ChildWare: PHLpreK Kindergarten Transition

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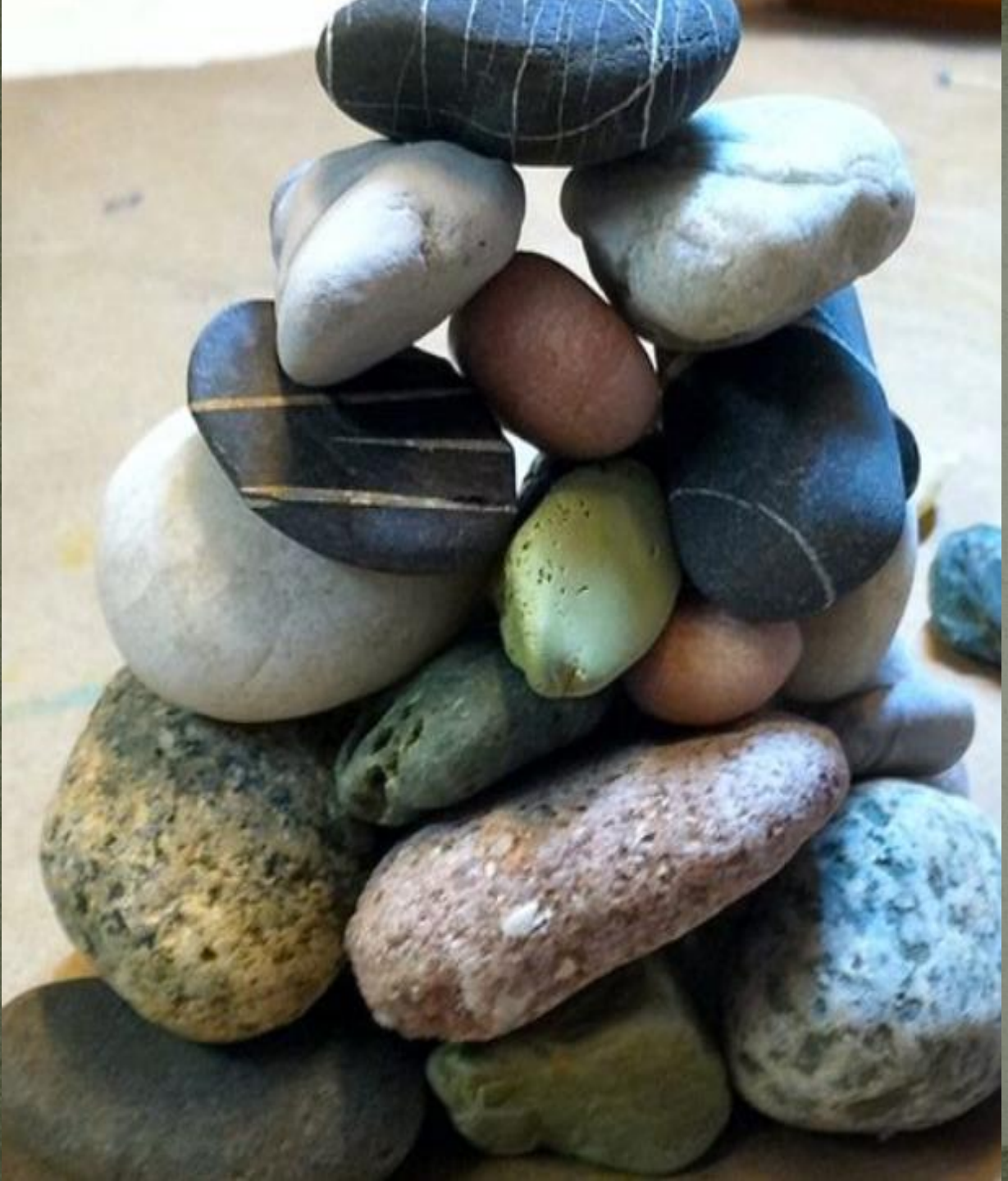


Agenda

Events /Case Notes

Kindergarten Transition

Today we will be using two methods for training.

1) Review of the training presentation given at PHMC.

2) 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.

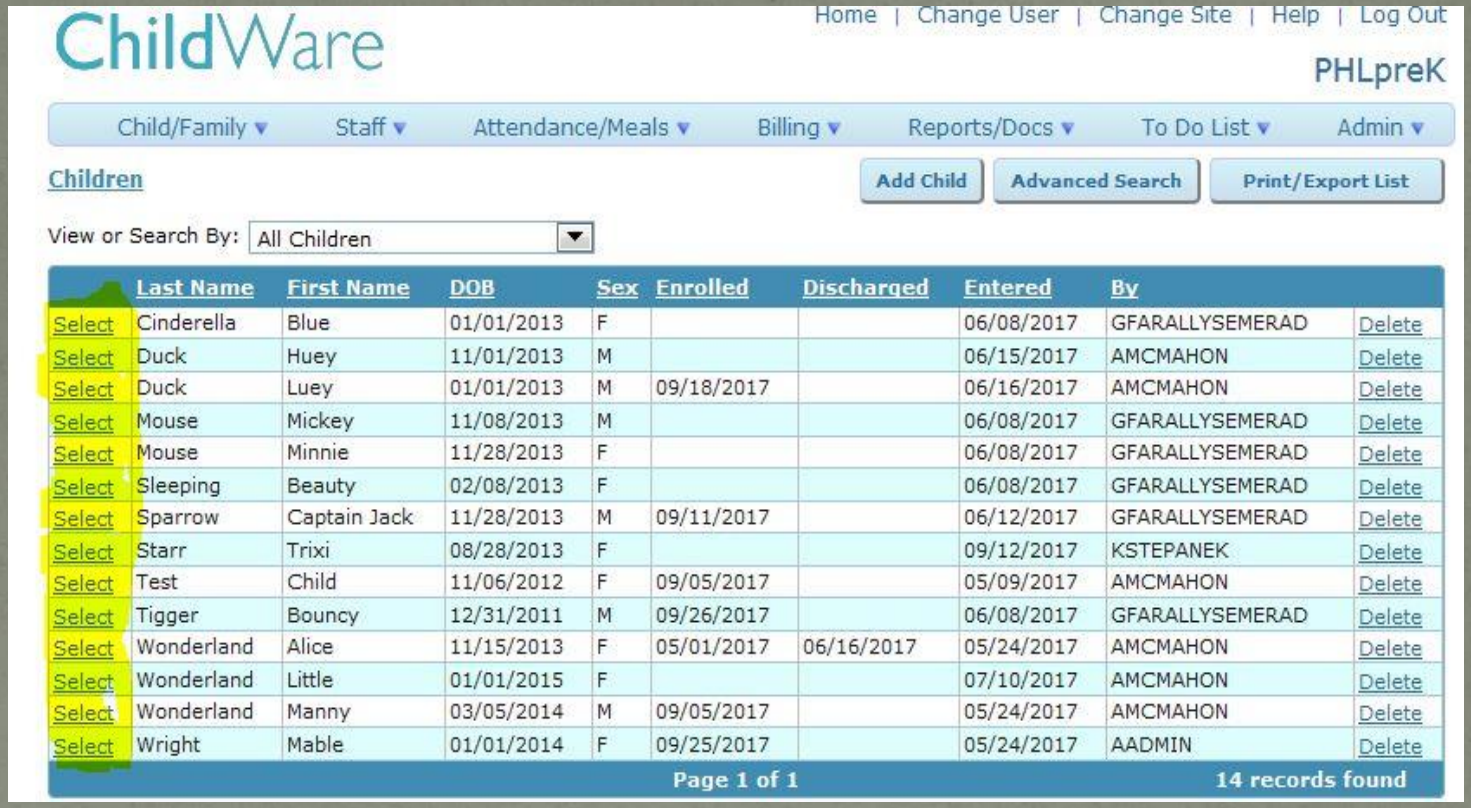
There are multiple report options in ChildWare where you can show how many children you have helped with K transition, with enrolling in CCIS, and referrals to Elwyn, just to name a few.

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.**

Select Child

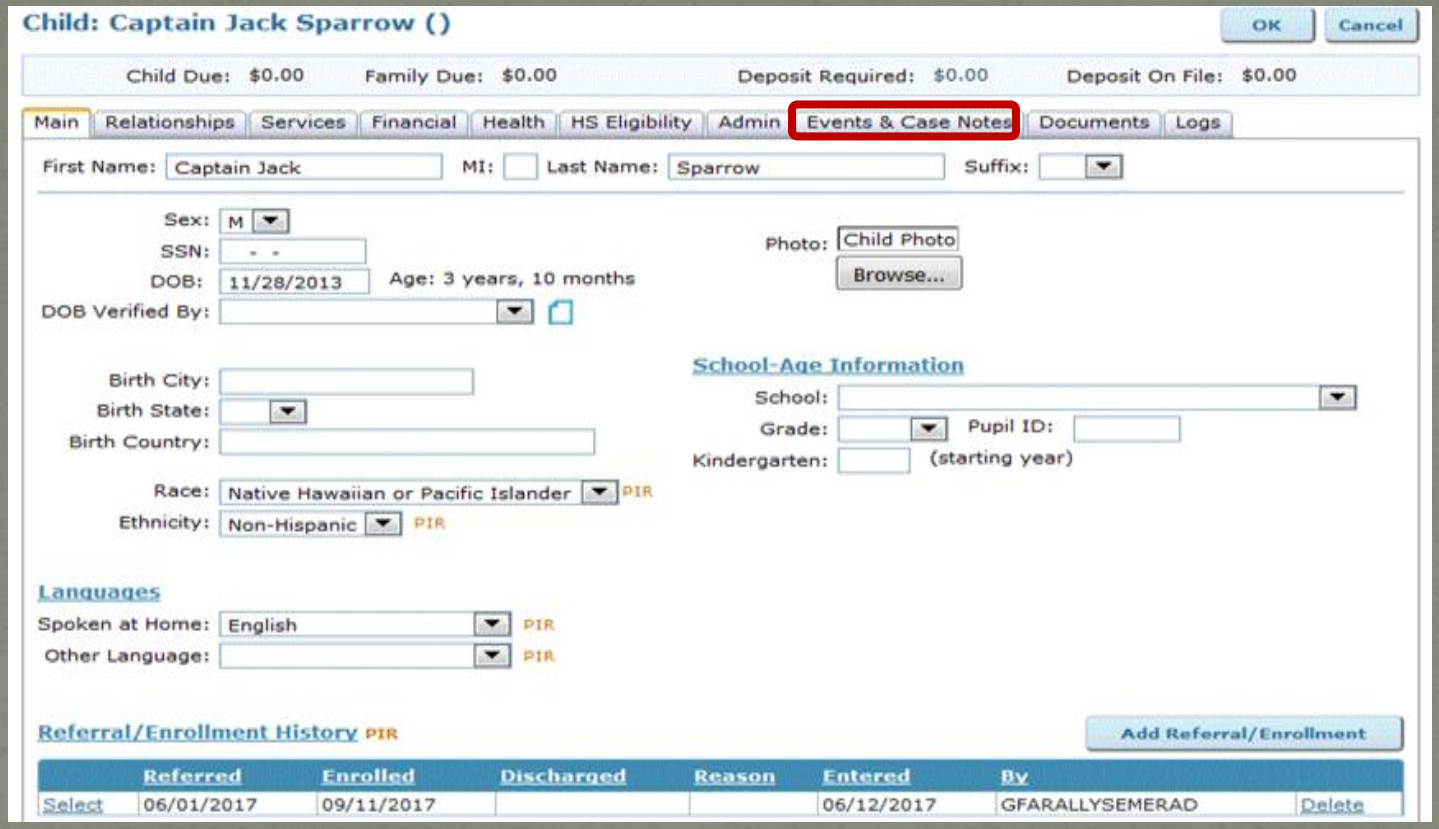


	Last Name	First Name	DOB	Sex	Enrolled	Discharged	Entered	By	
Select	Cinderella	Blue	01/01/2013	F			06/08/2017	GFARALLYSEMERAD	Delete
Select	Duck	Huey	11/01/2013	M			06/15/2017	AMCMAHON	Delete
Select	Duck	Luey	01/01/2013	M	09/18/2017		06/16/2017	AMCMAHON	Delete
Select	Mouse	Mickey	11/08/2013	M			06/08/2017	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

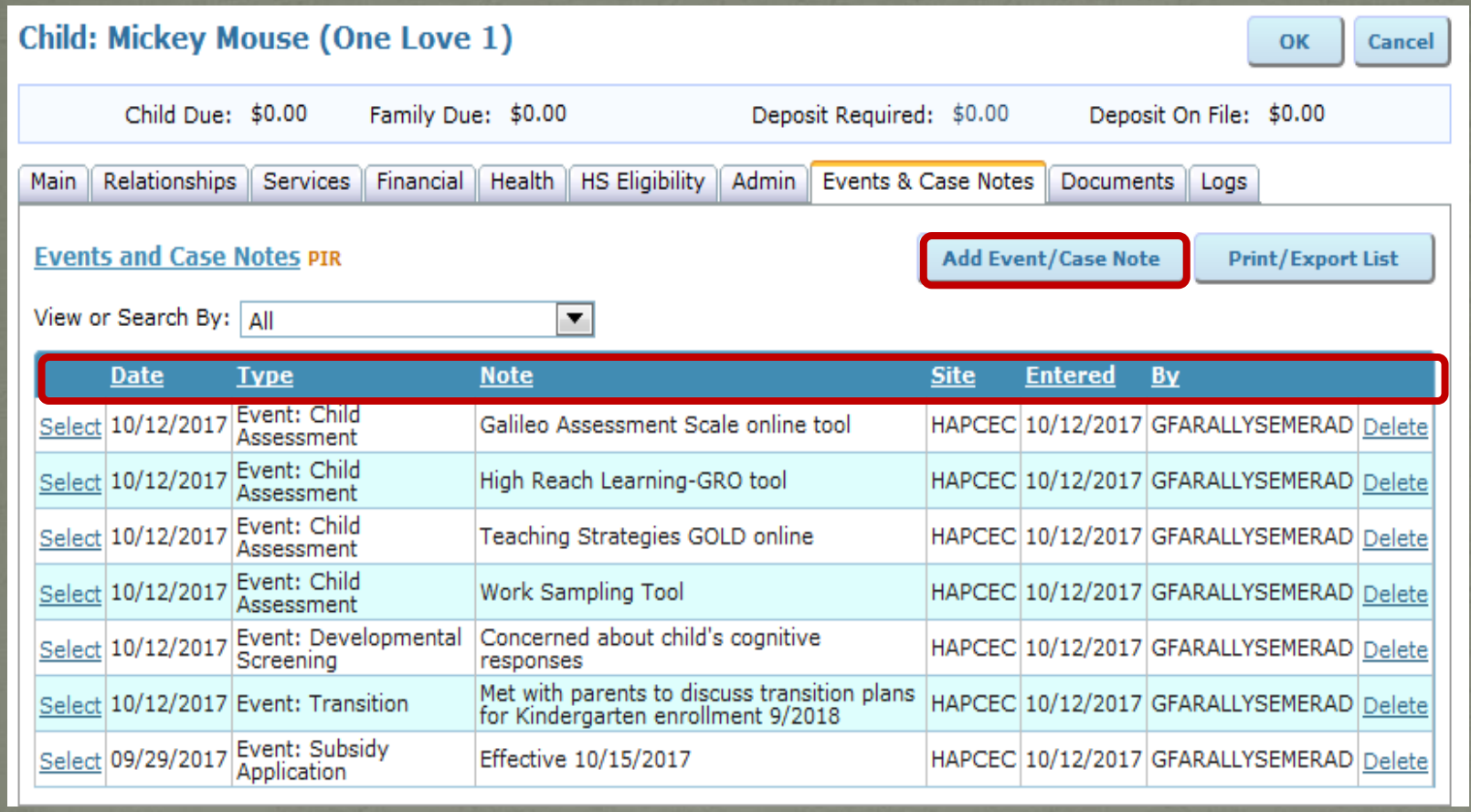


All assessments, screenings, subsidies, and transitions (plus much more) can be found on the **Events and Case Note Tab,** which is one of the choice of tabs available when you "**Select**" a child.

Events and Case Notes

Deadlines: Refer to your PHLpreK newsletter for due date information

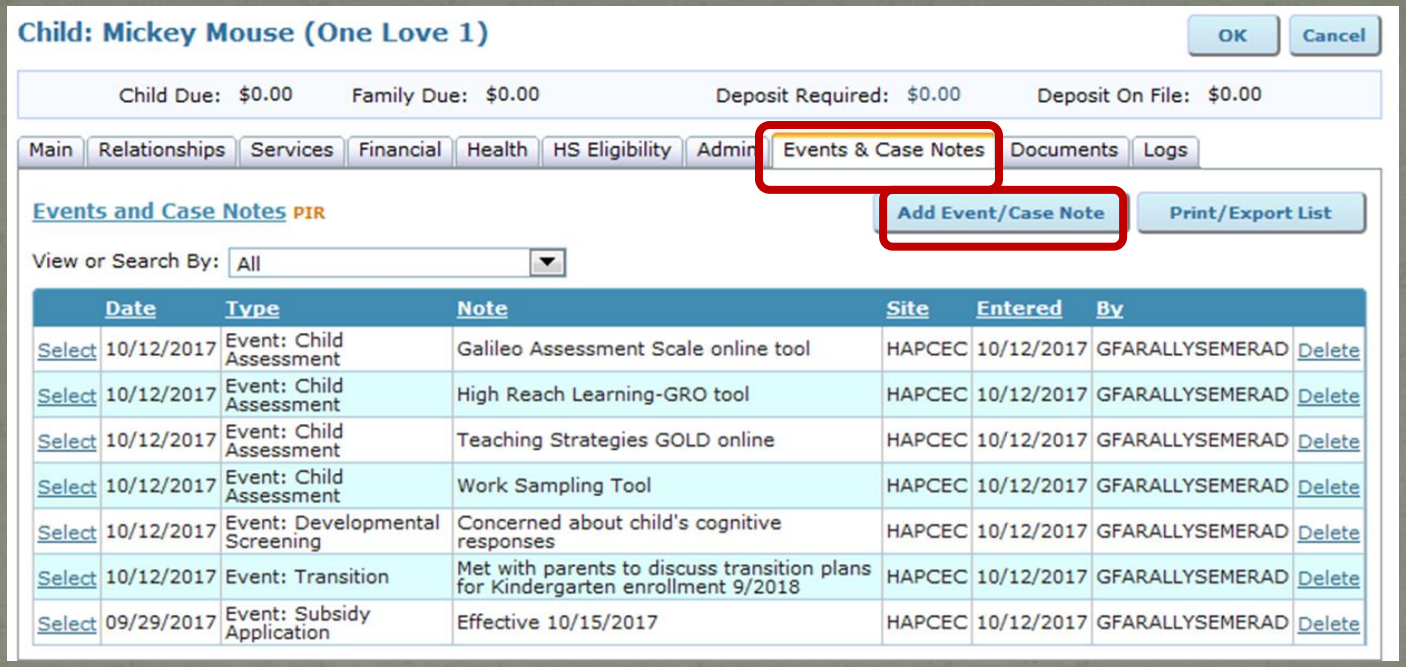
Events and Case Notes



	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



	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
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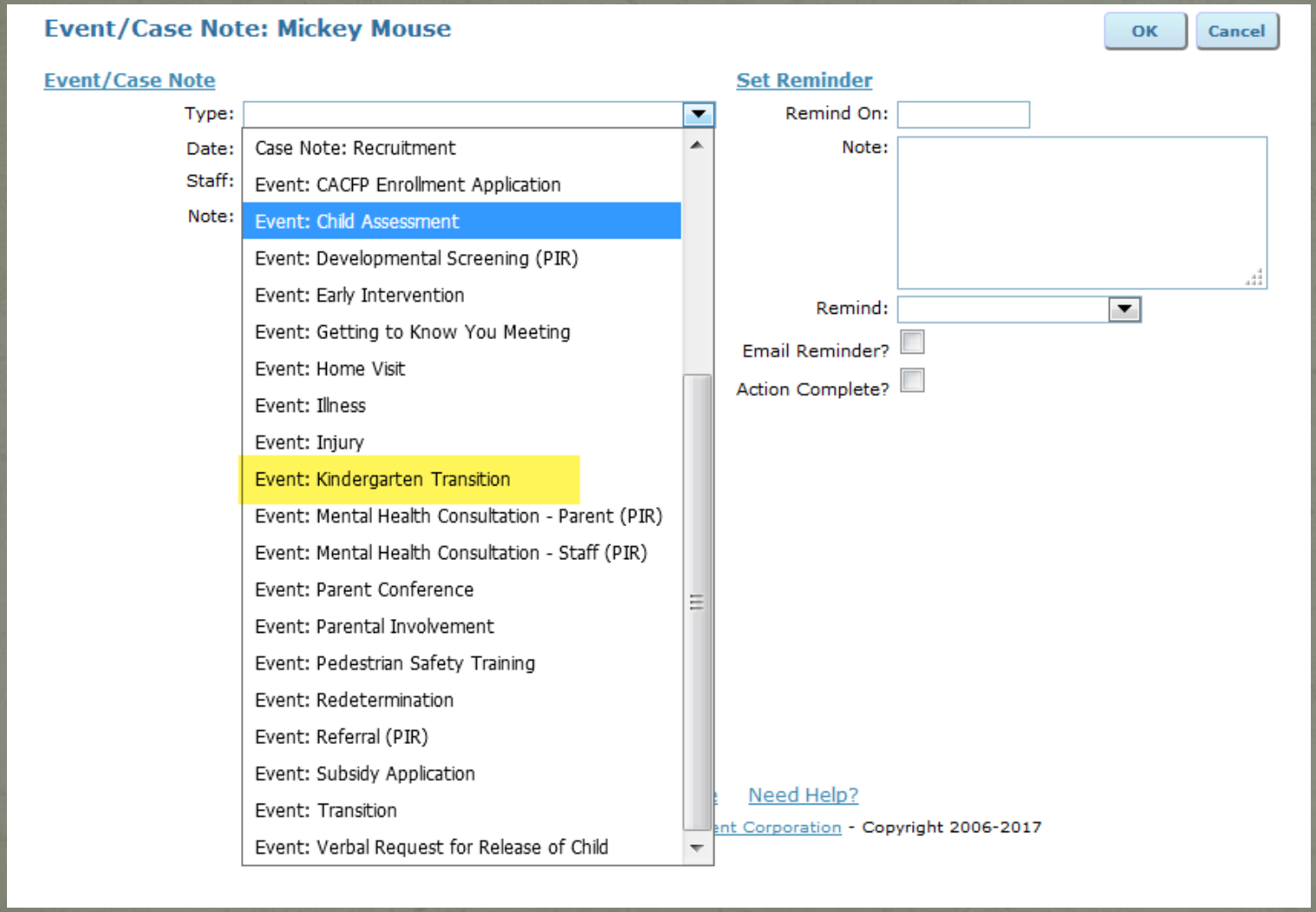
Select	09/29/2017	Event: Subsidy Application	Effective 10/15/2017	HAPCEC	10/12/2017	GFARALLYSEMERAD	Delete

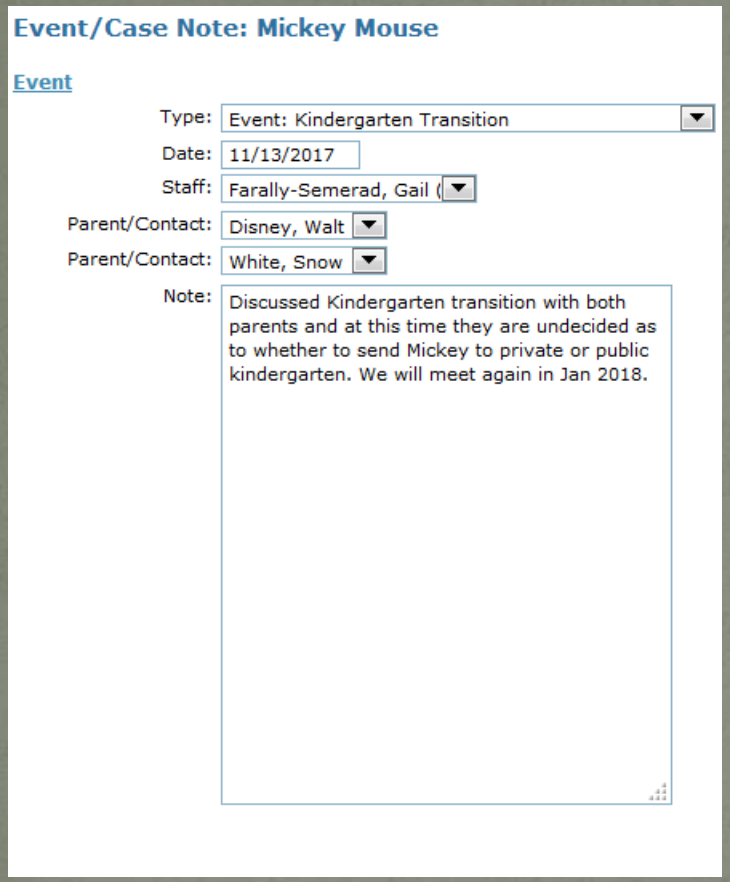
After you select the **Events and Case Notes t**ab, you will have the option to View or Search the existing Events and Case Notes by Type, Date Range, or Text.

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

Kindergarten Transition Event Note



Kindergarten Event Note



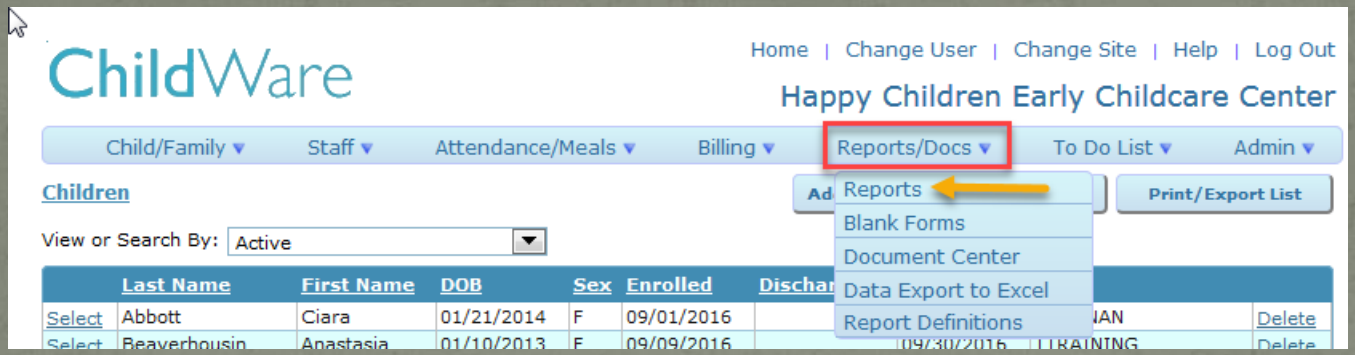
There may be multiple event entries for Kindergarten Transition – if parents are undecided at first meeting.

ALWAYS put details in the note, and if there is another meeting – a NEW event will need to be created.

NEVER overwrite a previous entry!

Reports in ChildWare

Reports in ChildWare



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

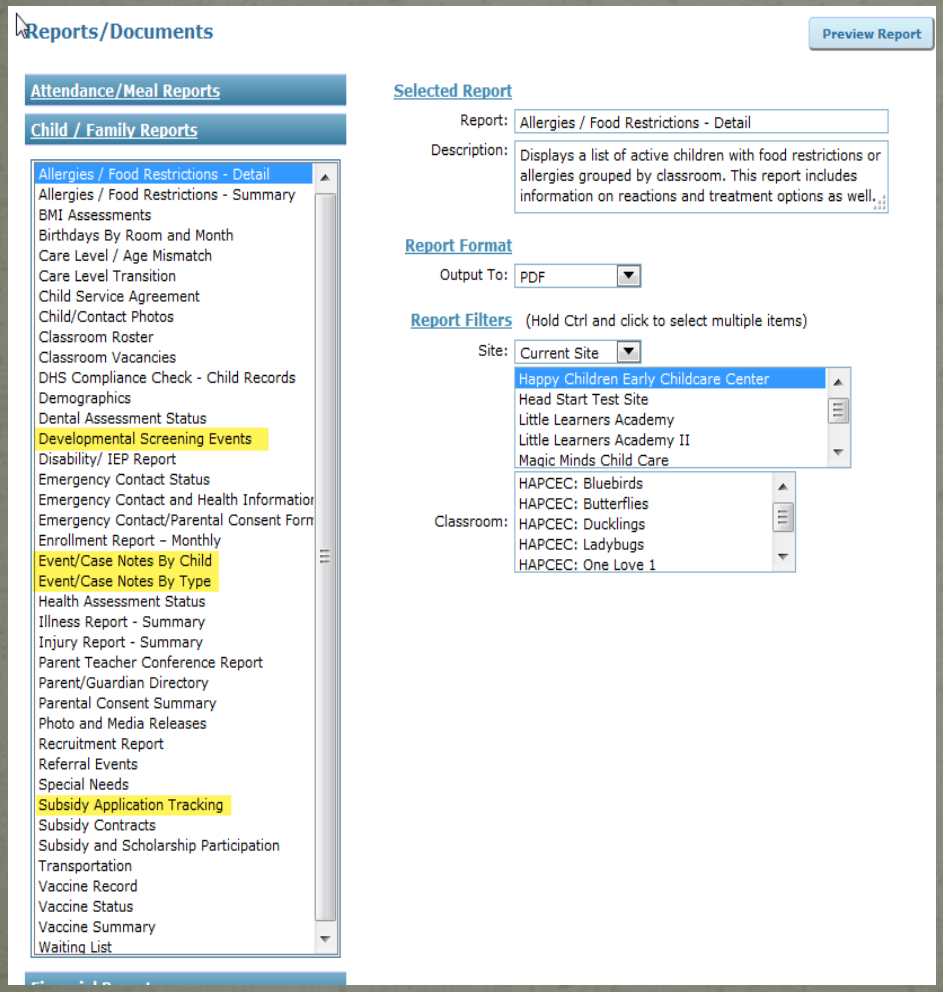
Reports are grouped into specific areas to help you easily navigate the menu.

List of Reports:

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

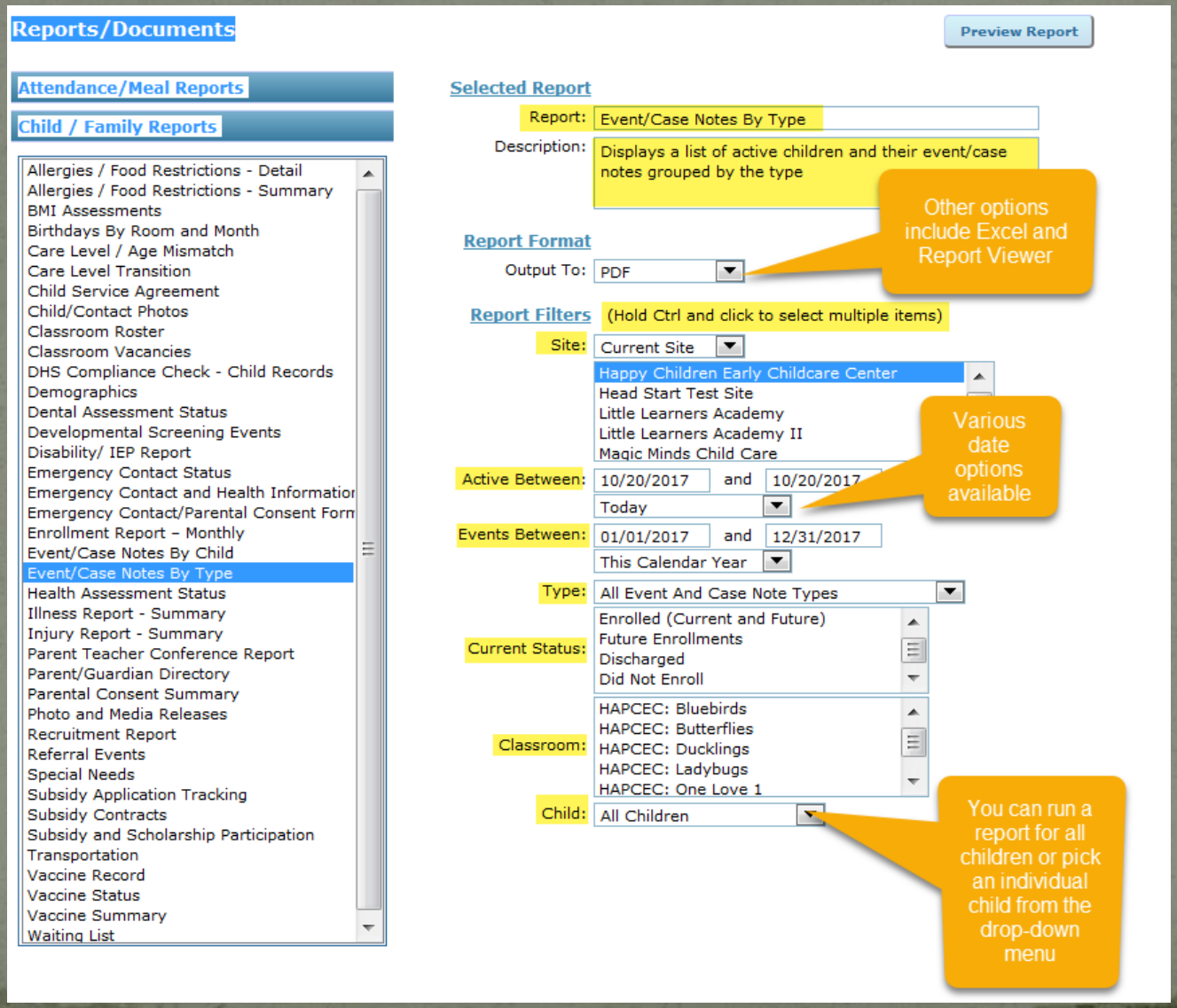
In order to print reports you must have Microsoft Excel (version 2003 or later)

Specific Reports for Events/Case Notes



- **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

Event Case Note by Type



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	
	4/28/2017	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 - Parent	sad			

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.

Have a great week!