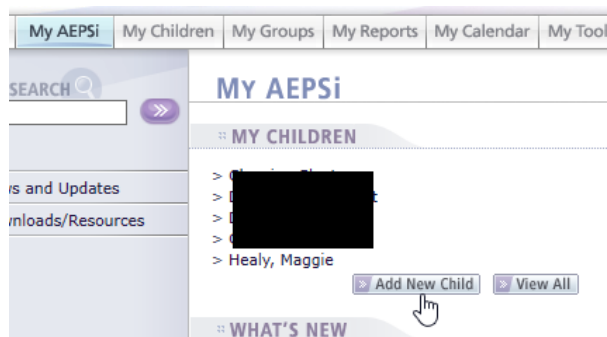


# Guidelines for AEPSi Data Entry and Reporting

## Early Head Start Home Based and Center Based

### Create the Child Record

Staff will Add New Child to create the child record. Please enter data in the fields highlighted below.



**Note:** Do not create a new child record if the child is transferring to your classroom or caseload or has an archived record that needs to be re-activated. See below for when to contact the Data and Operations Coordinator.

#### Tips for Creating Child Record

- ◆ Add the child record upon First Date of Service.
- ◆ Please enter name as it appears on enrollment table.
- ◆ *Weeks Premature*: leave default 0.
- ◆ *AEPS Level*: see notes below
- ◆ *Dev. Status*, choose *Typically Developing* for Non-IFSP child or *Dev. Delay or Disability* for child with an IFSP.
- ◆ Identifier = ChildPlus ID number
- ◆ **For Include in OSEP Reporting**, answer **No**, then leave the funding source, program entry date and program exit date as they are.
- ◆ Remember to choose *Classroom* (last field at the bottom of the screen with drop down menu of our classrooms or caseloads).
- ◆ Save the record.
- ◆ Update Child's Team (see below)

#### CREATE CHILD RECORD

The screenshot shows the 'CREATE CHILD RECORD' form. The following fields are highlighted in yellow: 'First Name', 'Last Name', 'Date of Birth', 'Weeks Premature', 'AEPS Level', 'Gender', 'Dev. Status', 'Identifier (ID)', 'Address 1', 'Address 2', 'City', 'State', 'Zip', 'Include in OSEP Reporting', 'Funding Source', 'Program Entry Date', 'Program Exit Date', and 'Classroom'. The form includes a 'Save' button at the top right and bottom right. The 'Program Exit Date' field has a note: 'Note: Remember to enter the child's exit date when the child leaves your program'.

### Create Child's Team

After child record is saved, click update child's team. Check the names of the team members you need to add: Your Supervisor, Your Coach, EHS Program Manager. Click Update List (scroll to bottom of the screen). When you create the child record, you are automatically the Lead Provider.

## UPDATE CHILD TEAM



Maggie Healy

Member Name	Phone Number	Title/Position		Select Lead Provider	Select/Deselect
Bengtsson, Trina	999-9999	Coach	<a href="#">View</a>	<input type="radio"/>	<input checked="" type="checkbox"/>
Healy, Maggie	<a href="tel:360-782-5092">360-782-5092</a>	Program Manager	<a href="#">View</a>	<input checked="" type="radio"/>	<input checked="" type="checkbox"/>
Williams, Christine	999-999-9999	Coordinator Assistant	<a href="#">View</a>	<input type="radio"/>	<input checked="" type="checkbox"/>

For the child records/profiles already created, open the record, click Child's Team and update the team. You can uncheck a current team member if that person is no longer on that child's team.

**CHILD PROFILE**

**Name:** Maggie Healy  
**Record Status:** Active  
**Child ID:** 2020  
**DOB:** 02/03/19  
**Age:** 1y 6m (18m)  
**Adjusted Age:** 1y 6m (18m)  
**AEPS Level:** I  
**Gender:** Female  
**Dev. Status:** Typically Developing  
**Medical Info:**

### Child Profile: Other Important Information

- ♦ AEPS Level
  - In AEPSi do not change AEPS level from I to II unless you have received prior approval from the EHS Education Program Manager. Once approved, update Child Profile.
  - When using Family Report I and Child Observation Data Recording Form I, the child may master certain areas faster than other areas and possibly will master all the Goals, but one or two. Talk with the EHS Education Program Manger about the best level placement for the child. Do not move the child on to Family Report II or Child Observation Data Recording Form II until talking with the EHS Education Program Manager. Always continue to develop goals based on the emerging skills of the child.
- ♦ Dev. Status
  - If a child receives an IFSP during enrollment, update the Child Profile *Dev. Status* by selecting *Dev. Delay or Disability*.
- ♦ Contact the Data and Operations Coordinator when...
  - An Early Head Start child transfers to another Early Head Start caseload or classroom. She will update the child's profile and assign the child to the correct staff member
  - A child is on your active AEPSi list of children and needs to be archived (due to exiting from the program or transitioning to a classroom that does not use the AEPS assessment tool).
  - A child has re-enrolled and the AEPSi record needs to be re-activated.
  - Any time you have a question or need assistance.

## Child Assessments: Family Report (one per assessment period)

Meet with the family and create the family report within 30 days of first date of service. Complete the family activities section. Review and update the activities section with the family during each assessment period.

Open the Child Summary, Click Create New Family Report. Click Activities. Enter Date reviewed with family.

The screenshot displays the 'FAMILY REPORT' interface. At the top, there is a header 'FAMILY REPORT' with a dropdown arrow. Below it is a table with columns: Date (08/10/20), Level (I), and Completed By. To the right of the table are links: View | Print | Edit | Delete. A 'Create New Family Report' button is located at the bottom right of the table area.

Below the table is the 'FAMILY REPORT SUMMARY' section. It features a navigation bar with tabs: Family Summary, Activities, Fine Motor, Gross Motor, Adaptive, and Cognitive. Underneath, there are more tabs: Social-Communication, Social, and Intervention Priorities. The 'Name' is listed as Maggie Healy and the 'DOB' as 2019-02-03. A 'Completed by:' field is present but empty.

The 'FAMILY : ACTIVITIES' section is shown below. It has a similar navigation bar with 'Activities' selected. The 'Name' is Maggie Healy, 'DOB' is 2019-02-03, and 'Activities I' is selected. A 'Date reviewed with family:' field is shown with a date input box and the format '(mm/dd/yyyy)'.

During each assessment period, you will update the family report for each domain. Make sure all domains are scored prior to assessment due date.

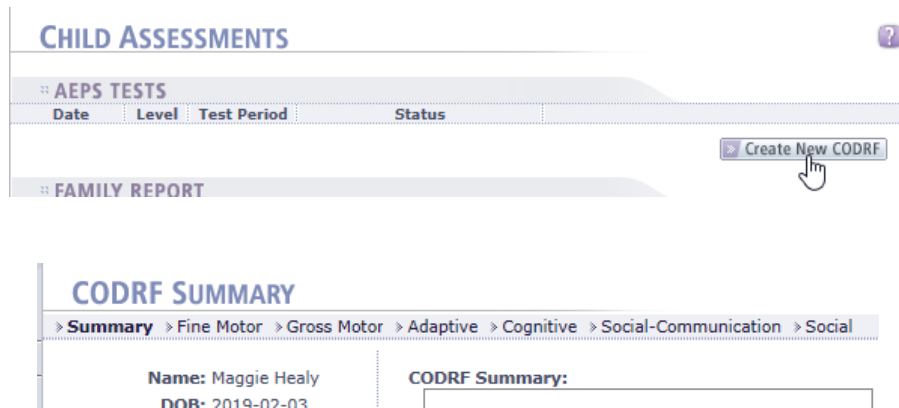
Re-open the current family report for the assessment period to update any information. Family Report completed in partnership with families. Complete family report by the end of the assessment period.

Do not create more than one family report per assessment period.

## Child Assessments: AEPS Tests (one per assessment period)

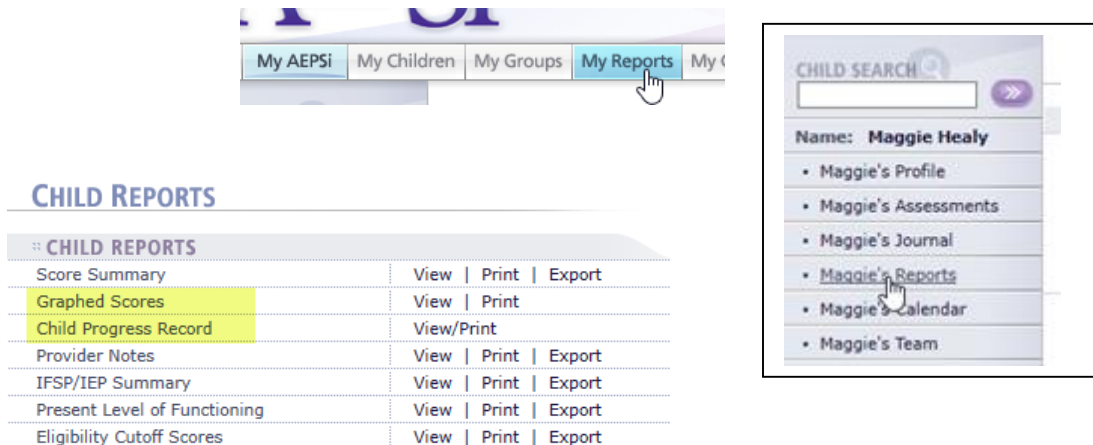
Create new CODRF at any time during each assessment period to begin the scoring process for each domain. Save Test In Progress.

During the last two weeks of the assessment period, review, update and complete scoring. Once scoring is complete in each domain, Finalize Area. Do not finalize prior to the last two weeks of the assessment period.



## Reports

Once all test areas are finalized, generate two reports: Graphed Scored and Child Progress Record. Open Child Reports from AEPSi home page, My Reports tab or from Child Summary Child's Reports.



Graphed Scores: Click Print. Select each test period for the current year's assessments. Select % Mastered and Emerging for the type of graphed scores report. Save.

Child Progress Record: Click View/Print. Select most recent test period. Save.

Attach both reports to ChildPlus Education Tab. (Attachment Type = AEPS Report. Description = Month and Year of the assessment period. For example, Fall 2020.

Share reports with parent(s) at the end of each assessment period to show child's progress and use the data to develop and support ILP goal(s).