



Georgia Department of Early Care and Learning

# **PANDA**

## **Summer Transition Program (STP) Application Manual**

## Getting Started

Go to the PANDA website at <http://www.decal.ga.gov/panda>

Log in using your user ID and password.

From the menu on the left, select **Enter STP Application**.

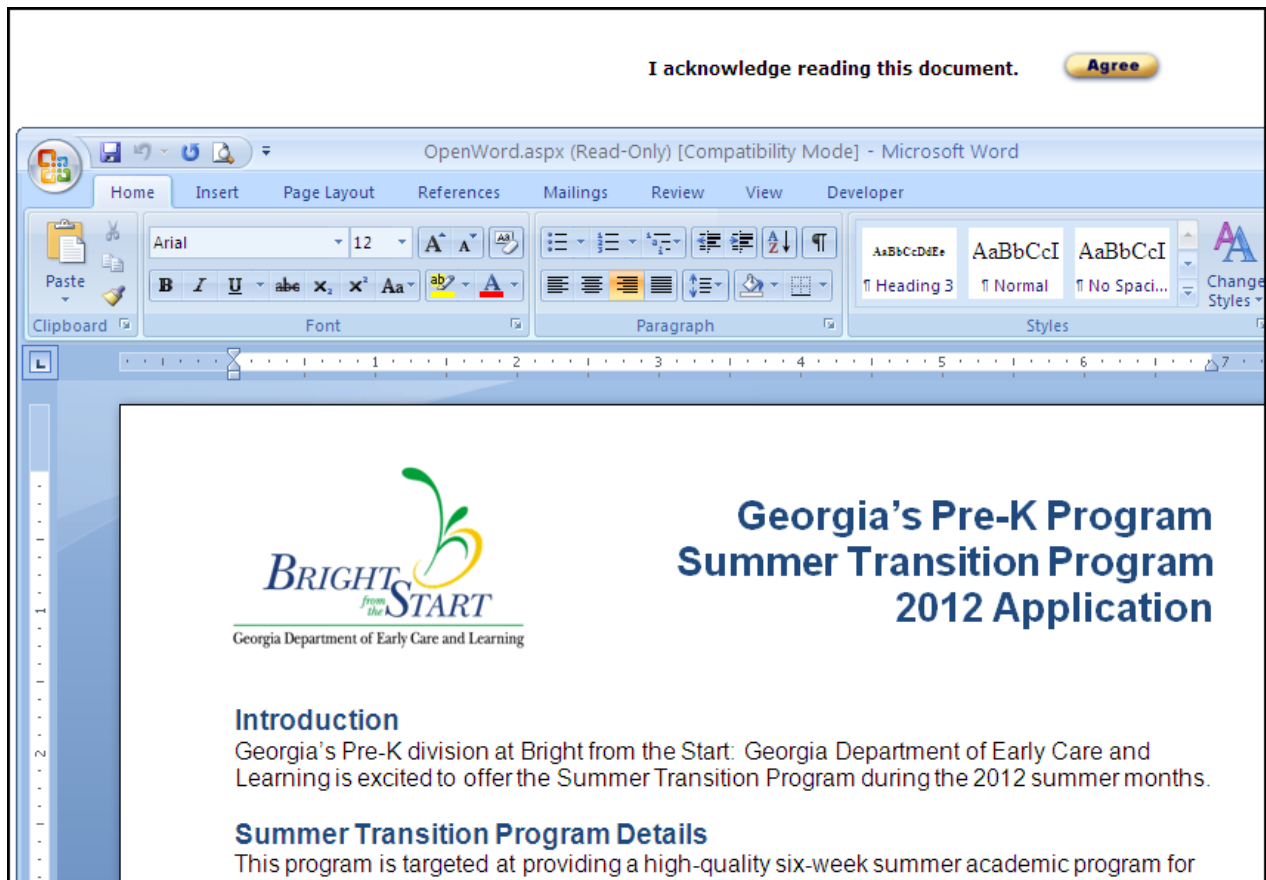
The screenshot shows the PANDA web application interface. At the top, there is a yellow header bar with the text "Welcome to Panda!" on the left, the "BRIGHT START from the START" logo in the center, and the date "Today is: 3/14/2012" and "Current Version: 03-61-02" on the right. Below the header, there is a navigation menu on the left with the following items: User Mgmt, Enter Application, View Application Status, Edit Company Profile, View/Edit Roster, View/Edit Waiting List, Upload Waiting List, View Upload Status, View/Print Prnt Advices, View/Print Prnt Advice Details, Recon Form, GR Checklist, and CLASS Observation. The main content area features a large "Welcome to PANDA" message in red and blue text. Below this, there is a congratulatory message: "Congratulations, you have successfully logged into PANDA, DECAL's Pre-K Application and Database Access System." This is followed by instructions on how to use the menu and how to access help screens. The email address [panda.support@decal.ga.gov](mailto:panda.support@decal.ga.gov) is provided for user questions.

You will see your company's contact information at the top of the screen.

2011-2012 SCHOOL YEAR			
New Summer Transition Program Grant Application			
(Participation is Optional)			
<hr/>			
Program Legal Name :	Test Company, Inc.		
DBA Name :	Test Company		
Contact Person :	Jim Smith		
Phone :	(770) 777-7777	Fax :	(770) 888-8888
		Email Address:	panda.test@decal.ga.gov
Mailing Address :	15 Main Street		
City :	Atlanta	County :	DeKalb
		Zip :	30306
<hr/>			
<b>Read Me Files</b>			
<p>Applicants must open, read, and acknowledge each of the documents listed below. Click the document name to open and read the document. Click the Agree button as you read and acknowledge each document. The Online Forms tab will appear next to the readme files tab. Click on this tab to continue entering your application.</p>			
<a href="#">STP Grant Information New Read Me Files</a>			
<hr/>			

The first time you visit this page, you will see only one tab – **Read Me Files**.

Click **STP Grant Application Information** to bring up the Read Me document. The file will open in a new window. If you are asked if you want to Open or Save the file, select Open. If you have problems with this step, see **Appendix A**.



When you have finished reading the information in the Read Me document, click the **Agree** button. You may need to scroll over to see the button. The window will close, and you will return to the **Read Me Files** tab. Now there should be a check next to the **STP Grant Application Information**, and you should have an additional tab labeled **Online Forms**.

**2011-2012 SCHOOL YEAR**  
**New Summer Transition Program Grant Application**  
(Participation is Optional)

**Program Legal Name :** Test Company, Inc.  
**DBA Name :** Test Company  
**Contact Person :** Jim Smith  
**Phone :** (770) 777-7777      **Fax :** (770) 888-8888      **Email Address:** panda.test@decal.ga.gov  
**Mailing Address :** 15 Main Street  
**City :** Atlanta      **County :** DeKalb      **Zip :** 30306

[Read Me Files](#)   [Online Forms](#)

**Applicants must open, read, and acknowledge each of the documents listed below. Click the document name to open and read the document. Click the Agree button as you read and acknowledge each document. The Online Forms tab will appear next to the readme files tab. Click on this tab to continue entering your application.**

[STP Grant Information New Read Me Files](#)

Click the **Online Forms** tab. This will bring up the list of forms necessary to complete the STP application.

[Read Me Files](#)   [Online Forms](#)

**Please review your application. There may be information missing or today's date does not fall within the submission date window.**

[STP Questions](#)

[STP Sites](#)

[STP Assurances](#)

Now click the first form – **STP Questions**. The **STP Questions** screen will appear:

**STP Grants New Application - Questions for A Child's World**

[Edit](#) [Return to Online Forms List](#) [Back](#) [Next](#)

2011-2012 School Year - Please provide detailed responses to the following questions. Cite references for data included in this application.

**I. Benefits of a Summer Program (15 Points)**  
Describe the benefits of a Summer Transition Program. How will a Summer Transition Program benefit children in your community?

Click the **Edit** button. Type in your answers to the questions, and then click **Save**. Each answer box will accept up to 7,500 characters (approximately 2,000 words).

Remember that the system will time you out after 60 minutes of inactivity. The recommended method is to type your answers into a word processor (such as Microsoft Word) beforehand, and copy and paste your answers into the form.

Click **Next** to move on to the next form.

The **STP Sites** form will now appear. Click **Add** to begin adding STP sites.

**STP Grants New Application - Site List for Test Company**

[Return to Online Forms List](#) [Back](#) [Next](#)

Enter Pre-K Site Information and Click Save

Give the names of the Sites receiving STP Services during the current school year, and number of classes providing services at each site.

Sites receiving STP services for the 2011 - 2012 school year.

Sites With STP Services:

Number of Classes:

[Save](#) [Cancel](#)

Choose the site name where you wish to offer STP services from the drop-down box. Enter the number of STP classes for the site. Click **Save**.

**STP Grants New Application - Site List for Test Company**

[Return to Online Forms List](#) [Back](#) [Next](#)

Enter Pre-K Site Information and Click Save

Give the names of the Sites receiving STP Services during the current school year, and number of classes providing services at each site.

Sites receiving STP services for the 2011 - 2012 school year.

Sites With STP Services:

Number of Classes:

[Save](#) [Cancel](#)

**STP Grants New Application - Site List for Test Company**

Give the names of the Sites receiving STP Services during the current school year, and number of classes providing services at each site.

Select	Sites W/STP services	# of Classes
<input type="checkbox"/>	Testing Site #1	2.00

**Complete** **Cancel**

Click **Complete** to continue. If you need to add additional sites, click **Add** again and repeat the steps above. If you need to change the number of classes, click **Edit**, then select the site.

**STP Grants New Application - Site List for Test Company**

**Add** **Edit** **Return to Online Forms List** **Back** **Next**

**Data has been saved. Click Next to continue.**  
Click Edit to update OR To enter Pre-K sites, click on ADD button

Give the names of the Sites receiving STP Services during the current school year, and number of classes providing services at each site.

Sites W/STP services	# of Classes
Testing Site #1	2.00

When you are finished adding sites, click **Next** to continue to the **STP Assurances** page.



## 2011-2012 SCHOOL YEAR New Summer Transition Program Grant Assurances

Any provider who is awarded STP grant funding must agree to the following:

Item	Description
<input checked="" type="checkbox"/>	Quality STP services will be provided to all children and families in my program.
<input checked="" type="checkbox"/>	The Resource Coordination Report - Activity Summary will be submitted according to due dates.
<input checked="" type="checkbox"/>	All record-keeping requirements as described in the current Bright from the Start Providers' Operating Guidelines will be met.
<input type="checkbox"/>	Report to Bright from the Start all STP program expenditures.
<input type="checkbox"/>	Any STP funds spent outside the areas as defined for STP expenses will be returned to Bright from the Start.
<input type="checkbox"/>	Maintain the confidentiality of client records and eligibility information received from DCH, Bright from the Start and their agents and use that information only in the administration and coordination of health services/activities pursuant to Bright from the Start and DCH policy, procedures
<input type="checkbox"/>	Share policy updates with STP staff to ensure that they are aware of the policies and procedures.
<input type="checkbox"/>	Attend all required training as defined by Bright from the Start.

Save

Click **Edit**, then read and check off all the assurances. Click **Save** when you are done.

Now click the button marked **Return to Online Forms** at the top. This will take you back to the **Online Forms** tab.

Read Me Files **Online Forms**

You are now ready to complete the STP application forms. Click the form name, enter the required information, and then save your work. You can then click the Return button to return to the Online Forms list, or click the Next button to view the next form. PANDA places a check mark next to each complete form's name. When all the forms are complete, you can submit the application to DECAL.

<a href="#">STP Questions</a>	<input checked="" type="checkbox"/>
<a href="#">STP Sites</a>	<input checked="" type="checkbox"/>
<a href="#">STP Assurances</a>	<input checked="" type="checkbox"/>

Please click to **Submit**. Once submitted, this application cannot be edited.

**Submit**

There should be a checkmark next to each of the forms listed on this screen. If any of the forms are not checked off, it means the form did not save correctly. Click on the form to bring it up again, complete the form, and save.

When all forms are checked off, you will have a **Submit** button at the bottom of the **Online Forms** screen. Please note that once you click the **Submit** button, you will not be able to make any further changes to the STP application.

Click **Submit** to submit the application.

The **Submit** button will be replaced with a line of text that reads, **“This application has been submitted to DECAL for review.”** If you can see that text, then your STP application has been successfully submitted. You will be notified when a decision is made.

## Appendix A

The **Read Me Files** are in Microsoft Word format. If you don't have Microsoft Word installed on your system, you will need to download and install the free Word Viewer from Microsoft at the following address:

<http://office.microsoft.com>

Follow the instructions on screen to download and install the Word Viewer. Log back into PANDA, and you should now be able to view the Read Me Files.