

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 web application interface. At the top, there is a navigation bar with links: Home | Change User | Change Site | Help | Log Out. The ChildWare logo is on the left, and PHLpreK is on the right. Below the logo, there is a red box around the 'Child/Family' dropdown menu. To its right are other dropdown menus: Staff, Attendance/Meals, Billing, Reports/Docs, To Do List, and Admin. Below these, there are buttons: Add Child, Advanced Search, and Print/Export List. The main content area is titled 'Children'. Below this, there is a 'View or Search By:' dropdown menu. A red arrow points to this menu, and a red box highlights the 'All Children' option. The dropdown menu is open, showing a list of options: All Children, 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. Below the dropdown menu, there is a table with columns: Last Name, Sex, Enrolled, Discharged, Entered, and By. The table contains 11 records. At the bottom of the table, it says 'Page 1 of 1' and '11 records found'. Below the table, there are links: About ChildWare and Need Help? At the very bottom, it says 'ChildWare is a product of Public Health Management Corporation - Copyright 2006-2017'.

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

All Children

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

Page 1 of 1 11 records found

About ChildWare Need Help?

ChildWare is a product of Public Health Management Corporation - Copyright 2006-2017

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: ▾

	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	Trixi	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 () 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

First Name: MI: Last Name: Suffix:

Sex: SSN: Photo: Browse...

DOB: Age: 3 years, 10 months
DOB Verified By:

Birth City:
Birth State:
Birth Country:

Race: PIR
Ethnicity: PIR

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

Languages
Spoken at Home: PIR
Other Language: PIR

Referral/Enrollment History PIR Add Referral/Enrollment

	Referred	Enrolled	Discharged	Reason	Entered	By	
Select	06/01/2017	09/11/2017			06/12/2017	G FARALLYSEMERAD	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: ▼

	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) 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: ▼

	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

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.

Event/Case Note: Mickey Mouse

Event

Type:	Event: Child Assessment
Date:	
Conducted By:	Case Note: Administrative
Tool:	Case Note: Attendance
Area Of Concern	Case Note: Family
Identified:	Case Note: Fees/Payment
Note:	Case Note: General
	Case Note: Health
	Case Note: Observation
	Case Note: Recruitment
	Event: CACFP Enrollment Application
	Event: Child Assessment
	Event: Developmental Screening (PIR)
	Event: Early Intervention
	Event: Getting to Know You Meeting
	Event: Home Visit
	Event: Illness
	Event: Injury
	Event: Kindergarten Transition
	Event: Mental Health Consultation - Parent (PIR)
	Event: Mental Health Consultation - Staff (PIR)

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 insure 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?

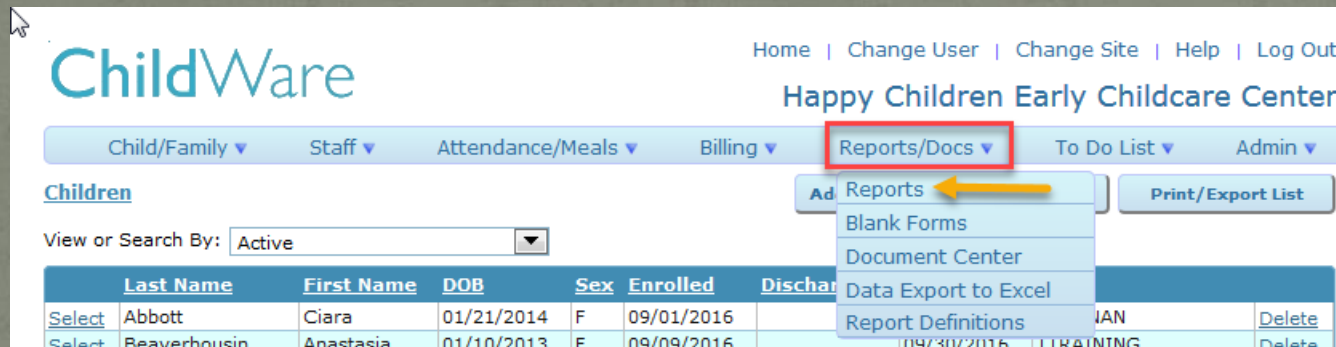
Received Date – when were you notified that the CCIS subsidy was approved or denied?

Status – Approved or Denied

Deadline: Refer to your PHLpreK newsletter for due date information

Reports in ChildWare

Reports in ChildWare



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/M 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

The screenshot shows a web application interface for generating reports. On the left is a sidebar menu under the heading 'Reports/Documents'. It has two main sections: 'Attendance/M Meal Reports' and 'Child / Family Reports'. The 'Child / Family Reports' section is expanded, showing a list of reports. 'Allergies / Food Restrictions - Detail' is selected and highlighted in blue. Other reports in the list include 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 (highlighted in yellow), Disability/ IEP Report, Emergency Contact Status, Emergency Contact and Health Information, Emergency Contact/Parental Consent Form, Enrollment Report - Monthly, Event/Case Notes By Child (highlighted in yellow), Event/Case Notes By Type (highlighted in yellow), 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 (highlighted in yellow), Subsidy Contracts, Subsidy and Scholarship Participation, Transportation, Vaccine Record, Vaccine Status, Vaccine Summary, and Waiting List. On the right, the 'Selected Report' section shows the chosen report: 'Allergies / Food Restrictions - Detail'. Below this is a 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...'. The 'Report Format' section has a dropdown menu set to 'PDF'. The 'Report Filters' section has a note '(Hold Ctrl and click to select multiple items)'. It includes a 'Site:' dropdown set to 'Current Site' and a list of sites: 'Happy Children Early Childcare Center' (selected), 'Head Start Test Site', 'Little Learners Academy', 'Little Learners Academy II', and 'Magic Minds Child Care'. Below the site list is a 'Classroom:' dropdown with a list of classrooms: 'HAPCEC: Bluebirds', 'HAPCEC: Butterflies', 'HAPCEC: Ducklings', 'HAPCEC: Ladybugs', and 'HAPCEC: One Love 1'. A 'Preview Report' button is located at the top right of the report selection area.

Reports/Documents Preview Report

Attendance/M 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

Classroom:

- HAPCEC: Bluebirds
- HAPCEC: Butterflies
- HAPCEC: Ducklings
- HAPCEC: Ladybugs
- HAPCEC: One Love 1

- **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

[Preview Report](#)

Attendance/M 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
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- 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:

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	GFARALLY 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!