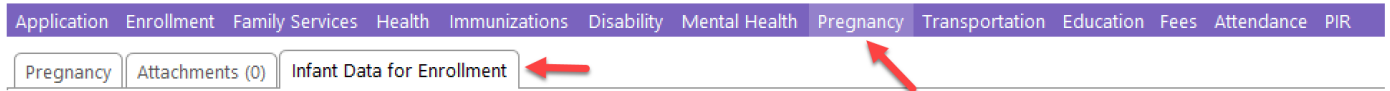


Infant Enrollment as a Result of Prenatal

To enroll an infant, first enter the necessary data in ChildPlus under the **Pregnancy** Tab, then the **Infant Data for Enrollment** tab.



Once in the Infant Data for Enrollment tab, click on Add Infant Demographics



Add infant data:

Infant Data

Print Save Cancel Add

Mothers Last Date of Service

Child's First Name Child's Last Name Date of Birth

Gender

Race

If multi racial, specify (check all that apply)

American Indian or Alaska Native Asian Black or African American Native Hawaiian/Other Pacific Islander

Primary Language if language is not on the list, add here: Language

Second Language

**ALL
FIELDS
MUST BE
FILLED
OUT**

Once you have saved the data, send an email to Brooke Davis and cc the following people:

- Supervisor
- ERSEA Manager (Candy Lester)

Your email should **ONLY include the mothers CPID**, letting Brooke know that the information is now in the database. Brooke will drop mother, and subsequently add baby with the information you have provided in ChildPlus. Once the baby is in New status, Brooke will return your email noting that the child is ready to be enrolled and the new CPID number for the child. **The enrollment date for new baby MUST be the day AFTER mom's drop date.** There should not show a break in service. Putting baby in enrolled status is to be done by the Home Visitor/Teacher immediately following the return email.