



For Licensed/Subscribed ChildWare Users with PHLpreK Slots (CW System of Record Locations)

PHLpreK Guidelines for Transition to Summer Programming

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Discharging Individual Children – End of Program Year

1. Under the Child/Family Section, select Child Data and then select Active enrollments. Select the child you want to discharge

ChildWare 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: Active ▼

	Last Name	First Name	DOB	Sex	Enrolled	Discharged	Entered	By	
Select	Test	Child	11/06/2012	F	05/01/2017		05/09/2017	AMCMAHON	Delete
Select	Wonderland	Manny	10/10/2011	M	01/04/2017	06/30/2017	05/24/2017	AMCMAHON	Delete
Select	Wright	Mable	01/01/2014	F	05/01/2017		05/24/2017	AADMIN	Delete

Page 1 of 1 3 records found

2. In the Child's record on the Main tab, scroll to the bottom of the screen and select the current Referral/Enrollment History.

NOTE – if you see a duplicated or 2nd open enrollment record (there are two enrollment records without discharge dates) – please contact the help desk before proceeding.

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: Child MI: Last Name: Test Suffix: ▼

Sex: F ▼ SSN: - - DOB: 11/06/2012 Age: 4 years, 6 months DOB Verified By: ▼

Birth City: Birth State: ▼ Birth Country: Race: ▼ PIR Ethnicity: ▼ PIR

Photo: Child Photo Choose File

Languages
Spoken at Home: ▼ PIR Other Language: ▼ PIR

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

Referral/Enrollment History PIR Add Referral/Enrollment

Select	Referred	Enrolled	Discharged	Reason	Entered	By
	01/01/2017	05/01/2017			05/09/2017	AMCMAHON

Home About ChildWare Need Help?

3. Enter a Discharge Date under the Discharge and Transfer Information section. Children can be discharged in advance so that date can be in the future with no impact on system billing.

Referral/Enrollment: Child Test OK Cancel

Recruitment Information
Referral Date: 01/01/2017 Referred By: ▼ PIR Reason For Care: ▼ First Staff Contact: ▼ Expected Enrollment: Facility Tour Date: Application Completed: Application Fee Paid: Status: Enrolled ▼ Note:

Intake Information
Enrolled: 05/01/2017 Site: PHLpreK ▼ Alliance: ☒ PHL PreK

Subsidy Information
CCIS Absences: (outside of agency and before enrolled) HS Begin Date: PIR HS End Date: PIR

Discharge and Transfer Information
Discharge Date: Reason: ▼ Note:

Service Profiles PIR

4. Review Discharge Reasons

Referral/Enrollment: Child A Test OK Cancel

Recruitment Information

Referral Date: 09/01/2016

Referred By: PIR

Reason For Care:

First Staff Contact:

Expected Enrollment:

Facility Tour Date:

Application Completed:

Application Fee Paid:

Status: Did Not Enroll

Note:

Intake Information

Enrolled:

Site: Happy Children Early Childcare Center

Alliance: ☐ PHSP Test

Subsidy Information

CCIS Absences: (outside of agency and before enrolled)

HS Begin Date: PIR

HS End Date: PIR

Discharge and Transfer Information

Discharge Date:

Reason:

Note: Behavioral problems
Caregiver won't complete eligibility forms
Completed program
Contract terminated
Family situation
Lost subsidy funding
Medical reasons
Moved away
Non payment of fee
Not satisfied / parent concerns
Other
Outside activity participation
Poor attendance
Temporarily inactive
Transferred outside agency
Transferred within agency
Transferred within alliance
Unknown

Service Profiles PIR

	Care Level	Care Type	Days	Begin	End	Subsidies
Select	Preschool - 3-4	Full Day	5	09/01/2016		Private Pay

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5. Choose Specific Discharge Reason and **write a brief explanation in the note section**. Then click **OK**. The system will change the child's status for you.

- For children that are "ending services and will not be returning to your site in September" – select **Completed Program**. Then click **OK**.
- For children that will be "returning in September" – select **Temporarily Inactive**. Then click **OK**.

Notify your PHLpreK representative of this change.

Child/Family ▾ Staff ▾ Attendance/Meals ▾ Billing ▾ Reports/Docs ▾ To Do List ▾ Admin ▾

Referral/Enrollment: Child Test

Recruitment Information

Referral Date: 01/01/2017

Referred By: PIR

Reason For Care:

First Staff Contact:

Expected Enrollment:

Facility Tour Date:

Application Completed:

Application Fee Paid:

Status: Enrolled

Note:

Intake Information

Enrolled:

Site:

Alliance:

Subsidy Information

CCIS Absences:

HS Begin Date:

HS End Date:

Discharge and Transfer Information

Discharge Date:

Reason:

Note:

Behavioral problems
Caregiver won't complete eligibility forms
Completed program
Contract terminated
Family situation
Lost subsidy funding
Medical reasons
Moved away
Non payment of fee
Not satisfied / parent concerns
Other
Outside activity participation
Poor attendance
Temporarily inactive
Transferred outside agency
Transferred within agency
Transferred within alliance
Unknown

- The child will now have a Discharge Date entered into their Referral/Enrollment History.

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: Child MI: Last Name: Test Suffix: ▼

Sex: F ▼
 SSN: - -
 DOB: 11/06/2012 Age: 4 years, 6 months
 DOB Verified By: ▼

Birth City: Birth State: ▼ Birth Country: Race: ▼ PIR Ethnicity: ▼ PIR

Photo: Child Photo
 Choose File

Languages
 Spoken at Home: ▼ PIR
 Other Language: ▼ PIR

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

Referral/Enrollment History PIR Add Referral/Enrollment

	Referred	Enrolled	Discharged	Reason	Entered	By	
Select	01/01/2017	05/01/2017	06/16/2017	Temporarily inactive	05/09/2017	AMCMAHON	Delete

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Discharging Multiple Children Using Bulk Service Updates – End of Program Year

- Under the Child/Family section of ChildWare, select the Bulk Service Updates from the drop down menu. If you do not have this option available in the menu, please email ChildWare@phmc.org to request a change to your user profile.

ChildWare Little Learners Academy

Child/Family ▼ Staff ▼ Attendance/Meals ▼ Billing ▼ Reports/Docs ▼ To Do List ▼ Admin ▼

Child: Child Data Contact Data Bulk Service Updates Batch Record Updates Notification Emails PIN Maintenance

Add Child Advanced Search Print/Export List

	Name	DOB	Sex	Enrolled	Discharged	Entered	By	
Select	a	03/15/2012	F	05/08/2013		07/06/2012	FPARKES	Delete
Select		02/01/2009	M	09/01/2010		06/22/2011	FPARKES	Delete
Select	Allen Andrew	12/01/2009	M	07/12/2011		04/18/2011	ALPHATEST	Delete
Select	Allen Anna	04/23/2006	F	04/01/2011		04/18/2011	ALPHATEST	Delete

2. Once selected, you will open the **Process Update Screen**.

The screenshot shows the 'Bulk Service Updates' screen with the 'Process Update' tab selected. The 'Update Action' dropdown is empty. The 'Child Selection' section has radio buttons for 'Single Child', 'Family', and 'Multiple Children', with 'Single Child' selected.

3. Under **Update Action**, use the drop down to select **Discharge Active Children**.

The screenshot shows the 'Bulk Service Updates' screen with the 'Update Action' dropdown open. The 'Discharge Active Children' option is highlighted. A red arrow points to this option. The 'Child Selection' section has radio buttons for 'Single Child', 'Family', and 'Multiple Children', with 'Single Child' selected.

4. **Enter the date for the last day of service** in the PHLpreK program year.

The screenshot shows the 'Bulk Service Updates' screen with the 'Discharge Active Children' option selected in the 'Update Action' dropdown. The 'Discharge Information' section has a 'Discharge Date' field with a calendar icon. A red arrow points to this field. A calendar for June 2017 is displayed, showing the days of the week and the dates. The 'Child Selection' section has radio buttons for 'Single Child', 'Family', and 'Multiple Children', with 'Single Child' selected.

5. For Discharge Reason:

- For children that are ending services and will not be returning to your site in September – **select Completed Program.**
- For children that will be returning in September – **select Temporarily Inactive.**

The screenshot shows the 'Bulk Service Updates' form. The 'Update Action' is set to 'Discharge Active Children'. In the 'Discharge Information' section, the 'Discharge Date' is '06/16/2017'. The 'Reason' dropdown menu is open, showing two options: 'Completed program' (highlighted in yellow) and 'Temporarily inactive'. A red arrow points to the 'Reason' dropdown.

6. Click on the radial button for **Multiple Children**.

The screenshot shows the 'Bulk Service Updates' form. In the 'Child Selection' section, the 'Select' radio buttons are 'Single Child', 'Family', and 'Multiple Children'. The 'Multiple Children' button is selected and highlighted in yellow. A red arrow points to this button. Below the radio buttons, there are filter options for 'Born Between', 'Include Room Group', 'Include Care Type', 'Include Care Level', and 'Include Subsidy'.

You will end up with a list of children actively enrolled in you center. If you have a large number of children enrolled, you can use the filter options to narrow down the selection of children by their birthday, room and other options.

The screenshot shows the 'Bulk Service Updates' form. In the 'Child Selection' section, the 'Select' radio buttons are 'Single Child', 'Family', and 'Multiple Children'. The 'Multiple Children' button is selected. Below the radio buttons, there are filter options for 'Born Between', 'Include Room Group', 'Include Room', 'Include Care Type', 'Include Care Level', and 'Include Subsidy'. A red bracket highlights these filter options. Below the filters, there are buttons for 'Apply Filter', 'Reset Filter', and 'Print Proposed'. At the bottom, there is a table of children.

Include	Child's Name	DOB	Room	Enrolled	Discharged
<input type="checkbox"/>	Aikens, Angelica	03/15/2012	Big Tots - Older Toddlers Room	5/8/2013	

7. **Select the children that you will be discharging.** Remember that you should only **select those children whose discharge date and reason all match.**

Born Between: and

Include Room Group All Room Groups

Include Room All Rooms

Include Care Type All Care Types

Include Care Level All Care Levels

Include Subsidy All Subsidies

Apply Filter Reset Filter Print Proposed

Include	Child's Name	DOB	Room	Enrolled	Discharged
<input type="checkbox"/>	Aikens, Angelica	03/15/2012	Big Tots - Older Toddlers Room	5/8/2013	
<input type="checkbox"/>	Alexander, Jason	02/01/2009	Little Learners - Preschool Room	9/1/2010	
<input type="checkbox"/>	Allen, Andrew	12/01/2009	Big Tots - Older Toddlers Room	7/12/2011	
<input checked="" type="checkbox"/>	Allen, Anna	04/23/2006	Little Learners - Preschool Room	4/1/2011	
<input type="checkbox"/>	Balances, Bernard	06/22/2012		2/1/2016	
<input checked="" type="checkbox"/>	Balances, Bradley	01/01/2012	Little Learners - Preschool Room	1/1/2015	
<input checked="" type="checkbox"/>	Banks, Christina	12/24/2009	Little Learners - Preschool Room	11/15/2011	
<input type="checkbox"/>	Banks, Robert	03/06/2009	Big Tots - Older Toddlers Room	11/15/2011	
<input type="checkbox"/>	Borschanski, April	12/31/2010	Little Learners - Preschool Room	3/1/2011	

8. Confirm that you have the correct Discharge Date and Discharge reason for the selected children. Then click the Process Updates button.

Child/Family Staff Attendance/Meals Billing Reports/Docs To Do List Admin

Bulk Service Updates

Process Update History

Update Action

Action: Discharge Active Children

Discharge Information

Discharge Date: 06/16/2017

Reason: Completed program

Note:

Child Selection

Select: ☐ Single Child ☐ Family ☒ Multiple Children

Born Between: and

Include Room Group All Room Groups

Include Room All Rooms

Include Care Type All Care Types

Include Care Level All Care Levels

Include Subsidy All Subsidies

Apply Filter Reset Filter Print Proposed

Include	Child's Name	DOB	Room	Enrolled	Discharged
<input type="checkbox"/>	Aikens, Angelica	03/15/2012	Big Tots - Older Toddlers Room	5/8/2013	

9. **ChildWare will alert you** that you are making a change to the selected records. **If you're information is correct, click the Yes button.**

Discharge Date: 06/16/2017

Reason: Completed program

Note:

Child Selection

Select: ☐ Single Child

ChildWare Validation

This will discharge all selected children!

Do you wish to continue?

Yes No

10. ChildWare will confirm that the updates have been completed

ChildWare Little Learners Academy

Child/Family ▾ Staff ▾ Attendance/Meals ▾ Billing ▾ Reports/Docs ▾ To Do List ▾ Admin ▾

Bulk Service Updates Process Updates

Process Update History

Bulk Discharge has been processed for 3 children out of 3 selected!

Update Action

Action: Discharge Active Children ▾

Discharge Information

After completing either the Individual Child or Bulk Child Discharge process, the Discharge Date will now appear on in the “Discharged” column on the Child Data screen.

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: Active ▾

	Last Name	First Name	DOB	Sex	Enrolled	Discharged	Entered	By	
Select	Test	Child	11/06/2012	F	05/01/2017	06/16/2017	05/09/2017	AMCMAHON	Delete
Select	Wonderland	Manny	10/10/2011	M	01/04/2017	06/30/2017	05/24/2017	AMCMAHON	Delete
Select	Wright	Mable	01/01/2014	F	05/01/2017		05/24/2017	AADMIN	Delete

Page 1 of 1 3 records found

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Creating a Summer Enrollment Record for Subsidy or Private Pay

The following steps can be done after you have completed the above discharge process for the child from the PHLpreK program. You can create a summer enrollment using the steps below for both children that have been temporarily discharged and children that have completed the PHLpreK program but will continue to receive services over the summer until the transition to kindergarten.

1. Under the Child/Family Section, select **Child Data** and then select **Active** enrollments if it is prior to the end of your PHLpreK program year. Select the child you want to enroll in the summer program.

ChildWare Child/Family ▾ Staff ▾ Attendance/Meals ▾ Billing ▾ Reports/Docs ▾ To Do List ▾ Admin ▾

Children Add Child Advanced Search Print/Export List

View or Search By: Active ▾

	Last Name	First Name	DOB	Sex	Enrolled	Discharged	Entered	By	
Select	Test	Child	11/06/2012	F	05/01/2017		05/09/2017	AMCMAHON	Delete
Select	Wonderland	Manny	10/10/2011	M	01/04/2017	06/30/2017	05/24/2017	AMCMAHON	Delete
Select	Wright	Mable	01/01/2014	F	05/01/2017		05/24/2017	AADMIN	Delete

Page 1 of 1 3 records found

2. Scroll to the bottom of the child's Main tab. Click on the **Add Referral/Enrollment** button.

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

First Name: Jane MI: Last Name: Doe Suffix:

Sex: F SSN: - - Photo: Child Photo Choose File

DOB: 10/10/2013 Age: 4 years, 6 months DOB Verified By:

Birth City: Birth State: Birth Country: Race: Unspecified PIR Ethnicity: Non-Hispanic PIR

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

Languages
 Spoken at Home: English PIR Other Language: PIR

Referral/Enrollment History PIR

	Referred	Enrolled	Discharged	Reason	Entered	By	
Select	03/01/2018	04/02/2018	06/22/2018	Temporarily inactive	04/16/2018	AMCMAHON	Delete

Add Referral/Enrollment

3. Enter a new **Referral date** – this date must be after the discharge date for the PHLpreK program. Complete any relevant referral information for your agency.
4. Under intake information enter the **Enrollment Date that the child will start in the summer program**. This date must be after the discharge date for the PHLpreK program but it can be the same date that was used for the referral date. **DO NOT CHECK THE PHLpreK Alliance box.**

Referral/Enrollment: Jane Doe OK Cancel

Referral Information

Referral Date: 06/25/2018 By: PIR
 Reason Requesting Care: First Staff Contact: Status:

Intake Information

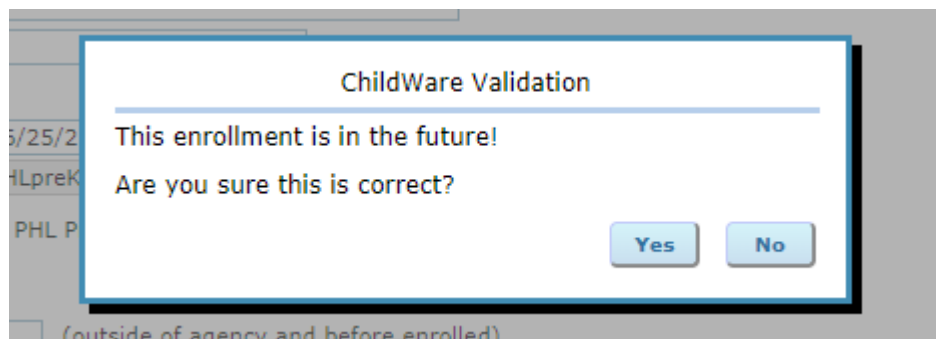
Enrolled: 06/25/2018 Site: PHLpreK
 Alliance: ☐ PHL PreK

Subsidy Information

CCIS Absences: (outside of agency and before) HS Begin Date: PIR

For Summer Enrollment - make sure this box is NOT Checked

- Click **OK**. ChildWare will ask you to confirm because the referral date is in the future. Check your dates and click **Yes**.



- ChildWare will open the **new enrollment record** for this child. You will see a **new service profile** with the new begin date. Some subsidies may have carried over into the new Service Profile. You may select this new service profile and make any necessary adjustments to subsidies, classrooms and fee structures.

Referral/Enrollment: Jane Doe OK Cancel

Recruitment Information

Referral Date: 06/25/2018
 Referred By: PIR
 Reason For Care:
 First Staff Contact:
 Expected Enrollment:
 Facility Tour Date:
 Application Completed:
 Application Fee Paid:
 Status: Enrolled
 Note:

Intake Information

Enrolled: 06/25/2018
 Site: PHLpreK
 Alliance: ☐ PHL PreK

Subsidy Information

CCIS Absences: (outside of agency and before enrolled)
 HS Begin Date: PIR
 HS End Date: PIR

Discharge and Transfer Information

Discharge Date:
 Reason:
 Note:

Service Profiles PIR

	Care Level	Care Type	Days	Begin	End	Subsidies	Entered	By	
Select	Preschool	Full Day	5	06/25/2018		PHLPREK	04/16/2018	AMCMAHON	Delete

On the child's **Main tab**, there will now be **two referral/enrollment records** – one will have a discharge date and the other will have a future enrollment date.

Referral/Enrollment History PIR Add Referral/Enrollment

	Referred	Enrolled	Discharged	Reason	Entered	By	
Select	06/25/2018	06/25/2018			04/16/2018	AMCMAHON	Delete
Select	03/01/2018	04/02/2018	06/22/2018	Temporarily inactive	04/16/2018	AMCMAHON	Delete

↑ ↑

The child will continue to show up on the active child list. Billing will not change until you reach the date of the change in the enrollment/referral record. If there is a break between the end of your PHLpreK year and the start of your summer program, the child will display during that break on your discharged list and on the future enrollments list.

Preparing a child in your Summer Program for Approval in the PHLpreK Program for September

During the summer program, you can start the process to transition children into the PHLpreK program.

1. Identify the children currently enrolled in your summer program who will be transitioning into the PHLpreK program in September. **Repeat the steps on pages 1 – 4 to discharge the child from the summer enrollment.** You can also use the bulk discharge feature.
2. Once the children have been marked as discharged from the summer program you can create a new pending referral for the PHLpreK program.

Assigning a child Pending status for PHLpreK program Approval for September

3. Select the child's record and open up the Main tab

Child: Child Test ()

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: Child MI: Last Name: Test Suffix:

Sex: F SSN: DOB: 11/06/2012 Age: 4 years, 7 months

DOB Verified By: Photo: Child Photo

4. At the bottom of the screen, review the Referral/Enrollment history. The child should have the correct discharge date for the summer program. Click on the **Add Referral/Enrollment** button

Child: Child Test ()

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: Child MI: Last Name: Test Suffix:

Sex: F SSN: DOB: 11/06/2012 Age: 4 years, 7 months

DOB Verified By: Photo: Child Photo

Birth City: Birth State: Birth Country: Race: Ethnicity:

Languages

Spoken at Home: Other Language:

School-Age Information

School: Grade: Pupil ID: Kindergarten: (starting year)

Referral/Enrollment History

Referred	Enrolled	Discharged	Reason	Entered	By
Select	01/01/2017	05/01/2017	Temporarily inactive	05/09/2017	AMCMAHON

Add Referral/Enrollment

5. In the Referral/Enrollment screen, **enter a new Referral date**. This date must be after the discharge date for the summer program.

Referral/Enrollment: Child Test [OK] [Cancel]

Referral Information

Referral Date: 07/01/2017

By: [dropdown] PIR

Reason Requesting Care: [dropdown]

First Staff Contact: [dropdown]

Status: [dropdown]

Intake Information

Enrolled: [text box]

Site: PHLpreK [dropdown]

Alliance: ☐ PHL PreK

6. Move to the **Status** drop down and select **Pending**.

Referral/Enrollment: Child Test [OK] [Cancel]

Referral Information

Referral Date: 07/01/2017

By: [dropdown] PIR

Reason Requesting Care: [dropdown]

First Staff Contact: [dropdown]

Status: [dropdown menu open]

Intake Information

Enrolled: [text box]

Site: PHLpreK [dropdown]

Alliance: ☐ PHL PreK

7. Then click the **PHLpreK Alliance Check Box** – this is an important step because the summer enrollment record did not have this box checked. **DO NOT enter a date in the Enrolled field.**
8. Click OK to save this information.

Referral/Enrollment: Child Test [OK] [Cancel]

Referral Information

Referral Date: 07/01/2017

By: [dropdown] PIR

Reason Requesting Care: [dropdown]

First Staff Contact: [dropdown]

Status: Pending [dropdown]

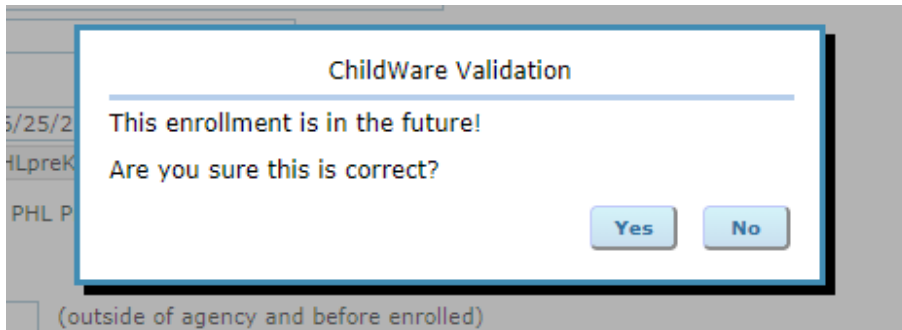
Intake Information

Enrolled: [text box]

Site: PHLpreK [dropdown]

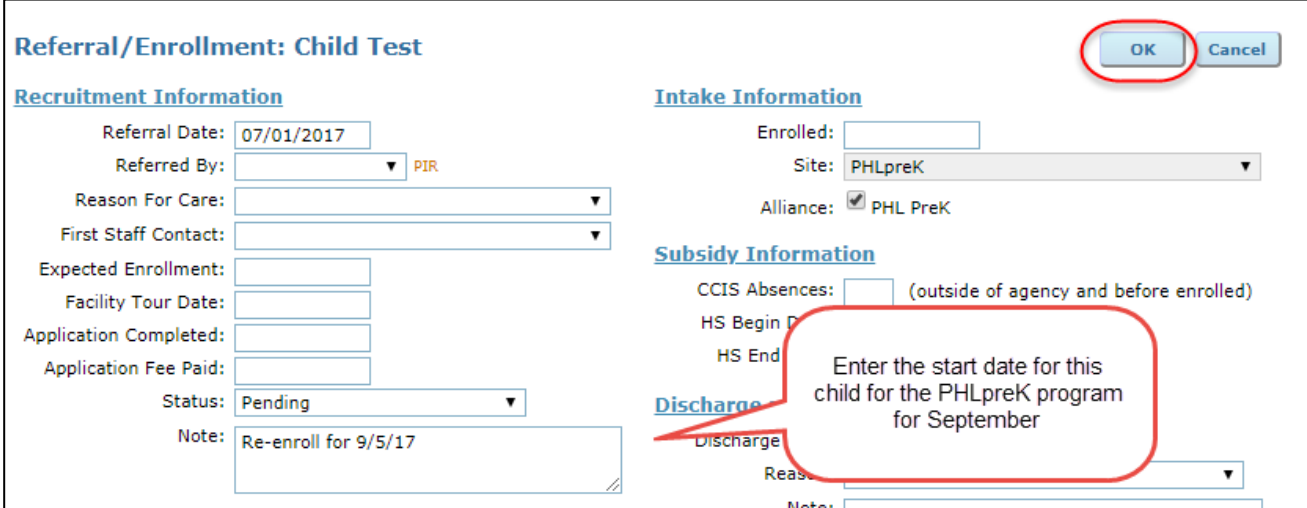
Alliance: ☒ PHL PreK

9. ChildWare will ask you to confirm because the referral date is in the future. Check your dates and click **Yes**.



10. A new referral screen will open. In the **Notes section**, enter the child's **start date for September**. This is required in the notes field because it will assist in the approval process at PHMC. **Do not enter any other information.**

11. Click **OK** to save the information.

A screenshot of the 'Referral/Enrollment: Child Test' form. The form is divided into several sections: 'Recruitment Information', 'Intake Information', 'Subsidy Information', and 'Discharge'. The 'Recruitment Information' section includes fields for 'Referral Date' (07/01/2017), 'Referred By' (dropdown), 'Reason For Care' (dropdown), 'First Staff Contact' (dropdown), 'Expected Enrollment' (text), 'Facility Tour Date' (text), 'Application Completed' (text), 'Application Fee Paid' (text), 'Status' (Pending), and a 'Note' field containing 'Re-enroll for 9/5/17'. The 'Intake Information' section includes 'Enrolled' (text), 'Site' (PHLpreK), and 'Alliance' (checked PHL PreK). The 'Subsidy Information' section includes 'CCIS Absences' (text) and 'HS Begin' (text). The 'Discharge' section includes 'Discharge' (text) and 'Reason' (dropdown). A red circle highlights the 'OK' button in the top right corner. A red callout box points to the 'Note' field with the text: 'Enter the start date for this child for the PHLpreK program for September'.

Referral/Enrollment: Child Test

Recruitment Information

Referral Date: 07/01/2017

Referred By: [dropdown] PIR

Reason For Care: [dropdown]

First Staff Contact: [dropdown]

Expected Enrollment: [text]

Facility Tour Date: [text]

Application Completed: [text]

Application Fee Paid: [text]

Status: Pending

Note: Re-enroll for 9/5/17

Intake Information

Enrolled: [text]

Site: PHLpreK

Alliance: [checked] PHL PreK

Subsidy Information

CCIS Absences: [text] (outside of agency and before enrolled)

HS Begin: [text]

HS End: [text]

Discharge

Discharge: [text]

Reason: [dropdown]

Note: [text]

OK Cancel

Enter the start date for this child for the PHLpreK program for September

Follow the PHLpreK policy for notifying PHLpreK of a pending enrollment.

Note that this process creates a new service profile for the child. Do not make any changes to the service profile until after the child has been approved. If you make changes prior to the approval and formal enrollment by the PHLpreK staff you could create a duplicate service profile. Duplicate service profiles result in issues with attendance tracking, billing and reporting.

Checking a child's status for re-enrollment in September

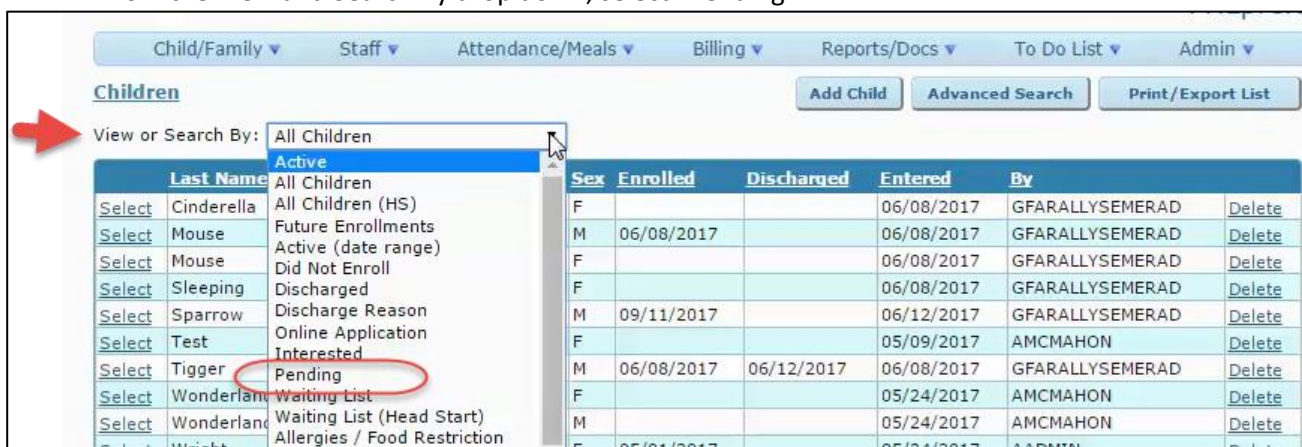
Once you have completed the last step above and clicked the OK button to save the information; you can then confirm that child(ren) has been properly marked as a pending enrollment.

1. Click on the Child/Family section and select Child Data from the list



The screenshot shows the top navigation bar of the ChildWare system with tabs: Child/Family, Staff, Attendance/Meals, Billing, Reports/Docs, To Do List, and Admin. The 'Child/Family' tab is active, and its dropdown menu is open, showing options: Child Data (highlighted with a red circle), Contact Data, Bulk Service Updates, Batch Record Updates, Notification Emails, and PIN Maintenance. Below the menu, there are fields for Family Due (\$0.00), Deposit Required (\$0.00), and Deposit On File (\$0.00). There are also buttons for OK and Cancel. At the bottom, there are tabs for Main, Financial, Health, HS Eligibility, Events & Case Notes, Documents, and Logs. The 'First' name field is empty, and the 'Last Name' field contains 'Test'.

2. From the View and Search By drop down, select "Pending"



The screenshot shows the 'Children' section of the ChildWare system. The 'View or Search By' dropdown menu is open, showing options: All Children, Active, All Children (HS), Future Enrollments, Active (date range), Did Not Enroll, Discharged, Discharge Reason, Online Application, Interested, Pending (highlighted with a red circle), Waiting List, Waiting List (Head Start), and Allergies / Food Restriction. Below the menu, there is a table with columns: Last Name, Sex, Enrolled, Discharged, Entered, and By. The table contains several rows of data, including 'Cinderella', 'Mouse', 'Sleeping', 'Sparrow', 'Test', 'Tigger', 'Wonderland', and 'Wright'.

3. Confirm that that the correct child(ren) are on the pending list for re-enrollment for September



The screenshot shows the 'Children' section of the ChildWare system. The 'View or Search By' dropdown menu is set to 'Pending'. Below the menu, there is a table with columns: Last Name, First Name, DOB, Age, Sex, Referral, Entered, and By. The table contains several rows of data, including 'Sleeping', 'Test', 'Wonderland', 'Wonderland', 'Cinderella', and 'Mouse'. The 'Test' row is highlighted with a red circle.

4. As children are approved for enrollment, PHMC staff will update the enrollment record with the enrollment date from the Notes field (that is why it's important to enter the correct date in the Notes field). The child will then be enrolled for September.
5. **Once the enrollment has been approved and the child's status has been changed, the service profile can be updated to reflect new subsidies and classroom assignments.**

Need assistance? Contact the PHMC ChildWare Helpdesk at **215-985-2599, option 1** or **helpdesk@phmc.org**.