

# 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 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 sub-navigation bar with links: Staff, Attendance/Meals, Billing, Reports/Docs, To Do List, and Admin. There are also buttons for Add Child, Advanced Search, and Print/Export List. The main content area is titled "Children". A red box highlights the "Child/Family" dropdown menu, and a red arrow points to a dropdown menu titled "View or Search By: All Children". This dropdown menu is expanded, showing various status options: 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. The "All Children (HS)" option is highlighted with a red box. To the right of the dropdown menu, there is a table of student records. The table columns are: 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, Entered: 06/08/2017, By: GFARALLYSEMERAD). The last record is for "Wright" (Sex: F, Enrolled: 05/01/2017, 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	<a href="#">Delete</a>	
Select	Duck	Huey	11/01/2013	M		06/15/2017	AMCMAHON	<a href="#">Delete</a>	
Select	Duck	Luey	01/01/2013	M	09/18/2017	06/16/2017	AMCMAHON	<a href="#">Delete</a>	
Select	Mouse	Mickey	11/08/2013	M		06/08/2017	GFARALLYSEMERAD	<a href="#">Delete</a>	
Select	Mouse	Minnie	11/28/2013	F		06/08/2017	GFARALLYSEMERAD	<a href="#">Delete</a>	
Select	Sleeping	Beauty	02/08/2013	F		06/08/2017	GFARALLYSEMERAD	<a href="#">Delete</a>	
Select	Sparrow	Captain Jack	11/28/2013	M	09/11/2017	06/12/2017	GFARALLYSEMERAD	<a href="#">Delete</a>	
Select	Starr	Trixie	08/28/2013	F		09/12/2017	KSTEPANEK	<a href="#">Delete</a>	
Select	Test	Child	11/06/2012	F	09/05/2017	05/09/2017	AMCMAHON	<a href="#">Delete</a>	
Select	Tigger	Bouncy	12/31/2011	M	09/26/2017	06/08/2017	GFARALLYSEMERAD	<a href="#">Delete</a>	
Select	Wonderland	Alice	11/15/2013	F	05/01/2017	06/16/2017	05/24/2017	AMCMAHON	<a href="#">Delete</a>
Select	Wonderland	Little	01/01/2015	F		07/10/2017	AMCMAHON	<a href="#">Delete</a>	
Select	Wonderland	Manny	03/05/2014	M	09/05/2017	05/24/2017	AMCMAHON	<a href="#">Delete</a>	
Select	Wright	Mable	01/01/2014	F	09/25/2017	05/24/2017	AADMIN	<a href="#">Delete</a>	

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

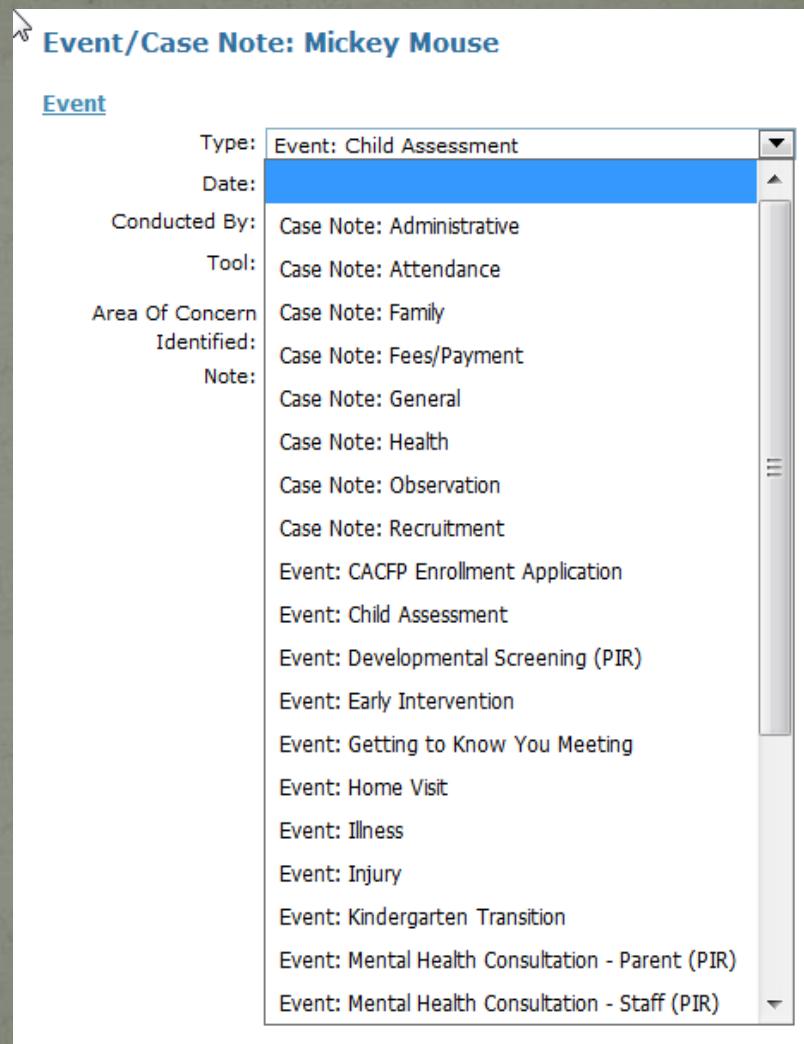
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Deadlines: Refer to your PHLpreK newsletter for due date information

# 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.



# 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

Type: Event: Child Assessment

Date: 10/24/2017

Conducted By:

Tool:

Area Of Concern Identified:

Note:

Creative Curriculum Developmental Continuum for Infants, Toddlers and Twos

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

DRDP - R (Desired Results Developmental Profile – Revised)

DRDP (Desired Results Developmental Profile)

DRDP+ (Desired Results Developmental Profile +)

E-LAP (Early Learning Accomplishment Profile)

Galileo 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

Set Reminder

Remind On:

Note:

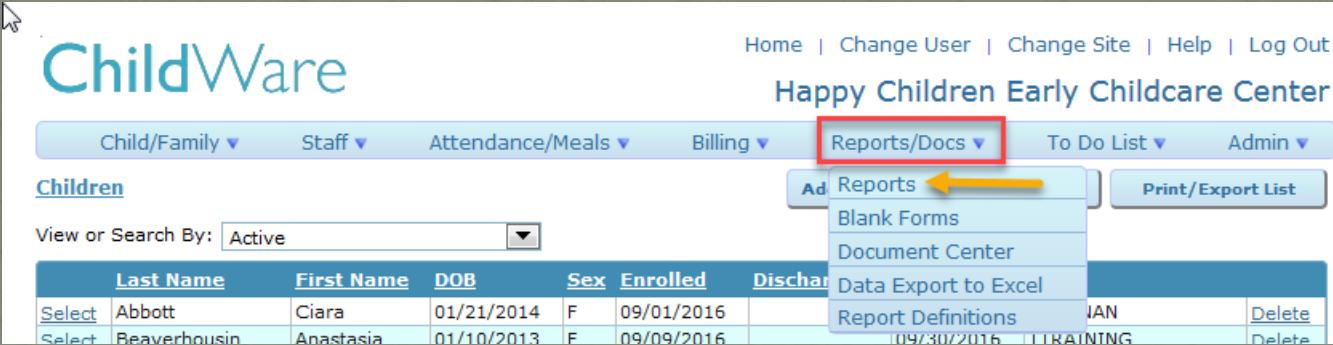
06-2017

# Reports in ChildWare

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# 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 Definition. The table shows two entries: Abbott (Ciara, DOB 01/21/2014, Sex F, Enrolled 09/01/2016, Discharge 09/30/2016, Report Definition TRAINING) and Beaverhousin (Anastasia, DOB 01/10/2013, Sex F, Enrolled 09/09/2016, Discharge 09/30/2016, Report Definition 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

The screenshot shows a software interface for generating reports. On the left, a sidebar lists various report categories. Several items are highlighted in yellow: 'Developmental Screening Events', 'Event/Case Notes By Child', 'Event/Case Notes By Type', 'Subsidy Application Tracking', and 'Subsidy Contracts'. The main area is titled 'Selected Report' and shows the following details:

- 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 (dropdown menu showing 'Happy Children Early Childcare Center', 'Head Start Test Site', 'Little Learners Academy', 'Little Learners Academy II', 'Magic Minds Child Care')
  - Classroom:** (dropdown menu showing '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
<b>Case Note: Health</b>						
	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			
<b>Event: CACFP Enrollment Application</b>						
	Marley, David	9/30/2016				
<b>Event: Child Assessment</b>						
	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			
<b>Event: Developmental Screening</b>						
	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			
10/26/2017 10:50:23 / Page 2 of 4						

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
<b>Event: Injury</b>						
	Abbott, Clara	8/9/2016				
<b>Event: Mental Health Consultation - Parent</b>						
	Abbott, Clara	7/14/2015	sad			
<b>Event: Mental Health Consultation - Staff</b>						
	Brown, Anaiyah	12/8/2015	asd			
<b>Event: Parent Conference</b>						
	Baggett, Mekei	3/24/2015	parent teacher conference. Ms. Downes discussed behavioral concerns.			
<b>Event: Pedestrian Safety Training</b>						
	Abbott, Clara	10/22/2015				
<b>Event: Referral</b>						
	Abbott, Clara	10/22/2015				
<b>Event: Subsidy Application</b>						
	Mouse, Mickey	9/29/2017	Effective 10/15/2017			
<b>Event: Transition</b>						
	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
<b>Abbott, Ciara</b>						
	5/2/2017	Case Note: Administrative	test	9/19/2017	Call Mom	
	4/20/2017	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

A large, colorful word cloud centered around the words 'thank you' in various languages. The word 'thank' is in red, 'you' is in yellow, and 'you' is in green. The background is white with a subtle grid pattern. The text is in a variety of fonts and colors, including red, blue, green, yellow, orange, and purple. The word cloud is composed of many different languages, including English, German, French, Spanish, Italian, Portuguese, Dutch, Swedish, Polish, Czech, Russian, Chinese, Japanese, Korean, and many others. The overall effect is a vibrant and diverse representation of the universal phrase 'thank you'.

**Have a great week!**