

## Entering PIR Family Services and Demographic Data

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

You can begin entering all PIR information by pulling up all children in your class(es) that have been enrolled this program year. Do this by clicking on Change List.

The screenshot shows the ChildPlus.net web application interface. The top navigation bar includes 'Services', 'Status Center', 'Entry Express', 'Reports', and 'Setup'. A search bar is visible with the text 'Search (Ctrl + F)'. Below the navigation, a list of participants is displayed, with the 'Change List' button highlighted in yellow. A tooltip for the selected participant, Kim Kardashian, is shown, displaying her name, date of birth (4/06/11), gender (Female), and CPID (51331). A tooltip for the 'Change List' button reads 'Change which participants are included in this list (Alt + W)'. At the bottom of the interface, there is a button labeled 'Select a Service Area'.

Participant Name	Date
Kardashian, Kim	4/06/11
Kardashian, Kourtney	
Lovegood, Luna	
One, Thing	11/07/10
Patil, Padma	1/01/12
Potter, Harry	5/29/12
Potter, James D.	9/03/10
Snape, Severus	4/02/11
Squarepants, SpongeBob	10/04/10
Star, Patricia	6/03/11
Tentacles, Squidward	1/17/12
Weasley, Fred	1/01/12

**You will get the following screen –**

Select the current Program Term(s) that apply to you, your Site, your Class(es)

Select Which Participants to Include ×

**General** Custom Filters (0)

Program Term  All

- < No Program Term >
- 2015 - 2016 EHS
- 2015 - 2016 EHS Expectant Moms
- 2015 - 2016 HS
- 2015 - 2016 HS Family Childcare

Agencies  All

Puget Sound ESD - H

Sites  All

Puget Sound ESD - HS/EHS

- Apple Cheeks ELC
- Default - EHS

Classrooms  All

Puget Sound ESD - HS/EHS

- Apple Cheeks ELC
- 9500E

Status  All  Filter by Group

- New
- Waitlisted
- Accepted
- Enrolled
- Dropped
- Drop/Wait
- Drop/Accept
- Completed
- Abandoned

[Clear All](#) [Find](#) [Cancel](#)

Be sure to select **Enrolled and Dropped** (the other Drop options will be selected automatically). You must enter ALL PIR information for any children enrolled who attended for even one day. Before you click on Find ...

Since you do not need to collect information for children who may have enrolled but never attended, you do need to do the following to eliminate any children for whom you do not need to enter PIR information.

Select the **Custom Filters** tab. Scroll way down to a filter called “**Termination Code is Empty or Other than No Show**” and place a check mark in the box. It will look like this.

Select Which Participants to Include

General Custom Filters (1)

Group <ALL>

Use Fil...	Category	Custom Filter Name	Custom Filter Text
<input type="checkbox"/>	Participants	Site in Pierce County	Site.County EQUALS 'PIE'
<input type="checkbox"/>	Participants	SSI Status is N	PIR.Addendum.Supplemental Security Income EQUALS 'No'
<input type="checkbox"/>	Participants	SSI Status is Y	PIR.Info.Supplemental Security Income EQUALS 'Yes'
<input type="checkbox"/>	Participants	Teaching Strategies Gold Partic...	Participant.Name (First) IS EMPTY OR Participant.Name (La...
<input type="checkbox"/>	Participants	Term Date is Blank	Enrollment.Termination Date IS EMPTY
<input checked="" type="checkbox"/>	Participants	Termination Code is Empty or ...	((Enrollment.Termination Reason Code IS EMPTY ) OR (Enr...
<input type="checkbox"/>	Participants	Termination Reason Like -	Enrollment.Termination Reason Code EQUALS 'Aged Out ...
<input type="checkbox"/>	Participants	Termination Window	Enrollment.Termination Date IS EMPTY OR Enrollment.Ter...
<input type="checkbox"/>	Participants	WCELI Enrollment Window	Enrollment.Enrolled Date GREATER THAN '5/31/2011' AND...
<input type="checkbox"/>	Participants	WCELI LEP Consent is Yes	Participant.LEP Consent (HL Use Only) EQUALS 'True'
<input type="checkbox"/>	Participants	WCELI Termination Window	Enrollment.Termination Date GREATER THAN '5/31/2011' ...
<input type="checkbox"/>	Disability	x-IEP/IFSP Valid Until Null or > ...	IEP.Valid Until Date GREATER THAN '8/31/2013' OR IEP.Val...
<input type="checkbox"/>	Participants	x-Term Reason Like No Show -...	Enrollment.Termination Reason Code EQUALS 'No Show (...
<input type="checkbox"/>	Participants	x-Test Agency Specific Fields	Participant.SeaMar IS NOT EMPTY
<input type="checkbox"/>	Participants	x-USDA Children	Program Term Classroom.Serves AM Snack EQUALS 'True'...
<input type="checkbox"/>	Participants	x-USDA Class	Enrollment.Eats AM Snack Mondays EQUALS 'True' OR Enr...
<input type="checkbox"/>	Participants	Zip Like	Participant.Physical Zip CONTAINS '98146'

Clear Selection Copy Add Edit Delete

Selected Custom Filters

"Termination Code is Empty or Other Than No Show"

Show Details  Match Every Filter (AND)  Match Any Filter (OR)

Clear All Find Cancel

ChildPlus will remember your filter selection the next time you go to this screen. Now click on **Find**.

You will now have a list of all children who attended this year.

The screenshot shows the ChildPlus.net interface. At the top, there's a navigation bar with 'Services', 'Status Center', 'Entry Express', 'Reports', and 'Setup'. Below this is a search bar and a list of participants. The first participant, Kim Kardashian, is highlighted. To the right, a detailed view for Kim Kardashian is shown, with tabs for 'Application', 'Enrollment', 'Family Services', 'Health', 'Immunizations', 'Disability', 'Education', 'Attendance', and 'PIR'. The 'Family Services' tab is highlighted. A callout box with an upward arrow and the text 'Select a Service Area' is positioned below the participant list.

Participant Name	DOB
Kardashian, Kim	4/06/11
Kardashian, Kourtney	3/22/11
Lovegood, Luna	1/01/12
One, Thing	11/07/10
Patil, Padma	1/01/12
Potter, Harry	5/29/12
Potter, James D.	9/03/10
Snape, Severus	4/02/11
Squarepants, SpongeBob	10/04/10
Star, Patricia	6/03/11
Tentacles, Squidward	1/17/12
Weasley, Fred	1/01/12

**Entering PIR information is different than it was previously.** You do not use the PIR tab. Highlight the first child in the list and Click on **Family Services**.

You will go to the following screen. Select the **Family Services Information** tab. You **do not** need to enter any information in the **Family Services Information** or **Participant Services** sections at this time.

The screenshot displays the ChildPlus.net interface for a user named Kim Kardashian. The top navigation bar includes 'Services', 'Status Center', 'Entry Express', 'Reports', and 'Setup'. A search bar is visible on the left. The main content area is titled 'Kim Kardashian's Family' and includes a navigation menu with tabs for 'Application', 'Enrollment', 'Family Services', 'Health', 'Immunizations', 'Disability', 'Education', 'Attendance', and 'PIR'. The 'Family Services Information' tab is selected and highlighted in yellow. Below this tab, there are several sections: 'Family Services Information' (with a dropdown arrow), 'Family Case Worker', 'Other Case Worker', 'Other Case Number', 'Staff Time Spent', 'IFPA Agency Name', 'Primary IFPA Agency Type', and 'Case Worker Notes'. A large red 'X' is drawn over these sections. Below the 'Family Services Information' section, there is a 'Participant Services' section (also with a dropdown arrow) for 'Kim Kardashian' in '2015 - 2016 HS (Enrolled)'. This section contains a table with columns for 'Current Year', 'Enrolled', and 'Agency'. A large red 'X' is also drawn over this section. At the bottom, there are sections for 'Needs Assessment' and 'Needs Assessment Results', each with several dropdown menus. A large red 'X' is drawn over these sections as well. The interface is in 'Training Mode' as indicated by the top bar.

Scroll down to the **PIR** section on the **Family Services Information** tab. This is the section you must fill out for each child.

ChildPlus.net Agency= PugetSound/AppEntry

Training Mode Training Mode Training Mode Training Mode Training Mode Training Mode Training Mode Training Mode Training Mode Training Mode

Services Status Center Entry Express Reports Setup Enter Report #

Search (Ctrl + F) Kim Kardashian x +

Participants (12) Change List

- Kardashian, Kim 4/06/11
- Kardashian, Kourtney 3/22/11
- Lovegood, Luna 1/01/12
- One, Thing 11/07/10
- Patil, Padma 1/01/12
- Potter, Harry 5/29/12
- Potter, James D. 9/03/10
- Snape, Severus 4/02/11
- Squarepants, SpongeBob 10/04/10
- Star, Patricia 6/03/11
- Tentacles, Squidward 1/17/12
- Weasley, Fred 1/01/12

**Kim Kardashian's Family** Female DOB: 4/06/11 4y 10m CPID: 51331

Application Enrollment Family Services Health Immunizations Disability Education Attendance PIR

Events Family Outcomes **Family Services Information**

**PIR** - Kim Kardashian 2015 - 2016 HS (Enrolled)

No Homeless Family <sup>PIR</sup>

Acquired housing during the program year <sup>PIR</sup>

Referred for services by a child welfare agency <sup>PIR</sup>

Foster care during program year <sup>PIR</sup>

Program receives a child care subsidy for this child <sup>PIR</sup>

At <sup>PIR</sup> Enrollment At End of Enrollment

TANF <sup>PIR</sup>

SSI <sup>PIR</sup>

WIC <sup>PIR</sup> WIC ID

Receiving Supplemental Nutrition Assistance Program (SNAP) <sup>PIR</sup>

At least one parent/guardian is an active duty member of the United States military <sup>PIR</sup>

At least one parent/guardian is a veteran of the United States military <sup>PIR</sup>

At least one parent/guardian completed the following during this program year:

At End of Enrollment

- Grade level in school, prior to high school graduation (e.g. 8th grade, 11th grade)
- High school or was awarded GED
- Associate degree
- Baccalaureate or advanced degree
- Job training program, professional certificate or license

Activities a father/father figure engaged in during this program year:

Search (Ctrl + F)  ...

Participants (12) ^ v Change List <

Kardashian, Kim	4/06/11
Kardashian, Kourtney	3/22/11
Lovegood, Luna	1/01/12
One, Thing	11/07/10
Patil, Padma	1/01/12
Potter, Harry	5/29/12
Potter, James D.	9/03/10
Snape, Severus	4/02/11
Squarepants, SpongeBob	10/04/10
Star, Patricia	6/03/11
Tentacles, Squidward	1/17/12
Weasley, Fred	1/01/12

Kim Kardashian x +

### Kim Kardashian's Family

Female DOB: 4/06/11 4y 10m CPID: 51331

Application Enrollment Family Services Health Immunizations Disability Education

Events Family Outcomes Family Services Information

▼ PIR - Kim Kardashian 2015 - 2016 HS (Enrolled)

No	Homeless Family <sup>PIR</sup>
	Acquired housing during the program year <sup>PIR</sup>
	Referred for services by a child welfare agency <sup>PIR</sup>
	Foster care during program year <sup>PIR</sup>
	Program receives a child care subsidy for this child <sup>PIR</sup>

At <sup>PIR</sup> Enrollment At End of Enrollment

	TANF <sup>PIR</sup>
No	SSI <sup>PIR</sup>
	WIC <sup>PIR</sup> WIC ID <input type="text"/>
	Receiving Supplemental Nutrition Assistance Program (SNAP) <sup>PIR</sup>
	At least one parent/guardian is an active duty member of the United States military
	At least one parent/guardian is a veteran of the United States military

At least one parent/guardian completed the following during this program year:

At End of Enrollment

	Grade level in school, prior to high school graduation (e.g. 8th grade, 11th grade)
	High school or was awarded GED
	Associate degree
	Baccalaureate or advanced degree
	Job training program, professional certificate or license

Activities a father/father figure engaged in during this program year:

**Questions in the first part of this section all require a Yes or No answer for every child.**

**Homeless Family** – a Yes or No answer is required. Acquired housing during the program year – a Yes or No answer is required if you answered Yes to Homeless Family.

**Referred for services by a child welfare agency** – Required Yes or No

**Foster care during program year** – Required Yes or No

**Program receives a child care subsidy for this child** – Required Yes or No (Note: Part Day = No)

The following *must now be answered* for both the status at enrollment and at end of enrollment.

**TANF**- Required Yes or No

**SSI** – Required Yes or No

**WIC** – Required Yes or No      **WIC ID** – Not Required

**Receiving Supplemental Nutrition Assistance Program (SNAP)** – Required Yes or No

**At Enrollment:**

**At least one parent/guardian is an active duty member of the United States military** – Required Yes or No

**At least one parent/guardian is veteran of the United States military** – Required Yes or No

**At End of Enrollment:**

**At least one parent/guardian completed the following during this program year:** - Required Yes or No, mark Yes for all that apply.

Scroll down -

Kardashian, Courtney	3/22/11
Lovegood, Luna	1/01/12
One, Thing	11/07/10
Patil, Padma	1/01/12
Potter, Harry	5/29/12
Potter, James D.	9/03/10
Snape, Severus	4/02/11
Squarepants, SpongeBob	10/04/10
Star, Patricia	6/03/11
Tentacles, Squidward	1/17/12
Weasley, Fred	1/01/12

Application Enrollment Family Services Health Immunizations Disability Education Attendance PIR

Events Family Outcomes Family Services Information

At least one parent/guardian is an active duty member of the United States military <sup>PIR</sup>

At least one parent/guardian is a veteran of the United States military <sup>PIR</sup>

At least one parent/guardian completed the following during this program year:

At End of Enrollment

Grade level in school, prior to high school graduation (e.g. 8th grade, 11th grade)

High school or was awarded GED

Associate degree

Baccalaureate or advanced degree

Job training program, professional certificate or license

Activities a father/father figure engaged in during this program year:

At End of Enrollment

Family Assessment

Involvement in child's Head Start development experiences (e.g. home visits, parent-teacher conferences, etc.) - **Required** Yes or No

Family goal setting - **Required** Yes or No

Head Start program governance, such as participation in Policy Council or policy committees. - **Required** Yes or No

Parenting education workshops - **Required** Yes or No

Need Identified	Services Received		Need Identified	Services Received	
		Emergency <sup>PIR</sup>			Job Training <sup>PIR</sup>
		Crisis Assistance <sup>PIR</sup>			Substance Abuse Prevention <sup>PIR</sup>
		Food <sup>PIR</sup>			Substance Abuse Treatment <sup>PIR</sup>
		Clothing <sup>PIR</sup>			Child Abuse and Neglect Services <sup>PIR</sup>
		Transportation			Domestic Violence Services <sup>PIR</sup>
		Housing Assistance <sup>PIR</sup>			Child Support Assistance <sup>PIR</sup>
		Mental Health Services <sup>PIR</sup>			Health Education (including Parenting) <sup>PIR</sup>
		Literacy or Education			Assistance to Families of Incarcerated <sup>PIR</sup>
		English as a Second Language <sup>PIR</sup>			Parenting Education <sup>PIR</sup>
		Adult Education <sup>PIR</sup>			Marriage Education <sup>PIR</sup>
					Asset Building Services <sup>PIR</sup>

Activities a father/father figure engaged in during the program year: (at end of enrollment)

Family Assessment - **Required** Yes or No

Involvement in child's Head Start development experiences (e.g. home visits, parent-teacher conferences, etc.) - **Required** Yes or No

Family goal setting - **Required** Yes or No

Head Start program governance, such as participation in Policy Council or policy committees. - **Required** Yes or No

Parenting education workshops - **Required** Yes or No

Did this family have a Need Identified or Services Received for: (mark "Yes" if Needed or Received)

Check all services where there was a Need Identified by the family.

Only enter Yes for "Services Received" if you or a community agency has delivered a service.

- Emergency
- Crisis Assistance
- Food
- Clothing
- Transportation – **not** required
- Housing Assistance
- Mental Health Services
- Literacy or Education – **not** required
- English as a Second Language
- Adult Education
- Job Training
- Substance Abuse Prevention
- Substance Abuse Treatment
- Child Abuse and Neglect Services
- Domestic Violence Services
- Child Support Assistance
- Health Education – (Services Received = **Yes for all families**)
- Assistance to Families of Incarcerated
- Parenting Education – (Services Received = **Yes for all families**)
- Marriage Education
- Asset Building Services



When you finish PIR entry on the **Family Services Information** screen, click on **Application**.

Participants (12)	
Kardashian, Kim	4/06/11
Kardashian, Kourtney	3/22/11
Lovegood, Luna	1/01/12
One, Thing	11/07/10
Patil, Padma	1/01/12
Potter, Harry	5/29/12
Potter, James D.	9/03/10
Snape, Severus	4/02/11
Squarepants, SpongeBob	10/04/10
Star, Patricia	6/03/11
Tentacles, Squidward	1/17/12
Weasley, Fred	1/01/12

**Kim Kardashian** Female DOB: 4/06/11 4y 10m CPID: 51331
Print Application Forms | Save

Application
Enrollment
Family Services
Health
Immunizations
Disability
Education
Attendance
PIR

Family M Application (Ctrl+A)

Family Information							FamilyID
	Nina Kardashian	Primary	Adult	Female	DOB	4/02/83	CPID 51329 <a href="#">More</a> <a href="#">In-Kind</a>
	Mo Kardashian	Secondary	Adult	Male	DOB	1/29/80	CPID 51330 <a href="#">More</a> <a href="#">In-Kind</a>
	Kim Kardashian	4y 10m	Child	Female	DOB	4/06/11	CPID 51331 <a href="#">More</a>

Kim Kardashian Attachments (0)
Section 1 2 3 4 5 6 7 8

▼ **General Information**

Adult or Child <sup>PIR</sup> Child
ChildPlus ID 51331

First Name Kim
Birthday 4/6/11

Middle Name 
Gender Female

Last Name Kardashian
SSN - -

Suffix 
Alternate ID

Nickname 
Race <sup>PIR</sup> Black or African American

Languages
 

Language	Proficiency	Primary
English		<input type="checkbox"/>
Somali	Proficient	<input checked="" type="checkbox"/>

Hispanic <sup>PIR</sup> No

Groups this family member belongs to: Change  
< No Groups >

**For each child and EHS expectant mother –**

**Both Race and Ethnicity** must be entered – **Required**

**For each child –**

**Child's Relationship to each adult** must be entered – **Required**

**For each EHS child leaving Early Head Start at the end of enrollment this year –**

**Child Will Transition To –**  
**Required**

▼ **Additional Information**

All required releases signed by parents 
Child's Relationship to Adults

Date Signed 

Adult	Child's Relationship	Custody
Nina Kardashian	Biological/Adopt...	
Mo Kardashian	Biological/Adopt...	

Child Will Transition To

When you finish entering child information on the **Application** screen, highlight each adult. Scroll down the screen to the **Education and Employment** section.

The screenshot displays the ChildPlus.net application interface. At the top, there is a navigation bar with 'Services', 'Status Center', 'Entry Express', 'Reports', and 'Setup'. Below this is a search bar and a list of participants. The main content area shows the profile for Kim Kardashian, including her name, gender (Female), date of birth (4/06/11), age (4y 10m), and CPID (51331). The 'Family Members' section is highlighted, showing a table of family members:

Name	Role	Adult	Gender	DOB	CPID	FamilyID	Actions
Nina Kardashian	Primary	Adult	Female	4/02/83	51329	19196	More In-Kind
Mo Kardashian	Secondary	Adult	Male	1/29/80	51330		More In-Kind
Kim Kardashian	4y 10m	Child	Female	4/06/11	51331		More

Below the family members table, there is a section for 'Education and Employment' which is highlighted. It contains several dropdown menus for 'Currently in School?', 'Highest Grade Completed', 'Occupation', 'Employment status at Enrollment', and 'Present Employment Status'. The 'Employment status at Enrollment' dropdown is highlighted with a yellow box.

For each Adult (highlight each one, one at a time) enter the following if it is missing or make corrections if not correct –

**Highest Grade Completed – Required**

**Employment status at Enrollment – Required**

When you have completed individual family member entry, click on the blue **Family Information** link.

This screen gives you information that applies to the family. The following fields must have information entered.

**Parental Status**

**Primary Language At Home**

ChildPlus.net Agency= PugetSound/AppEntry

Training Mode Training Mode Training Mode Training Mode Training Mode Training Mode Training Mode Training Mode Training Mode Training Mode Training Mode

Services Status Center Entry Express Reports Setup Enter Report #

Search (Ctrl + F) Kim Kardashian x +

Participants (12) Change List

- Kardashian, Kim 4/06/11
- Kardashian, Kourtney 3/22/11
- Lovegood, Luna 1/01/12
- One, Thing 11/07/10
- Patil, Padma 1/01/12
- Potter, Harry 5/29/12
- Potter, James D. 9/03/10
- Snape, Severus 4/02/11
- Squarepants, SpongeBob 10/04/10
- Star, Patricia 6/03/11
- Tentacles, Squidward 1/17/12
- Weasley, Fred 1/01/12

**Kim Kardashian** Female DOB: 4/06/11 4y 10m CPID: 51331

Application Enrollment Family Services Health Immunizations Disability Education Attendance PIR

**Family Members**

Family Information							FamilyID	19196
Nina Kardashian	Primary	Adult	Female	DOB	4/02/83	CPID	51329	More In-Kind
Mo Kardashian	Secondary	Adult	Male	DOB	1/29/80	CPID	51330	More In-Kind
Kim Kardashian	4y 10m	Child	Female	DOB	4/06/11	CPID	51331	More

Family Information Attachments (0)

Section 1 2 3 4

Family ID: 19196

Parental Status <sup>PIR</sup> Two Parent Family

Primary Language <sup>PIR</sup> At Home Farsi

Number in Household 3

Number in Family 4

Family Information Notes

Family Application added by Dawn Patterson DES3 on 6/8/15 at 10:35 AM.

If you have any children who were referred for mental health services outside of the program (other than to our mental health coordinators) please make sure to highlight that child's name in the **My Participants** window and select the **PIR** tab. **DO NOT ENTER ANY OTHER PIR DATA HERE!**

The screenshot shows the ChildPlus.net application interface. At the top, there is a navigation bar with tabs for Services, Status Center, Entry Express, Reports, and Setup. Below this is a search bar and a list of participants. The participant list on the left includes names like Kardashian, Kim, Kardashian, Kourtney, Lovegood, Luna, One, Thing, Patil, Padma, Potter, Harry, Potter, James D., Snape, Severus, Squarepants, SpongeBob, Star, Patricia, Tentacles, Squidward, and Weasley, Fred. The main content area shows the profile for Kim Kardashian, with tabs for Application, Enrollment, Family Services, Health, Immunizations, Disability, Education, Attendance, and PIR. The PIR tab is selected, and the 'Mental Health Referrals' section is visible. A callout box provides instructions for entering data.

**For each child –**

Was the child referred for services outside of the program during the year – enter “Yes” if they were referred?

If the first question is answered “Yes” – The next question must have an answer.

If so, did the child receive mental health services during the program year? “Yes” or “No”

**Note:** If you find that a child is marked “Yes”, do not change to “No”. Mental Health coordinators are also using this screen to note referrals.

Mental Health Referrals:

Yes ▾ Was the child referred for services outside of the program during the year? PIR

Yes ▾ If so, did the child receive mental health services during the program year? PIR

<b>1. Family Services (Guidance for PIR questions on the Family Services Information screen) (Blue - Require a "Yes" or "No" answer)</b>	
Is this a homeless family?	Change to "Yes" if the family was living temporarily in a shelter, a transitional housing program, a hotel, a vehicle, or staying in the homes of relatives or friends at any time during the program year.
If so, did they acquire housing during the enrollment year?	"Yes" if the family obtained permanent or stable housing during the program year. "No" if they did not. (Answer this question only if you answered "Yes" to the prior question.)
Referred for services by a child welfare agency?	Was the child referred by a child welfare agency such as CPS or the foster care system?
Foster care during program year	Answer "Yes" if the child was in formal foster care at any time during the year.
Program receives a child care subsidy for this child	If full day and child receives a subsidy answer "Yes".
TANF	Mark status "Yes" or "No" if family received TANF cash grant at enrollment <i>and</i> at end of enrollment.
SSI	Mark status "Yes" or "No" if family received SSI at enrollment <i>and</i> at end of enrollment.
WIC	Mark status "Yes" or "No" if family receives WIC services at enrollment <i>and</i> at end of enrollment
SNAP	Mark status "Yes" or "No" if family received SSI at enrollment <i>and</i> at end of enrollment.
At least one parent/guardian is an active duty member of the United States military?	Is one or both of the child's parent/guardian(s) in the United States military at some point during the program year? If so, answer "Yes".
At least one parent/guardian is veteran of the United States military?	Is one or both of the child's parent/guardian(s) in the United States military at some point prior to this program year? If so, answer "Yes".
At least one parent/guardian completed the following during this program year:	Mark "Yes" or "No" for each education option.
Activities a father/father figure engaged in during this program year:	Mark "Yes" or "No" for each activity option.
Emergency / Crisis Assistance (can use either)	Enter "Yes" for Emergency/crisis intervention such as meeting <i>immediate</i> needs for food, clothing, or shelter.
Food	Enter "Yes" if family received assistance obtaining food.
Clothing	Enter "Yes" if family received assistance obtaining clothing.
Housing Assistance	Enter "Yes" if family received assistance with housing needs. (Includes subsidies, utilities, repairs, etc.)
Mental Health Services	Enter "Yes" if family received mental health services.
English as a Second Language	Enter "Yes" if family received assistance with ESL classes or services.
Adult Education (GED, College selection)	Enter "Yes" if family received assistance obtaining adult education. (Includes GED programs or college selection)
Job Training	Enter "Yes" if family received assistance with training for a specific job.
Substance Abuse Prevention	Enter "Yes" if family received substance abuse prevention services.
Substance Abuse Treatment	Enter "Yes" if family received substance abuse treatment services.
Child Abuse and Neglect Services	Enter "Yes" if family received child abuse and neglect services.

<b>Domestic Violence Services</b>	<b>Enter "Yes" if family received domestic violence services.</b>
<b>Child Support Assistance</b>	<b>Enter "Yes" if family received child support assistance.</b>
<b>Health Education (including prenatal)</b>	<b>Enter "Yes" for all.</b>
<b>Assistance to Families of Incarcerated</b>	<b>Enter "Yes" if family received assistance due to a family member being incarcerated.</b>
<b>Parenting Education</b>	<b>Enter "Yes" for all.</b>
<b>Child Support Assistance</b>	<b>Enter "Yes" if family received child support assistance.</b>
<b>Marriage Education</b>	<b>Enter "Yes" if family received marriage education or counseling.</b>
<b>Asset Building Services</b>	<b>Enter "Yes" if family received help with their financial education, opening savings and checking accounts, debt counseling, etc.)</b>

Go down your list of kids enrolled this year, check all of the family member info and you are done!

Any questions or problems, please call a data team friend –

Carol Weaver           x7733  
Ann Scott               x7725  
Cathy Schley           x7721  
Pamelá Raya-Carlton x7832  
Nathalie Jones        x7719

Reports that can be used to check some of your PIR entry are:

### Report 9911

The screenshot shows the ChildPlus.net interface. At the top, there is a navigation bar with 'ChildPlus.net' and 'Agency= PugetSound/AppEntry'. Below this is a row of 'Training Mode' buttons. The main navigation bar includes 'Services', 'Status Center', 'Entry Express', 'Reports', and 'Setup'. A dropdown menu 'Enter Report #' is open, showing 'Select a Report' and '9911 - PIR Addendum Worksheet - Family Services'. On the left, a sidebar lists various categories: Administration, Attachments, Attendance, Disability, Education, Enrollment, Family, Fees, Health, Internal Monitoring, Labels, LiveLetter, LiveReport, Mapping, PIR, Pregnancy and Birth, and Transportation. The 'PIR Reports' section is expanded, displaying a list of reports. The report '9911 - PIR Addendum Worksheet - Family Services' is highlighted. A blue arrow points from the 'Report 9911' header to this report. A 'PIR Help' link is visible to the right of the list.

ChildPlus.net Agency= PugetSound/AppEntry

Training Mode Training Mode Training Mode Training Mode Training Mode Training Mode Training Mode Training Mode

Services Status Center Entry Express Reports Setup Enter Report #

Select a Report 9911 - PIR Addendum Worksheet - Family Services

Administration  
Attachments  
Attendance  
Disability  
Education  
Enrollment  
Family  
Fees  
Health  
Internal Monitoring  
Labels  
LiveLetter  
LiveReport  
Mapping  
PIR  
Pregnancy and Birth  
Transportation

**PIR Reports**  
Select a report by clicking on the list below

- 9910 - PIR Addendum Worksheet
- 9911 - PIR Addendum Worksheet - Family Services**
- 9913 - PIR Addendum Worksheet - Health
- 9914 - PIR Addendum Worksheet - Mental Health
- 9700 - PIR Report
- 9701 - Enrollment, Turnover (A.15, 19, 20, 23)
- 9702 - Age, Eligibility, Prior Enrollment (A.13, 16, 18)
- 9703 - Race, Ethnicity (A.25, 26)
- 9704 - Language (A.27)
- 9705 - Subsidy, Transportation, Fathers, Homeless (A.24, A.28a, C.48a)
- 9715 - Classrooms, Centers (A.12, B.6, B.7)
- 9729 - Child Development Staff - Home-based and FCC
- 9728 - Program Staff - Language (B.14 / B.15)
- 9770 - Education and Child Development Staff Qualifications
- 9706 - Health Insurance (C.1, 2)
- 9716 - Pregnant Women, Insurance (C.3, 4)
- 9707 - Health Services (C.5, 6, 7, 8, 9)
- 9711 - Children Not Counted for C.8
- 9712 - Children Not Counted for C.19
- 9713 - Children Not Counted for C.20
- 9714 - Developmental Screenings for Newly Enrolled Children
- 9708 - Immunizations and Dental Services (C.11, 12, 17, 18, 19, 20)
- 9710 - Disability Services (C.25, 26, 27)
- 9730 - Family - Employment/JobTraining, Education, TANF, SSI (C.35, 36, 37)
- 9731 - Family - Family Services (C.38, 41, 42, 46, 47, 49, 51)
- 9740 - Pregnant Women, Services (C.14, 15, 16, 21)
- 9741 - Pregnant Women, Turnover (A.21, 22)
- 9760 - BMI, Immunization Exemptions, Foster Status, Referral (C.10, 11)

PIR Help

You should run all PIR reports to show ALL children enrolled during the year. You can also use the Custom Filter mentioned earlier to remove children who never attended. (Termination Date is Empty or Other than No Show)

ChildPlus.net Agency= PugetSound/AppEntry

Training Mode Training Mode Training Mode Training Mode Training Mode Training Mode Training Mod

Services Status Center Entry Express Reports Setup Enter Report # ▾

Select a Report 9911 - PIR Addendum Worksheet - Family Services 9911 - PIR Addendum Worksheet - Family Services ✕

General Custom Filters (1) Individuals

Program Term 2015 - 2016 HS ▾

Program Option <ALL> ▾

Group < All Groups > ▾

Group By Agency ▾

Agency Puget Sound ESD - HS/EHS ▾

Site Apple Cheeks ELC ▾

Classroom < All Classrooms > ▾

[Advanced Setup](#)

Status

- All
- New
- Waitlisted
- Accepted
- Enrolled
- Dropped
- Drop/Wait
- Drop/Accept
- Completed
- Abandoned

Grouping

- Agency
- Site
- Classroom

Report Type

- Detail
- Summary
- Worksheet
- Individual



This reports some of the fields and only the "At End of Enrollment" status for "Services Received". It does give you an idea of who may have been missed in data entry.

2/25/2016 4:29 pm acalc1		Puget Sound ESD - HS/EHS 9911 - PIR Addendum Worksheet - Family Services (Group)																			Page 1 ChildPlus							
		Program Term: 2015 - 2016 HS, Agency: Puget Sound ESD - HS/EHS, Site: Apple Cheeks ELC, Enrollment Status: Enrolled, Dropped, Drop/Wait, Drop/Accept, Completed																										
Puget Sound ESD - HS/EHS Apple Cheeks ELC		Participant Name	Primary Adult	Home-less	Acqu. Hous.	Mil. Family	Refer by CWA	Reov SNAP	Fost Care	Emergency	Cris. Asst.	Food	Cloth ing	Hous ing.	MH Svcs	ESL	Adlt Ed	Job Trng.	Subs. Prev	Subs. Treat	Child Abuse.	Dom. Viol.	Child Supp.	Hlth Ed.	Incar.	Pmnt Ed.	Marr. Ed.	
<b>2015 - 2016 HS</b>		Kardashian, Kim	Kardashian, Nina	N	—	—	—	—	—	—	—	—	—	—	—	—	—	—	—	—	—	—	—	—	—	—	—	—
		Kardashian, Kourtney	Kardashian, Jessica	—	—	—	—	—	—	—	—	—	—	—	—	—	—	—	—	—	—	—	—	—	—	—	—	
		Lovegood, Luna	Webb, Jane	—	—	—	—	—	—	—	—	—	—	—	—	—	—	—	—	—	—	—	—	—	—	—	—	
		One, Thing (D)	One, Miriam	N	N	N	N	N	Y	N	N	N	Y	N	N	N	N	N	N	N	N	N	N	Y	N	Y	N	
		Patil, Padma	Webb, Jane	—	—	—	—	—	—	—	—	—	—	—	—	—	—	—	—	—	—	—	—	—	—	—	—	
		Potter, Harry	Webb, Jane	—	—	—	—	—	—	—	—	—	—	—	—	—	—	—	—	—	—	—	—	—	—	—	—	
		Potter, James	Jones, Tammy	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	
		Snape, Severus	Snape, Maria	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	
		Squarepants, SpongeBob	Squarepants, Manuel	—	—	—	—	—	—	—	—	—	—	—	—	—	—	—	—	—	—	—	—	—	—	—	—	
		Star, Patricia	Star, Shooting	N	—	—	—	—	—	—	—	—	—	—	—	—	—	—	—	—	—	—	—	—	—	—	—	
		Tentacles, Squidward	Tentacles, Tim	N	—	—	—	—	—	—	—	—	—	—	—	—	—	—	—	—	—	—	—	—	—	—	—	
		Weasley, Fred	Webb, Jane	—	—	—	—	—	—	—	—	—	—	—	—	—	—	—	—	—	—	—	—	—	—	—	—	
		<b>Apple Cheeks ELC Subtotals:</b>																										
		Count:	12	0	0	0	0	0	1	0	0	0	1	0	0	0	0	0	0	0	0	0	0	2	0	2	0	
		<b>Report Grand Total : 12</b>																										
		Count:	12	0	0	0	0	0	1	0	0	0	1	0	0	0	0	0	0	0	0	0	0	2	0	2	0	

Report 9910 –  
Setup to include all enrolled during the year, uncheck Health (not your responsibility).

ChildPlus.net Agency= PugetSound/AppEntry

Training Mode Training Mode Training Mode Training Mode Training Mode Training Mode Training Mode Training Mode

Services Status Center Entry Express Reports Setup Enter Report # ▾

Select a Report 9910 - PIR Addendum Worksheet ×

General Custom Filters (1) Individuals

Program Term 2015 - 2016 HS ▾

Program Option <ALL> ▾

Group < All Groups > ▾

Group By Agency ▾

Agency Puget Sound ESD - HS/EHS ▾

Site Apple Cheeks ELC ▾

Classroom < All Classrooms > ▾

[Advanced Setup](#)

Show the following data

- Family
- Participant
- Health
- Mental Health

Status

- All
- New
- Waitlisted
- Accepted
- Enrolled
- Dropped
- Drop/Wait
- Drop/Accept
- Completed
- Abandoned

Grouping

- Agency
- Site
- Classroom

Report Type

- Detail
- Summary
- Worksheet
- Individual

Page 1 will show the required fields and End of Enrollment Services Received as well as any Mental Health referrals.

**9910 PIR Addendum Worksheet**  
**Page 1**

*Primary Adult:* Kardashian, Nina  
*Participant:* Kardashian, Kim  
*Program Term:* 2015 - 2016 HS  
*Site:* Apple Cheeks ELC  
*Family Worker:*

*Primary Address:* 24902 101th Place SE Apt E301  
Kent, WA 98030

*Primary Phone:* (253) 258-9671

**Family Services Info**  
*Mark below to indicate status for each item*

<input type="checkbox"/> Parental Status (O-one/T-two)	<input type="checkbox"/> Homeless (Y/N)
<input type="checkbox"/> TANF (Y/N)	<input type="checkbox"/> Acquired house during year (Y/N)
<input type="checkbox"/> SSI (Y/N)	<input type="checkbox"/> Military Family (Y/N)
<input checked="" type="checkbox"/> WIC (Y/N)	<input checked="" type="checkbox"/> Referred by Child Welfare Agency (Y/N)
<input type="checkbox"/> Foster care during program year (Y/N)	<input checked="" type="checkbox"/> Receiving SNAP (Y/N)

*Enter "Y" (yes) for each service the family has received*

<input type="checkbox"/> Emergency	<input type="checkbox"/> Substance Abuse Prevention
<input type="checkbox"/> Crisis Assistance	<input type="checkbox"/> Substance Abuse Treatment
<input checked="" type="checkbox"/> Food	<input type="checkbox"/> Child Abuse and Neglect Services
<input type="checkbox"/> Housing	<input type="checkbox"/> Domestic Violence Services
<input checked="" type="checkbox"/> Clothing	<input type="checkbox"/> Child Support Assistance
<input type="checkbox"/> Mental Health Services	<input checked="" type="checkbox"/> Health Education (including prenatal)
<input type="checkbox"/> English as a Second Language	<input type="checkbox"/> Assistance to Families of Incarcerated
<input type="checkbox"/> Adult Education	<input checked="" type="checkbox"/> Parenting Education
<input type="checkbox"/> Job Training	<input type="checkbox"/> Marriage Education

**Participant Info**  
*Hispanic:* No

*Race*

<input type="checkbox"/> A - Asian	<input type="checkbox"/> N - Native American	<input type="checkbox"/> W - White	<input type="checkbox"/> M - Multi-Racial	<input type="checkbox"/> U - Unspecified
<input checked="" type="checkbox"/> B - Black	<input type="checkbox"/> P - Pacific Islander	<input type="checkbox"/> H - Hispanic	<input type="checkbox"/> O - Other	

*Language Primary (Y/N) Proficiency (check one)*

English	<input type="checkbox"/> N	<input type="checkbox"/> 0 - None	<input type="checkbox"/> 1 - Poor	<input type="checkbox"/> 2 - Moderate	<input type="checkbox"/> 3 - Proficient
Somali	<input checked="" type="checkbox"/> Y	<input type="checkbox"/> 0 - None	<input type="checkbox"/> 1 - Poor	<input type="checkbox"/> 2 - Moderate	<input checked="" type="checkbox"/> 3 - Proficient
	<input type="checkbox"/> N	<input type="checkbox"/> 0 - None	<input type="checkbox"/> 1 - Poor	<input type="checkbox"/> 2 - Moderate	<input type="checkbox"/> 3 - Proficient

**Mental Health Info**  
*Regarding this child, did a mental health professional (Y/N)*

- Consult with staff about child's behavior/mental health
- Provide 3 or more consultations with staff
- Consult with parent/guardian about child's behavior /mental health
- Provide 3 or more consultations with parent /guardian
- Provide an individual mental health assessment
- Facilitate a referral for mental health services
- Was the child referred for services outside of the program (y/n)
- If so, did the child receive mental health services (y/n)

The Language info on this report is NOT the Primary Language at Home. Do not use for language entry.