




DEPARTMENT OF FAMILY AND SUPPORT SERVICES
CITY OF CHICAGO

To: Head Start/Early Head Start
Executive/Program Directors

From: Loukisha Smart-Pennix 
Director
Children Services Division

Date: February 5, 2013

Subject: **USING THE COPA eDocs MODULE**

In order to simplify the process of reporting and monitoring compliance with human resources requirements, the Chicago Department of Family and Support Services (DFSS) is introducing **eDocs**, a new electronic document scanning requirement in COPA.

The new module allows users to upload scanned documents and attach them to a specific staff member's COPA HR file. This will include documents such as staff qualifications and staff background check requirements. DFSS plans to expand eDocs to other content areas in the future.

Using the new eDocs module will require special access to COPA. Delegate Agencies are responsible for identifying staff members who will be responsible for uploading the required files into COPA. Access will be assigned to each user individually, and should not be shared with anyone else. Access can be granted to Users by existing COPA Admin users. Users who have questions about, or have difficulties in adding eDocs users, are encouraged to contact Craig Zemke at craig.zemke@cityofchicago.org or 312-743-1446 for assistance.

Required Documentation

Delegate Agencies will be required to scan the following documentation for existing employees and upload it into the COPA eDocs module by March 29, 2013. From that date forward, agencies will be required to keep the module up-to-date for any new covered staff. All staff hired after March 29, 2013, must have their documents uploaded to eDocs by the close of business on the employee's first day of work.

For all staff:

- Background Check Clearance Confirmation

Any of the following qualifications:

- Credentials such as: Child Development Associate credential-CDA(Center, Home-Based or Family Child Care Homes); Director's credential (Aim-4-Excellence)

- Any relevant Certification or Certificates (Food Service Sanitation, First Aid, CPR, Mildly Ill, type 04, Child Development Advanced Certificate)
- Degree (AA, AAS, BA, BS, MA, Phd)
- Transcript of Coursework for degree
- Current quarter/semester Class Schedule and grades, for employees currently working towards a degree.

Uploaded documentation should match the “Credentials” information in the employee’s COPA HR file in all cases. While eDocs will support most file formats, we strongly suggest uploading all scanned documents in PDF format.

File Naming Conventions

To make it easier for DFSS monitoring staff to identify and monitor scanned documents, we ask agencies to please rename files before uploading them to make it possible to identify them at-a-glance. For example, instead of uploading “Jennifer’s” transcripts as “Scandoc0004.pdf,” please change the name to something like: “JenniferBATranscript.pdf.”

In addition, please combine all transcripts for a single degree into a single scanned document even if all transcripts are not from the same institution. In other words, a teacher may have attended several institutions before receiving a degree, but all transcripts for classes counted towards a BA, for example, should still be scanned together and uploaded as “JenniferBATranscript.” Coursework toward a different degree should be uploaded separately, for example as “JenniferMATranscript.”

Assistance

For assistance with using the COPA eDocs module, please contact Craig Zemke or the MIS Help Desk at FSSMIS@cityofchicago.org

For assistance with identifying the appropriate documents to show compliance with the Head Start/Early Head Start Teacher Qualification requirements, please contact your agency’s assigned Support Service Coordinator in the Children Services Division for that particular contact area.