

Education Notes - ChildPlus Instructions

Center Based Programs Only

General Information

The intent of the Education Notes is for center based programs to capture education related conversations and actions that do not “belong” to another education event such as:

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

Create one Education Notes event per program term. If siblings are enrolled in different program options, staff will use the same Education Notes to document conversations that do not “belong” to an existing education event.

Document communications that occur throughout the year under “Add Actions”. Never document actions that belong to an existing education event or disability module.

Data Entry for Education Notes and Actions

Go to Education Tab, Events Tab. Click Add Event.

Create Event by entering:

- Event Date: Enter date you are setting up the event for the program term
- Status: Select Completed, do not leave blank.
- Description: Always enter the current program term. For example, 2021-2022.
- Agency Worker: Enter your name if not auto-filled.

The screenshot shows the 'Education Notes' form with the following fields and callouts:

- Event Date PIR:** 9/1/21. Callout: "Enter date event created. Create one event per program term."
- Status:** Completed. Callout: "Always enter Completed. Do not leave blank."
- Description:** 2021-2022. Callout: "Enter program term for the description."
- Agency Worker:** Sandeno, Karen. Callout: "Enter your name if does not auto-fill."

Below the form is an 'Add Action' button and an 'Actions' table. A callout box points to the 'Add Action' button with the text: "Add Action to document conversations that occur during the year. Open the Education Notes event to add actions. Do not create more than one event per program term."

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

To document conversations during the year, always open the existing Education Notes and Add Action for each conversation/communication.

- Action Type: Always select Communication
- Action Date: Enter date of the conversation or date items shared
- Description: Enter brief, key words about the Action. Be specific.
- Status: Enter a status of Action Completed or In Process. Do not leave blank.
- Action Notes: Click the Clock and add your notes about the conversation/communication. These notes are only for communications that do not “belong” to an existing education event.

Add Action

Always select Communication

Date of conversation

Agency Worker: Sandeno, Karen

Provider: [Dropdown]

Provider Type: [Dropdown]

Action Type: Communi...

Scheduled Date: [Calendar]

Action Date ^{PIR}: [Calendar]

Description: [Text Area]

Status: [Dropdown]

Enter brief description using key words. Be specific.

Select status Action Completed or In Process. Do not leave blank.

Action Notes: [Text Area]

Click the Clock. Add Action Notes for each conversation/communication that does not "belong" to an existing education event or in the disability module.

Save and Add Another Save Cancel Add