ChildPlus.net
Professional Head Start Management Software

MARC Head Start

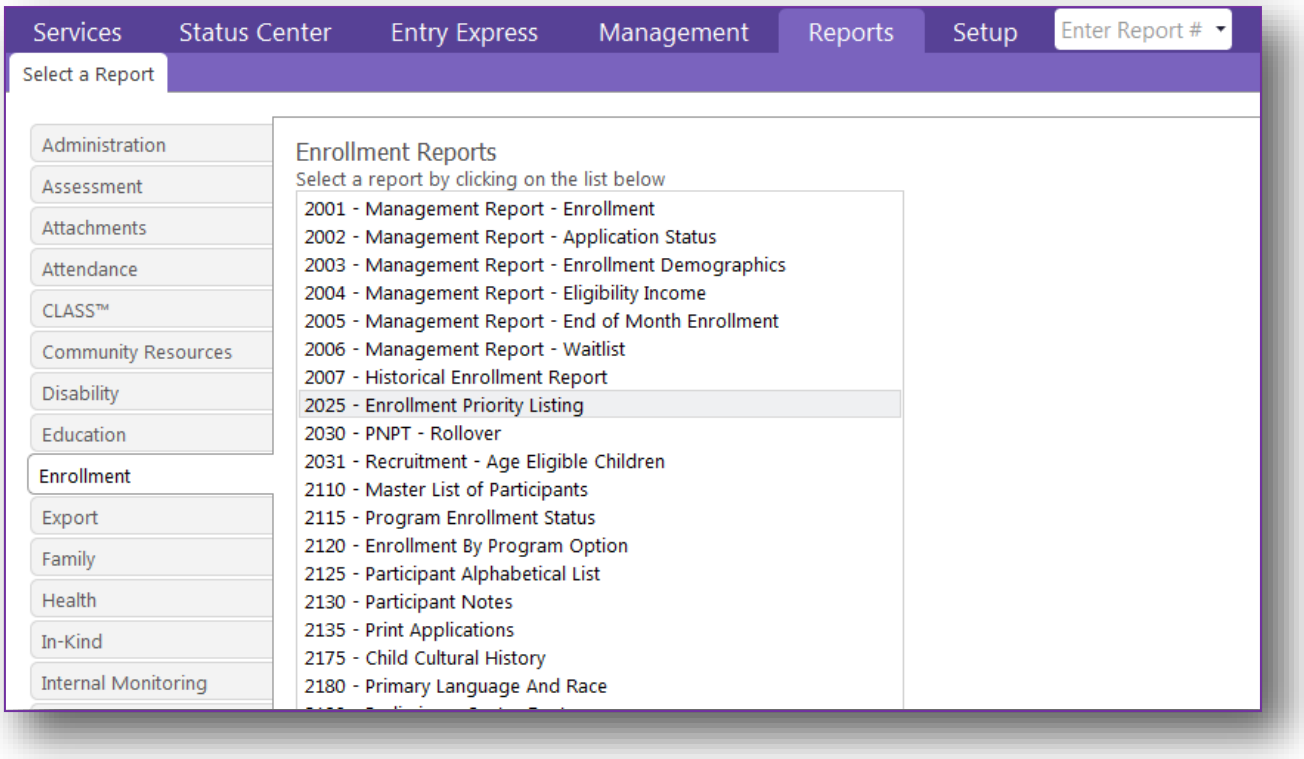
ChildPlus ERSEA Procedure Manual
(Waitlist and Attendance)

Revised 5/21/2021

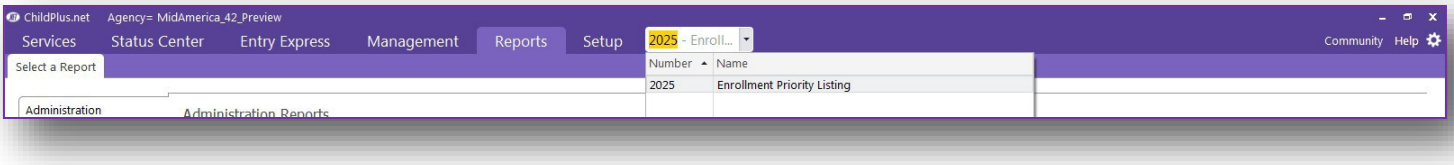
Maintaining an Active Waitlist in ChildPlus

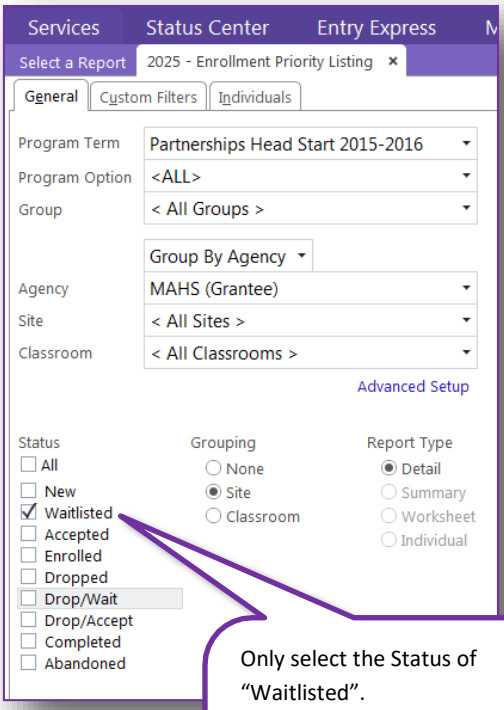
Delegates and Partners are required to use the ChildPlus Enrollment Priority Listing Report #2025 (**CP2025**) to monitor the delegate's Active Waitlist and to make Selection determinations.

You may access the report by clicking on the Reports tab, then selecting Enrollment, and Report 2025.



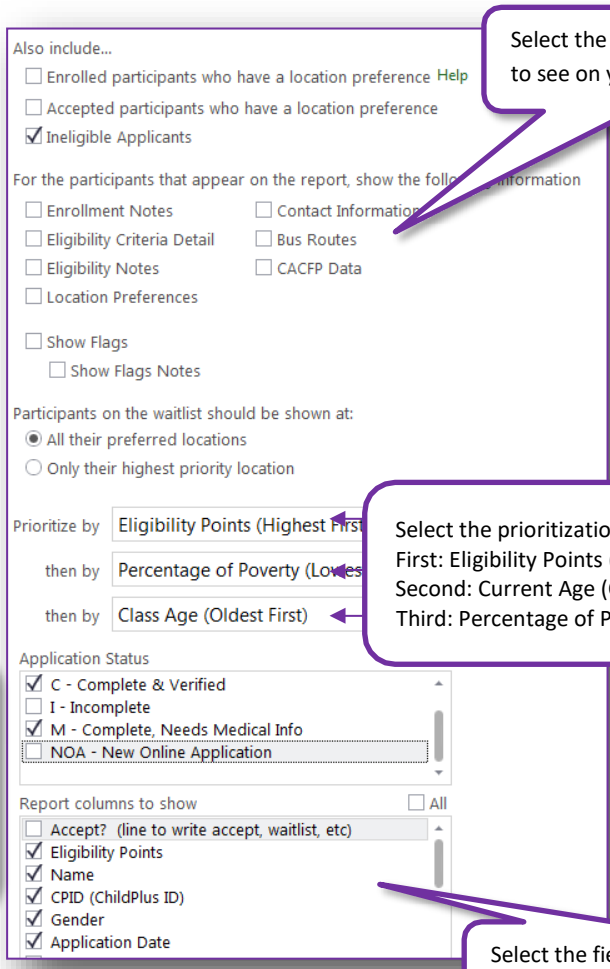
You may also access the report by typing the number 2025 in the upper portion of the screen, and pressing Enter.





Only select the Status of "Waitlisted".

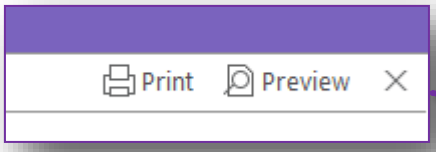
Run this report with the statuses of "New" to find applications that still need to be placed on the waitlist!



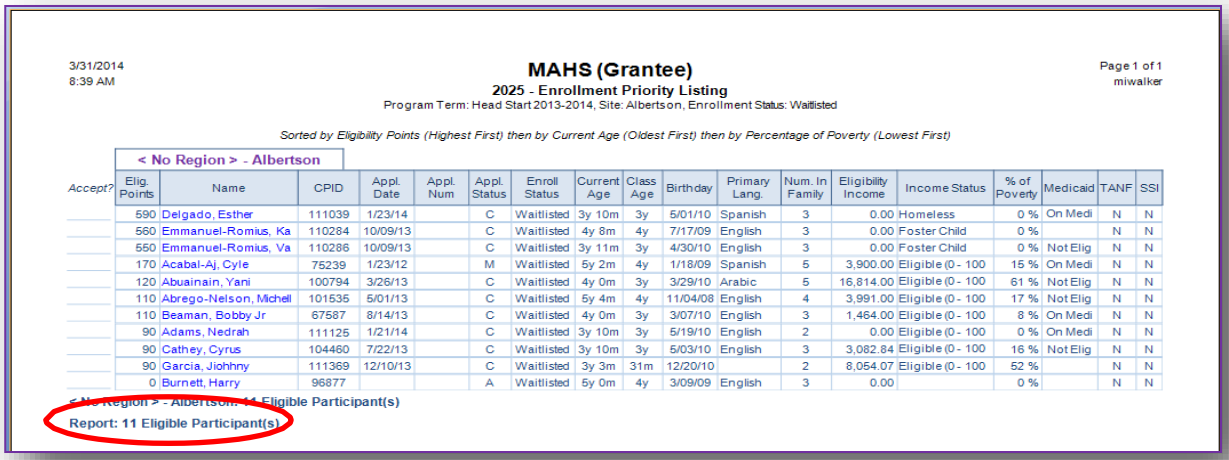
Select the fields you would like to see on your report.

Select the prioritization as follows:
First: Eligibility Points (HighestFirst)
Second: Current Age (Oldest First)
Third: Percentage of Poverty (Lowest First)

Select the fields you would like to see on your report.



Click the Preview button located in the upper right portion of the screen.



3/31/2014
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MAHS (Grantee)

2025 - Enrollment Priority Listing

Program Term: Head Start 2013-2014, Site: Albertson, Enrollment Status: Waitlisted

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miwalker

Sorted by Eligibility Points (Highest First) then by Current Age (Oldest First) then by Percentage of Poverty (Lowest First)

< No Region > - Albertson

Accept?	Elig. Points	Name	CPID	Appl. Date	Appl. Num	Appl. Status	Enroll Status	Current Age	Class Age	Birthday	Primary Lang.	Num. In Family	Eligibility Income	Income Status	% of Poverty	Medicaid	TANF	SSI
	590	Delgado, Esther	111039	1/23/14		C	Waitlisted	3y 10m	3y	5/01/10	Spanish	3	0.00	Homeless	0 %	On Medi	N	N
	560	Emmanuel-Romius, Ka	110284	10/09/13		C	Waitlisted	4y 8m	4y	7/17/09	English	3	0.00	Foster Child	0 %		N	N
	550	Emmanuel-Romius, Va	110286	10/09/13		C	Waitlisted	3y 11m	3y	4/30/10	English	3	0.00	Foster Child	0 %	Not Elig	N	N
	170	Acabal-Aj, Cyle	75239	1/23/12		M	Waitlisted	5y 2m	4y	1/18/09	Spanish	5	3,900.00	Eligible (0 - 100	15 %	On Medi	N	N
	120	Abuainain, Yani	100794	3/26/13		C	Waitlisted	4y 0m	3y	3/29/10	Arabic	5	16,814.00	Eligible (0 - 100	61 %	Not Elig	N	N
	110	Abrego-Nelson, Michell	101535	5/01/13		C	Waitlisted	5y 4m	4y	11/04/08	English	4	3,991.00	Eligible (0 - 100	17 %	Not Elig	N	N
	110	Beaman, Bobby Jr	67587	8/14/13		C	Waitlisted	4y 0m	3y	3/07/10	English	3	1,464.00	Eligible (0 - 100	8 %	On Medi	N	N
	90	Adams, Nedrah	111125	1/21/14		C	Waitlisted	3y 10m	3y	5/19/10	English	2	0.00	Eligible (0 - 100	0 %	On Medi	N	N
	90	Cathey, Cyrus	104460	7/22/13		C	Waitlisted	3y 10m	3y	5/03/10	English	3	3,082.84	Eligible (0 - 100	16 %	Not Elig	N	N
	90	Garcia, Jiohhny	111369	12/10/13		C	Waitlisted	3y 3m	31m	12/20/10		2	8,054.07	Eligible (0 - 100	52 %		N	N
	0	Burnett, Harry	96877			A	Waitlisted	5y 0m	4y	3/09/09	English	3	0.00		0 %		N	N

< No Region > - Albertson: 11 Eligible Participant(s)

Report: 11 Eligible Participant(s)

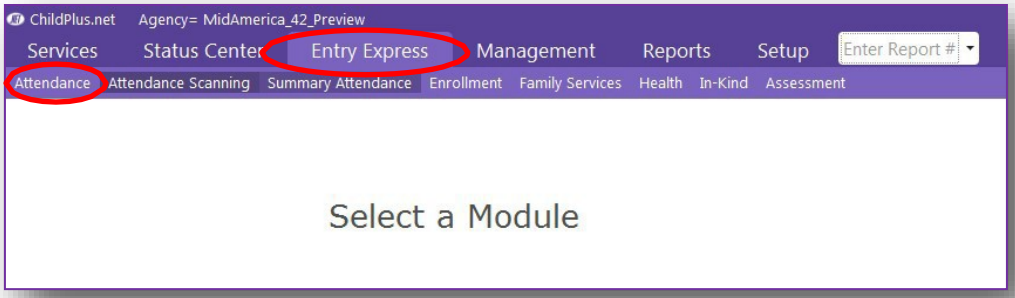
- The last page on the report provides the total number of participants in the agency's Active Waitlist.
- When the report is run according to this process, those participants listed at thetop of the report are the "Most Eligible" according to the MARC Head Start Selection Process.

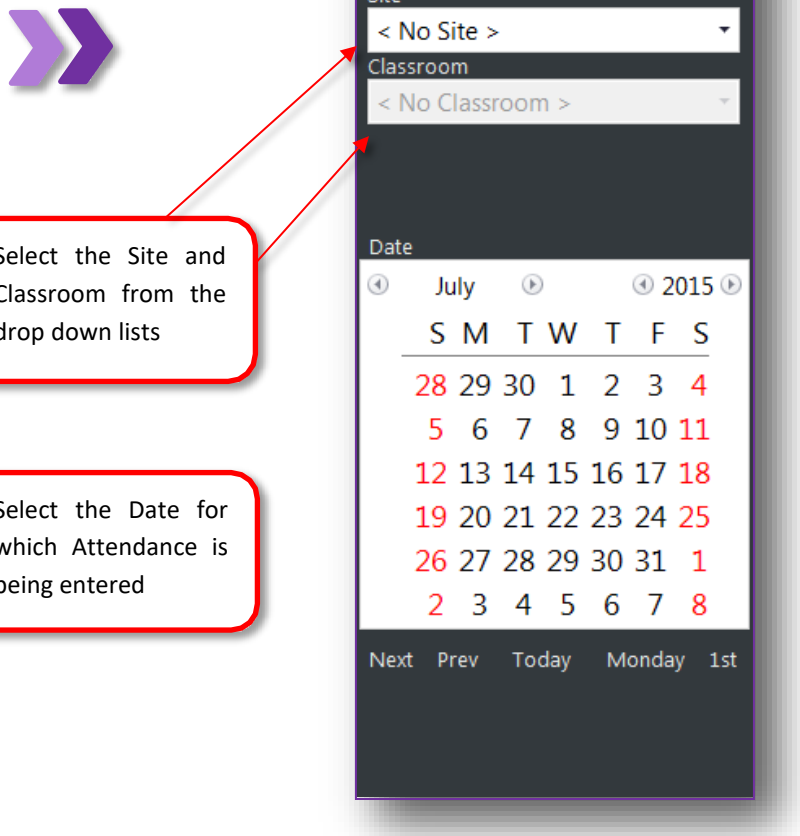
- See procedure 5150 for guidance on selection based on preferences provided byfamily.

Entering Attendance into ChildPlus

When entering Attendance into ChildPlus, start by clicking the ***Entry Express*** Tab. Click ***Attendance***, located at the upper left of the screen.

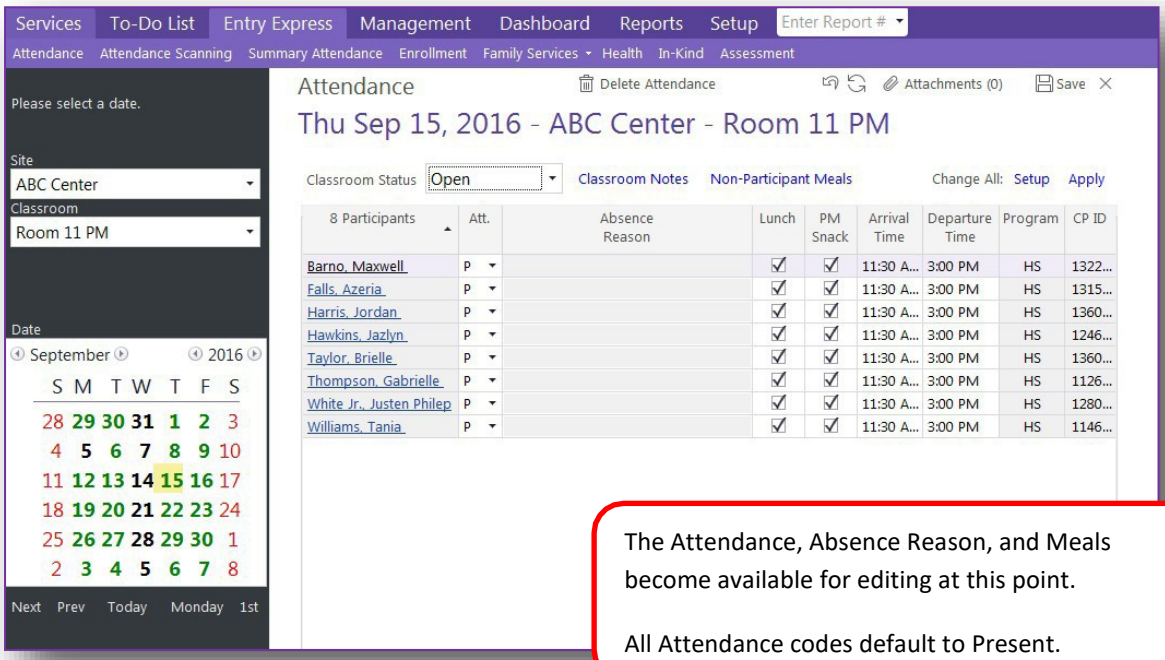
Entering Attendance for an Entire Classroom





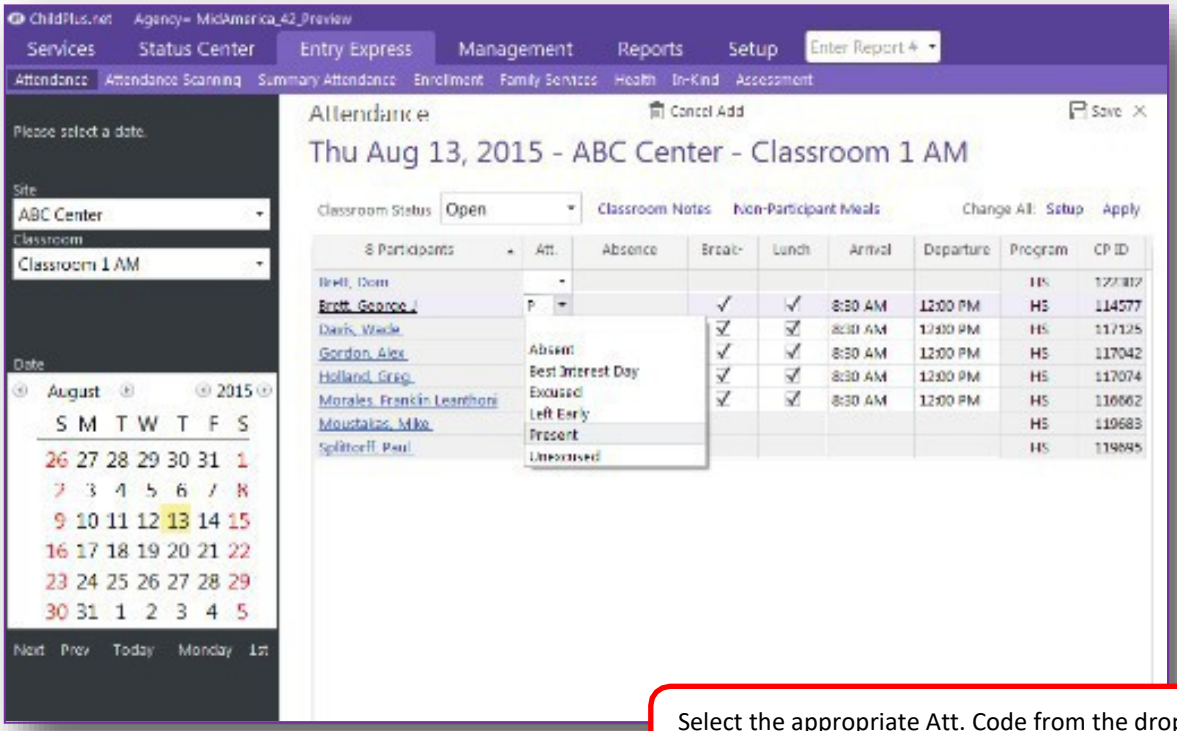
Select the Site and Classroom from the drop down lists

Select the Date for which Attendance is being entered

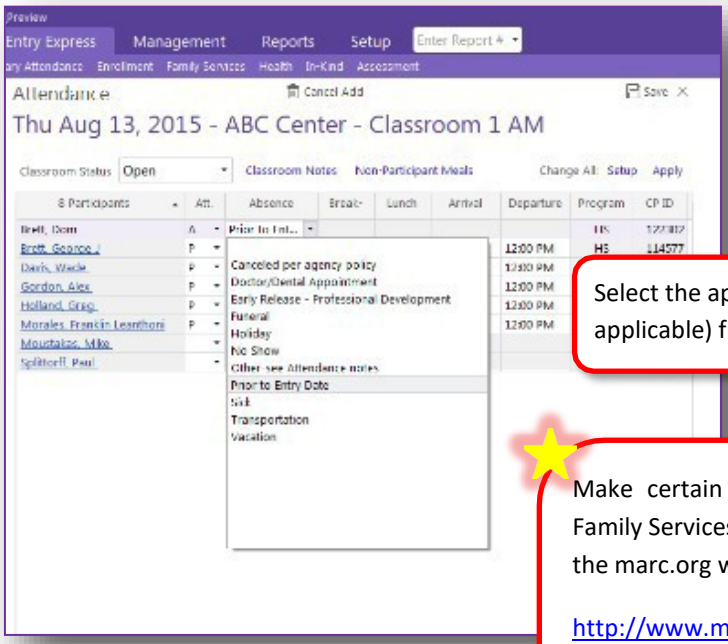


The Attendance, Absence Reason, and Meals become available for editing at this point.

All Attendance codes default to Present.



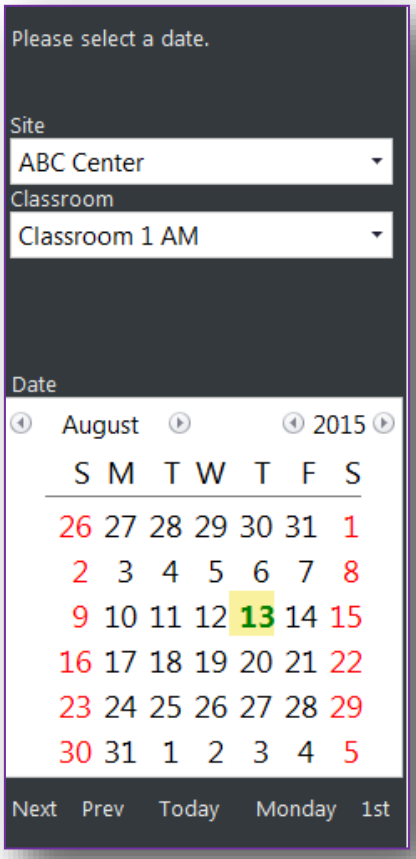
Select the appropriate Att. Code from the drop down list if changing from Present.



Select the appropriate Absence Reason code (if applicable) from the drop down list

Make certain that you document the attendance within the Family Services section according to MAHS Policy 5220 located on the marc.org website.

http://www.marc.org/Community/Head-Start/PDFs/2017%E2%80%932018-Policies-and-Procedures/Procedures/Marc-Procedures-ERSEA-5220-Attendance-Procedures.aspx

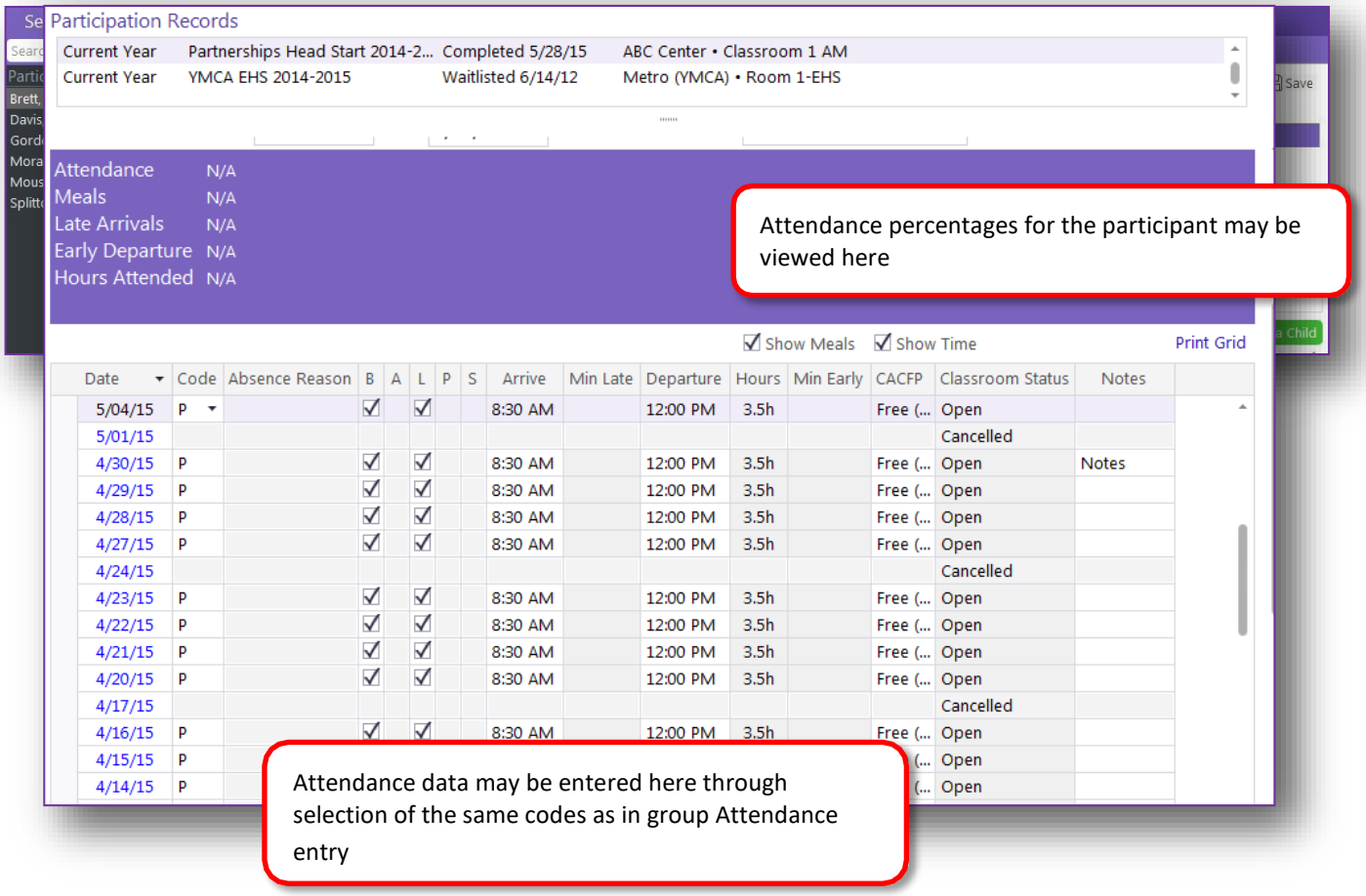


Once the record has been saved, the date will become green signifying that an Attendance record has been created.

Bold black dates signify a closed date

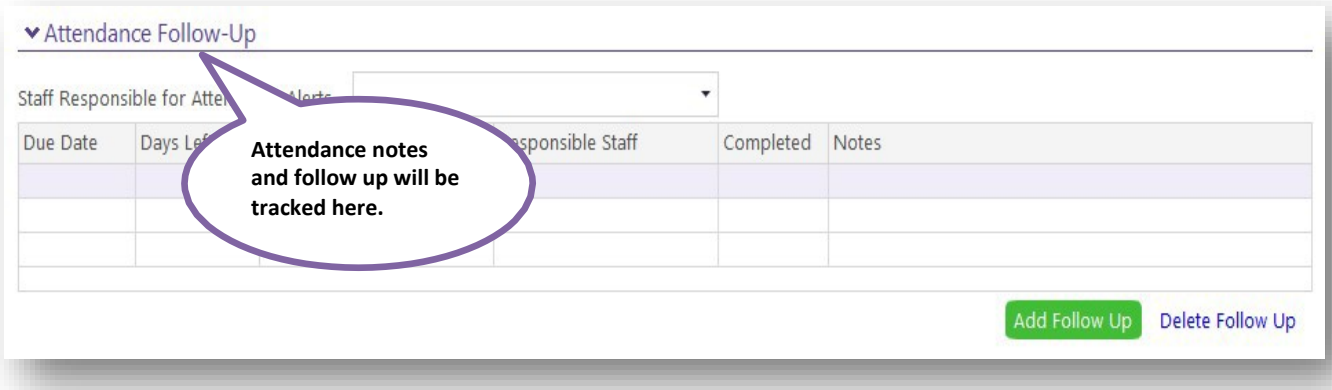
NOTE: Simply clicking on the date creates an Attendance record. If a date is selected in error, it is **VERY** important that the record be deleted until correct data can be entered!

Entering Attendance for an Individual

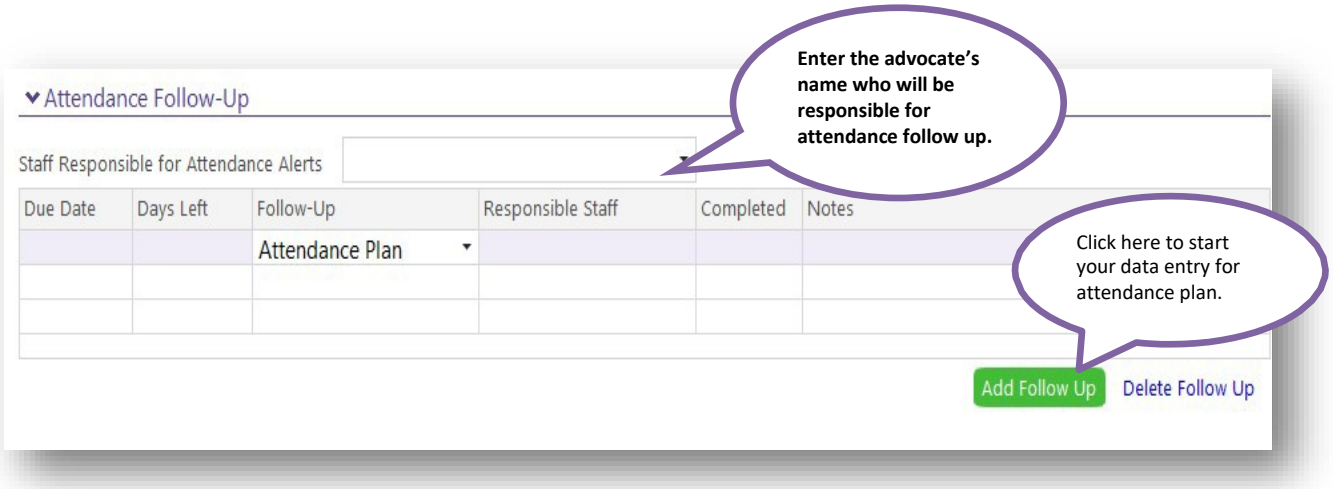


Entering Attendance Follow up for an Individual.

ATTENDANCE FOLLOW UP WILL BE USED TO TRACK DAILY ATTENDANCE CASE NOTES AND ATTENDANCE PLANS.

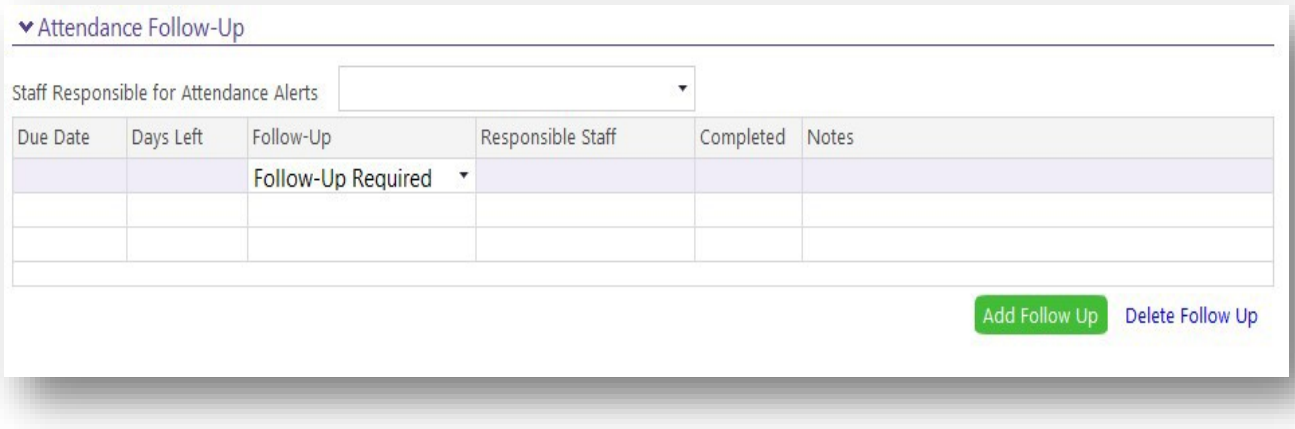


Attendance Plans based on 5250 should be in place for families falling below 90 percent of attendance in the first 90 days.



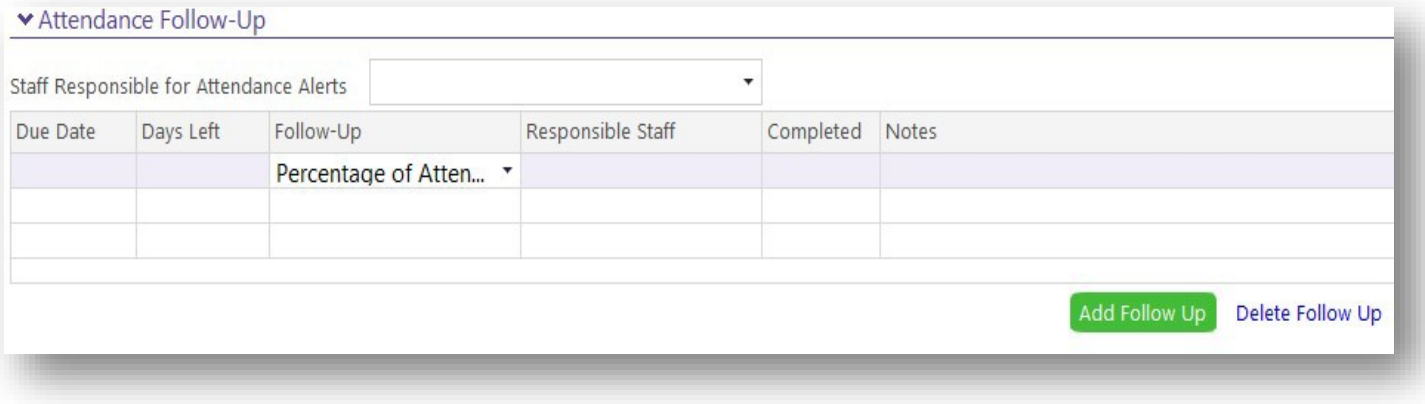
Add Follow up: click on "add follow up" button.
Due Date: Select a due date for your follow up.
Days left: This is a countdown of days you have left to follow up.
Follow up: Select Attendance Plan
Responsible staff: Enter advocate responsible to follow up.
Completed: Once follow up is completed, you will enter the date that it has been completed.
Notes: Write a S.O.A.P. note for the attendance plan that you and the family has created.

Follow Up Required when a student is unexpectedly absent or when a child has been absent two or more consecutive days.



Follow up: click on this to add an attendance follow up.
Due Date: Select a date to follow up on your follow up.
Days left: This is a countdown of days you have left to follow up.
Follow up: Select Follow-Up Required
Responsible staff: Enter advocate responsible to follow up.
Completed: Once follow up is completed, you will enter the date that it has been completed.
Notes: Write a S.O.A.P. note for the on-going work you are doing to follow up on attendance and attendance plans.

Percentage of Attendance is used when a student's average daily attendance falls below 85% for any month during the program year.



Follow up: click on this to add an attendance follow up.
Due Date: Select a date to follow up on your follow up.
Days left: This is a countdown of days you have left to follow up.
Follow up: Select Percentage of Attendance
Responsible staff: Enter advocate responsible to follow up.
Completed: Once follow up is completed, you will enter the date that it has been completed.
Notes: Write a S.O.A.P. note for the contacts you have with families in regard to attendance follow up.

Attendance reports are Child Plus reports:

- 2305-Monthly Attendance
- 2320-Individual Attendance
- 2330-Consecutive Absences
- 2335-Attendance Works Chronic Absence Charts

All attendance reports should be reviewed by the 5th of the month.