ChildPlus Instructions for Education

Education Information Tab

Enter yourself as Responsible Staff under Education Information tab. Your name will auto-fill on the event data entry screens. Make sure the current participation record is highlighted.

Requirements Tab

This tab provides information related to 30, 45 and 90 day program requirements.

Events Tab

The basic process for entering Events in ChildPlus is:
- Click Add Event. Select the Event. Enter Event Date. Enter Status. Enter Agency Worker (will auto-fill when you enter yourself as Responsible Staff under Education Information tab).
- If status = No Concerns, save event and done.
- If the event status requires follow up of any kind specific to the event, this is entered in Actions. *(Never document follow up under event notes.)*

Developmental Screening (ASQ-3)
Click Add Event. Select Developmental Screening.

Data Entry Requirements:
- Event Date: Date screening was completed.
- Status: Select Entered with IEP/IFSP (when obtained and not speech or communication only), Failed Needs Referral, Failed Needs Rescreen or No Concerns.
- Event Notes: Enter a brief summary of who you met with, the results of the screening, conversation with family about any follow up needed. Document strategies provided to work on specific skills. Document next steps agreed upon during this meeting. See example below.
- Add Action: Document all on-going conversations and rescreen/referral follow up in Add Action. See examples below.
- Closed Date: When the event needs follow up for a rescreen or referral, enter closed date after all follow up is completed. (To Do lists will not track pending follow up if event is closed prior to follow up completed.)

Developmental Screening

Scheduled Date	
Event Date PIR	1/22/21
Status	No Concerns
Description	Entered with IEP/IFSP Failed, Needs Referral Failed, Needs Rescreen No Concerns
Agency Worker	Sandeno, Karen
Closed Date	3/22/21

Needs:
- ☐ Referral
- ☐ Follow-Up Assessment - C.27a PIR
- ☐ Formal Evaluation - C.27a PIR
- ☐ Treatment

Click Follow-Up Assessment when Status is Failed, Needs Rescreen

Click Formal Evaluation when Status is Failed, Needs Referral

Status of Entered with IEP/IFSP can only be selected when the current IEP/IFSP is obtained within 30 days. If not obtained, Developmental Screening is required within 45 days.

When the obtained IEP/IFSP is for speech or communication only, Developmental Screening is required within 45 days.

When Failed, Needs Referral all conversations with families about Part C or Child Find referral process, getting consent, sending referral to Disability Manager are documented in Add Action.

When the event needs rescreen or referral, enter closed date after all the follow up is completed.

Event Notes

1/22/2021 4:42 PM   Karen Sandeno Met with mom and dad via zoom. Child scored low in fine motor. Talked about rescreen in 8 weeks. Reviewed Fine Motor Learning Activities and parents chose to work on stacking blocks and drawing. Parents had no questions. Additional learning activities will be provided throughout the month.

Save   Cancel

Communication   Cut-off Category
0   [▼]

Gross Motor   Cut-off Category
0   [▼]

Fine Motor   Cut-off Category
0   [▼]

Problem Solving Cut-off Category
0   [▼]

Personal-Social Cut-off Category
0   [▼]

> Data enter ASQ score and select Cut-off Category.
>
> Attach ASQ Summary and Questionnaire report under Education tab for each completed ASQ Screening.
>
> Add Action for ongoing conversations and follow up steps/actions/activities.

Actions   [Add Action]

Action	Action Date	Description	Status	Agency Worker
This event has no actions associated with it. Click "Add Action" to add one.				

[Save] Cancel

Note: Make sure ASQ follow up action aligns with ChildPlus event status.

ChildPlus Event Status	ASQ Portal Follow Up Action Taken (check the box)
Failed, Needs Referral	Refer to early intervention/early childhood special education
Failed, Needs Rescreen	Provide activities and rescreen in [2] months.
No Concerns	No further action taken at this time

Data Entry for Actions:
- Enter brief, informative descriptions.
- Add ongoing conversations as Communication Actions.
- Add rescreen(s) and/or referral as Follow Up Actions.
    - When rescreen is still in the grey area, discuss with coach and supervisor to determine if action next step is a 2nd rescreen or a referral. If child is still below cut off after two rescreens, child needs referral.
    - If family does not want to move forward with a referral, discuss with coach and supervisor how best to support family. Status of Internal Referral Action is Parent Refusal. Close event. Document continued support to family under Disability tab. See example below.
    - Remember to check to see that PIR C27a box is checked.
    - Remember to close the event once all follow up is completed.

Actions   [Add Action]

Action	Action Date	Description	Status	Agency Worker
Follow Up	3/22/21	Internal Referral	Action Completed	Sandeno, Karen
Follow Up	3/15/21	Rescreen Fail	Action Completed	Sandeno, Karen
Communi...	3/01/21	confirm rescreen	Action Completed	Sandeno, Karen
Communi...	2/03/21	learning activities	Action Completed	Sandeno, Karen

These are the examples of Action Notes from the above list of Actions:

Action Notes

2/3/2021 4:08 PM   Karen Sandeno Spoke with mom today about how things are going with stacking and drawing. Emailed mom ASQ activity report and discussed other fun strategies that support fine motor skills.

Action Notes

3/1/2021 4:10 PM   Karen Sandeno Confirmed with mom through email exchange that zoom rescreen meeting is scheduled for 3/15/21 at 2pm. Sent mom zoom link.

Action Notes

3/15/2021 4:36 PM   Karen Sandeno Needs referral. Rescreen scores are:
Communication 55. Gross Motor 35. Fine Motor 10. Problem Solving 60. Personal Social 55.
Discussed referral process with mom and sent her the consent form for completion.

Action Notes

3/22/2021 4:39 PM   Karen Sandeno Parent consent received and is attached. Disability Manager notified. This event closed. See Disability tab for further information and follow up.

This is an example of the 3/22/21 Action if the parent was not interested in moving forward with a referral. The developmental screening event would be closed and all continued support for the family will be documented under Disability tab, IEP or IFSP Add Activity.

Action Type	Follow Up ▾
Scheduled Date	
Action Date PIR	3/22/21
Description	Internal Referral
Status	Parent Refusal ▾

Action Notes

3/22/2021 4:39 PM   Karen Sandeno Parent refusal form completed and attached. Disability Manager notified so that disability concerns can be opened. This event closed. See Disability tab for further information.

This is any example of a Disability Add Activity note.

| Note | 3/22/21 |

3/22/2021 2:49 PM   Karen Sandeno Disability Manager will open concern for developmental delays in communication skills. Parent is not interested in referral at this time. I will support family with various strategies and check in the parent periodically to see if there are any changes.

Social Emotional Screening (DECA)

Click Add Event. Select Social Emotional Screening. Social Emotional Screenings are required each assessment period for all participants.

Data Entry Requirements:
- Event Date: date the screening was completed.
- Status: Select DECA Strategies Needed (when screening results show need), Failed Needs Referral (when needs mental health referral) or No Concerns.
- Description: Type Pre DECA, Mid DECA or Post DECA according to the Fall, Winter or Spring assessment period when screening is completed.
- Event Notes: Enter a brief summary of who you met with, the results of the screening, conversation with family about any follow up needed. Document strategies provided to work on specific skills. Document next steps agreed upon during this meeting. See example on page 6.
- Add Action: Document all on-going conversations and referral follow up in Add Action. See examples on page 6.
- Closed Date: Enter closed date when all follow up is done or when the assessment period ends. For example, the Pre DECA status was DECA Strategies Needed. When the Mid DECA is completed, close the Pre DECA event and continue any Pre DECA follow up under Mid DECA event. For returning children, make sure the Post DECA from the previous year is closed.

Event Notes

1/1/2021 2:43 PM Karen Sandeno Met with dad via zoom. Child scored low in Initiative and Self Regulation. Went over strategies selector with dad, focusing on self regulation. Dad wants to focus on getting organized ahead of time and making a cozy space. Screen shot of home strategies emailed to dad.

Data enter DECA rating.

Attach DECA Single Rating Report and Parent Letter for each completed screening and Pre-Post Comparison Report at the end of the year. Attach these reports under Education tab.

Add Action for ongoing conversations and follow up steps/actions/activities.

I.N.
Need

S.R.
Need

A.R.
Typical

T.P.F.
Typical

B.C.
Typical

Actions   Add Action

Action	Action Date	Description	Status	Agency Worker
Communi...	3/30/21	Strategy Check In	Action Completed	Sandeno, Karen
Communi...	3/01/21	Strategy Check In	Action Completed	Sandeno, Karen
Communi...	2/15/21	Strategy Check In	Action Completed	Sandeno, Karen

Save   Cancel

Data Entry for Actions:
- Enter brief, informative descriptions.
- Add ongoing conversations and follow up on DECA strategies as Communication Actions.
- Add a referral as Follow Up Action.
- Remember to close the event once all follow up is completed or assessment period ends.

These are the examples of Action Notes from the above list of Actions:

Action Notes

2/15/2021 2:47 PM Karen Sandeno Phone call with mom and dad. Child doing really well in the cozy space. Will check in again in two weeks.

Action Notes

3/1/2021 10:34 AM Karen Sandeno Zoom with mom, dad and child so they could show me child's progress on self regulation. We agreed that no new SR strategies needed. Parents will continue with the routines and activities they have been doing. Reviewed strategy selector for Initiative. Parents will focus on giving choices.

Action Notes

3/30/2021 10:55 AM Karen Sandeno Phone call with mom. She requested the full list of suggested home strategies for Initiative to help them with ideas. Emailed this info to mom. Scheduled the next screening for 04/30/21 at 9am.

Individual Learning Plan (ILP)

- Three times per year (for each assessment period). They are called out as Individual Learning Plan Fall, Spring, Winter.
- Add Action to document follow up and progress. Here you will put all documentation towards goal. *Never document follow up and progress in event notes.*
- Event Notes: Click Clock. Enter a brief statement of the goal.
- Closed Date = end of assessment period or date ILP goal met if prior to end of assessment period.

Note: If a goal is achieved quickly (within 2 weeks), Add Action to document, close the ILP and open a new one. Enter Event Notes on this new ILP to explain why there is an "extra" ILP in addition to a brief statement of new goal.

Add Individual Learning Plan Fall

Event Date ^{PIR}

Status ⊘

Completed

Agency Worker

Closed Date ⊘ This event is not considered for requirements because of its status.

Event Notes

Actions

[Add Action]

Action	Action Date	Description	Status	Agency Worker
This event has no actions associated with it. Click "Add Action" to add one.				

[Save and Add Another] [Save] Cancel Add

Center Based Education Home Visit

The education visits/conferences that count as Education Home Visit are:
- Initial Contact (1st CB Education Home Visit) due within 30 days of enrollment
- Winter visits/conferences (2nd CB Education Home Visit)

Data Entry Requirements:
- Event Date = date of the Education Home Visit
- Status: enter appropriate choice. Education Home Visits can occur outside the home as arranged with the family.
- Add Action to document any follow up, as needed. *Never document follow up in event notes*

Add Education Home Visit

Event Date ^{PIR}

Status ⊘

Completed (at site or other location)
Completed (in the home)

Agency Worker

⊘ This event is not considered for requirements because of its status.

Event Notes

Actions

Add Action

Action	Action Date	Description	Status	Agency Worker
This event has no actions associated with it. Click "Add Action" to add one.				

Save and Add Another   Save   Cancel Add

Center Based Education Parent Conference

The education conferences that count as Education Parent Conference are:
- Fall conferences (1st CB Education Parent Conference)
- Spring conferences (2nd CB Education Parent Conference)

Data Entry Requirements:
- Event Date = date of the conference.
- Status: enter Completed at site or other location.
- Add Action to document any follow up, as needed. *Never document follow up in event notes*

| Application | Enrollment | Family Services | Health | Immunizations | Disability | Mental Health | Birth | Transportation | Education | Fees | Attendance | PIR |

| Events | Requirements | Education Information | Attachments (0) | PICCOLO (Home Visitors Only) |

Education Events

Options   Add Event   Add Multiple Events

Exp.	Event Type	Date	Status				Needs Eval.	Needs Tx	Received Tx
	Developmental Screening	3/12/20	Failed, Needs Referral						
	Developmental Screening	1/09/20	No Concerns						
	Developmental Screening	11/21/19	Failed, Needs Rescreen						
	Social Emotional Screening	3/12/20	No Concerns						
	Social Emotional Screening	11/21/19	No Concerns						

Add Education Event   x

CB 1st Education Home Visit
CB 1st Education Parent Conference
CB 2nd Education Home Visit
CB 2nd Education Parent Conference
CB Additional Home Visit
CB Additional Parent Conference
Developmental Screening
Education Notes
EHS Transition Plan
Incident and Illness Report
Kindergarten Transition Plan
Positive Behavior Support Plan
Social Emotional Screening

Cancel

Add Education Parent Conference

∧ ∨ ◉ 🖨

Event Date PIR   [   ] 📅

Status   ⊘   [▼]

          Completed (at site or other location)
          Completed (in the home)

Agency Worker   [▼]

⊘ This event is not considered for requirements because of its status.

🕐 ABC 🖨 ✏ 📋 ⤢

Event Notes   [   ]

Actions

Add Action

Action	Action Date	Description	Status	Agency Worker
This event has no actions associated with it. Click "Add Action" to add one.				

Save and Add Another   Save   Cancel Add

•

Add Action

Action Type	[▾]		Agency Worker	[▾]
	Communication		Provider	[▾]
	Evaluation	←	Provider Type	[▾]
	Follow Up		Funding	[▾]
	Referral		Cost	0
	Treatment			

☐ Treatment Received for a Diagnosed Chronic Condition C.8.a1 PIR

Treatment received for specific conditions C.9 PIR

☐ Anemia   ☐ Asthma   ☐ Hearing Difficulties   ☐ Vision Problems   ☐ High Lead Level   ☐ Diabetes

Action Notes

> Add any follow up information or documentation here.

[Save and Add Another]   [Save]   Cancel Add

•

Incident and Illness Report

The Incident and Illness Report form has been created as an Event in ChildPlus. Depending on the computer screen, you may have to keep scrolling down to get to it.

- Event Date = date of the incident or illness report.
- Status = Completed. Do not leave blank.
- Data is entered from the completed Incident and Illness Report form.

Add Incident and Illness Report

Event Date PIR [   ]

Status ⊘ [▼]

Report Type [▼] Date of Incident/Illness [   ] Time of Incident/Illness [   ]

☐ Called Poison Control ☐ Called 911 ☐ Contacted Parent Taken to Clinic/Hospital [▼]

Type of Injury/Incident

☐ Scratch ☐ Open Wound/Cut ☐ Sprain/Strain/Twist ☐ Pain/Inflammation/Bump ☐ Respiratory Condition

☐ Allergy/Sensitivity Reaction ☐ Broken Bone/Fracture ☐ Loss of Consciousness ☐ Dislocation ☐ Burn

Other
☐ Poisoning ☐ Seizure [   ]

Body Parts Affected

☐ Head/Face ☐ Ears ☐ Eyes ☐ Nose ☐ Mouth/Teeth ☐ Toes ☐ Legs/Knees ☐ None

Other
[   ] ☐ Arms/Elbows ☐ Hands/Wrist ☐ Fingers ☐ Adbomen

☐ Hip/Pelvis ☐ Chest/Shoulders ☐ Feet/Ankles ☐ Groin ☐ Buttocks ☐ Torso/Side ☐ Neck ☐ Back

Where Incident/Injury Occurred

☐ Art Center ☐ Bathroom ☐ Discovery/Science Center ☐ Dramatic Play ☐ Library Center ☐ Listening Center

☐ Sensory Center ☐ Toys/Games Center ☐ Writing Center ☐ Playground

Other
[   ]

Cause of Injury/Incident

☐ Slip or Trip ☐ Struck by Object ☐ Overexertion ☐ Fall ☐ Bite/Scratch/Kick ☐ None/Unknown

Other

[   ] ☐ Fire ☐ Electricity ☐ Chemicals ☐ Structures/Surfaces

First Aid Given

☐ Left Side of Body Affected ☐ Right Side of Body Affected [   ]

List Names of staff present and/or witnesses

[   ]

Please give a brief summary of incident/illness

[   ]

Parent/Guardian Contacted

Date Contacted Time Contacted

☐ In Person ☐ By Phone ☐ By Email [🗓] [   ]

Name of person who filled out the form

[   ]

Actions

Add Action

Action	Action Date	Description	Status	Agency Worker
This event has no actions associated with it. Click "Add Action" to add one.				

Save and Add Another   Save   Cancel Add

Kindergarten Transition Plan

- Kindergarten Transitions will happen during Winter conferences (2nd CB Education Home Visit) for those children that will be attending Kindergarten the following Fall. You will upload the Kindergarten Transition form under attachments and document the conversation under Action.
- <mark>Never document follow up in event notes</mark>

Add Kindergarten Transition Plan

Event Date PIR

Status

Agency Worker

Agency Worker Should auto fill. If not fill in with your name.

⊘ This event is not considered for requirements because of its status.

Event Notes

Actions

Add Action

Action	Action Date	Description	Status	Agency Worker

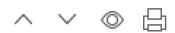This event has no actions associated with it. Click "Add Action" to add one.

Save and Add Another   Save   Cancel Add

Add Action:

Add Action

Action Type			Agency Worker	
			Provider	
			Provider Type	
			Funding	
			Cost	0

☐ Treatment Received for a Diagnosed Chronic Condition C.8.a1 PIR

Treatment received for specific conditions C.9 PIR

☐ Anemia ☐ Asthma ☐ Hearing Difficulties ☐ Vision Problems ☐ High Lead Level ☐ Diabetes

Action Notes

> **Action Notes should include conversation with parent, also include any follow up needed.**

Save and Add Another   Save   Cancel Add

Uploading Kindergarten Transition form

You will scan your document and follow the instructions below to attach it in ChildPlus

- Education
- Attachments
- Add Attachment

Application Enrollment Family Services Health Immunizations Disability Mental Health Birth Transportation **Education** Fees Attendance PIR

Events | Requirements | Education Information | **Attachments (0)** | PICCOLO (Home Visitors Only)

Education   Add Attachment   Edit Details   View   Delete

EHS Transition Plan

- Click on Education tab
- Click on Add Event
- Choose EHS Transition Plan

Review transition policies and procedures for transitioning children from Early Head Start. ==This must begin 6 months prior to the child's third birthday.== *==Never document follow up in event notes==*

Add EHS Transition Plan

Event Date ^{PIR}

Status — In Process

Agency Worker — Durbin, Lidie

Closed Date

Event Notes

Actions

Action	Action Date	Description	Status	Agency Worker
This event has no actions associated with it. Click "Add Action" to add one.				

Add Action

Save and Add Another   Save   Cancel Add

- "Event Date" is the date that you start the transition
- "Status" *In Process* while you are working on the transition. "Status" is changed to ***Completed*** once the transition is completed
- "Actions" All events or conversations that are relevant to the child's transition
- "Closed Date" is transition is completed

First example:

Add Action　　　　　　　　　　　　　　　　　　　　˄ ˅ ◉ 🖶

Action Type	Communi... ▾	Agency Worker	Durbin, Lidie ▾
Scheduled Date	📅	Provider	▾
Action Date ᴾᴵᴿ	12/21/18 📅	Provider Type	▾
Description	visit site		
Status	Action Completed ▾		

Action Notes　　　　　　　　　　　　　　　　🕓 ᴬᴮꟲ 🖶 ✎ ⎘ ↗

12/21/2018 9:02 AM   Lidie Durbin
Visited Madrona classroom and met with teacher. Family liked how the classroom was set up and thinks that their child would really like this site.

[Save and Add Another]　[Save]　Cancel Add

Second Example:

Add Action　　　　　　　　　　　　　　　　　　　　˄ ˅ ◉ 🖶

Action Type	Communi... ▾	Agency Worker	Durbin, Lidie ▾
Scheduled Date	📅	Provider	▾
Action Date ᴾᴵᴿ	12/25/18 📅	Provider Type	▾
Description	phone call to site		
Status	Action Completed ▾		

Action Notes　　　　　　　　　　　　　　　　🕓 ᴬᴮꟲ 🖶 ✎ ⎘ ↗

12/25/2018 9:05 AM   Lidie Durbin
Called Madrona advocate and discussed the families insight on classroom and next steps in transition

[Save and Add Another]　[Save]　Cancel Add

Successful Entry Example:

Actions　　　　　　　　　　　　　　　　　　　　　　　　[Add Action]

Action	Action Date	Description	Status	Agency Worker
Communi...	12/21/18	visit site	Action Completed	Durbin, Lidie
Communi...	12/21/18	phone call to site	Action Completed	Durbin, Lidie

[Save and Add Another]　[Save]　Cancel Add

Education Notes

The intent of the Education Notes is to capture education related conversations and actions when the Education Event has not occurred yet.

Click Education tab. Click Events tab. Click Add Event. Select Educations Notes. Data Enter:

- Event Date (Date you are setting up the event for the program term) Never enter more than one Education Note event per program term.
- Status (**Do not leave blank**. Status Completed is required to set up this event)
- Description (Always the current program term. For example, 2020-2021)
- Agency Worker

<mark>Only one Education Notes event is added per program term. All notes that need to be entered under this event are entered under "Add Actions"</mark>

Add Education Notes

Event Date PIR	[ ] 📅

Status ⊘ [▼]

Description [   ]

Agency Worker [▼]

⊘ This event is not considered for requirements because of its status.

Event Notes [   ]

Actions   [Add Action]

Action	Action Date	Description	Status	Agency Worker

This event has no actions associated with it. Click "Add Action" to add one.

[Save and Add Another] [Save] Cancel Add

To add to Education Notes during the year, **DO NOT** create another event. Click on the existing Education Notes Event. Click Add Action button.

Add Action

Action Type	Communi... ▼	Agency Worker	▼
Scheduled Date	🗓	Provider	▼
Action Date ᴾᴵᴿ	🗓	Provider Type	▼
Description			
Status	▼		

Action Notes

🕐 ᴬᴮᶜ 🖶 ✎ 🗇 ↗

Click the clock

[Save and Add Another] [Save] Cancel Add

Select Action Type. Data Enter: Action Date, Description, Status, and Agency Worker, <mark>Click the Clock</mark> and add Action Notes.

Notes: Descriptions for each Add Action should be specific. There are limitations on how much can be written in this section.

- Conversations about Child Development
- Items shared related to Child Development
- Family Conversations

These notes here are only for conversations etc that do not "belong" to an event.