Entry Express Guide

ChildPlus

ChildPlus Software

800-888-6674

www.childplus.com

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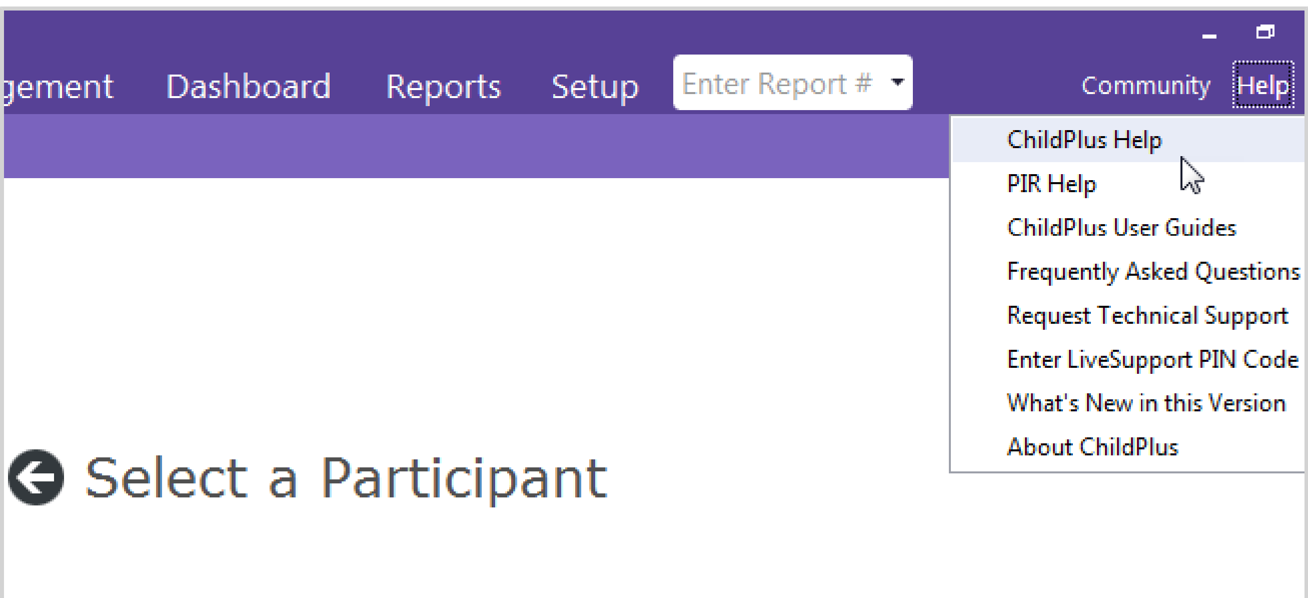
Welcome to ChildPlus!

Welcome to ChildPlus! Whether you are a new user or a seasoned ChildPlus veteran, we've designed this guide to help familiarize you with all of the modules available through the **Entry Express** tab.

You can use **Entry Express** to quickly enter large amounts of data for the **Attendance**, **Summary Attendance**, **Enrollment**, **Family Services**, **Health**, **In-Kind** and **Assessment** modules. Whether its tracking daily attendance, enrolling a classroom full of participants or adding health events for several participants at once, you'll find the module you need on the **Entry Express** tab.

Additional Resources

In addition to this guide, you can also access this information through the **Help** menu in ChildPlus by clicking **Help** > **ChildPlus Help**:

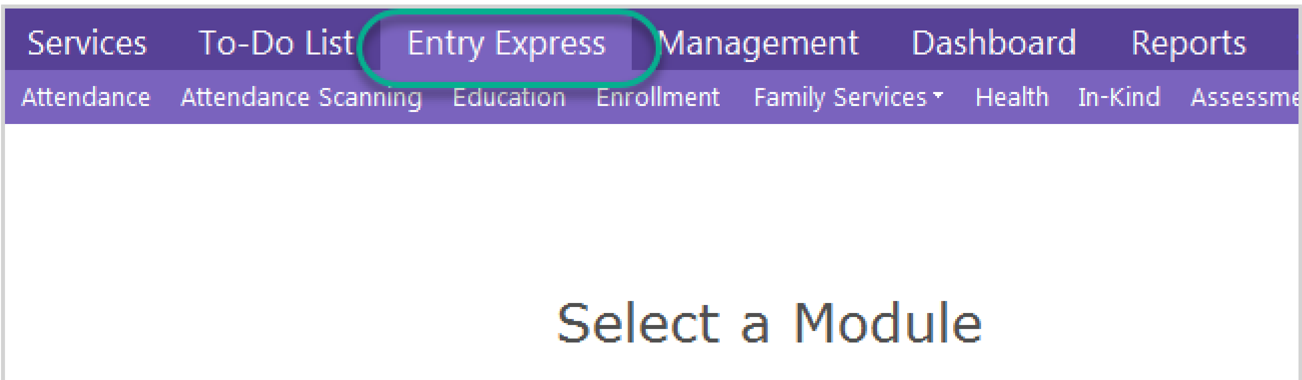


ChildPlus and the PIR

The fields that ChildPlus uses to calculate your PIR are easily identifiable in both this guide and within ChildPlus because they have a red PIR label next to them. Within ChildPlus, you can click on these red PIR labels to find out how ChildPlus uses the field to calculate the PIR.

Accessing Entry Express

You can access **Entry Express** in ChildPlus by clicking on the **Entry Express** tab. From there, you can choose the module you want to work with.



Entry Express - Attendance

Through **Entry Express - Attendance**, you can record attendance and meal counts for participants in a classroom. In addition to attendance and meal count data, you can also track the following information for each participant:

- Arrival and Departure Times
- Tardy Participants
- The reason why a participant was absent
- Follow-up Information
- Attendance Notes
- Non-Participant Meals

Tip: You can run the **Attendance Data Entry Monitoring** report directly from the **Attendance** module.

Recording Attendance and Meal Counts

1. Open **Entry Express** for **Attendance**. How do I do this? *Click **Entry Express** > **Attendance** or use the Ctrl+L hotkey.*
2. Select the **Agency**** ***this field is only available if you have access to more than one agency in ChildPlus***, **Site** and **Classroom** that you want to record attendance for.
3. Use the calendar to select the date that you want to record attendance for. *Can I record attendance for dates that occur in the future? Yes, you can record attendance for past, present, and future dates.*

   Tip: Click **here** to learn what the different colors mean on the attendance calendar.

4. Click **Go**.
5. Make sure the Classroom's Status is set correctly. For example, the Classroom's Status needs to be set to *Open* in order for you to record attendance for a day.
6. Select the attendance code you want to assign to each participant.

   Tip: Participants who have been marked as *Tardy* will still be counted as *Present* in all of your attendance counts and on the following reports: 2301, 2305, 2310, 2315, 2320 and 2330. See page 13 to learn how to inactivate *Tardy* as a choice in the list.

7. Check each meal that the participant was served.

   Tip: Configuring attendance and meal count defaults in advance can save you a considerable amount of time while taking attendance.

8. Record the **Arrival Time** and **Departure Time** for applicable participants.
9. Click **Save**.

Tip: ChildPlus displays attendance and meal count totals for each day directly on the **Attendance** screen.

Modifying Meals, Arrival Times and Departure Times for a Classroom

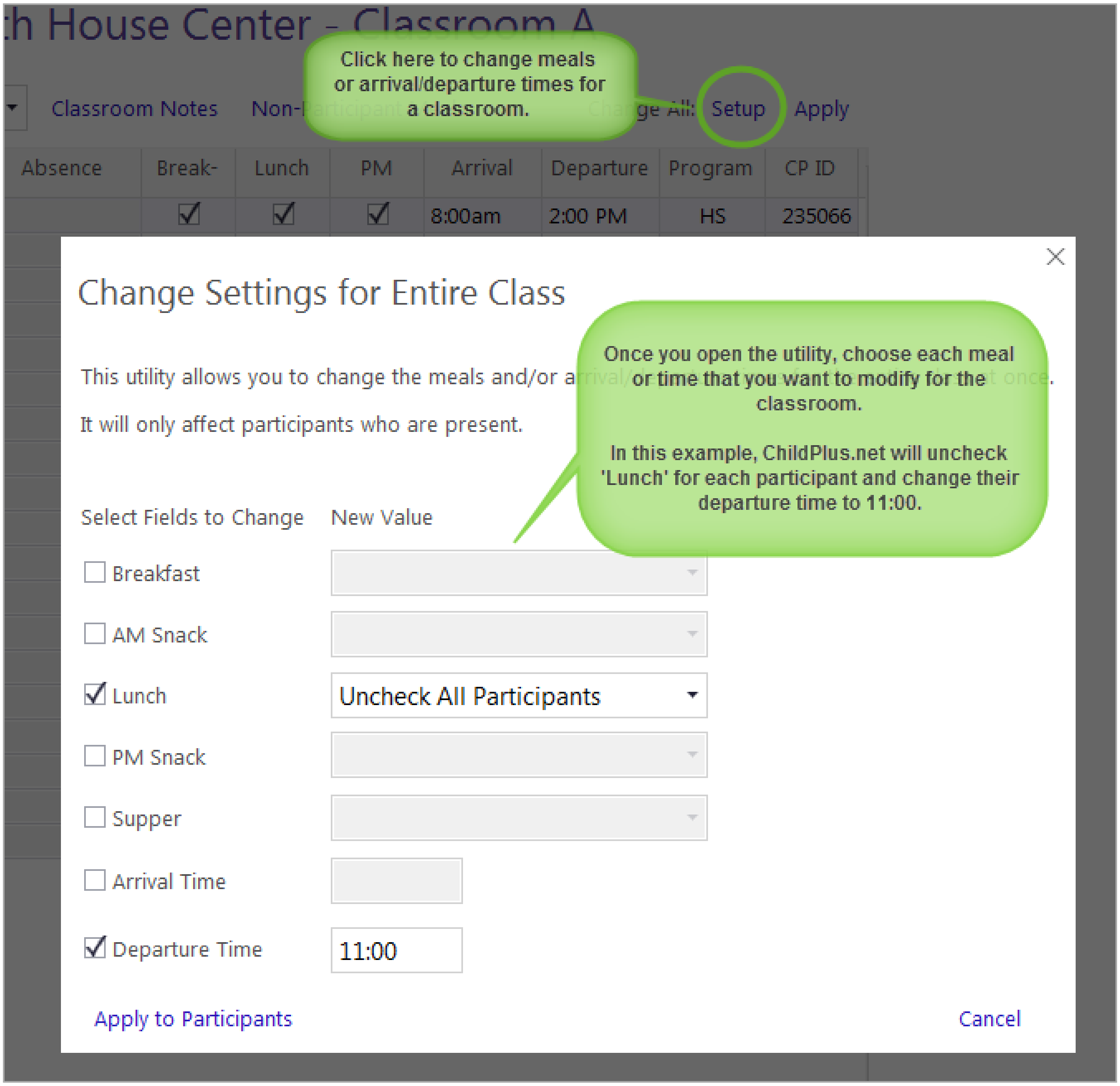
You can modify meals, arrival times and/or departure times for an entire classroom in the **Entry Express** for **Attendance** module using the **Change Settings for Entire Classroom Utility**. You can access this utility by clicking **Setup** on the **Attendance** screen. **Show me.**

Once you open this utility, you'll be able to choose which of the classroom's meals or arrival/departure times you want to modify. When you modify meals or arrival/departure times for a classroom, ChildPlus will automatically save your settings so you can click **Apply** to quickly copy them to other classrooms as well.

Tip: This utility is especially useful in situations where a classroom opens late or closes early due to a holiday, inclement weather or a teacher workday.

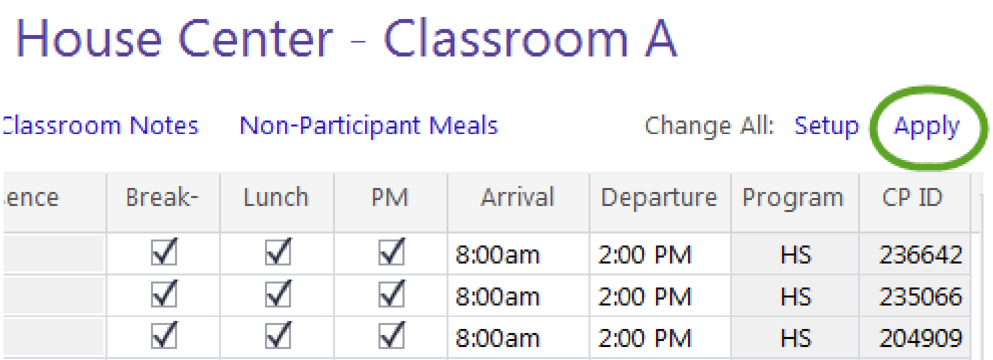
Open the Change Settings for Entire Classroom Utility

1. Open **Entry Express** for **Attendance**. How do I do this?*Click on the **Entry Express** tab and select **Attendance**.*
2. Choose the site, classroom and date that you want to record attendance for.
3. Click **Setup**.
4. Select each meal or time that you want to modify and choose the new value that you want to apply to it. For example, if the classroom closed early and participants were not served their normal lunch, then you would select **Lunch** and set its new value to *Uncheck All Participants*. You would then select **Departure Time** and set its new value to *11:00*.



5. Click **Apply to Participants**.

Tip: You can use the **Apply** button to quickly apply these setting to other classrooms. To do so, open the classroom you want to apply these settings to and click **Apply**.

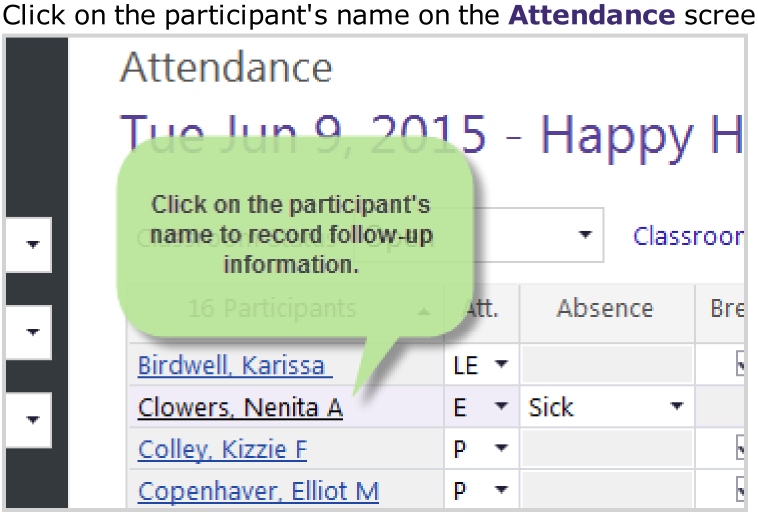


Attendance Follow-ups

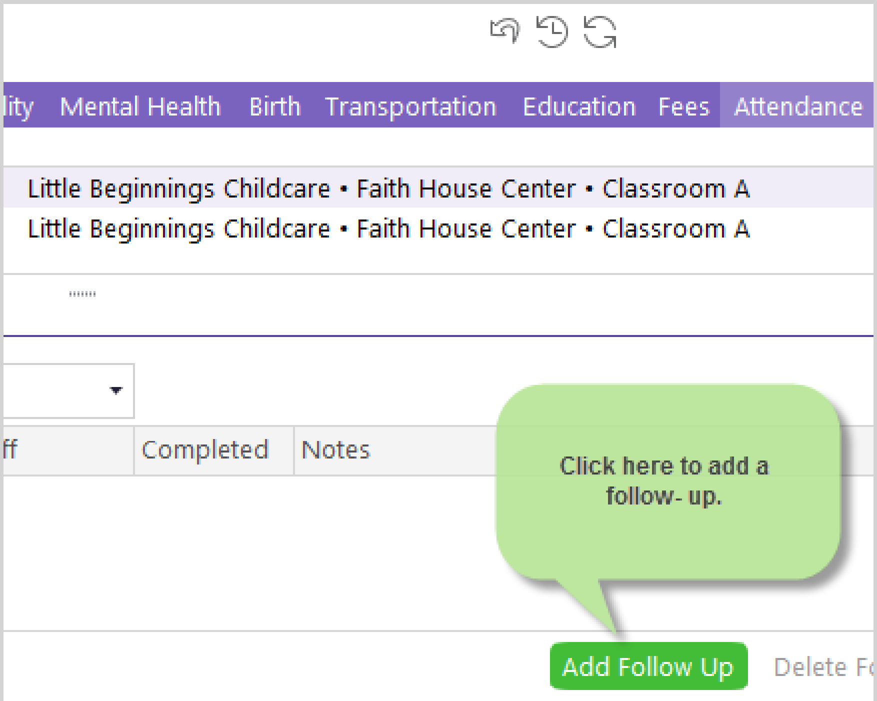
Do you need to follow-up on an individual participant's attendance? You can track follow-ups through the **Attendance** tab in **Services**.

To add a follow-up:

1. Open **Entry Express** for **Attendance**. How do I do this?*Click **Entry Express** > **Attendance**.*
2. Select the **Agency*** ***this field is only available if you have access to more than one agency in ChildPlus***, **Site** and **Classroom** that you want to record attendance for.
3. Use the calendar to select the date that you want to record attendance for. *Can I record attendance for dates that occur in the future?Yes, you can record attendance for past, present, and future dates.*
4. Click **Go**.
5. Click on the participant's name on the **Attendance** screen.



6. Click **Add Follow-Up** to add an attendance follow up for the participant.



7. Set the due date for the follow-up.
8. Select the type of follow-up you are creating (for example, **Follow-Up Required** or **Multiple Absences**).
9. Select the staff member responsible for the follow-up.
10. Use the **Notes** box to record additional information about the follow-up.

Tip: Once a follow-up has been completed, use the **Completed** field to record the completion date. Once you've entered the **Completed** date for a follow-up, ChildPlus will automatically populate the **Days Left** field with the words *Complete*.

Recording Classroom Notes and Non-Participant Meals

Classroom Notes

Click **Classroom Notes** to add notes about the classroom's attendance.

Non-Participant Meals

Click **Non-Participant Meals** to track any meals that were served to people not enrolled in the classroom (for example, a visitor, parent, or sibling).

Canceling, Undoing, and Deleting Attendance Data

If you make a mistake while adding attendance data, you can use the following buttons in **Attendance** to fix it:

Button	What it does...
Cancel Add	Lets you cancel before saving a new attendance record. Note: this button is only available when you are adding a new attendance record (i.e. when you are adding a record for a day that has never had attendance recorded for it before).
Undo Changes	Lets you erase any changes you have made to an attendance record since the last time it was saved.
Delete	Lets you delete an attendance record for a specific date.

Locked Attendance Records

If an attendance record is locked, users with the proper user security group privileges can edit it. When you edit an attendance record, you can save your changes, however, the attendance record will go back to be locked as soon as you exit the screen.

Recording Attendance for Multiple Days

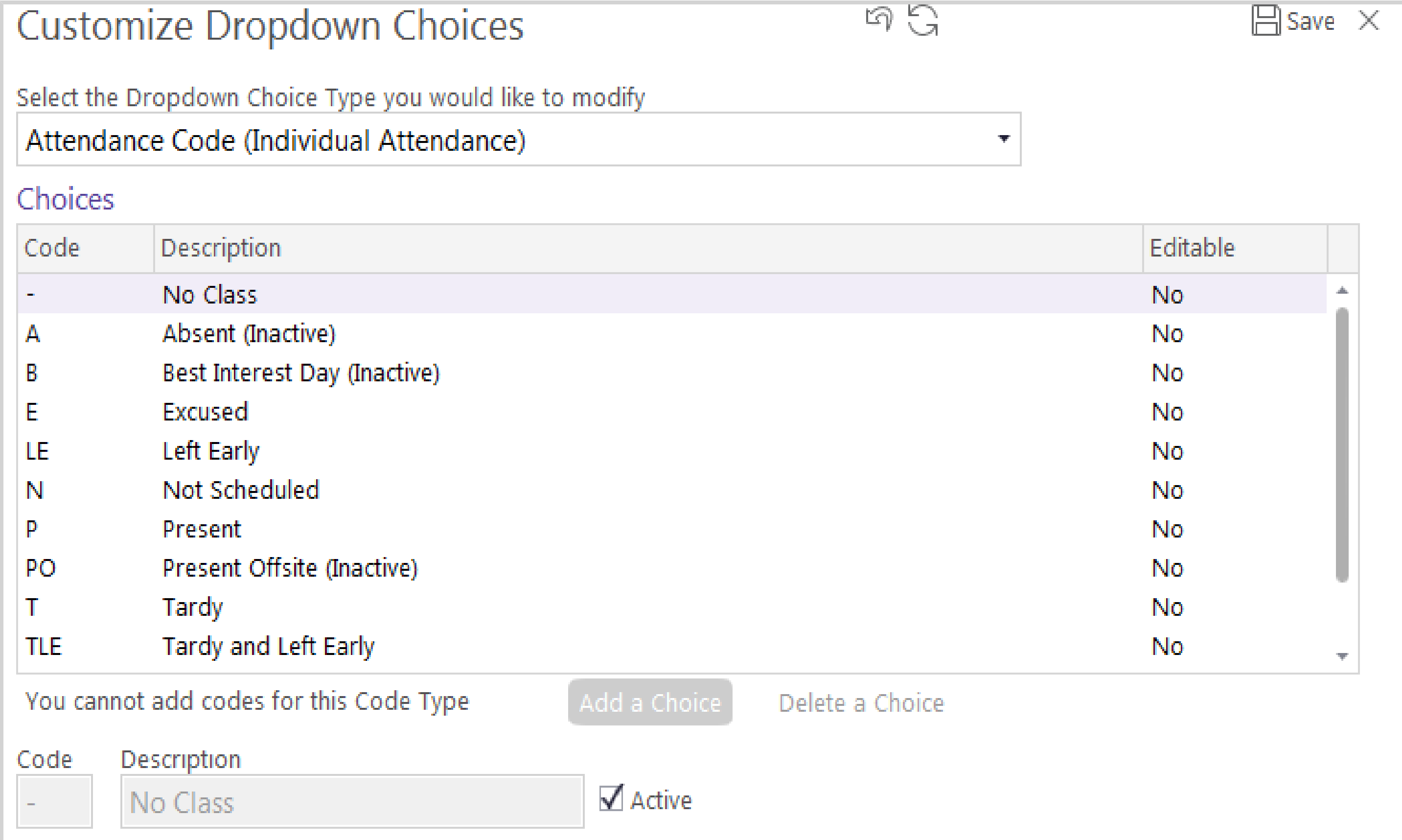
You have the ability to set a classroom's status for multiple days in ChildPlus. This feature can be especially useful if you have an upcoming teacher workday or school closing because it prevents you from having to go into each classroom individually to set its status.

1. Open the **Entry Express - Attendance** module How do I do this? *Click on the **Entry Express** menu and select **Attendance**.*
2. Click **Set Classroom Status for Multiple Classrooms and Days**.
3. Choose the status that you want to assign to the classroom.
4. Select the date(s) you want to assign the status for (you can select multiple days by holding down the *Ctrl* key on your keyboard).
5. Click **Add Date(s) to List**.
6. Check each Agency, Site, and Classroom that you want to assign the status to.
7. Type any notes you want added to the **Classroom Notes** field in the area provided. For example, if a site was being closed due to inclement weather, you could add a note about why classes were closed that day.
8. Click **Set Classroom Status**.

Inactivating Tardy as a Choice in Attendance

If you don't want **Tardy** to be available a choice in **Entry Express - Attendance**, you can inactivate it through **Customize Drop-down Choices (Validation Codes)**. To inactivate it:

1. Click **Setup** > **System Setup** > **Customize Drop-down Choices (Validation Codes)**.
2. Choose the **Attendance Code (Individual Attendance)** validation code.



3. Select **Tardy**.
4. Uncheck the **Active** box.

Recording Attendance for Multiple Classrooms and Days

You have the ability to set a classroom's status for multiple days in ChildPlus. This feature can be especially useful if you have an upcoming teacher workday or school holiday because it prevents you from having to go into each classroom individually to set its status.

1. Open the **Entry Express - Attendance** module **How do I do this?** *Click on the* **Entry Express** *menu and select* **Attendance**.
2. Click **Set Classroom Status for Multiple Classrooms and Days**.
3. Choose the status that you want to assign to the classroom. For example, if you are going to be closed for Thanksgiving then choose *Holiday*.
4. Select the date(s) you want to assign the status for (you can select multiple days by holding down the *Ctrl* key on your keyboard). For example, if you are going to be closed more than one day for the Thanksgiving holiday, then choose each date that you will be closed.
5. Click **Add Date(s) to List**.
6. Check each Agency * *this option is only available when you have multiple agencies set up in ChildPlus*, Site, and Classroom that you want to assign the status to.
7. Type any notes you want added to the **Classroom Notes** field in the area provided. For example, if a site was being closed due to inclement weather, you could add a note about why classes were closed

that day.

8. Click **Set Classroom Status**.

Locking Attendance Records

Have you ever discovered that your attendance records have been modified after you've already submitted your CACFP reimbursement counts? You can prevent from happening using the **Lock Attendance Records** preference. This preference lets administrators automatically lock attendance records on a certain day of the week or month, after a certain number of days or prior to a specific date.

Locking Attendance Records in ChildPlus

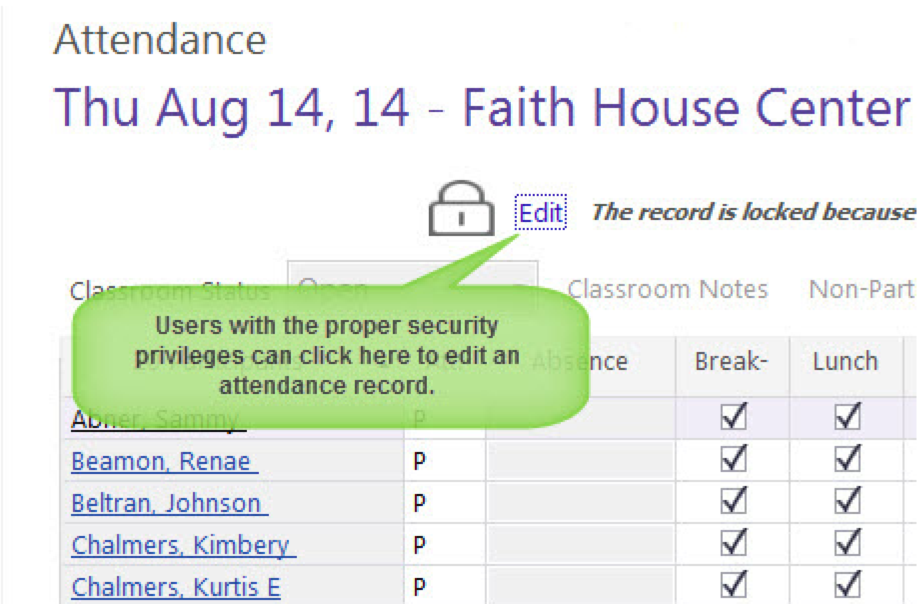
1. Click **Setup** > **System Setup** > **System Preferences**.
2. Click on the **Attendance** tab.
3. Check the **Lock Attendance Records** box.
4. Choose one of the following options:

Lock Attendance Option	Description
Automatically on every ____, lock the previous week's attendance records	Choose the day of the week that you want ChildPlus to automatically lock attendance records. You should use this option of you close our attendance on a specific day of each week. For example, if you choose Tuesday, then on Tuesday of each week the previous week's records will be locked
Automatically on this day of every month ___ lock the previous month's attendance records.	Choose the day of the month that you want ChildPlus to automatically lock attendance records. Use this option if you close out your attendance on a specific day of each month. If you set this option to 10, then on the 10th day of each month, ChildPlus will lock your previous month's attendance records. For example, on November 10th, ChildPlus will lock all of the attendance records for October.
Automatically lock attendance records that are more than ___ days old.	Choose the number of days after which you want ChildPlus to automatically lock attendance records.

Lock Attendance Option	Description
Prior to a specific date: ___	Choose the date that you want ChildPlus to automatically lock attendance records that occurred prior to. Use this option if you want to lock attendance records prior to a specific date. For example, if you choose April 30, 2018 then users will not be able to add or edit attendance for any date prior to April 30, 2018.

5. Click **Save**.

Tip: If an attendance record is locked, users with the proper user security group privileges can still edit it. You save change to an edited attendance record, however, the attendance record will go back to be locked as soon as you exit the screen.



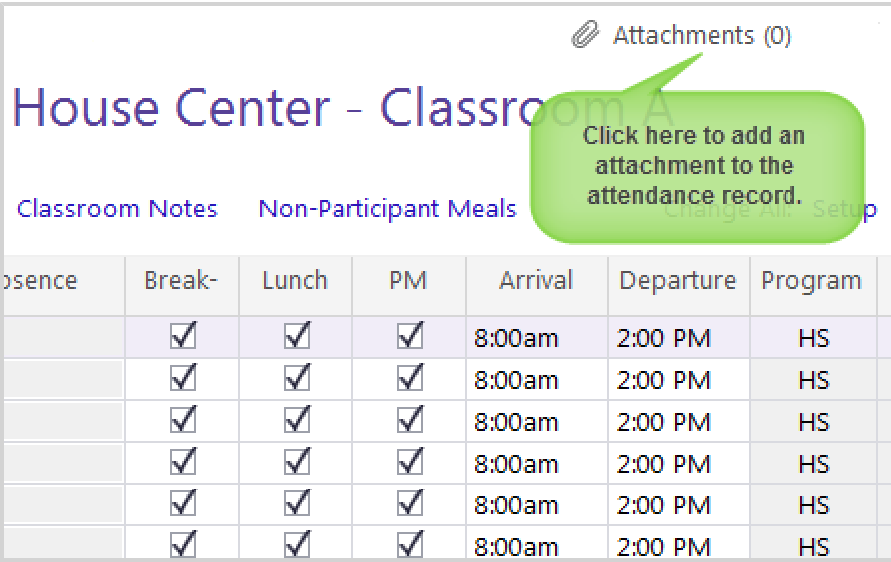
Working with Attachments in Attendance

Do you want to keep a copy of your classroom's attendance worksheet or a doctor's excuse for one of your participants? If so, simply scan the document and add it as an **Attachment** in **Attendance**.

Attachments work with all file types (for example, Word, Excel, PDF, GIF and JPG). While there is a 3 MB file size limit on individual files, there is no limit to the number of files you can store in the system. To help you make the most out of your attendance attachments, we've created Report 2332 - Attendance Attachments Listing to help you manage them.

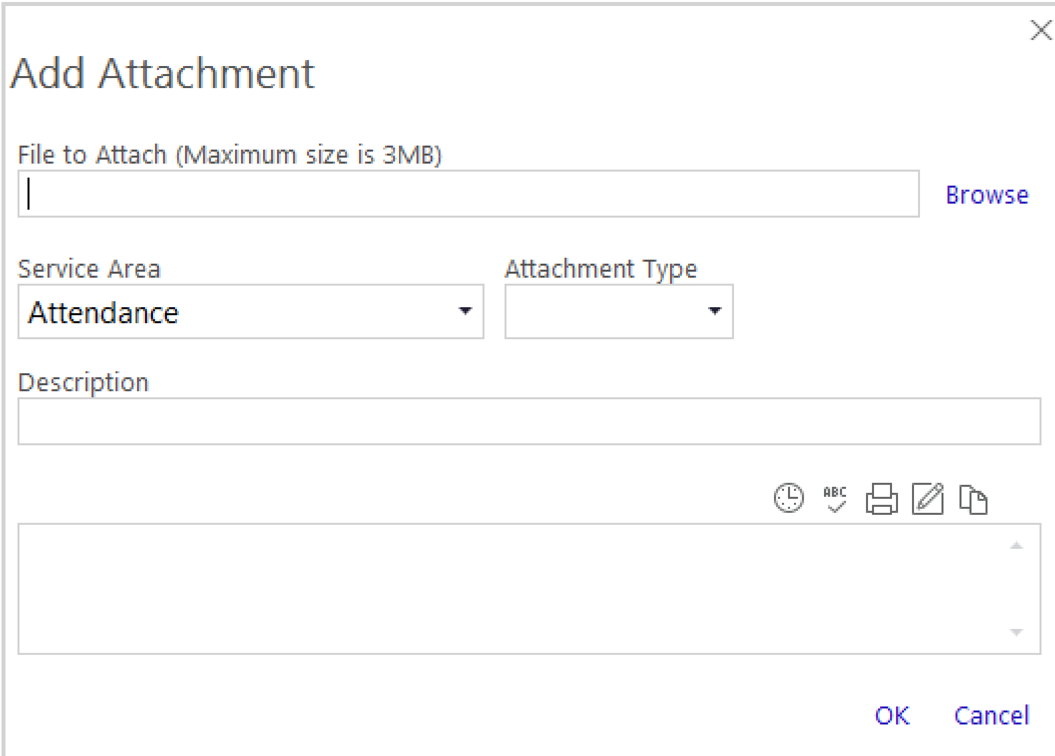
Adding Attendance Attachments

1. Open **Entry Express** for **Attendance**. How do I do this?*Click on the **Entry Express** tab and select **Attendance**.*
2. Select the **Agency*** ** this field is only available if you have access to more than one agency in ChildPlus***, **Site** and **Classroom** that you want to record attendance for.
3. Use the calendar to select the date that you want to add an attachment for.
4. Click **Attachments** at the top of the screen.



5. Click **Add Attachment**.

6. Click **Browse** to locate the file on your computer.

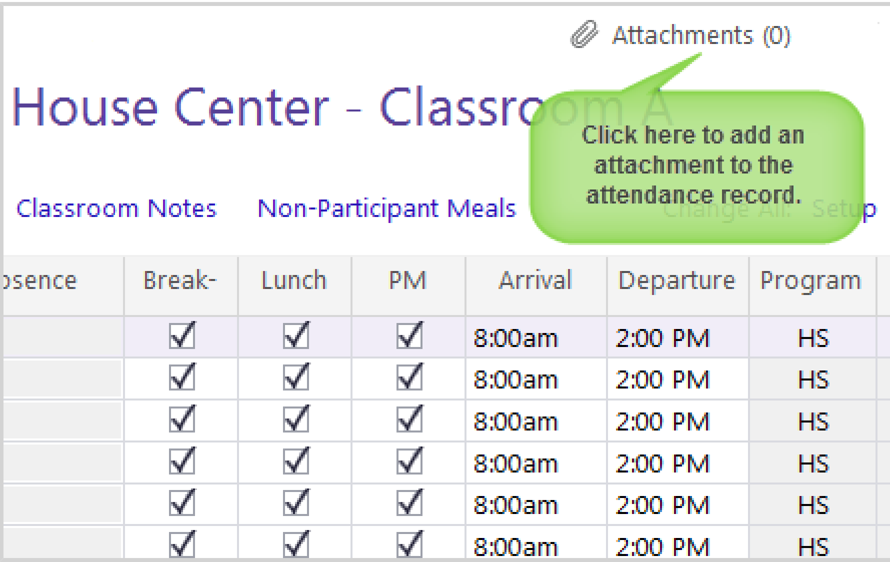


7. Click **Open** once you've located the file.
8. If applicable, select the **Service Area**, **Attachment Type**, and add a **Description** about the attachment.
9. Click **OK**.
10. Click **Close** to return to the **Attendance** module.

Viewing Attendance Attachments

1. Open the **Entry Express** for **Attendance** module. *How do I do this? Click on the **Entry Express** tab and choose **Attendance**.*
2. Select the classroom and date that you want to view an attachment for.

3. Click **Attachments**.



4. Select the attachment you want to view and click **View Attachment**.

Tip: You can also view attachments by running **Report 2332 - Attendance Attachments Listing**.

Attendance Preferences

You can set the following preferences related to the **Attendance** module via ***Setup*** > ***System Setup*** > ***System Preferences*** > ***Attendance***):

Entry Express

When a classroom is set to **Open**, configure the status that you want ChildPlus to automatically assign to participants:

Preference	Use this option to...
Participants who normally participate	Choose the attendance code that you want ChildPlus to automatically assign to participants who normally participate. ChildPlus determines normal participation based on the **Participation Days and Meals** information stored for each participant in the **Enrollment** module. **Tip:** You can choose *blank* if you don't want ChildPlus to automatically assign a status. If you choose the *blank* option, your users will have to manually set the status of each participant.
Participants who normally do not participate	Choose the attendance code that you want ChildPlus to automatically assign to participants who *do not* normally participate.
Prior to participant's Entry Date (or if blank)	Choose the attendance code that you want ChildPlus to automatically assign to participants if you take attendance prior to their actual **Entry Date**.
Default the classroom status to Open	Check this option if you want ChildPlus to always default the **Classroom Status** to **Open**.
Default the scheduled meals when child is marked *Present*	Check this option if you still want ChildPlus to automatically count each participant as having been served a meal or snack (if one is normally served in the classroom). If you want your data entry staff to manually check each meal that is served, leave this box blank.

Attendance Scanning

Preference	Use this option to...
Attendance Scanning: If a child is not checked in, default his attendance as	Choose the attendance code that you want ChildPlus to automatically assign to participants who *are not* checked in via **Attendance Scanning**. For example, if you have a classroom with 10 participant in it and 9 of those participants were checked in using **Attendance Scanning** on a specific date. This status would apply to the 1 participant who was not checked in that day.
When participants are checked in, mark all of their scheduled meals as served	Automatically mark the participant's meals for the day as being served. You should only choose this option if your agency is *not* going to use the scanning feature to track meals. If you check this box, the **Meals** button will not even be available in the **Attendance Scanning** module. **Tip:** If a participant arrived late/left early and was not served a meal, you will need to pull up their attendance record for the day (via ***Entry Express > Attendance***) and manually remove the meal.
Mark a participant as Tardy if they check in ___ minutes or more after the classroom begin time	Automatically mark a participant as *Tardy* if they check in ___ minutes after the classroom's **Begin Time**. If you want to use this option, you'll need to specify the number of minutes you want to wait until a child is marked as *Tardy*. The classroom's **Begin Time** is configurable in ChildPlus via *Setup > Agency Configuration > Program Info.* **Show me.**
Mark a participant as Left Early (or Tardy/Left Early if they were also Tardy) if they check out ___ minutes or more before the classroom end time	Automatically mark a participant as *Left Early* if they check out ___ minutes before the classroom's **End Time**. If you want to use this option, you'll need to specify the number of minutes before the classroom **End Time** that you want someone to be marked as *Left Early*. The classroom's **End Time** is configurable in ChildPlus via *Setup > Agency Configuration > Program Info*. **Show me.**

Staff Time Clock

These setting are for the **Staff Time Clock**.

Preference	Use this option to...
Enable Staff Time Clock	Turn on/off access to the **Staff Time Clock**. Once enabled, your employees will be able to check in and out of ChildPlus either through the Gear menu or by scanning their ID badge via *Entry Express > Attendance Scanning*.
Employees will...	Specify how you'd like hours for your staff members recorded. They can either: • Check in/out through Attendance Scanning or the Gear menu. • Manually enter the number of hour they worked using My Timesheet on the Gear menu.
Lock time clock records prior to....	If you want to lock time clock record prior to a certain date, enter it here.

Mobile App

These settings are for the **Attendance App**.

Preference	Use this option to...
Enable Mobile Attendance	Turn on/off access to the **Attendance App**. In order for the **Attendance App** to work, you'll need to make sure this box is checked. In addition, who will be accessing the app have access to the ChildPlus Mobile App through **User Security Groups** (*Setup > Security > User Security Groups*).
Enable the "Parent Check In" feature	If you want to enable the Parent Sign-in mode in the app. Using Parent Sign-in, parents can check their children in and out daily.
Record the parent's signature when a participant is checked in or checked out	Record the signatures of parents when they drop off/pick up their child.
Mark a participant as Tardy if they check in ___ minutes or more after the classroom begin time	Automatically mark a participant as *Tardy* if they check in ___ minutes after the classroom's **Begin Time**. If you want to use this option, you'll need to specify the number of minutes you want to wait until a child is marked as *Tardy*. The classroom's **Begin Time** is configurable in ChildPlus via *Setup > Agency Configuration > Program Info.* **Show me.**
Mark a participant as Left Early (or Tardy/Left Early if they were also Tardy) if they check out ___	Automatically mark a participant as *Left Early* if they check out ___ minutes before the classroom's **End Time**. If you want to use this option, you'll need to spe-

Preference	Use this option to...
minutes or more before the classroom end time	cify the number of minutes before the classroom **End Time** that you want someone to be marked as *Left Early*. The classroom's **End Time** is configurable in ChildPlus via *Setup > Agency Configuration > Program Info*. **Show me.**
Only allow meals to be recorded for a participant that is checked in at the time the meal is recorded	Require that children be checked in on the app before you can record a meal for them. If you leave this option unchecked, meals can be recorded on the app for children who are not checked in but who have an Attendance status of *Present*, *Tardy*, *Left Early* or *Tardy/Left Early*.
When participants are checked in, mark all of their scheduled meals as served	Automatically check all meals for participants when they are checked in on the app. If you check this option, you'll just have to remember to manually uncheck each meal that was not eaten.
Require meals to be counted at the point of service. Do not allow meals to be records more than ___ minutes before the meal begin time or more than ___minutes after the meal end time	Require that meals be counted at the point of service. For example, you can set this option up so that meals are not counted if you attempt to record them 5 minutes before or 5 minutes after the meal's regularly scheduled Begin/End Time. The classroom's meal **Begin/End Time** are configurable in ChildPlus via *Setup > Agency Configuration > Program Info*. **Show me.**

ADA

Indicate how the following attendance codes should count regarding ADA and attendance percentages

Preference	Use this option to...
No Class	Choose how you want attendance counts on *No Class* days to count towards your ADA and attendance percentages.
Not Scheduled	Choose how you want attendance counts on *Not Scheduled* days to count towards your ADA and attendance percentages.
Best Interest Date	Choose how you want attendance counts on *Best Interest Days* days to count towards your ADA and attendance percentages.

By default, ChildPlus will count the following attendance codes as either *Present* or *Absent* when calculating ADA and attendance percentages on this report:

Codes that Count as Present
Present
Tardy
Left Early
Tardy/Left Early

Codes that Count as Absent
Absent
Excused
Unexcused

Locking

The **Lock Attendance Records** preference provides administrators with the ability automatically lock attendance records on a certain day of the week or month, after a certain number of days or prior to a specific date. This preference was designed to prevent attendance records from being modified AFTER you've already submitted your CACFP reimbursement counts. To use this preference, check **Lock Attendance Records** and choose one of the following options:

Automatically on every ___, lock the previous week's attendance records

Use this option if you close out your attendance on a specific day each week. For example, if you choose Tuesday, then on Tuesday of each week the previous week's records will be locked.

Automatically on this day of every month: ____ lock the previous month's attendance records

Use this option if you close out your attendance on a specific day of each month. If you set this option to 10, then on the 10th day of each month, ChildPlus will lock your previous month's attendance records. For example, on November 10th, ChildPlus will lock all of the attendance records for October.

Automatically lock attendance records that are more than ___ days old

Use this option if you want to lock attendance records that are more than a certain number of days old. For example, if you lock records that are more than 30 days old then users will only be able to add and edit records for dates within the last 30 days.

Prior to a specific date: ___

Use this option if you want to lock attendance records prior to a specific date. For example, if you choose April 30, 2018 then users will not be able to add or edit attendance for any date prior to April 30, 2018.

Attendance Scanning

Taking attendance in ChildPlus has never been easier or more convenient! With **Attendance Scanning**, you can use a simple barcode scanner to track daily attendance and meals in ChildPlus.

Click here to watch a video about **Attendance Scanning**.

Getting Started

Before you start using **Attendance Scanning** you'll need to do the following:

- Connect a barcode scanner to your computer. What kind of barcode scanner do I need? **Attendance Scanning** will work with most barcode scanners. These basic scanners are widely available starting at around $20.
- Run and print a copy of report **2340 - Attendance Scanning Bar Codes** to generate barcode IDs for each of your participants.

Attention ChildPlus Administrators:

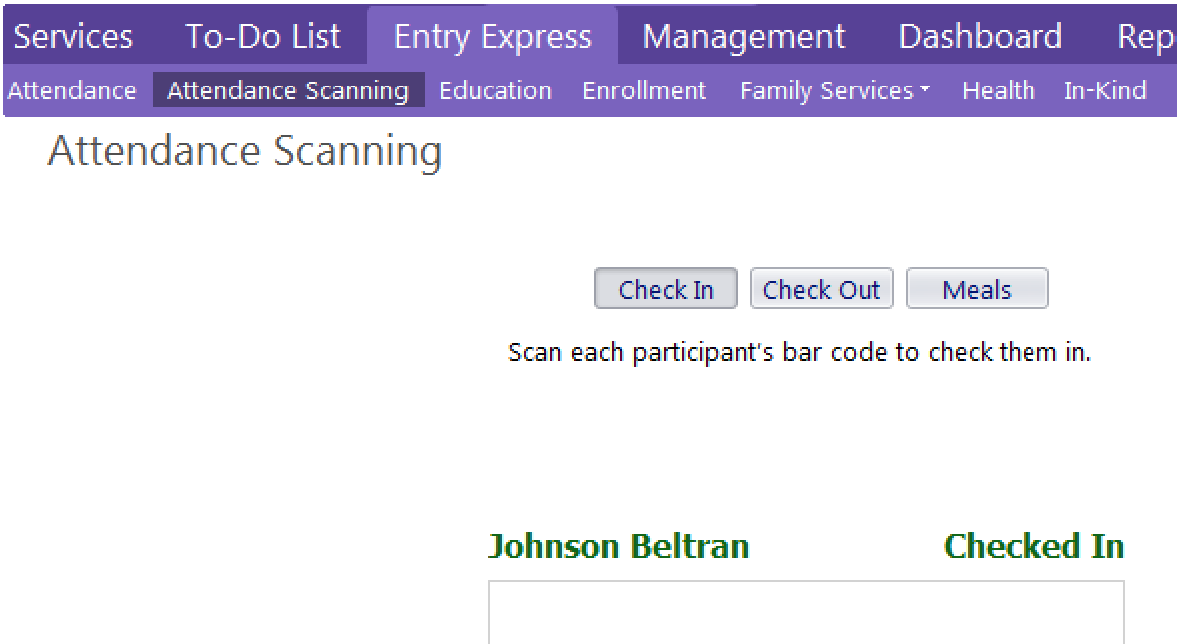
You will need to determine which user security groups should have access to the **Attendance Scanning** module. You can grant users access to **Attendance Scanning** by following these steps:

1. Click ***Setup > Security > User Security Groups***.
2. Choose the **User Security Group** that you want to work with.
3. Click **Entry Express** in the list and select **Attendance Scanning**.
4. Right click **Attendance Scanning** and choose the level of security access that you want to assign to the group (choose from either *Full Access*, *View Access* or *No Access*).

If you want users to be able to print report **2340 - Attendance Scanning Bar Codes**, you will need to grant users access to it as well. See page 32 to learn how.

Checking Participants In

1. Launch the **Attendance Scanning** module by clicking ***Entry Express > Attendance Scanning***.
2. Click **Check In** to activate ChildPlus's *Check In* mode. When you check a participant in, ChildPlus will mark them as *Present* and will record the time they were checked in as their **Arrival Time**. If you haven't created an attendance record for the day yet, ChildPlus will automatically default all of your participants who are scheduled to participant on that day to *Absent*. This way, you have to physically scan a participant in order for them to be counted as *Present*.
3. Scan the participant that you want to check in. As each participant is checked in, ChildPlus will display their name in green so you can confirm that their check in was successful:

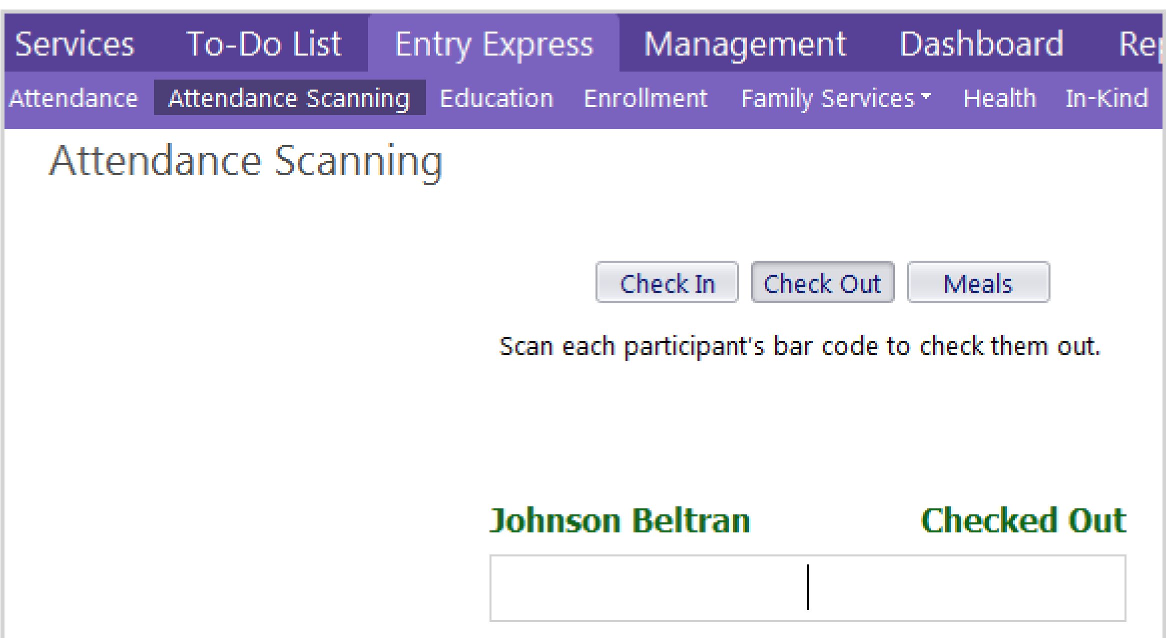


If you don't have a barcode scanner, you can also use this module by manually typing each participant's ChildPlus ID number into the white rectangular box on the screen.

If you attempt to scan a participant who is not currently enrolled, ChildPlus will alert you with a message on a red background.

Checking Participants Out

1. Launch the **Attendance Scanning** module by clicking ***Entry Express > Attendance Scanning***.
2. Click **Check Out** to activate *Check Out* mode in ChildPlus. When you check a participant out, ChildPlus will record the time they were checked out as their **Departure Time** for the day.
3. Scan the participant that you want to check out. As each participant is checked out, ChildPlus will display their name in green so you can confirm that their check out was successful:

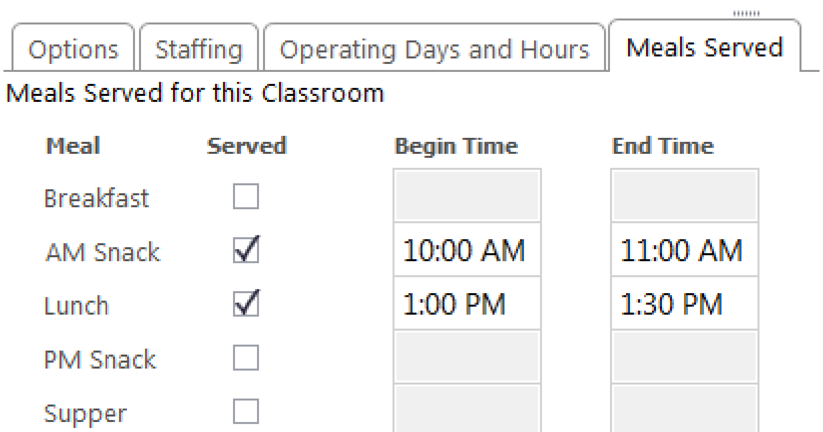


Scanning Meals

In order to successfully scan a meal, you'll need to make sure that you scan it during the time that the meal is normally served. For example, if a meal is normally served between 7:15 AM and 08:15 AM, you'll need to make sure you scan it between 07:15 AM and 08:15 AM.

You can configure meals served for a classroom via ***Setup > Agency Configuration > Program Info***. Once in the **Program Info** module, select the *Program*, *Program Term* and *Classroom* that you want to view or configure.

You'll need to make sure that the **Begin** and **End Times** do not overlap different meals. If you have overlapping meal times, your meals counts may be not be accurate.



1. Launch the **Attendance Scanning** module by clicking ***Entry Express > Attendance Scanning***.
2. Click **Meals** to activate *meal scanning* mode in ChildPlus.
3. Scan the participant that you want to record a meal for. As each participant is scanned, ChildPlus will display their name in green so you can confirm that their meal was successfully recorded:

If the system encounters a problem during the meal scanning process, ChildPlus will alert you with a message on a red background. In this example, ChildPlus is alerting you that **Begin** and **End Times** have not been configured for a classroom:

Attendance Scanning Barcodes

You can use report *2340 - Attendance Scanning Bar Codes* to generate printed barcode ID badges for your participants. You can use these barcodes to track meals and scan participants in and out daily with the **Attendance Scanning** module.

Attention ChildPlus Administrators:

You will need to determine which user security groups should have access to this. You can grant users access to this report by following these steps:

1. Click ***Setup > Security > User Security Groups***.
2. Choose the **User Security Group** that you want to work with.
3. Click **Reports** in the list and select **Attendance > Attendance Scanning Bar Codes**.
4. Right click **Attendance Scanning Bar Codes** and choose the level of security access that you want to assign to the group (choose from either *Full Access*, *View Access* or *No Access*).

Setup Options for this Report

Report Option	Description
Options Information	• Show agency logo on ID cards (Click here to learn how to add logos) • Page break on report grouping
Grouping Options	None, Site, Classroom
Date filters?	No
Totals?	No
Management Report?	No
Notes	Bar codes print 8 per sheet (2-1/4" x 3-1/2") and will fit on Avery 5390, 74461, 74549 and 74556 labels.

View the Fields Available on this Report

- Last Name
- First Name
- **Agency Logo**
- Site
- Classroom
- Allergies
- Release To
- Photo
- ChildPlus ID


Alvey, Cortez
Faith House Center | Classroom A
Allergies: none
Release To: Melvin Auger
Fernando Lees
235066
Beltran, Johnson
Faith House Center | Classroom A
Allergies: None
Release To: Benedict Gravely
Francisco Tabb
Monty Laskowski
115412
Chalmers, Kimbery
Faith House Center | Classroom A
Allergies: none
Release To: Dominique Haug
Archie Hinshaw
Shad Cornell
Dorsey Terrazas
218037
Chalmers, Kurtis E
Faith House Center | Classroom A
Allergies: Citrus, pineapple
Release To: Cleo Fontana
Micah Stoltzfus
Jorge Egger
229106

Entry Express - Enrollment

You can use **Entry Express - Enrollment** to accept, waitlist, abandon, drop, enroll or unenroll participants. You can also use **Entry Express - Enrollment** to assign participants to sites and classrooms.

Entry Express - Enrollment makes it easier for you to manage the enrollment process. ChildPlus will alert you when it encounters a problem while updating a participant's enrollment record (for example, participants who can't be waitlisted because they are already enrolled). ChildPlus will automatically compile a list of these participants and let you choose whether you want to proceed. You can also print reports that include the name of each participant whose enrollment record was updated, as well as the name of each participant whose information was *not* updated and why.

Accepting Groups of Participants

1. Open **Entry Express** for **Enrollment**. How do I do this? *Click on the **Entry Express** tab and select **Enrollment**.*
2. To generate a list of participants to work with, choose a program term and specify your filter criteria (for example, you can filter on agency, site, classroom, status, and/or group).
3. Click **Find**.
4. Check each participant that you want to work with (for example, each participant you want to *Accept, Enroll, or Drop*).
5. Use the fields at the bottom of the screen to complete each of the following tasks, as applicable:

Task	Description
Assign Location	Choose the Agency, Site, and/or Classroom that you want to assign to the selected participants.
Assign Funding	Assign the selected participants to a specific funding source.
Accept	Specify a date and click **Accept** to accept the participants on that date.

6. Click **Yes** to confirm that you want to accept the participants.

Waitlisting Groups of Participants

1. Open **Entry Express** for **Enrollment**. How do I do this? *Click on the **Entry Express** tab and select **Enrollment**.*
2. To generate a list of participants to work with, choose a program term and specify your filter criteria (for example, you can filter on agency, site, classroom, status, and/or group).
3. Click **Find**.
4. Check each participant that you want to work with (for example, each participant you want to *Accept, Enroll, or Drop*).
5. Use the fields at the bottom of the screen to complete each of the following tasks, as applicable:

Action	Description
Assign Location	Assign the selected participants to a specific Agency, Site, and/or Classroom.
Assign Funding	Assign the selected participants to a specific funding source.
Waitlist	Specify a date and click **Waitlist** to waitlist the participants on that date.

6. Click **Yes** to confirm that you want to waitlist the participants.

Enrolling Groups of Participants

1. Open **Entry Express** for **Enrollment**. How do I do this? *Click on the **Entry Express** tab and select **Enrollment**.*
2. To generate a list of participants to work with, choose a program term and specify your filter criteria (for example, you can filter on agency, site, classroom, status, and/or group).
3. Click **Find**.
4. Check each participant that you want to work with (for example, each participant you want to *Accept, Enroll, or Drop*).
5. Complete each of the following fields, as applicable:

Action	Description
Assign Location	Assign the selected participants to a specific Agency, Site, and/or Classroom.
Assign Funding	Assign the selected participants to a specific funding source.
Enroll	Specify a date and click **Enroll** to enroll the participants on that date.

Action	Description
Set Entry Date	Specify a date and click **Set Entry Date** to set an entry date for a participant. What is an entry date?*ChildPlus uses the Entry Date to calculate how many days you have left to complete a health event in order for it to meet program requirements. This field allows agencies to meet the requirement for 100% enrollment on the first day of classes without having to start the clock on health requirements for enrolled participants who will not be attending classes immediately. Using Entry Date and will not affect an individual's Enrollment Date.*

6. Click **Yes** to confirm that you want to enroll the participants.

Abandoning, Terminating and Unenrolling Groups of Participants

1. Open **Entry Express** for **Enrollment**. How do I do this? *Click on the **Entry Express** tab and select **Enrollment**.*
2. To generate a list of participants to work with, choose a program term and specify your filter criteria (for example, you can filter on agency, site, classroom, status, and/or group).
3. Click **Find**.
4. Check each participant that you want to work with (for example, each participant you want to *Accept, Enroll, or Drop*).
5. Complete each of the following fields, as applicable:

Action	Description
Assign Location	Assign the selected participants to a specific Agency, Site, and/or Classroom.
Assign Funding	Assign the selected participants to a specific funding source.
Abandon	Specify a date and click **Abandon** to waitlist the participants on that date.

Action	Description
Enroll or Unenroll Selected Applicants	Specify a date and click **Unenroll** to unenroll the participants on that date. When should I unenroll a participant? *You should only unenroll a participant if the participant was accidentally enrolled or if they were never actually enrolled.*
Drop Selected Applicants	Specify a date and click **Drop** to drop the participants as of that date. You can also specify the reason why the participant was dropped.

6. Click **Yes** to confirm.

Entry Express - Education

You can use **Entry Express - Education** to add education events for multiple participants.

Adding Education Events for Multiple Participants

1. Open **Entry Express** for **Education**. How do I do this?*Click on the **Entry Express** tab and select **Education**.*
2. Select which participants you want to add education events for by specifying your filter criteria.
3. Click **Find**.
4. Check each participant that you want to add a education event for.
5. specify the default values for the event using the following table as a guide:

Item	Description
Event Type	Select the type of event you are adding.
Scheduled Date	Enter the date the education event is scheduled to take place.
Event DatePIR	Enter the date the education event actually occurred or took place.
Exp Date	Enter the expiration date for this education event, if applicable.
Status	Select the current status of the education event. A status reflects what actually occurs as a result of the event. For example, if the participant missed an appointment then you would select *Missed Appointment*.
Description	Enter a brief description for the education event. If you need more room to enter additional details about the event, use the **Notes** area to record this information.

Item	Description
Results	Enter the results of the education event.
Agency Worker	Select the name of the staff member from your agency who performed the education event. ChildPlus generates this list based on the information in **Personnel**.
Provider	If a provider performed the education event, select the name of the education provider. ChildPlus generates this list based on the providers stored in **Community Resources.**
Provider Type	Select the type of provider who performed the education event.
Funding	Select the funding for the education event. ChildPlus generates this list based on the funding sources stored in **Funding Source.**
Estimated	Enter the estimated cost of the education event.
Actual	Enter the actual cost of the education event.
Closed Date	Enter the date that you closed the education event.
Parental Notification	Check this box if the participant's parents/guardians were notified about the education event.
Who was notified	Enter the name of the family member who was notified about the education event.
By whom	Enter the name of the staff member or resource who notified the family member.
Date	Enter the date the family member was notified.
Time	Enter the time the family member was notified.
Referral	Check this box to indicate that the participant needs a referral as a result of the event.
Follow-up AssessmentPIR	Check this box if it was determined during the event that the participant **needs a follow-up assessment**.
Formal EvaluationPIR	Check this box if it was determined during the event that the participant **needs a formal evaluation**.
Treatment	Check this box if it was determined during the event that the participant needs treatment.
Treatment for a Diagnosed Chronic Condition C.8.aPIR	Check this box if it was determined during the event that the participant **needs treatment** for a diagnosed chronic condition. ChildPlus uses this checkbox to calculate question number C.8.a.

Item	Description
Events Notes	Use this **notes box** to record specific details and descriptions of the event.
Also add an action related to this even	Check this box to include a education action with the event. Education actions include evaluations, follow-ups, referrals and treatments.

6. Click **Next Step**.
7. Select the participant whose education event information you want to complete.
8. Review the default information added for the event and make any necessary modifications. Repeat steps 7 and 8 for each participant in the list.
9. Click **Create Events**.

Entry Express - Education

You can use **Entry Express - Education** to add education events for multiple participants.

Adding Education Events for Multiple Participants

1. Open **Entry Express** for **Education**. How do I do this?*Click on the **Entry Express** tab and select **Education**.*
2. Select which participants you want to add education events for by specifying your filter criteria.
3. Click **Find**.
4. Check each participant that you want to add a education event for.
5. specify the default values for the event using the following table as a guide:

Item	Description
Event Type	Select the type of event you are adding.
Scheduled Date	Enter the date the education event is scheduled to take place.
Event DatePIR	Enter the date the education event actually occurred or took place.
Exp Date	Enter the expiration date for this education event, if applicable.
Status	Select the current status of the education event. A status reflects what actually occurs as a result of the event. For example, if the participant missed an appointment then you would select *Missed Appointment*.
Description	Enter a brief description for the education event. If you need more room to enter additional details about the event, use the **Notes** area to record this information.
Results	Enter the results of the education event.
Agency Worker	Select the name of the staff member from your agency who

Item	Description
	performed the education event. ChildPlus generates this list based on the information in **Personnel**.
Provider	If a provider performed the education event, select the name of the education provider. ChildPlus generates this list based on the providers stored in **Community Resources.**
Provider Type	Select the type of provider who performed the education event.
Funding	Select the funding for the education event. ChildPlus generates this list based on the funding sources stored in **Funding Source.**
Estimated	Enter the estimated cost of the education event.
Actual	Enter the actual cost of the education event.
Closed Date	Enter the date that you closed the education event.
Parental Notification	Check this box if the participant’s parents/guardians were notified about the education event.
Who was notified	Enter the name of the family member who was notified about the education event.
By whom	Enter the name of the staff member or resource who notified the family member.
Date	Enter the date the family member was notified.
Time	Enter the time the family member was notified.
Referral	Check this box to indicate that the participant needs a referral as a result of the event.
Follow-up AssessmentPIR	Check this box if it was determined during the event that the participant **needs a follow-up assessment**.
Formal EvaluationPIR	Check this box if it was determined during the event that the participant **needs a formal evaluation**.
Treatment	Check this box if it was determined during the event that the participant needs treatment.
Treatment for a Diagnosed Chronic Condition C.8.aPIR	Check this box if it was determined during the event that the participant **needs treatment** for a diagnosed chronic condition. ChildPlus uses this checkbox to calculate question number C.8.a.

Item	Description
Events Notes	Use this **notes box** to record specific details and descriptions of the event.
Also add an action related to this even	Check this box to include a education action with the event. Education actions include evaluations, follow-ups, referrals and treatments.

6. Click **Next Step**.
7. Select the participant whose education event information you want to complete.
8. Review the default information added for the event and make any necessary modifications. Repeat steps 7 and 8 for each participant in the list.
9. Click **Create Events**.

Entry Express - Family Services

You can use **Entry Express - Family Services** to add family service events for multiple families simultaneously. **Entry Express - Family Services** can assist you in such activities as adding family partnership agreements for multiple families and tracking attendance at parent/guardian involvement meetings.

Adding Family Service Events for Multiple Families

1. Open **Entry Express** for **Family Services**. How do I do this? *Click on the **Entry Express** tab and select **Family Services**.*
2. Specify your filter criteria to select which participants you want to add an event for.
3. Click **Find**.
4. Check each participant that you want to add a family service event for using the list of participants.
5. Specify the default values for the family service event using the following table as a guide:

Item	Description
Initial Date	This date meets the definition of *initial* as defined by your agency (for example, the day a service record was created, the day the need was identified, or day the service began).
Event Type	Select the type of Family Service event that is happening in the family (for example, Home Visit, Routine Contact, Family Goal, Emergency/Crisis).
Description	Enter a brief description of the event. Use the **Event Descriptionnotes box** to record specific details about the event.
Service Area	Select the Head Start Service Area that the event relates to.
Issue	Select the issue that this family service event relates to.
Source of Information	Select the source that provided you with the information about the event.
Case Worker	Select the name of the case worker associated with the event.
Family Members	Enter the name of each family member associated with the event.
Closure Expected	Enter the date that you expect the family service event will be completed.
Progress	Select the progress level of the event.
Date Closed	Enter the date that the family service event actually ended or was closed.

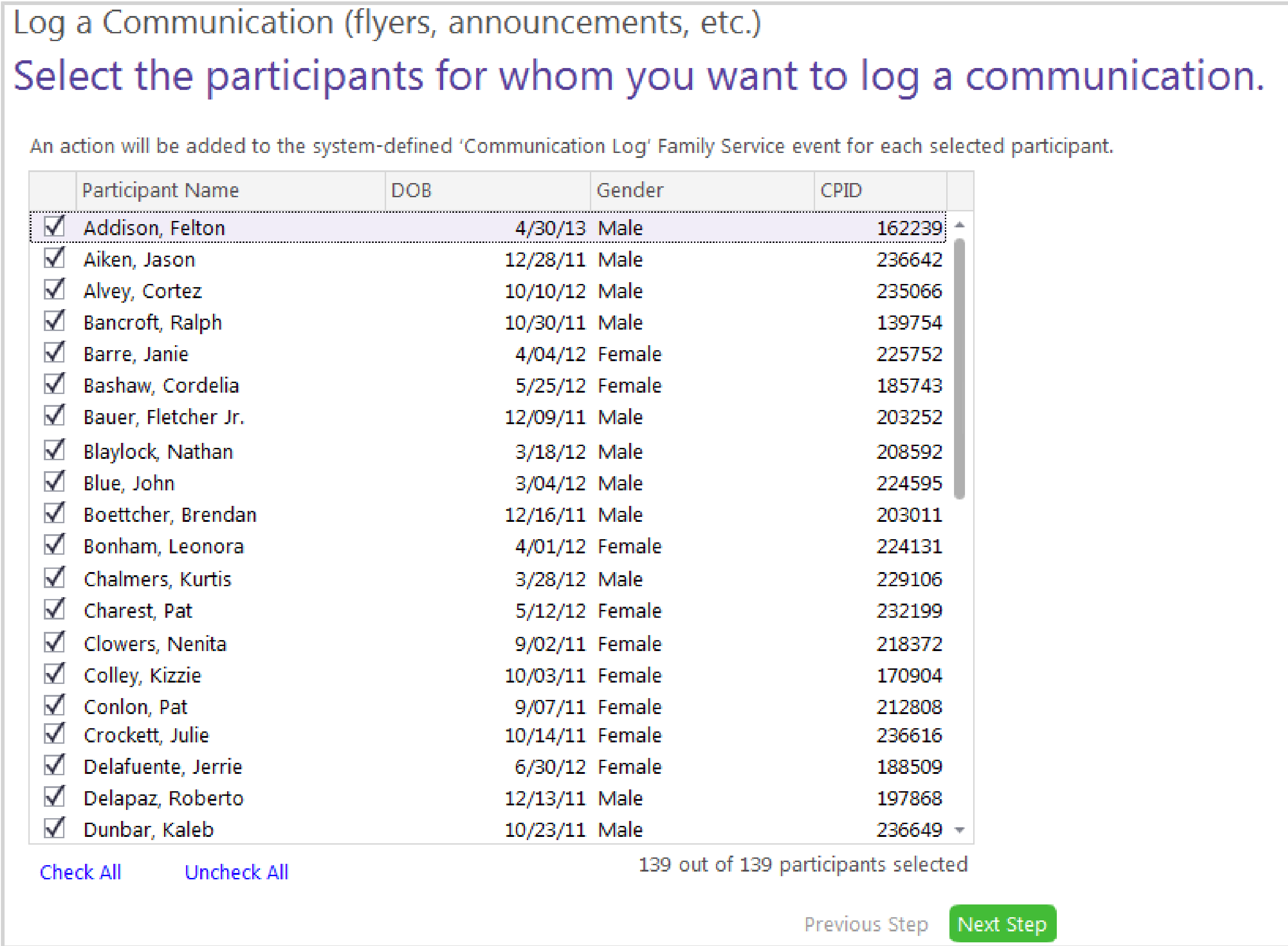
Item	Description
Outcome Rating	Enter the outcome after the event ended or was closed.
Event Notes	Use this **notes box** to record specific details and descriptions of the event.

6. Click **Next Step**.
7. Select the participant whose family service event information you want to complete.
8. Review the default information added for the event and make any necessary modifications. Repeat steps 7 and 8 for each participant in the list.
9. Click **Create family service events** and click **OK**.

Communication Log

You can use our **Communication Log** in **Entry Express** to track all of the flyers, mailers, pamphlets, and announcements that you send to home with children or distribute to parents.

You can access the **Communication Log** in ChildPlus via **Entry Express > Family Services > Log a Communication**.



Log a Communication (flyers, announcements, etc.)

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
☑	Addison, Felton	4/30/13	Male	162239
☑	Aiken, Jason	12/28/11	Male	236642
☑	Alvey, Cortez	10/10/12	Male	235066
☑	Bancroft, Ralph	10/30/11	Male	139754
☑	Barre, Janie	4/04/12	Female	225752
☑	Bashaw, Cordelia	5/25/12	Female	185743
☑	Bauer, Fletcher Jr.	12/09/11	Male	203252
☑	Blaylock, Nathan	3/18/12	Male	208592
☑	Blue, John	3/04/12	Male	224595
☑	Boettcher, Brendan	12/16/11	Male	203011
☑	Bonham, Leonora	4/01/12	Female	224131
☑	Chalmers, Kurtis	3/28/12	Male	229106
☑	Charest, Pat	5/12/12	Female	232199
☑	Clowers, Nenita	9/02/11	Female	218372
☑	Colley, Kizzie	10/03/11	Female	170904
☑	Conlon, Pat	9/07/11	Female	212808
☑	Crockett, Julie	10/14/11	Female	236616
☑	Delafuente, Jerrie	6/30/12	Female	188509
☑	Delapaz, Roberto	12/13/11	Male	197868
☑	Dunbar, Kaleb	10/23/11	Male	236649

Check All   Uncheck All   139 out of 139 participants selected

Previous Step   Next Step

Logging a Communication in ChildPlus

Follow these steps to log a communication in ChildPlus:

1. Open the **Log a Communication** screen in ChildPlus by clicking **Entry Express > Family Services > Log a Communication**. When you log a communication, ChildPlus will record it as a **Communication Log** event in **Family Services**.
2. Select which participants you want to log a communication for. You can filter participants based on program term, agency, site, classroom, status or group.
3. Click **Find**.
4. Select each participant that you want to log a communication for.
5. Click **Next Step**.
6. Specify the default values that you want to assign to the communication event using the following table as a guide:

Item	Description
Action Type	Select the type of action you want to record. You can choose from **Communication** (for example, a flyer or pamphlet), **Direct** (for example, an announcement), or **Referral**.
Scheduled Date	Type the **Scheduled Date**, if applicable, for the communication.
Action Date	Type type date that the communication occurred.
Type Of Contact	Select the type of communication you had with the family.
Description	Type a brief description for the communication.
Status	Select the status you'd like to assign to the communication.
Case Worker	Select the case worker, if application, that handled the communication.
Total Time	Enter the total time that your agency has spent working on the communication.
Action Notes	Use this **notes box** to record specific details and descriptions of the communication.

7. Click **Next Step**.
8. Review the default information added for the communication. If you'd like modify a participant's communication, select the participant from the list and modify their information accordingly.
9. Click **Create Records**. ChildPlus will record each participant's communication as an event in the Family Services module.
10. Click **OK**.

Entry Express - Health

You can use **Entry Express - Health** to add health events for multiple participants.

Adding Health Events for Multiple Participants

1. Open **Entry Express** for **Health**. How do I do this? *Click on the **Entry Express** tab and select **Health**.*
2. Select which participants you want to add health events for by specifying your filter criteria.
3. Click **Find**.
4. Check each participant that you want to add a health event for.
5. specify the default values for the event using the following table as a guide:

Item	Description
Event Type	Select the type of event you are adding.
Scheduled Date	Enter the date the health event is scheduled to take place.
Event DatePIR	Enter the date the health event actually occurred or took place.
Exp Date	Enter the expiration date for this health event, if applicable.
Status	Select the current status of the health event. A status reflects what actually occurs as a result of the event. For example, if the participant missed an appointment then you would select *Missed Appointment*.
Description	Enter a brief description for the health event. If you need more room to enter additional details about the event, use the **Notes** area to record this information.
Results	Enter the results of the health event.
Agency Worker	Select the name of the staff member from your agency who performed the health event. ChildPlus generates this list based on the information in **Personnel**.
Provider	If a provider performed the health event, select the name of the health provider. ChildPlus generates this list based on the providers stored in **Community Resources.**
Provider Type	Select the type of provider who performed the health event.
Funding	Select the funding for the health event. ChildPlus generates this list based on the funding sources stored in **Funding Source.**
Estimated	Enter the estimated cost of the health event.
Actual	Enter the actual cost of the health event.

Item	Description
Closed Date	Enter the date that you closed the health event.
Parental Notification	Check this box if the participant's parents/guardians were notified about the health event.
Who was notified	Enter the name of the family member who was notified about the health event.
By whom	Enter the name of the staff member or resource who notified the family member.
Date	Enter the date the family member was notified.
Time	Enter the time the family member was notified.
Referral	Check this box to indicate that the participant needs a referral as a result of the event.
Follow-up AssessmentPIR	Check this box if it was determined during the event that the participant **needs a follow-up assessment**.
Formal EvaluationPIR	Check this box if it was determined during the event that the participant **needs a formal evaluation**.
Treatment	Check this box if it was determined during the event that the participant needs treatment.
Treatment for a Diagnosed Chronic Condition C.8.aPIR	Check this box if it was determined during the event that the participant **needs treatment** for a diagnosed chronic condition. ChildPlus uses this checkbox to calculate question number C.8.a.
**Received Preventative Dental Care C.18	Check this box if the participant received preventative dental care as part of this event. ** You can configure whether this field is available for dental events via ***Setup > Module Setup > Health and Education Events***.
Events Notes	Use this **notes box** to record specific details and descriptions of the event.
Also add an action related to this event	Check this box to include a health action with the event. Health actions include evaluations, follow-ups, referrals and treatments.

6. Click **Next Step**.
7. Select the participant whose health event information you want to complete.
8. Review the default information added for the event and make any necessary modifications. Repeat steps 7 and 8 for each participant in the list.
9. Click **Create health events**.

Entry Express - In-Kind

You can use **Entry Express - In-Kind** to add in-kind transactions for multiple volunteers simultaneously.

Adding In-Kind Transactions for Multiple Volunteers

1. Open **Entry Express** for **In-Kind**. How do I do this? *Click on the **Entry Express** tab and select **In-Kind**.*
2. To generate a list of volunteers to work with, choose a program term and specify your filter criteria (for example, you can filter on program, contributor, agency, site, or classroom).
3. Click **Find**.
4. Check each volunteer that you want to add an in-kind transactions for and specify the default values for the transaction. If you want to use the **defaults established for each volunteer in the In-Kind module**, check the **Use the Volunteer's Default** box for each applicable field.

In-Kind Transactions Defaults	
Item	**Description**
Date	Enter the date of the In-Kind transaction.
Program	Select the program to which this transaction applies.
Agency	Select the agency for the transaction, if applicable.
Site	Select the site for the transaction, if applicable.
Classroom	Select the classroom for the transaction, if applicable.
Type	Select the code that represents the type of service for this transaction. For example, if a volunteer donated their time then select T – Time.
Description	Enter a brief description of the in-kind transaction.
Service Area	Select the code that represents the area associated with this transaction.
Funding	Select the funding source you want to associate with the in-kind transaction from the **Funding** list.
Quantity	Enter the quantity of units for the in-kind transaction. For example, if someone has donated two hours of their time, then enter 2 in this field.
Rate	Enter the monetary rate for the transaction. For example, if an hour of a volunteer’s time is rated at $10, then enter 10 into this field.
Units	If the service type is hours, then populate this field with time. If the service type materials, space, or other, then populate the field with units. If the service type is automobile, enter miles.
In Classroom	Check this box if the transaction took place in a classroom.
Father/Father Figure related activity	Check this box if you want this transaction to count as a father/father figure related activity.

Check **Use the Volunteer's Default** if you want to use the defaults set up in the In-Kind volunteer's record. You can access defaults by opening the **In-Kind** module, selecting the volunteer's record, and then clicking on the **Transactions** tab.

5. Click **Go to Next Step**.
6. Select the transaction information that was entered for each volunteer.
7. You can make any changes, as necessary, by clicking in a field an either typing a value or selecting a different item from the drop-down list.
8. Click **Create Transactions**.

Entry Express - Assessments

You can use **Entry Express - Assessment** to track and record participant scores on the assessment instruments that you have configured in ChildPlus. How do I configure assessment instruments in ChildPlus?*Click* **Setup** > **Module Setup** > **Assessments***.*

This module can be used to document compliance with Head Start outcome measures since ChildPlus allows you to map your own assessment procedures to the requirements of the federal framework.

See *Assessment Setup on page 51* for more information on linking your instrument to the federal framework.

Recording Assessment Scores

1. Open **Entry Express** for **Assessments**. How do I do this?*Click on the* ***Entry Express*** *menu and select* ***Assessment.***
2. Click **Change Who Appears in this List** to generate a list of the participants that you want to enter assessment data for and click **Find**.
3. Select the **Instrument** and **Assessment Period** that you want to enter scores for.
4. Click **Go**.

Assessment Setup

Before you can track assessment scores in ChildPlus, you will need to set up each of your assessment instruments in the system. When you set up an assessment instrument in ChildPlus, you start by providing some basic information about the instrument, such as whether it is a checklist or a scored instrument. Then, you can type in each item on your instrument and define assessment periods for the instrument.

If your instrument is being used to document compliance with Head Start outcome measures, you can create links between the items on your instrument and the federal framework. Prior to setting up an instrument in ChildPlus, however, you may find it helpful to complete the **Assessment Instrument Setup** worksheet at the end of this guide. This worksheet will help you collect the information that ChildPlus needs to know about your instrument prior to actually setting it up as part of the system.

Setting up an Assessment Instrument in ChildPlus

1. Click **Setup** > **Module Setup** > **Assessment Instruments**.
2. Click **Add New Assessment Instrument**.
3. Complete the information on the **General** tab. If you need help, refer to the following table for a complete list of the fields that are available (the question numbers in parentheses refer to your responses on the **Assessment Instrument Setup** worksheet).

Item	Description
Instrument Name	Type the name you want to assign to the assessment instrument. (Question 1)
Assessment Instrument Type	Select either Checklist or Scored. (Question 2)
Data Entry Depth	Select the number of levels appropriate for your instrument. (Question 3)
Active	Check this box if the instrument is currently active.
Use Item Classifications	Check this box if the instrument uses Item Classifications. This box is available only for checklists. (Question 4)
Use Local Standard of Mastery	Check this box if the instrument has a standard of mastery. This box is available only for checklists. (Question 5)
Check here if this assessment instrument is the DRDP	Check this box if you are setting up a DRDP instrument in ChildPlus.

4. Click **Save**. Next, you will set up your rating labels for the assessment instrument.

Setting up Rating Labels

Use the table in question 6 (for checklists) or question 7 (for scored instruments) on the **Assessment Instrument Setup** worksheet to complete the fields on this tab

1. Open the **Assessment Instrument Setup** screen if you haven't already. How do I do this? *Click **Setup** > **Module Setup** > **Assessments**.*
2. Click on the **Rating Labels** tab.
3. Enter the name you want to assign to the label (for example, *Developing*).
4. Enter the character you want to use to abbreviate this label on reports (for example, *D*).
5. Enter the character you want to assign to this label for data entry purposes (for example, *D* or *1*).
6. Click **Save**. Next, you will set up your instrument items.

If you are setting up a DRDP assessment instrument, you will also need to enter the character you want to assign to each label to indicate that it is *emerging.*

Adding Instrument Items

1. Open the **Assessment Instrument Setup** screen if you haven't already. How do I do this? *Click **Setup** > **Module Setup** > **Assessments**.*
2. Click on the **Instrument Items** tab.
3. Click **Add Item** to add the first instrument item.
4. In the **Description** box, type the item text.
5. Select the level (for example: 1, 2 or 3) at which this item appears in the instrument.

Does the instrument use item classifications? *If so, 3 Classification boxes will be displayed in the lower left corner of the screen. If the item you are entering is at* *the lowest (data entry) level, enter the codes for the item in the Classification boxes. (See Question 4 on the **Assessment Instrument Setup** worksheet.)*

Does the instrument use a local standard of mastery? *If so, there will be a box at the bottom of the screen labeled Mastery of this topic requires mastery of how many sub-items? If the item you are entering is not at the lowest (data entry) level, enter the appropriate number of sub-items in the box.*

Is this a scored instrument? *There will a Scores box is displayed in the lower right corner of the screen. If this items sub-scale ranges differ from those set for the entire instrument on the Rating Labels tab, make the necessary changes in this box.*

6. Repeat steps 3-6 for each of the instrument items you want to enter.
7. Click **Save**. Next, you will set up your assessment periods.

Adding Assessment Periods

1. Open the **Assessment Instrument Setup** screen if you haven't already. How do I do this? *Click **Setup** > **Module Setup** > **Assessments**.*
2. Click on the **Assessment Periods** tab.
3. Click **Add Assessment Period**.
4. Complete the information for the assessment period using the answer to Question 8 on the **Assessment Instrument Setup** worksheet.
5. Click **Save**. Next, you will link your instrument items to the federal framework.

Linking to the Federal Framework

1. Open the **Assessment Instrument Setup** screen if you haven't already. How do I do this? *Click **Setup** > **Module Setup** > **Assessments**.*
2. Click on the **Link to Federal** tab.

> The top portion of this screen lists all Domains, Domain Elements, and Indicators in the federal framework. You can scroll to view the entire framework.
>
> The middle section of this screen lists all items in your selected instrument.
>
> The bottom section displays all assessment instrument items that are linked to the selected federal framework item.

3. Click the item in the federal framework item that you want to link to your instrument. You can link to any level of the federal framework: Domain, Domain Element, or Indicator.
4. Select the instrument item you want to link to the federal framework item you selected. In this step, you can only link to the lowest (data entry) level of your instrument.
5. Click **Link Items**.
6. Click **Save**.

Entry Express - Summary Attendance

Through **Summary Attendance** you can record and track attendance for an entire classroom (rather than by participant like you do in see *Entry Express - Attendance* on page 7). In addition to attendance data, you can also track **Food Service Days** and **Meals Served** in **Summary Attendance**.

Recording Summary Attendance

1. Open the **Summary Attendance** module. How do I do this? *Click on the **Entry Express** tab and select **Summary Attendance**.*
2. Click **Add New Summary Attendance**.
3. Select the record that matches the **Program**, **Program Term**, **Site** and **Classroom** that you want to record summary attendance for.
4. Click **OK**.
5. Complete each of the applicable fields on the screen using the following table as a guide:

Item	Description
Period Ending	Enter the end date of the attendance period that you are adding.
Group	Enter an attendance group code. You can use groups to filter records on **Summary Attendance** reports (**2302**, **2375**, and **2376**).
Program Description	Enter a program description. Here are some commonly used program descriptions: ◦ PD = Standard Head Start Model - Part Day – Double Session ◦ PS = Standard Head Start Model - Part Day – Single Session ◦ SF = Standard Head Start Model - Full Day ◦ VD = Variation in Center Attendance - Double Sessions ◦ VS = Variation in Center Attendance - Single Sessions ◦ HB = Home-Based ◦ LD = Locally Designed Option
Food Service	
Food Service Days	Enter the number of days that participants were served meals during the attendance period.
Non-Food Service Days	Enter the number of operational days where food service was unavailable during the attendance period. For example, teacher planning days, holidays, weekends, inclement weather days, etc.

Item	Description
Attendance	
Present	Enter the number of participants present during the attendance period. For example, if you are entering daily information for a classroom of 20 participants and all were in attendance on a specific date, this number would equal 20. If you are entering weekly (5 days) information for a classroom of 20 participants, and all participants were present on each day, this figure would be 100 (5 days X 20 participants each day = 100).
Excused Absence	Enter the number of participants who had excused absences during the attendance period.
Non-Scheduled	Enter the number of days multiplied by the available slots for which an participant was NOT scheduled to be in attendance. Use only for participants who, by agreement, attend less than full-time or use for tracking Home-Based programs.
Unexcused Absences	Enter the number of participants who had unexcused absences during the attendance period.
Participant Meals	
CACFP - Full	Enter the number of fully reimbursed (free) meals served for each meal during the attendance period.
CACFP - None	Enter the number of non-reimbursed (paid) meals served for each meal during the attendance period.
CACFP - Reduced	Enter the number of reduced meals served for each meal during the attendance period.
Non-Participant Meals	
Non-CACFP	Enter number of non-CACFP adult meals served for each meal during the attendance period.
CACFP	Enter number of CACFP adult meals served for each meal during the attendance period.

6. Click **Save**.