

ChildWare: PHLpreK CCIS Subsidy Verification

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Agenda

Events /Case Notes

CCIS Subsidy Verification

Step-by-step video within Childware showing you how to access the information needed and the associated report that you can run.



Q: Why is this training important? Why do you need to perform all this data entry in ChildWare?

A: ChildWare (CW) is the primary data system for the PHLpreK Program. It allows for reporting to key stakeholders (Mayor's Office, City Council, citizens of Philadelphia)

Summary data of children impacted

Summary data of participating Providers

Impact of the program for the City of Philadelphia

Data entry in ChildWare is required as part of your Provider Agreement

Additional Benefits of Adding Data into ChildWare

This data also helps you, the provider, enhance your knowledge of the program and the impact this has on the children attending your agency.

There are multiple report options in ChildWare where you can show how many children you have helped with K transition, with enrolling in CCIS, and referrals to Elwyn, just to name a few.

Child Data

The best way to search for a child is by using the “View or Search by” and selecting All Children.

When you choose the “all children” selection , you will see a list of students that have different statuses. You will see students who are enrolled, pending, future enrollment or waitlist, and discharged.

The screenshot shows the ChildWare software interface. At the top, there is a navigation bar with links: Home, Change User, Change Site, Help, and Log Out. To the right of the navigation bar, it says "PHLpreK". Below the navigation bar, there is a menu bar with links: Child/Family, Staff, Attendance/Meals, Billing, Reports/Docs, To Do List, and Admin. Under the "Child/Family" link, a dropdown menu is open with the title "View or Search By: All Children". The dropdown menu lists various status categories: Active, All Children (HS), 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, and Cross Site Families. A red arrow points from the text in the previous slide to this dropdown menu. Below the dropdown menu, the main content area is titled "Children". It shows a table with columns: Last Name, First Name, Sex, Enrolled, Discharged, Entered, and By. The table contains 11 records. The first record is for "Cinderella" (Sex: F, Enrolled: 06/08/2017, Discharged: , Entered: 06/08/2017, By: GFARALLYSEMERAD). The last record is for "Wright" (Sex: F, Enrolled: 05/01/2017, Discharged: , Entered: 05/24/2017, By: AADMIN). At the bottom of the table, it says "Page 1 of 1" and "11 records found". At the very bottom of the page, there are links for "About ChildWare" and "Need Help?".

Last Name	First Name	Sex	Enrolled	Discharged	Entered	By
Cinderella		F	06/08/2017		06/08/2017	GFARALLYSEMERAD
Duck		M			06/15/2017	AMCMAHON
Mouse		M	06/08/2017		06/08/2017	GFARALLYSEMERAD
Mouse		F			06/08/2017	GFARALLYSEMERAD
Sleeping		F	09/05/2017		06/08/2017	GFARALLYSEMERAD
Sparrow		M	09/11/2017		06/12/2017	GFARALLYSEMERAD
Test		F			05/09/2017	AMCMAHON
Tigger		M	06/08/2017	06/12/2017	06/08/2017	GFARALLYSEMERAD
Wonderland		F			05/24/2017	AMCMAHON
Wonderland		M			05/24/2017	AMCMAHON
Wright		F	05/01/2017		05/24/2017	AADMIN

Select Child

ChildWare

Home | Change User | Change Site | Help | Log Out
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: [All Children](#)

Last Name	First Name	DOB	Sex	Enrolled	Discharged	Entered	By		
Select	Cinderella	Blue	01/01/2013	F		06/08/2017	GFARALLYSEMERAD	Delete	
Select	Duck	Huey	11/01/2013	M		06/15/2017	AMCMAHON	Delete	
Select	Duck	Luey	01/01/2013	M	09/18/2017	06/16/2017	AMCMAHON	Delete	
Select	Mouse	Mickey	11/08/2013	M		06/08/2017	GFARALLYSEMERAD	Delete	
Select	Mouse	Minnie	11/28/2013	F		06/08/2017	GFARALLYSEMERAD	Delete	
Select	Sleeping	Beauty	02/08/2013	F		06/08/2017	GFARALLYSEMERAD	Delete	
Select	Sparrow	Captain Jack	11/28/2013	M	09/11/2017	06/12/2017	GFARALLYSEMERAD	Delete	
Select	Starr	Trixie	08/28/2013	F		09/12/2017	KSTEPANEK	Delete	
Select	Test	Child	11/06/2012	F	09/05/2017	05/09/2017	AMCMAHON	Delete	
Select	Tigger	Bouncy	12/31/2011	M	09/26/2017	06/08/2017	GFARALLYSEMERAD	Delete	
Select	Wonderland	Alice	11/15/2013	F	05/01/2017	06/16/2017	05/24/2017	AMCMAHON	Delete
Select	Wonderland	Little	01/01/2015	F		07/10/2017	AMCMAHON	Delete	
Select	Wonderland	Manny	03/05/2014	M	09/05/2017	05/24/2017	AMCMAHON	Delete	
Select	Wright	Mable	01/01/2014	F	09/25/2017	05/24/2017	AADMIN	Delete	

Page 1 of 1 14 records found

Select the child that you want to enter data regarding subsidies, assessments, screenings, and transitions.

Child Tabs

Child: Captain Jack Sparrow ()

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: Captain Jack MI: Last Name: Sparrow Suffix:

Sex: SSN: DOB: 11/28/2013 Age: 3 years, 10 months

DOB Verified By:

Photo:

Birth City: Birth State: Birth Country:

Race: Native Hawaiian or Pacific Islander Ethnicity: Non-Hispanic

School-Age Information

School: Grade: Pupil ID: Kindergarten: (starting year)

Languages

Spoken at Home: English Other Language:

Referral/Enrollment History PIR

Referred	Enrolled	Discharged	Reason	Entered	By	Add Referral/Enrollment
Select	06/01/2017	09/11/2017		06/12/2017	G FARALLY SEMERAD	<input type="button" value="Delete"/>

All assessments, screenings, subsidies, and transitions (plus much more) can be found on the **Events and Case Note Tab**, which is one of the choice of tabs available when you “Select” a child.

Events and Case Notes

Deadlines: Refer to your PHLpreK newsletter for due date information

Events and Case Notes

Child: Mickey Mouse (One Love 1)

OK Cancel

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

Events and Case Notes PIR

Add Event/Case Note Print/Export List

View or Search By: All

Date	Type	Note	Site	Entered	By		
Select	10/12/2017	Event: Child Assessment	Galileo Assessment Scale online tool	HAPCEC	10/12/2017	GFARALLYSEMERAD	Delete
Select	10/12/2017	Event: Child Assessment	High Reach Learning-GRO tool	HAPCEC	10/12/2017	GFARALLYSEMERAD	Delete
Select	10/12/2017	Event: Child Assessment	Teaching Strategies GOLD online	HAPCEC	10/12/2017	GFARALLYSEMERAD	Delete
Select	10/12/2017	Event: Child Assessment	Work Sampling Tool	HAPCEC	10/12/2017	GFARALLYSEMERAD	Delete
Select	10/12/2017	Event: Developmental Screening	Concerned about child's cognitive responses	HAPCEC	10/12/2017	GFARALLYSEMERAD	Delete
Select	10/12/2017	Event: Transition	Met with parents to discuss transition plans for Kindergarten enrollment 9/2018	HAPCEC	10/12/2017	GFARALLYSEMERAD	Delete
Select	09/29/2017	Event: Subsidy Application	Effective 10/15/2017	HAPCEC	10/12/2017	GFARALLYSEMERAD	Delete

Once you have selected a child, click on the Events & Case Notes Tab to see a list of previously entered events/case notes or to add a new event/case note.

Add Event/Case Note

Child: Mickey Mouse (One Love 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

Events and Case Notes PIR

Add Event/Case Note Print/Export List

View or Search By: All

Date	Type	Note	Site	Entered	By	Delete
Select	10/12/2017	Event: Child Assessment	HAPCEC	10/12/2017	GFARALLYSEMERAD	Delete
Select	10/12/2017	Event: Child Assessment	HAPCEC	10/12/2017	GFARALLYSEMERAD	Delete
Select	10/12/2017	Event: Child Assessment	HAPCEC	10/12/2017	GFARALLYSEMERAD	Delete
Select	10/12/2017	Event: Child Assessment	HAPCEC	10/12/2017	GFARALLYSEMERAD	Delete
Select	10/12/2017	Event: Developmental Screening	HAPCEC	10/12/2017	GFARALLYSEMERAD	Delete
Select	10/12/2017	Event: Transition	HAPCEC	10/12/2017	GFARALLYSEMERAD	Delete
Select	09/29/2017	Event: Subsidy Application	HAPCEC	10/12/2017	GFARALLYSEMERAD	Delete

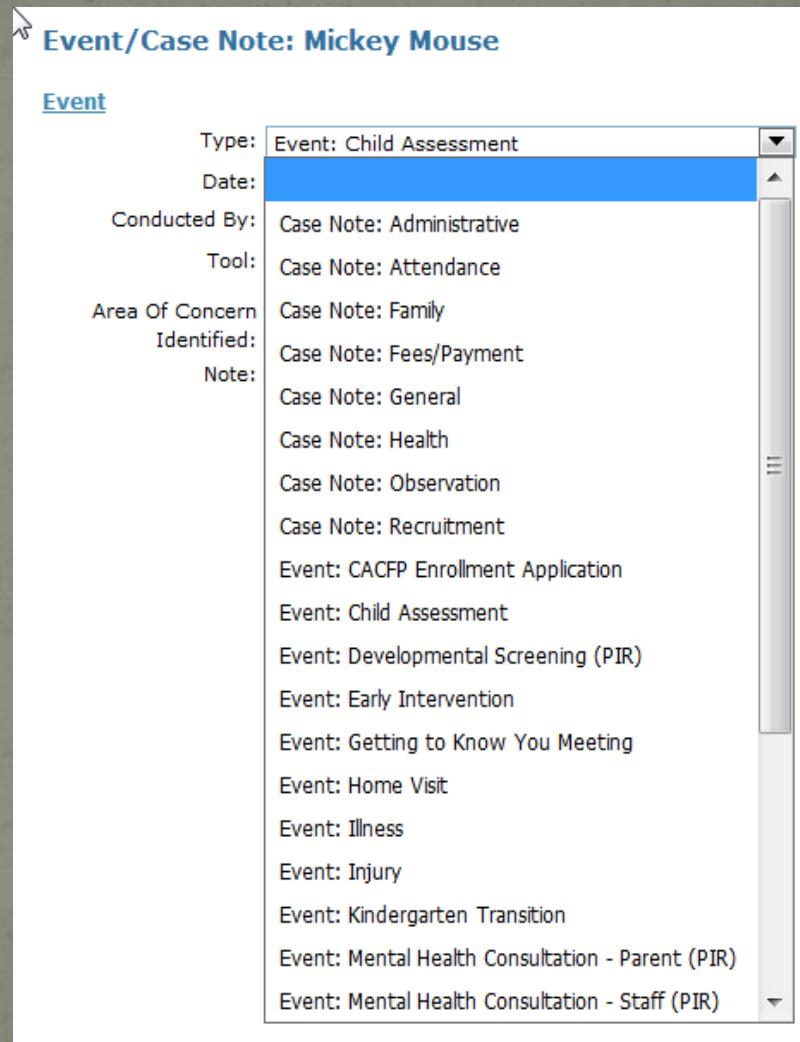
After you select the **Events and Case Notes** tab, you will have the option to filter the existing Events and Case Notes by Type, Date Range, or Text.

In addition, you will also have the option to **“Add New Events and Case Notes”**

Type of Events/Case Notes

When you choose to **ADD** a new event or case note, a drop-down appears with multiple selections.

Scroll down the list to see the item you want to enter.



Let's Start with adding a new Subsidy Application....

CCIS Subsidy Application/Verification

**Subsidy
verification
is due every
6 months.**

Event/Case Note: Mickey Mouse

Event

Type: Event: Subsidy Application

Sent Date: 10/20/2017

Delivery Method:

Received Date:

Status:

Note:

Event/Case Note: Mickey Mouse

Event

Type: Event: Subsidy Application

Sent Date: 10/12/2017

Delivery Method:

Received Date:

Status: Email

Note: Fax
Hand Delivered
Mail
Submitted By DYFS
Submitted By Parent

Children already receiving CCIS for a full day at your agency – would need to have their service profile updated , if they are part of the PHLpreK program. Keeping the most updated service profiles in ChildWare related to subsidy reimbursements helps insures accuracy.

How to fill out the Subsidy Application form:

Sent date – put the date the completed CCIS subsidy verification paperwork was sent to CCIS by your agency/site.

Delivery Method – how did you send the CCIS Subsidy verification paperwork?

Received Date – when were you notified that the CCIS subsidy was approved or denied?

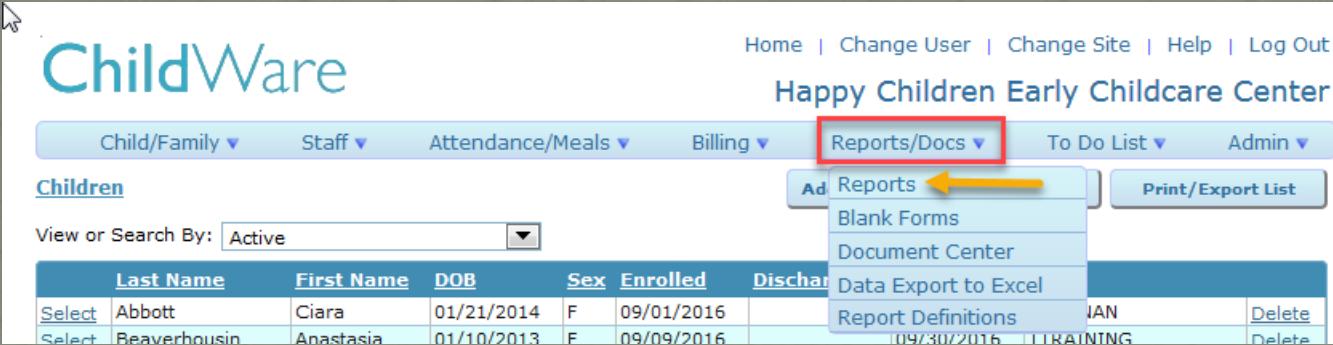
Status – Approved or Denied

Deadline: Refer to your PHLpreK newsletter for due date information

Reports in ChildWare



Reports in ChildWare



The screenshot shows the ChildWare software interface. At the top, there is a navigation bar with links: Home, Change User, Change Site, Help, and Log Out. Below the navigation bar, the title "Happy Children Early Childcare Center" is displayed. The main menu bar includes: Child/Family, Staff, Attendance/Meals, Billing, Reports/Docs (which is highlighted with a red box and has an orange arrow pointing to the "Reports" option in its dropdown menu), To Do List, and Admin. Under the Reports/Docs menu, there are several options: Reports (highlighted with a blue box), Blank Forms, Document Center, Data Export to Excel, Report Definitions, and a table showing report definitions with columns for Name, Description, and Delete. Below the main menu, there is a section titled "Children" with a "View or Search By" dropdown set to "Active". A table lists children with columns for Last Name, First Name, DOB, Sex, Enrolled, Discharge, and Report Definitions. The table shows two entries: Abbott (Ciara, DOB 01/21/2014, Sex F, Enrolled 09/01/2016, Discharge 09/30/2016, Report Definitions TRAINING) and Beaverhousin (Anastasia, DOB 01/10/2013, Sex F, Enrolled 09/09/2016, Discharge 09/30/2016, Report Definitions TRAINING).

ChildWare has a variety of reports that will help you manage and organize information at your agency.

Reports are grouped into specific areas to help you easily navigate the menu.

List of Reports:

- Attendance/Meal Reports
- Child/Family Reports
- Financial Reports
- STARS Reports
- System Reports

In order to print reports you must have Microsoft Excel (version 2003 or later)

Specific Reports for Events/Case Notes

Reports/Documents

Attendance/Meal Reports

Child / Family Reports

Allergies / Food Restrictions - Detail

Allergies / Food Restrictions - Summary

BMI Assessments

Birthdays By Room and Month

Care Level / Age Mismatch

Care Level Transition

Child Service Agreement

Child/Contact Photos

Classroom Roster

Classroom Vacancies

DHS Compliance Check - Child Records

Demographics

Dental Assessment Status

Developmental Screening Events

Disability/ IEP Report

Emergency Contact Status

Emergency Contact and Health Information

Emergency Contact/Parental Consent Form

Enrollment Report - Monthly

Event/Case Notes By Child

Event/Case Notes By Type

Health Assessment Status

Illness Report - Summary

Injury Report - Summary

Parent Teacher Conference Report

Parent/Guardian Directory

Parental Consent Summary

Photo and Media Releases

Recruitment Report

Referral Events

Special Needs

Subsidy Application Tracking

Subsidy Contracts

Subsidy and Scholarship Participation

Transportation

Vaccine Record

Vaccine Status

Vaccine Summary

Waiting List

Selected Report

Report: Allergies / Food Restrictions - Detail

Description: Displays a list of active children with food restrictions or allergies grouped by classroom. This report includes information on reactions and treatment options as well.

Report Format

Output To: PDF

Report Filters (Hold Ctrl and click to select multiple items)

Site: Current Site

Happy Children Early Childcare Center

Head Start Test Site

Little Learners Academy

Little Learners Academy II

Magic Minds Child Care

HAPCEC: Bluebirds

HAPCEC: Butterflies

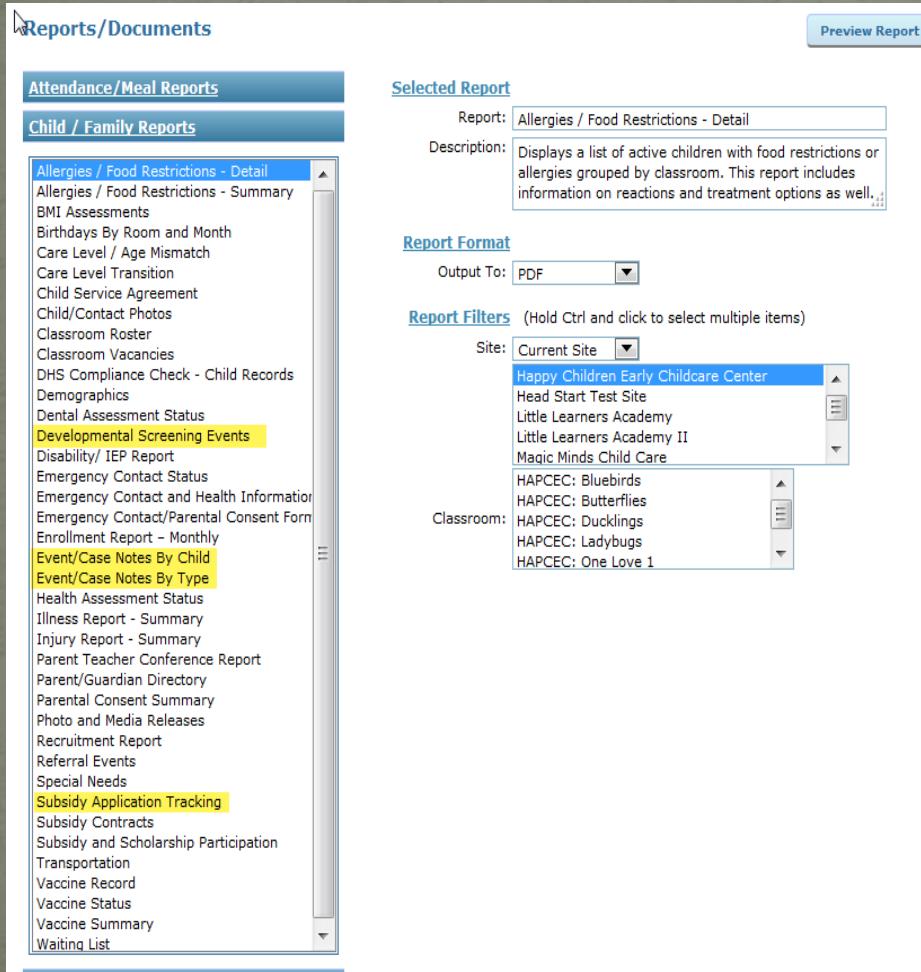
HAPCEC: Ducklings

HAPCEC: Ladybugs

HAPCEC: One Love 1

Classroom:

Preview Report



- **Event/Case Note by Type** – allows you to view all the data entered on a particular type of event/case note (i.e. child assessments) for all the children
- **Event/Case Note by Child** – allows you to run a report by child showing all the notes for each child or for a particular child (or children)
- **Developmental Screening Events** – which is just on the developmental screenings note, but has more detail
- **** Subsidy Application Tracking** – which is just on subsidy note, but has more detail on that item

Subsidy Tracking Report

Reports/Documents

Attendance/Meal Reports

Child / Family Reports

- Allergies / Food Restrictions - Detail
- Allergies / Food Restrictions - Summary
- BMI Assessments
- Birthdays By Room and Month
- Care Level / Age Mismatch
- Care Level Transition
- Child Service Agreement
- Child/Contact Photos
- Classroom Roster
- Classroom Vacancies
- DHS Compliance Check - Child Records
- Demographics
- Dental Assessment Status
- Developmental Screening Events
- Disability/ IEP Report
- Emergency Contact Status
- Emergency Contact and Health Information
- Emergency Contact/Parental Consent Form
- Enrollment Report – Monthly
- Event/Case Notes By Child
- Event/Case Notes By Type
- Health Assessment Status
- Illness Report - Summary
- Injury Report - Summary
- Parent Teacher Conference Report
- Parent/Guardian Directory
- Parental Consent Summary
- Photo and Media Releases
- Recruitment Report
- Referral Events
- Special Needs
- Subsidy Application Tracking**
- Subsidy Contracts
- Subsidy and Scholarship Participation
- Transportation
- Vaccine Record
- Vaccine Status
- Vaccine Summary
- Waiting List

Selected Report

Report: **Subsidy Application Tracking**

Description: List of active children grouped by their subsidy application status

Report Format

Output To: **PDF**

Report Filters (Hold Ctrl and click to select multiple items)

Site: **Selected Sites**

- Happy Children Early Childcare Center
- Head Start Test Site
- Little Learners Academy
- Little Learners Academy II**
- Magic Minds Child Care

Classroom:

Preview Report

The Subsidy Application Tracking Report shows you a list of children and the status of their CCIS subsidy, according to the data you have imputed in ChildWare.

ABC Day Care
Happy Children Early Childcare Center
Subsidy Application Tracking

Report Date: 10/20/2017

Child's Name	DOB	Expected Enrollment	Date Sent	Delivery Method	Date Received	Note	Entered By
Subsidy Applications Received - Approved							
Mouse, Mickey	11/28/2015		9/29/2017	Email	10/2/2017 Effective 10/15/2017		G FARALLY SEMERAD

Total: 1

A child may have one or many entries on this report, especially if a child has been with the agency for awhile, since CCIS requires verification every 6 months,

Recap:

Keeping current with each PHLpreK child's CCIS Subsidy, Child Assessments, Developmental Screenings, and Kindergarten Transition on each child's record will insure that your agency is compliant with the contract you signed with PHLpreK.

If you have questions about satisfying the contractual elements associated with the CCIS subsidy, Child and Developmental Assessments/Screenings or Kindergarten Transition

- please contact your-
HUB representative or PHLpreK Contract Specialist

Have a great week!



A central graphic featuring the words 'thank you' in large, bold, red letters. Surrounding this central text are numerous other words and phrases, all of which mean 'thank you' in different languages. The languages represented include English, German, French, Spanish, Italian, Portuguese, Dutch, Polish, Russian, Chinese, Japanese, Korean, Vietnamese, Thai, Indonesian, and many others. Each language's contribution is a different color, creating a vibrant and diverse visual representation of gratitude.

Have a great week!