



Child Record: Batch Record Update

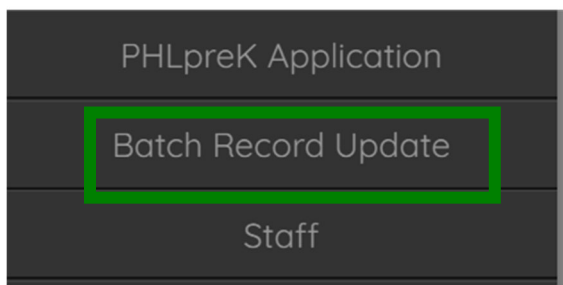
Exploring adding Kindergarten Transition Note in bulk for PHLpreK providers

Objectives:

After reviewing this document, you will: understand the steps required to input a health event in bulk by using Batch Record Update. This module can be used for inputting case notes for Kindergarten Transition.

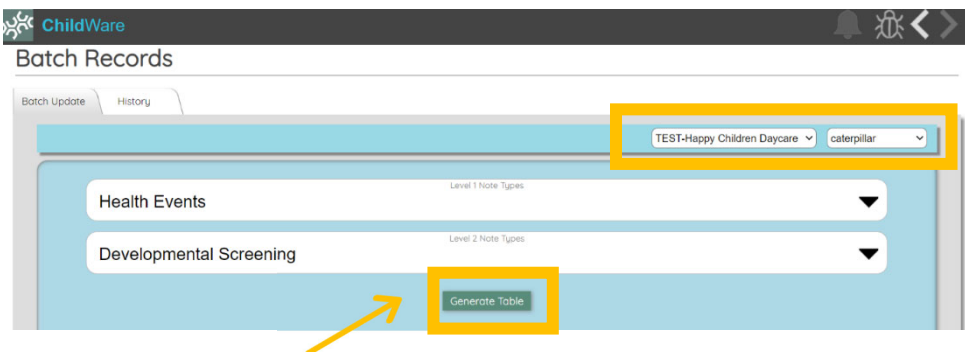
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To add an Event Note to multiple Child Records at once, start by clicking into the **Batch Record Update** module on the Navigation Menu

Select **Site** and **Classroom** in the drop-down menu, and choose the type of note. Please use the guide on the right to identify appropriate note type.



Click **Generate Table**.

Once list appears (below), click **Auto-Populate Children** to generate list of children.

Tip: You can add and subtract children from the form by using the **Action** column (right). Each child can have a different **Event Date**.

Kindergarten Transition:

Level 1 Note Type Drop Down:

- ❖ Events/Case Notes

Level 2 Note Type Drop Down:

- ❖ Kindergarten Transition

Level 3 Note Type Drop Down:

- ❖ Transition Plan
- ❖ Transition Meeting
- ❖ K Registration
- ❖ Other K Transition

Batch Record Update

Site: TEST-Magic Minds Daycare	Classroom: Giraffes	Auto-Populate Children
Level 1: Health Events	Level 2: Developmental Screening	

Row #	Child Name	Event Date	Completed By	Notes	Concern Identified	Referred To	Screening Type	Action
1	Shaggy Doo	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>	Select Screening	
2	Betty Boop	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>	Select Screening	
3	Hans Gruber	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>	Select Screening	
4	Strawberry Shortcake	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>	Select Screening	
5	miló Stich	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>	Select Screening	

You must input individual notes for each note type

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