



PHLpreK Guidelines for Discharging Children

Discharging Individual Children – Throughout the Program Year

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Sites that are licensing ChildWare independently should refer to the notes at the end of this document.

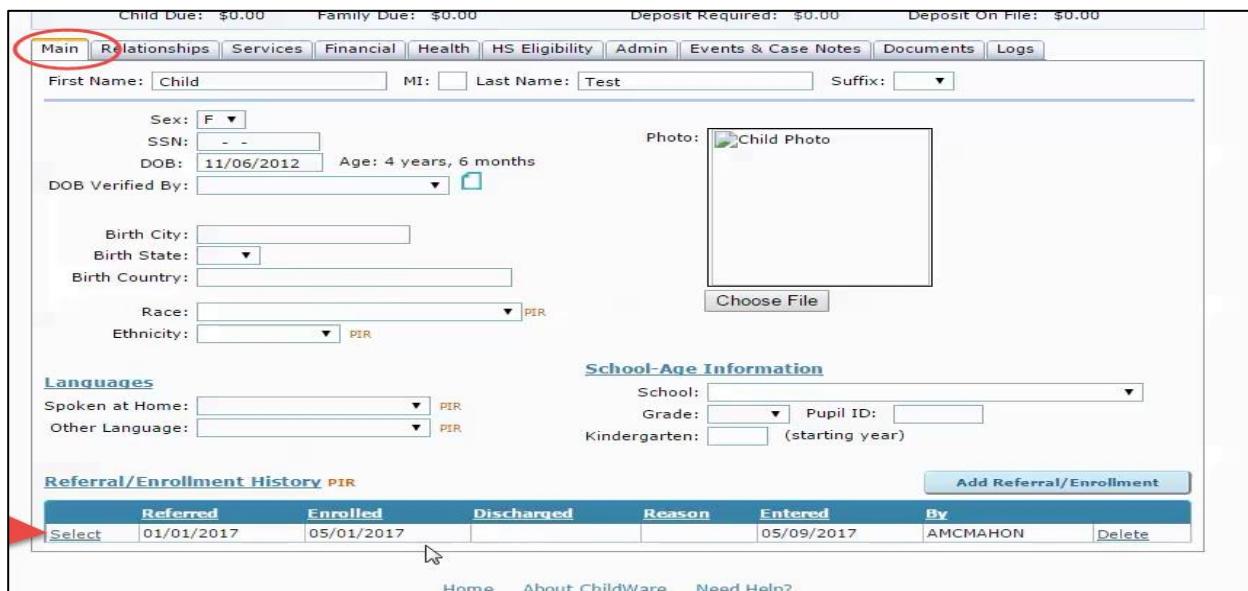
Discharging an Individual Child – Throughout the Program Year

1. Under the **Child/Family Section**, select **Child Data** and then **select Active** enrollments. **Select the child** you want to discharge

Last Name	First Name	DOB	Sex	Enrolled	Discharged	Entered	By		
Select	Test	Child	11/06/2012	F	05/01/2017		05/09/2017	AMCMAHON	Delete
Select	Wonderland	Manny	10/10/2011	M	01/04/2017	06/30/2017	05/24/2017	AMCMAHON	Delete
Select	Wright	Mable	01/01/2014	F	05/01/2017		05/24/2017	AADMIN	Delete

Continued on next page

2. In the **Child's record on the Main tab**, scroll to the bottom of the screen and **select the current Referral/Enrollment History**.



Child Due: \$0.00 Family Due: \$0.00 Deposit Required: \$0.00 Deposit On File: \$0.00

Main Relationships Services Financial Health HS Eligibility Admin Events & Case Notes Documents Logs

First Name: Child MI: Last Name: Test Suffix: ▾

Sex: F ▾ SSN: - - DOB: 11/06/2012 Age: 4 years, 6 months DOB Verified By: ▾

Photo: Child Photo Choose File

Birth City: Birth State: Birth Country: Birth Country: ▾

Race: ▾ PIR Ethnicity: ▾ PIR

Languages
Spoken at Home: ▾ PIR Other Language: ▾ PIR

School-Age Information
School: ▾ Grade: ▾ Pupil ID: Kindergarten: (starting year)

Referral/Enrollment History PIR Add Referral/Enrollment

Referred	Enrolled	Discharged	Reason	Entered	By	
Select	01/01/2017	05/01/2017		05/09/2017	AMCMAHON	Delete

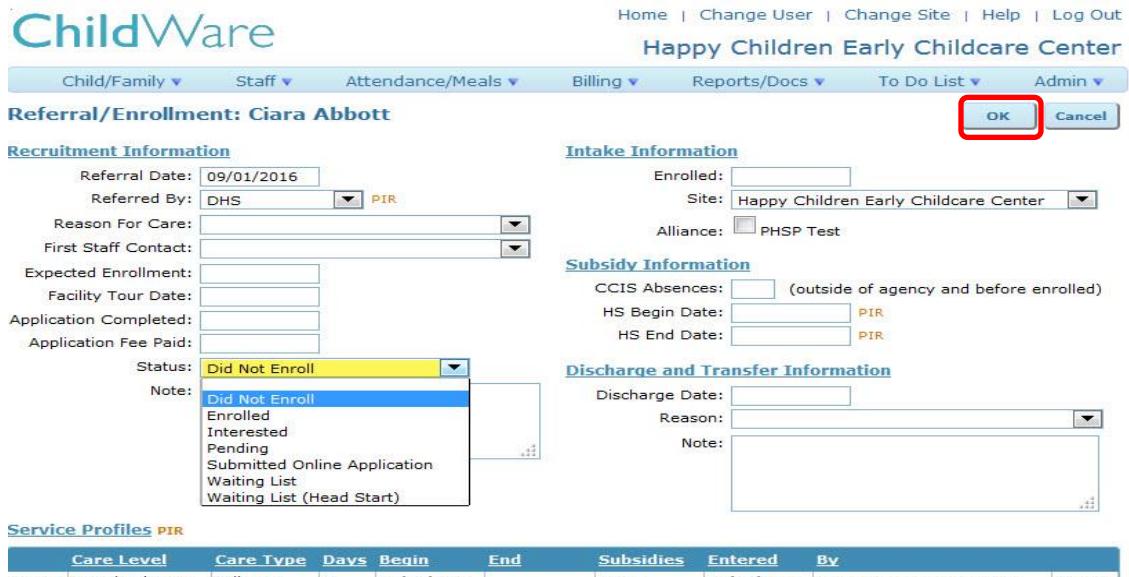
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Next, depending on the reason for the child's discharge, see either **Section A (Child Did Not Show)** or **Section B (Child Attended at least (1) Day but Left Program)**

SECTION A – CHILD DID NOT SHOW

1. Click on the **Status down arrow** and scroll to and choose **“Did Not Enroll.”**

- Notify your PHLpreK representative of this change.



ChildWare Happy Children Early Childcare Center

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Child/Family ▾ Staff ▾ Attendance/Meals ▾ Billing ▾ Reports/Docs ▾ To Do List ▾ Admin ▾

Referral/Enrollment: Ciara Abbott

Recruitment Information

Referral Date: 09/01/2016 Referred By: DHS ▾ PIR

Reason For Care: First Staff Contact: Expected Enrollment: Facility Tour Date: Application Completed: Application Fee Paid:

Status: Did Not Enroll ▾ Note: Did Not Enroll

Intake Information

Enrolled: Site: Happy Children Early Childcare Center ▾ Alliance: PHSP Test

Subsidy Information

CCIS Absences: (outside of agency and before enrolled) HS Begin Date: ▾ PIR HS End Date: ▾ PIR

Discharge and Transfer Information

Discharge Date: Reason: Note:

Service Profiles PIR

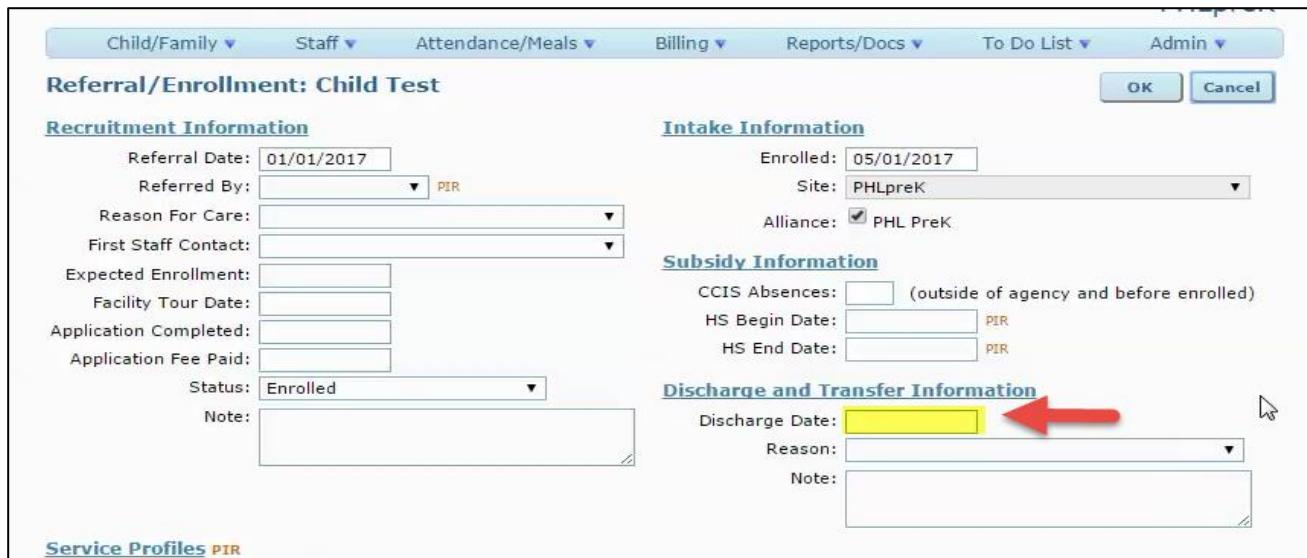
Care Level	Care Type	Days	Begin	End	Subsidies	Entered	By	
Select	Preschool - 4-5	Full Day	5	07/07/2017	CCIS	06/28/2017	G FARALLY SEMERAD-BULK	Delete

2. **Click OK.** The child will no longer appear in your Active Child list.

Continued on next page

SECTION B – CHILD ATTENDED AT LEAST (1) DAY AND LEFT THE PROGRAM

1. Enter a Discharge Date under the Discharge and Transfer Information section



Referral/Enrollment: Child Test

Recruitment Information

Referral Date: 01/01/2017
 Referred By: PIR
 Reason For Care:
 First Staff Contact:
 Expected Enrollment:
 Facility Tour Date:
 Application Completed:
 Application Fee Paid:
 Status: Enrolled
 Note:

Intake Information

Enrolled: 05/01/2017
 Site: PHLpreK
 Alliance: PHL PreK

Subsidy Information

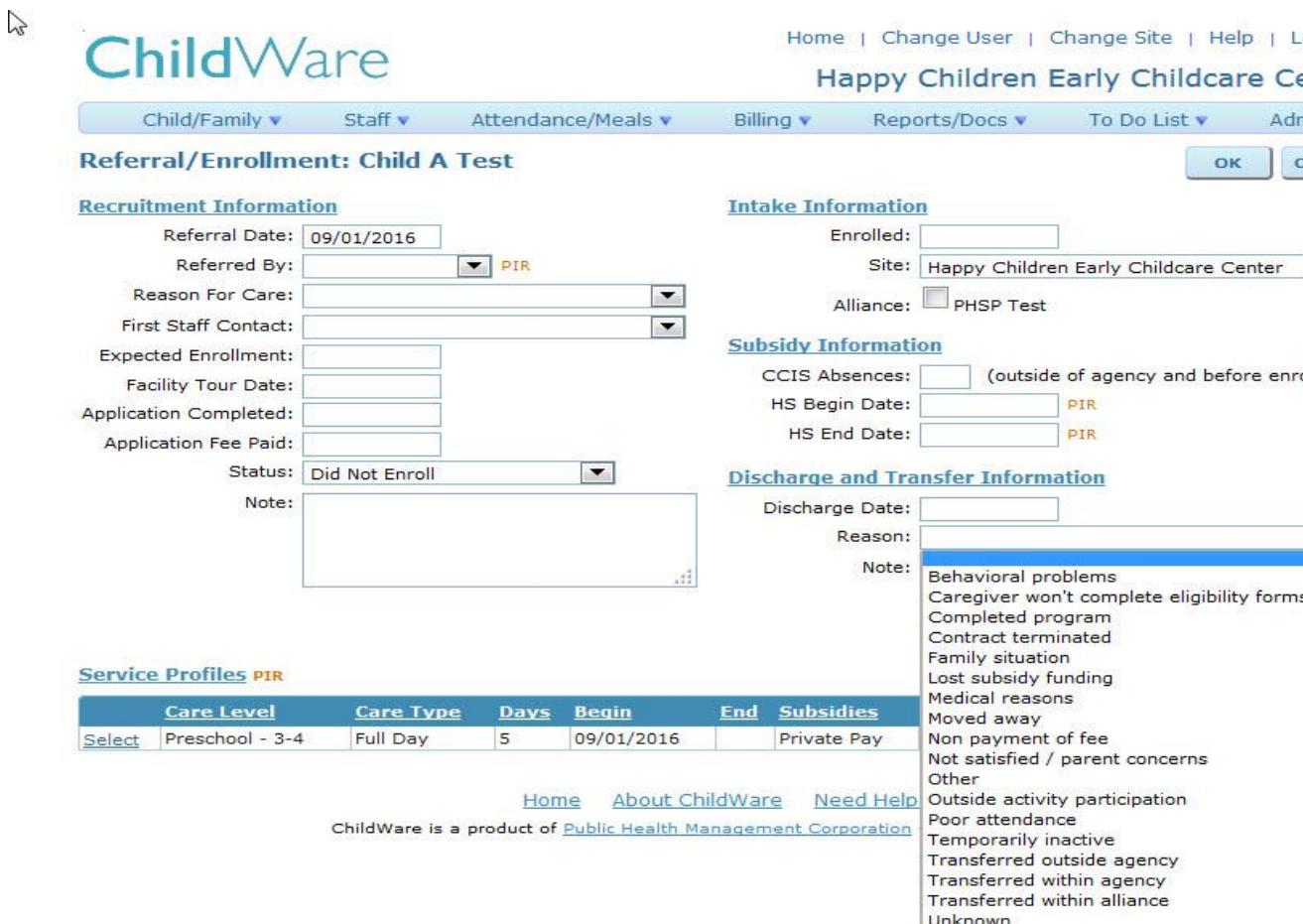
CCIS Absences: (outside of agency and before enrolled)
 HS Begin Date: PIR
 HS End Date: PIR

Discharge and Transfer Information

Discharge Date: (highlighted with yellow)
 Reason:
 Note:

Service Profiles PIR

2. Review Discharge Reasons



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 Happy Children Early Childcare Center

Referral/Enrollment: Child A Test

Recruitment Information

Referral Date: 09/01/2016
 Referred By: PIR
 Reason For Care:
 First Staff Contact:
 Expected Enrollment:
 Facility Tour Date:
 Application Completed:
 Application Fee Paid:
 Status: Did Not Enroll
 Note:

Intake Information

Enrolled:
 Site: Happy Children Early Childcare Center
 Alliance: PHSP Test

Subsidy Information

CCIS Absences: (outside of agency and before enrolled)
 HS Begin Date: PIR
 HS End Date: PIR

Discharge and Transfer Information

Discharge Date:
 Reason:
 Note:

Service Profiles PIR

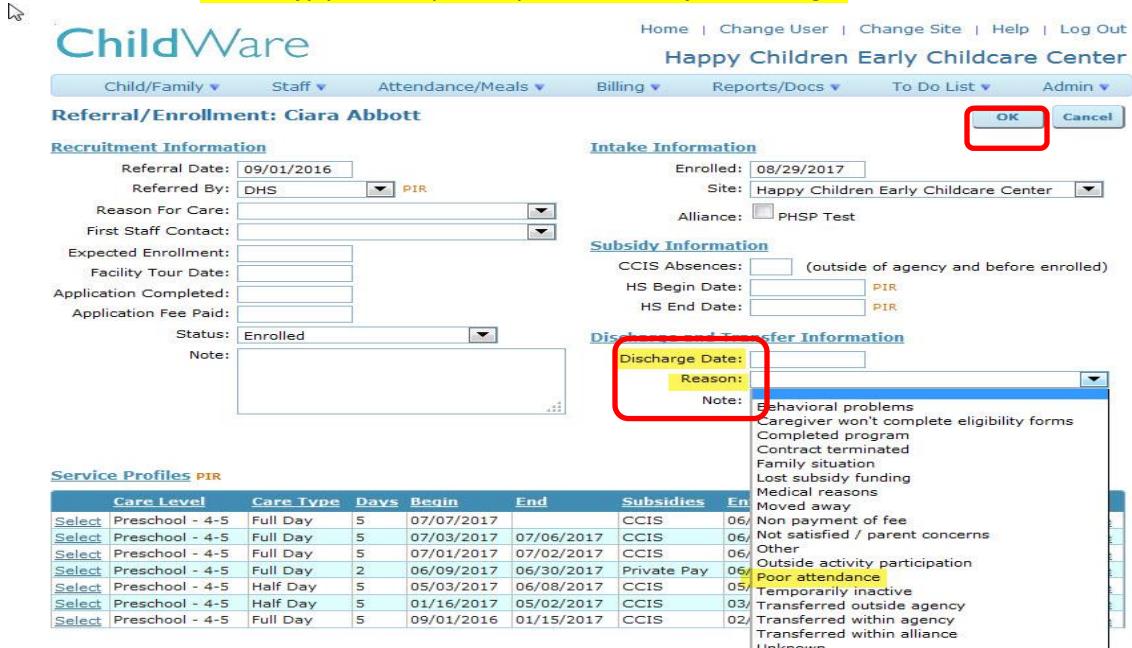
Care Level	Care Type	Days	Begin	End	Subsidies
Select	Preschool - 3-4	Full Day	5	09/01/2016	Private Pay

Behavioral problems
 Caregiver won't complete eligibility forms
 Completed program
 Contract terminated
 Family situation
 Lost subsidy funding
 Medical reasons
 Moved away
 Non payment of fee
 Not satisfied / parent concerns
 Other
 Outside activity participation
 Poor attendance
 Temporarily inactive
 Transferred outside agency
 Transferred within agency
 Transferred within alliance
 Unknown

Continued on next page

3. Choose Specific Discharge Reason and **write a brief explanation in the note section**. Then click **OK**. You do not need to make any change to the Status in this instance.

▪ **Notify your PHLpreK representative of this change.**



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Happy Children Early Childcare Center

Child/Family ▾ Staff ▾ Attendance/Meals ▾ Billing ▾ Reports/Docs ▾ To Do List ▾ Admin ▾

Referral/Enrollment: Ciara Abbott

Recruitment Information

Referral Date: 09/01/2016
Referred By: DHS PIR
Reason for Care:
First Staff Contact:
Expected Enrollment:
Facility Tour Date:
Application Completed:
Application Fee Paid:
Status: Enrolled
Note:

Intake Information

Enrolled: 08/29/2017
Site: Happy Children Early Childcare Center
Alliance: PHSP Test

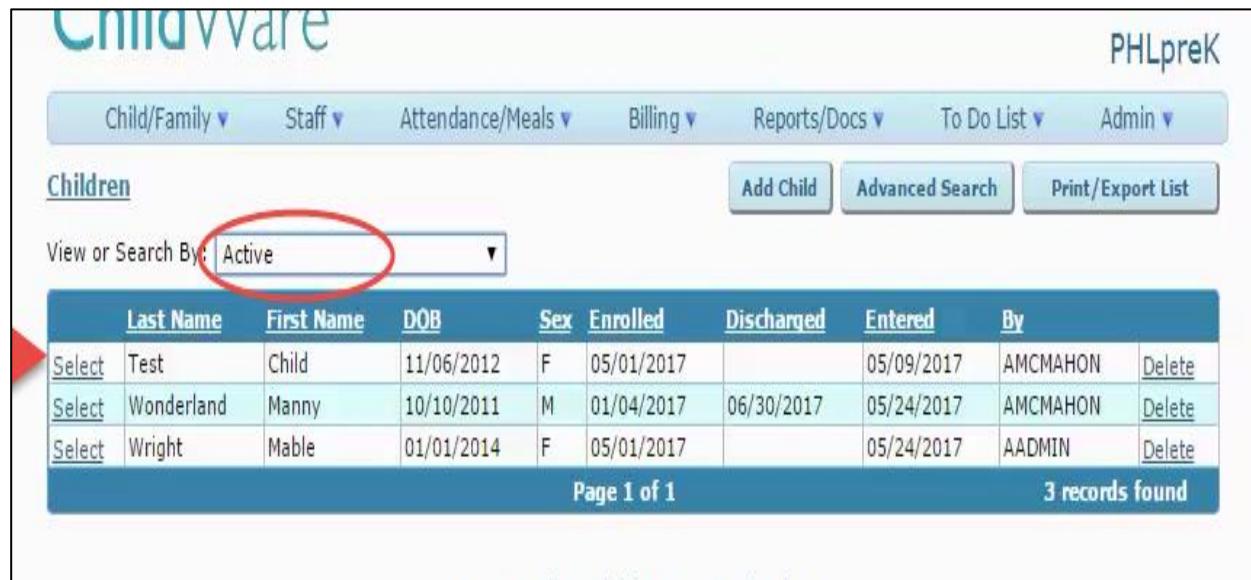
Subsidy Information

CCIS Absences: (outside of agency and before enrolled)
HS Begin Date: PIR
HS End Date: PIR

Discharge Date:
Reason:
Note:
Behavioral problems
Caregiver won't complete eligibility forms
Completed program
Contract terminated
Family situation
Lost subsidy funding
Medical reasons
Moved away
Non payment of fee
Not satisfied / parent concerns
Other
Outside activity participation
Poor attendance
Temporarily inactive
Transferred outside agency
Transferred within agency
Unknown

Discharging Individual Children – End of Program Year

1. Under the Child/Family Section, select Child Data and then select Active enrollments. Select the child you want to discharge



ChildWare

PHLpreK

Child/Family ▾ Staff ▾ Attendance/Meals ▾ Billing ▾ Reports/Docs ▾ To Do List ▾ Admin ▾

Children

Add Child Advanced Search Print/Export List

View or Search By: Active

Last Name	First Name	DOB	Sex	Enrolled	Discharged	Entered	By		
Select	Test	Child	11/06/2012	F	05/01/2017		05/09/2017	AMCMAHON	Delete
Select	Wonderland	Manny	10/10/2011	M	01/04/2017	06/30/2017	05/24/2017	AMCMAHON	Delete
Select	Wright	Mable	01/01/2014	F	05/01/2017		05/24/2017	AADMIN	Delete

Page 1 of 1 3 records found

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2. In the Child's record on the Main tab, scroll to the bottom of the screen and select the current Referral/Enrollment History.

Child Due: \$0.00 Family Due: \$0.00 Deposit Required: \$0.00 Deposit On File: \$0.00

Main Relationships Services Financial Health HS Eligibility Admin Events & Case Notes Documents Logs

First Name: Child MI: Last Name: Test Suffix: ▾

Sex: F ▾ SSN: - - DOB: 11/06/2012 Age: 4 years, 6 months DOB Verified By: ▾

Photo: Child Photo Choose File

Birth City: Birth State: Birth Country: ▾

Race: ▾ PIR Ethnicity: ▾ PIR

Languages
Spoken at Home: ▾ PIR Other Language: ▾ PIR

School-Age Information
School: ▾ Grade: ▾ Pupil ID: Kindergarten: (starting year)

Referral/Enrollment History PIR Add Referral/Enrollment

Referred	Enrolled	Discharged	Reason	Entered	By
Select 01/01/2017	05/01/2017			05/09/2017	AMCMAHON Delete

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3. Enter a Discharge Date under the Discharge and Transfer Information section

Child/Family ▾ Staff ▾ Attendance/Meals ▾ Billing ▾ Reports/Docs ▾ To Do List ▾ Admin ▾

Referral/Enrollment: Child Test OK Cancel

Recruitment Information

Referral Date: 01/01/2017
Referred By: ▾ PIR
Reason For Care: ▾
First Staff Contact: ▾
Expected Enrollment: ▾
Facility Tour Date: ▾
Application Completed: ▾
Application Fee Paid: ▾
Status: Enrolled ▾
Note: ▾

Intake Information

Enrolled: 05/01/2017 Site: PHLpreK ▾
Alliance: PHL PreK

Subsidy Information

CCIS Absences: ▾ (outside of agency and before enrolled)
HS Begin Date: ▾ PIR
HS End Date: ▾ PIR

Discharge and Transfer Information

Discharge Date: ▾ Reason: ▾ Note: ▾

Service Profiles PIR

Continued on next page

4. Review Discharge Reasons

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Happy Children Early Childcare Center

Child/Family ▾ Staff ▾ Attendance/Meals ▾ Billing ▾ Reports/Docs ▾ To Do List ▾ Admin ▾

OK Cancel

Referral/Enrollment: Child A Test

Recruitment Information

Referral Date: 09/01/2016
Referred By: PIR
Reason For Care:
First Staff Contact:
Expected Enrollment:
Facility Tour Date:
Application Completed:
Application Fee Paid:
Status: Did Not Enroll
Note:

Intake Information

Enrolled:
Site: Happy Children Early Childcare Center
Alliance: PHSP Test

Subsidy Information

CCIS Absences: (outside of agency and before enrolled)
HS Begin Date: PIR
HS End Date: PIR

Discharge and Transfer Information

Discharge Date:
Reason:
Note:

Behavioral problems
Caregiver won't complete eligibility forms
Completed program
Contract terminated
Family situation
Lost subsidy funding
Medical reasons
Moved away
Non payment of fee
Not satisfied / parent concerns
Other
Outside activity participation
Poor attendance
Temporarily inactive
Transferred outside agency
Transferred within agency
Transferred within alliance
Unknown

Service Profiles PIR

Care Level	Care Type	Days	Begin	End	Subsidies
Select	Preschool - 3-4	Full Day	5	09/01/2016	Private Pay

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5. Choose Specific Discharge Reason and **write a brief explanation in the note section**. Then click **OK**. You do not need to make any change to the Status in this instance.

a. For children that are “**ending services and will not be returning to your site in September**” – select **Completed Program**. Then click **OK**.

b. For children that will be “**returning in September**” – select **Temporarily Inactive**. Then click **OK**.

Notify your PHLpreK representative of this change.

Child/Family ▾ Staff ▾ Attendance/Meals ▾ Billing ▾ Reports/Docs ▾ To Do List ▾ Admin ▾

Referral/Enrollment: Child Test

Recruitment Information

Referral Date: 01/01/2017
Referred By: PIR
Reason For Care:
First Staff Contact:
Expected Enrollment:
Facility Tour Date:
Application Completed:
Application Fee Paid:
Status: Enrolled
Note:

Intake Information

Enrolled:
Site:
Alliance:
Behavioral problems
Completed program
Contract terminated
Family situation
Lost subsidy funding
Medical reasons
Moved away
Non payment of fee
Not satisfied / parent concerns
Other
Outside activity participation
Poor attendance
Temporarily inactive
Transferred outside agency
Transferred within agency
Transferred within alliance
Unknown

Subsidy Information

CCIS Absences:
HS Begin Date:
HS End Date:

Discharge and Transfer Information

Discharge Date:
Reason:
Note:

Continued on next page

6. The child will now have a Discharge Date entered into their Referral/Enrollment History.

Child Due: \$0.00 Family Due: \$0.00 Deposit Required: \$0.00 Deposit On File: \$0.00

Main Relationships Services Financial Health HS Eligibility Admin Events & Case Notes Documents Logs

First Name: Child MI: Last Name: Test Suffix: ▾

Sex: F ▾ SSN: - - DOB: 11/06/2012 Age: 4 years, 6 months DOB Verified By: ▾

Photo: Choose File

Birth City: Birth State: Birth Country: ▾

Race: ▾ PIR Ethnicity: ▾ PIR

Languages
Spoken at Home: ▾ PIR Other Language: ▾ PIR

School-Age Information
School: ▾ Grade: ▾ Pupil ID: Kindergarten: (starting year)

Referral/Enrollment History PIR

Referred	Enrolled	Discharged	Reason	Entered	By
Select 01/01/2017	05/01/2017	06/16/2017	Temporarily inactive	05/09/2017	AMCMAHON Delete

Add Referral/Enrollment

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Discharging Multiple Children Using Bulk Service Updates – End of Program Year

- Under the Child/Family section of ChildWare, select the Bulk Service Updates from the drop down menu. If you do not have this option available in the menu, please email ChildWare@phmc.org to request a change to your user profile.

ChildWare Little Learners Academy

Child/Family ▾ Staff ▾ Attendance/Meals ▾ Billing ▾ Reports/Docs ▾ To Do List ▾ Admin ▾

Child Data Contact Data [Add Child](#) [Advanced Search](#) [Print/Export List](#)

Bulk Service Updates

Batch Record Updates	Name	DOB	Sex	Enrolled	Discharged	Entered	By
Select Notification Emails	Child	03/15/2012	F	05/08/2013		07/06/2012	FPARKES Delete
Select PIN Maintenance		02/01/2009	M	09/01/2010		06/22/2011	FPARKES Delete
Select Allen	Andrew	12/01/2009	M	07/12/2011		04/18/2011	ALPHATEST Delete
Select Allen	Anna	04/23/2006	F	04/01/2011		04/18/2011	ALPHATEST Delete

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2. Once selected, you will open the **Process Update Screen**.

3. Under **Update Action**, use the drop down to select **Discharge Active Children**.

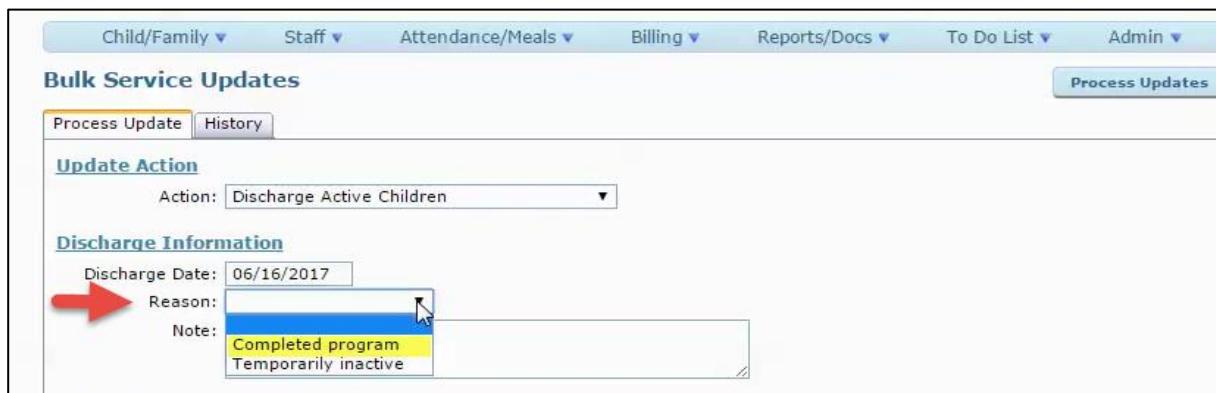
4. Enter the date for the last day of service in the PHLpreK program year.

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5. For Discharge Reason:

7. For children that are ending services and will not be returning to your site in September – select **Completed Program**.

8. For children that will be returning in September – select **Temporarily Inactive**.

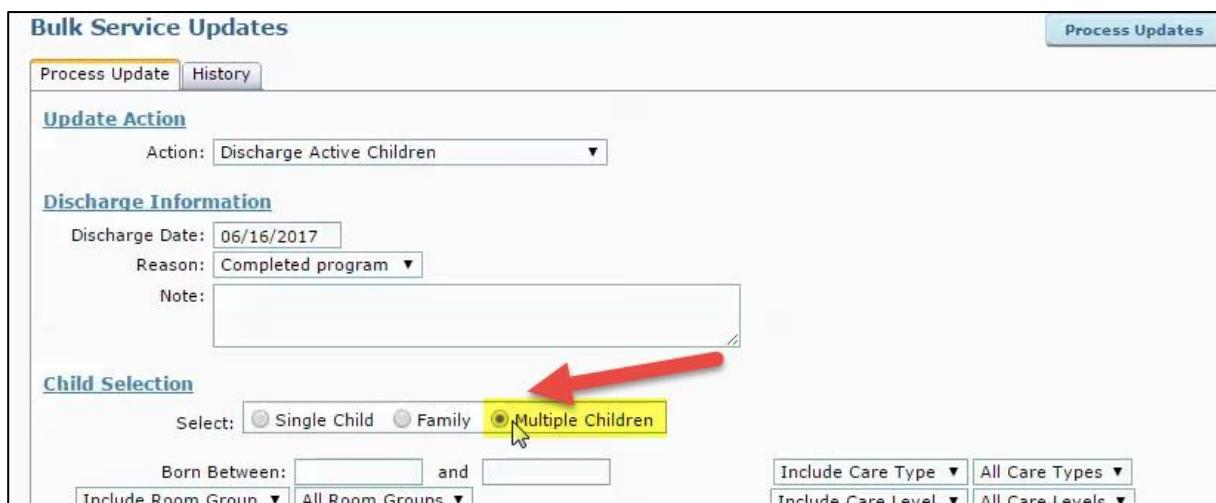


Bulk Service Updates

Update Action
Action: Discharge Active Children

Discharge Information
Discharge Date: 06/16/2017
Reason:

6. Click on the radial button for **Multiple Children**.



Bulk Service Updates

Update Action
Action: Discharge Active Children

Discharge Information
Discharge Date: 06/16/2017
Reason: Completed program
Note:

Child Selection
Select: Single Child Family Multiple Children
Born Between: [] and [] Include Care Type: [] All Care Types: []
Include Room Group: [] All Room Groups: [] Include Care Level: [] All Care Levels: []

You will end up with a list of children actively enrolled in your center. If you have a large number of children enrolled, you can use the filter options to narrow down the selection of children by their birthday, room and other options.



Child Selection
Select: Single Child Family Multiple Children
Born Between: [] and [] Include Care Type: [] All Care Types: []
Include Room Group: [] All Room Groups: [] Include Care Level: [] All Care Levels: []
Include Room: [] All Rooms: [] Include Subsidy: [] All Subsidies: []

Include	Child's Name	DOB	Room	Enrolled	Discharged
<input type="checkbox"/>	Aikens, Angelica	03/15/2012	Big Tots - Older Toddlers Room	5/8/2013	

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7. Select the children that you will be discharging. Remember that you should only **select those children whose discharge date and reason all match**.

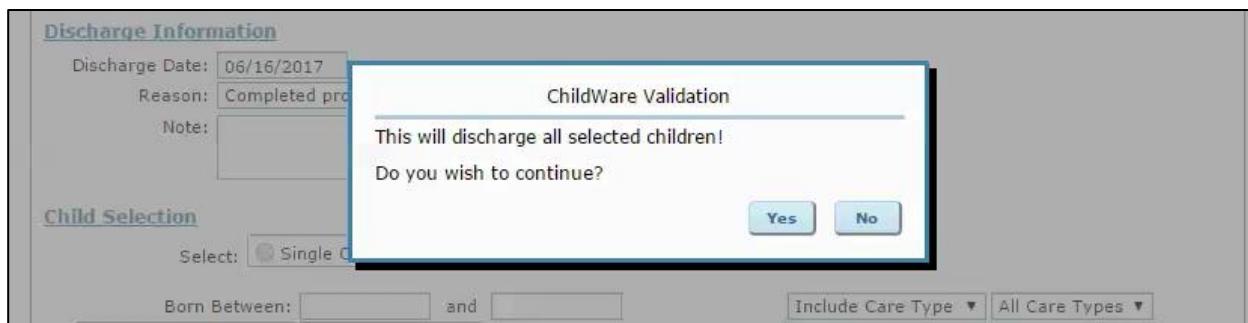
Born Between:	<input type="text"/>	and	<input type="text"/>	Include Care Type ▾	All Care Types ▾
Include Room Group ▾	All Room Groups ▾	Include Care Level ▾	All Care Levels ▾	Include Subsidy ▾	All Subsidies ▾
Include Room ▾	All Rooms ▾				
				Apply Filter	Reset Filter
				Print Proposed	
Include	Child's Name	DOB	Room	Enrolled	Discharged
<input type="checkbox"/>	Aikens, Angelica	03/15/2012	Big Tots - Older Toddlers Room	5/8/2013	
<input type="checkbox"/>	Alexander, Jason	02/01/2009	Little Learners - Preschool Room	9/1/2010	
<input type="checkbox"/>	Allen, Andrew	12/01/2009	Big Tots - Older Toddlers Room	7/12/2011	
<input checked="" type="checkbox"/>	Allen, Anna	04/23/2006	Little Learners - Preschool Room	4/1/2011	
<input type="checkbox"/>	Balances, Bernard	06/22/2012		2/1/2016	
<input checked="" type="checkbox"/>	Balances, Bradley	01/01/2012	Little Learners - Preschool Room	1/1/2015	
<input checked="" type="checkbox"/>	Banks, Christina	12/24/2009	Little Learners - Preschool Room	11/15/2011	
<input type="checkbox"/>	Banks, Robert	03/06/2009	Big Tots - Older Toddlers Room	11/15/2011	
<input type="checkbox"/>	Borschanski, April	12/31/2010	Little Learners - Preschool Room	3/1/2011	

8. Confirm that you have the correct Discharge Date and Discharge reason for the selected children. Then click the Process Updates button.

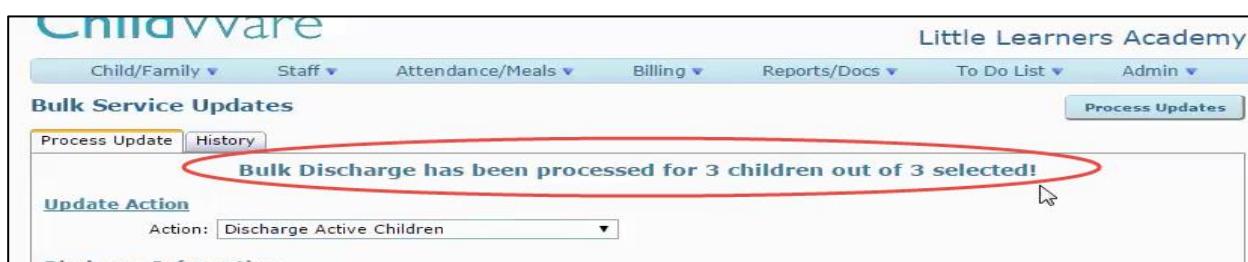
Child/Family ▾	Staff ▾	Attendance/Meals ▾	Billing ▾	Reports/Docs ▾	To Do List ▾	Admin ▾
Bulk Service Updates						Process Updates
<input type="button" value="Process Update"/> <input type="button" value="History"/>						
Update Action						
Action: <input type="button" value="Discharge Active Children"/>						
Discharge Information						
Discharge Date: <input type="text" value="06/16/2017"/>						
Reason: <input type="button" value="Completed program"/>						
Note: <input type="text"/>						
Child Selection						
Select: <input type="radio"/> Single Child <input type="radio"/> Family <input checked="" type="radio"/> Multiple Children						
Born Between:	<input type="text"/>	and	<input type="text"/>	Include Care Type ▾	All Care Types ▾	
Include Room Group ▾	All Room Groups ▾	Include Care Level ▾	All Care Levels ▾			
Include Room ▾	All Rooms ▾	Include Subsidy ▾	All Subsidies ▾			
				Apply Filter	Reset Filter	Print Proposed
Include	Child's Name	DOB	Room	Enrolled	Discharged	
<input type="checkbox"/>	Aikens, Angelica	03/15/2012	Big Tots - Older Toddlers Room	5/8/2013		

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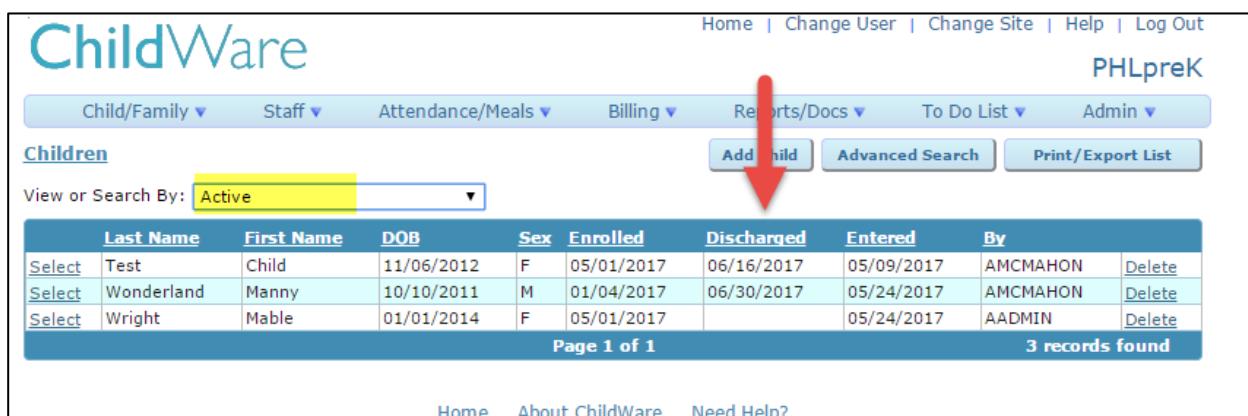
9. **ChildWare will alert you** that you are making a change to the selected records. **If you're information is correct, click the Yes button.**



10. ChildWare will confirm that the updates have been completed



After completing either the Individual Child or Bulk Child Discharge process, the Discharge Date will now appear on in the "Discharged" column on the Child Data screen.



For PHLpreK sites that license ChildWare independently and use it for tracking other children and services, these instructions may need to be adjusted to accommodate summer service plans in ChildWare. Please contact the ChildWare Team (childware@phmc.org) to discuss your program and plans and to address any specific questions you may have for this process in ChildWare.

Need assistance? Contact the PHMC ChildWare Helpdesk at **215-985-2599, option 1** or **helpdesk@phmc.org**. (And please leave a voice mail message so that we can return your call!!)