# Session Topics

- Online Applications
- Email & Text to Parents
- Emails to Staff
- Staff Time Clock
- Module Designer
- Family Engagement Outcomes
- CLASS®
- Questions & Answers

## Win a FREE prize!

On the last page of the handout there is a survey that you can fill out for a chance to win a prize. Rip off the page when you are done and give it to the presenter after the session is over. The winner will be announced on our Facebook page!

### Online Application - *Coming Soon*

Parents can apply for your program online. You choose how much or how little information parents need to fill out with a quick and easy setup.

[childplus.com/applications/](http://childplus.com/applications/)

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**Child**

<table>
<thead>
<tr>
<th>Applicant</th>
<th>Primary Adult</th>
</tr>
</thead>
<tbody>
<tr>
<td>First Name (Required)</td>
<td>First Name (Required)</td>
</tr>
<tr>
<td>Middle Name</td>
<td>Middle Name</td>
</tr>
<tr>
<td>Last Name (Required)</td>
<td>Last Name (Required)</td>
</tr>
<tr>
<td>Suffix</td>
<td>Suffix</td>
</tr>
<tr>
<td>Nickname</td>
<td>Nickname</td>
</tr>
<tr>
<td>Birthday (Required)</td>
<td>Birthday (Required)</td>
</tr>
<tr>
<td>Gender</td>
<td>Gender</td>
</tr>
</tbody>
</table>

**Secondary Adult**

- Is there a secondary adult in the family? Yes

**Location Preferences**

- Which program are you applying for? (Required)
  - Child Care 
- 1st Preference
  - Home Visiting 
- 2nd Preference
  - Happy Hearts Center 

**Family Information**

- Parental Status
  - One Parent Family
- Primary Language at Home
  - Spanish
- Number in Family
  - 3
- Gross Annual Income
  - $25,000

**Phone Number**

- Extension or Time to Call

**In your family receiving services from WIC?** Yes

---

*English & Spanish options available.*
Online Application - Setup Screen

### Online Application Setup

<table>
<thead>
<tr>
<th>Agency</th>
<th>English</th>
<th>Spanish</th>
</tr>
</thead>
<tbody>
<tr>
<td>Little Beginnings Childcare</td>
<td>✔️</td>
<td>✔️</td>
</tr>
<tr>
<td>New Hope Child Development Centers</td>
<td>✔️</td>
<td>✔️</td>
</tr>
<tr>
<td>Peachtree Head Start</td>
<td>✔️</td>
<td>✔️</td>
</tr>
<tr>
<td>South Side CDC</td>
<td>✔️</td>
<td></td>
</tr>
</tbody>
</table>

#### English

- **Enable online application in English**

  - **Website Address - English:** [https://apply.childplus.net/LittleBeginningsChildcare-Eng](https://apply.childplus.net/LittleBeginningsChildcare-Eng)  
    - **Tip:** You can type either plain text or HTML code.

- **Display the following message if a user visits the above link when online application is not enabled**

  - The online application is currently unavailable.

#### Spanish

- **Enable online application in Spanish**

  - **Website Address - Spanish:** [https://apply.childplus.net/LittleBeginningsChildcare-Spa](https://apply.childplus.net/LittleBeginningsChildcare-Spa)  
    - **Tip:** You can type either plain text or HTML code.

- **Display the following message if a user visits the above link when online application is not enabled**

  - La solicitud en línea no está disponible.
Online Application - Continued

Online Application - Terms & Locations Tab

Specify which program terms families can apply for online and describe them to help parents choose:

<table>
<thead>
<tr>
<th>Program Term</th>
<th>Families Can Apply Online</th>
<th>Parent-Friendly Name</th>
<th>Parent-Friendly Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Early Head Start 2016-2017</td>
<td>✓</td>
<td>Infants and Toddlers 2016-2017</td>
<td>Free childcare for infants and toddlers ages...</td>
</tr>
<tr>
<td>Early Head Start 2015-2016</td>
<td>✓</td>
<td>Infants and Toddlers 2015-2016</td>
<td>Free childcare for infants and toddlers ages...</td>
</tr>
<tr>
<td>Head Start 2016-2017</td>
<td>✓</td>
<td>Preschool 2016-2017</td>
<td>Free preschool for ages 3 to 5</td>
</tr>
<tr>
<td>Head Start 2015-2016</td>
<td>✓</td>
<td>Preschool 2015-2016</td>
<td>Free preschool for ages 3 to 5</td>
</tr>
<tr>
<td>GA State Pre-K 2016-2017</td>
<td>✓</td>
<td>GA State Pre-K 2015-2016</td>
<td></td>
</tr>
</tbody>
</table>

✓ Allow families to apply online for this program term

<table>
<thead>
<tr>
<th>Language</th>
<th>Parent-Friendly Name</th>
<th>Parent-Friendly Description (e.g. Free preschool for Children Ages 3 to 5)</th>
</tr>
</thead>
<tbody>
<tr>
<td>English</td>
<td>Infants and Toddlers 2016-2017</td>
<td>Free childcare for infants and toddlers ages 18 months to 3 years</td>
</tr>
<tr>
<td>Spanish</td>
<td>Bebés y Niños Pequeños 2016-2017</td>
<td>Cuidado de niños gratis para bebés y niños mayores de 18 meses a 3 años</td>
</tr>
</tbody>
</table>

Location Preferences

✓ Allow families to specify location preferences

Specify which sites families can select and describe program options offered to help parents choose:

<table>
<thead>
<tr>
<th>Site</th>
<th>Families Can Select</th>
<th>Parent-Friendly Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Faith House Center</td>
<td>✓</td>
<td>Part Day Preschool (AM and PM Sessions Available)</td>
</tr>
<tr>
<td>Happy Hearts Center</td>
<td>✓</td>
<td>Full Day Preschool and Part Day Infant and Toddler Care</td>
</tr>
<tr>
<td>Mimosa Center</td>
<td>✓</td>
<td>Full Day Preschool</td>
</tr>
<tr>
<td>South End Center</td>
<td>✓</td>
<td>Full Day and Part Day Preschool (AM Only)</td>
</tr>
<tr>
<td>West Side Center</td>
<td>✓</td>
<td>Part Day Infant and Toddler Care (AM Only)</td>
</tr>
<tr>
<td>Zoo Park Admin Office</td>
<td>✓</td>
<td></td>
</tr>
</tbody>
</table>
**Email & Text Parents - Coming Soon**

Keep parents up to date with center news and events by email or text messages!

**Common Reasons to Email & Text Parents**

- Center Events
- Center Closings
- Parent-Teacher Conferences
- Missing Paperwork
- Screening Reminders
- and more

[childplus.com/livemessage/](http://childplus.com/livemessage/)

Keep parents informed via text messages.
Staff Notifications

Receive emails automatically from ChildPlus with information that needs attention for past due and upcoming events. Receive emails with relevant information to your job duties!

[link]

**Staff Notifications**

**ERSEA Manager**
- Children with incomplete applications.
- Children needing additional paperwork.
- And more.

**Family Service Manager**
- Scheduled home visits and meetings.
- Goal follow-ups, canceled events, awaiting family feedback, etc.
- Past due family outcome assessments.
- And more.

**Attendance Manager**
- Children absent for 3 or more consecutive days.
- Children absent for 10% or more of the time enrolled.
- Children who need a follow-ups.
- And more.

**Health Manager**
- Upcoming and past due health events/requirements/immunizations.
- Specific health events statuses such as failed screenings, missed screenings, needs appointment, etc.
- Expiring IEP/IFSPs.
- And more.

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**Staff Notifications - Email View**

- Past due events are listed first & are in red to show priority.
- These events are due today.
- These are upcoming events.
- See details about each event.

This email automatically generated by ChildPlus

You received this email because you have access to the 'System-Generated Tasks' view in the ChildPlus Organizer. If you no longer wish to receive these emails please contact your System Administrator.
Staff Notifications - Setup Screen

Organizer View Setup

Name: System-Generated Tasks

Description:
This Organizer view contains a list of tasks based on data entered in the Services tab of ChildPlus, like Enrollment, Health and Immunizations, for which you are the responsible staff. Click 'Change this view' to change what information is displayed in this view.

- Email this view: Every Monday
- Also send a copy of each email to jabner@peachtreecdc.org

Note: This feature is not available for the Admin user account.

If no items are found when the email is to be sent, do not send an email.

Calendars:
- <Personal Calendars>
- Community Events
- Faith House Center Calendar
- Health Services Calendar
- Holidays

Modules (system-generated tasks will be created for the selected modules):
- Enrollment
- Family Services
- Health
- Immunizations
- Disabilities
- Mental Health
- Pregnancy

Note: System generated tasks will not be included in this view until you complete the numbered items on each module tab.

Show this view when I sign in to ChildPlus.net

Save  Undo Changes  Delete This View
Staff Time Clock - Coming Soon

Regardless of number of times you clock in and out each day, ChildPlus tallies your time for you.

- Staff can log into ChildPlus to clock in and out.
- Use customized ID cards with barcodes, photos, and agency logo to clock in and out!
- Everything is in one place.

[link]

![Image of Staff Time Clock interface]

- ChildPlus automatically calculates total hours worked each day.
- Easily track time for each clocked in period.
- See days where you didn’t clock out & quickly correct it.
Module Designer

Create new data entry options and reports with ChildPlus Module Designer.

- Create custom modules directly in ChildPlus.
- Attach your module to children, family members, families, or staff.
- Make reports based on your new modules.

[Link to Module Designer]

Module Designer - General Tab

Sample Modules from the Gallery
- Policy Council Requirements
- Pre-Enrollment Work Orders
- Checklist Medication Log
- Allergy Plan Enrollment Change
- Incident Report Request
- Nutrition Assessment Fixed Assets
- Employment Performance Evaluation

Great for Community Action Programs too!
- Assistance programs for housing,
  weatherization & utilities (LIHEAP)
- Food assistance (home delivered meals)
- Transportation issues
- Partnership agreements
- Education & Job Training
- Foster Care & Domestic Violence
- Surveys & Evaluations
- And more!
Module Designer - Continued

Module Designer - Fields Tab

Choose what kind of information you want and how it will be displayed.

<table>
<thead>
<tr>
<th>Field</th>
<th>Label</th>
<th>Field Type*</th>
<th>Show In Grid</th>
<th>Column Width</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Name</td>
<td>Text(10)</td>
<td>✓</td>
<td>170</td>
</tr>
<tr>
<td>2</td>
<td>Refused</td>
<td>Yes/No</td>
<td>✓</td>
<td>170</td>
</tr>
<tr>
<td>3</td>
<td>Family Goal</td>
<td>Text(50)</td>
<td>✓</td>
<td>170</td>
</tr>
<tr>
<td>4</td>
<td>Signed FPA</td>
<td>Yes/No</td>
<td>✓</td>
<td>170</td>
</tr>
<tr>
<td>5</td>
<td>Referral</td>
<td>Yes/No/Blank</td>
<td></td>
<td>170</td>
</tr>
<tr>
<td>6</td>
<td>Step 1 Completed</td>
<td>Text(50)</td>
<td></td>
<td>170</td>
</tr>
<tr>
<td>7</td>
<td>Step 2 Completed</td>
<td>Yes/No/Blank</td>
<td></td>
<td>170</td>
</tr>
<tr>
<td>8</td>
<td>Step 3 Completed</td>
<td>Text(50)</td>
<td></td>
<td>170</td>
</tr>
<tr>
<td>9</td>
<td>Step 3 Completed</td>
<td>Yes/No</td>
<td></td>
<td>170</td>
</tr>
<tr>
<td>10</td>
<td>Family Goal Completed</td>
<td>Date</td>
<td>✓</td>
<td>170</td>
</tr>
</tbody>
</table>
Module Designer - Reports Tab

Customize reports with all the data you need, even subtotals and totals!

Fields
Specify the fields to be included in the report Move Up Move Down Add Fields Delete Field

Order Field Column Width Subtotal Allow Users to Filter Built-in Filter

* Set Column Width to 0 to use a field for filtering without showing the field on the report.
** Filters can be built into the report or made available to the user at run time.

Module Designer - Security Tab

Set who can use the new module

Which agencies will use this module?
- [ ] Georgia Head Start
- [ ] New Hope Childcare Center
- [ ] Peachtree Child Development
- [ ] Wee Care Childcare

Which user security groups will have access to this module?

<table>
<thead>
<tr>
<th>Security Level</th>
<th>Security Group</th>
</tr>
</thead>
<tbody>
<tr>
<td>No Access</td>
<td>Admin</td>
</tr>
<tr>
<td>No Access</td>
<td>Application &amp; Enrollment</td>
</tr>
<tr>
<td>No Access</td>
<td>Assistant Teachers</td>
</tr>
<tr>
<td>No Access</td>
<td>FCP</td>
</tr>
<tr>
<td>No Access</td>
<td>Health/Nutrition</td>
</tr>
<tr>
<td>No Access</td>
<td>In Kind</td>
</tr>
<tr>
<td>No Access</td>
<td>Monitoring Only Group</td>
</tr>
<tr>
<td>No Access</td>
<td>One Agency</td>
</tr>
<tr>
<td>All Access</td>
<td>Professional Access Group</td>
</tr>
</tbody>
</table>
Module Designer - Continued

Report Option Information Screen

Select a Report: MFSI - Monthly Family Surveys Received

- General
- Custom Filters
- Individuals

Program Term: <ALL>
Program Option: <ALL>
Group: <All Groups>
Agency: <All Agencies>
Site: <All Sites>
Classroom: <All Classrooms>

Advanced Setup

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

Report Type
- Detail
- Summary
- Worksheet
- Individual

Report Grid View

<table>
<thead>
<tr>
<th>Family Name</th>
<th>Location (Site-Classroom)</th>
<th>Date R..</th>
<th>Month</th>
<th>Why Sp..</th>
<th>Read B..</th>
<th>Helped B..</th>
<th>Conflict..</th>
<th>Express..</th>
<th>Male R..</th>
<th>Spent 1..</th>
<th>Spent 2..</th>
<th>Spent 3..</th>
<th>Spent 4..</th>
<th>Spent 5..</th>
<th>Spent 6..</th>
</tr>
</thead>
<tbody>
<tr>
<td>Billman</td>
<td>Philips Center 1</td>
<td>09/29/15</td>
<td>September</td>
<td>Y</td>
<td>N</td>
<td>Y</td>
<td>Y</td>
<td>Y</td>
<td>N</td>
<td>N</td>
<td>N</td>
<td>N</td>
<td>N</td>
<td>N</td>
<td>N</td>
</tr>
<tr>
<td>Bernal/Crolli/Keefer</td>
<td>Philips Center 2</td>
<td>09/29/15</td>
<td>September</td>
<td>Y</td>
<td>Y</td>
<td>Y</td>
<td>Y</td>
<td>Y</td>
<td>Y</td>
<td>Y</td>
<td>Y</td>
<td>Y</td>
<td>Y</td>
<td>Y</td>
<td>Y</td>
</tr>
<tr>
<td>Cho/Panek</td>
<td>Philips Center 3</td>
<td>09/29/15</td>
<td>September</td>
<td>Y</td>
<td>Y</td>
<td>Y</td>
<td>Y</td>
<td>Y</td>
<td>N</td>
<td>Y</td>
<td>Y</td>
<td>Y</td>
<td>Y</td>
<td>Y</td>
<td>Y</td>
</tr>
<tr>
<td>Jorgenson/Schmel/Sprinkle</td>
<td>Philips Center 4</td>
<td>09/29/15</td>
<td>September</td>
<td>Y</td>
<td>Y</td>
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<td>Y</td>
<td>Y</td>
</tr>
<tr>
<td>Beamon</td>
<td>Philips Center 5</td>
<td>10/02/15</td>
<td>October</td>
<td>Y</td>
<td>Y</td>
<td>Y</td>
<td>Y</td>
<td>Y</td>
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<td>Y</td>
<td>Y</td>
<td>Y</td>
</tr>
<tr>
<td>Beamon</td>
<td>Philips Center 6</td>
<td>09/29/15</td>
<td>September</td>
<td>Y</td>
<td>Y</td>
<td>Y</td>
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<td>Y</td>
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<td>N</td>
<td>N</td>
<td>N</td>
<td>N</td>
</tr>
<tr>
<td>Ayala/Jermerson/Schell/ Woodford</td>
<td>Philips Center 7</td>
<td>09/29/15</td>
<td>September</td>
<td>N</td>
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<td>N</td>
<td>N</td>
<td>N</td>
</tr>
</tbody>
</table>

ChildPlus - Professional Head Start Management Software

© 2016 ChildPlus Software
Family Engagement Outcomes

Track family achievements and areas of strength and needs.

- Use your data to improve efforts with families.
- Configure your own assessment or use a built-in sample family assessment.
- Choose what you want to ask families and your own rating scale.

childplus.com/outcomes/

Family Outcomes Assessment Screen
Report to Analyze Trends Across All Families

<table>
<thead>
<tr>
<th>Family</th>
<th>Family ID</th>
<th>Assessment</th>
<th>Housing</th>
<th>Safety</th>
<th>Health</th>
<th>Mental Health/Substance Use</th>
<th>Transportation</th>
<th>Financial Security</th>
<th>Maternal Relationships</th>
<th>Child Development/Parenting</th>
<th>Family Education at Home</th>
<th>School Readiness</th>
<th>Promoting Healthy Literacy</th>
<th>Education, Training and Life Skills</th>
<th>Volunteering</th>
<th>Families and Community Involvement</th>
<th>Leadership and Advocacy</th>
<th>TOTAL</th>
</tr>
</thead>
<tbody>
<tr>
<td>Peachtree Child Development</td>
<td>77018</td>
<td>1</td>
<td>3</td>
<td>2</td>
<td>1</td>
<td>2</td>
<td>3</td>
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</tr>
<tr>
<td>Alvey Cortez's Family</td>
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<td>Anokah Epstein's Family</td>
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<td>32</td>
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<tr>
<td>Carla Powell's Family</td>
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<td>3</td>
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<td>2</td>
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<td>1</td>
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<td>6</td>
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<td>1</td>
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<td>Carter Barrett's Family</td>
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<td>3</td>
<td>2</td>
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<td>43</td>
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<td>Carter Lamar's Family</td>
<td>77973</td>
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</table>

Scoring Legend: 3.0 - Strong • 2.0 - Adequate • 1.0 - In Need
ChildPlus fully-integrates CLASS® scoring and reporting system gives you graphs and reports that instantly tell you how your teachers are doing and if you are above the recompetition levels.

(childplus.com/class/)

Enter Cycle Scores

CLASS Score Calculator

Enter scores from your Scoring Summary Sheet. ChildPlus will average the dimension scores and compute the domain scores automatically*.

<table>
<thead>
<tr>
<th>Dimension</th>
<th>Cycle 1</th>
<th>Cycle 2</th>
<th>Cycle 3</th>
<th>Cycle 4</th>
<th>Cycle 5</th>
<th>Cycle 6</th>
<th>Average</th>
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*ChildPlus does not save cycle scores. Only the average scores are saved.
Automatic Score Averages for Each Domain

<table>
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<tr>
<th>Domain</th>
<th>Average</th>
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<tbody>
<tr>
<td>Emotional Support Score</td>
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<td>Classroom Organization Score</td>
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<tr>
<td>Instructional Support Score</td>
<td>3.73</td>
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</tbody>
</table>

Notes:
- 7/11/2014, 8:22 AM - admin

Program Term: Head Start 2015-2016
Agency: Peachtree Child
Site: Faith House Center
Classroom: Classroom A
Teacher: Abner, Jina
Don’t Forget!

Fill out and turn in the survey on the last page to be eligible for the drawing of a prize at the end of the session!

About ChildPlus Software

- ChildPlus pioneered Head Start Software over 30 years ago.
- #1 most widely used software according to 2014-2015 PIR.
- 61% of all grantees and delegates use ChildPlus.

Regional Meetings

Have you attended a regional ChildPlus meeting? Anyone, whether you’re new to ChildPlus or a veteran, can attend these FREE, self-organized groups where you can discuss and train on ChildPlus topics with other users. Email cpug9@googlegroups.com to join the Region IX Google Group for the most up-to-date information and meeting agendas!

childplus.com/usergroups/

About Carolyn

Carolyn Heyliger-Graham has been with ChildPlus for seven years and a Senior Account Executive since 2012. Carolyn routinely works with agencies of all sizes to show best practices for Head Start/Early Head Start program management data tracking in ChildPlus.net. Since joining ChildPlus, Carolyn has helped hundreds of agencies transition to ChildPlus.net.

<table>
<thead>
<tr>
<th>Email</th>
<th>Cell</th>
<th>Phone</th>
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<tbody>
<tr>
<td><a href="mailto:carolyn.heyliger-graham@childplus.com">carolyn.heyliger-graham@childplus.com</a></td>
<td>770.363.3992</td>
<td>800.888.6674 ext. 247</td>
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Have more questions about ChildPlus?

Consulting
800.888.6674
consulting@childplus.com

Support
800.888.6674
support@childplus.com

Training
800.888.6674
training@childplus.com

Sales
800.888.6674
sales@childplus.com
Survey

Fill out this survey and turn it in to the presenter to be entered into a prize drawing! The winner will be announced on our Facebook page!  /childplus

Full Name: ____________________________
Agency: ________________________________
Position: ________________________________
Phone #: _______________________________ Email: ________________________________

Presentation

Using the following scale, rate the statements below.

Strongly Disagree  1  2  3  4  Strongly Agree

The presenter was knowledgeable about the software.

The presenter acted in a professional manner.

The presenter was prepared.

You learned something new about ChildPlus.

The presentation was interesting & kept your attention.

You knew all of the presented information already.

You would recommend this presentation to others.

You believe the presentation could be improved.*

*If you agree, explain why and how on the back of this page.

Regional Meetings and Educational Videos

Have you ever attended a Regional Meeting in your area?

Did you know our Regional Meetings are free to attend?

Did you know we have educational videos on our website?

Have you watched any of the educational videos on our website?

Improving the Software

If you need more space please write on the back of this page.

What features, that are NOT currently included in ChildPlus, would you like added to ChildPlus? Why?

What features, that are currently included in ChildPlus, would you like changed? How and why?

What are the top three ways you think we could improve ChildPlus?

May we contact you for more information?  ☐ Yes  ☐ No