

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 for the enrolled child. This one event will capture conversations and actions for the entire time the child is enrolled in the center based program option.

Document communications that occur throughout the child’s enrollment 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.
- Agency Worker: Enter your name if not auto-filled.

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

- Event Date** (with PIR icon): 9/1/21. Callout: "Enter date event created. Create one event per program term."
- Status**: Completed. Callout: "Always enter Completed. Do not leave blank."
- Agency Worker**: Sandeno, Karen. Callout: "Enter your name if does not auto-fill."
- Callout**: "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." (points to the Add Action button)

Actions

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

To document conversations, always open the existing Education Notes event 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.

* **Note:** In Process status is used only if you need the action to be on a To-Do List as a reminder. When you no longer need the reminder, you must update the status to Action Completed.

The screenshot shows the 'Add Action' form with the following fields and callouts:

- Action Type:** A dropdown menu with 'Communi...' selected. Callout: 'Always select Communication'.
- Scheduled Date:** A calendar icon. Callout: 'Date of conversation'.
- Action Date PIR:** A calendar icon.
- Description:** A text input field. Callout: 'Enter brief description using key words. Be specific.'
- Status:** A dropdown menu with a list of options: 'Action Completed', 'Discontinued, Dropped', 'Evaluation Complete, No Treatment Needed', 'In Process', 'Mental Health Referral Completed', 'No show for appointment', 'Parent Refusal', 'Referred to Outside Source', and 'Treatment Completed'. Callout: 'Select status Action Completed or In Process. Do not leave blank.'
- Action Notes:** A text area with a clock icon and other editing tools. Callout: 'Click the Clock. Add Action Notes for each conversion/communication that does not "belong" to an existing education event or in the disability module.'
- Agency Worker:** A dropdown menu with 'Sandeno, Karen' selected.
- Provider:** A dropdown menu.
- Provider Type:** A dropdown menu.

At the bottom of the form, there are three buttons: 'Save and Add Another' (green), 'Save' (green), and 'Cancel Add' (blue).