

Physical Assessments, Screenings and Immunizations Reporting for PHLpreK

Gail Farally-Semerad
Training and Support Specialist
helpdesk@phmc.org

Agenda



- *Why is this information important to add to ChildWare?*
- *Timeline for Documentation*
- *Health Assessments including immunizations*
- *Dental and Vision Screening*
- *Health Assessment Reports*



Why is this information important to add in ChildWare?

- ChildWare is your data-management system that provides an environment for you to store information related to your agency, site, staff, and children.
- ChildWare is the perfect place to organize all your children's records
- As a PHLpreK provider you are required by your contract to have pertinent information available for audit in your child's record.



Timeline for Documentation

General Assessment

- General Health Assessment – must have been completed within the past year. Include a note to indicate that an Immunization record is also present

Vision and Dental Screening

- Vision Screening and Dental Screening - must have been completed within the past year

All documentation to support this must be in a child's file within 60 days from the child's first day in the program



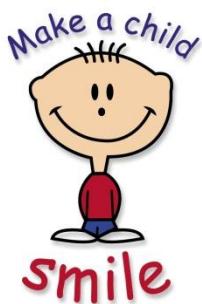
Getting Started....

- ① Login to ChildWare at www.childware.org

The screenshot shows the ChildWare website homepage. At the top is a navigation bar with links for HOME, ABOUT, QUALITY MANAGEMENT, PROVIDER SUPPORT, CONTACT, and a red-bordered LOGIN button. Below the navigation is a search bar with a magnifying glass icon. A prominent banner in the center reads "How can I stay on top of paperwork".

- ② Login to ChildWare with your User Name and Password

The screenshot shows the ChildWare login page. It features a "Log In" button and a "Log In | Update Account Information" link. Below the login form is an "Account Information" section with fields for "User Name" and "Password". It also includes links for forgot user name and forgot password. A note at the bottom provides contact information for help with logging in.



Access a Child's Account

- Data concerning physicals, immunizations, or vision and dental screening can be viewed and added to each child's record
- Once logged in, click on the **Child/Family** menu, scroll down to **Child Data**, which opens a list of children actively enrolled in your center
- Click on the word **SELECT** prior to the child's name to open up the child's record

The screenshot shows a software interface with a navigation bar at the top. The 'Child/Family' menu item is highlighted with a red oval. Below the navigation bar is a sidebar with the following options: Child Data (highlighted with a red oval), Contact Data, Bulk Service Updates, Batch Record Updates, Notification Emails, and PIN Maintenance. The main content area is titled 'Children' and shows a table of data with the following columns: Last Name, First Name, DOB, Sex, Enrolled, Discharged, Entered, and By. Each row in the table has a 'Select' link in the first column. The table data is as follows:

Last Name	First Name	DOB	Sex	Enrolled	Discharged	Entered	By
Select Abbott	Ciara	01/21/2014	F	09/01/2016		04/01/2015	AHANNAN
Select Beaverhousin	Anastasia	01/10/2013	F	09/09/2016		09/30/2016	TTRAINING
Select Brown	Anaiyah	12/10/2013	F	09/01/2016		04/10/2015	AHANNAN
Select Canton	Amare	07/03/2014	M	09/01/2016		04/10/2015	AHANNAN

Below the table are buttons for 'Add Child', 'Advanced Search', and 'Print/Export List'. The 'View or Search By' dropdown is set to 'Active'.



Child's Record

Once the child's record opens you will notice a series of tabs

- Click on the **HEALTH** tab to access *Assessments and Screenings*
- Due to the complexity of inputting vaccine information, the vaccines tab **WILL NOT** be used for PHLpreK reporting purposes.
 - Instead it will be a simple note added to an assessment/screening entry

Child: Ciara Abbott (Ducklings)

Child Due: \$1,002.00 Family Due: \$1,002.00 Deposit Required: \$0.00 Deposit On File: \$0.00

Main Relationships Services Financial Health HS Eligibility Admin Events & Case Notes Documents Logs

First Name: Ciara MI: Last Name: Abbott Suffix:

Sex: F SSN: DOB: 01/21/2014 Age: 4 years, 1 month DOB Verified By:

Photo:  Choose File Delete Photo

Birth City: Philadelphia Birth State: PA Birth Country: United States

Race: Black or African American PIR Ethnicity: Non-Hispanic PIR

Languages
Spoken at Home: English PIR Other Language:

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

Referral/Enrollment History PIR Add Referral/Enrollment

Referred	Enrolled	Discharged	Reason	Site	Entered	By
Select 09/01/2016	09/01/2016			HAPCEC	10/04/2016	RGAMBINO-BULK
Select 09/07/2015	09/07/2015	08/31/2016	Completed program	HAPCEC	10/16/2015	RGAMBINO-BULK
Select 04/17/2015	04/20/2015	06/12/2015	Completed program	HAPCEC	04/17/2015	AHANNAN
Select 12/19/2014	04/01/2015	04/13/2015	Family situation	HAPCEC	04/01/2015	AHANNAN

Entering Data



Health Tab

Health Tab interface showing the Health tab selected in the top navigation bar.

Health Tab Navigation:

- Main
- Relationships
- Services
- Financial
- Health** (highlighted with a yellow box)
- HS Eligibility
- Admin
- Events & Case Notes
- Documents
- Logs

Sub-navigation:

- Insurance & Providers
- Allergies & Nutrition
- Assessments & Screenings
- Special Needs
- Vaccines
- EPSDT

Providers PIR:

View or Search By: All

Verified	Type	Name	Practice	Phone #	Entered	By	Action	
Select	04/01/2015	Primary Care	Cho, Walter	Rising Sun Health Center	215-279- Ext: 9666	04/01/2015	AHANNAN	Delete
Select	04/10/2015	Dental Care	No Dentist			04/10/2015	AHANNAN	Delete
Select	01/03/2017	Primary Care	Cho, Walter	Rising Sun Health Center	215-279- Ext: 9666	01/18/2017	RGAMBINO	Delete

Insurance PIR:

View or Search By: All

Verified	Type	Name	Policy #	Group #	Entered	By	Action	
Select	03/21/2015	Primary Health	CHIP	8172017218	556182	04/01/2015	AHANNAN	Delete
Select	01/04/2017	Primary Health	CHIP	8172017218	556182	01/18/2017	RGAMBINO	Delete

The Health tab stores information for health and insurance providers, allergies, nutrition details, assessments and screening, special needs, and vaccines



Health Assessments & Screenings

What is the difference between an assessment and a screening?

- **Assessments** are generally performed by professionals (doctor, dentist, optometrist)
- **Screenings information** can be obtained by surveys filled out by parents or staff member

View or Search By:

- All Assessments/Screenings
- Current Assessments/Screenings
- Pick and Assessment Type

Child: Ciara Abbott (Ducklings)

Child Due: \$1,002.00 Family Due: \$1,002.00 Deposit Required: \$0.00 Deposit On File: \$0.00

Main Relationships Services Financial **Health HS Eligibility Admin Events & Case Notes Documents Logs**

Insurance & Providers Allergies & Nutrition **Assessments & Screenings** Special Needs Vaccines EPSDT

Add Assessment/Screening

Assessments and Screenings PTR

View or Search By: All

Date	Type	Result	Note	Entered	By
Select 01/21/2017	General Health Assessment	Area Of Concern: None	01/21/2017	RGAMBINO	Delete
Select 01/18/2017	Dental Assessment	Area Of Concern: None	01/18/2017	RGAMBINO	Delete
Select 10/11/2016	General Health Assessment	Area Of Concern: None	10/11/2016	RGAMBINO	Delete
Select 10/11/2016	Vision Screening	Area Of Concern: None	10/11/2016	RGAMBINO	Delete
Select 10/11/2016	Hearing Screening	Area Of Concern: None	10/11/2016	RGAMBINO	Delete
Select 10/04/2016	General Health Assessment	Area Of Concern: None	10/04/2016	RGAMBINO	Delete
Select 08/09/2016	General Health Assessment	Area Of Concern: None	08/09/2016	RGAMBINO	Delete
Select 08/09/2016	Vision Screening	Area Of Concern: None	08/09/2016	RGAMBINO	Delete
Select 08/09/2016	Hearing Screening	Area Of Concern: None	08/09/2016	RGAMBINO	Delete
Select 07/28/2016	Vision Screening	Area Of Concern: None	07/28/2016	RGAMBINO	Delete
Select 07/28/2016	Hearing Screening	Area Of Concern: None	07/28/2016	RGAMBINO	Delete
Select 07/28/2016	General Health Assessment	Area Of Concern: None	07/28/2016	RGAMBINO	Delete
Select 06/13/2016	General Health Assessment	Area Of Concern: None	06/13/2016	JESSICA	Delete
Select 09/23/2015	General Health Assessment	Area Of Concern: None	09/23/2015	JESSICA	Delete
Select 06/22/2015	Blood Lead Assessment	Abnormal	06/22/2015	CBALSAMO	Delete

Main Relationships Services Financial **Health HS Eligibility Admin Events & Case Notes Documents Logs**

Insurance & Providers Allergies & Nutrition **Assessments & Screenings** Special Needs Vaccines EPSDT

Add Assessment/Screening

Assessments and Screenings PTR

View or Search By: All

Date	All	Result	Note	Entered	By
Select 01/21/2017	Current	Area Of Concern: None	01/21/2017	RGAMBINO	Delete
Select 01/18/2017	Assessment Type	Area Of Concern: None	01/18/2017	RGAMBINO	Delete
Select 10/11/2016		Area Of Concern: None	10/11/2016	RGAMBINO	Delete



Adding Assessments

Click on Add Assessment or Screening for **EVERY** incident

NEVER delete or write-over a current entry

Whenever you add or update a record click **OK** to **SAVE** the information

Main | Relationships | Services | Financial | **Health** | HS Eligibility | Admin | Events & Case Notes | Documents | Logs |

Insurance & Providers | Allergies & Nutrition | Assessments & Screenings | Special Needs | Vaccines | EPSDT

Add Assessment/Screening

Assessments and Screenings PIR						
View or Search By: All						
Date	Type	Result	Note	Entered	By	
Select 01/21/2017	General Health Assessment	Area Of Concern: None		01/21/2017	RGAMBINO	Delete
Select 01/18/2017	Dental Assessment	Area Of Concern: None		01/18/2017	RGAMBINO	Delete
Select 10/11/2016	General Health Assessment	Area Of Concern: None		10/11/2016	RGAMBINO	Delete
Select 10/11/2016	Vision Screening	Area Of Concern: None		10/11/2016	RGAMBINO	Delete
Select 10/11/2016	Hearing Screening	Area Of Concern: None		10/11/2016	RGAMBINO	Delete
Select 10/04/2016	General Health Assessment	Area Of Concern: None		10/04/2016	RGAMBINO	Delete
Select 08/09/2016	General Health Assessment	Area Of Concern: None		08/09/2016	RGAMBINO	Delete
Select 08/09/2016	Vision Screening	Area Of Concern: None		08/09/2016	RGAMBINO	Delete
Select 08/09/2016	Hearing Screening	Area Of Concern: None		08/09/2016	RGAMBINO	Delete
Select 07/28/2016	Vision Screening	Area Of Concern: None		07/28/2016	RGAMBINO	Delete
Select 07/28/2016	Hearing Screening	Area Of Concern: None		07/28/2016	RGAMBINO	Delete
Select 07/28/2016	General Health Assessment	Area Of Concern: None		07/28/2016	RGAMBINO	Delete
Select 06/13/2016	General Health Assessment	Area Of Concern: None		06/13/2016	JESSICA	Delete
Select 09/23/2015	General Health Assessment	Area Of Concern: None		09/23/2015	JESSICA	Delete
Select 06/22/2015	Blood Lead Assessment	Abnormal		06/22/2015	CBALSAMO	Delete

Assessment/Screening: Ciara Abbott

Assessment Date: 03/14/2018 PIR

Conducted By:

Type:

Notes:

- General Health Screening
- General Health Assessment (PIR) (PIR)
- Vision Assessment
- Vision Screening (PIR) (PIR)
- Hearing Assessment
- Hearing Screening (PIR)
- Dental Assessment (PIR)
- Dental Screening (PIR)
- Mental Health Assessment (PIR)
- Mental Health Screening
- BMI Assessment (PIR)
- Blood Lead Assessment (PIR)
- Hemoglobin Assessment (PIR)

OK **Cancel**

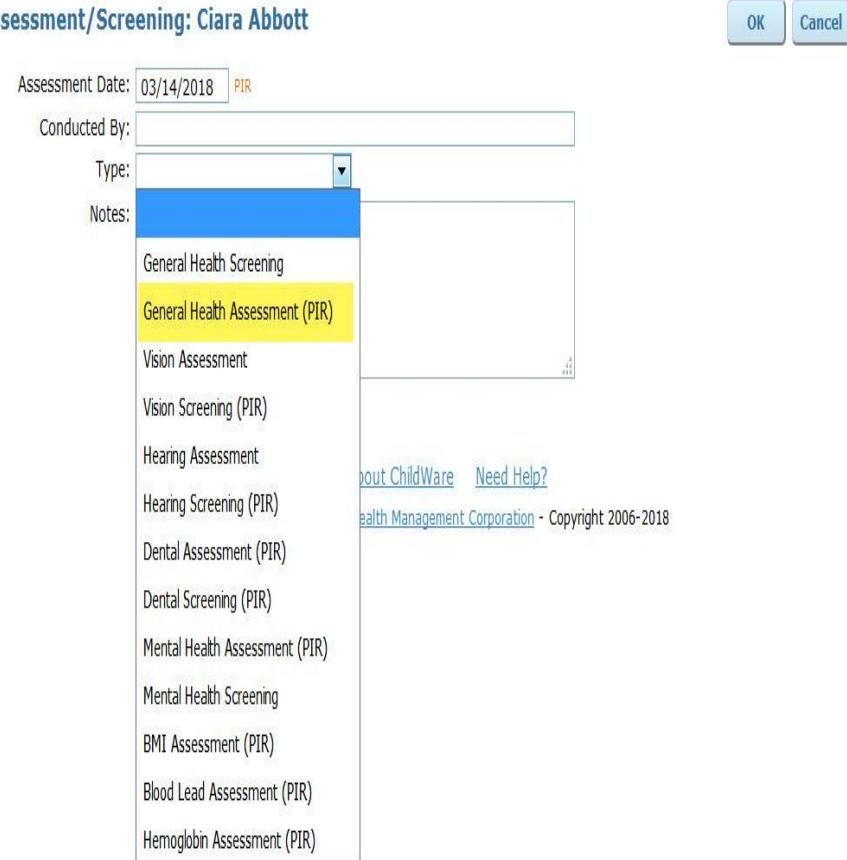
(PIR) next to an item in ChildWare is a visual reminder that this is information **REQUIRED** by Head Start Programs

Adding a New Assessment or Screening

CHANGE the DATE!

- ChildWare defaults to today's date. Most data from assessments and screenings are entered after the date they were performed

Assessment/Screening: Ciara Abbott



Assessment Date: 03/14/2018 PIR

Conducted By:

Type:

Notes:

General Health Screening

General Health Assessment (PIR)

Vision Assessment

Vision Screening (PIR)

Hearing Assessment

Hearing Screening (PIR)

Dental Assessment (PIR)

Dental Screening (PIR)

Mental Health Assessment (PIR)

Mental Health Screening

BMI Assessment (PIR)

Blood Lead Assessment (PIR)

Hemoglobin Assessment (PIR)

[About ChildWare](#) [Need Help?](#)
ChildWare Management Corporation - Copyright 2006-2018

OK Cancel

Types of Health Assessments and Screenings

Assessment/Screening: Ciara Abbott

Assessment Date: 03/14/2018 [PIR](#)

Conducted By:

Type:

Notes:

General Health Screening

General Health Assessment (PIR)

Vision Assessment

Vision Screening (PIR)

Hearing Assessment

Hearing Screening (PIR)

Dental Assessment (PIR)

Dental Screening (PIR)

Mental Health Assessment (PIR)

Mental Health Screening

BMI Assessment (PIR)

Blood Lead Assessment (PIR)

Hemoglobin Assessment (PIR)

[About ChildWare](#) [Need Help?](#)

ChildWare Management Corporation - Copyright 2006-2018

OK Cancel

Some Assessments:

- General Health Assessment (use this for physicals and immunizations)
- Dental Assessments
- BMI Assessment
- Hearing Assessment
- Blood Lead Assessment
- Hemoglobin Assessment
- Mental Health Assessment

Screenings:

- General Health Screening
- Vision Assessments or Screenings
- Dental Screenings
- Mental Health Screening



Add General Health Assessment

ChildWare

Home | Change User | Change Site | Help | Log Out

Happy Children Early Childcare Center

Child/Family ▾

Staff ▾

Attendance/Meals ▾

Billing ▾

Reports/Docs ▾

To Do List ▾

Admin ▾

Assessment/Screening: Ciara Abbott

Change date to reflect date of
actual health assessment

Assessment Date: 04/10/2018

Conducted By:

Type: General Health Assessment (P) ▾

Area Of Concern

Identified:

Notes:

OK

Cancel

Type Dr.'s Name or the
Office Name

This is where you would type

"Immunizations on file"

Additional Assessments/Screenings conducted during visit:

- Vision Screening
- Hearing Screening
- Dental Screening
- Mental Health Screening
- BMI Assessment
- Blood Lead Assessment
- Hemoglobin Assessment

If hearing, dental, or vision
screenings were performed on
the same day as the health
assessment - you can check off
the additional assessments.



Vision Screening

Assessment/Screening: Ciara Abbott

Change date to date of actual screening

OK Cancel

Assessment Date: 03/15/2018 PIR ←

Conducted By: _____

Type: Vision Screening (PIR) ▾

Area Of Concern

Identified:

Result: ▾

Notes: Choose Result and add note, if necessary

Pass ←
Fail
Uncooperative
Inconclusive

OK Cancel

OK Cancel

Have questions about filling this out properly?
Call your PHLpreK Contract Specialist for assistance.



Dental Screening

Assessment/Screening: Ciara Abbott

OK Cancel

Assessment Date: 03/15/2018

PIR

Change to the date recorded on
the dental screening

Conducted By:

Type: Dental Screening (PIR)



Area Of Concern

Identified:

Notes:

add notes, if necessary

Have questions about filling this out properly?
Call your PHLpreK Contract Specialist for assistance.

Where to Find Vision Screening Information



- Some screening information can be found on the **DHS Health Assessment form**:

HAS THE CHILD RECEIVED ALL AGE APPROPRIATE SCREENINGS LISTED IN THE ROUTINE PREVENTIVE HEALTH CARE SERVICES CURRENTLY RECOMMENDED BY THE AMERICAN ACADEMY OF PEDIATRICS? (SEE SCHEDULE AT WWW.AAP.ORG)		NOTE BELOW IF THE RESULTS OF VISION, HEARING OR LEAD SCREENINGS WERE ABNORMAL. IF THE SCREENING WAS ABNORMAL, PROVIDE THE DATE THE SCREENING WAS COMPLETED AND INFORMATION ABOUT REFERRALS, IMPLICATIONS OR ACTIONS RECOMMENDED FOR THE CHILD CARE FACILITY.	
<input type="checkbox"/> YES <input type="checkbox"/> NO ←		VISION (subjective until age 3)	
		HEARING (subjective until age 4)	
		LEAD	

Please contact your **PHLpreK Contract Specialist** if you have any questions concerning where to locate screening data or how to facilitate screening services for your center



Viewing Health, Vision, Dental Entries

ChildWare Application Screenshot

Header: Main, Relationships, Services, Financial, **Health**, HS Eligibility, Admin, Events & Case Notes, Documents, Logs

Sub-Header: Insurance & Providers, Allergies & Nutrition, **Assessments & Screenings**, Special Needs, Vaccines, EPSDT

Assessments and Screenings PIR

View or Search By: All

Date	Type	Result	Note	Entered	By	Action	
Select	03/19/2018	General Health Assessment	Area Of Concern: None	Immunizations on file	03/19/2018	GFARALLYSEMERAD	Delete
Select	03/16/2018	BMI Assessment	Healthy Weight		03/16/2018	GFARALLYSEMERAD	Delete
Select	03/16/2018	Blood Lead Assessment	Normal		03/16/2018	GFARALLYSEMERAD	Delete
Select	03/16/2018	Hemoglobin Assessment	Normal		03/16/2018	GFARALLYSEMERAD	Delete
Select	03/14/2018	Vision Screening	Area Of Concern: None	Screen again in 12 months	03/14/2018	GFARALLYSEMERAD	Delete

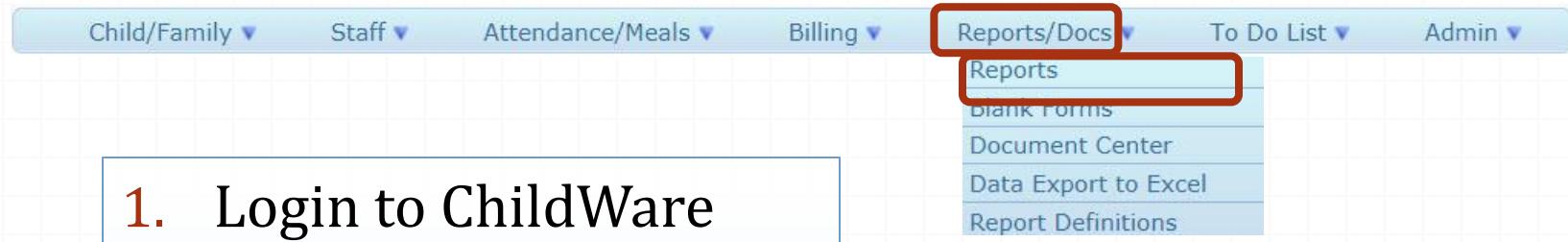
Add Assessment/Screening

The Assessments & Screening tab will list the information you enter in ChildWare.



Reports

Accessing Reports



The image shows a software interface with a menu bar at the top. The menu bar items are: Child/Family ▾, Staff ▾, Attendance/Meals ▾, Billing ▾, Reports/Docs ▾ (which is highlighted with a red box), To Do List ▾, and Admin ▾. The 'Reports/Docs' menu is expanded, showing sub-options: Reports (which is highlighted with a red box), Blank Forms, Document Center, Data Export to Excel, and Report Definitions.

1. Login to ChildWare
2. Click on **Reports/Docs** in the Menu bar
3. Scroll Down to **Reports**
4. Choose **Child/Family Reports**

Reports/Documents

[Attendance/Meal Reports](#)

[**Child / Family Reports**](#)

[Financial Reports](#)

[Head Start Reports](#)

[STARS Reports](#)

[Staff Reports](#)

[System Reports](#)

Reports

The Health Assessment Status Report will show a record of health assessments. You can view by site(s) or by child

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: Health Assessment Status

Description: Displays a list of active children grouped by the status of their most recent health assessment date.

Report Format

Output To: PDF

Suggest PDF or Report Viewer

Report Filters

Site: My Childcare Center

Classroom: HAPCEC: Bluebirds

Assessment Status:

Child: All Children

Include Future Enrollments:

Report Parameters

- Check Report Name
- Read Description
- Choose report format (PDF, Excel, Report Viewer)-suggest Report Viewer because it allows you manipulate the data very easily.
- Filters:
 - Choose Site(s)
 - Choose Classroom
 - Assessment Status (leave blank if you want to see ALL statuses)
 - Child
 - Status Types:*
 - No Health Assessment
 - Expired
 - Due next Month
 - Up to Date

PREVIEW REPORT

Reports/Documents

Attendance/Meal Reports

Child / Family Reports

Selected Report

Report: Health Assessment Status

Description: Displays a list of active children grouped by the status of their most recent health assessment date.

Report Format

Output To: PDF

Report Filters

Site: Early Childhood Center

Suggest PDF or Report Viewer

Report Viewer

PDF

Excel (data)

Report Viewer

Site: Early Childhood Center

Head Start Test Site

Little Learners Academy

Little Learners Academy II

Magic Minds Child Care

Small World Day Care

HAPCEC: Bluebirds

HAPCEC: Butterflies

HAPCEC: Ducklings

HAPCEC: Ladybugs

HAPCEC: One Love 1

HAPCEC: One Love 2

Classroom:

Assessment Status:

Child: All Children

Include Future Enrollments:

Health Assessment Report

ABC Day Care Happy Children Early Childcare Center Child Health Assessment Status						
Include Future Enrollments Report Date: 3/15/2018						
Name	Current Enrollment	Birth Date	Room	Last Assessment	Next Assessment Due	Frequency
No Assessment on File						
Overdue (within 60 days of enrollment)						
Canton, Amare	9/1/2016	1/7/2014	Ducklings	9/1/2017	Every 12 months	
Caruthers, Nevaeh	9/1/2016	8/4/2014	Ducklings	9/1/2017	Every 12 months	
Farrah-Abdullah, Bilal	9/1/2016	5/22/2011	Bluebirds	9/1/2017	Once upon entry into school	
No Assessment on File						
Overdue (within 60 days of enrollment)						
Woman, Wonder	4/3/2017	1/1/2013		4/3/2018	Every 12 months	
Totals: 25						
Due (within 60 days of enrollment)						
Dickinson, Sabirah	1/29/2018	8/19/2011		1/29/2019	Once upon entry into school	
Totals: 1						
Assessment on File						
Expired						
Abbott, Ciara	9/1/2016	1/21/2014	Ducklings	1/21/2017	1/21/2018	Every 12 months
Beaverhousin, Anastasia	9/9/2016	1/10/2013		9/16/2016	9/16/2017	Every 12 months
Brown, Anaiyah	9/1/2016	12/10/2013	Ducklings	6/25/2015	6/25/2016	Every 12 months
Clinton, Amin	9/1/2016	7/15/2013	Ducklings	9/21/2016	9/21/2017	Every 12 months
Up To Date						
Duncan-Chavez, Alia	9/1/2016	6/3/2011	Bluebirds	10/4/2016	Once upon entry into school	
Gomez, Lucia	9/1/2016	5/14/2011	Bluebirds	9/2/2016	Once upon entry into school	
Knowles, Blue	9/1/2016	9/16/2011	Bluebirds	1/3/2017	Once upon entry into school	
Rivera-Diaz, Julian	9/1/2016	7/3/2011	Bluebirds	10/4/2016	Once upon entry into school	
Wilks, Tyrone	9/1/2016	8/6/2012	Bluebirds	9/27/2016	Once upon entry into school	
Withers, Malik	9/1/2016	4/22/2011	Bluebirds	10/4/2016	Once upon entry into school	
Totals: 6						

Health Assessment Reports show the following:

1. List of children who have **NO Health Assessment** on file
2. List of children who are **DUE for a Health Assessment** (60 days of enrollment)
3. List of children whose **Health Assessment is Expired**
4. List of children whose **Health Assessment is Up-to-Date**

View ALL Assessments and Screenings with Data Export to Excel

Do you want to see all assessment and screening data in an excel spreadsheet?

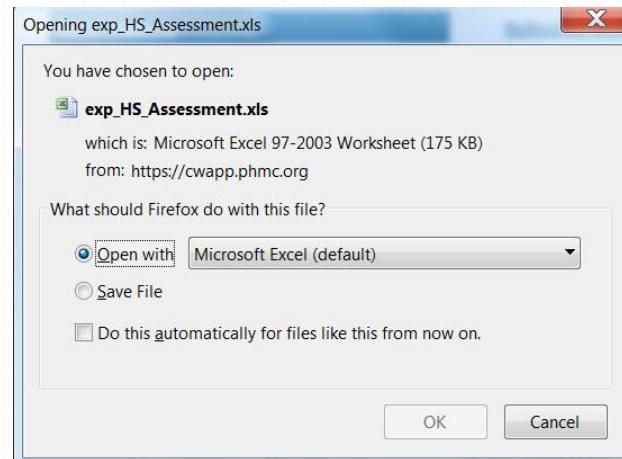
1. Login to ChildWare
2. Click on **Reports/Docs**
3. Scroll down and click on **Data Export to Excel**
4. Choose **Assessment/Screening Export** under Data Exports heading
5. **Change dates**
6. Click **Preview Report**

The screenshot shows the ChildWare software interface. At the top, there is a navigation bar with links: Child/Family, Staff, Attendance/Meals, Billing, Reports/Docs (which is highlighted in yellow), To Do List, and Admin. Below the navigation bar, there is a sub-menu for 'Reports/Documents' with options: Reports, Blank Forms, Document Center, and Data Export to Excel (which is also highlighted in yellow). The 'Data Export to Excel' option is selected, and its details are shown in a box: Report: Assessment / Screening Export, Description: Dump of child assessment / screening data for Head Start providers, and a 'Preview Report' button. The main content area shows a 'Data Exports' section with a list of options: Active Child Export, Assessment / Screening Export (which is highlighted in blue), Attendance/Meals Export, Child and Primary Contacts, Mailing List Export, Nutrition Assessment Export, PHLPreK System log (PHLPreK alliance data), Staff Data Export, and System Users Contact Information. Below this, there is a pink box with the text: 'Do not forget to change Active Between or Assessment dates or choose a pre-determined range'. On the right side, there are sections for 'Selected Report' (Report: Assessment / Screening Export, Description: Dump of child assessment / screening data for Head Start providers), 'Report Format' (Output To: Excel (data)), 'Report Filters' (Active Between: 03/19/2017 and 03/19/2018 Last 365 Days, Assessments Between: and Custom Range), and 'Type' (General Health Screening, General Health Assessment, Vision Assessment, Vision Screening, Hearing Assessment).

Excel Assessment/Screening

Report

1. Click on **Open with Microsoft Excel**
2. Click **OK**
3. Click **Enable Editing**
4. Customize headings
5. Save As
6. Give the file a name
7. **Save as an Excel Worksheet**



Sample Report

1	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	ass_id
1	client_id	client_last	client_first	ClassRoon	site_id	hist_intake	hist_dischar	hist_funder	hist_funder	Assessmer	Assessmer	ass_date	ass_cond	ass_conce	Result	ass_audio	ass_pure	ass_height	ass_id
2	19875	Jackson	Samuel	L	HAPCEC	9/8/2017		9/8/2017		BMI Asses	HAPCEC	3/27/2015	Maggie W	False		False	False	36	0
3	20926	Perez	Cristina	Bluebirds	HAPCEC	9/1/2016				General Hr	HAPCEC	3/27/2015	Dr. Smith	False		False	False	0	
4	20926	Perez	Cristina	Bluebirds	HAPCEC	9/1/2016				Hemoglobin	HAPCEC	3/27/2015	Dr. Smith	False	Normal	False	False	0	
5	20926	Perez	Cristina	Bluebirds	HAPCEC	9/1/2016				BMI Asses	HAPCEC	3/27/2015	Dr. Albert	False		False	False	43	
6	20933	Rivera-Dia	Julian	Bluebirds	HAPCEC	9/1/2016				Dental Ass	HAPCEC	3/27/2015	Dr. Barry V	False		False	False	0	
7	20933	Rivera-Dia	Julian	Bluebirds	HAPCEC	9/1/2016				General Hr	HAPCEC	3/27/2015	Dr. Albert	False		False	False	0	
8	20933	Rivera-Dia	Julian	Bluebirds	HAPCEC	9/1/2016				General Hr	HAPCEC	10/4/2016		False		False	False	0	
9	20933	Rivera-Dia	Julian	Bluebirds	HAPCEC	9/1/2016				Blood Lear	HAPCEC	3/27/2015	Dr. Stephe	False	Normal	False	False	0	
10	20937	Gomez	Lucia	Bluebirds	HAPCEC	9/1/2016				Dental Ass	HAPCEC	3/27/2015	Dr. Barry V	False		False	False	0	
11	20937	Gomez	Lucia	Bluebirds	HAPCEC	9/1/2016				General Hr	HAPCEC	7/10/2015	Dr. Stephe	False		False	False	0	
12	20937	Gomez	Lucia	Bluebirds	HAPCEC	9/1/2016				General Hr	HAPCEC	9/2/2016		False		False	False	0	
13	20937	Gomez	Lucia	Bluebirds	HAPCEC	9/1/2016				Dental Ass	HAPCEC	2/20/2015	Dr. Barry V	True		False	False	0	
14	20939	Cabrera	Elian	Bluebirds	HAPCEC	9/1/2016	9/5/2017			General Hr	HAPCEC	6/29/2015	Dr. Smith	False		False	False	0	
15	20939	Cabrera	Elian	Bluebirds	HAPCEC	9/1/2016	9/5/2017			Vision Scree	HAPCEC	3/12/2015	Maggie W	False	Uncooper	False	False	0	
16	20939	Cabrera	Elian	Bluebirds	HAPCEC	9/1/2016	9/5/2017			BMI Asses	HAPCEC	3/27/2015	Dr. Willian	False		False	False	41	
17	20940	Duncan-Cf	Alia	Bluebirds	HAPCEC	9/1/2016				General Hr	HAPCEC	2/27/2015	Dr. Willian	False		False	False	0	
18	20940	Duncan-Cf	Alia	Bluebirds	HAPCEC	9/1/2016				General Hr	HAPCEC	10/4/2016		False		False	False	0	
19	20940	Duncan-Cf	Alia	Bluebirds	HAPCEC	9/1/2016				Vision Scree	HAPCEC	3/27/2015	Dr. Willian	False	Pass	False	False	0	
20	20940	Duncan-Cf	Alia	Bluebirds	HAPCEC	9/1/2016				BMI Asses	HAPCEC	2/12/2015	Dr. Carter	False		False	False	44	
21	20941	Withers	Malik	Bluebirds	HAPCEC	9/1/2016				General Hr	HAPCEC	2/12/2015	Dr. Carter	False		False	False	0	
22	20941	Withers	Malik	Bluebirds	HAPCEC	9/1/2016				General Hr	HAPCEC	10/4/2016		False		False	False	0	
23	20941	Withers	Malik	Bluebirds	HAPCEC	9/1/2016				Vision Scree	HAPCEC	2/12/2015	Dr. Carter	True	Fail	False	False	0	
24	20941	Withers	Malik	Bluebirds	HAPCEC	9/1/2016				General Hr	HAPCEC	1/22/2015		False		False	False	0	
25	20943	Withers	Laila	Ducklings	HAPCEC	9/1/2016				Hearing Sc	HAPCEC	1/22/2015		False		False	False	0	
26	20943	Withers	Laila	Ducklings	HAPCEC	9/1/2016				Vision Scree	HAPCEC	1/22/2015		False	Uncooper	True	False	0	
27	20943	Withers	Laila	Ducklings	HAPCEC	9/1/2016				BMI Asses	HAPCEC	3/16/2018		False	Pass	False	False	0	
28	21004	Abbott	Ciara	Ducklings	HAPCEC	9/1/2016				Blood Lear	HAPCEC	6/22/2015		False		False	False	0	
29	21004	Abbott	Ciara	Ducklings	HAPCEC	9/1/2016				Assessmer			Abnormal	False	False	False	0		



Have a Great Week!