

Entry Express to Log a Communication– ChildPlus Instructions

General Information

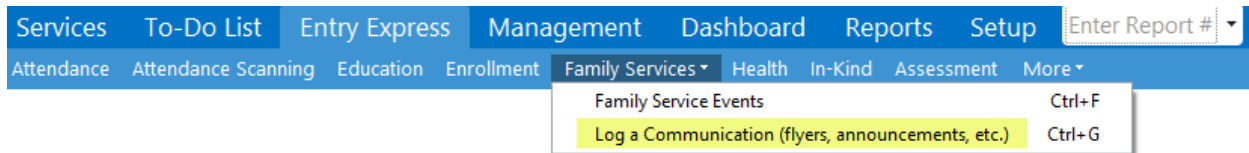
Entry Express allows you to log a communication for multiple families in one data entry step rather than logging the same communication one at a time for each of your families!

- Entry Express for the Communication Log is to document what you already did. Entry Express does not send a message to parents.
- You will be able to select which family records need to have the communication logged. What you are documenting may not apply to all of the families.
- You will be able to individualize the documentation if needed.

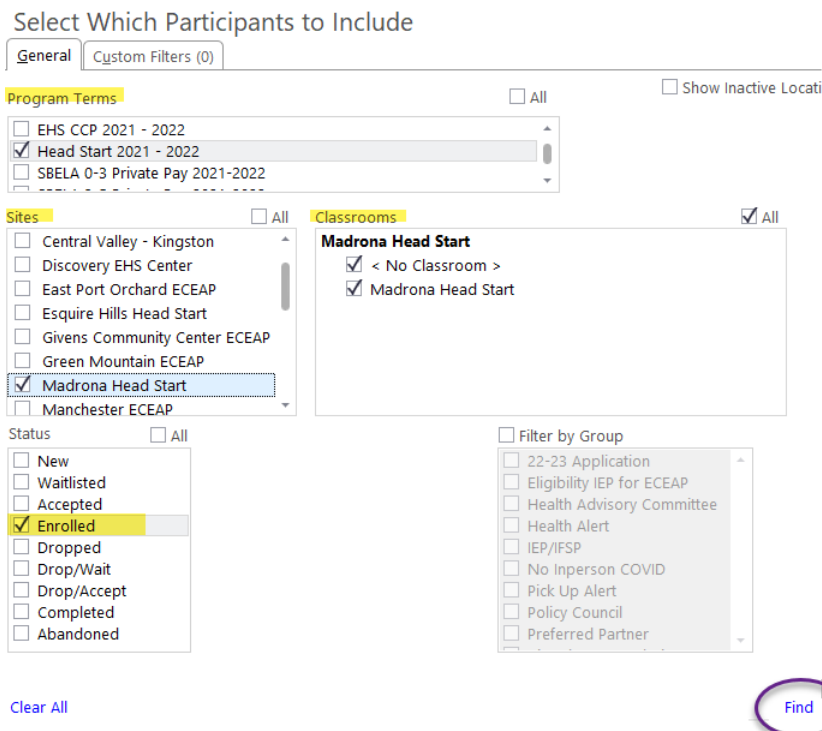
The example used for these instructions is handing out a flyer to parents at classroom drop off.

Preparing and Creating the Data Entry Record

Go to Entry Express, Family Services, Log a Communication (flyers, announcements, etc.).



The box opens for you to select which participants you want to include. Check the Program Term, Site and Classroom. Make sure Enrolled status is checked. Click Find.



The data entry screen opens. Here you select the participant/family for whom you want to log a communication. By default, ChildPlus will check all participants. If this is not accurate, you must un-check the participant/family if the communication does not apply. Make sure your selections are accurate. Click Next Step.

Select the participants for whom you want to log a communication.

An action will be added to the system-defined 'Communication Log' Family Service event for each selected participant.

	Participant Name	DOB	Gender	CPID
<input checked="" type="checkbox"/>		10/18/17	Male	
<input checked="" type="checkbox"/>				
<input type="checkbox"/>				
<input checked="" type="checkbox"/>		12/18/16	Female	
<input checked="" type="checkbox"/>		12/21/16	Female	
<input checked="" type="checkbox"/>		7/11/18	Female	
<input type="checkbox"/>		8/05/17	Male	
<input type="checkbox"/>		7/14/17	Male	
<input checked="" type="checkbox"/>				

In this example, Karen is logging the communication about handing out a flyer. Three boxes are un-checked because these children were absent and parents did not receive the flyer.

Next Step

After you click Next Step, the data entry screen opens. Data enter in the fields highlighted below. Click Next Step.

Log a Communication (flyers, announcements, etc.)

Default Values

All events start with these values but individual events can be changed on the next screen.

Action Type	Communication
Scheduled Date	
Action Date	3/3/22
Type of Contact	Message/Flyer Sent
Description	Library Event Info
Status	Action Completed
Case Worker	Sandeno, Karen
Total Time	Hours: <input type="text"/> Minutes: <input type="text"/>
Action Notes	<div style="border: 1px solid #ccc; padding: 5px;"> <div style="display: flex; justify-content: space-between; align-items: flex-start;"> 3/3/2022 10:50 AM Karen Sandeno </div> <p>Gave parent the flyer about upcoming events at the library. </p> </div>

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Next Step

After you click Next Step, the following opens. On this screen you have the opportunity to individualize the communication log record for a family.

- If you do not need to individualize, click Create Records. ChildPlus will save the record to the Communication Log for all the families you selected.
- If you need to individualize, select the participant's name and edit the record. Repeat for other participants as needed. Then, click Create Records. See highlights in screen shot below:
 - Sample, Child is the selected participant.
 - ChildPlus tells you that you are editing the record for Child Sample.
 - Description changed.
 - Action Notes changed.
 - When records created, the communication log record for this family will include the extra information added.

Log a Communication (flyers, announcements, etc.)

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Participant

Sample, Child

Edit the record for Child Sample as necessary

Action Type: Communication

Scheduled Date: [Calendar Icon]

Action Date: 3/3/22 [Calendar Icon]

Type of Contact: Message/Flyer Sent

Description: Library and Dentist Info

Status: Action Completed

Case Worker: Sandeno, Karen

Total Time: 0 Hours 0 Minutes

Action Notes: 3/3/2022 10:50 AM Karen Sandeno Gave parent the flyer about upcoming events at the library. Also gave mom the information for the dentist she wants to contact to schedule an appointment.

Previous Step

Create Records