

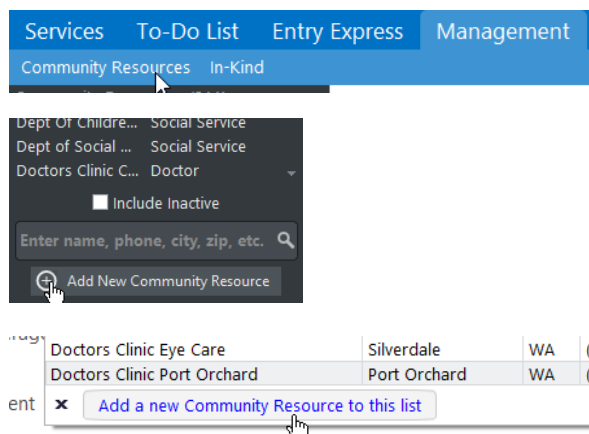
ChildPlus Guidelines - Community Resources

Note: Before adding a new community resource, make sure you are not creating a duplicate. You can:

- Scan list of community resources to see if the resource is already listed.
- Search. Search ideas: type the first few letters of the business or agency name; type phone number, no dashes required; type zip code.

Adding New Community Resource

Go to Management tab. Community Resources. Click Add New Community Resource. Or, any drop down menu that uses the community resource list has the option to click Add a new Community Resource to this list.



Add Community Resource box opens.
Type Name and click OK.

The dialog box titled 'Add Community Resource' has a close button (X) in the top right corner. It contains two input fields: 'Name' with the text 'Sample Resource' and 'Phone Number' which is empty. At the bottom right, there are 'OK' and 'Cancel' buttons.

Note: Accuracy of data entry is very important. Keep in mind that this information is primarily for sharing with families. If you notice any typos or other incorrect information, please make the corrections and log in Notes (see instructions below). Also, please follow these standards when entering Name data:

- Name is the business or agency name. Add individual doctor or dentist names in Contact or Notes.
- If business name is provider's name, format is Last Name, First Name Credential (for example Smith, John MD or Doe, Jane DDS).
- Do not use commas, periods, dashes, etc because field length is limited.

Required data entry (highlighted below):

- Name
- Resource Type(s)
- Physical Address
- Phone number(s)
- Date stamp (click 🕒) in Notes box

Additional data entry can include:

- Specialty
- Mailing Address
- Contact
- Fax
- Website
- Information in the Notes section (see next page)

ChildPlus Guidelines - Community Resources

Never Select Site

More about Resource Types
Check all that apply. If none apply can leave blank.

- Doctor includes MD, DO, ARNP, PA-C.
- Dentist includes DDS, DMD.
- Health Service examples: Naval Hospital Records, a clinic with multiple services such as PCHS Kingston.
- Mental Health Service is checked when mental health or behavioral health services are provided.
- Social Service examples: paratransit, food bank.
- LEA (Local Educational Agency) refers to school district offices of special services that evaluate children age 3 and older for disabilities to determine IEP eligibility and provide services.
- Part C Agency refers to an agency that evaluates children birth to age 3 to determine eligibility for IFSP and provide Early Intervention Services.

Name and Address

Name: Sample Resource Short Name: Active

Site: < No Site > Specialty:

Resource Type(s)

Doctor Dentist Health Service Mental Health Service Social Service LEA Part C Agency

Physical Address: Address 2: Zip: 0 City: State: County:

Mailing address is the same as the Physical Address

Mailing Address: Address 2: Zip: 0 City: State:

Contact: Phone 1: Phone 2: Fax:

Email:

Website:

Notes

Notes: Required: ALWAYS date stamp (click clock) when you add a new community resource.

Add detailed notes to provide specific information regarding the Community Resource:

Internal use only. Always click clock. In addition to logging updates, this area is for any info about the resource that staff should know. Examples of Notes: When faxing for immunization records, it usually takes 2 weeks. Spanish speaking receptionist available. Updated application form attached.

Examples:
Hours of operation
Must make an appointment
Serves children age 5 and older

Example of Areas Served info:
Serving North Mason families only.

Examples:
Driving directions
Parking information
How to get there on the bus

Examples:
Applications taken on line only
Can apply on the phone

Notes

Notes: Required: ALWAYS date stamp (click clock) when you add a new community resource. When you update or correct any of the information, type a note about what you updated.

Services Provided

Optional: Enter information here about services provided, especially information important for a parent to know. NEVER date stamp.

Area Served

Optional: Enter information here about the resource, especially information important for a parent to know. NEVER date stamp.

Directions to Resources

Optional: Enter directions or other helpful information when visiting the business or agency. NEVER date stamp.

Application Procedures

Optional: Enter application instructions. ALWAYS date stamp.

ChildPlus Guidelines - Community Resources

Report 1410 – Community Resource Listing

Click on Reports tab. Enter report number 1410. This report will generate information about the community resource(s) you want to print out or email.

General Tab. Set up report filter.

Resource Types:

Check the specific type(s) you want to look up. Leaving all of them checked is not recommended.

Data Options:

Check the options you want to include in the report. Never check Notes for a report being sent to a family because this option is for internal use only.

Report Grouping:

Leave default of None. We don't select sites for community resources.

Click Individual Community Resources tab.

In this example, the report filter is Social Service resource type. This is a list of all the social service community resources in ChildPlus.

Check the resource(s) you want to include in your report.

Click Preview to generate the report and make sure it is the information you want.

ChildPlus Guidelines - Community Resources

From report preview, you can Save As PDF or Print.


1410 - Community Resource Listing x

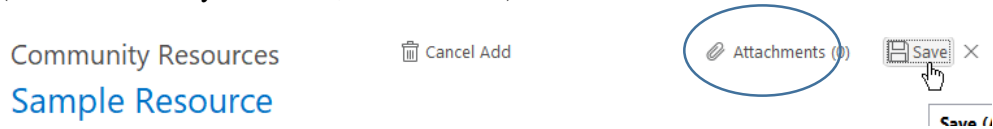
> Go to Page 100% Save As PDF, Excel, etc. Search Print Refresh

7/6/2020 4:03 pm admin		Olympic ESD 114		Page 1 ChildPlus
Olympic ESD 114		1410 - Community Resource Report		
		Resources: KIAC, Types: Social Service		
KIAC	Type: Social Service	Primary Site: < No Site >	County: Kit	
Speciality: Immigrant Services				
Contact	Annika Turner	Phone 1	(360) 616-0479	
Physical Address	3627 Wheaton Way, Bremerton, WA 98310	Phone 2		
Mailing Address	Same	Fax	(866) 936-1235	
Website	kitsapiac.org	E-Mail	annika@kitsapiac.org	
Services Provided:				
Family Services Center is open Mondays and Tuesdays from noon to 4pm.				
KIAC Immigration Legal Services Open daily. Please call to arrange an appointment (360) 616-0479 Español (360) 616-2722.				
Paperwork and phone calls: Help with reading and writing documents in English or Spanish, filling out forms on paper or online, and making phone calls				
Bills: Help with applying for financial assistance for medical bills or setting up payment plans .				
Learning English: Information about local English classes, and 1-on-1 conversation practice				
Doctors: Free Medical Clinic, 4th Tuesday each month, 1:00-4:00pm January 28th, February 25th, March 24th				
Dentist: We have a mobile dental clinic visit our center every few months to perform extractions, fillings and cleanings .				
Clothing: NEW LOCATION and DAY. We partner with New Beginnings Closet (4171 Wheaton Way, Bremerton, 2nd Floor, building says "TAXES" outside) for a giveaway event the 3rd Tuesday morning of each month for those in need. Clothing for all ages as well as other necessities available . Suggested donation \$1-5.				
Clothing Giveaways: January 21st, February 18th, March 17th – 9am-12pm @ New Beginnings				
Preparation for the citizenship test and interview: Tutoring in English and civics				
Drivers' Info: How to get your license and insurance, help registering for upcoming drivers education classes in Spanish				
General information and referrals for other needs, including information about school enrollment, health insurance, help for victims of domestic violence, housing, employment, mental health services, civil legal aid, and other resources . While we cannot provide case management, we will do our best to act as your interpreter and help you seek resources to navigate difficult situations.				

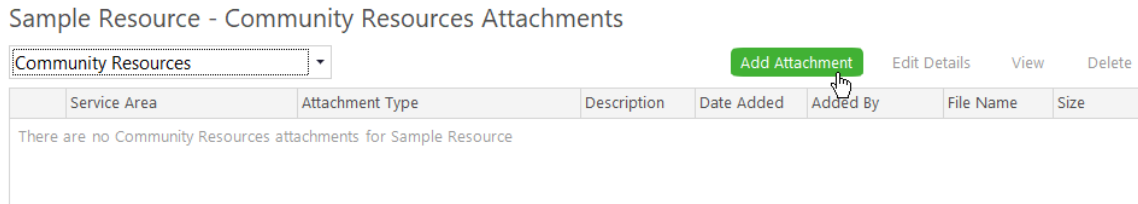
ChildPlus Guidelines - Community Resources

Adding Attachments

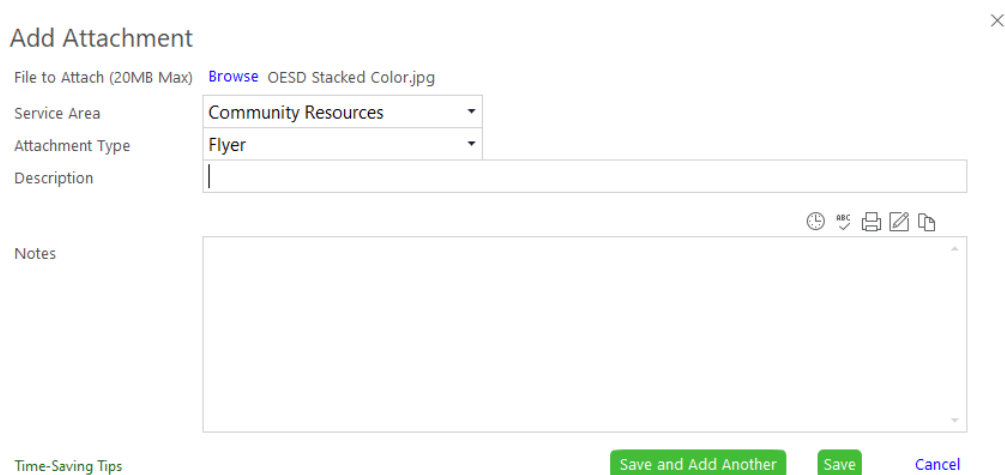
Click Attachments (if not visible on your screen, click  Save).



Click Add Attachment. Browse to select specific file from File Folder. Click Open.



Select Attachment Type. Enter Description. Enter Notes as needed for internal use only. Save.



Saved attachments appear as below. When the document is highlighted, you can:

- Click Edit Details if you need to add or correct information about the attachment.
- Click View to print the document, email it as an attachment, etc.
- Click Delete to delete attachments that are out of date.

