

ChildWare: PHLpreK Child Assessment/Outcomes

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Agenda

Events /Case Notes

Child Assessment

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: 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	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	GFARALLYSEMERAD	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

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)

Child Assessment

A Child Assessment is required every **October** and **May**

Each assessment needs to be added separately **DO NOT EDIT** assessment dates.

Highlighted Tools are the recommended tools to use for Child Assessment purposes

Deadline: Refer to your PHLpreK newsletter for due date information

Event/Case Note: Mickey Mouse

OK

Cancel

Event

Set Reminder

Type: Event: Child Assessment

Remind On:

Date: 10/24/2017

Note:

Conducted By:

Tool:

Area Of Concern: Creative Curriculum Developmental Continuum for Infants, Toddlers and Twos

Identified: DRDP - I/T (Desired Results Developmental Profile - Infant/Toddler)

Note: DRDP - R (Desired Results Developmental Profile - Revised)

DRDP (Desired Results Developmental Profile)

DRDP+ (Desired Results Developmental Profile +)

E-LAP (Early Learning Accomplishment Profile)

Galleo Assessment Scales Online

HELP (Hawaii Early Learning Profile)

High Reach Learning - GRO

LAP - R (Learning Accomplishment Profile - Revised)

LAP -D (Learning Accomplishment Profile - Diagnostic)

LAP-3 (Learning Accomplishment Profile - 3)

Ounce Scale

Portage

Portfolios

Pre-K Success

Teaching Strategies GOLD Online

Work Sampling

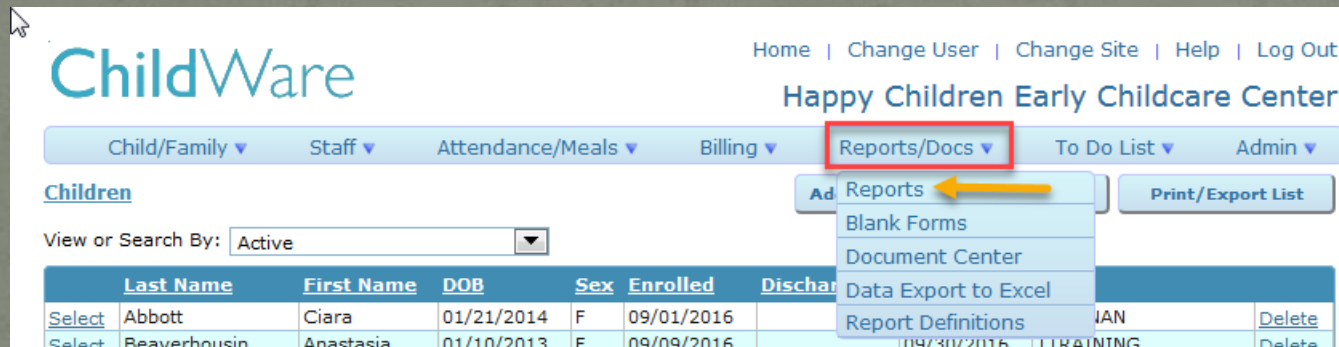
NIEER National Institute for Early Education Research/Early Learning Scale (ELS)

Other

06-2017

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 'Reports/Documents'. On the left is a sidebar with a list of report categories and specific reports. The 'Allergies / Food Restrictions - Detail' report is selected and highlighted. On the right, the details for this report are shown, including a description and options for report format and filters.

Reports/Documents Preview Report

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

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

Events Case Note by Type Report_ All Children

ABC Day Care
Happy Children Early Childcare Center
Event/Case Note By Type

Active Between: 10/01/2014 and 10/26/2017 and Events Between: 10/01/2014 and 12/31/2017
Report Date: 10/26/2017

Type	Child's Name	Event Date	Comment	Reminder On	Reminder	Completed
Case Note: Health						
	Evans, Tariq	4/1/2015	Child has BMI of 14.0, is underweight. Doctor has arranged nutrition plan with Mom	5/1/2015	Check in with Mom about progress of weight gain/nutrition plan.	
	Parks-Dodson, Malia	1/26/2015	BMI assessment on 1/23: child in overweight category. Malia and Mom have been encouraged to modify diet with healthier options	4/26/2015	Check in with Mom about Malia's modified diet	
	Smith, Amir	9/8/2015	Send referral to Health Manager			

Event: CACFP Enrollment Application

Marley, David	9/30/2016
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Event: Child Assessment

Baggett, Mekei	10/15/2014	See file for assessment notes.
Mouse, Mickey	10/12/2017	Galileo Assessment Scale online tool
Mouse, Mickey	10/12/2017	High Reach Learning-GRO tool
Mouse, Mickey	10/12/2017	Teaching Strategies GOLD online
Mouse, Mickey	10/12/2017	Work Sampling Tool

Event: Developmental Screening

Abbott, Clara	1/18/2017	Scores
Baggett, Mekei	3/24/2015	Behavioral concerns identified. Refer to file.
Mouse, Mickey	10/12/2017	Concerned about child's cognitive responses

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ABC Day Care
Happy Children Early Childcare Center
Event/Case Note By Type

Active Between: 10/01/2014 and 10/26/2017 and Events Between: 10/01/2014 and 12/31/2017
Report Date: 10/26/2017

Type	Child's Name	Event Date	Comment	Reminder On	Reminder	Completed
Event: Injury						
	Abbott, Clara	8/9/2016				
Event: Mental Health Consultation - Parent						
	Abbott, Clara	7/14/2015	sad			
Event: Mental Health Consultation - Staff						
	Brown, Anaiyah	12/8/2015	asd			
Event: Parent Conference						
	Baggett, Mekei	3/24/2015	parent teacher conference. Ms. Downes discussed behavioral concerns.			
Event: Pedestrian Safety Training						
	Abbott, Clara	10/22/2015				
Event: Referral						
	Abbott, Clara	10/22/2015				
Event: Subsidy Application						
	Mouse, Mickey	9/29/2017	Effective 10/15/2017			
Event: Transition						
	Abbott, Clara	4/21/2017	What is an event: transition?			
	Mouse, Mickey	10/12/2017	Met with parents to discuss transition plans for Kindergarten enrollment 9/2018			

Event/Case Notes by Child Report

ABC Day Care Happy Children Early Childcare Center

Event/Case Note By Child

Child: Abbott, Ciara and Active Between: 10/01/2014 and 10/26/2017 and Events Between: 10/01/2014 and 12/31/2017

Report Date: 10/26/2017

Child's Name	Date	Type	Comment	Reminder On	Reminder	Completed
Abbott, Ciara						
	5/2/2017	Case Note: Administrative	test	9/19/2017	Call Mom	
	4/24/2017	Event: Transition	Met with Mother to discuss Kindergarten transition. Mom is not sure what Kindergarten she wants Ciara to go to - she will let us know her final decision May 15th.			
	1/18/2017	Event: Developmental Screening	Scores low. Referred to Elwyn 1/25/2017.	1/25/2017	Call mom	
	1/1/2017	Case Note: Health	Talked to mom about expired physical	1/24/2017	Call mom about physical	Yes
	10/4/2016	Case Note: Family	Family Fun Event			
	8/9/2016	Event: Injury				
	8/1/2016	Case Note: Health	Needs updated Health Assessment.	8/5/2016	Talk to mom about updating health assessment.	
	6/13/2016	Event: Illness				
	10/22/2015	Event: Pedestrian Safety Training				
	10/22/2015	Event: Referral				
	7/14/2015	Event: Mental Health Consultation - sad Parent				

Running the Event Case Notes by Child report allows you to see the full history of the events and case notes entered on a particular child.

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!