

## Health & Safety Checklists – ChildPlus Instructions

### General Information

These instructions are for the following internal monitoring checklists for center based health and safety checks. If you have permissions to use the checklist, it will appear on the internal monitoring drop down menu.

- ❖ Health & Safety – Teacher Daily
- ❖ Health & Safety – Family Advocate Monthly
- ❖ Health & Safety – Teacher Weekly
- ❖ Health & Safety – Parent/Guardian Monthly
- ❖ Health & Safety – Supervisor Monthly

Go to Management tab, Internal Monitoring.

- To start a new checklist, click Add Monitoring Record.
- By default, you will see only the monitoring records from the last month. If you change the dates, click Refresh to update the list of monitoring records available to select.
- You will see monitoring records for the sites you have access to in ChildPlus.

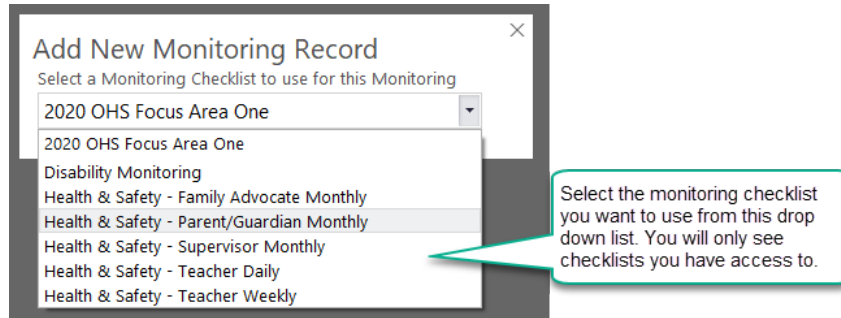
**Note:** Many of the screen shots have sections cut out to fit the width of the page. Actual data entry screens will look different.

The screenshot shows the 'Internal Monitoring' interface in the ChildPlus system. The top navigation bar includes 'Services', 'To-Do List', 'Entry Express', 'Management', 'Dashboard', 'Reports', 'Setup', 'Enter Report #', 'Community', and 'Help'. Below this, a sub-navigation bar lists 'Personnel', 'Community Resources', 'In-Kind', 'PIR', 'Internal Monitoring', 'CLASS', 'Exposure Notice', and 'HOVRS'. The main content area is titled 'Internal Monitoring' and has a 'Monitoring' tab selected. It features a date range filter set to '8/22/21' and '9/21/21', an 'Include Unscheduled' checkbox, and a 'Refresh' button. A search bar with the placeholder 'Enter text to search for monitoring records...' and a 'Find' button is also present. A green 'Add Monitoring Record' button is highlighted with a callout. Below the search bar is a table with columns: Checklist, Agency, Site, Classroom, Record ID, Due Date, Responsible St..., Scheduled Date, and CAP Status. A large callout at the bottom explains that records added will appear in this area and that users can click on records to open and continue monitoring.

This date range defaults to show records from the last month. If you change the dates, click Refresh.

Click to add a monitoring record. A box will open for you to select a monitoring checklist. You will only see the checklists you have access to.

As you add records, the list will appear in this area. When you save a work in progress, simply click on the record from this list to open and continue monitoring. You will only have access to monitoring checklists for the sites you have access to in ChildPlus.



### Adding a Health & Safety Monitoring Record

After you select the monitoring record, the checklist opens. Under the General Tab, data enter as follows:

- Site: Select a site. Do not leave blank.
- Classroom: Select a classroom/caseload. Do not leave blank, unless the site has AM/PM classes.
- Due by: Leave Blank.
- Scheduled: Leave Blank.
- Monitoring Status: Not Applicable (because we do not schedule in advance).
- Actual: Enter the date of the health & safety check.
- Select your name to identify yourself as the person completing the checklist (Actual Monitor). If more than one teacher completes the checklist, enter this in Monitoring Notes.
- Monitoring Notes: Click the Clock. **Supervisors:** Include the numbers of staff and children present. (Best practice is to complete monitoring when children are present. As a last resort, you can monitor when no children present.)

Monitoring | Set Due Dates | Health\_Saf... < No Classroom > x

The name of the monitoring checklist and the classroom (once selected) will be the tab label.

Save Changes Undo

General | Monitoring Results | Corrective Action Plan (CAP) | Monitor's Follow-Up

Site < No Site > Classroom < No Classroom >

Due by Leave Blank

Scheduled Leave Blank Monitoring Status Not Due N/A

Actual CAP Status N/A (Monitoring Pen...)

Monitoring Notes

Enter date of the health & safety check.

Select your name.

Click the Clock.

Sample of Completed Data Entry under General tab

### Internal Monitoring

Monitoring | Set Due Dates | Health\_Saf... Jackson Park Head Start - 2/7/2022 x

Save Changes Undo

General | Monitoring Results | Corrective Action Plan (CAP) | Monitor's Follow-Up

Site Bud Hawk/Jackson Park Head Start Classroom Jackson Park Head Start

Due by

Scheduled Monitoring Status Not Due

Actual 2/7/22 Sandeno, Karen CAP Status No Findings

Monitoring Notes

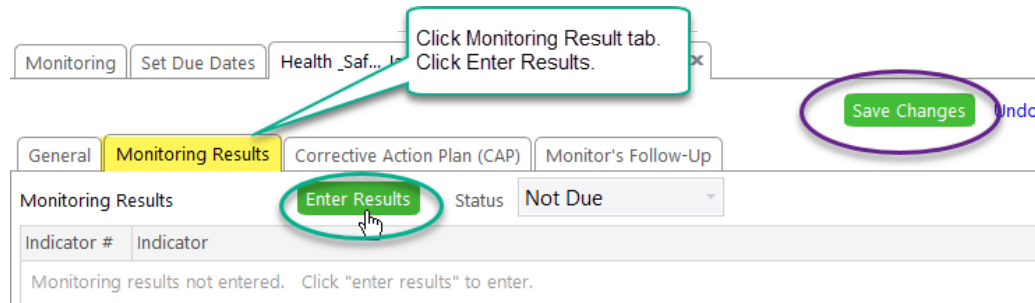
2/7/2022 11:30 AM Karen Sandeno

If your site has AM and PM classes, do not select a classroom.

## Complete the Health & Safety Checklist

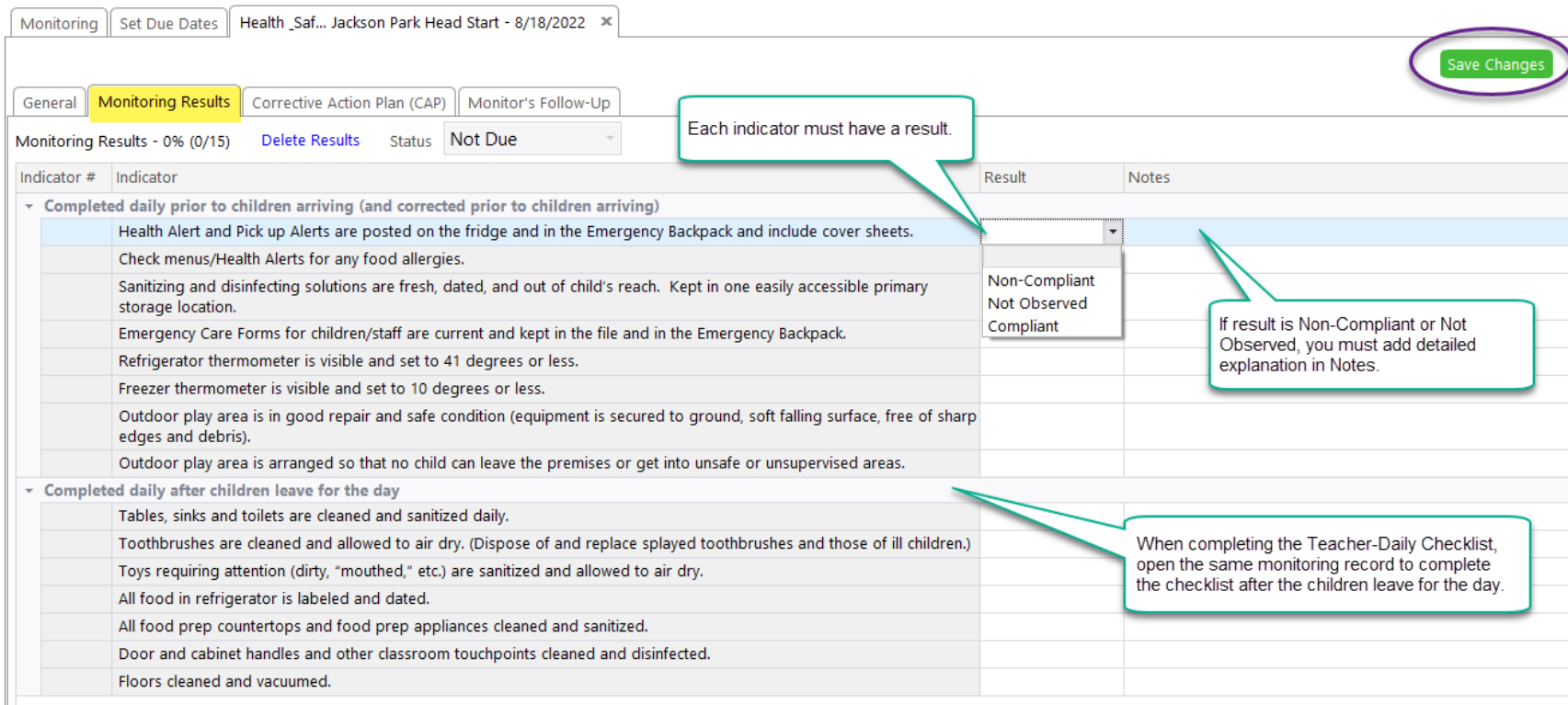
Click to Monitoring Results tab. Click Enter Results.

**Note:** when working with monitoring checklists, always click Save Changes. ChildPlus does not auto-save in this module.



When you click Enter Results, the indicators load in.

- Each indicator must have a result.
- Non-Compliant and Not Observed indicators must have a detailed explanation in Notes.



## Checklist Completed with Findings

When a health & safety checklist is completed and there are findings (non-compliant result), Corrective Action Plan (CAP) is where you will document that the issues were fixed and how. If you need support (materials, postings, labels, etc) send email to your supervisor the same day monitoring occurs.

Open the monitoring record and Click on tab: Corrective Action Plan (CAP).

- CAP Responsible Staff: Select your name as the person who will fix the issues.
- Due Date to Create: Enter Actual Date.
- CAP Created: Enter Actual Date.

Monitoring | Set Due Dates | Health \_Saf... Jackson Park Head Start - 8/18/2022 ✕

General | Monitoring Results | **Corrective Action Plan (CAP)** | Monitor's Follow-Up

**CAP Responsible Staff** | **Due Date to Create** | **CAP Created** | Date Verified | Verified By | CAP Status

Sandeno, Karen | 8/18/22 | 8/18/22 | | | CAP Items Pending Address

Notes

The person completing the checklist enters this data when there are findings:

**CAP Responsible Staff:** Select your name  
**Due Date to Create:** Enter Actual Date  
**CAP Created:** Enter Actual Date

Save Changes | Lock this monitor

CAP Status changes based on data entry.

Non-Compliant Indicators

| Indicator Text   | Result Notes   | Address By |
|--|--|------------|
| <b>Section: Completed daily prior to children arriving (and corrected prior to children arriving)</b>            |  |            |
| Freezer thermometer is visible and set to 10 degrees or less.  | thermometer appears to be broken                       | 8/19/2022  |
| Health Alert and Pick up Alerts are posted on the fridge and in the Emergency Backpack and include cover sheets. | CPID 1234 missing pick up alert in emergency backpack. | 8/19/2022  |

## Documenting Corrective Action

The next section of the screen is Non-Compliant Indicators. This section lists the specific indicators and Result Notes that require corrective action. You will also see the Address By date that is auto-calculated. Click on each indicator to document your corrective action under Corrective Actions for Item.

- Corrective Actions for item: Click on an indicator, as noted above.
- Date Completed: Enter the date corrective action was completed for all elements of the indicator.
- Corrective Action Plan: Click the clock and document how you fixed it.
- When all corrective actions are addressed for the checklist, notify Supervisor via email.

Monitoring | Set Due Dates | Health\_Saf... Jackson Park Head Start - 8/18/2022 ×

[Save Changes](#) [Lock this monitoring record](#)

General | Monitoring Results | **Corrective Action Plan (CAP)** | Monitor's Follow-Up

CAP Responsible Staff: Sandeno, Karen | Due Date to Create: 8/18/22 | CAP Created: 8/18/22 | Date Verified: | Verified By: | CAP Status: CAP Items All Addressed

Notes

**Non-Compliant Indicators**

| Indicator Text   | Result Notes   | Address By | Date Com... |
|--|--|------------|-------------|
| <b>Section: Completed daily prior to children arriving (and corrected prior to children arriving)</b>            |  |            |             |
| Freezer thermometer is visible and set to 10 degrees or less.  | thermometer appears to be broken                       | 8/19/2022  | 8/19/22     |
| Health Alert and Pick up Alerts are posted on the fridge and in the Emergency Backpack and include cover sheets. | CPID 1234 missing pick up alert in emergency backpack. | 8/19/2022  | 8/18/22     |

**Corrective Actions for Item:** Completed daily prior to children arriving (and corrected prior to children arriving) - #

| Date Completed | Corrective Action Plan  |
|----------------|---|
| 8/19/22        | 8/19/2022 7:30 AM Karen Sandeno Family Advocate dropped off new freezer thermometer.          |
|                | 8/18/2022 10:52 AM Karen Sandeno Emailed request to supervisor for a new freezer thermometer. |

**Corrective Actions for Item:** Completed daily prior to children arriving (and corrected prior to children arriving) - #

| Date Completed | Corrective Action Plan  |
|----------------|---|
| 8/18/22        | 8/18/2022 10:52 AM Karen Sandeno Copy of pick up alert added to emergency backpack. |

**Annotations:**

- Non-Compliant Indicators are listed in this section along with Result Notes that require corrective action.
- The Address By data will auto-fill.
- Corrective Actions for Item: When you highlight each indicator (in above section), you will 'click the clock' under Corrective Action Plan and document the steps taken to correct the issue.
- When all elements of the non-compliant indicator have been corrected, enter the date completed.

## Supervisor Verification

Supervisor will verify that documentation is complete and correct.

- Date Verified: Date supervisor completed verification
- Verified By: Select your name
- Notes: Optional. Enter notes if anything needs to be documented related to the corrective action verification
- Click: Lock this monitoring record

Monitoring | Set Due Dates | Health\_Saf... Jackson Park Head Start - 8/18/2022 x

General | Monitoring Results | **Corrective Action Plan (CAP)** | Monitor's Follow-Up

CAP Responsible Staff: Sandeno, Karen | Due Date to Create: 8/18/22 | CAP Created: 8/18/22 | Date Verified: | Verified By: | CAP Status: CAP Items Pending Address

Notes

The supervisor verifying the Corrective Action Plan enters this data:

**Date Verified:** Date supervisor completed verification  
**Verified By:** Select your name  
**Notes:** Optional. Enter notes if anything needs to be documented related to the corrective action verification

Click: **Lock this monitoring record**

Non-Compliant Indicators Hide Indicator

| Indicator Text   | Result Notes   | Address By | Date Com... |
|--|--|------------|-------------|
| <b>Section: Completed daily prior to children arriving (and corrected prior to children arriving)</b>            |  |            |             |
| Freezer thermometer is visible and set to 10 degrees or less.  | thermometer appears to be broken                       | 8/19/2022  |             |
| Health Alert and Pick up Alerts are posted on the fridge and in the Emergency Backpack and include cover sheets. | CPID 1234 missing pick up alert in emergency backpack. | 8/19/2022  |             |

## Report 8025 – Monitoring Results Detail

This report may be useful in monitoring (correct) completion of health and safety checklists.

For the Teacher-Daily, this report can quickly show whether or not the second section of the checklist was completed after children left for the day.

Contact your supervisor or ChildPlus Admin if you need assistance setting up the report.

## Navigating the List of Monitoring Records

The monitoring record list shows key information about the status of monitoring for a specific checklist. You can filter on any of the headings to help locate a record.

### Example of Monitoring Completed, No Findings

Click the icon in any column header to filter records. Drag one or more column headers into this area to group by that column. Right click any column header for more options.

| Checklist         | Agency          | Site           | Classroom        | Record ID | Due Date | Responsible S... | Scheduled Date | Scheduled Mo... | Actual Date | Actual Monitor | Monitoring St... | CAP Due | CAP Status      |
|-------------------|-----------------|----------------|------------------|-----------|----------|------------------|----------------|-----------------|-------------|----------------|------------------|---------|-----------------|
| Disability Mon... | Olympic ESD ... | OESD EHS Ho... | Home Visitor ... | Sample    |          |                  |                |                 | 12/16/21    | Sandeno, Karen | Completed        |         | No Findings     |
| Disability Mon... | Olympic ESD ... | < No Site >    | < No Classro...  |           |          |                  |                |                 |             |                | Not Due          |         | N/A (Moniten... |

### Example of Monitoring Completed, Corrective Action Due Date, Items Pending

Click the icon in any column header to filter records. Drag one or more column headers into this area to group by that column. Right click any column header for more options.

| Checklist          | Agency           | Site           | Classroom       | Record ID | Due Date | Responsible St... | Scheduled Date | Scheduled Mo... | Actual Date | Actual Monitor | Monitoring Sta... | CAP Due | CAP Status          |
|--------------------|------------------|----------------|-----------------|-----------|----------|-------------------|----------------|-----------------|-------------|----------------|-------------------|---------|---------------------|
| Disability Moni... | Olympic ESD 1... | OESD EHS Ho... | Home Visitor 12 | Sample    |          |                   |                |                 | 9/21/21     |                | Completed         | 9/21/21 | CAP Items Pendin... |

### Example of Corrective Action Complete and Verified

Click the icon in any column header to filter records. Drag one or more column headers into this area to group by that column. Right click any column header for more options.

| Checklist             | Agency          | Site               | Classroom       | Record ID | Due Date | Responsible Staff | Scheduled Date | Scheduled Monitor | Actual Date | Actual Monitor | Monitoring Status | CAP Due | CAP Status              |
|-----------------------|-----------------|--------------------|-----------------|-----------|----------|-------------------|----------------|-------------------|-------------|----------------|-------------------|---------|-------------------------|
| Disability Monitoring | Olympic ESD 114 | OESD EHS Home B... | Home Visitor 12 | Sample    |          |                   |                |                   | 9/21/21     |                | Completed         | 9/21/21 | CAP Items All Verified. |