

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.



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	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 FARALY 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 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

Event/Case Note: Mickey Mouse

Event/Case Note

Type:	<input type="button" value="▼"/>
Date:	Case Note: Recruitment
Staff:	Event: CACFP Enrollment Application
Note:	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)
	Event: Parent Conference
	Event: Parental Involvement
	Event: Pedestrian Safety Training
	Event: Redetermination
	Event: Referral (PIR)
	Event: Subsidy Application
	Event: Transition
	Event: Verbal Request for Release of Child

Set Reminder

Remind On:

Note:

Remind:

Email Reminder?

Action Complete?

[Need Help?](#)

[Parent Corporation](#) - Copyright 2006-2017

OK **Cancel**

Kindergarten Event Note

Event/Case Note: Mickey Mouse

Event

Type: Event: Kindergarten Transition

Date: 11/13/2017

Staff: Farally-Semerad, Gail

Parent/Contact: Disney, Walt

Parent/Contact: White, Snow

Note: Discussed Kindergarten transition with both parents and at this time they are undecided as to whether to send Mickey to private or public kindergarten. We will meet again in Jan 2018.

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

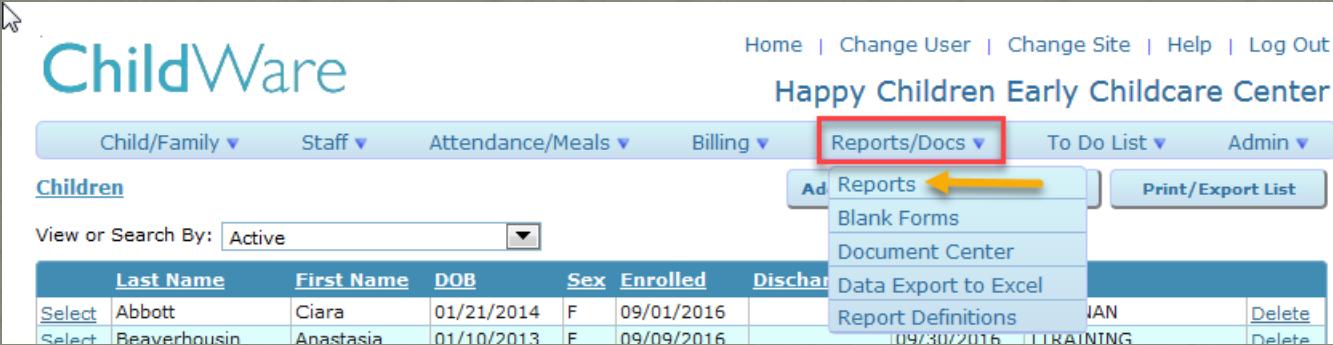
ALWAYS put details in the note, and if there is another meeting – a NEW event will need to be created.

NEVER overwrite a previous entry!

Reports in ChildWare



Reports in ChildWare



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. Two rows are shown: one for Abbott (Ciara, DOB 01/21/2014, Sex F, Enrolled 09/01/2016) and one for Beaverhousin (Anastasia, DOB 01/10/2013, Sex F, Enrolled 09/09/2016).

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

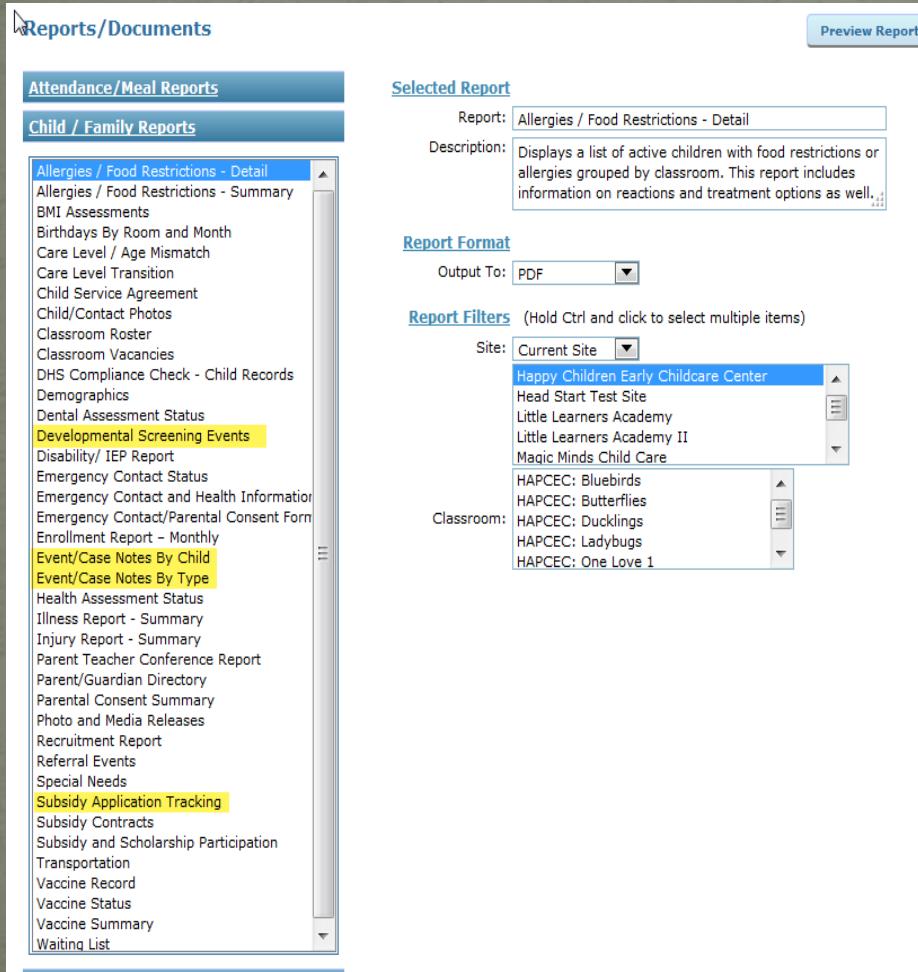
Reports are grouped into specific areas to help you easily navigate the menu.

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 with yellow boxes: 'Developmental Screening Events', 'Event/Case Notes By Child', 'Event/Case Notes By Type', 'Subsidy Application Tracking', and 'Subsidy Contracts'. The main panel is titled 'Selected Report' and shows the details for the 'Allergies / Food Restrictions - Detail' report. It includes 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.' Below this are sections for 'Report Format' (set to PDF) and 'Report Filters'. The 'Site' filter is set to 'Current Site' and shows 'Happy Children Early Childcare Center' as the selected site. The 'Classroom' filter shows a list of classrooms: Head Start Test Site, Little Learners Academy, Little Learners Academy II, Magic Minds Child Care, 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 main panel.

- **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

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: Event/Case Notes By Type

Description: Displays a list of active children and their event/case notes grouped by the type

Report Format

Output To: PDF

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

Site: Current Site

Active Between: 10/20/2017 and 10/20/2017

Events Between: 01/01/2017 and 12/31/2017

Type: All Event And Case Note Types

Current Status:

- Enrolled (Current and Future)
- Future Enrollments
- Discharged
- Did Not Enroll

Classroom:

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

Child: All Children

Other options include Excel and Report Viewer

Various date options available

You can run a report for all children or pick an individual child from the drop-down menu

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	
	4/20/2017	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.

Have a great week!