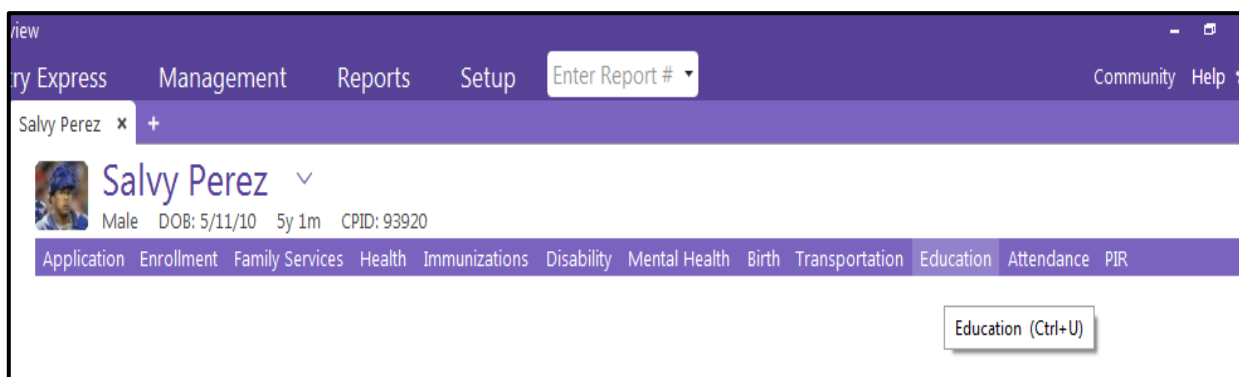


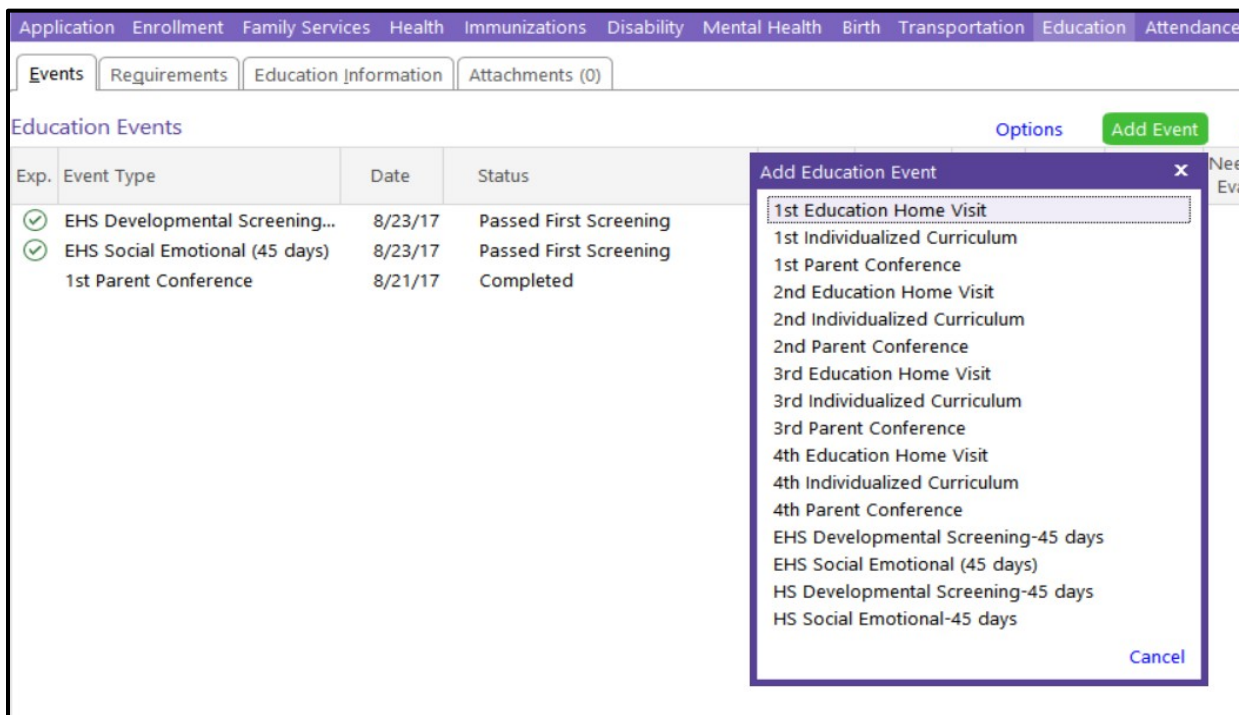


Guidelines for Entering Parent Conferences/Home Visits in ChildPlus

Entering Parent Conferences and Home Visit Information in Education Module



- Select Add Event and choose the appropriate Parent Conference or Home Visit Quarter:
 - First Quarter—July 1 through September 30
 - Second Quarter—October 1 through December 31
 - Third Quarter—January 1 through March 31
 - Fourth Quarter—April 1 through June 30



- Add the Event Date—the date the Parent Conference or Home Visit occurred
- Select the Status:
 - Completed—If parent conference or home visit was completed
 - Three Attempt Made—If staff was unable to meet with family, after three attempts

The screenshot shows a web-based form for adding a home visit. The title is "Add 1st Education Home Visit". On the left, there are several input fields: "Scheduled Date", "Event Date" (with a calendar icon and a "PIR" icon), "Expires" (with a calendar icon), "Status" (a dropdown menu currently showing "Three Attempts Made"), and "Description" (with a dropdown menu showing "Completed" and "Three Attempts Made"). On the right, under the heading "Needs:", there are five checkboxes: "Referral", "Follow-Up Assessment", "Formal Evaluation", "Treatment", and "Treatment for a Diagnosed Chronic Condition C.8.a" (with a "PIR" icon).

- Save the Event

Due Dates for Data Entry

- First quarter (July-September) parent conferences and home visits will be entered in ChildPlus by October 31.
- Second quarter (October-December) parent conferences and home visits will be entered in ChildPlus by January 31.
- Third quarter (January-March) parent conferences and home visits will be entered in ChildPlus by April 30.
- Fourth quarter (April-June) parent conferences and home visits will be entered in ChildPlus by July 31.