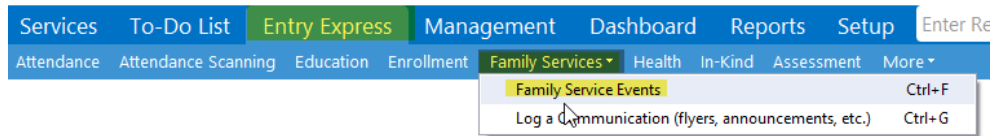


## Family Gathering – ChildPlus Instructions

Use Entry Express to document family gathering attendance. Go to Entry Express, Family Services, Family Service Events.



The box below 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.

### Select Which Participants to Include

General  Custom Filters (0)

**Program Terms**  All  Show Inactive Locations

- EHS CCP 2021 - 2022
- Head Start 2021 - 2022
- SBELA 0-3 Private Pay 2021-2022

**Sites**  All

- Central Valley - Kingston
- Discovery EHS Center
- East Port Orchard ECEAP
- Esquire Hills Head Start
- Givens Community Center ECEAP
- Green Mountain ECEAP
- Madrona Head Start
- Manchester ECEAP

**Classrooms**  All

**Madrona Head Start**

- < No Classroom >
- Madrona Head Start

**Status**  All

- New
- Waitlisted
- Accepted
- Enrolled
- Dropped
- Drop/Wait
- Drop/Accept
- Completed
- Abandoned

Filter by Group

- 22-23 Application
- Eligibility IEP for ECEAP
- Health Advisory Committee
- Health Alert
- IEP/IFSP
- No Inperson COVID
- Pick Up Alert
- Policy Council
- Preferred Partner

[Clear All](#) [Find](#)

The data entry screen opens. On the left side of the screen, you must un-check each participant/family who did not attend. ChildPlus will create the event for each of the checked families, so make sure your selections are accurate.

## Family Service Events

### Participants

	Participant Name	Family Name
<input checked="" type="checkbox"/>		
<input checked="" type="checkbox"/>		
<input checked="" type="checkbox"/>		
<input checked="" type="checkbox"/>		
<input type="checkbox"/>		
<input checked="" type="checkbox"/>		
<input checked="" type="checkbox"/>		
<input checked="" type="checkbox"/>		
<input checked="" type="checkbox"/>		
<input type="checkbox"/>		
<input checked="" type="checkbox"/>		
<input type="checkbox"/>		
<input type="checkbox"/>		
<input checked="" type="checkbox"/>		

Un-check families who did not attend the family gathering.

On the right side of the screen, you will enter the data for the family gathering event:

- Initial Date: Enter date of the family gathering
- Event Type: Select Family Gathering
- Description: Enter the topic
- Family Outcome: Check up to two
- Event Notes: Enter the agenda (For example, Policy Council, recruitment opportunities, community resources, child activity, guest speaker, etc)

### Default Values

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

Initial Date: 3/8/22

Event Type: Family Gathering

Description: Planting Seeds/Gardening

Family Outcome: Family Well-Being

- Family Well-Being
- Positive Parent-Child Relationships
- Families as Lifelong Educators
- Families as Learners
- Family Engagement in Transitions
- Family Connections to Peers and Community
- Families as Advocates and Leaders

Event Notes: 3/8/2022 2:55 PM Karen Sandeno  
Virtual family gathering. An intern from the UW did a garden related activity with the children. FA read a garden theme book and did a planting activity. Family was provided planting materials to follow along. Policy council, and parent workshop dates were shared. The Heal website was also shared.

Also add an action related to this event

Enter family gathering topic.

Select up to two family outcomes.

Click the Click. Enter family gathering agenda.