



Guidance for Data Entry

Required Data for all PHLpreK enrollments:

Child Information

- First Name, Last Name (legal name)
- DOB
- Sex
- Race
- Ethnicity

Primary Contact Information

- First Name, Last Name
- Address
- A phone number
- Relationship

Intake Information

- Enrollment Status
- Family Size
- Family Annual Income
- Language Spoken at Home

PHLpreK designation

- Designate PHLpreK child
- Add PHLpreK subsidy to child's account

Instructions to ensure that all required fields are complete when entering a new child.

Start with your site's Child Data List. Make sure to check your list of "All Children" prior to entering a new child. This helps to avoid creating duplicates.

The screenshot shows the ChildWare web application interface. The top navigation bar includes links for Home, Change User, Change Site, Help, and Log Out. Below this is a secondary navigation bar with tabs for Child/Family, Staff, Attendance/Meals, Billing, Reports/Docs, To Do List, and Admin. The main content area is titled 'Children' and features a 'View or Search By:' dropdown menu. The dropdown menu is open, showing a list of options including 'Future Enrollments', 'Active', 'All Children', 'Future Enrollments', 'Active (date range)', 'Did Not Enroll', 'Discharged', 'Discharge Reason', 'Online Application', 'Interested', 'Pending', 'Waiting List', 'Waiting List (Head Start)', 'Allergies / Food Restriction', 'Billing Contact', 'Care Level', 'Child Lookup', 'Classroom', 'Contacts', 'Cross Site Families', and 'Discounts'. A table of child records is visible in the background, with columns for Sex, Enrolled, Discharged, Entered, and By. The table shows two records for children named 'Atester' and 'Test'. The 'Add Child' button is highlighted in the top navigation bar.

Sex	Enrolled	Discharged	Entered	By
F	03/20/2017		03/19/2017	AADMIN
F	03/20/2017		03/15/2017	AMCMAHON

Once you have confirmed that the child is not already in ChildWare, click the "Add Child" button.

The screenshot shows the ChildWare web application interface. The top navigation bar includes links for Home, Change User, Change Site, Help, and Log Out. Below this is a secondary navigation bar with tabs for Child/Family, Staff, Attendance/Meals, Billing, Reports/Docs, To Do List, and Admin. The main content area is titled 'Children' and features a 'View or Search By:' dropdown menu. The dropdown menu is open, showing a list of options including 'Future Enrollments', 'Active', 'All Children', 'Future Enrollments', 'Active (date range)', 'Did Not Enroll', 'Discharged', 'Discharge Reason', 'Online Application', 'Interested', 'Pending', 'Waiting List', 'Waiting List (Head Start)', 'Allergies / Food Restriction', 'Billing Contact', 'Care Level', 'Child Lookup', 'Classroom', 'Contacts', 'Cross Site Families', and 'Discounts'. A table of child records is visible in the background, with columns for Last Name, First Name, DOB, Sex, Enrolled, Discharged, Entered, and By. The table shows three records for children named 'Atest', 'Gambino', and 'Savage'. The 'Add Child' button is highlighted in the top navigation bar.

Last Name	First Name	DOB	Sex	Enrolled	Discharged	Entered	By
Atest	Achild	03/01/2012	M	03/01/2017		03/15/2017	AMCMAHON
Gambino	Rachel	08/18/2013	F	01/04/2017		01/18/2017	PADMIN
Savage	Haviland Test Child	01/01/2014	F	01/09/2017		03/16/2017	ZCOHEN

This will open a blank child record. In this document, the PHLpreK required fields on the page have been highlighted to show much of the required data. *The fields are not highlighted in ChildWare.* Please provide a copy of this handout to the person who is entering the data into ChildWare for your site.

The screenshot shows the 'Child' record form in ChildWare. The form is divided into several sections, each with a blue header. The 'Child Information' section includes fields for First Name, Last Name, MI, Suffix, DOB, Sex, and radio buttons for 'New Family' and 'Existing Family'. The 'Primary Contact Information' section includes fields for First Name, Last Name, MI, Suffix, Home Phone, School/Work Phone, Cell, Relationship, Father figure, and Education. The 'Referral Information' section includes fields for Referral Date, Referred By, Reason For Care, First Staff Contact, Facility Tour Date, Application Completed, Application Fee Paid, and a Note. The 'Expected Enrollment' section includes fields for Expected Enrollment Date, Expected Schedule (Monday through Sunday), and Drop In Only. The 'Intake Information' section includes fields for Enrollment Status, Date Enrolled in Center, Site, Alliance, Classroom, Family Size, Annual Income, Care Level, and Rate. The 'Subsidy Information' section includes a field for HS Begin Date. The form also has a navigation bar at the top with links for Home, Change User, Change Site, Help, and Log Out. The bottom of the form has links for Home, About ChildWare, and Need Help?, and a copyright notice for Public Health Management Corporation.

Additional data can be entered if it will assist in your program management activities.

Once all required fields have been entered, **click OK** to save the data.

This screenshot shows the same 'Child' record form as the previous one, but with sample data entered. The 'Child Information' section has First Name: Child, Last Name: Atester, MI: , Suffix: , DOB: 01/01/2012, Age: 5 years, 2 months, Sex: F, and radio buttons for 'New Family' and 'Existing Family'. The 'Primary Contact Information' section has First Name: Parent, Last Name: Atester, MI: , Suffix: , Home Phone: , School/Work Phone: , Cell: 215 555-5555, Relationship: Father, Father figure: PIR, and Education: PIR. The 'Referral Information' section has Referral Date: 03/01/2017, Referred By: PIR, Reason For Care: , First Staff Contact: , Facility Tour Date: , Application Completed: , Application Fee Paid: , and a Note: . The 'Expected Enrollment' section has Expected Enrollment Date: , Expected Schedule: Monday: Full Day, Tuesday: Full Day, Wednesday: Full Day, Thursday: Full Day, Friday: Full Day, Saturday: , Sunday: , and Drop In Only: . The 'Intake Information' section has Enrollment Status: Enrolled, Date Enrolled in Center: 03/20/2017, Site: PHLpreK, Alliance: PHL PreK, Classroom: Busy Bees (PreK 1), Family Size: 3, Annual Income: 25000, Care Level: Preschool, and Rate: Full Day / 5 days (\$0.00 weekly). The 'Subsidy Information' section has HS Begin Date: PIR. The 'OK' button is highlighted with a red circle. The form also has a navigation bar at the top with links for Home, Change User, Change Site, Help, and Log Out. The bottom of the form has links for Home, About ChildWare, and Need Help?, and a copyright notice for Public Health Management Corporation.

This will take you to the Child Record's Main tab where you can continue to enter required data. At this point, the data review and update process is the same for as it would be for a child already entered into ChildWare. Please refer to the following pages for additional instructions.

Relationship Tab Information:

Click on the **Relationships** tab and **Select the Primary contact** (first on list).

ChildWare Home | Change User | Change Site | Help | Log Out
Happy Children Early Childcare Center

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

Child: Ciara Abbott (Ducklings) OK Cancel

Child Due: \$147.00 Family Due: \$147.00 Deposit Required: \$0.00 Deposit On File: \$0.00

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

Contacts PIR Add Contact

View or Search By: Contact Information ▾

	Last Name	First Name	Relationship	Pickup	Language	Home Phone	Cell Phone	Work Phone	
Select	Gibbons	Angela	Mother	Any time	English	610-555-8199	215-555-5721		Delete
Select	Abbott	Jason	Father	Any time	English	610-555-8199	610-555-8710		Delete

Primary Contact: Abbott, Jason ▾ PIR

Secondary Contact: Abbott, Jason ▾ PIR

Siblings Add Sibling Relationship

	Last Name	First Name	Relationship	Room	Enrolled	Discharged	Site	Entered	By	
Select	Baggett	Mekei	Half-brother	Bluebirds	09/01/2016		HAPCEC	04/08/2015	AHANNAN	Delete
Select	Beaverhousin	Anastasia	Sister		09/09/2016		HAPCEC	09/30/2016	TTRAINING	Delete

Click on the **Main** Tab and make sure the **name, race, language, address, and phone information is filled out**. **PHLpreK requires this information to approve enrollment.**

Contact: Angela Gibbons, Child: Ciara Abbott OK Cancel

Main Children Employer/School Information Public Assistance Family Partnership Events Log

Demographics

First Name: Angela MI: ☐
 Last Name: Gibbons Suffix: ▾
 NickName:
 Sex: F ▾
 DOB: 07/21/1989
 SSN: - -
 Race: Black or African American ▾
 Language: English ▾
 ▾
 ▾

Status

At Least 16? ☒
 Student? ☒
 Education: GED ▾ PIR
 Residency:
 Verified:
 Residency Note:
 Income Verified:
 Income Note:
 Photo: Contact Photo
 Browse...

Home Contact Information

Address 1: 2115 West Bridge Ave
 Address 2:
 City: Philadelphia
 State: PA ▾ Zip: 19092
 County: ▾
 Home Phone: 610 555-8199
 Cell: 215 555-5721
 Email: agibbons@gmail.com
 Best Time To

Instructions to ensure that all required fields are complete for a child already entered into ChildWare.

Start with your site's Child Data List. The best choice is to use the "All Children" selection when searching for a child. You can also choose other options from the drop down list:

- All children – all children associated in any way with your site
- Active children – currently enrolled as of the date you are searching ChildWare
- Future enrollments – any children that have been given an Enrolled status for a future date
- Pending – used for children that are ready to enroll, but have not yet been approved by PHMC
- Waitlist – children waiting for an opening in your program

If you are not sure of the child's status, the easiest choice is to select All Children

The screenshot shows the ChildWare web application interface. The browser address bar displays <https://cwapp.phmc.org/Retrieve.aspx>. The top navigation bar includes links for Home, Change User, Change Site, Help, and Log Out. The main header features the ChildWare logo and the text PHLpreK. Below the header, there are tabs for Child/Family, Staff, Attendance/Meals, Billing, Reports/Docs, To Do List, and Admin. A 'Children' section is visible, with buttons for Add Child, Advanced Search, and Print/Export List. A 'View or Search By:' dropdown menu is open, showing a list of options: Future Enrollments, Active, All Children, Future Enrollments (highlighted), Active (date range), Did Not Enroll, Discharged, Discharge Reason, Online Application, Interested, Pending, Waiting List, Waiting List (Head Start), Allergies / Food Restriction, Billing Contact, Care Level, Child Lookup, Classroom, Contacts, Cross Site Families, and Discounts. A table of child records is displayed on the right, with columns for Sex, Enrolled, Discharged, Entered, and By. The table shows two records, both with a status of 'Future Enrollments'. The footer includes links for About ChildWare and Need Help?, and a copyright notice for Public Health Management Corporation, Copyright 2006-2017.

Sex	Enrolled	Discharged	Entered	By
F	03/20/2017		03/19/2017	AADMIN
F	03/20/2017		03/15/2017	AMCMAHON

Page 1 of 1 2 records found

From your Child Data list, **select the child for whom you are going to update the information.** Once selected, you will be directed to the child's **Main tab**. If not, then select the Main tab.

Review the record to ensure that all required items are completed. On this copy, the **required fields on this page for PHLpreK are highlighted**. They are not highlighted in ChildWare, so please keep this handout on hand for reference.

Check that the date of birth has been entered correctly and that the **child's age aligns with the PHLpreK age requirements.**

Child: Child Aterster (Busy Bees (PreK 1))

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: Aterster Suffix:

Sex: F SSN: DOB: 01/01/2012 Age: 5 years, 2 months DOB Verified By: Birth City: Birth State: Birth Country: Race: Black or African American Ethnicity: Non-Hispanic

Languages Spoken at Home: English Other Language: School-Age Information School: Grade: Pupil ID: Kindergarten: (starting year)

Referral/Enrollment History PIR

Select	Referred	Enrolled	Discharged	Reason	Site	Entered	By	Delete
	03/01/2017	03/20/2017			PHLPREK	03/19/2017	AADMIN	

Once you've ensured that all required data is entered, move to the bottom of the screen to: Referral/Enrollment History

Select the record (for most children, there will be only one item in the list. If there is more than one – choose the one with the correct enrollment date).

Child: Child Aterster (Busy Bees (PreK 1))

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: Aterster Suffix:

Sex: F SSN: DOB: 01/01/2012 Age: 5 years, 2 months DOB Verified By: Birth City: Birth State: Birth Country: Race: Black or African American Ethnicity: Non-Hispanic

Languages Spoken at Home: English Other Language: School-Age Information School: Grade: Pupil ID: Kindergarten: (starting year)

Referral/Enrollment History PIR

Select	Referred	Enrolled	Discharged	Reason	Site	Entered	By	Delete
	03/01/2017	03/20/2017			PHLPREK	03/19/2017	AADMIN	

Once on the Referral/Enrollment page, review the record to ensure that required data has been entered under Intake Information:

- Ensure that the enrollment date is correct and that the PHLPreK box is checked.

Scroll to the bottom of the page to Service Profiles and select the current service profile.

ChildWare

Home | Change User | Change Site | Help | Log Out

PHLpreK

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

Referral/Enrollment: Child Atester OK Cancel

Recruitment Information

Referral Date: 03/01/2017
 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: 03/20/2017
 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

	Care Level	Care Type	Days	Begin	End	Subsidies	Entered	By	
Select	Preschool	Full Day	5	03/20/2017		Private Pay	03/19/2017	AADMIN	Delete

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Once on the **Service Profile** page, review that all the required information is completed.

- **Add or correct Family Financial information here:** Family Size and Annual Income. If you have a CACFP program, consider using the data collected during the CACFP application process.
- For **providers that are new to ChildWare and have the PHLpreK set-up**, please use **Full Day** as the Care Type. This was the default used for child imports and for PHLpreK.
- **Check that classroom assignment is correct.**

Continued on next page

Once you've reviewed the record and updated the required fields, click the "Add Subsidy/Scholarship" button

ChildWare Home | Change User | Change Site | Help | Log Out PHLpreK

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

Service Profile: Child Atester OK Cancel

Services

Care

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
Care Type:	Full Day ▾	Full Day ▾	Full Day ▾	Full Day ▾	Full Day ▾	▾	▾
Time In:							
Time Out:							
Drop In Only:	<input type="checkbox"/>						
Classroom:	Busy Bees (PreK 1) ▾						
Care Level:	Preschool (37 - 71 months) ▾						

Child's DOB: 1/1/2012 (5 years, 2 months old)

Family Financial

Family Size: 3 Annual Income: 25000 Meal Subsidy: Free ▾

Subsidies / Scholarships

PIR Add Subsidy / Scholarship

Costs / Payments

Services / Rates

Tuition: Full Day / 5 days (\$0.00 weekly) - Effective: 01/01/2010 ▾

Weekly Cost Summary

Tuition/Care:	\$0.00
Total Costs:	\$0.00

Effective From: 03/20/2017 To:

Note:

Weekly Payments / Source

Tuition/Care (parent):	\$0.00
Payments from all Sources:	\$0.00
Discounts/Credits:	\$0.00
Payments/Discounts/Credits:	\$0.00

Parent Payment Summary

Due From Parent:	\$0.00 Weekly
Parent Payment:	\$0.00 Weekly ▾

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https://cwapp.phmc.org/ChildSubsidyAdd.aspx

New York Times - CNN - Breaking News - ChildWare - Philadelphia, PA Weather - Login | MailChimp - Phila Facility Fund - Childcaremap | Power

ChildWare Home | Change User | Change Site | Help | Log Out PHLpreK

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

Subsidy / Scholarship: Child Atester OK Cancel

Subsidy: ▾

Subsidy Care Level: PHL Pre ▾

Subsidy Rate: ▾

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Once you select the PHLpreK subsidy, the rest of the information is filled in from default set-ups in the system. Click OK.

https://cwapp.phmc.org/ChildSubsidyAdd.aspx

New York Times - CNN - Breaking News - ChildWare - Philadelphia, PA Weather - Login | MailChimp - Phila Facility Fund - Childcaremap | Power

ChildWare Home | Change User | Change Site | Help | Log Out

PHLpreK

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

Subsidy / Scholarship: Child Atester OK Cancel

Subsidy: PHL PreK ▾

Subsidy Care Level: PreSchool ▾

Subsidy Rate: Full Day / (\$0.00 daily) - Effective: 01/01/2010 ▾

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Once you click OK, you will move to another page where defaults have also been set-up. These defaults should be fine – as noted, we are using **Full Day** for most providers (unless you had a prior ChildWare account). Click OK.

https://cwapp.phmc.org/ChildSubsidyEdit.aspx?ID=2LRVo0y3Ogm4j5F6Ms3Qgg%3d%3d

The New York Times - CNN - Breaking News - ChildWare - Philadelphia, PA Weather - Login | MailChimp - Phila Facility Fund - Childcaremap | Power

ChildWare Home | Change User | Change Site | Help | Log Out

PHLpreK

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

Subsidy / Scholarship: Child Atester OK Cancel

Subsidy

Subsidy: PHL PreK ▾

Subsidy Care Level: PreSchool ▾

Expected Subsidy Attendance Rates

Monday: Full Day / (\$0.00 daily) - Effective: 01/01/2010 ▾

Tuesday: Full Day / (\$0.00 daily) - Effective: 01/01/2010 ▾

Wednesday: Full Day / (\$0.00 daily) - Effective: 01/01/2010 ▾

Thursday: Full Day / (\$0.00 daily) - Effective: 01/01/2010 ▾

Friday: Full Day / (\$0.00 daily) - Effective: 01/01/2010 ▾

Saturday: ▾

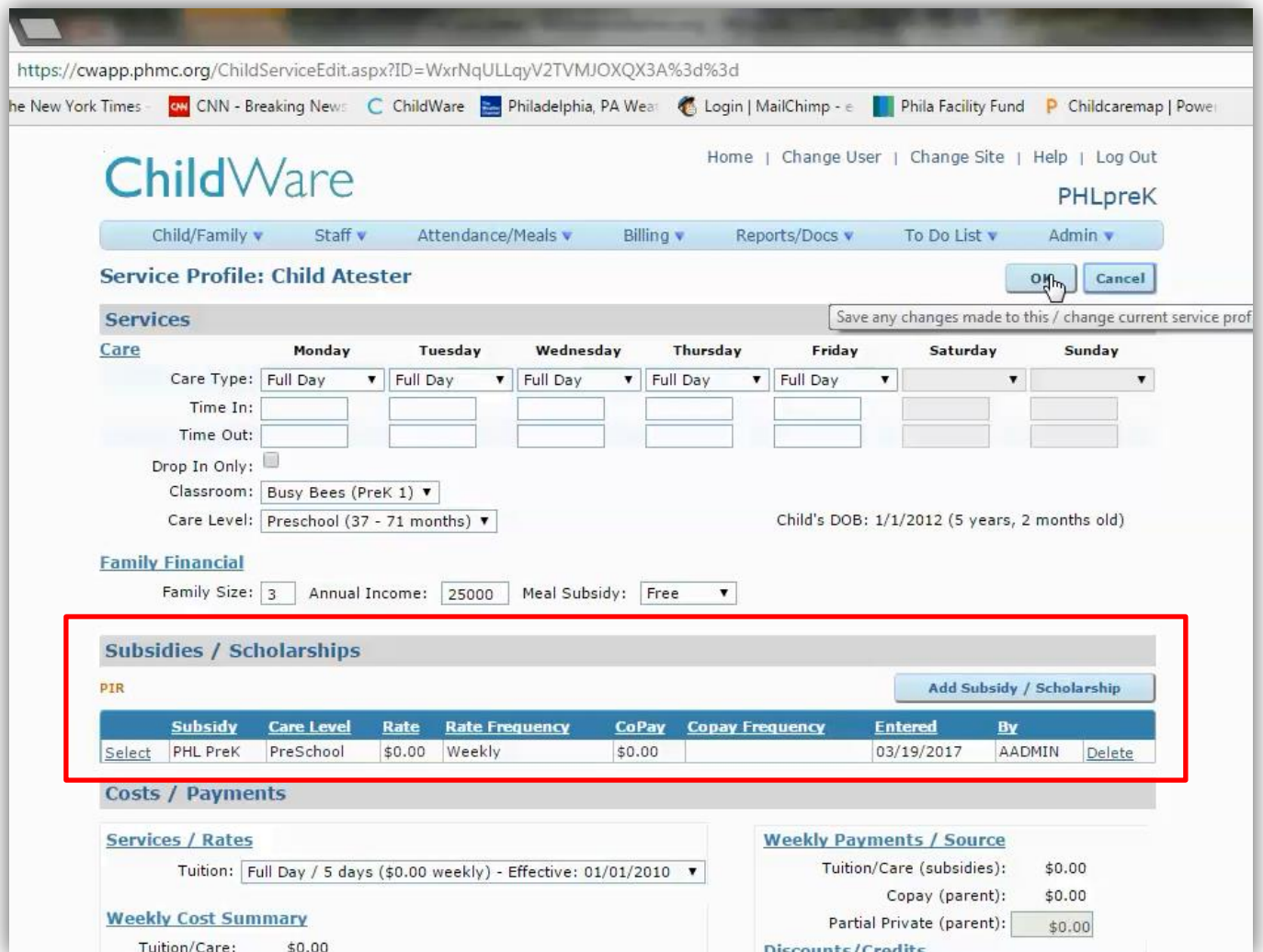
Sunday: ▾

Note:

Home About ChildWare Need Help?

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You will be returned to the Service Profile page. You will now see that the subsidy has been added to the child's record.



https://cwapp.phmc.org/ChildServiceEdit.aspx?ID=WxrNqULLqyV2TVMJOXQX3A%3d%3d

ChildWare PHLpreK

Service Profile: Child Atester

Save any changes made to this / change current service profile

Care

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
Care Type:	Full Day	Full Day	Full Day	Full Day	Full Day		
Time In:							
Time Out:							
Drop In Only:	<input type="checkbox"/>						
Classroom:	Busy Bees (PreK 1)						
Care Level:	Preschool (37 - 71 months)						

Child's DOB: 1/1/2012 (5 years, 2 months old)

Family Financial

Family Size: 3 Annual Income: 25000 Meal Subsidy: Free

Subsidies / Scholarships

PIR Add Subsidy / Scholarship

Select	Subsidy	Care Level	Rate	Rate Frequency	CoPay	Copay Frequency	Entered	By	Delete
<input type="checkbox"/>	PHL PreK	PreSchool	\$0.00	Weekly	\$0.00		03/19/2017	AADMIN	<input type="checkbox"/>

Costs / Payments

Services / Rates

Tuition: Full Day / 5 days (\$0.00 weekly) - Effective: 01/01/2010

Weekly Cost Summary

Tuition/Care: \$0.00

Weekly Payments / Source

Tuition/Care (subsidies): \$0.00
 Copay (parent): \$0.00
 Partial Private (parent): \$0.00

Discounts/Credits

At this point, continue to click OK until you return to the child's main page. You are finished updating this child's record and can move on to the next child.

Need assistance? Contact the 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!)

