



# **HCAP Head Start & Early Head Start Program**

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## **Education User's Guide to ChildPlus**

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**HCAP Head Start**

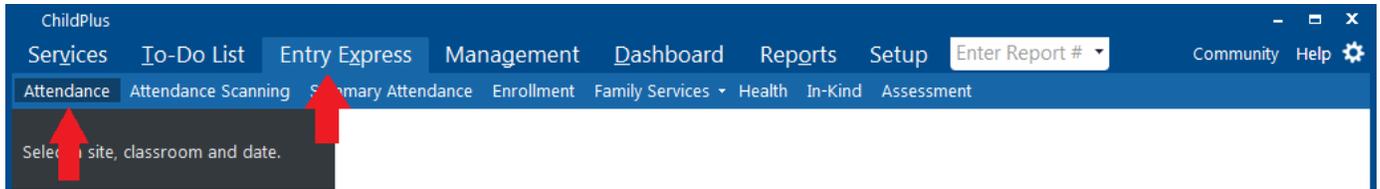
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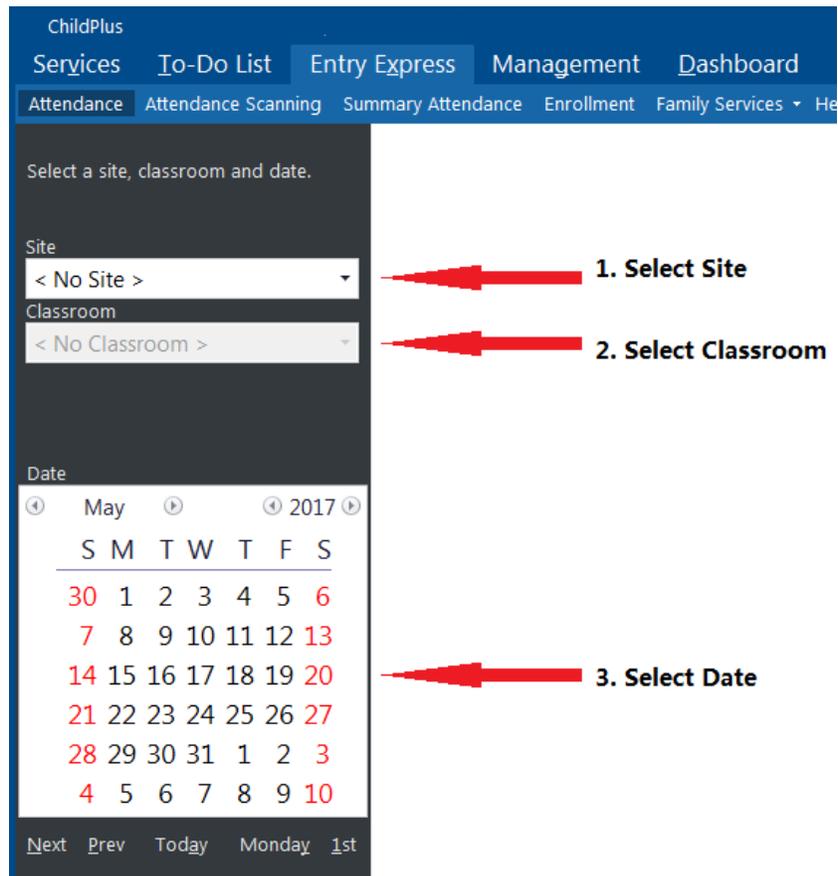
# Entering Center-Based Attendance and Meals

Center-based attendance and meals records are to be updated on a daily basis by the teaching staff. The detailed procedures are provided below.

1. Navigate to the **Entry Express** module and **Attendance** tab (red arrows below).



2. Select a Site, Classroom, and date.



**Note that the calendar is color-coded for your convenience:**

- **Red** dates indicate weekends.
- Black dates indicate where Attendance Record has not been entered yet.
- **Bold Black** dates indicate the Classroom is closed (i.e. Holidays, Teacher Workday, Cancelled).
- **Bold Green** dates indicate that an Attendance record has been entered and saved.

3. Once you have made the above selections, the Attendance Record for the selected date appears, as shown below.

# Entering Center-Based Attendance and Meals

Attendance

Delete Attendance

Attachments (0)

Save

## Mon May 1, 2017 - 442 Site - 442 I

Classroom Status Open

[Classroom Notes](#) [Non-Participant Meals](#)

Change All: [Setup](#) [Apply](#)

20 Participants	Att.	Absence Reason	Break-fast	Lunch	Arrival Time	Departure Time	Program	CP ID	
<a href="#">Aaaaa, Child 1</a>	P		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	8:00 AM	2:00 PM	HS	77774	
<a href="#">Bbbbb, Child 2</a>	P		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	8:00 AM	2:00 PM	HS	79935	
<a href="#">Ccccc, Child 3</a>	P		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	8:00 AM	2:00 PM	HS	84472	
<a href="#">Ddddd, Child 4</a>	P		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	8:00 AM	2:00 PM	HS	81815	
<a href="#">Eeeee, Child 5</a>	A	Other					HS	75876	
<a href="#">Fffff, Child 6</a>	P		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	8:00 AM	2:00 PM	HS	54340	
<a href="#">Hhhhh, Child 8</a>	A	Other					HS	79635	
<a href="#">Iiiii, Child 9</a>	P		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	8:00 AM	2:00 PM	HS	16240	
<a href="#">Jjjjj, Child 10</a>	P		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	8:00 AM	2:00 PM	HS	75955	
<a href="#">Kkkkk, Child 11</a>	P		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	8:00 AM	2:00 PM	HS	39033	
<a href="#">Lllll, Child 12</a>	P		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	8:00 AM	2:00 PM	HS	69031	
<a href="#">Nnnnn, Child 14</a>	P		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	8:00 AM	2:00 PM	HS	83131	
<a href="#">Ooooo, Child 15</a>	A	No Transportation					HS	73443	
<a href="#">Ppppp, Child 16</a>	A	No Transportation					HS	76850	
A-4 P-16			16	16					
Added by Teacher HS 5/1/17 12:21 PM HST					Last updated by Teacher HS 5/2/17 12:31 PM HST				

Attendance Notes for [Aaaaa, Child 1](#) on 5/1/17 (CACFP Status: FREE)

Click on a participant's name to go to their individual attendance and manage their follow-ups.

## Entering Center-Based Attendance and Meals

### 4. Entering Attendance and Meals

In an effort to simplify entering center-based Attendance, ChildPlus defaults each child as being Present and eating all meals for the day. When entering Attendance, the Teacher simply needs to update the children who did not come to school, come late, leave early, or who missed meals using the following procedures:

Attendance Codes		
A	Absent	Child absent: transportation problems, family situations, approved leave, etc.
E	Excused	Child absent: any health reason, child's doctors appt, etc.
LE	Left Early	PD: child left class before lunch; FD: child left before lunch and/or snack
P	Present	Child arrived to class on time and completed school day.
T	Tardy	Child arrived to class after breakfast
TLE	Tardy/Left Early	Child arrived to class after breakfast and left class before lunch and/or snack
U	Unexcused	Child absent: no contact from parent/guardian
N	Not Scheduled	Child absent: DOE/HS dually enrolled child who is not required to attend HS on certain days as indicated on their IEP

Attendance Reasons			
A	Absent	Approved Leave	For extended absences, no longer than 30 calendar days, due to vacations, emergency trips, funeral leaves, etc. Approval from Education Manager is required.
A	Absent	Family Related Absence	Anything related to the family or sibling(s) that prevent the child from attending school, family emergencies, court, etc.
A	Absent	Inclement Weather	Tsunami, hurricanes, floods, vog, etc.
A	Absent	No Transportation	Vehicle is unavailable, broken, or no means of transportation
E	Excused	Health Reasons	Child's doctor and dental appointments, asthma, ukus, injury, anything on Non-Admission of Ill Children, provisional memo's
N	Not Scheduled	Off-Site Visit	Child being serviced by DOE (IEP only)
U	Unexcused	Unexcused	Unable to contact family

- If a child did not come to school, use the proper codes and reasons listed above.
- If a child missed a meal, uncheck the appropriate meal boxes (**orange arrows** below).

# Entering Center-Based Attendance and Meals

Attendance Delete Attendance Attachments (0) Save  
 Mon May 1, 2017 - 442 Site 442 I

Classroom Status: Open Classroom Notes Non-Participant Meals Change All: Setup Apply

20 Participants	Att.	Absence Reason	Break-fast	Lunch	Arrival Time	Departure Time	Program	CP ID
<a href="#">Aaaaa, Child 1</a>	P		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	8:00 AM	2:00 PM	HS	77774
<a href="#">Bbbbb, Child 2</a>	P		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	8:00 AM	2:00 PM	HS	79935
<a href="#">Ccccc, Child 3</a>	P		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	8:00 AM	2:00 PM	HS	84472
<a href="#">Ddddd, Child 4</a>	P		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	8:00 AM	2:00 PM	HS	81815
<a href="#">Eeeee, Child 5</a>	A	Other					HS	75876
<a href="#">Fffff, Child 6</a>	P		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	8:00 AM	2:00 PM	HS	54340
<a href="#">Hhhhh, Child 8</a>	A	Other					HS	79635
<a href="#">Iiiii, Child 9</a>	P		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	8:00 AM	2:00 PM	HS	16240
<a href="#">Jjjjj, Child 10</a>	P		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	8:00 AM	2:00 PM	HS	75955
<a href="#">Kkkkk, Child 11</a>	P		<input type="checkbox"/>	<input checked="" type="checkbox"/>	8:00 AM	2:00 PM	HS	39033
<a href="#">Lllll, Child 12</a>	P		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	8:00 AM	2:00 PM	HS	69031
<a href="#">Nnnnn, Child 14</a>	P		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	8:00 AM	2:00 PM	HS	83131
<a href="#">Ooooo, Child 15</a>	A	No Transportation					HS	73443
<a href="#">Ppppp, Child 16</a>	A	No Transportation					HS	76850
A-4 P-16			15	16				

Added by Teacher HS 5/1/17 12:21 PM HST Last updated by Teacher HS 5/2/17 12:31 PM HST

Attendance Notes for [Jjjjj, Child 10](#) on 5/1/17 (CACFP Status: FREE)

Click on a participant's name to go to their individual attendance and manage their follow-ups.

7. If teaching staff and classroom volunteers ate meals supplied by HCAP, record these meals as follows:
  - a. Click on the **Non-Participant Meals** function (green arrow above).
  - b. Enter the number of meals consumed by the volunteers into the **Non-CACFP** row (green rectangle below).
  - c. When complete, click on **OK** (green arrow below).

Note that the Attendance and Meal counts for the day are shown beneath the Attendance Record (red rectangle above).

## Entering Center-Based Attendance and Meals

✕

### Non-Participant Meals

	Breakfast	AM Snack	Lunch	PM Snack	Supper
Non-CACFP	<input type="text" value="2"/>	<input type="text" value="0"/>	<input type="text" value="4"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
CACFP	<input type="text" value="0"/>				

[OK](#)
[Cancel](#)

8. If the child is absent for the day, enter any pertinent information into the child's Attendance Notes.
  - a. From the Attendance Record, select the child for whom an Attendance Note will be entered (**green arrow** below).
  - b. Click on the **Clock Icon** (**blue arrow** below) and describe the issue in the **Attendance Notes** field.

<a href="#">Jjjj, Child 10</a>	P		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	8:00 AM	2:00 PM	HS	75955
<a href="#">Kkkkk, Child 11</a>	P		<input type="checkbox"/>	<input checked="" type="checkbox"/>	8:00 AM	2:00 PM	HS	39033
<a href="#">Lllll, Child 12</a>	P		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	8:00 AM	2:00 PM	HS	69031
<a href="#">Nnnnn, Child 14</a>	P		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	8:00 AM	2:00 PM	HS	83131
<a href="#">Ooooo, Child 15</a>	A	No Transportation					HS	73443
<a href="#">Ppppp, Child 16</a>	A	No Transportation					HS	76850

A-4 P-16
15 16

Added by Teacher HS 5/1/17 12:21 PM HST
 Last updated by Jin Zeng 5/31/17 4:02 PM HST

Attendance Notes for Kkkkk, Child 11 on 5/1/17 (CACFP Status: FREE)

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abc
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↗

➔

↑

Click on a participant's name to go to their individual attendance and manage their follow-ups.

9. When done with entering the Attendance Record, click on **Save** (**black arrow** above).
10. If the Attendance Record was made for the wrong day, the record can be deleted by clicking on **Delete Attendance** (**purple arrow** above).



## How to Set Up Attendance Alert (by Teaching Staff)

After taking attendance, when a child meets one of the following criteria, teacher requires to create an Attendance Follow-Up to alert a Responsible Staff (FA or Child Health & Development Specialist).

When to send Attendance Alert:	Sent Alert to:
a. 2 Consecutive Unexcused Absences	Family Advocate
b. 3 Consecutive Absences	Family Advocate
c. 3 Consecutive Excused/Health Absences	Child Health & Development Specialist
d. Attendance Success Plan	Family Advocate

1. Go to **Entry Express** and click on the **Attendance** subtab.
2. Select your Site and your Classroom (for example Dole).
3. Click on a child's name that you want to alert a FA or Health Staff.

The screenshot shows the ChildPlus interface. The top navigation bar includes 'Services', 'To-Do List', 'Entry Express' (highlighted with a red box), 'Management', 'Dashboard', 'Reports', 'Setup', and 'Enter Report'. Below this, the 'Attendance' subtab is selected and highlighted with a red box. On the left sidebar, 'Site' and 'Classroom' dropdown menus are both highlighted with red boxes and have red arrows pointing to them. Below the sidebar, a calendar for May 2017 is shown, with the date '15' highlighted in yellow and a red arrow pointing to it. The main content area displays 'Attendance' for 'Mon May 15, 2017 - Your Site - Your Class'. It includes a 'Classroom Status' dropdown set to 'Open' and a table of 12 participants. The table has columns for 'Att.' and 'Absence Reason'. A red arrow points to the 'Dddd, Child 4' row in the table.

12 Participants	Att.	Absence Reason
<a href="#">Aaaaa, Child 1</a>	P	
<a href="#">Bbbbb, Child 2</a>	P	
<a href="#">Ccccc, Child 3</a>	P	
<a href="#">Dddd, Child 4</a>	A	Other
<a href="#">Eeeee, Child 5</a>	P	
<a href="#">Fffff, Child 6</a>	P	
<a href="#">Ggggg, Child 7</a>	P	
<a href="#">Hhhhh, Child 8</a>	P	
<a href="#">Iiiii, Child 9</a>	P	
<a href="#">Jjjj, Child 10</a>	P	
<a href="#">Kkkkk, Child 11</a>	P	
<a href="#">Llll, Child 12</a>	P	

4. ChildPlus will bring you to the selected child's attendance page.

5. Choose child's Teacher on **Staff Responsible for Attendance Alerts** field.

Child 4 Ddddd x +

 **Child 4 Ddddd**   Flags  Send Message

Male DOB: 9/07/11 6y 0m CPID: 55709

Application Enrollment Family Services Health Immunizations Disability Mental Health Birth Education Attendance

Attendance Attachments (0)

### Participation Records

Last Year	2016-2017 Head Start	Enrolled 8/10/16	Your Site • Your Class
Prior Year	2015-2016 Head Start	Completed 5/26/16	HB Honolulu • HB Honolulu

.....

### Attendance Follow-Up

Staff Responsible for Attendance Alerts **HS, Teacher**

Due Date	Days Left	Follow-Up	Responsible Staff	Completed	Notes
There are currently no follow-up records for this participant. Click 'Add Follow Up' below to add one.					

6. Click on the green **Add Follow Up** button.

Attendance Follow-Up

Staff Responsible for Attendance Alerts **HS, Teacher**

Due Date	Days Left	Follow-Up	Responsible Staff	Completed	Notes
There are currently no follow-up records for this participant. Click 'Add Follow Up' below to add one.					

 **Add Follow Up** Delete Follow Up

7. Select a Due Date, by default is today's date.

Attendance Follow-Up

Staff Responsible for Attendance Alerts **HS, Teacher**

Due Date	Days Left	Follow-Up	Responsible Staff	Completed	Notes
<b>5/15/2017</b>	Due Today		HS, Teacher		

Wednesday, September 13, 2017

May, 2017

Sun	Mon	Tue	Wed	Thu	Fri	Sat
30	1	2	3	4	5	6
7	8	9	10	11	12	13
14	<b>15</b>	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31	1	2	3
4	5	6	7	8	9	10

Clear

**Add Follow Up** Delete Follow Up

5/13/17 with attendance code All checked Refresh

8. Select a follow-Up option.

Attendance Follow-Up

Staff Responsible for Attendance Alerts: HS, Teacher

Due Date	Days Left	Follow-Up	Responsible Staff	Completed	Notes
5/15/17	Due Today	a. 2 Consecutive Unexc...	HS, Teacher		

Attendance Details

Show attendance between: [ ] and [ ] with attendance code: All checked

Attendance A 1/1 100%

9. Choose a Responsible Staff (Family Advocate or Health Staff).

Attendance Follow-Up

Staff Responsible for Attendance Alerts: HS, Teacher

Due Date	Days Left	Follow-Up	Responsible Staff	Completed	Notes
5/15/17	Due Today	a. 2 Consecutive Unexc...	HS, FA		

Last Name	First Name	Primary Site	Position
HS	FA	Dillingham Office	Family Advocate

Attendance Details

Show attendance between: [ ] and 9/13/17 with attendance code: All che

Attendance A 1/1 100%

10. Input any attendance pertinent information into the Note field. Click **OK** when done.

Attendance Follow-Up

Staff Responsible for Attendance Alerts: HS, Teacher

Due Date	Days Left	Follow-Up	Responsible Staff	Completed	Notes
5/15/17	Due Today	a. 2 Consecutive Unexc...	HS, FA		Teacher: The child has 3 consecutive absences.

Attendance Details

Show attendance between: [ ] and 9/13/17 with attendance code: All che

Attendance A 1/1 100%

OK Cancel

11. Click **Save** button  Save on the top right corner of the screen.

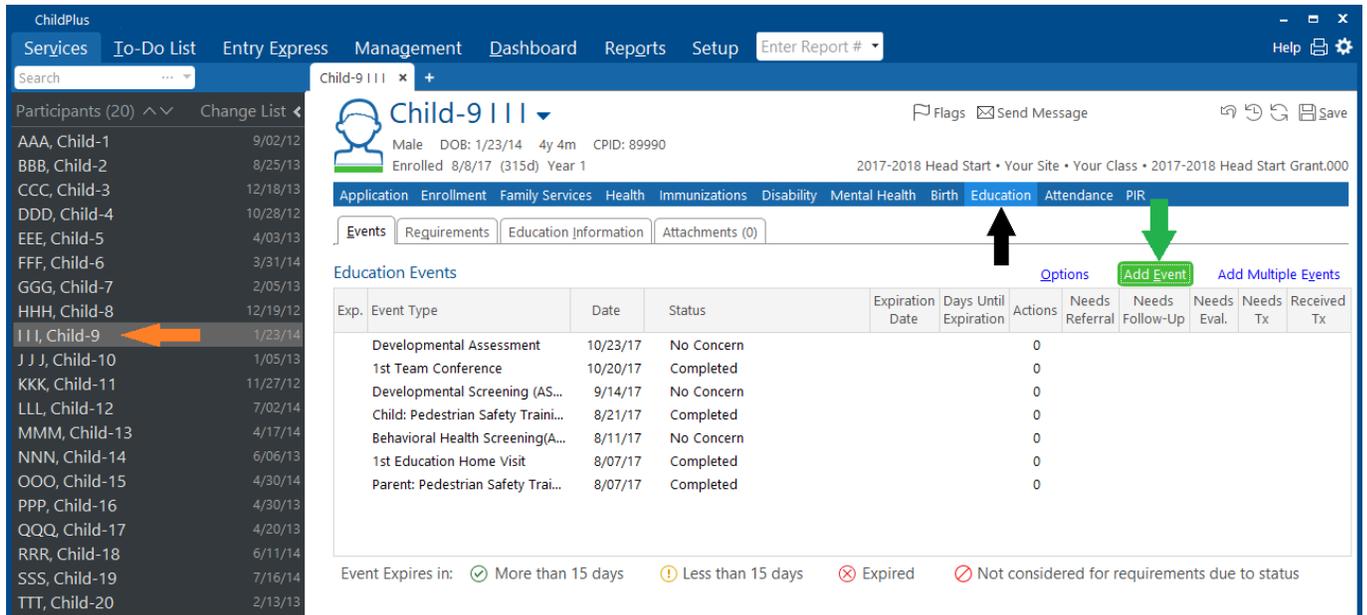


## Education Home Visit

Education Home Visits are being tracked under the child's **Education** module. Teaching staff perform these activities twice a year.

Whenever these activities occur for a child, the event is recorded in ChildPlus as follows:

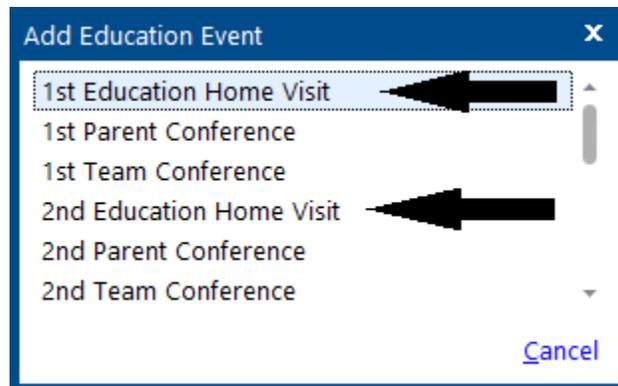
1. Select the child from your **Participants** list (**orange arrow** below)
2. Select the **Education** service module (**black arrow** below)



The screenshot shows the ChildPlus interface for Child-9111. The 'Education' tab is selected, and the 'Add Event' button is highlighted with a green arrow. The 'Participants' list on the left has 'I I I, Child-9' selected with an orange arrow. The 'Education Events' table shows various events with their dates and statuses.

Exp.	Event Type	Date	Status	Expiration Date	Days Until Expiration	Actions	Needs Referral	Needs Follow-Up	Needs Eval.	Needs Tx	Received Tx
	Developmental Assessment	10/23/17	No Concern			0					
	1st Team Conference	10/20/17	Completed			0					
	Developmental Screening (AS...	9/14/17	No Concern			0					
	Child: Pedestrian Safety Traini...	8/21/17	Completed			0					
	Behavioral Health Screening(A...	8/11/17	No Concern			0					
	1st Education Home Visit	8/07/17	Completed			0					
	Parent: Pedestrian Safety Trai...	8/07/17	Completed			0					

3. Click on **Add Event** button (**green arrow** above).
4. Select an **Event Type** of **1st Education Home Visit** or **2nd Education Home Visit** (**black arrow** below).



The screenshot shows the 'Add Education Event' dialog box. The '1st Education Home Visit' and '2nd Education Home Visit' options are highlighted with black arrows.

5. Fill in the **yellow-shaded** areas shown below:
  - a) Enter the date of your home visit into the **Event Date** area.
  - b) Select a **Status** of **Completed**.
  - c) Select your name from the staff list under **Agency Worker**.
6. Click on the **Clock Icon (blue arrow below)** if any and enter any pertinent information into the **Event Notes** area.
7. Click on **“Save”** button (**green button below**)

Event Date PIR 5/1/17

Status Completed

Description

Agency Worker HS, Teacher

Event Notes 8/7/2017 1:43 PM Teacher HS  
Describe your home visit.








**Actions** Add Action

Action	Action Date	Description	Status	Agency Worker
This event has no actions associated with it. Click "Add Action" to add one.				

Save
Cancel

## Home Visit – (HB-HS/EHS)

The procedure for entering Home-Based Attendance is an easy 2-step process:

1. Enter the child's Home Visit schedule.
2. Enter Attendance as home visits occur or are cancelled.
3. Make up home visits if cancelled.

The detailed procedures for each of these steps are provided below.

### A. Enter Home Visit Schedule

Before home-based Attendance can be entered into ChildPlus, a schedule for the home visits must be created. This creates a basis for entering actual Attendance records. The home visit schedule is entered as follows for **each month**:

1. Select a child from **Participants** list (**blue arrow** below) then click on the **Family Services** (**green arrows** below) module under **Services** main menu (**red arrows** below).

The screenshot shows the ChildPlus interface for 'Child 9 Iiiii's Family'. The 'Participants' list on the left includes children Aaaaa through Llll, with 'Child 9' selected. The 'Services' menu at the top has 'Family Services' selected. The 'Add Event' button is highlighted with a black arrow.

Date	Event	Description	Associated With	Progress	Time	Staff	Actions
5/01/17	Home Visit (HB)	Child 9: May 2016/2017	Family		1 h 30 m	HS, Teacher	4
5/01/17	Family Notes	Child 9: May 2017	Family		0 h 0 m	HS, FA	0
4/03/17	Home Visit (HB)	Child 9: April 2016/2017	Family		16 h 0 m	HS, Teacher	9
4/03/17	Family Notes	Child 9: April 2017	Family		0 h 0 m	HS, FA	0
3/01/17	Home Visit (HB)	Child 9: March 2016/2017	Family	Completed	13 h 3...	HS, Teacher	8
3/01/17	Family Notes	Child 9: March 2017	Family		0 h 0 m	HS, FA	0
2/01/17	Home Visit (HB)	Child 9: Feb. 2016/2017	Family	Completed	12 h 3...	HS, Teacher	7

2. Click on **Add Event** (**black arrow** above). Select **Home Visit – (HB-HS/EHS)** from the dropdown list under **Event Type**.

The screenshot shows the 'Add Family Service Event' dialog box. The 'Event Type' dropdown menu is open, showing options: Family Partnership Agreement, Home Visit - (HB-HS/EHS) (highlighted), Home Visit (FA), and Parent Meeting.

3. Fill in the **yellow-shaded** fields of the event template as shown below:
  - a. Enter the date of the first planned Home Visit into the **Initial Date** field.
  - b. Enter the program term in **Description** field.
  - c. Select your name from the dropdown list under **Case Worker**.

## Add Home Visit - (HB-HS/EHS)



Initial Date: 8/12/19 [Schedule Home Visits](#) Associated With: [dropdown]  
Description: Jason: August 2019-2020 Case Worker: HS Teacher  
Family Outcome: [dropdown]  
Event Notes: Type new notes here (the date, time and your name will be added automatically)

4. Click on **Schedule Home Visits** (red arrow above).
5. When the **Schedule Home Visits** template appears (shown below):
  - a. Enter the initial planned Home Visit date of the month into the **... starting** date field
  - b. Enter the last date of the month into the **... and continuing until** date field.
  - c. Enter **1** for **Start the counter at** field. (Input the next number based on your previous month's last home visit number. for example, if last home visit number of the previous month is 8, the **Start the counter at** for current month is 9.)
6. Click on **Schedule Home Visits** (red arrow below).



## Schedule Home Visits

- For a Home-Based Program  
 For a Center-Based Program

Schedule a home visit the same day each week starting 8/6/19 and continuing until 8/30/19

Agency Worker: [dropdown] Total Time: 1 Hours 30 Minutes

Description: Home Visit

Add a counter after the description (for example Home Visit 1, Home Visit 2, etc.)

Start the counter at 1

[Schedule Home Visits](#) [Cancel](#)

7. In the Actions area, note that individual Actions have been created for each scheduled Home Visit, as shown below.

Event Notes ABC [Print] [Edit] [Copy] [Share]

Type new notes here (the date, time and your name will be added automatically)

---

**Actions** Add Action

Scheduled	Action Date	Action Type	Description	Status	Case Worker	Referred To	Time
8/27/2019		Direct	Home Visit 4		HS Teacher		1h 30m
8/20/2019		Direct	Home Visit 3		HS Teacher		1h 30m
8/13/2019		Direct	Home Visit 2		HS Teacher		1h 30m
8/6/2019		Direct	Home Visit 1		HS Teacher		1h 30m

Save and Add Another
Save
Cancel Add

### B. Entering Home-Based Attendance

Home-based Attendance is entered as follows:

1. Navigate to the child's Family Services area.
2. Select the child's **Home Visit – (HB-HS/EHS)** event from the scrollable list of Family Service Events.
3. At the **Actions** area, select the desired **Home Visit** Action from the scrollable Actions list (**red arrow** above). This opens the Action as shown below.
4. Enter the home-based Attendance as follows (refer to yellow-shaded fields below):
  - a. Enter the date of the Home Visit (or attempted Home Visit) into the **Action Date** field (this should be the same date as the **Scheduled** date).
  - b. Select one of the following **Status** codes from the dropdown list:
    - i. **Completed**,
    - ii. **Family Cancelled**, or
    - iii. **Staff Cancelled**.
  - c. Enter Home Visit notes into the **Action Notes** field.
  - d. Click **save** button (**red arrow** below).

Direct scheduled for 8/6/19



Action Type	Direct	Type of Contact	Home Visit
Scheduled	8/6/19	Description	Home Visit 1
Action Date	8/6/19	Status	Completed
		Case Worker	HS Teacher
		Total Time	1 Hours 30 Minutes

Action Notes

Enter your home visit notes.



**C. Entering Makeup Home Visits**

If there was Home Visit cancelled by HS Staff, a Makeup Home Visit must be done within that week. If there was Home Visit cancelled by the Family, try 1 attempt to make up the Home Visit within that week.

Makeup Home Visits can be entered as follows:

1. Navigate to the child's Family Services area.
2. Select the child's **Home Visit – (HB-HS/EHS)** event from the scrollable list of Family Service Events.
3. At the **Actions** area, click on **Add Action** (red arrow below). This opens a new Action as shown below.

Add Home Visit - (HB-HS/EHS)



Initial Date	8/6/19	Associated With	
Description	Jason: August 2019-2020	Case Worker	HS Teacher
Service Area		Closure Expected	
Issue		Progress	
Source of Information		Date Closed	
Family Outcome		Result	

Event Notes

Type new notes here (the date, time and your name will be added automatically)

Actions



Scheduled	Action Date	Action Type	Description	Status	Case Worker	Referred To	Time
8/27/2019		Direct	Home Visit 4		HS Teacher		1h 30m
8/20/2019		Direct	Home Visit 3		HS Teacher		1h 30m
8/13/2019		Direct	Home Visit 2		HS Teacher		1h 30m
8/6/2019	8/6/2019	Direct	Home Visit 1	Family Cancelled	HS Teacher		1h 30m



4. Enter the makeup Home Visit as follows (refer to yellow-shaded fields below):
  - a. Select **Action Type Direct** from the dropdown list.
  - b. Enter the original date of the missed Home Visit into the **Scheduled** field.
  - c. Enter the date of the makeup Home Visit into the **Action Date** field.
  - d. Select **Home Visit** for **Type of Contact**.
  - e. Enter **Home Visit # Makeup** into the **Description** field. This indicates which missed Home Visit was made up. For example, if you made up Home Visit 1; enter **Home Visit 1 Makeup**, or if you made up Home Visit 12; enter **Home Visit 12 Makeup**.
  - f. Select **Completed** from **Status** dropdown list.
  - g. Select your name from **Case Worker** dropdown list.
  - h. Enter **Total Time** of **1 Hours 30 Minutes**.

Add Action



Action Type	<input type="text" value="Direct"/>	Type of Contact	<input type="text" value="Home Visit"/>
Scheduled	<input type="text" value="8/6/19"/>	Description	<input type="text" value="Home Visit 1 Makeup"/>
Action Date	<input type="text" value="8/8/19"/>	Status	<input type="text" value="Completed"/>
		Case Worker	<input type="text" value="HS Teacher"/>
		Total Time	<input type="text" value="1"/> Hours <input type="text" value="30"/> Minutes



Action Notes

Enter your notes.

- i. Click **Save** button (green button above).

Actions

Scheduled	Action Date	Action Type	Description	Status	Case Worker	Referred To	Time
8/27/2019		Direct	Home Visit 4		HS Teacher		1h 30m
8/20/2019		Direct	Home Visit 3		HS Teacher		1h 30m
8/13/2019		Direct	Home Visit 2		HS Teacher		1h 30m
8/6/2019	8/8/2019	Direct	Home Visit 1 Makeup	Completed	HS Teacher		1h 30m
8/6/2019	8/6/2019	Direct	Home Visit 1	Family Cancelled	HS Teacher		1h 30m

- j. Click **Save** button (green button above).



# Team Conference

Team Conference is being tracked under the child's **Education** module. Teaching staff perform these activities twice a year.

Whenever these activities occur for a child, the event is recorded in ChildPlus as follows:

1. Select the child from your **Participants** list (**orange arrow** below)
2. Select the **Education** service module (**black arrow** below)

ChildPlus

Services | To-Do List | Entry Express | Management | Dashboard | Reports | Setup | Enter Report #

Search

Child-9 111 x +

Participants (20) ^ v Change List <

AAA, Child-1 9/02/12

BBB, Child-2 8/25/13

CCC, Child-3 12/18/13

DDD, Child-4 10/28/12

EEE, Child-5 4/03/13

FFF, Child-6 3/31/14

GGG, Child-7 2/05/13

HHH, Child-8 12/19/12

III, Child-9 1/23/14

J J J, Child-10 1/05/13

KKK, Child-11 11/27/12

LLL, Child-12 7/02/14

MMM, Child-13 4/17/14

NNN, Child-14 6/06/13

OOO, Child-15 4/30/14

PPP, Child-16 4/30/13

QQQ, Child-17 4/20/13

RRR, Child-18 6/11/14

SSS, Child-19 7/16/14

TTT, Child-20 2/13/13

Child-9 111

Male DOB: 1/23/14 4y 4m CPID: 89990

Enrolled 8/8/17 (315d) Year 1

2017-2018 Head Start • Your Site • Your Class • 2017-2018 Head Start Grant.000

Application | Enrollment | Family Services | Health | Immunizations | Disability | Mental Health | Birth | Education | Attendance | PIR

Events | Requirements | Education Information | Attachments (0)

Options | Add Event | Add Multiple Events

Exp.	Event Type	Date	Status	Expiration Date	Days Until Expiration	Actions	Needs Referral	Needs Follow-Up	Needs Eval.	Needs Tx	Received Tx
	Developmental Assessment	10/23/17	No Concern			0					
	1st Team Conference	10/20/17	Completed			0					
	Developmental Screening (AS...	9/14/17	No Concern			0					
	Child: Pedestrian Safety Traini...	8/21/17	Completed			0					
	Behavioral Health Screening(A...	8/11/17	No Concern			0					
	1st Education Home Visit	8/07/17	Completed			0					
	Parent: Pedestrian Safety Trai...	8/07/17	Completed			0					

Event Expires in:  More than 15 days  Less than 15 days  Expired  Not considered for requirements due to status

3. Click on **Add Event** (**green arrow** above).
4. Select an **Event Type** of **1<sup>st</sup> Team Conference** or **2<sup>nd</sup> Team Conference** (**black arrow** below).

Add Education Event

1st Education Home Visit

1st Parent Conference

1st Team Conference

2nd Education Home Visit

2nd Parent Conference

2nd Team Conference

Cancel

5. Fill in the yellow-shaded areas shown below:

- a) Enter the date of the conference into the **Event Date** area.
- b) Select a **Status** of **Completed**.
- c) Select your name from the staff list under **Agency Worker**.
- d) Click on the **Open Note** icon (**green arrow** below).

Event Date <sup>PIR</sup>

Status

Description

Agency Worker

Event Notes      

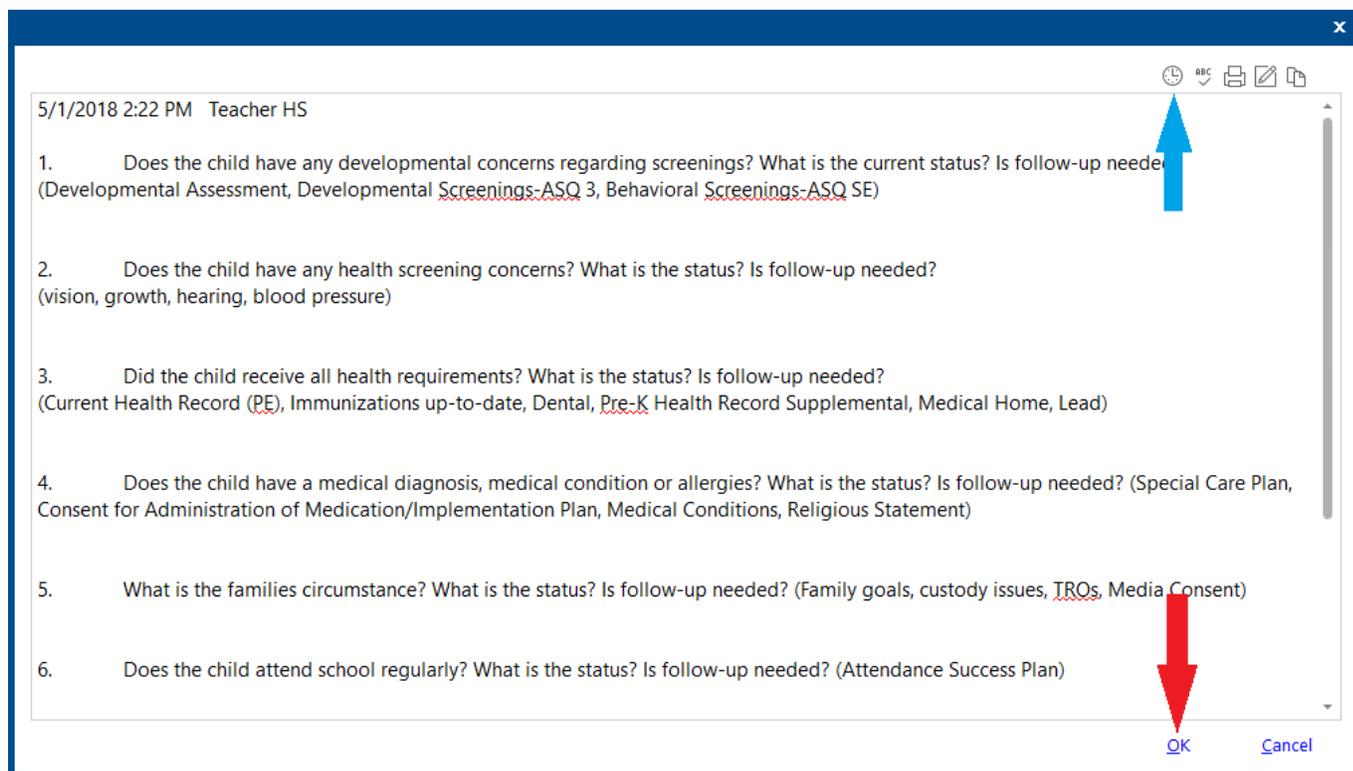
**Actions** Add Action

Action	Action Date	Description	Status	Agency Worker
This event has no actions associated with it. Click "Add Action" to add one.				

Save Cancel



6. This causes the **Notes** field to open in a separate window as shown below.
7. Click on the **Clock Icon (blue arrow below)** if any and type in the following character string: “**tconf**” followed by pressing the **Enter** key. This causes the Team Conference template to populate inside the **Notes** field as shown below.



The screenshot shows a window titled "5/1/2018 2:22 PM Teacher HS". The window contains a list of six questions related to a child's development, health, and school attendance. A blue arrow points to a clock icon in the top right corner of the window. A red arrow points to the "OK" button at the bottom right of the window.

5/1/2018 2:22 PM Teacher HS

1. Does the child have any developmental concerns regarding screenings? What is the current status? Is follow-up needed? (Developmental Assessment, Developmental Screenings-ASQ 3, Behavioral Screenings-ASQ SE)
2. Does the child have any health screening concerns? What is the status? Is follow-up needed? (vision, growth, hearing, blood pressure)
3. Did the child receive all health requirements? What is the status? Is follow-up needed? (Current Health Record (PE), Immunizations up-to-date, Dental, Pre-K Health Record Supplemental, Medical Home, Lead)
4. Does the child have a medical diagnosis, medical condition or allergies? What is the status? Is follow-up needed? (Special Care Plan, Consent for Administration of Medication/Implementation Plan, Medical Conditions, Religious Statement)
5. What is the families circumstance? What is the status? Is follow-up needed? (Family goals, custody issues, TROs, Media Consent)
6. Does the child attend school regularly? What is the status? Is follow-up needed? (Attendance Success Plan)

OK Cancel

8. Fill in the template and describe the Team Conference in detail.
9. Click on **OK (red arrow above)**.
10. Click on “**Save**” button (**green button** on previous page)

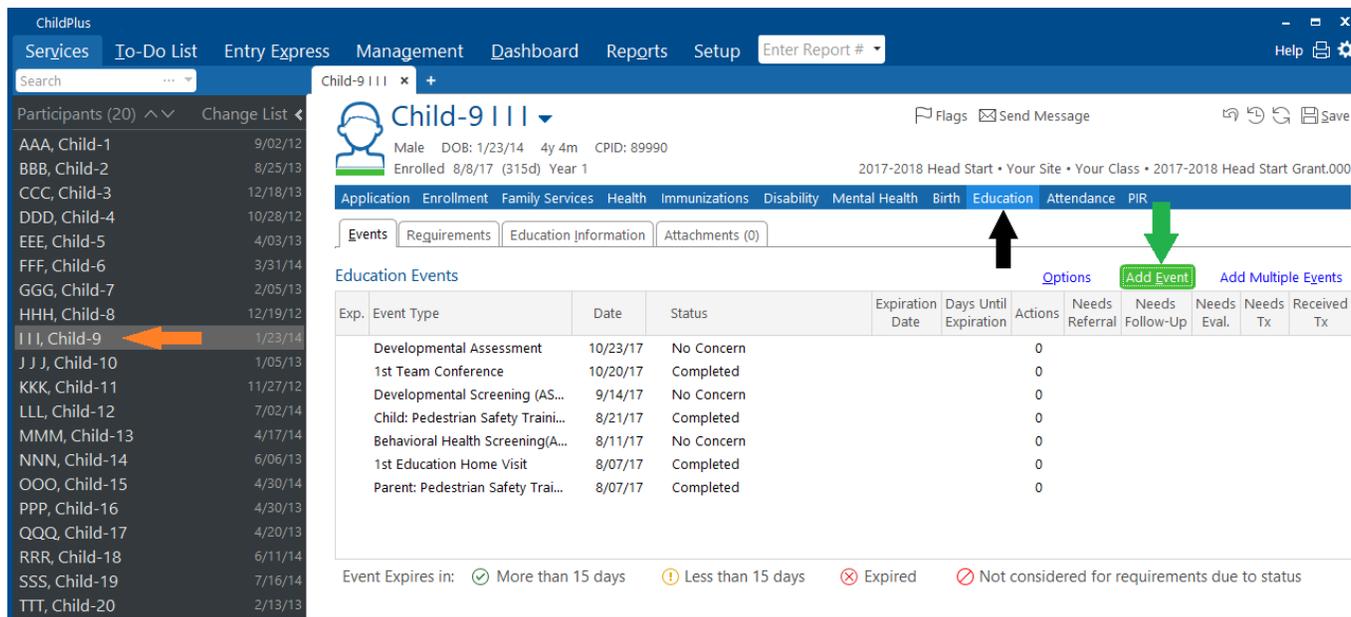


# Parent Conference

Parent Conference is being tracked under the child's **Education** module. Teaching staff perform these activities twice a year.

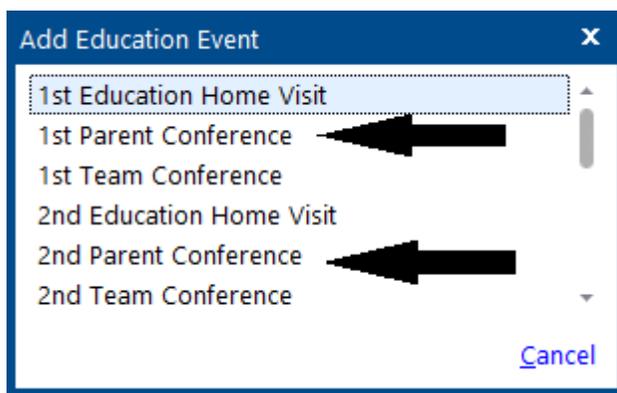
Whenever these activities occur for a child, the event is recorded in ChildPlus as follows:

1. Select the child from your **Participants** list (**orange arrow** below)
2. Select the **Education** service module (**black arrow** below)



3. Click on **Add Event** (**green arrow** above).

4. Select an **Event Type** of **1st Parent Conference** or **2nd Parent Conference** (**black arrow** below).



5. Fill in the **yellow-shaded** areas shown below:
  - a) Enter the date of the conference into the **Event Date** area.
  - b) Select a **Status** of **Completed**.
  - c) Select your name from the staff list under **Agency Worker**.
6. Click on the **Clock Icon** (**blue arrow** below) if any and enter any pertinent information into the **Event Notes** area.
7. Click on **“Save”** button (green button below).

Event Date <sup>PIR</sup>

Status

Description

Agency Worker



Event Notes

**Actions** Add Action

Action	Action Date	Description	Status	Agency Worker
This event has no actions associated with it. Click "Add Action" to add one.				

# Pedestrian Safety Training: Child

When the training is completed, the event needs to be recorded into ChildPlus as follows:

1. Navigate to the child's **Education** module (green-shaded area below).
2. Click on **Add Event** button (red arrow below).
3. Scroll down and select **Pedestrian Safety Training: Child** (gray-shaded area below).

The screenshot displays the ChildPlus software interface for a child named Mio K-on. The top navigation bar includes 'Services', 'To-Do List', 'Entry Express', 'Management', 'Dashboard', 'Reports', and 'Setup'. The left sidebar shows a list of participants, with 'K-on, Mio' selected. The main content area shows the child's profile and various service tabs: 'Application', 'Enrollment', 'Family Services', 'Health', 'Immunizations', 'Disability', 'Mental Health', 'Birth', 'Education' (highlighted in green), 'Attendance', and 'Pfl'. Below the tabs, there are buttons for 'Events', 'Requirements', 'Education Information', and 'Attachments (0)'. A red arrow points to the 'Add Event' button in the 'Education Events' section. A dropdown menu is open, listing various event types, with 'Pedestrian Safety Training: Child' highlighted in gray. The dropdown menu also includes a 'Cancel' button.

Exp.	Event Type	Date	Status
	3rd Individualized Curriculum	4/27/18	Completed
	2nd Individualized Curriculum	1/26/18	Completed
	Developmental Assessment	11/02/17	Completed
	1st Team Conference	10/30/17	Completed
	1st Parent Conference	10/26/17	Completed
	1st Individualized Curriculum	10/09/17	Completed
	Child: Pedestrian Safety Traini...	8/03/17	Completed
	1st Education Home Visit	8/01/17	Completed
	Media Release Consent Form	8/01/17	Completed
	Parent: Pedestrian Safety Trai...	8/01/17	Completed
	2nd Education Home Visit	5/09/17	Completed
	3rd Parent Conference	5/09/17	Completed
	3rd Individualized Curriculum	4/28/17	Completed
	Media Release Consent Form	3/13/17	Completed
	2nd Parent Conference	2/22/17	Completed
	2nd Individualized Curriculum	2/06/17	Completed
	Developmental Assessment	10/25/16	No Concern
	1st Education Home Visit	10/21/16	Completed
	Child: Pedestrian Safety Traini...	10/21/16	Completed
	Parent: Pedestrian Safety Trai...	10/21/16	Completed
	Behavioral Health Screening(A...	10/20/16	No Concern
	Developmental Screening (AS...	10/20/16	No Concern
	Media Release Consent Form	9/23/16	Completed

# Pedestrian Safety Training: Child

4. Fill in the **yellow-shaded** areas shown below:
  - a. Enter the **Date of the Training** into the **Event Date** area.
  - b. Select **Completed** in **Status** area.
  - c. Select your name from the staff list under **Agency Worker** area.
  - d. Click on **Clock Icon** (**blue arrow** below) if any and enter any pertinent information into the **Event Notes** area.
5. Click on **“Save”** button (**red arrow** below).

Add Pedestrian Safety Training: Child ^ v eye print

Event Date <sup>PIR</sup>

Status

Agency Worker

Event Notes

**Actions** Add Action

Action	Action Date	Description	Status	Agency Worker
This event has no actions associated with it. Click "Add Action" to add one.				



# Field Trip

The Field Trip event needs to be recorded in ChildPlus as follows:

1. Navigate to the child's **Education** module (**yellow-shaded** area below).
2. Click on **Add Event** button (**red arrow** below).
3. Select **Field Trip** (**gray-shaded** area below).

The screenshot shows the ChildPlus interface for a child named Amarica Captain. The top navigation bar includes 'Services', 'To-Do List', 'Entry Express', 'Management', 'Dashboard', 'Reports', and 'Setup'. The 'Education' tab is highlighted in yellow. A red arrow points to the 'Add Event' button. A dropdown menu is open, showing 'Field Trip' highlighted in gray. The 'Education Events' table lists various events with columns for 'Exp.', 'Event Type', 'Date', and 'Status'. The 'Field Trip' event is listed with a date of 6/20/18 and a status of 'Completed'.

Exp.	Event Type	Date	Status
	1st Education Home Visit	8/04/17	Completed
	1st Individualized Curriculum	10/09/17	Completed
	1st Parent Conference	11/13/17	Completed
	1st Team Conference	10/25/17	Completed
	2nd Individualized Curriculum	1/26/18	Completed
	3rd Individualized Curriculum	4/27/18	Completed
	Behavioral Health Screening(A...	8/08/17	No Concern
	Behavioral Health Screening(A...	8/08/17	No Concern
	Child: Pedestrian Safety Traini...	8/10/17	Completed
	Developmental Assessment	10/23/17	No Concern
	Developmental Screening (AS...	8/08/17	Concern
	Developmental Screening (AS...	8/08/17	No Concern
	Developmental Screening (AS...	3/16/17	No Concern
	Field Trip	6/20/18	Completed
	Media Release Consent Form	8/08/17	Completed
	Media Release Consent Form	8/04/17	Completed
	Parent: Pedestrian Safety Trai...	8/08/17	Completed

Event Expires in:  More than 15 days  Less than 15 days  Expired  Not considered for requirements due to status

# Field Trip

- Then “Field Trip” template will pop-up, fill in the **yellow-shaded** areas on the template shown below:
  - Enter the date of the field trip into the **Event Date** area.
  - Select a **Status** of Completed.
  - Enter the place of this field trip into **Description** area.
  - Select your name from the staff list under **Agency Worker** area.
  - Click on **Clock Icon** (blue arrow below) if any and enter any pertinent information into the **Event Notes** area as needed.
- Click on “**Save**” button (green button below)

## Field Trip



Event Date PIR

Status

Description

Agency Worker

Event Notes

6/28/2018 1:29 PM FA HS  
input any correlative information if need



Actions Add Action

Action	Action Date	Description	Status	Agency Worker
This event has no actions associated with it. Click "Add Action" to add one.				

[Delete Event and Actions](#)

# Field Trip

6. **If transportation is provided for this trip**, navigate to the child's **PIR** module (**Red Arrow** below).
7. Scroll down to **Transportation** section (**yellow-shaded area** below) and select **"Yes"** to the **"Is transportation provided for this child?"**

Services | **To-Do List** | Entry Express | Management | Dashboard | Reports | Setup | Enter Report #

Search | Add Family | Amarica Captain

Participants (12) | Change List

A, Peter C. 11/11/14  
 B, Tomcat 6/20/13  
 BB, Iowa 5/08/13  
 Captain, Amarica 9/30/12  
 Cvn, Enterprise C. 12/28/12  
 D, Bruce W. 7/30/14  
 England, Arthur 5/28/13  
 K, King 12/27/13  
 K-on, Mio 3/14/13  
 Luke, Child1 2/08/13  
 Setsuna, Seiei F. 10/10/13  
 Z, Barry 4/04/14

**Amarica Captain**  
 Male DOB: 9/30/12 5y 9m CPID: 84843  
 Enrolled 8/8/17 (328d) Year 1 (+1)  
 2017-2018 Head Start • 1132 Site • 1132 • 2018 Head Start Grant.000

Application | Enrollment | Family Services | Health | Immunizations | Disability | Mental Health | Birth | Education | Attendance | **PIR**

PIR Attachments (0)

**Participation Records**

Last Year	2017-2018 Head Start	Enrolled 8/8/17	1132 Site • 1132
Prior Year	2016-2017 Head Start	Waitlisted 1/27/17	Kaimiloa El. • < No Classroom >

Auto C.19 - Completed a professional dental exam PIR  
 Auto C.19.a - Needs dental treatment PIR  
 Auto C.19.a.1 - Received dental treatment PIR  
 Auto C.20 - Up to date on preventative and primary oral health care PIR  
 Auto C.28 - Newly Enrolled PIR

If the participant is counted for question C.28, how should question C.29 be calculated? PIR  
 Auto

**Mental Health**

Did a Mental Health professional:

No Consult with program staff about the child's behavior/mental health? PIR  
 No Provide 3 or more consultations with staff during program year? PIR  
 No Consult with parent/guardian about the child's behavior/mental health? PIR  
 No Provide 3 or more consultations with parent/guardian during program year? PIR  
 No Provide an individual mental health assessment? PIR  
 No Facilitate a referral for mental health services? PIR

Mental Health Referrals:

No Was the child referred for services outside of the program during the year? PIR  
 No If so, did the child receive mental health services during the program year? PIR

**Transportation**

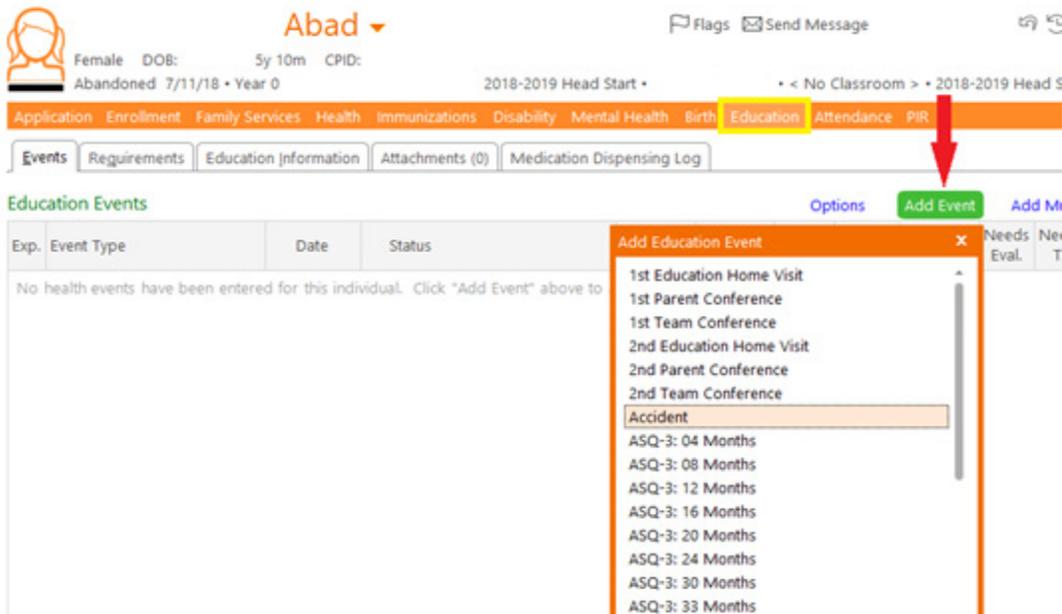
**Yes** Is transportation provided for this child? PIR



# Accident

Accident Reports are entered into ChildPlus as follows:

1. Navigate to the child's **Education** service module (**yellow-box** area below).
2. Click on **Add Event** button (**red arrow** below).
3. Select **Accident** from **Event Type** options (**gray-shaded** area below).



4. Then Accident template will pop- up, fill in **yellow-shaded** areas on the template on next page:
  - a) Enter the accident date into the **Event Date** area.
  - b) Select **Concern** in the **Status** area
  - c) Provide a brief description of the Accident in the **Description** area.
  - d) Select your name from the staff list under **Agency Worker**.
  - e) After accident happened, teachers need to notify the child's parents or guardians. When the parents or guardians are notified, check **Parents/Guardians Notified** box and input the data as follow:
    - i. **Who was notified:** the parents/guardians' name
    - ii. **By whom:** the teacher name who notify the parents/guardians
    - iii. The date and time when the teacher notify into **Date Notified** and **Time Notified**
  - f) Click on the **Open Note Icon** (**green arrow** on next page). This causes the Notes field to open in a separate window as shown below.
    - i. Click on the **Clock Icon** (**blue arrow** on next page) if any and type in the following character string "**accrpt**" followed by pressing the **Enter** key. This causes the report template to populate inside, fill in the detail of the accident.
    - ii. Click on **OK** (**red arrow** on next page).

# Accident

**Add Accident**

Event Date PIR  a

Status  b

Description  c

Agency Worker  d

Parental Notification  Parents/Guardians Notified

Who was notified

By whom

Date Notified

Time Notified

Event Notes

**Actions**

Action	Action Date	Description	Status	Agency Worker
This event has no actions associated with it. Click "Add Action" to add one.				

e

Notes

6/8/2017 2:33 PM Teacher HS

Date of Accident:

Time of Accident:

Location of Accident:

Describe what happened:

Describe injury:

First Aid given by:

Type of First Aid given:

Medical follow-up:

Parent notified (date and by whom):

Hartford Insurance form given to parent:

Notes:

# Accident

5. Scroll down and click on **Add Action** (red arrow on previous page) and fill in the **yellow-shaded** areas below as follows:
  - a) **Action Type: Follow-Up.**
  - b) Enter **Today's Date** into **Action Date** field.
  - c) **Status: Awaiting Feedback: Education Manager.**  
**Note:** This will place the accident report on the appropriate Education Program Manager's To-Do-List.
  - d) Click on **Save** button (black arrow below).

**Follow Up** ^ v eye print

Action Type	<input type="text" value="Follow Up"/>	Agency Worker	<input type="text" value="HS Teacher"/>
Scheduled Date	<input type="text"/>	Provider	<input type="text"/>
Action Date <sup>PIR</sup>	<input type="text" value="7/12/18"/>	Provider Type	<input type="text"/>
Description	<input type="text"/>	Funding	<input type="text"/>
Status	<input type="text" value="Awaiting Feedback Education Manag..."/>	Cost	<input type="text" value="0"/>

Treatment Received for a Diagnosed Chronic Condition C.8.a1 <sup>PIR</sup>

Treatment received for specific conditions C.9 <sup>PIR</sup>

Anemia  Asthma  Hearing Difficulties  Vision Problems  High Lead Level  Diabetes

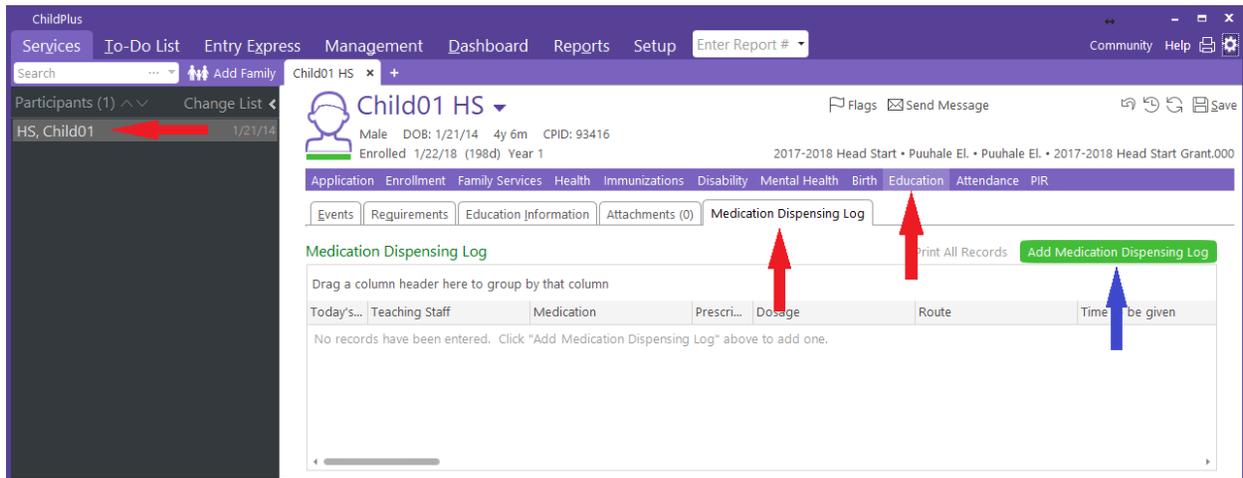
Action Notes clock undo print edit link

6. Click on **Save** button (blue arrow below).



# Medication Dispensing Log

1. Select a child on the **Participants list** (red arrow below).
2. Select **Education** tab, then select **Medication Dispensing Log** subtab.



3. Click on the green button **Add Medication Dispensing Log** (blue arrow above).
4. Enter **Today's Date** and the name of **Teaching Staff**.

Medication Dispensing Log

Print Save Cancel Delete

Today's Date: 8/8/18 Teaching Staff: HS, Teacher Medication: Drug Name Prescription Date: 8/6/18

Instructions

Dosage: 2 capsule / 1 teaspoon / 1 tab / etc. Route: Injection / Applied to skin / intake / etc. Time to be given: Morning / Noon Afternoon / etc.

Side Effects: Sleepy / dizzy / etc.

Expiration Date: 8/17/18 Doctor Approval/Date: Doctor's name and Date

Please follow the instruction on the medication bottle.

Daily Log

Date	Time	Teaching Staff	Dosage
8/8/18	8:15	HS, Teacher	1 capsule
8/8/18	12:15	HS, Teacher	1 capsule

Actual Date, time, and dosage given to the child.

Added By: Zeng, Jin 8/8/2018 Updated By: Zeng, Jin 8/8/2018

5. Follow the information printed on the medication bottle to enter **Medication, Prescription Date, Dosage, Route, Time to be given, Side Effects, Expiration Date, and Doctor Approval/Date** fields (**red** lines above).

6. Enter actual **Date, Time, Teaching Staff, and Dosage** after giving a child medication. (**blue** arrow above).

# Developmental Screening (ASQ-3) for Head Start

The ASQ-3 Developmental Screening is a 45-day requirement that is performed by the Teacher. All new enrollees are required to have the ASQ-3 done. If the child has an IEP, please refer to the ASQ-3 for Child with IEP. The procedure for entering the ASQ-3 Developmental Screening into ChildPlus is provided below.

1. Navigate to the child's **Education** service module (**yellow-shaded** area below).
2. Click on **Add Event** (**red arrow** below).
3. Select the **Event Type** of **Developmental Screening (ASQ-3)** from the list (**gray-shaded** area below).

The screenshot displays the ChildPlus software interface for a child named Amarica Captain. The top navigation bar includes 'Services', 'To-Do List', 'Entry Express', 'Management', 'Dashboard', 'Reports', and 'Setup'. The 'Education' module is selected, highlighted in yellow. The 'Add Event' button is highlighted with a red arrow. The 'Add Education Event' dialog box is open, showing a list of event types. 'Developmental Screening (ASQ-3)' is highlighted in gray. The dialog box also includes a 'Cancel' button.

Exp.	Event Type	Date	Status
	1st Education Home Visit	8/04/17	Completed
	1st Individualized Curriculum	10/09/17	Completed
	1st Parent Conference	11/13/17	Completed
	1st Team Conference	10/25/17	Completed
	2nd Individualized Curriculum	1/26/18	Completed
	3rd Individualized Curriculum	4/27/18	Completed
	Behavioral Health Screening(A...	8/08/17	No Concern
	Behavioral Health Screening(A...	8/08/17	No Concern
	Child: Pedestrian Safety Traini...	8/10/17	Completed
	Developmental Assessment	10/23/17	No Concern
	Developmental Screening (AS...	8/08/17	Concern
	Developmental Screening (AS...	8/08/17	No Concern
	Developmental Screening (AS...	3/16/17	No Concern
	Field Trip	6/20/18	Completed
	Media Release Consent Form	8/08/17	Completed
	Media Release Consent Form	8/04/17	Completed
	Parent: Pedestrian Safety Trai...	8/08/17	Completed

Event Expires in:  More than 15 days  Less than 15 days  Expired  Not considered for requirements due to status

# Developmental Screening (ASQ-3) for Head Start

4. Fill in the **yellow-shaded** areas below, using the sample below as a guide, as follows:
  - a. Enter **the date that the Developmental Screening was administered** into the **Event Date** field.
  - b. **Status:**
    - **No Concern:** if the child doesn't have any black or gray scores.
    - **Concern:** if the child has 1 or more black or gray scores.
  - c. Enter **the instrument that was administered (ASQ-3: 36 Months, ASQ-3:42 Months ASQ-3: 48 Months, ASQ-3: 54 Months or ASQ-3: 60 Months)** into the **Description** area.
  - d. Enter **the number of Black and Gray scores (Black: x Gray: y)** into the **Results** area.
  - e. Select your name from the staff list under **Agency Worker**.

## Add Developmental Screening (ASQ-3)



Event Date <sup>PIR</sup>	<input type="text" value="7/4/18"/>	<input type="text" value="a"/>	Needs:	<input type="checkbox"/> Referral
Status	<input type="text" value="Concern"/>	<input type="text" value="b"/>	<input type="checkbox"/> Follow-Up Assessment - C.29a <sup>PIR</sup>	<input type="checkbox"/> Formal Evaluation - C.29a <sup>PIR</sup>
Description	<input type="text" value="ASQ-3: 32 Month"/>	<input type="text" value="c"/>	<input type="checkbox"/> Treatment	<input type="checkbox"/> Treatment for a Diagnosed Chronic Condition C.8.a <sup>PIR</sup>
Results	<input type="text" value="Black: x Gray: y"/>	<input type="text" value="d"/>		
Agency Worker	<input type="text" value="HS, Teacher"/>	<input type="text" value="e"/>		

Event Notes

7/2/2018 4:20 PM FA HS  
asqscore

**Actions**

Action	Action Date	Description	Status	Agency Worker
This event has no actions associated with it. Click "Add Action" to add one.				

## Developmental Screening (ASQ-3) for Head Start

- f. Click on the **Clock Icon** (blue arrow on previous page) if any the **Event Notes** area and enter the following character string: "asqscore" followed by pressing the **Enter** key.

Event Notes

7/2/2018 4:20 PM FA HS

Communication:

Gross Motor:

Fine Motor:

Problem Solving:

Personal - Social:

- g. This causes the ASQ Score template to populate inside the **Event Notes** area. Enter the child's actual scores into the template. If the score is in the Black range, add a suffix of "**- B**" after the score. If the score is in the Gray range, add a suffix of "**- G**" after the score.

Event Notes

7/2/2018 4:20 PM FA HS

Communication: 50

Gross Motor: 0 - B

Fine Motor: 30 - G

Problem Solving: 50

Personal - Social: 50

5. If **Status** is **No Concern**, jumps to Step 6. If **Status** is **Concern**, go to next line.

- Scroll down to the Action area and click on Add Action (green arrow on Page 2).
- Fill in the **Yellow-Shaded** area below:
  - A. **Action Type: Follow Up**
  - B. **Action Date: Today's Date**
  - C. **Status: "Awaiting Feedback: Education Manager"**
  - D. Click on **Save** (red arrow below)

Add Action

Action Type	<span style="background-color: yellow;">Follow Up</span> ▼	Agency Worker	<input type="text"/>
Scheduled Date	<input type="text"/>	Provider	<input type="text"/>
Action Date <sup>PIR</sup>	<span style="background-color: yellow;">7/4/18</span> <input type="text"/>	Provider Type	<input type="text"/>
Description	<input type="text"/>	Funding	<input type="text"/>
Status	<span style="background-color: yellow;">Awaiting Feedback: Education Manag...</span> ▼	Cost	<input type="text" value="0"/>

Treatment Received for a Diagnosed Chronic Condition C.8.a1 <sup>PIR</sup>

Treatment received for specific conditions C.9 <sup>PIR</sup>

Anemia  Asthma  Hearing Difficulties  Vision Problems  High Lead Level  Diabetes

Action Notes

Save and Add Another
Save
Cancel Add

# Developmental Screening (ASQ-3) for Head Start

6. **Uncheck** the **Needs Follow-Up Assessment** check box if it is checked (**red circle** below).

ChildPlus counts all children with a check in this box as having a possible disability for the PIR.

7. Click on **“Save”** button (**red arrow** below).

## Add Developmental Screening (ASQ-3)



Event Date PIR	7/4/18	Needs:	<input type="checkbox"/> Referral
Status	Concern		<input checked="" type="checkbox"/> Follow-Up Assessment - C.29a PIR
Description	ASQ-3: 32 Month		<input type="checkbox"/> Formal Evaluation - C.29a PIR
Results	Black: x Gray: y		<input type="checkbox"/> Treatment
Agency Worker	HS, Teacher		<input type="checkbox"/> Treatment for a Diagnosed Chronic Condition C.8.a PIR

Event Notes

7/2/2018 4:20 PM FA HS  
Communication: 50  
Gross Motor: 0 - B  
Fine Motor: 30 - G  
Problem Solving: 50  
Personal - Social: 50

Actions Add Action

Action	Action Date	Description	Status	Agency Worker
This event has no actions associated with it. Click "Add Action" to add one.				



Save and Add Another **Save** Cancel Add

## ASQ-3 for Child with IEP

The ASQ-3 Developmental Screening is a 45-day requirement that is performed by the Teacher. All new enrollees are required to have the ASQ-3 done. The procedure for entering the ASQ-3 Developmental Screening for child with an IEP into ChildPlus is provided below.

1. Navigate to the child's **Education** service module (yellow-shaded area below).
2. Click on **Add Event** (red arrow below).
3. Select the **Event Type** of **Developmental Screening (ASQ-3)** from the list (gray-shaded area below).

The screenshot shows the ChildPlus software interface for a child named Amarica Captain. The top navigation bar includes 'Services', 'To-Do List', 'Entry Express', 'Management', 'Dashboard', 'Reports', and 'Setup'. The 'Education' service module is highlighted in yellow. Below the navigation bar, there is a search bar and a list of participants. The main content area shows the child's profile with details like 'Male', 'DOB: 9/30/12', and 'Enrolled 8/8/17'. A red arrow points to the 'Add Event' button in the 'Education Events' section. A dropdown menu is open, showing a list of event types, with 'Developmental Screening (ASQ-3)' highlighted in gray. At the bottom, there is a filter for 'Event Expires in:' with options: 'More than 15 days', 'Less than 15 days', 'Expired', and 'Not considered for requirements due to status'.

Exp.	Event Type	Date	Status
	1st Education Home Visit	8/04/17	Completed
	1st Individualized Curriculum	10/09/17	Completed
	1st Parent Conference	11/13/17	Completed
	1st Team Conference	10/25/17	Completed
	2nd Individualized Curriculum	1/26/18	Completed
	3rd Individualized Curriculum	4/27/18	Completed
	Behavioral Health Screening(A...	8/08/17	No Concern
	Behavioral Health Screening(A...	8/08/17	No Concern
	Child: Pedestrian Safety Traini...	8/10/17	Completed
	Developmental Assessment	10/23/17	No Concern
	Developmental Screening (AS...	8/08/17	Concern
	Developmental Screening (AS...	8/08/17	No Concern
	Developmental Screening (AS...	3/16/17	No Concern
	Field Trip	6/20/18	Completed
	Media Release Consent Form	8/08/17	Completed
	Media Release Consent Form	8/04/17	Completed
	Parent: Pedestrian Safety Trai...	8/08/17	Completed

# ASQ-3 for Child with IEP

4. Fill in the **yellow-shaded** area below, using the sample below as a guide, as follows:
  - a. Enter **Today's Date** into the **Event Date** field.
  - b. **Status: Concern**
  - c. Enter **IEP** into the **Description** field.
  - d. Select your name from the staff list under **Agency Worker**.
  - e. Click on the **Clock Icon** (blue arrow on page 2) and enter **Child has an IEP** and **any pertinent information** into the **Event Notes** field.
5. Click on **Save** (red arrow below).

## Add Developmental Screening (ASQ-3)



Event Date <sup>PIR</sup>

Status

Description

Results

Agency Worker

Needs:

- Referral
- Follow-Up Assessment - C.29a <sup>PIR</sup>
- Formal Evaluation - C.29a <sup>PIR</sup>
- Treatment
- Treatment for a Diagnosed Chronic Condition C.8.a <sup>PIR</sup>

Event Notes

Actions Add Action

Action	Action Date	Description	Status	Agency Worker
This event has no actions associated with it. Click "Add Action" to add one.				

## ASQ-3 for 4 Months to 33 Months (Early head Start)

The events of ASQ-3 04 Months to ASQ-3 33 Months are used for Early Head Start only. They are performed ChildPlus by the Home Visitor. The procedure for entering the events into ChildPlus is provided below:

1. Navigate to the child's **Education** module (**yellow-shaded** area below).
2. Click on **Add Event** button (**red arrow** below).
3. Select one of **ASQ-3 04 Months, ASQ-3 08 Months, ASQ-3 12 Months, ASQ-3 16 Months, ASQ-3 20 Months, ASQ-3 24 Months, ASQ-3 30 Months** and **ASQ-3 33 Months** (**gray-shaded** area below).

The screenshot displays the Amarica Captain software interface. The top navigation bar includes 'Services', 'To-Do List', 'Entry Express', 'Management', 'Dashboard', 'Reports', and 'Setup'. The main header shows the child's name 'Amarica Captain' and various details like 'Male', 'DOB: 9/30/12', and 'CPID: 84843'. The 'Education' tab is highlighted in yellow. Below the navigation, there are tabs for 'Events', 'Requirements', 'Education Information', and 'Attachments (0)'. A table titled 'Education Events' lists various events with columns for 'Exp.', 'Event Type', 'Date', and 'Status'. A red arrow points to the 'Add Event' button. A dropdown menu titled 'Add Education Event' is open, showing a list of event options. The options for ASQ-3 (04, 08, 12, 16, 20, 24, 30, 33 Months) are highlighted in gray. At the bottom, there are status indicators for 'Event Expires in:' with options like 'More than 15 days', 'Less than 15 days', 'Expired', and 'Not considered for requirements due to status'.

Exp.	Event Type	Date	Status
	1st Education Home Visit	8/04/17	Completed
	1st Individualized Curriculum	10/09/17	Completed
	1st Parent Conference	11/13/17	Completed
	1st Team Conference	10/25/17	Completed
	2nd Individualized Curriculum	1/26/18	Completed
	3rd Individualized Curriculum	4/27/18	Completed
	Behavioral Health Screening(A...	8/08/17	No Concern
	Behavioral Health Screening(A...	8/08/17	No Concern
	Child: Pedestrian Safety Traini...	8/10/17	Completed
	Developmental Assessment	10/23/17	No Concern
	Developmental Screening (AS...	8/08/17	Concern
	Developmental Screening (AS...	8/08/17	No Concern
	Developmental Screening (AS...	3/16/17	No Concern
	Field Trip	6/20/18	Completed
	Media Release Consent Form	8/08/17	Completed
	Media Release Consent Form	8/04/17	Completed
	Parent: Pedestrian Safety Trai...	8/08/17	Completed

## ASQ-3 for 4 Months to 33 Months (Early head Start)

4. Fill in the **yellow-shaded** areas below, using the sample below as a guide, as follows:
  - a. Enter **the date that the Developmental Screening was administered** into the **Event Date** area.
  - b. **Status:**
    - **No Concern:** if the child doesn't have any black or gray scores.
    - **Concern:** if the child has 1 or more black or gray scores.
  - c. Enter **the number of Black and Gray scores (Black: x Gray: y)** into the **Results** area.
  - d. Select your name from the staff list under **Agency Worker**.

Event Date <sup>PIR</sup>	<input type="text" value="7/4/18"/>	<input type="checkbox"/> Referral
Status	<input type="text" value="Concern"/>	<input type="checkbox"/> Follow-Up Assessment - C.29a <sup>PIR</sup>
Results	<input type="text" value="Black: x Gray: y"/>	<input type="checkbox"/> Formal Evaluation - C.29a <sup>PIR</sup>
Agency Worker	<input type="text" value="HS, Teacher"/>	<input type="checkbox"/> Treatment
		<input type="checkbox"/> Treatment for a Diagnosed Chronic Condition C.8.a <sup>PIR</sup>

Event Notes

7/2/2018 4:20 PM FA HS  
asqscore




[Add Action](#)

Action	Action Date	Description	Status	Agency Worker
This event has no actions associated with it. Click "Add Action" to add one.				

[Save and Add Another](#)
[Save](#)
[Cancel Add](#)

## ASQ-3 for 4 Months to 33 Months (Early head Start)

- e. Click on the **Clock Icon** (**blue arrow** on previous page) if any the **Event Notes** field and enter the following character string: "asqscore" followed by pressing the **Enter** key.

Event Notes



- f. This causes the ASQ Score template to populate inside the **Event Notes** field. Enter the child's actual scores into the template. If the score is in the Black range, add a suffix of "**- B**" after the score. If the score is in the Gray range, add a suffix of "**- G**" after the score.

Event Notes

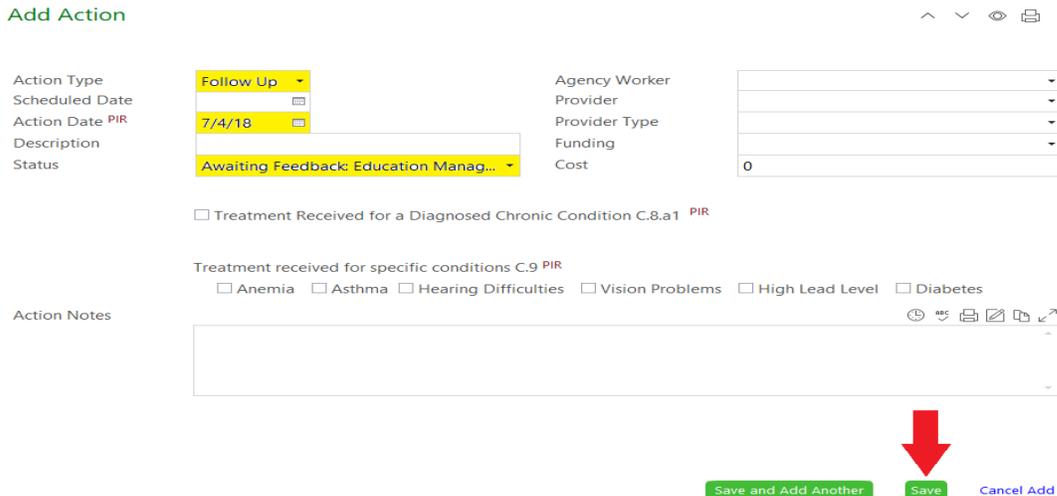


5. If **Status** is **No Concern**, jumps to Step 7. If **Status** is **Concern**, go to next line.

- Scroll down to the Action area and click on Add Action (**green arrow** on previous page).
- Fill in the **yellow-shaded** area below:
  - a) **Action Type: Follow Up.**
  - b) **Action Date: Today's Date.**
  - c) **Status: "Awaiting Feedback: Education Manager".**

6. Click on "**Save**" button (**red arrow** below).

Add Action



## ASQ-3 for 4 Months to 33 Months (Early head Start)

7. **Uncheck** the “Needs Follow-Up Assessment” check box if it is checked (**red circle** below).

ChildPlus counts all children with a check in this box as having a possible disability for the PIR.

8. Click on “**Save**” button (**red arrow** below).

Event Date <sup>PIR</sup> 7/4/18

Status Concern

Description ASQ-3: 32 Month

Results Black: x Gray: y

Agency Worker HS, Teacher

Needs:

- Referral
- Follow-Up Assessment - C.29a <sup>PIR</sup>
- Formal Evaluation - C.29a <sup>PIR</sup>
- Treatment
- Treatment for a Diagnosed Chronic Condition C.8.a <sup>PIR</sup>

Event Notes

7/2/2018 4:20 PM FA HS  
Communication: 50  
Gross Motor: 0 - B  
Fine Motor: 30 - G  
Problem Solving: 50  
Personal - Social: 50

Actions Add Action

Action	Action Date	Description	Status	Agency Worker
This event has no actions associated with it. Click "Add Action" to add one.				

Save and Add Another Save Cancel Add



# Behavioral Health Screening (ASQ:SE-2) for Head Start

The ASQ:SE-2 Behavioral Health Screening is a 45-day requirement that is performed by the Teacher. The procedure for entering the event into ChildPlus is provided below.

1. Navigate to the child's **Education** module (**yellow-shaded** area below).
2. Click on **Add Event** (**red arrow** below).
3. Select the **Event Type** of **Behavioral Health Screening (ASQ-SE2)** (**gray-shaded** area below).

The screenshot displays the ChildPlus software interface for a child named Amarica Captain. The top navigation bar includes tabs for Services, To-Do List, Entry Express, Management, Dashboard, Reports, and Setup. The main content area shows the child's profile with a yellow-shaded 'Education' tab selected. Below this, there is a table of 'Education Events' and a green 'Add Event' button with a red arrow pointing to it. A dialog box titled 'Add Education Event' is open, showing a list of event types, with 'Behavioral Health Screening(ASQ-SE)' highlighted in gray. At the bottom of the interface, there is a status bar with event expiration filters: 'Event Expires in: More than 15 days', 'Less than 15 days', 'Expired', and 'Not considered for requirements due to status'.

Exp.	Event Type	Date	Status
	1st Education Home Visit	8/04/17	Completed
	1st Individualized Curriculum	10/09/17	Completed
	1st Parent Conference	11/13/17	Completed
	1st Team Conference	10/25/17	Completed
	2nd Individualized Curriculum	1/26/18	Completed
	3rd Individualized Curriculum	4/27/18	Completed
	Behavioral Health Screening(A...	8/08/17	No Concern
	Behavioral Health Screening(A...	8/08/17	No Concern
	Child: Pedestrian Safety Traini...	8/10/17	Completed
	Developmental Assessment	10/23/17	No Concern
	Developmental Screening (AS...	8/08/17	Concern
	Developmental Screening (AS...	8/08/17	No Concern
	Developmental Screening (AS...	3/16/17	No Concern
	Field Trip	6/20/18	Completed
	Media Release Consent Form	8/08/17	Completed
	Media Release Consent Form	8/04/17	Completed
	Parent: Pedestrian Safety Trai...	8/08/17	Completed

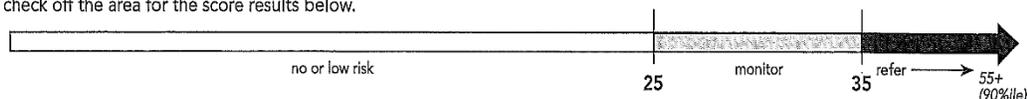
Needs Eval.	Needs Tx	Received Tx

Event Expires in:  More than 15 days  Less than 15 days  Expired  Not considered for requirements due to status

## Behavioral Health Screening (ASQ:SE-2) for Head Start

4. Fill in the **yellow-shaded** areas, using the sample below as a guide, as follows:
- Enter the **date that the Behavioral Health Screening was administered** into the **Event Date** area.
  - Status:**
    - No Concern:** the child's total score is in the white area on the summary.
    - Monitor:** the child's total score is in the gray area on the summary.
    - Concern:** the child's total score is in the black area on the summary.

2. **ASQ:SE-2 SCORE INTERPRETATION:** Review the approximate location of the baby's total score on the scoring graphic. Then, check off the area for the score results below.



### Note:

**36 Month Information Summary:** A score  $\geq 75$  is a **Monitor**, A score  $\geq 105$  is a **Concern**.

**48 Month Information Summary:** A score  $\geq 70$  is a **Monitor**, A score  $\geq 85$  is a **Concern**.

**60 Month Information Summary:** A score  $\geq 70$  is a **Monitor**, A score  $\geq 95$  is a **Concern**.

- Enter the instrument that was administered into the **Description** area. The instruments are:
  - ASQ:SE-2: 36 Month**
  - ASQ:SE-2: 48 Month**
  - ASQ:SE-2: 60 Month**
- Enter "**child's numeric score, Y/N**" into the **Results** area. The **Y/N** (Yes or No) indicator is used to indicate whether the child's guardian expressed concern over the child's behavior.
- Select your name from the staff list under **Agency Worker**.
- Click on the **Clock Icon (blue arrow on Page 3)** and enter summarize parental concern if any into **Event Notes** area.

# Behavioral Health Screening (ASQ:SE-2) for Head Start

Event Date <sup>PIR</sup> 7/4/18

Status Concern

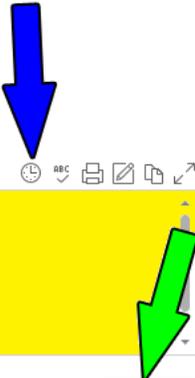
Description ASQ:SE: 48 Month

Results 85, N

Agency Worker HS, Teacher

Event Notes

7/5/2018 2:06 PM HS Teacher  
Summarize parental concerns, if any



Actions

[Add Action](#)

Action	Action Date	Description	Status	Agency Worker
This event has no actions associated with it. Click "Add Action" to add one.				

[Delete Event and Actions](#)

[Save](#)

[Cancel](#)

## Behavioral Health Screening (ASQ:SE-2) for Head Start

- If **Status** is **No Concern**, jump to step 7. If **Status** is **Concern** or **Monitor**, go to next line
- Click on **Add Action** (green arrow on previous page), fill in the **yellow-shaded** areas, using the sample below as a guide, as follows:
  - Action Type: Follow Up.**
  - Enter **Today's Date** into the **Action Date** area.
  - Select a **Status** of **Awaiting Feedback: Education Manager.**
  - Click on "**Save**" button (green arrow below).

### Follow Up

Follow Up

^ v eye print

Action Type	Follow Up	Agency Worker	HS, Teacher
Scheduled Date		Provider	
Action Date <sup>PIR</sup>	7/4/18	Provider Type	
Description		Funding	
Status	Awaiting Feedback: Education Manag...	Cost	0

Treatment Received for a Diagnosed Chronic Condition C.8.a1 <sup>PIR</sup>

Treatment received for specific conditions C.9 <sup>PIR</sup>

Anemia  Asthma  Hearing Difficulties  Vision Problems  High Lead Level  Diabetes

Action Notes

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Delete Action Save Cancel

- Click on "**Save**" button (green button on previous page)

# ASQ:SE-2 for 6 Months to 30 Months

The ASQ:SE-2 Behavioral Health Screening is a 45-day requirement that is performed by the Home Visitors. The procedure for entering ASQ:SE-2 Behavioral Health Screening into ChildPlus is provided below.

1. Navigate to the child's **Education** service module (**yellow-shaded** field below).
2. Click on **Add Event** (**red arrow** below).
3. Select the **Event Type** of from the list (**gray-shaded** field below):
  - ASQ:SE-2: 6 Months
  - ASQ:SE-2: 12 Months
  - ASQ:SE-2: 18 Months
  - ASQ:SE-2: 24 Months
  - ASQ:SE-2: 30 Months

The screenshot shows the ChildPlus interface for a child named Amarica Captain. The 'Education' tab is selected and highlighted in yellow. A red arrow points to the 'Add Event' button. The 'Add Education Event' dialog box is open, displaying a list of event types. The ASQ:SE-2 event types are highlighted in gray.

Exp.	Event Type	Date	Status
	1st Education Home Visit	8/04/17	Completed
	1st Individualized Curriculum	10/09/17	Completed
	1st Parent Conference	11/13/17	Completed
	1st Team Conference	10/25/17	Completed
	2nd Individualized Curriculum	1/26/18	Completed
	3rd Individualized Curriculum	4/27/18	Completed
	Behavioral Health Screening(A...	8/08/17	No Concern
	Behavioral Health Screening(A...	8/08/17	No Concern
	Child: Pedestrian Safety Traini...	8/10/17	Completed
	Developmental Assessment	10/23/17	No Concern
	Developmental Screening (AS...	8/08/17	Concern
	Developmental Screening (AS...	8/08/17	No Concern
	Developmental Screening (AS...	3/16/17	No Concern
	Field Trip	6/20/18	Completed
	Media Release Consent Form	8/08/17	Completed
	Media Release Consent Form	8/04/17	Completed
	Parent: Pedestrian Safety Trai...	8/08/17	Completed

**Add Education Event**

- 2nd Education Home Visit
- 2nd Parent Conference
- 2nd Team Conference
- Accident
- ASQ-3: 04 Months
- ASQ-3: 08 Months
- ASQ-3: 12 Months
- ASQ-3: 16 Months
- ASQ-3: 20 Months
- ASQ-3: 24 Months
- ASQ-3: 30 Months
- ASQ-3: 33 Months
- ASQ-3: 36 Months
- ASQ-SE2: 06 Months
- ASQ-SE2: 12 Months
- ASQ-SE2: 18 Months
- ASQ-SE2: 24 Months
- ASQ-SE2: 30 Months
- ASQ-SE2: 36 Months
- Behavioral Concern
- Behavioral Health Screening(ASQSE2)
- Child Referral Form
- Developmental Assessment
- Developmental Checklist (EHS)
- Developmental Concern
- Developmental Screening (ASQ-3)
- Field Trip
- Full Day Child Care Agreement
- Media Release Consent Form
- Pedestrian Safety Training: Child

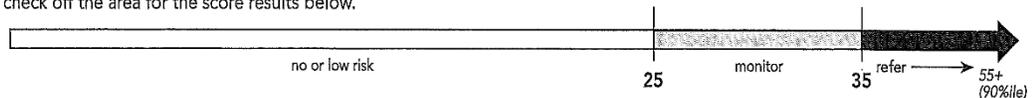
Event Expires in:  More than 15 days  Less than 15 days  Expired  Not considered for requirements due to status

## Behavioral Health Screening (ASQ:SE-2)

4. Fill in the **yellow-shaded** areas, using the sample below as a guide, as follows:

- a) Enter **the date that the Behavioral Health Screening was administered** into the **Event Date** field.
- b) **Status:**
  - **No Concern:** the child's total score is in the white area on the summary.
  - **Monitor:** the child's total score is in the gray area on the summary.
  - **Concern:** the child's total score is in the black area on the summary.

2. **ASQ:SE-2 SCORE INTERPRETATION:** Review the approximate location of the baby's total score on the scoring graphic. Then, check off the area for the score results below.



**Note:**

**6 Month Information Summary:** A score  $\geq 30$  is a **Monitor**, A score  $\geq 45$  is a **Concern**.

**12 Month Information Summary:** A score  $\geq 40$  is a **Monitor**, A score  $\geq 50$  is a **Concern**.

**18 Month Information Summary:** A score  $\geq 50$  is a **Monitor**, A score  $\geq 65$  is a **Concern**.

**24 Month Information Summary:** A score  $\geq 50$  is a **Monitor**, A score  $\geq 65$  is a **Concern**.

**30 Month Information Summary:** A score  $\geq 65$  is a **Monitor**, A score  $\geq 85$  is a **Concern**.

- c) Enter the instrument that was administered into the **Description** field. The instruments are:
  - **ASQ:SE-2: 6 Months**
  - **ASQ:SE-2: 12 Months**
  - **ASQ:SE-2: 18 Months**
  - **ASQ:SE-2: 24 Months**
  - **ASQ:SE-2: 30 Months**
- d) Enter "**child's numeric score, Y/N**" into the **Results** field. The Y/N (Yes or No) indicator is used to indicate whether the child's guardian expressed concern over the child's behavior.
- e) Select your name from the staff list under **Agency Worker**.
- f) Click on the **Clock Icon (blue arrow** on next page) and enter summarize parental concern if any into **Event Notes** field.

# Behavioral Health Screening (ASQ:SE2)

Event Date <sup>PIR</sup> 7/4/18 a

Status Concern b

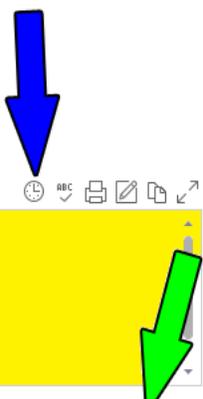
Description ASQ-SE: 48 Month c

Results 85, N d

Agency Worker HS, Teacher e

Event Notes

7/5/2018 2:06 PM HS Teacher  
Summarize parental concerns, if any



**Actions** Add Action

Action	Action Date	Description	Status	Agency Worker
This event has no actions associated with it. Click "Add Action" to add one.				

Delete Event and Actions

Save Cancel

## Behavioral Health Screening (ASQ:SE2)

5. If Status is No Concern, click on **Save**. Otherwise, click on **Add Action**:
- Fill in the **yellow-shaded** fields, using the sample below as a guide, as follows:
    - a) **Action Type: Follow Up.**
    - b) Enter **Today's Date** into the **Action Date** area.
    - c) Select a **Status of Awaiting Feedback: Education Manager.**
    - d) Click on **Save (green arrow below).**

### Follow Up

Action Type	<input type="text" value="Follow Up"/>	Agency Worker	<input type="text" value="HS, Teacher"/>
Scheduled Date	<input type="text"/>	Provider	<input type="text"/>
Action Date <sup>PIR</sup>	<input type="text" value="7/4/18"/>	Provider Type	<input type="text"/>
Description	<input type="text"/>	Funding	<input type="text"/>
Status	<input type="text" value="Awaiting Feedback: Education Manag..."/>	Cost	<input type="text" value="0"/>

Treatment Received for a Diagnosed Chronic Condition C.8.a1 <sup>PIR</sup>

Treatment received for specific conditions C.9 <sup>PIR</sup>

Anemia  Asthma  Hearing Difficulties  Vision Problems  High Lead Level  Diabetes

Action Notes

Delete Action



Save

Cancel

# Behavioral Concern

The Behavioral Concern event is entered into ChildPlus by the Teaching Staff when the Staff feels it is warranted. The Concern is sent to an Education Manager. The procedure for entering Behavioral Concern into ChildPlus is provided below.

1. Navigate to the child's **Education** service module (yellow-shaded area below).
2. Click on **Add Event** (red arrow below).
3. Select the **Event Type** of **Behavioral Concern** from the list (gray-shaded area below).

The screenshot displays the ChildPlus interface for a child named Mio K-on. The top navigation bar includes 'Services', 'To-Do List', 'Entry Express', 'Management', 'Dashboard', 'Reports', and 'Setup'. The 'Education' tab is highlighted in yellow. A red arrow points to the 'Add Event' button. A dropdown menu is open, showing a list of event types, with 'Behavioral Concern' highlighted in gray.

Exp.	Event Type	Date	Status
	3rd Individualized Curriculum	4/27/18	Completed
	2nd Individualized Curriculum	1/26/18	Completed
	Developmental Assessment	11/02/17	Completed
	1st Team Conference	10/30/17	Completed
	1st Parent Conference	10/26/17	Completed
	1st Individualized Curriculum	10/09/17	Completed
	Child: Pedestrian Safety Traini...	8/03/17	Completed
	1st Education Home Visit	8/01/17	Completed
	Media Release Consent Form	8/01/17	Completed
	Parent: Pedestrian Safety Trai...	8/01/17	Completed
	2nd Education Home Visit	5/09/17	Completed
	3rd Parent Conference	5/09/17	Completed
	3rd Individualized Curriculum	4/28/17	Completed
	Media Release Consent Form	3/13/17	Completed
	2nd Parent Conference	2/22/17	Completed
	2nd Individualized Curriculum	2/06/17	Completed
	Developmental Assessment	10/25/16	No Concern
	1st Education Home Visit	10/21/16	Completed
	Child: Pedestrian Safety Traini...	10/21/16	Completed
	Parent: Pedestrian Safety Trai...	10/21/16	Completed
	Behavioral Health Screening(A...	10/20/16	No Concern
	Developmental Screening (AS...	10/20/16	No Concern
	Media Release Consent Form	9/23/16	Completed

# Behavioral Concern

4. Fill in the **yellow-shaded** area, using the sample below as a guide, as follows:
  - a. Enter **Today's Date** into **Event Date** field.
  - b. **Status: Concern.**
  - c. Enter **Social-Emotional/Behavioral** into the **Description** field.
  - d. Select your name from the staff list under **Agency Worker**.
  - e. Click on **Clock Icon (blue arrow below)** and enter your detail description of your concern into **Event Notes** field.
  - f. Scroll down to the **Action** area and click on **Add Action (green arrow below)**.

## Add Behavioral Concern



Event Date <sup>PIR</sup>

Expires

Status

Description

Results

Agency Worker

Provider

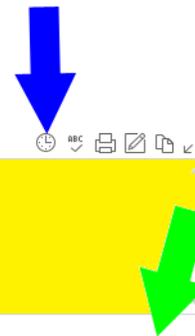
Provider Type

### Needs:

- Referral
- Follow-Up Assessment
- Formal Evaluation
- Treatment
- Treatment for a Diagnosed Chronic Condition C.8.a <sup>PIR</sup>

Closed Date

Event Notes



### Actions

Action	Action Date	Description	Status	Agency Worker
This event has no actions associated with it. Click "Add Action" to add one.				



# Behavioral Concern

5. Fill in the **yellow-shaded** area under **Add Action**, using the sample below as a guide as follows:
  - a. **Action Type: Follow Up.**
  - b. Enter **Today's Date** into **Action Date** area.
  - c. **Status: Awaiting Feedback: Education Manager.**
  - d. Click on **Save** (black arrow below).
6. **Uncheck Follow-Up Assessment** (red circle on Page 2) if it is checked.
7. Click on **Save** (red arrow on Page2).

Add Action ^ v eye print

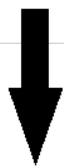
Action Type	Follow Up	Agency Worker	HS Teacher
Scheduled Date		Provider	
Action Date <sup>PIR</sup>	7/12/18	Provider Type	
Description		Funding	
Status	Awaiting Feedback: Education Manag...	Cost	0

Treatment Received for a Diagnosed Chronic Condition C.8.a1 <sup>PIR</sup>

Treatment received for specific conditions C.9 <sup>PIR</sup>

Anemia  Asthma  Hearing Difficulties  Vision Problems  High Lead Level  Diabetes

Action Notes clock otc print edit copy paste

  
Save and Add Another Save Cancel Add



# Developmental Concern

The Developmental Concern event is entered into ChildPlus by the Teaching Staff when the Staff feels it is warranted. The Concern is sent to an Education Manager. The procedure for entering Developmental Concern into ChildPlus is provided below.

1. Navigate to the child's **Education** service module (yellow-shaded area below).
2. Click on **Add Event** (red arrow below).
3. Select the **Event Type** of **Developmental Concern** from the list (gray-shaded area below).

The screenshot displays the ChildPlus software interface. At the top, there is a navigation bar with tabs for Services, To-Do List, Entry Express, Management, Dashboard, Reports, and Setup. Below this, a search bar and a list of participants are visible. The main area shows the profile for 'Mio K-on', a female child enrolled on 8/8/17. The 'Education' tab is highlighted in yellow. A red arrow points to the 'Add Event' button. A dropdown menu is open, showing a list of event types, with 'Developmental Concern' highlighted in gray.

Exp.	Event Type	Date	Status
	3rd Individualized Curriculum	4/27/18	Completed
	2nd Individualized Curriculum	1/26/18	Completed
	Developmental Assessment	11/02/17	Completed
	1st Team Conference	10/30/17	Completed
	1st Parent Conference	10/26/17	Completed
	1st Individualized Curriculum	10/09/17	Completed
	Child: Pedestrian Safety Traini...	8/03/17	Completed
	1st Education Home Visit	8/01/17	Completed
	Media Release Consent Form	8/01/17	Completed
	Parent: Pedestrian Safety Trai...	8/01/17	Completed
	2nd Education Home Visit	5/09/17	Completed
	3rd Parent Conference	5/09/17	Completed
	3rd Individualized Curriculum	4/28/17	Completed
	Media Release Consent Form	3/13/17	Completed
	2nd Parent Conference	2/22/17	Completed
	2nd Individualized Curriculum	2/06/17	Completed
	Developmental Assessment	10/25/16	No Concern
	1st Education Home Visit	10/21/16	Completed
	Child: Pedestrian Safety Traini...	10/21/16	Completed
	Parent: Pedestrian Safety Trai...	10/21/16	Completed
	Behavioral Health Screening(A...	10/20/16	No Concern
	Developmental Screening (AS...	10/20/16	No Concern
	Media Release Consent Form	9/23/16	Completed

# Developmental Concern

4. Fill in the **yellow-shaded** area, using the sample below as a guide, as follows:
  - a. Enter **Today's Date** into **Event Date** field.
  - b. **Status: Concern.**
  - c. Enter **one or more developmental areas of concern** shown below into the **Description** field.
    - **Cognitive**
    - **Speech/Language**
    - **Motor**
    - **Self Help**
  - d. Select your name from the staff list under **Agency Worker**.
  - e. Click on **Clock Icon (blue arrow below)** and enter your detail description of your concern into **Event Notes** field.
  - f. Scroll down to the **Action** area and click on **Add Action (green arrow below)**.

## Add Developmental Concern

Event Date <sup>PIR</sup> 7/10/18

Expires

Status Concern

Description Self Help, Cognitive

Results

Agency Worker HS Teacher

Provider

Provider Type

Closed Date

Event Notes

7/12/2018 3:38 PM HS Teacher  
Fully describe your concern, including as much detail as needed

Needs:

- Referral
- Follow-Up Assessment
- Formal Evaluation
- Treatment
- Treatment for a Diagnosed Chronic Condition C.8.a <sup>PIR</sup>

Actions

Action	Action Date	Description	Status	Agency Worker
This event has no actions associated with it. Click "Add Action" to add one.				

Save and Add Another Save Cancel Add

# Developmental Concern

- Fill in the **yellow-shaded** area under **Add Action**, using the sample below as a guide as follows:
  - Action Type: Follow Up.**
  - Enter **Today's Date** into **Action Date** field.
  - Status: Awaiting Feedback: Education Manager.**
  - Click on **Save** (black arrow below).
- Uncheck Follow-Up Assessment** (red circle on Page 2) if it is checked.
- Click on **Save** (red arrow on Page2).

## Add Action



Action Type	<b>Follow Up</b> ▾	Agency Worker	HS Teacher ▾
Scheduled Date	<input type="text"/>	Provider	▾
Action Date <sup>PIR</sup>	<b>7/12/18</b> <input type="text"/>	Provider Type	▾
Description	<input type="text"/>	Funding	▾
Status	<b>Awaiting Feedback: Education Manag...</b> ▾	Cost	0

Treatment Received for a Diagnosed Chronic Condition C.8.a1 <sup>PIR</sup>

Treatment received for specific conditions C.9 <sup>PIR</sup>

Anemia  Asthma  Hearing Difficulties  Vision Problems  High Lead Level  Diabetes

Action Notes





# Developmental Assessment

The Developmental Assessment (Creative Curriculum) is a 90-day requirement that is performed by the Teaching Staff. The actual results of the Creative Curriculum Assessment (checkpoints) are entered into the My Teaching Strategies (MTS) website. However, the first assessment administered to the child must be recorded into ChildPlus to satisfy the 90-day timeline requirement. The procedure for entering this initial Developmental Assessment into ChildPlus is provided below.

1. Navigate to the child's **Education** module (**yellow-shaded** field below) and click on **Add Event** (**red arrow** below)
2. Scroll down and select the **Event Type** of **Developmental Assessment** (**gray-shaded** area below)

The screenshot shows the ChildPlus interface for a child named Mio K-on. The top navigation bar includes 'Services', 'To-Do List', 'Entry Express', 'Management', 'Dashboard', 'Reports', and 'Setup'. The 'Education' tab is highlighted in yellow. A red arrow points to the 'Add Event' button. A dropdown menu is open, showing a list of event types, with 'Developmental Assessment' highlighted in gray.

Exp.	Event Type	Date	Status
	3rd Individualized Curriculum	4/27/18	Completed
	2nd Individualized Curriculum	1/26/18	Completed
	Developmental Assessment	11/02/17	Completed
	1st Team Conference	10/30/17	Completed
	1st Parent Conference	10/26/17	Completed
	1st Individualized Curriculum	10/09/17	Completed
	Child: Pedestrian Safety Traini...	8/03/17	Completed
	1st Education Home Visit	8/01/17	Completed
	Media Release Consent Form	8/01/17	Completed
	Parent: Pedestrian Safety Trai...	8/01/17	Completed
	2nd Education Home Visit	5/09/17	Completed
	3rd Parent Conference	5/09/17	Completed
	3rd Individualized Curriculum	4/28/17	Completed
	Media Release Consent Form	3/13/17	Completed
	2nd Parent Conference	2/22/17	Completed
	2nd Individualized Curriculum	2/06/17	Completed
	Developmental Assessment	10/25/16	No Concern
	1st Education Home Visit	10/21/16	Completed
	Child: Pedestrian Safety Traini	10/21/16	Completed

3. A “**Developmental Assessment**” template will pop-up. Fill in the **yellow-shaded** areas on the template, using the sample below as a guide, as follows:
  - a) Enter the date that the Assessment was administered into the **Event Date** area.
  - b) Select a **Status**:
    - **Concern**: if the child has **IEP** or **scoring below age level on MTS**.
    - **No Concern**: if the child is developing at age level on MTS.
  - c) Select your name from the staff list under **Agency Worker**.
4. Click on the **Open Note Icon** (**green arrow** below). This causes the Notes field to open in a separate window shown on next page.

Event Date <sup>PIR</sup>

Status

Agency Worker

Closed Date

Event Notes

**Actions**

Action	Action Date	Description	Status	Agency Worker
This event has no actions associated with it. Click "Add Action" to add one.				

5. Click on the **Clock Icon** (green arrow below) if any and type in the following character string “devass” and pressing the **Enter** key. This causes the developmental assessment template to populate inside, fill in the scores.
6. Click on **OK** (red circle above).

Please input result as Concern or No Concern

Social/Emotional:

Physical:

Language:

Cognitive:

Literacy:

Math:

Science & Technology:

Social Studies:

The Arts:

|

**OK** Cancel

7. If **Status** is **No Concern**, jump to step 9. If **Status** is **Concern**, go to step 8
8. Click on **Add Action** (green arrow on previous page). Fill in the **yellow-shaded** areas, using the sample below as a guide, as follows:
  - a) **Action Type: Follow Up.**
  - b) Enter **Today's Date** into the **Action Date** area.
  - c) Select a **Status** of **Awaiting Feedback: Education Manager.**
  - d) Click on "**Save**" button (green arrow below).
9. Click on "**Save**" button (green button on page 2).

**Follow Up**

The screenshot shows a form titled "Follow Up" with the following fields and values:

- Action Type:** Follow Up (highlighted in yellow)
- Scheduled Date:** (empty)
- Action Date PIR:** 7/4/18 (highlighted in yellow)
- Description:** (empty)
- Status:** Awaiting Feedback: Education Manager... (highlighted in yellow)
- Agency Worker:** HS, Teacher
- Provider:** (empty)
- Provider Type:** (empty)
- Funding:** (empty)
- Cost:** 0

Below the form, there are checkboxes for "Treatment Received for a Diagnosed Chronic Condition C.8.a1 PIR" and "Treatment received for specific conditions C.9 PIR". Under the second checkbox, there are sub-options for Anemia, Asthma, Hearing Difficulties, Vision Problems, High Lead Level, and Diabetes, all of which are unchecked.

At the bottom of the form, there is a "Delete Action" link on the left and a "Save" button (highlighted with a large green arrow) and a "Cancel" button on the right.

# School Readiness Assessment

When a staff completes the School Readiness Assessment form, the staff needs to create an School Readiness Assessment event in ChildPlus. The procedure for entering the event into ChildPlus is provided below.

1. Navigate to the child's **Education** module (yellow-shaded area below)
2. Click on **Add Event** (red arrow below).
3. Select an Event Type of **School Readiness Assessment** (gray-shaded area below).

The screenshot displays the ChildPlus interface for a child named Amarica Captain. The top navigation bar includes 'Services', 'To-Do List', 'Entry Express', 'Management', 'Dashboard', 'Reports', and 'Setup'. The left sidebar lists participants, with 'Captain, Amarica' selected. The main content area shows the child's profile and various tabs: 'Application', 'Enrollment', 'Family Services', 'Health', 'Immunizations', 'Disability', 'Mental Health', 'Birth', 'Education' (highlighted in yellow), 'Attendance', and 'PIR'. Below these tabs are 'Events', 'Requirements', 'Education Information', and 'Attachments (0)'. The 'Education Events' section contains a table with columns for 'Exp.', 'Event Type', 'Date', and 'Status'. A red arrow points to the 'Add Event' button, which has opened a dropdown menu. In this menu, 'School Readiness Assessment' is highlighted in gray. At the bottom of the interface, there is a status bar with icons and text: 'Event Expires in: More than 15 days, Less than 15 days, Expired, Not considered for requirements due to status'.

Exp.	Event Type	Date	Status
	1st Education Home Visit	8/04/17	Completed
	1st Individualized Curriculum	10/09/17	Completed
	1st Parent Conference	11/13/17	Completed
	1st Team Conference	10/25/17	Completed
	2nd Individualized Curriculum	1/26/18	Completed
	3rd Individualized Curriculum	4/27/18	Completed
	Behavioral Health Screening(A...	8/08/17	No Concern
	Behavioral Health Screening(A...	8/08/17	No Concern
	Child: Pedestrian Safety Traini...	8/10/17	Completed
	Developmental Assessment	10/23/17	No Concern
	Developmental Screening (AS...	8/08/17	Concern
	Developmental Screening (AS...	8/08/17	No Concern
	Developmental Screening (AS...	3/16/17	No Concern
	Field Trip	6/20/18	Completed
	Media Release Consent Form	8/08/17	Completed
	Media Release Consent Form	8/04/17	Completed
	Parent: Pedestrian Safety Trai...	8/08/17	Completed

# School Readiness Assessment

4. Fill in the **yellow-shaded** area shown below as follows:
  - a. Enter the **Date of "Date report completed"** into **Event Date** field.

**HCAP Head Start  
School Readiness Assessment  
Report to Kindergarten from Head Start**

I, \_\_\_\_\_, give my child's Head Start teacher permission to share information  
(parent/guardian name)  
about my child's growth & development via the **School Readiness Assessment** form with  
\_\_\_\_\_, the Elementary School that he/she will be enrolling in for kindergarten.  
(name of school)

Parent/guardian signature: \_\_\_\_\_ Date: \_\_\_\_\_

Kindergarten child will be attending \_\_\_\_\_ **Date report completed:** \_\_\_\_\_

Child: \_\_\_\_\_ Birth Date: \_\_\_\_\_

Head Start Preschool : \_\_\_\_\_ Teacher: \_\_\_\_\_

Dates attended program: \_\_\_\_\_ to \_\_\_\_\_

Category	Does Independently	Does with help	Not yet	Notes (optional)
----------	--------------------	----------------	---------	------------------

- b. Select **Completed** in **Status** field.
  - c. Select your name from the staff list under **Agency Worker** field.
  - d. Click on **Clock Icon (blue arrow below)** and enter any pertinent information into the **Event Notes** field.
5. Click on **Save (red arrow below)**.

Add School Readiness Assessment ^ v eye print

Event Date <sup>PIR</sup> 7/4/18

Status Completed

Agency Worker HS, Teacher

Event Notes clock save print copy share

7/11/2018 10:54 AM HS Staff  
input any pertinent information as needed

**Actions** Add Action

Action	Action Date	Description	Status	Agency Worker
This event has no actions associated with it. Click "Add Action" to add one.				

Save and Add Another
Save
Cancel Add





## 2330 Report: Consecutive Absences

The 2330 report will list all of the children, along with their corresponding Primary Adult and phone number, who have had consecutive absences during a specified date range. Once the report is launched and the template appears (see below), perform the following template setup steps:

1. Enter the **Begin Date** and **End Date** for the desired reporting period (**blue rectangle** below).
2. Always enter **1** (**blue circle** below).
3. Select **Present** from the list of **Attendance Codes** (**red rectangle** below). Select **Present** for **Not Scheduled** when there is child who has IEP in your class (**green arrow** below).
4. Click on either **Preview** or **Print** (**black arrows** below). This will cause the report to generate and either be displayed as a Preview on your computer screen, or will Print a hardcopy on the printer.

ChildPlus  
Services To-Do List Entry Express Management Dashboard Reports Setup Enter Report # Help

Select a Report 2330 - Consecutive Absences

General Custom Filters Individuals

Program Term: 2017-2018 Head Start  
Program Option: <ALL>  
Group: < All Groups >  
Group By Agency: Group By Agency  
Agency: HCAP Head Start  
Site: Your Site  
Classroom: Your Class  
Responsible Staff: Don't filter by r...

Reporting Period  
Begin: 3/1/18  
End: 3/31/18

Show Attendance Notes  
 Show Follow-Up Dates  
 Show All Adult Family Members

Only include participants with an absent status for 1 or more consecutive days of attendance

How should attendance statuses be calculated?  
 Use Attendance Preference Settings  
 Use Custom Settings

Present: Present  
Tardy: Present  
Left Early: Present  
Tardy and Left Early: Present  
Absent: Absent  
Excused: Absent  
Unexcused: Absent  
Not Scheduled: Present

Print Preview

The following is a sample of the 2330 report output.

3/26/2018 8:56:13AM teacher

**HCAP Head Start**  
**2330 - Consecutive Absences**

Page 1  
ChildPlus

Program Term: 2017-2018 Head Start, Site: Your Site, Classroom: Your Class, Enrollment Status: Enrolled Reporting Period: 3/1/2018 - 3/31/2018

**HCAP Head Start**  
**Your Site**

Participant Name	Attendance Date	Attendance Code	Absence Reason	Case Worker	Family Members*	Phone Number
BBB, Child-2	3/14/18	A	No Transportati			
	3/15/18	E				
	3/16/18	E	Health Reasons			
HHH, Child-8	3/07/18	E	Health Reasons			
	3/08/18	E	Health Reasons			
	3/09/18	E	Health Reasons			
	3/12/18	E	Health Reasons			



## 3015 Report: Health Requirements

The 3015 report provides a complete status of the 30-45-90 day timeline requirements for each of your children. Once the report is launched and the template appears (see below), perform the following template setup steps:

1. Select your **Program Term** from the list of available options (**red arrow** below).
2. Check the **All** box for **Requirements To Report** (**blue arrow** below) or choose any specific events of your interest.
3. Depend on what data that you need, choose one or more of the event status to include in your report:
4. Click on either **Preview** or **Print** (**black arrows** below). This will cause the report to generate and either be displayed as a Preview on your computer screen, or will Print a hardcopy on the printer.

The screenshot shows the '3015 - Health Requirements' report configuration page. On the left, the 'Program Term' dropdown is set to '2017-2018 Head Start'. In the center, the 'Requirements To Report' section has the 'All' checkbox checked. On the right, the 'Print' and 'Preview' buttons are visible. Below the main configuration, there are sections for 'Status', 'Grouping', and 'Report Type'.

### Example for the **Include required events that are ...**

This screenshot shows the same configuration page as above, but with a focus on the 'Include required events that are ...' section. The checkbox for 'Complete and do not expire during enrollment (current through end of enrollment)' is checked, indicated by a red arrow. Other options like 'Complete but expire during enrollment' and 'Incomplete and Past Due' are unchecked.

Select this to see any health events that were completed (**red arrow** above).

Select a Report 3015 - Health Requirements x

General Custom Filters Individuals

Program Term 2017-2018 Head Start

Program Option <ALL>

Group < All Groups >

Group By Agency

Agency HCAP Head Start

Site Your Site

Classroom Your Class

Responsible Staff Don't filter by r...

Advanced Sgtp

Requirements To Report  All

- 36MLead Blood Test-HS (0 Days)
- TB (0 Days)
- Hearing Screening (45 Days)
- Vision Screening (45 Days)
- Blood Pressure (90 Days)

Include required events that are ...

- Complete and do not expire during enrollment (current through end of enrollment)
- Complete but expire during enrollment that expire on or before
- Incomplete and Past Due
- Incomplete but not Past Due

Status  All

Grouping

Report Type

Select this to see any health events that were completed but expired (red arrow above).

Select a Report 3015 - Health Requirements x

General Custom Filters Individuals

Program Term 2017-2018 Head Start

Program Option <ALL>

Group < All Groups >

Group By Agency

Agency HCAP Head Start

Site Your Site

Classroom Your Class

Responsible Staff Don't filter by r...

Advanced Sgtp

Requirements To Report  All

- 36MLead Blood Test-HS (0 Days)
- TB (0 Days)
- Hearing Screening (45 Days)
- Vision Screening (45 Days)
- Blood Pressure (90 Days)

Include required events that are ...

- Complete and do not expire during enrollment (current through end of enrollment)
- Complete but expire during enrollment that expire on or before
- Incomplete and Past Due
- Incomplete but not Past Due

Status  All

Grouping

Report Type

Select this to see any health events that were not done and past the due date (red arrow above).

Select a Report 3015 - Health Requirements x

General Custom Filters Individuals

Program Term 2017-2018 Head Start

Program Option <ALL>

Group < All Groups >

Group By Agency

Agency HCAP Head Start

Site Your Site

Classroom Your Class

Responsible Staff Don't filter by r...

Advanced Sgtp

Requirements To Report  All

- 36MLead Blood Test-HS (0 Days)
- TB (0 Days)
- Hearing Screening (45 Days)
- Vision Screening (45 Days)
- Blood Pressure (90 Days)

Include required events that are ...

- Complete and do not expire during enrollment (current through end of enrollment)
- Complete but expire during enrollment that expire on or before
- Incomplete and Past Due
- Incomplete but not Past Due

Status  All

Grouping

Report Type

Select this to see any health events that are not completed but not past the due date yet (red arrow above).

The following is a sample of the 3015 report output.

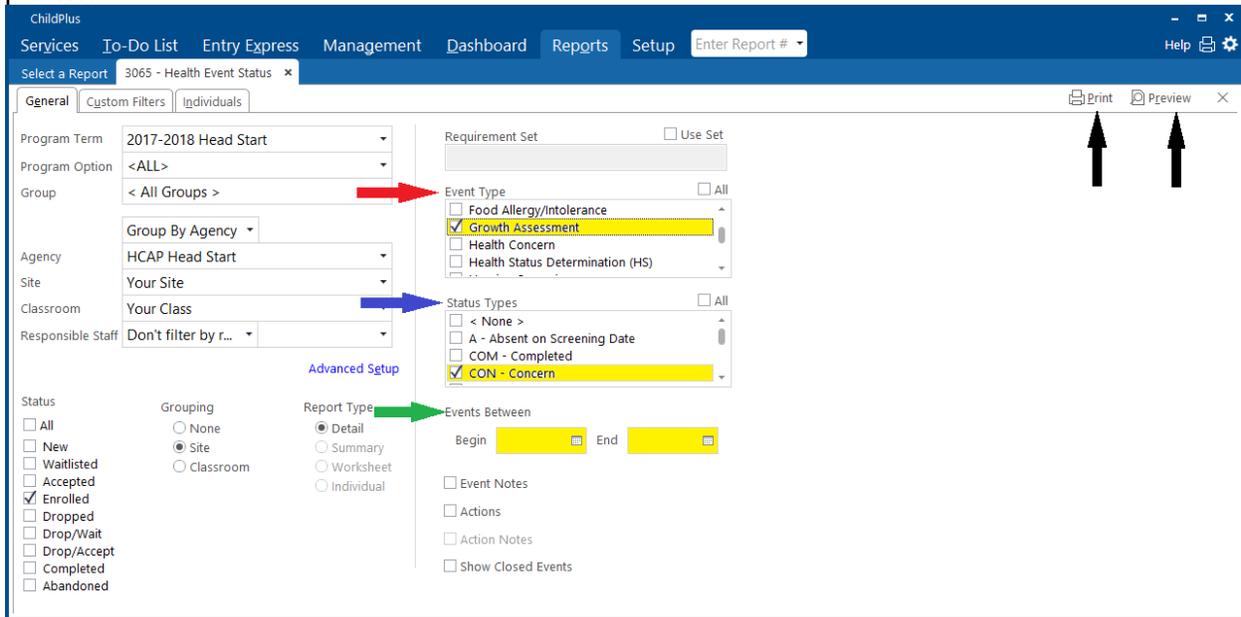
8/26/2018 10:38 am teacher											Page 1 ChildPlus			
HCAP Head Start 3015 - Health Requirements														
Program Term: 2017-2018 Head Start, Site: Your Site, Classroom: Your Class, Enrollment Status: Enrolled														
HCAP Head Start Your Site - Your Class														
Due In	Health Event	Event Date	Due Date	Days Elapsed	Days Until Due	Requirement Status	Expiration Date	Current thru end of Enroll	Event Status	Description	Results			
AAA, Child-1      Born: 9/2/12      5y 9m      2017-2018 Head Start											✓	Enrolled 08/23/17	Entry: 8/23/17 (307 days)	Program Entry: 8/23/17 (307 days)
0	TB	8/11/17	8/22/17		0			✓	No Concern	Read 08/14/17	0mm			
45	Hearing Screening	9/19/17	10/06/17	28	0			✓	Absent on Screening Date	OAE	absent			
45	Vision Screening	9/20/17	10/06/17	29	0			✓	No Concern		R 20/40, L 20/40			
90	Blood Pressure	9/19/17	11/20/17	28	0			✓	Absent on Screening Date		absent			
90	Child Health History	9/29/17	11/20/17	38	0			✓	Concern					
90	Dental Exam	10/18/17	11/20/17	57	0			✓	No Concern	Assessment	No needs			
90	Growth Assessment	9/13/16	11/20/17		0			✓	No Concern		H=41.00" W=34lb 1oz %=11			
90	Nutrition Assessment	9/29/17	11/20/17	38	0			✓	No Concern					
90	Physical Exam Supplemental	8/10/17	11/20/17		0		08/10/18	✓	No Concern					
BBB, Child-2      Born: 8/25/13      4y 10m      2017-2018 Head Start											✓	Enrolled 08/08/17	Entry: 8/8/17 (322 days)	Program Entry: 8/8/17 (322 days)
0	TB	6/13/17	8/07/17		0			✓	No Concern	Read on 6/15/17	0mm			
45	Hearing Screening	8/15/17	9/21/17	8	0			✓	Unable to Condition	OAE	refused			



# 3065 Report: Health Event Status

The 3065 report lists every specified Health Event for a Child with a specified Status that occurred during a specified Date range. This report is very helpful in analyzing Health Events and their statuses. Once the report is launched and the template appears (see below), perform the following template setup steps:

1. Select the desired **Event Types** (red arrow below)
2. Select the desired **Status Types** (blue arrow below)
3. If desired, select the **Health Events Between** date range (green arrow below).
4. Click on either **Preview** or **Print** (black arrows below). This will cause the report to generate and either be displayed as a Preview on your computer screen, or will Print a hardcopy on the printer.



The following is a sample of the 3065 report output.

6/26/2018  
10:01 AM

## HCAP Head Start 3065 - Health Event Status

Page 1 of 1  
teacher

Program Term: 2017-2018 Head Start, Site: Your Site, Classroom: Your Class, Enrollment Status: Enrolled Event Types: Growth Assessment, Status Types: CON - Concern

### HCAP Head Start Your Site

Event	Date	Status	Description	Results/Action	Agency Worker	Provider	Type	Funding	Cost	Treatment Received
<b>CCC, Child-3</b>			<b>Birthdate: 12/18/2013</b>	<b>Enrolled</b>	<b>Current Status Date: 8/8/2017</b>					
Growth Assessment	07/21/17	CON					D			
<b>DDD, Child-4</b>			<b>Birthdate: 10/28/2012</b>	<b>Enrolled</b>	<b>Current Status Date: 8/8/2017</b>					
Growth Assessment	12/01/17	CON					D			
<b>HHH, Child-8</b>			<b>Birthdate: 12/19/2012</b>	<b>Enrolled</b>	<b>Current Status Date: 10/30/2017</b>					
Growth Assessment	03/28/18	CON					S			
<b>III, Child-9</b>			<b>Birthdate: 1/23/2014</b>	<b>Enrolled</b>	<b>Current Status Date: 8/8/2017</b>					
Growth Assessment	03/28/18	CON					S			
Growth Assessment	01/27/17	CON					D			
<b>KKK, Child-11</b>			<b>Birthdate: 11/27/2012</b>	<b>Enrolled</b>	<b>Current Status Date: 8/14/2017</b>					
Growth Assessment	03/28/18	CON					S			





