Introduction to ChildPlus for Family Support Staff
Table of Contents

Introduction
(Finish at 14% complete)

Data In
(Finish at 54% complete)

Data Out

- ChildPlus and Data
- Layout of Child Records

- Accepting/Waitlisting/Assigning Classrooms
- Adding an IEP
- PIR Family Services Information

- Overview - Reports in ChildPlus
- #2025 Enrollment Priority Listing
- #2125 Participant Alphabetical List
- #3560 Individual Education Plan
- #2301 Average Daily Attendance
- #910 Attendance/Meal Count Worksheet
- #3020 Requirements Assessment
- #3065 Health Event Status
Welcome!

- Welcome to ChildPlus for Family Support staff! This tutorial reviews all data-related tasks you need to know to start the school year off right. It includes an overview of Head Start data and the ChildPlus data system.

- You can stop and finish the course later. The Table of Contents shows how the course is divided.
How you’ll navigate the course...

A course navigator appears after each section to help you keep track of what you've learned and what's coming.

- = Course Navigator Page
- ✔️ = Section Complete
- ➡️ = What’s Coming Next
You will learn about:

- ChildPlus, the data collection system for Head Start.
  - How to find information about children and families in ChildPlus.
  - Running ChildPlus reports to help you in your job.
PSESD Early Learning uses data for:

- Planning program and services;
- Supporting sites, and;
- Quality assurance.

All of your data tasks:

- Can help you plan your work with children and families;
- Are tied to metrics that we report to our funders throughout the year;
- Ensure continued funding for services to children and families.
Data In...

• Head Start services generate Health, Family Support, and Education related data for every child who enrolls.

• ChildPlus is the collection point.
You will learn about:

✔ ChildPlus, the data collection system for Head Start.

👉 How to find information about children and families in ChildPlus.

• Running ChildPlus reports to help you in your job.
Finding Data on an Individual Child
Logging into ChildPlus

• Click on the ChildPlus.net icon on your desktop.

• Contact Carol Weaver cweaver@psesd.org if ChildPlus is not yet installed on your computer, or if you do not know your username or password.
Select a child from column at left
Services tab

• To change who appears in the list, click *Change List* at the top of the page (above).

• In the pop up (right) select parameters to customize who appears in the list.

List will vary depending on which statuses are selected here.
Clicking on a child in the left hand column will bring up their information.

Their name will appear above, with a row of tabs underneath with the child’s data. Reports draw from these data.

The next few slides will give a brief overview of child-level tabs used by our program.
Application

• Information on the screen will change depending on which family member you select above.

• The blue Family Information hyperlink takes you to information that applies to the whole family like addresses and phone numbers.
Enrollment

• Contains child’s HS/EHS enrollment history, eligibility income and application points.
• This information may offer insight into the child’s background and past experience.
Family Services

• The *Family Services* screen is where you will enter PIR data for all your families.

• PIR stands for **Program Information Report**. It is a report that we are required to submit to the federal government to maintain our funding.
Health

- *Events* tab contains dates and statuses for all health-related events including:
  - Hearing/vision screenings
  - Physical/dental exams, and
  - Developmental screenings.
Immunizations

- The Immunization screen is used to track children’s immunization status at beginning and end of enrollment.
Disability

• The IEP/IFSP tab of the Disability screen is where you will enter and find IEP information for children with disabilities
Attendance

- Get attendance summary over any date range.
- You can view data on this screen, but do not currently have editing ability.

---

**Attendance Details**

Show attendance between 9/8/15 and 9/15/15 with attendance code All checked

**Attendance**
- P 5/6 83% | E 1/6 10%
- Meals: B 4/5 80% | L 4/5 80%
- Hours Attended: 4.50 per day

---

**Attendance Table**

<table>
<thead>
<tr>
<th>Date</th>
<th>Code</th>
<th>Absence Reason</th>
<th>B</th>
<th>A</th>
<th>L</th>
<th>P</th>
<th>Arrive</th>
<th>Departure</th>
<th>Hours</th>
<th>CACFP</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>9/15/15</td>
<td>P</td>
<td></td>
<td>✓</td>
<td>✓</td>
<td></td>
<td></td>
<td>8:00 AM</td>
<td>12:30 PM</td>
<td>4.5h</td>
<td>Free</td>
<td>[...]</td>
</tr>
</tbody>
</table>
The Education tab is not currently used by our program.
In this course you will learn...

- About the data collection system for Head Start, ChildPlus, and the types of data collected in it.
- How to find and enter information in ChildPlus.
  - Running reports in ChildPlus.
Data Entry

- Parent demographics
- Accepting/Waitlisting and Classroom Assignments
- IEP disability categories and start/end dates
- PIR Family Services and Demographic Information
Accepting, Waitlisting, and Classroom Assignments

1. Select the child and click on Enrollment tab. Make sure you are in the correct program term.

2. Under the blue bar, select the task you want (Waitlist, Accept, etc.) A window will pop up.
Adding a Child to the Waitlist

1. Click the Enrollment tab and select the participation record you want to work with.

2. Click Waitlist. A window will pop up (right.)

3. Enter the first day that the child was waitlisted.

4. Select Site and Classroom if known.

5. Click Save.
Accepting a Participant

Go to the child’s Enrollment tab and click Accept. A window will pop up.

1. Enter the accepted date.
2. Select assigned site and classroom.
3. Save and exit.

At this point the child is still not enrolled in HS/EHS. Email Tiffany Lyons (tlyons@pseasd.org) when you are ready to enroll. The same applies if you want to transfer an enrolled child from one site to another.
Abandoning an Application

1. Go to the child’s Enrollment tab.

2. If there is more than one participation record, select the one you want to work with.

3. Click *Abandon*.

4. Enter the abandoned date.

5. Click *Save*.
Individualized Education Plans (IEPs)

• When a child has been tested and it has been determined that the child qualifies for special services, the team designs a plan to help the child through the year and prepare him/her for kindergarten.

• Some children already have an IEP when they start. Others get one during the program year.

You are responsible for monitoring and updating IEP data throughout the year.

• To add an IEP, you need to know the disability category and start/end dates.
Adding a New IEP – Step 1

In **Diagnosis** tab:

1. Click green *Add* button.
2. Check box for *primary diagnosis*.
3. Enter date.
4. Select diagnosis (disability category) from dropdown that is associated with IEP.
Adding an IEP – Step 2

In **IEP/IFSP** tab:

1. Click green button.
2. Enter name for IEP.
3. Enter start and end dates.
4. Click *Include Diagnosis* and select from pop-up.
5. Check the box that appears labeled “*IEP/IFSP Eligibility determined...*”
Entering PIR Family Services and Demographic Data

• PIR stands for Program Information Report. It is a report that we are required to submit to the federal government to maintain our funding.

• You will enter PIR data for every child enrolled over the program year.

• Instructions for PIR data entry are too long to be included here. For complete instructions, see the tutorial called *Entering PIR Family Services and Demographic Data* on the All Staff Hub (Data – ChildPlus) part of EarlyLearningWA.org.
Data In...

• ChildPlus is the collection point for all Head Start data.

• Once entered in ChildPlus, you can pull the data out again whenever you want and in many different combinations.
• **Reports let you group information in convenient ways**, like parents’ phone numbers or students with disabilities sorted by IEP end date.

• **Reports are dynamic.** Every change in your caseload or children’s data will show up the next time you run the report.
In this course you will learn...

- About the data collection system for Head Start, ChildPlus, and the types of data collected in it.
- How to find and enter information in ChildPlus.
- Running reports in ChildPlus.
Running Reports

• How to run reports in ChildPlus
• #2025 Enrollment Priority Listing
• #2125 Participant Alphabetical List
• #3560 Individual Education Plan
• #2301 Average Daily Attendance
• #910 Attendance/Meal Count Worksheet
• #3020 Requirements Assessment
• #3065 Health Event Status
To Run a report –

1. Enter the report number in search box (above), or

2. Click on the Reports tab, scroll through reports by category (left) and click on the one you want.
Basic Report Parameters

- Parameters tell ChildPlus what to include in the report.
- Those underlined in red (left) are particularly useful for refining results to get exactly the data you want.
- See the blue boxes for definitions.
Enrollment Statuses for the Results you Want

- **Statuses** indicate whether children are, want to be, or have ever been in the program.

- Not selecting all possible statuses is a common error. When your report is missing information, go back to the parameter tab and double-check your selections.

- Above are commonly used selections for the Status field. A complete glossary is on the next page.
<table>
<thead>
<tr>
<th>Enrollment Status</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>New</td>
<td>PSESD Data Team has entered application, no other action taken</td>
</tr>
<tr>
<td>Accepted</td>
<td>FSS has entered an accepted date (the day participant was offered and accepted a slot)</td>
</tr>
<tr>
<td>Waitlisted</td>
<td>FSS has entered a waitlisted date for participant, to indicate they are not accepted but still interested</td>
</tr>
<tr>
<td>Enrolled</td>
<td>Participant is enrolled in ChildPlus</td>
</tr>
<tr>
<td>Dropped</td>
<td>Participant leaves program before end of program year</td>
</tr>
<tr>
<td>Drop/Wait</td>
<td>Participant leaves program and is put on waitlist</td>
</tr>
<tr>
<td>Drop/Accept</td>
<td>Participant leaves program in the past, now has an accepted date entered</td>
</tr>
<tr>
<td>Abandoned</td>
<td>FSS has entered Abandoned Date (the day participant was offered slot but are no longer viable candidate for slot)</td>
</tr>
<tr>
<td>Completed</td>
<td>Participant completed program year</td>
</tr>
</tbody>
</table>
Use Report #2025 Enrollment Priority Listing to select children with the highest points when slots are available. You can also use it to:

- Follow-up with families on the waitlist to confirm they are still interested
- Identify incomplete applications to follow-up on.
#2025 Report Parameters

1. Select Site and Program term.
2. Leave all settings on default.
3. Can change sorting and application statuses included if desired (see right).
Report #2125 Participant Alphabetical List prints a list of participants enrolled in each class (Note: set parameters to Enrolled only)

- Use this report as a class roster.

<table>
<thead>
<tr>
<th>Participant Name</th>
<th>Birthday</th>
<th>Primary Adult</th>
<th>Location</th>
<th>Status</th>
<th>Begin</th>
</tr>
</thead>
<tbody>
<tr>
<td>Spongebob Squarepants</td>
<td>05/14/10</td>
<td>Mrs. Puff</td>
<td>2 - A</td>
<td>Enrolled</td>
<td>09/01/14</td>
</tr>
<tr>
<td>Patrick Star</td>
<td>05/05/10</td>
<td>Mrs. Puff</td>
<td>2 - A</td>
<td>Enrolled</td>
<td>09/01/14</td>
</tr>
<tr>
<td>Squidward Tentacles</td>
<td>09/04/10</td>
<td>Mrs. Puff</td>
<td>2 - A</td>
<td>Enrolled</td>
<td>01/15/15</td>
</tr>
<tr>
<td>Sandy Cheeks</td>
<td>09/03/10</td>
<td>Mrs. Puff</td>
<td>2 - A</td>
<td>Enrolled</td>
<td>09/09/14</td>
</tr>
</tbody>
</table>

1. Select program term.
2. Specify date range.
3. Select ‘Enrollment date between’ OR ‘Enrolled for at least one day’.
#3560 Individual Education Plan

- Report #3560 Individual Education Plan lists start/end dates and disability categories for all children with an IEP or IFSP.
- Use this report to track IEPs, and identify any that are missing or are going to expire and need to be renewed.
1. Select program term.

2. Select “...valid at least one day between..” (red arrow).

3. Fill in desired date range.

4. Leave other settings on default.

5. Print or Preview.
#910 Attendance/Meal Count Worksheet

- Report #910 Attendance/Meal Count worksheet is used to track daily attendance and meal counts.
- Include all enrolled children on the list by setting parameters to Enrolled only.
- Ensure accuracy by emailing all enrollments, transfers, and drops to Tiffany Lyons by the date of the enrollment, transfer or drop.
#910 Attendance/Meal Count Worksheet

1. Go to Reports tab and select #910 Attendance/Meal Count.
2. Select the correct program term and site.
3. Verify that Status, Grouping and Report Type are as they appear in the image at right.
4. Print report.
5. Repeat every week, either last thing Friday or first thing Monday.
Report #2301 Average Daily Attendance shows attendance rates for your classrooms and sites, and includes attendance rates based on Funded Enrollment and Actual Enrollment levels.

- Use this report to monitor for attendance issues at your site.
#2301 Report Parameters

1. Go to the Reports tab and select #2301 *Average Daily Attendance*.

2. Select the correct program term.

3. Specify date range for report.

4. Leave all other settings on default.

5. Print or Preview.
#3020 Requirements Assessment

- Report #3020 **Requirements Assessment** displays status and results information for health events. For each requirement you report on, it provides the date, status, results, and provider/funding information.

- Use this report to help plan your work and track screenings, including where they are missing or where rescreens are needed.

<table>
<thead>
<tr>
<th>Name</th>
<th>Current Immunization Status</th>
<th>Health History (5 Days)</th>
<th>Growth Assessment (45 Days)</th>
<th>Hearing Screen (45 Days)</th>
<th>Vision Screen (45 Days)</th>
<th>Dental Exam (90 Days)</th>
<th>Physical Exam (90 Days)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Child Name</td>
<td></td>
<td>07/13/2010</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>HepatitisB</td>
<td></td>
<td>07/13/2010</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Completed all for age</td>
<td></td>
<td>07/13/2010</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Name</td>
<td></td>
<td>05/14/2010</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Child Name</td>
<td></td>
<td>05/14/2010</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>HepatitisB</td>
<td></td>
<td>05/14/2010</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Completed all for age</td>
<td></td>
<td>05/14/2010</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>03/04/2015</td>
<td></td>
<td>03/04/2015</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>P</td>
<td></td>
<td>03/04/2015</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>06/19/2014</td>
<td></td>
<td>06/19/2014</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>P</td>
<td></td>
<td>06/19/2014</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>01/16/2015</td>
<td></td>
<td>01/16/2015</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Q</td>
<td></td>
<td>01/16/2015</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>07/28/2014</td>
<td></td>
<td>07/28/2014</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>P</td>
<td></td>
<td>07/28/2014</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>10/15/2014</td>
<td></td>
<td>10/15/2014</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>S</td>
<td></td>
<td>10/15/2014</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>10/16/2014</td>
<td></td>
<td>10/16/2014</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>P</td>
<td></td>
<td>10/16/2014</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>10/14/2014</td>
<td></td>
<td>10/14/2014</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>S</td>
<td></td>
<td>10/14/2014</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>10/27/2014</td>
<td></td>
<td>10/27/2014</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>C</td>
<td></td>
<td>10/27/2014</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>10/09/2014</td>
<td></td>
<td>10/09/2014</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>P</td>
<td></td>
<td>10/09/2014</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>H=43.00&quot; W=42lb 50% %89</td>
<td></td>
<td>10/09/2014</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>05/14/2010</td>
<td></td>
<td>05/14/2010</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>P</td>
<td></td>
<td>05/14/2010</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>H=41.00&quot; W=40lb 50% %81</td>
<td></td>
<td>05/14/2010</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>09/15/2014</td>
<td></td>
<td>09/15/2014</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>P</td>
<td></td>
<td>09/15/2014</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>07/28/2014</td>
<td></td>
<td>07/28/2014</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>P</td>
<td></td>
<td>07/28/2014</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
#3020 Report Parameters

1. Select the correct Program Term.
2. Under Status, select Enrolled.
3. Select Detail as the Report Type.
4. To the right in the box labeled Requirements to Report, click the health events you want in the report.

! Only 8 requirements can be selected for the report to run. If all are selected, you will be advised to deselect events.
Report #3065 Health Event Status report allows you to print health activities by status. The report setup allows you to filter by health event type and/or event status. The report displays all events that meet the filter criteria.

Although not required, you may find it helpful to use this report when meeting with parents. It is a helpful as a visual aid to summarize the progression of their child’s screenings and re-screenings.

<table>
<thead>
<tr>
<th>Health Event</th>
<th>Date</th>
<th>Status</th>
<th>Description</th>
<th>Results/Action</th>
<th>Agency Worker</th>
<th>Provider</th>
<th>Type</th>
</tr>
</thead>
<tbody>
<tr>
<td>Black, Sirius</td>
<td>06/11/14</td>
<td>C</td>
<td>Chronic Condition</td>
<td>heart murmur</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Developmental</td>
<td>10/08/15</td>
<td>F</td>
<td>Developmental</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Potter, James</td>
<td>06/19/14</td>
<td>C</td>
<td>Chronic Condition</td>
<td>asthma</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Developmental</td>
<td>09/08/14</td>
<td>N</td>
<td>Developmental</td>
<td>G-R, P-R</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>B</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
#3065 Report Parameters

1. Select the correct program term.
2. Under Status, select Enrolled.
3. From the two menus on the left select the event(s) and status types you want in the report.
4. Specify the date range.
5. Run the report.
In this course you have learned...

- About the data collection system for Head Start, ChildPlus, and the types of data collected in it.
- How to find and enter information in ChildPlus.
- Running reports in ChildPlus.
Additional Resources

• List of [instructions](https://earlylearningwa.org) on earlylearningwa.org by service area and task

• [Glossary for ChildPlus set-up](https://earlylearningwa.org) - explains the choices/categories for setting up all reports in ChildPlus so that they include the children/classrooms/sites you want to see.
## Contact Us

<table>
<thead>
<tr>
<th>Name</th>
<th>Position</th>
<th>Phone Numbers</th>
<th>Email</th>
</tr>
</thead>
<tbody>
<tr>
<td>Nathalie Jones</td>
<td>Tech support</td>
<td>425-917-7719, 253-778-7719</td>
<td><a href="mailto:njones@psesd.org">njones@psesd.org</a></td>
</tr>
<tr>
<td>Tiffany Lyons</td>
<td>Attendance and enrollment support</td>
<td>425-917-7824, 253-778-7824</td>
<td><a href="mailto:tlyons@psesd.org">tlyons@psesd.org</a></td>
</tr>
<tr>
<td>Dawn Patterson</td>
<td>Applications</td>
<td>425-917-7748, 253-778-7748</td>
<td><a href="mailto:dpatterson@psesd.org">dpatterson@psesd.org</a></td>
</tr>
<tr>
<td>Paméla Raya-Carlton</td>
<td>Tech support</td>
<td>425-917-7832, 253-778-7832</td>
<td><a href="mailto:praya-carlton@psesd.org">praya-carlton@psesd.org</a></td>
</tr>
<tr>
<td>Cathy Schley</td>
<td>Tech support</td>
<td>425-917-7721, 253-778-7721</td>
<td><a href="mailto:cschley@psesd.org">cschley@psesd.org</a></td>
</tr>
<tr>
<td>Carol Weaver</td>
<td>User accounts</td>
<td>425-917-7733, 253-778-7733</td>
<td><a href="mailto:cweaver@psesd.org">cweaver@psesd.org</a></td>
</tr>
</tbody>
</table>