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.

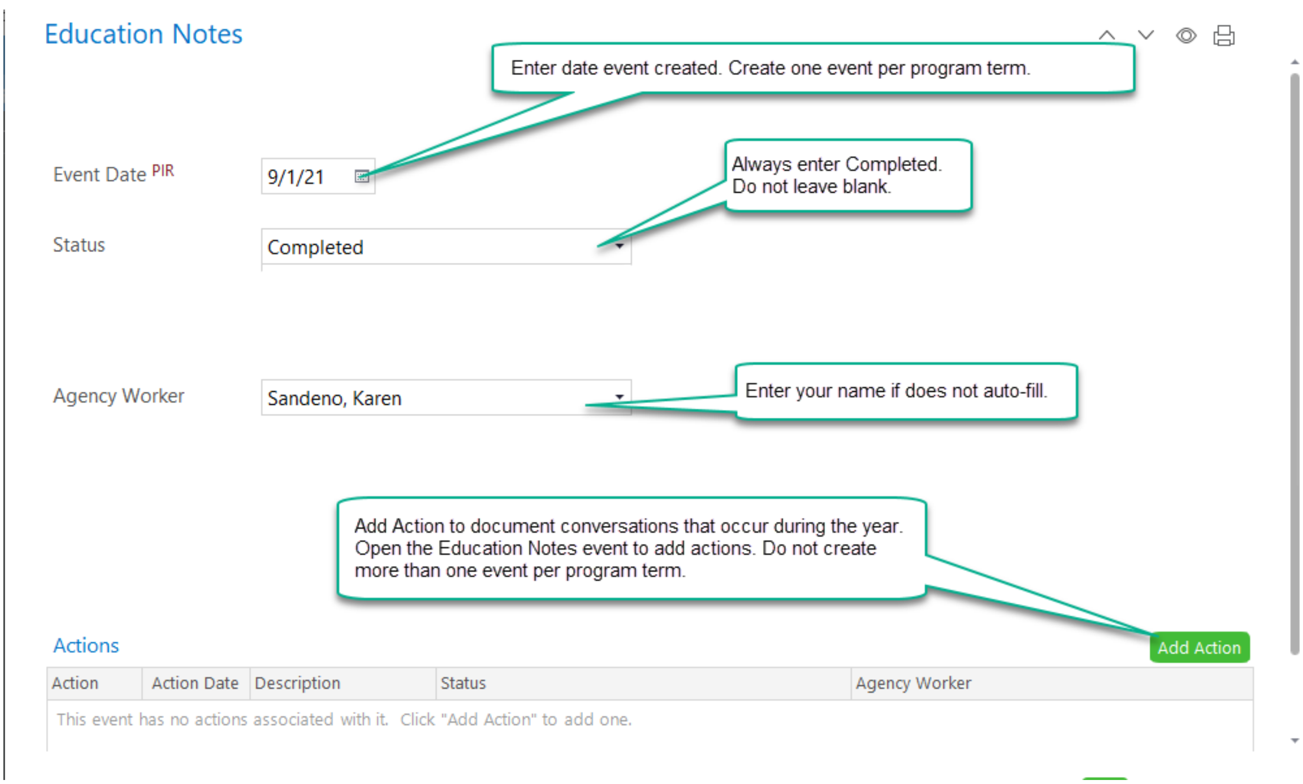
Document communications that occur throughout the child's enrollment under "Add Actions". Never document actions that "belong" to an existing education event or disability module.

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.



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.