                   |             |            |
| <input type="radio"/>            | Tanuu                 | Ioramo               |                    |                   |             |            |

Gallery Item Count: 47

- search first names and/or last names of the parents on the search bar.
- add, view, edit, and delete families.
- refresh the page.

# Navigating “Families” Page

| Families                                                                        |                       | Children             |                    |                   |             |                                                                                                                                                                                                                                                                                                                                                                                                                                     |
|---------------------------------------------------------------------------------|-----------------------|----------------------|--------------------|-------------------|-------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| FAMILIES                                                                        |                       |                      |                    |                   |             |      |
|  | Type to search...     |                      |                    |                   |             |                                                                                                                                                                                                                                                                                                                                                                                                                                     |
|                                                                                 | FIRST NAME (PARENT A) | LAST NAME (PARENT A) | CHILD 1 FIRST NAME | CHILD 1 LAST NAME | CHILD 1 DOB | CHILD 2 FI                                                                                                                                                                                                                                                                                                                                                                                                                          |
| <input type="radio"/>                                                           | John                  | Doe                  | Jimmy              | Doe               | 7/1/2020    |                                                                                                                                                                                                                                                                                                                                                                                                                                     |

| FAMILIES                                                                        |                       | Children             | Data Import        |                   |             |                                                                                                                                                                                                                                                                                                                                                                                                                                     |
|---------------------------------------------------------------------------------|-----------------------|----------------------|--------------------|-------------------|-------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| FAMILIES > Doe, John and Jane                                                   |                       |                      |                    |                   |             |      |
|  | Type to search...     |                      |                    |                   |             |                                                                                                                                                                                                                                                                                                                                                                                                                                     |
|                                                                                 | FIRST NAME (PARENT A) | LAST NAME (PARENT A) | CHILD 1 FIRST NAME | CHILD 1 LAST NAME | CHILD 1 DOB | CHILD 2 FI                                                                                                                                                                                                                                                                                                                                                                                                                          |
| <input checked="" type="radio"/>                                                | John                  | Doe                  | Jimmy              | Doe               | 7/1/2020    |                                                                                                                                                                                                                                                                                                                                                                                                                                     |
| <input type="radio"/>                                                           | John                  | Doe                  | Jimmy              | Doe               | 7/1/2020    |                                                                                                                                                                                                                                                                                                                                                                                                                                     |

When first arriving at the Families page, you may see some of the tools are unavailable. To access the tools, select a family.

To view the family information select the view “eye” icon

# Viewing Families

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DEC ENROLLMENT TRACKING SYSTEM

Welcome, Ou, Chacy

Current Agency: Test Agency 100

FAMILIES

Families

Children

FAMILIES > Doe, John and Jane

+ ↺ ✎ 🗑

👤 ADDRESSES

+ Add New

| ADDRESS LINE 1    | ADDRESS LINE 2 | CITY          | ZIP CODE | ACTIONS |
|-------------------|----------------|---------------|----------|---------|
| 123 Market Street |                | San Francisco | 94101    | ✎ 🗑     |

👤 CHILDREN

+ Add New

| FULL NAME                                  | DOB | ACTIONS |
|--------------------------------------------|-----|---------|
| There are no children set for this family. |     |         |

👤 PARENTS

| FULL NAME | PHONE          | EMAIL              | ACTIONS |
|-----------|----------------|--------------------|---------|
| Doe, John | (555) 555-1212 | john.doe@gmail.com | ✎       |
| Doe, Jane | (555) 555-1213 | jane.doe@gmail.com | ✎       |

After selecting the view icon on the previous page, you will see individual sections that can be edited: addresses, addition of a child, and parent information.

Caregiver and family-level information can be edited both through the pencil at the upper right-hand corner or in the “Parents” section.

# Editing Family Information

## FAMILIES

Families

Children

FAMILIES > Doe, John and Jane (Edit)



\* Parent A Last Name

Doe

\* Parent A First Name

John

Parent A Phone

(555) 555-1212

Parent A Email

john.doe@gmail.com

Parent B Last Name

Doe

Parent B First Name

Jane

Parent B Phone

(555) 555-1213

Parent B Email

jane.doe@gmail.com

Family Annual Income ⓘ

\$1-\$24,999

Family Size

1

\* Unhoused ⓘ

No

**NOTE:** Family Size and Family Annual Income should be entered for all families.

When editing the family unit, you can update both **parent information** and **housing/income information**.

Once everything is filled out, click on the “floppy disk” icon to save.

# Editing Address(es) and Adding Children from Families Page

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DEC ENROLLMENT TRACKING SYSTEM

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Current Agency: Test Agency 100

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FAMILIES

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FAMILIES > Doe, John and Jane

+ Add New

| ADDRESS LINE 1    | ADDRESS LINE 2 | CITY          | ZIP CODE | ACTIONS                                                                                                                                                                 |
|-------------------|----------------|---------------|----------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 123 Market Street |                | San Francisco | 94101    |   |

+ Add New

| FULL NAME                                  | DOB | ACTIONS |
|--------------------------------------------|-----|---------|
| There are no children set for this family. |     |         |

+ Add New

| FULL NAME | PHONE          | EMAIL              | ACTIONS                                                                           |
|-----------|----------------|--------------------|-----------------------------------------------------------------------------------|
| Doe, John | (555) 555-1212 | john.doe@gmail.com |  |
| Doe, Jane | (555) 555-1213 | jane.doe@gmail.com |  |

FAMILIES - CHILDREN

Families

Children

Data Import

CHILDREN (New)

Last Name

First Name

Middle Name

Family

Special Needs

DOB

CPS

Race / Ethnicity

Home Language

When viewing a family, you can also edit and validate the address or add children.

FAMILIES > ADDRESSES (Edit)

\* Address Line 1

123 Market Street

Address Line 2

Text box

\* City

San Francisco

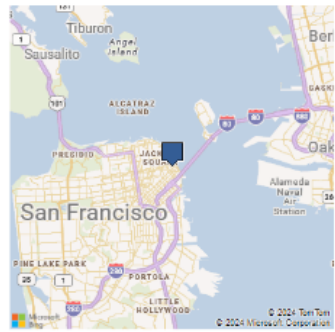
\* Zip Code

94101

\* Validate Address

Validate Address

Address is valid!



After entering a new address or editing address, you will be asked to validate by clicking the "Validate Address" button

# Adding Families

## FAMILIES

Families

Children

FAMILIES > Doe, John and Jane

Type to search...

|                                  | FIRST NAME (PARENT A) | LAST NAME (PARENT A) | CHILD 1 FIRST NAME | CHILD 1 LAST NAME | CHILD 1 DOB | CHILD 2 FI |
|----------------------------------|-----------------------|----------------------|--------------------|-------------------|-------------|------------|
| <input checked="" type="radio"/> | John                  | Doe                  |                    |                   |             |            |

To add families manually, use the plus (“+”) icon to start a new record.



## DEC ENROLLMENT TRACKING SYSTEM

Welcome, Ou, Chacy

Current Agency: Test Agency 100

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## FAMILIES

Families

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Data Import

### FAMILIES (New)



\* Parent A Last Name

\* Parent A First Name

Parent A Phone

Parent A Email

Parent B Last Name

Parent B First Name

Parent B Phone

Parent B Email

Family Annual Income ⓘ

Family Size

\* Unhoused ⓘ

**NOTE:** Family Size and Family Annual Income should be entered for all families.

# Adding and Validating Family Housing Details

**FAMILIES**

**FAMILIES (New)**

\* Parent A Last Name: Test

\* Parent A First Name: Bob

Parent A Phone: 123-333-4567

Parent A Email: bob@gmail.com

Parent B Last Name:

Parent B First Name:

Parent B Phone:

Parent B Email:

Family Annual Income:

Family Size:

\* Unhoused:

\* Address Line 1:

Address Line 2:

\* City:

\* Zip Code:

\* Validate Address:

⊗ Address is invalid, please correct

When you select “No” in the “Unhoused” field, you will be prompted further to input the address.

After adding an address, you will be asked to validate by clicking the “Validate Address” button.

Parent B Phone:

Parent B Email:

Family Annual Income:

Family Size:

\* Unhoused:

\* Address Line 1: 123 Market Street

Address Line 2:

\* City: San Francisco

\* Zip Code: 94101

\* Validate Address:

⊗ Please validate address

**FAMILIES > ADDRESSES (Edit)**

\* Address Line 1: 123 Market Street

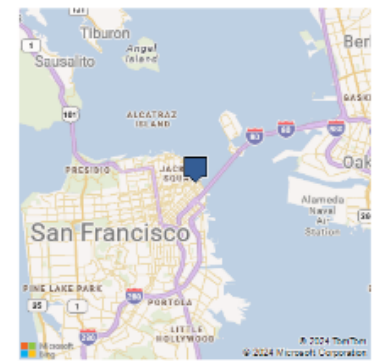
Address Line 2:

\* City: San Francisco

\* Zip Code: 94101

\* Validate Address:

✓ Address is valid!



# Children Set-Up



# Main “Children” Page

Power Apps

San Francisco Department of  
Early Childhood

DEC ENROLLMENT TRACKING SYSTEM

Welcome, Ou, Chacy

Current Agency: Test Agency 100

FAMILIES - CHILDREN

Families Children

CHILDREN > Doe, Jimmy

Type to search... Family:

|                                  | LAST NAME | FIRST NAME | DOB      | FAMILY                                   | CREATED            | ACTIONS                    |
|----------------------------------|-----------|------------|----------|------------------------------------------|--------------------|----------------------------|
| <input checked="" type="radio"/> | Doe       | Jimmy      | 7/1/2020 | <a href="#">Doe, John and Jane</a>       | 6/6/2024 10:23 AM  | <a href="#">VIEW ENROL</a> |
| <input type="radio"/>            | Doe       | Jimmy      | 7/1/2020 | <a href="#">Doe, John and Jane</a>       | 6/6/2024 10:31 AM  | <a href="#">VIEW ENROL</a> |
| <input type="radio"/>            | Doe       | Jimmy      | 7/1/2020 | <a href="#">Doe, John and Jane</a>       | 6/6/2024 10:43 AM  | <a href="#">VIEW ENROL</a> |
| <input type="radio"/>            | Doe       | Jimmy      | 7/1/2020 | <a href="#">Doe, John and Jane</a>       | 6/6/2024 10:56 AM  | <a href="#">VIEW ENROL</a> |
| <input type="radio"/>            | Doe       | Jimmy      | 7/1/2020 | <a href="#">Doe, John and Jane</a>       | 6/6/2024 11:37 AM  | <a href="#">VIEW ENROL</a> |
| <input type="radio"/>            | Doe       | Jimmy      | 7/1/2020 | <a href="#">Doe, John and Jane</a>       | 6/6/2024 1:42 PM   | <a href="#">VIEW ENROL</a> |
| <input type="radio"/>            | Doe       | Jimmy      | 7/1/2020 | <a href="#">Doe, John and Jane</a>       | 6/6/2024 1:50 PM   | <a href="#">VIEW ENROL</a> |
| <input type="radio"/>            | Doe       | Jimmy      | 7/1/2020 | <a href="#">Doe, John and Jane</a>       | 2/22/2024 10:11 AM | <a href="#">VIEW ENROL</a> |
| <input type="radio"/>            | Doe       | Jimmy      | 7/1/2020 | <a href="#">Doe, John and Jane</a>       | 5/30/2024 10:10 AM | <a href="#">VIEW ENROL</a> |
| <input type="radio"/>            | Doe       | Jimmy      | 7/1/2020 | <a href="#">Doe, John and Jane</a>       | 5/30/2024 10:38 AM | <a href="#">VIEW ENROL</a> |
| <input type="radio"/>            | Doe       | Jimmy      | 7/1/2020 | <a href="#">Doe, John and Jane</a>       | 5/30/2024 10:57 AM | <a href="#">VIEW ENROL</a> |
| <input type="radio"/>            | Johnson   | Josiah     | 4/1/2020 | <a href="#">Johnson, Jerry and Jenny</a> | 6/6/2024 10:04 AM  | <a href="#">VIEW ENROL</a> |
| <input type="radio"/>            | Johnson   | Josiah     | 4/1/2020 | <a href="#">Johnson, Jerry and Jenny</a> | 6/6/2024 10:52 AM  | <a href="#">VIEW ENROL</a> |

Gallery Item Count: 58

- To see a list of all children that are enrolled and have been enrolled at your site, go to the “Children” page.
- At the bottom of the page you will see a “Gallery Item Count” which is how many children are listed across all enrollments in total.

You can:

- Search and filter names
- Add, view, edit, and delete children
- Refresh the page
- View and add enrollments

# Viewing Children

San Francisco Department of  
Early Childhood

DEC ENROLLMENT TRACKING SYSTEM

Welcome, Ou, Chacy

Current Agency: Test Agency 100

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FAMILIES - CHILDREN

Families

Children

Data Import

CHILDREN > Lauren, Sally

Last Name

Lauren

First Name

Sally

Middle Name

\* Family

Lauren, Bob

Special Needs

No

\* DOB

1/1/2023

CPS

No

Race / Ethnicity

Home Language

ENROLLMENTS FOR CURRENT FISCAL YEAR

+ Add New

| SITE        | FUNDING TYPE          | START DATE | END DATE | ACTIONS         |
|-------------|-----------------------|------------|----------|-----------------|
| Site Pretty | Tuition Credit ELF... | 7/1/2025   |          | <div>Edit</div> |

COMPLIANCE

+ Add New

| TYPE                                               | COMPLETION DATE | ADDITIONAL INFO | ACTIONS |
|----------------------------------------------------|-----------------|-----------------|---------|
| There are no compliance activities for this child. |                 |                 |         |

- To see an individual child's enrollment, from the Children page, select the child and click the View ("eye") icon.

- Use EDIT button to correct errors.

- Use "+ Add New" when there are changes to the current enrollment including:

- Funding type change
- Etc.

- You can also add new compliance activities for the child.

# Compliance Activity

COMPLIANCE + Add New

\* Compliance Activity Type

ASQ

Data Collection Acknowledgement Form Distributed

DRDP

Parent Conference

\* Completion Date ⓘ

Save

Cancel

- While viewing a Child record, you can open the Compliance activity by clicking on the plus sign next to the Compliance table:

- On this page, you will be able to record four Compliance Activity Types:
  1. ASQ (Ages and Stages Questionnaire)
  2. Data Collection Acknowledgement Form Distributed
  3. DRDP (Desired Results Developmental Profile)
  4. Parent Conference
- If you choose "ASQ" or "Data Collection Acknowledgement Form Distributed", an additional question will be asked.
- If you choose "DRDP" or "Parent Conference", you only need to enter in the completion date.

COMPLIANCE + Add New

There are no compliance activities for this child.

\* Compliance Activity Type

ASQ

\* Completion Date

\* Referral is made as needed?

COMPLIANCE + Add New

There are no compliance activities for this child.

\* Compliance Activity Type

Data Acknowledgement and Consent Distributed

\* Completion Date

\* Consented to SFUSD releasing data to DEC?

# Compliance Activity Continued



San Francisco Department of  
Early Childhood

DEC ENROLLMENT TRACKING SYSTEM

Welcome, Ou, Chacy  
Current Agency: Test Agency 100

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FAMILIES - CHILDREN

FamiliesChildren

CHILDREN > Lauren, Sally

Last Name

Lauren

First Name

Sally

Middle Name

\* Family

Lauren, Bob

Special Needs

No

\* DOB

1/1/2023

CPS

No

Race / Ethnicity

Home Language

ENROLLMENTS FOR CURRENT FISCAL YEAR

+ Add New

| SITE        | FUNDING TYPE          | START DATE | END DATE | ACTIONS |
|-------------|-----------------------|------------|----------|---------|
| Site Pretty | Tuition Credit ELF... | 7/1/2025   |          | Edit    |

COMPLIANCE

+ Add New

| TYPE | COMPLETION DATE | ADDITIONAL INFO                   | ACTIONS    |
|------|-----------------|-----------------------------------|------------|
| ASQ  | 7/1/2025        | Yes - Referral is made as needed? | EditDelete |

Once you added the compliance item, you can edit or delete.

# Adding/Editing Children

San Francisco Department of Early Childhood

DEC ENROLLMENT TRACKING SYSTEM

Welcome, Ou, Chacy

Current Agency: Test Agency 100

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FAMILIES - CHILDREN

Families Children

CHILDREN (New) ⓘ

\* Last Name: Test

\* First Name: Test

Middle Name:

\* Family: Doe, John and Jane

Special Needs: Yes

\* DOB: 1/10/2024

CPS:

Race / Ethnicity:

Home Language:

✕ 

When adding a child, enter in all the required fields. Once you complete, the “floppy disk” icon will become available to click.

San Francisco Department of Early Childhood

DEC ENROLLMENT TRACKING SYSTEM

Welcome, Ou, Chacy

Current Agency: Test Agency 100

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FAMILIES - CHILDREN

Families Children

CHILDREN > Lauren, Sally (Edit) ⓘ

\* Last Name: Lauren

\* First Name: Sally

Middle Name:

\* Family: Lauren, Bob

Special Needs: No

\* DOB: 1/1/2023

CPS: No

Race / Ethnicity:

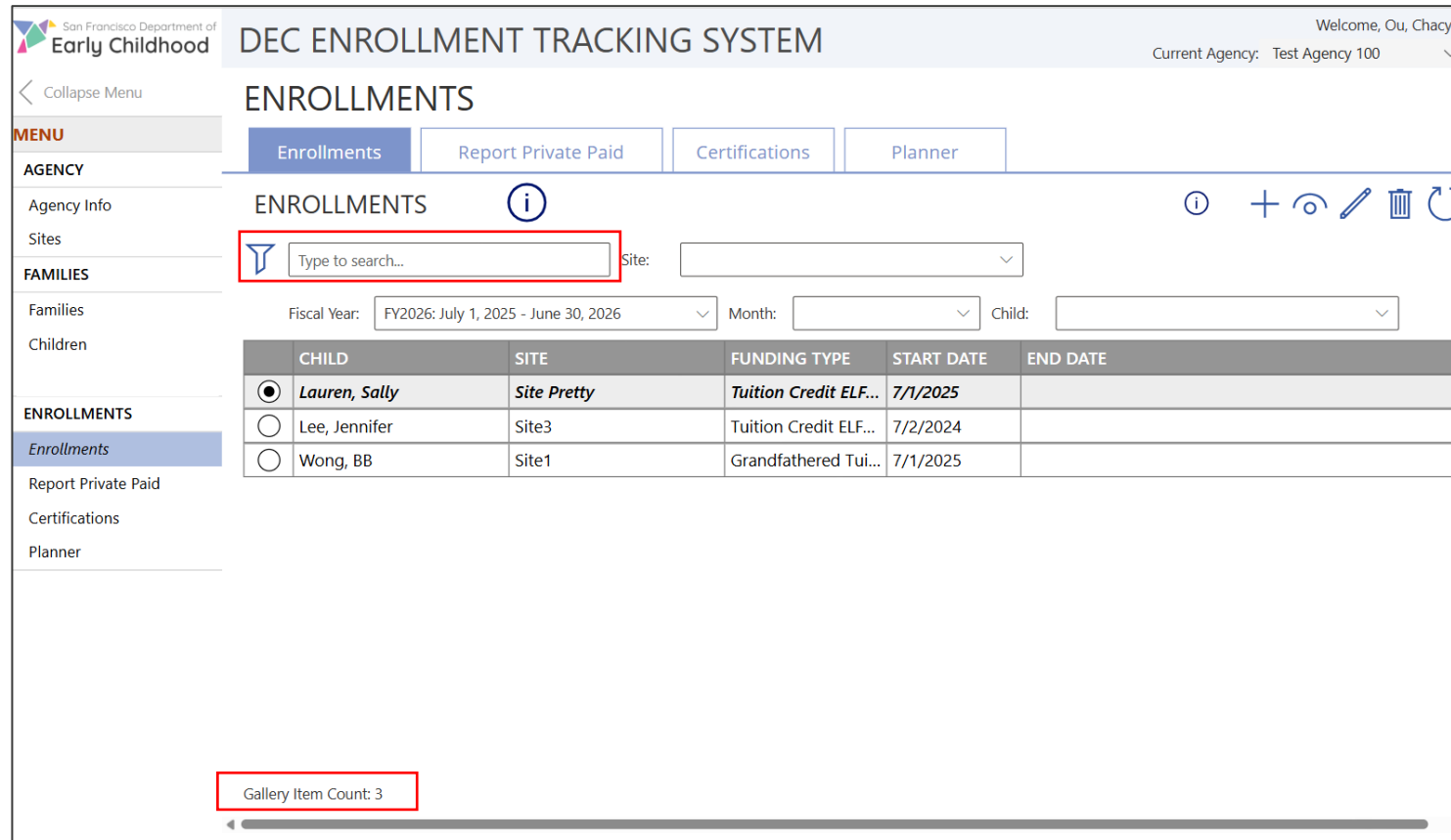
Home Language:

✕ 

If you are editing, fill out the required fields. Once everything is filled out, click on the “floppy disk” icon to save.

# Enrollments

# Main “Enrollments” Page



San Francisco Department of Early Childhood

DEC ENROLLMENT TRACKING SYSTEM

Welcome, Ou, Chacy  
Current Agency: Test Agency 100

ENROLLMENTS

Enrollments | Report Private Paid | Certifications | Planner

ENROLLMENTS ⓘ

Type to search... Site:

Fiscal Year: FY2026: July 1, 2025 - June 30, 2026 Month:  Child:

|                                  | CHILD         | SITE        | FUNDING TYPE          | START DATE | END DATE |
|----------------------------------|---------------|-------------|-----------------------|------------|----------|
| <input checked="" type="radio"/> | Lauren, Sally | Site Pretty | Tuition Credit ELF... | 7/1/2025   |          |
| <input type="radio"/>            | Lee, Jennifer | Site3       | Tuition Credit ELF... | 7/2/2024   |          |
| <input type="radio"/>            | Wong, BB      | Site1       | Grandfathered Tui...  | 7/1/2025   |          |

Gallery Item Count: 3

The Enrollments page allows you to see all active enrollments for a specific fiscal year.

The “Gallery Item Count” at the bottom shows the number of active enrollments for that year.

- You can:
  - search and filter by sites, fiscal year, month, and children.
  - add, view, edit, and delete enrollments.
  - refresh the page.

# Viewing Enrollments

 San Francisco Department of  
Early Childhood

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*Enrollments*

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DEC ENROLLMENT TRACKING SYSTEM

Welcome, Ou, Chacy  
Current Agency: Test Agency 100

ENROLLMENTS

Enrollments

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Start Date

7/1/2025

End Date

Child

Lauren, Sally

Funding Type

Tuition Credit ELFA (110-150% AMI)

Site

Site Pretty

After clicking next to a child's name, and using the "eye" icon to view, you will be brought to this screen to be given general information about that child.



# Adding/Editing Enrollments

**ENROLLMENTS**

Enrollments | Report Private Paid | Certifications

ENROLLMENTS (New) ⓘ

\* Start Date: 7/2/2025 ⓘ

End Date: ⓘ

\* Child: Bui, Lily ⓘ

\* Funding Type: ELFA Fully Funded (0-110% AMI) ⓘ

\* Site: Kirkham St ⓘ

✕ ⓘ 

NOTE: When you first add an enrollment, the “floppy disk” won’t be available until everything is filled out.

To enter a new enrollment or edit an enrollment, after everything is filled out, click on the “floppy disk” icon to save.

# Closing Out Enrollments / Unenrolling Children

## ENROLLMENTS

Enrollments

Report Private Paid

Certifications

ENROLLMENTS (New) ⓘ

ⓘ

×

📁

\* Start Date

7/2/2025

📅

End Date

📅

✕

\* Child

Bui, Lily

▼

\* Funding Type

ELFA Fully Funded (0-110% AMI)

▼

\* Site

Kirkham St

▼

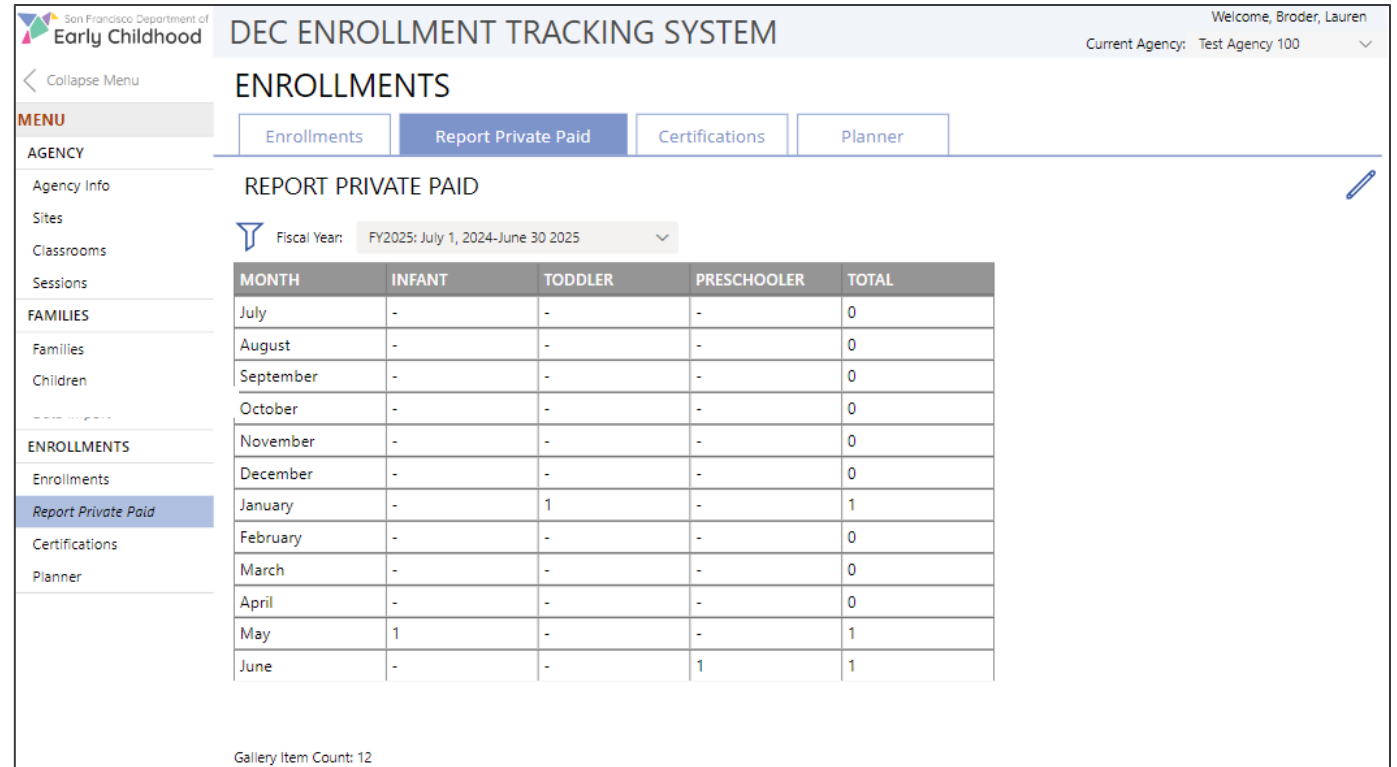
- Please DON'T delete any enrollment
- If an end date of an enrollment is known, please find the enrollment and fill in the "end date" of the enrollment
- If the enrollment is a mistake, please reach out to your assigned DEC Program Officer or A&E team to confirm and delete under their guidance

# Report Private Paid



# Private Pay

- In this section of DETS, you will be asked to provide the **count** of enrollment for children who are not eligible or have chosen to not participate in full or partial funding support.
  - Includes families earning above 150% AMI
- Each month update count of children according to age category
  - **No child names, dates of birth, or other details are needed**



The screenshot displays the 'DEC ENROLLMENT TRACKING SYSTEM' interface. On the left is a sidebar menu with categories: AGENCY (Agency Info, Sites, Classrooms, Sessions), FAMILIES (Families, Children), ENROLLMENTS (Enrollments, Report Private Paid, Certifications, Planner), and a 'Collapse Menu' button. The main content area is titled 'ENROLLMENTS' and has tabs for 'Enrollments', 'Report Private Paid' (which is selected), 'Certifications', and 'Planner'. Below the tabs, there's a 'REPORT PRIVATE PAID' section with a 'Fiscal Year' dropdown set to 'FY2025: July 1, 2024-June 30 2025'. A table follows, showing enrollment counts by month and age group. The table has columns for MONTH, INFANT, TODDLER, PRESCHOOLER, and TOTAL. The data shows 1 toddler enrollment in January and 1 infant enrollment in May. The footer indicates 'Gallery Item Count: 12'.

| MONTH     | INFANT | TODDLER | PRESCHOOLER | TOTAL |
|-----------|--------|---------|-------------|-------|
| July      | -      | -       | -           | 0     |
| August    | -      | -       | -           | 0     |
| September | -      | -       | -           | 0     |
| October   | -      | -       | -           | 0     |
| November  | -      | -       | -           | 0     |
| December  | -      | -       | -           | 0     |
| January   | -      | 1       | -           | 1     |
| February  | -      | -       | -           | 0     |
| March     | -      | -       | -           | 0     |
| April     | -      | -       | -           | 0     |
| May       | 1      | -       | -           | 1     |
| June      | -      | -       | 1           | 1     |

# Adding Private Pay Information

- To add or edit for any month, click the edit pencil in the upper right and the “Infant”, “Toddler”, and “Preschooler” columns will become editable.
- The total column will automatically sum the total number of private pay children across the age categories.
- Each month, please submit this information before or after you complete enrollment certification.**
- Click the save icon when done.
- This information has no impact on funding but helps us understand the full capacity and enrollment.
- As a reminder, DEC defines ages according to the following:

| Category    | Ages                   |
|-------------|------------------------|
| Infant      | Between 0 – 24 months  |
| Toddler     | Between 24 – 36 months |
| Preschooler | 36 months and up       |

ENROLLMENTS

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REPORT PRIVATE PAID

Fiscal Year:

FY2025: July 1, 2024-June 30 2025

| MONTH  | INFANT | TODDLER | PRESCHOOLER | TOTAL |
|--------|--------|---------|-------------|-------|
| July   | -      | -       | -           | 0     |
| August | -      | -       | -           | 0     |

DEC ENROLLMENT TRACKING SYSTEM

Welcome, Broder, Lauren

Current Agency: Test Agency 100

ENROLLMENTS

Enrollments

Report Private Paid

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REPORT PRIVATE PAID (Edit)

Fiscal Year:

FY2025: July 1, 2024-June 30 2025

| MONTH     | INFANT | TODDLER | PRESCHOOLER | TOTAL |
|-----------|--------|---------|-------------|-------|
| July      | 5      | 10      | 10          | 25    |
| August    |        |         |             | 0     |
| September |        |         |             | 0     |
| October   |        |         |             | 0     |
| November  |        |         |             | 0     |

# Certification: Checking Your Enrollments



# Checking Your Enrollments

San Francisco Department of Early Childhood

DEC ENROLLMENT TRACKING SYSTEM

Welcome, Broder, Lauren

Current Agency: Test Agency 100

ENROLLMENTS

Enrollments Report Private Paid Certifications Planner

**CERTIFICATIONS > Payments are based on the information that has been certified.**

Fiscal Year: FY2026: July 1, 2025 - June 30, 2026

| MONTH     | CERTIFICATION DATE | CERTIFIED BY  | ACTIONS                |
|-----------|--------------------|---------------|------------------------|
| July      | 4/21/2026          | Lauren Broder | Certified View         |
| August    | 9/15/2025          | Lauren Broder | Certified View         |
| September | 3/30/2026          | Lauren Broder | Certified View         |
| October   | 4/21/2026          | Lauren Broder | Certified View         |
| November  | 4/21/2026          | Lauren Broder | Certified View         |
| December  | -                  | -             | Certify View Past Due! |
| January   | -                  | -             | Certify View Past Due! |
| February  | -                  | -             | Certify View Past Due! |
| March     | 4/21/2026          | Lauren Broder | Certified View         |
| April     | -                  | -             | Certify View           |
| May       | -                  | -             | Certify View           |
| June      | -                  | -             | Certify View           |

Gallery Item Count: 12

The certification process allows you to confirm, on a monthly basis, that enrollment information was entered into DETS correctly.

To begin the review, make sure the right fiscal year is chosen, click on "certify" next to the month you are confirming to review the current child enrollments, start dates, end dates (if it is available), and funding types.

## Timeline for Certification

You will be able to certify in the last week of each month before it ends.

- For example, you can begin certification for May enrollment starting May 24th.

**Certification of the month is due on the 5<sup>th</sup> day of the following month.**

- For the current example, you can certify for May anytime between May 24 to June 5<sup>th</sup> but you must certify your May enrollment by June 5<sup>th</sup>.

**Payments are based on the information that has been certified. Please ensure accuracy or reach out to your assigned DEC Program Officer or the DEC Access & Enrollment team right away if you run into challenges.**

# Certifying and Confirming Enrollments

As you look at your enrollments for a particular month **check the following**:

- Are all children listed that were enrolled?
- Are children appearing in the right Age Category? If not, is their Date of Birth (DOB) correct?
- Do the counts of enrollment by funding type match?

If something is incorrect, go back to “Enrollments” and made the edits.

After confirming everything is correct, you can click the save (“floppy disk”) icon. **There is no way to edit certification** after it is saved. If you need to make changes, please contact your assigned DEC Program Officer or the DEC Access & Enrollment team.

- If you have multiple-sites, you are certifying for **all** of the sites in the agency.

DEC ENROLLMENT TRACKING SYSTEM

Welcome, Broder, Lauren  
Current Agency: Test Agency 101

ENROLLMENTS

EnrollmentsReport Private PaidCertificationsPlanner

CERTIFICATIONS > Payments are based on the information that has been certified. (New)

I, Lauren Broder, hereby attest that I have thoroughly reviewed the enrollment information for Test Agency 101 for the month of March 2026, and to the best of my knowledge, the information entered into this system is accurate.

Fiscal Year

Certification Month

Certification Date

2026

March

4/21/2026

CURRENT ENROLLMENTS

| CHILD          | CHILD DOB | Age Category | FUNDING TYPE                       | START DATE | END DATE |
|----------------|-----------|--------------|------------------------------------|------------|----------|
| Clooney, Susan | 1/1/2024  | Infant       | ELFA Fully Funded (0-110% AMI)     | 5/14/2025  |          |
| Cruise, Diana  | 1/1/2024  | Infant       | ELFA Fully Funded (0-110% AMI)     | 4/15/2025  |          |
| Doe, Child     | 8/1/2021  | Preschool    | ELFA Fully Funded (0-110% AMI)     | 7/1/2024   |          |
| Lee, Karen     | 7/10/2024 | Infant       | Tuition Credit ELFA (110-150% A... | 2/11/2025  |          |
| Libby, Mark    | 12/1/2024 | Infant       | ELFA Fully Funded (0-110% AMI)     | 4/1/2025   |          |

CURRENT ENROLLMENTS BY FUNDING TYPE

| FUNDING TYPE                       | ENROLLMENT |
|------------------------------------|------------|
| ELFA Fully Funded (0-110% AMI)     | 4          |
| Tuition Credit ELFA (110-150% AMI) | 1          |

CURRENT ENROLLMENTS BY FUNDING TYPE

| FUNDING TYPE                       | ENROLLMENT |
|------------------------------------|------------|
| ELFA Fully Funded (0-110% AMI)     | 4          |
| Tuition Credit ELFA (110-150% AMI) | 1          |
| Grandfathered Tuition Credit       | 0          |
| CCTR                               | 0          |
| CSPP                               | 0          |
| EHS/HS                             | 0          |
| Private Paid                       | 0          |
| Total:                             | 5          |



# After Certifying

## ENROLLMENTS

Enrollments

Report Private Paid

Certifications

Planner

i

CERTIFICATIONS > Payments are based on the information that has been certified.

Fiscal Year:

FY2026: July 1, 2025 - June 30, 2026

| MONTH     | CERTIFICATION DATE | CERTIFIED BY  | ACTIONS                                                |
|-----------|--------------------|---------------|--------------------------------------------------------|
| July      | 4/21/2026          | Lauren Broder | <div>Certified</div> <div>View</div>                   |
| August    | 9/15/2025          | Lauren Broder | <div>Certified</div> <div>View</div>                   |
| September | 3/30/2026          | Lauren Broder | <div>Certified</div> <div>View</div>                   |
| October   | 4/21/2026          | Lauren Broder | <div>Certified</div> <div>View</div>                   |
| November  | 4/21/2026          | Lauren Broder | <div>Certified</div> <div>View</div>                   |
| December  | -                  | -             | <div>Certify</div> <div>View</div> <div>Past Due</div> |
| January   | -                  | -             | <div>Certify</div> <div>View</div> <div>Past Due</div> |
| February  | -                  | -             | <div>Certify</div> <div>View</div> <div>Past Due</div> |
| March     | 4/21/2026          | Lauren Broder | <div>Certified</div> <div>View</div>                   |
| April     | -                  | -             | <div>Certify</div> <div>View</div>                     |
| May       | -                  | -             | <div>Certify</div> <div>View</div>                     |
| June      | -                  | -             | <div>Certify</div> <div>View</div>                     |

Gallery Item Count: 12

- After certifying, you should see the certified date and staff name
- Beginning certifications after 4/21/26, you will be able to view the certification record.
  - For certifications completed before 4/21/26, you will not be able to view the certification. See section in Red box.

- You cannot print or download the certification record, but if you would like to save locally, you can take a screenshot.

1 / 1

I, Lauren Broder, hereby attest that I have thoroughly reviewed the enrollment information for Test Agency 100 for the month of March 2026, and to the best of my knowledge, the information entered into this system is accurate.

Fiscal Year

Certification Month

Certification Date

2026

March

4/21/2026

CURRENT ENROLLMENTS

| CHILD           | CHILD DOB | Age Category | FUNDING TYPE              | START DATE | END DATE |
|-----------------|-----------|--------------|---------------------------|------------|----------|
| Cabreja, Rafael | 7/25/2025 | Infant       | Tuition Credit ELFA (11C) | 7/29/2025  |          |
| Doe, Jimmy      | 7/1/2020  | Preschool    | ELFA Fully Funded (0-11)  | 9/3/2025   |          |
| Lauren, Sally   | 1/1/2023  | Toddler      | Tuition Credit ELFA (11C) | 8/1/2025   |          |
| Lee, Jennifer   | 7/6/2022  | Toddler      | Tuition Credit ELFA (11C) | 7/2/2024   |          |
| Lin, Sunshine   | 6/6/2023  | Toddler      | Tuition Credit ELFA (11C) | 10/1/2025  |          |
| Wong, BB        | 1/1/2022  | Preschool    | Grandfathered Tuition C   | 7/1/2025   |          |

CURRENT ENROLLMENTS BY FUNDING TYPE

| FUNDING TYPE                       | ENROLLMENT |
|------------------------------------|------------|
| ELFA Fully Funded (0-110% AMI)     | 1          |
| Tuition Credit ELFA (110-150% AMI) | 4          |
| Grandfathered Tuition Credit       | 1          |

June

Close Window

Gallery Item Count: 12

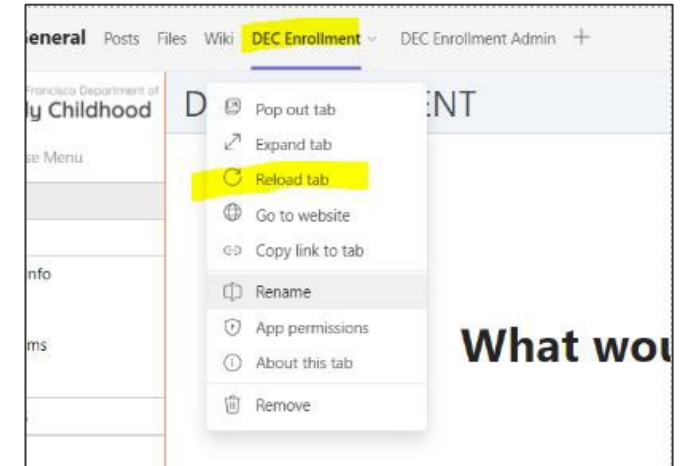
# Final Details



# Helpful Tips/Notes

Below are a few suggestions that might assist when navigating this application:

1. If you are having trouble, you might try an alternate method of accessing DETS.
  1. For example, if you are using the App on desktop, you might use a web version on Google Chrome. If you are using the web browser version, you might switch to the app.
2. If you are accessing DETS from a web browser **DO NOT** click on “back” button as you will be brought back to login page.
3. When you seem to get stuck, click on any tab and come back to the page, or try “reload tab” option when you right click on “DEC Enrollment System” tab on the top. (see screenshot at the right)
4. **DO NOT DELETE any record** unless you are sure it’s a mistake.
5. Make sure all sites appear in your site tab.
6. Certification window opens seven days before the end of the month. Deadline is on the 5th of the following month.
7. DEC’s age categories can be seen in the table on the right.
8. Enrollment reports generated and shared by A&E Program Officers will show each enrollment's age category according to static age.
9. DETS will determine the enrollment's age category for FY 25-26 based on the child's age on 7/1/2025, regardless of the child's start date or if the child ages up.



| Age Category | Age Time Frame         |
|--------------|------------------------|
| Infant       | Between 0 – 24 months  |
| Toddler      | Between 24 – 36 months |
| Preschooler  | 36 months and up       |

# Need Support?

## Reach out to DEC's Access & Enrollment Team:

- Contact your DEC Program Officer:
  - Celia Yu ([celia.yu@sfgov.org](mailto:celia.yu@sfgov.org))
  - Licette Montejano-Wilson ([licette.montejano@sfgov.org](mailto:licette.montejano@sfgov.org))
  - Sandro Salas ([sandro.salas@sfgov.org](mailto:sandro.salas@sfgov.org))
- If you do not have an assigned DEC Program Officer, please contact:
  - [dec-access-enrollment@sfgov.org](mailto:dec-access-enrollment@sfgov.org)