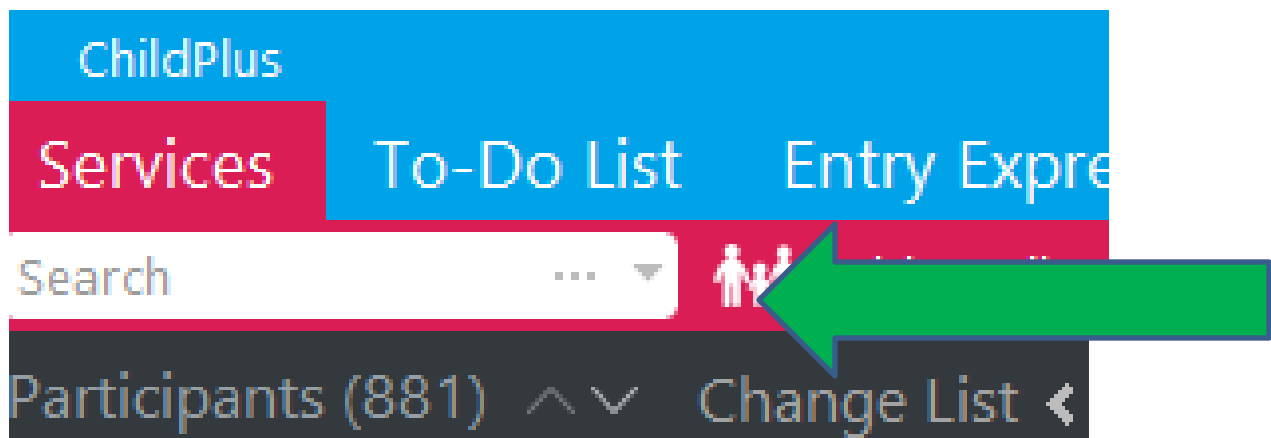


Enrolling a child on your caseload. This is the Actual First Date of Service for a participant (child or pregnant parent).

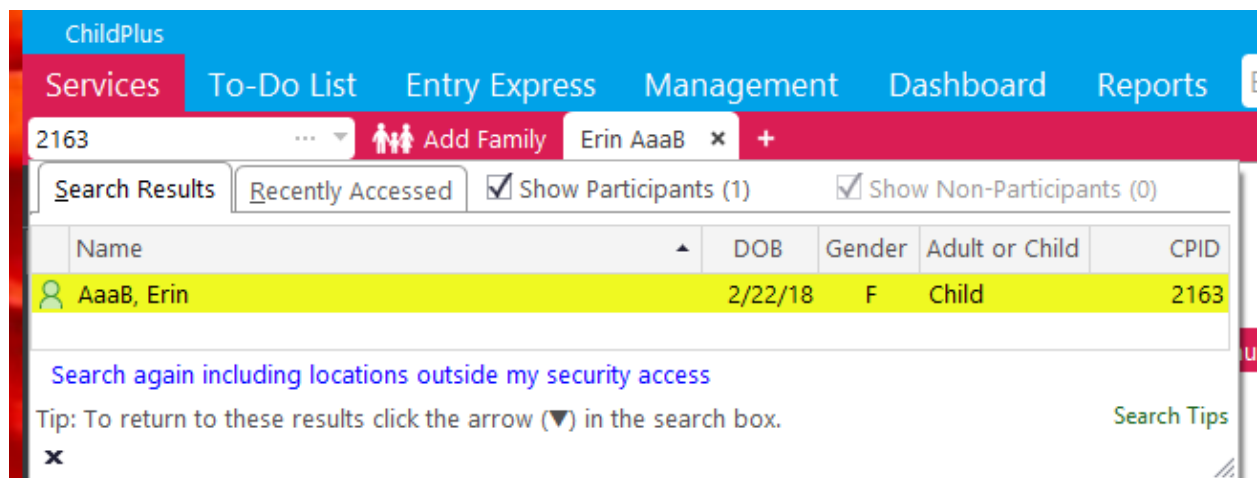
Please complete the instructions to enroll a participant.

You will receive an email from the enrollment coordinator assistant letting you know that CPID (Child Plus ID) 1234 has been assigned to your caseload.

You will do a search for that child in Child Plus by entering their ID number.



You will get this "search result" from your entry.



Enrolling a child on your caseload. This is the Actual First Date of Service for a participant (child or pregnant parent).

Click on the name and this child's record will appear next to your "Add Family". Click on the "Enrollment" tab

The screenshot shows a user interface for adding a family. At the top, there is a red bar with a family icon and the text "Add Family". Below this, a search bar contains the name "Erin AaaB" with a close button (x) and a plus sign (+). A dropdown menu is open, showing a profile icon for "Erin AaaB" with a flag icon. Below the name, it says "Female DOB: 2/22/18 5m CPID: 2163" and "New 6/13/18 • Year 1 (+1)". At the bottom of the dropdown, there are four tabs: "Application", "Enrollment", "Family Services", and "Health". A green arrow points down to the "Add Family" button, and another green arrow points up to the "Enrollment" tab.

Under this section, you will be able to "Enroll" this participant to your caseload. The Enrollment Coordinator will have assigned this participant to you which means that the "Accept" will be grayed out in Child Plus. You will click on the blue "enroll".

The screenshot shows the "Enrollment" section for a participant. At the top, there is a red bar with the text "Early Head Start 2018 - 2019" and "OESD EHS Home Based • Home Visitor 1". Below this, it says "Accepted 7/25/18". There are several buttons: "New", "Waitlist", "Accept", "Enroll", "Transfer", "Drop", and "Abandon". The "Enroll" button is highlighted in blue. To the right of these buttons are "Manage Location Preferences" and "More Options". Below the buttons is a table titled "Enrollment History". The table has columns for "Status", "Date", "End Date", "Location (Program Option - Funding)", and "Comment". The first row is highlighted in yellow and shows "Accepted", "7/25/18", "7/24/18", "OESD EHS Home Based • Home Visitor 1 (HB - Early H...", and "Early Head Start/He...". The second row shows "New", "7/18", "7/24/18", "< No Site > • < No Classroom > (Early Head Start/He...", and "Early Head Start/He...". A green arrow points to the "Enroll" button. Below the table is a text area for "Enrollment Notes" and a button for "Edit Enrollment History".

Enrolling a child on your caseload. This is the Actual First Date of Service for a participant (child or pregnant parent).

A separate box will appear. You will add the dates to the top 2 boxes and click “enroll”.

Enroll Erin AaaB

First day of Enrolled status

Entry Date

Enroll at Site: OESD EHS Home Based Classroom: Home Visitor 1 Funding: Early Head Start - 10CH010249.20...

Enroll Cancel

This participant is now “enrolled” on your caseload and this initiates the deadline dates. This is what the Enrollment Screen looks like after completing this part.

▼ Enrollment

Early Head Start 2018 - 2019 OESD EHS Home Based • Home Visitor 1

Enrolled 8/1/18

Entry 8/1/18

New Waitlist Accept Enroll **Transfer** Drop Abandon [Manage Location Preferences](#) [More Options](#)

Enrollment History

Status	Start Date	End Date	Location (Program Option - Funding)	Comment
Enrolled	8/1/18		OESD EHS Home Based • Home Visitor 1 (HB - Early H...	Entry Date: 8/1/18
Accepted	7/25/18	7/31/18	OESD EHS Home Based • Home Visitor 1 (HB - Early H...	
New	6/13/18	7/24/18	< No Site > • < No Classroom > (Early Head Start/He...	