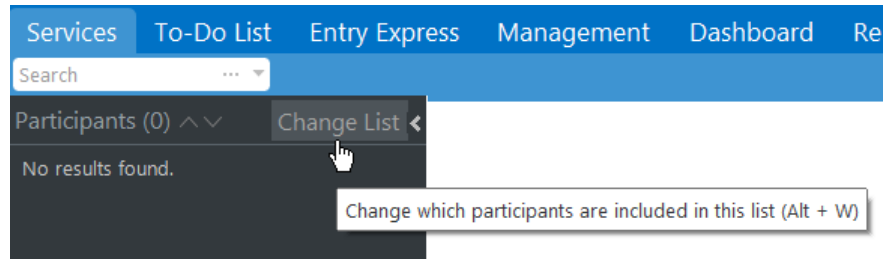


## ChildPlus Guidelines – List of Participants on Left Sidebar

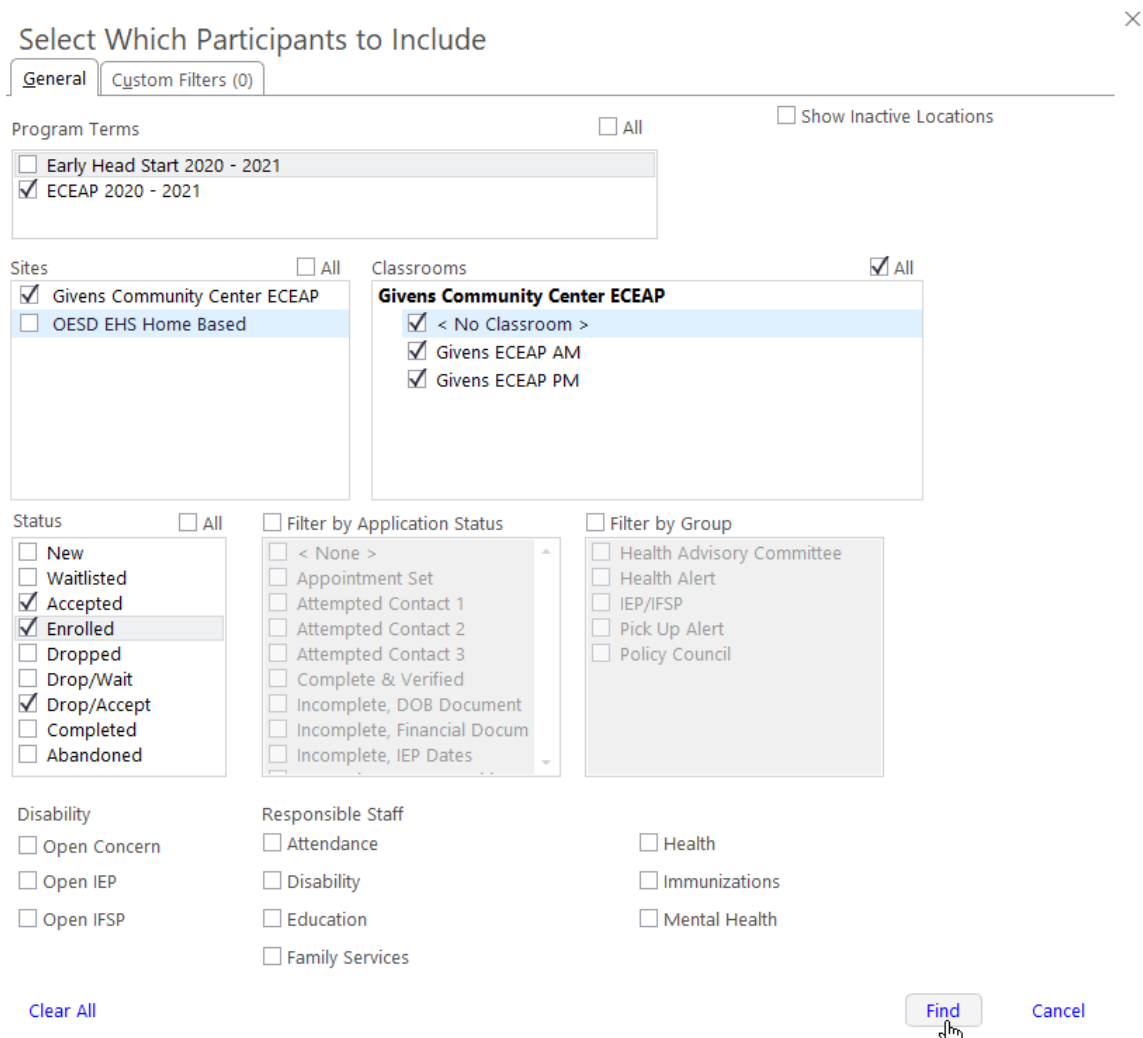
Go to Services tab. Click Change List in the left sidebar.



Select the settings for the list of enrolled participants you want to see on the left sidebar:

- Program Terms: Check the current program term(s)
- Sites: Check the site(s) that you want to include on your list.
- Classrooms: Check <No Classroom> and the classroom(s) or caseload(s).
- Status: Check Accepted and Enrolled (Drop/Accept will auto-check which is fine).
- Click Find. The participants meeting your filter criteria will appear on the list.

**Note:** The names on your list of participants never update automatically. As new participants are assigned (Accepted) and Enrolled, you will need to run the Change List filter. It will save your filter criteria. Click Find to update your list.



Select Which Participants to Include

General Custom Filters (0)

Program Terms  All  Show Inactive Locations

Early Head Start 2020 - 2021  
 ECEAP 2020 - 2021

Sites  All Classrooms  All

Givens Community Center ECEAP  
 OESD EHS Home Based

**Givens Community Center ECEAP**  
 < No Classroom >  
 Givens ECEAP AM  
 Givens ECEAP PM

Status  All  Filter by Application Status  Filter by Group

New  
 Waitlisted  
 Accepted  
 Enrolled  
 Dropped  
 Drop/Wait  
 Drop/Accept  
 Completed  
 Abandoned

< None >  
 Appointment Set  
 Attempted Contact 1  
 Attempted Contact 2  
 Attempted Contact 3  
 Complete & Verified  
 Incomplete, DOB Document  
 Incomplete, Financial Docum  
 Incomplete, IEP Dates

Health Advisory Committee  
 Health Alert  
 IEP/IFSP  
 Pick Up Alert  
 Policy Council

Disability Responsible Staff Health

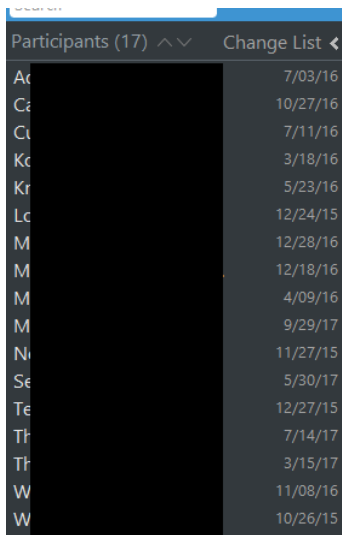
Open Concern  Attendance  Immunizations

Open IEP  Disability  Mental Health

Open IFSP  Education  Family Services

Clear All Find Cancel

The list will load in and look like this. If participants are not showing up on your list, double check your filter.



The screenshot shows a mobile application interface for a participant list. At the top, there is a header bar with the text "Participants (17)" followed by an upward and downward arrow icon, and "Change List" followed by a leftward arrow icon. Below the header, a list of 17 participants is displayed. Each entry consists of a name (partially visible on the left) and a date (on the right). The names are: Ac, Ca, Cl, Kc, Kr, Lc, M, M, M, M, N, Se, Te, Th, Th, W, W. The dates are: 7/03/16, 10/27/16, 7/11/16, 3/18/16, 5/23/16, 12/24/15, 12/28/16, 12/18/16, 4/09/16, 9/29/17, 11/27/15, 5/30/17, 12/27/15, 7/14/17, 3/15/17, 11/08/16, 10/26/15.

Name	Date
Ac	7/03/16
Ca	10/27/16
Cl	7/11/16
Kc	3/18/16
Kr	5/23/16
Lc	12/24/15
M	12/28/16
M	12/18/16
M	4/09/16
M	9/29/17
N	11/27/15
Se	5/30/17
Te	12/27/15
Th	7/14/17
Th	3/15/17
W	11/08/16
W	10/26/15