# MARC Head Start

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# *Personnel and Volunteer Data Entry Manual*

Updated: 5/23/22

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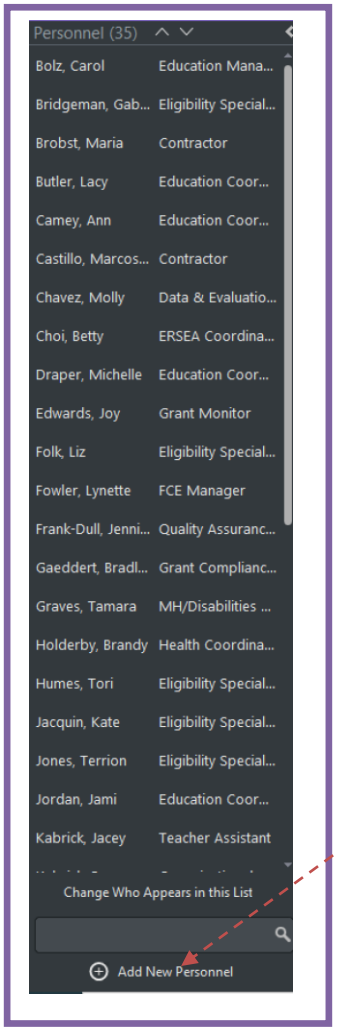
**<u>Employee Information</u>:** Use the ***Personnel*** module to add and maintain information about your program's staff members. Complete information in the tabs: **General, Employment, Education, and Human Resources** for all staff members. **Make sure all PIR information is entered.**

For any staff that are working to meet the credential requirements for their position, the PDP tab should be completed and updated to show progress towards meeting goals.

For any programs that do not use OPEN to track training hours, all training hours must be entered and tracked in the Professional Development tab.

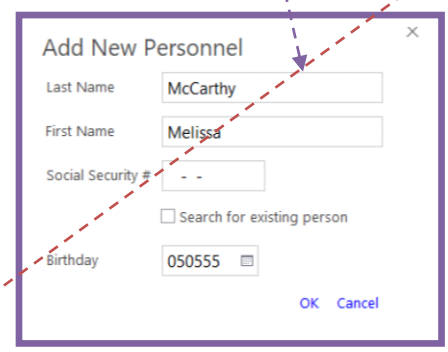
To access the ***Personnel*** Module:

- Click ***Management*** Tab;
- Click the ***Personnel*** sub-menu option.




The Personnel navigator lists employees on the left-hand side of the screen. To find an employee, scroll and click the name of a listed employee or type in first or last name and click *Search* to find and/or edit that record. The employee's position will display on the right-hand side of the screen. Inactive employees will be indicated by (i).

To **add** a new employee, click the words, **Add New Personnel**. Enter the person's last name, first name and birthday (you can make up a birthdate and delete later), to determine if new employee is already in ChildPlus. Then click **OK**.




If an employee transfers from one direct service provider to another, the receiving agency will create a new personnel record.

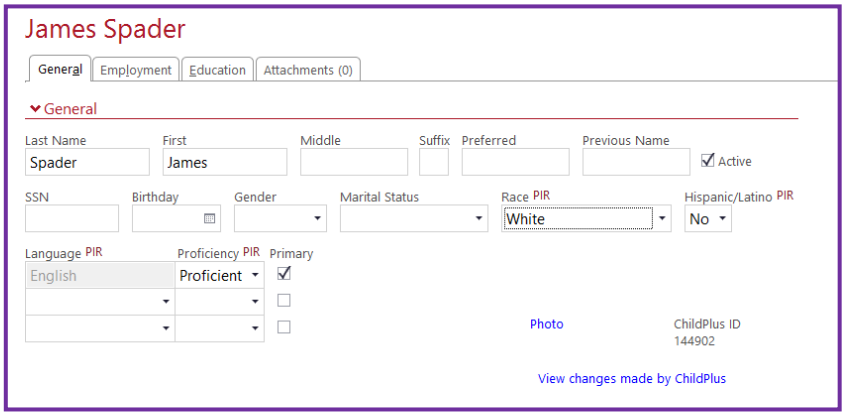
After adding employee's name, go to the **EMPLOYMENT** tab and **enter** their Site. This will ensure that you will be able to retrieve employee's name after initial data entry. See page 5 for instructions.

# General Tab

**The General Tab:** The General tab is divided into two sub-sections, General, and Address and Contact. **Make sure that you complete all PIR information (anything with a red PIR indicator).**

- **General section**: Enter all four (4) **PIR** dropdowns to ensure **PIR** information is complete. (Staff social security number is not required.)

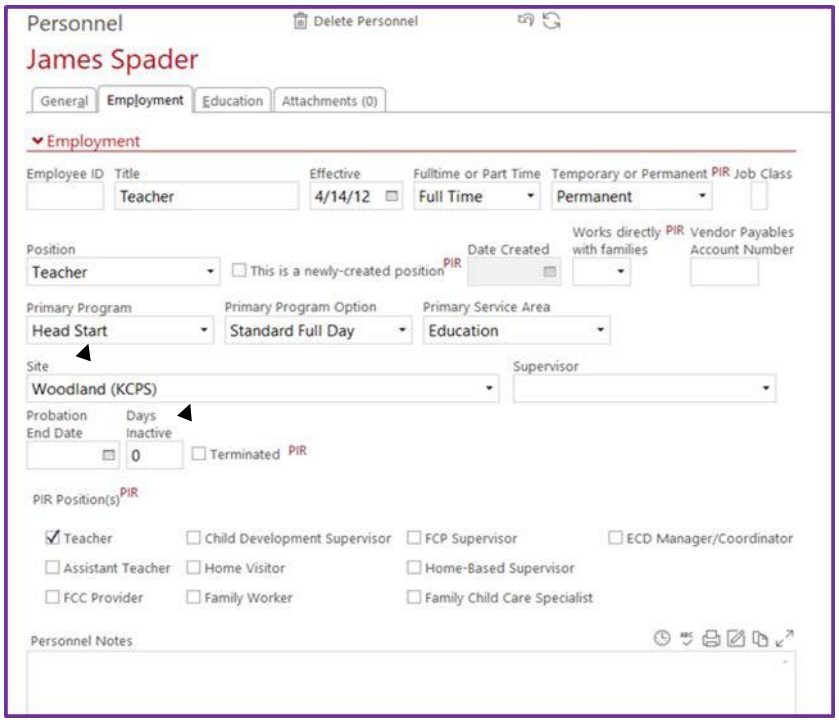
- **Address and Contact section:** Each agency may choose to complete this section; however, if data is entered upon hire, then agency must review and update when changes occur. *(If employee is a ChildPlus user, ENTER employee's work email address.)*



# Employment Tab: Employment Section

**The Employment Tab:** The Employment tab contains information about the employee's employment information with the agency. **Make sure that you complete all PIR information.**

- **Employment section**: Ensure **all PIR** information is entered in this section.
  - *Title, Effective, Fulltime or Part Time, Temporary or Permanent, Position, Primary Program, Primary Program Option, and Primary Service Area* must also be entered, or staff member will not show up on some ChildPlus reports.
    - (Optional: *Employee ID, Job Class, Vendor Payables Account Number, Probation End Date, and Days Inactive*.)
  - If position is newly created, then click on box beside the words, *This is a newly-created position,* and enter date when position was created.
  - Select the dropdown for *Temporary or Permanent* as you want it to feed into **PIR**.
    - Each **Early Head Start** (EHS) teacher is always entered as **Teacher** for *Title, Position,* and ***PIR*** *Position(s)*.




**Primary Program:** Select the dropdown options of Head Start, Early Head Start, or Early Head Start Expansion. (NOTE: EHS Expansion as a primary option is ONLY for KCPS Central and BSSD Cub Care.)

**Site:** Ensure the **SITE** information is entered, or you will not be able to retrieve your new employee's personnel record. (Contact MARC Organizational Development Manager or Data & Evaluation Coordinator for assistance, if needed.)

# Employment Tab: Background Section

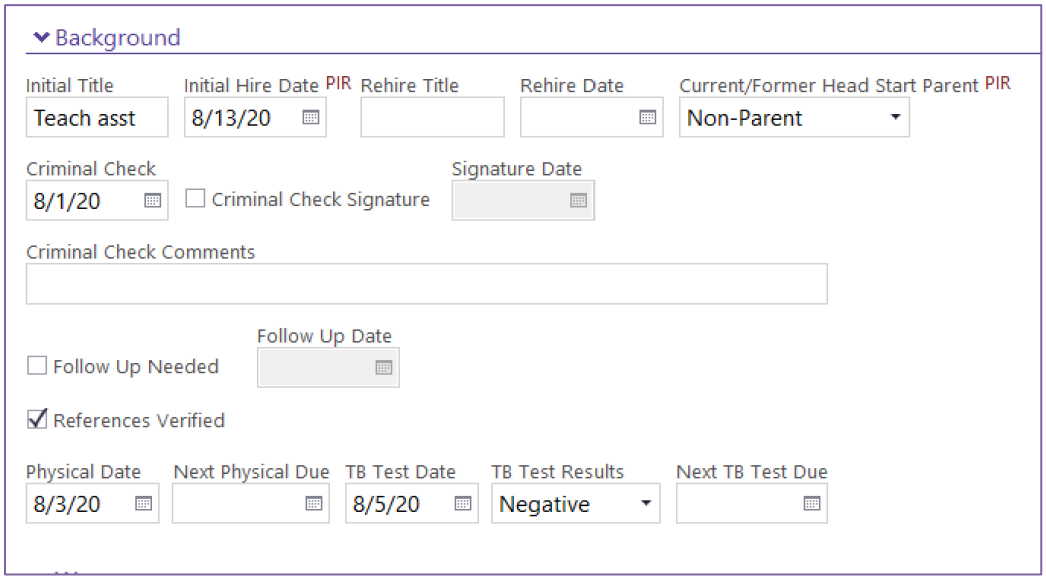
- **The Background section:** Enter **all** information that applies at the time of employment, or re-employment, in this section completely.

  **Criminal Background Check** – Enter the following:
  - Criminal Check: Enter date received **original** criminal check **result.** This date should **not** be changed. This will be the date that received the last of the screenings received prior to hire.

**NEVER** change initial Criminal Check date!

  - **References Verified** – Check this box once you have verified references of your new employees.
  - **Health Status** – The following information may not be available upon hire; however, enter within first 30 days of initial hire date.
    - Physical Date: Enter date of **initial** physical.
    - TB Test Date: Enter date of **initial** TB or TB screening read date.
    - If your program/agency requires subsequent physicals and TB screenings, you may use the boxes for **Next Physical Due** and **Next TB Test Due.**

  Health information for new employees/rehired employees is considered current if dated within one (1) year of hire date.




Rehired Staff

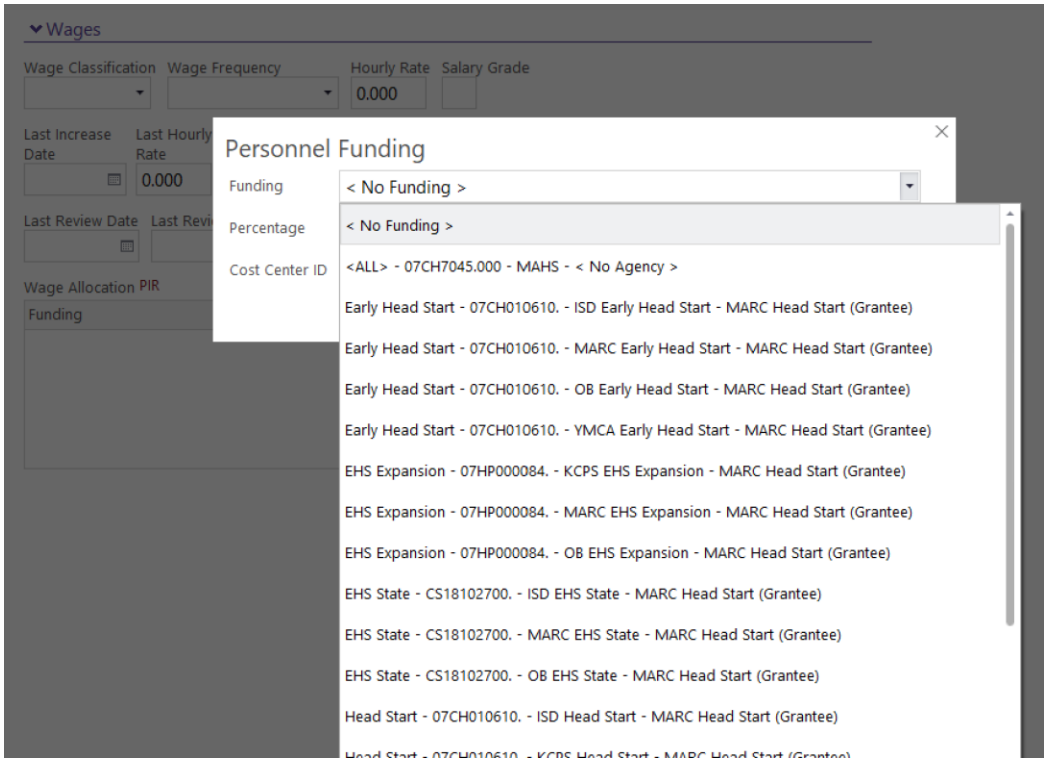
For staff who are rehired at your program, follow new hire requirements. Use Rehire Title and Rehire Date located on the Employment tab, under Background to enter new information. In Personnel Notes section, enter employee's last date of previous employment, such termination date and any other applicable notes. Then clear the Terminated/Termination Date/Termination Code information. Ensure you mark staff member "Active" on the General tab.

# Employment Tab: Wages Section

- **The Wages section:** *Wage Allocation* information is the only required information needed.

  Wage allocation: Select **Add Funding** and select the dropdown information that applies to the staff member's grant assignment.

  In addition, **SOME** employee positions may be under <u>multiple funding sources</u>; select one as primary and also select additional ones if applicable. **NOTE: (PIR options could be Head Start, Early Head Start, Early Head Start State, or Early Head Start Expansion.)**




Wage Allocation - Funding: Select the dropdown with the program in which the employee is associated. If multiple wage allocations-funding, then select Primary to match the Primary Program.

You will DELETE previous wage allocations ONLY when the employee/contractor changes title/position/assignment in that program year.

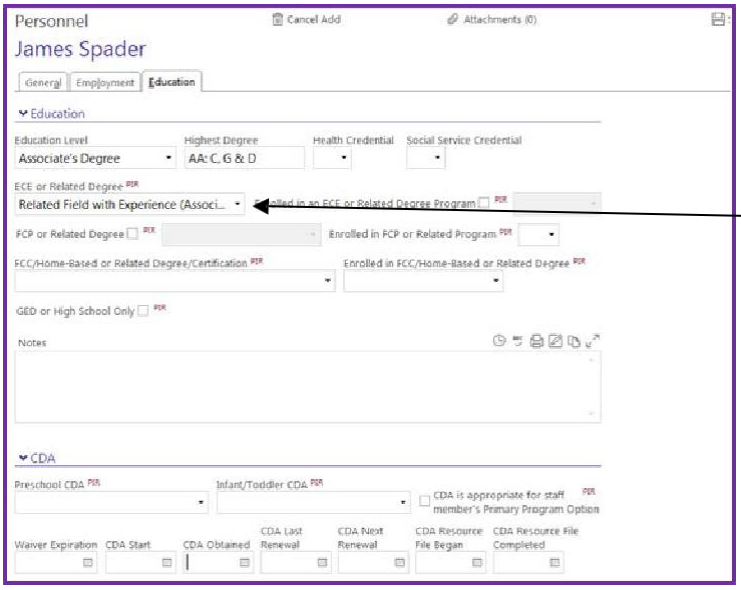
# Education Tab: Education Section

**The Education Tab:** The Education tab contains information about the employee's education. Fill out the respective fields that correspond with the staff member's position. **Complete all PIR information.** Depending on the staff position type, other non-PIR fields may also be required.

**Education Coordinator**
**Head Start Teacher**
**Head Start Teacher Assistant**
**Early Head Start Teacher**

- **The Education section:**
  - Education Level - Select dropdown for education level.
  - Highest Degree - Enter **highest level and major** OR **None** if no degree.
    - Example: *BS: Elem Ed/ECE*
    - If no college degree was earned, then the Highest Degree is *None*.
  - ECE or Related Degree - Select dropdown for the highest **ECE or Related Degree** earned. *See Policies and Procedures for qualification requirements for each position.*
  - Enrolled in an ECE or Related Degree Program - If enrolled, check mark box and select program. Write in Notes section what degree and where employee is seeking degree, as well as anticipated date of graduation.

If *No Degree* is selected for ECE or Related Degree, see additional date entry options further in this manual.




Education Staff qualifications are entered in the ECE or Related Degree section.

This teacher has an associate degree in Child, Growth & Development, so select the dropdown, Related Field with Experience (Associates).

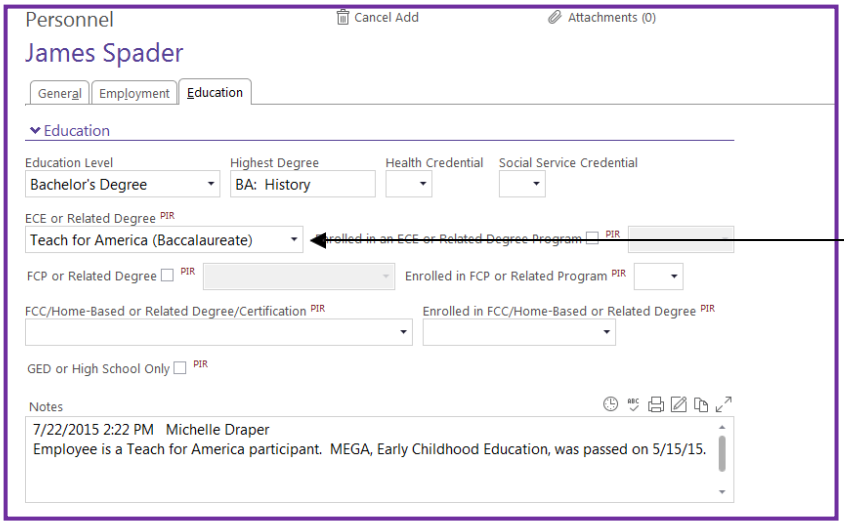
# Education Tab: Education Section

**Teaching Staff – Teach for America with MEGA**
**(Head Start Teacher only)**

For teachers who have taken **"Early Childhood Education"** MEGA to meet Head Start teacher requirements, document into ChildPlus as follows:

- **The Education section:**
  - Education Level – Select dropdown for *Bachelor's* or *Master's* degree.
  - Highest Degree – Enter **highest level and major**.
    - Example: *BA: History*
  - ECE or Related Degree – Select *Teach for America (Baccalaureate)*

Enter into the **Notes** section that staff member has passed the MEGA with the **name of the test** passed and the date passed. A copy of the **MEGA test results** needs to be in the employee's personnel file.



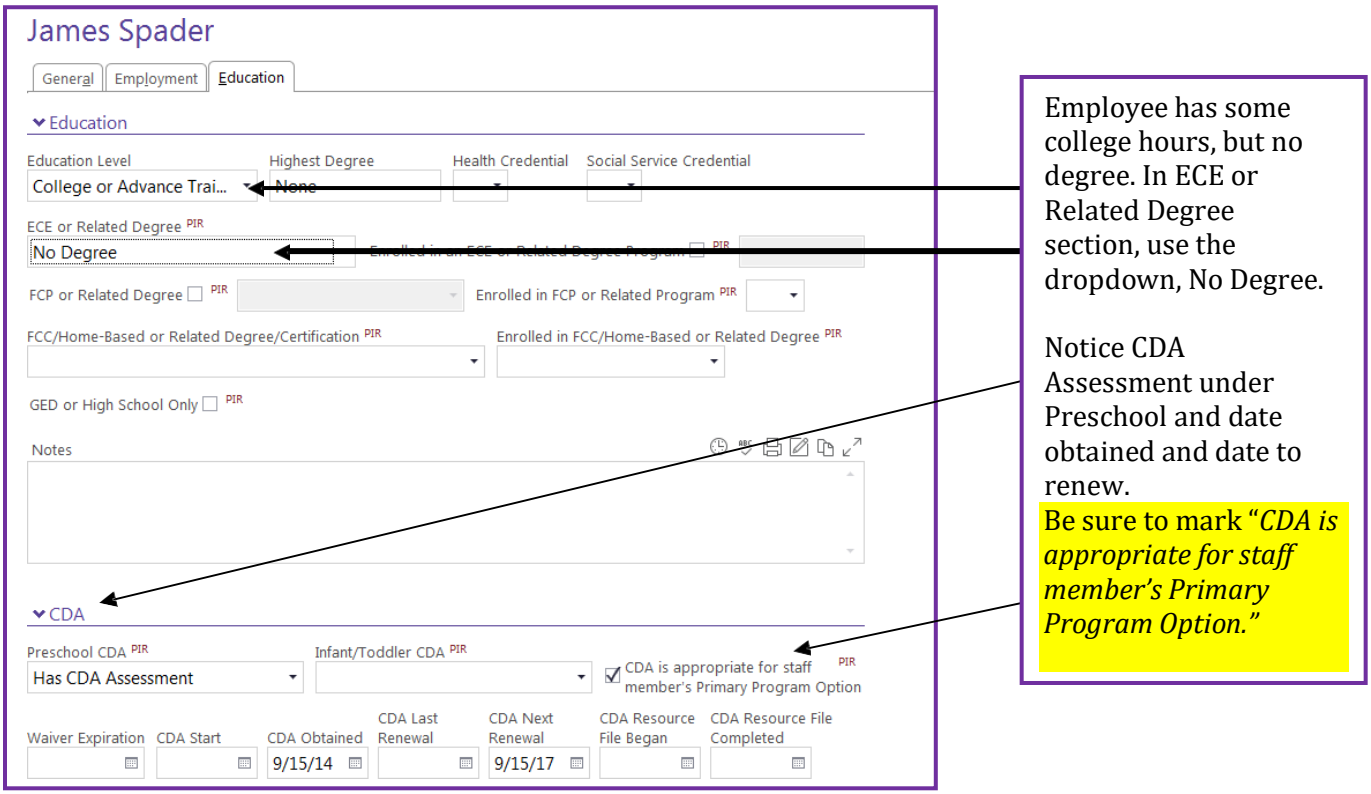

Example shows Teach for America participant.

# Education Tab: Education Section (and CDA Section)

**Teaching Staff with CDA**

- **In Education section:**
  - Education Level - Select dropdown for education level. (This might be college/advanced training if staff member has taken college courses.)
  - Highest Degree - Enter **highest level and major, CDA** OR **None** if no degree.
    - Example: *BS: History*
    - *PreK or I/T CDA based upon what is on the certificate.*
    - If no college degree was earned, then the Highest Degree is *None*.
  - ECE or Related Degree - Select the dropdown *No Degree*.
  - Enrolled in an ECE or Related Degree Program - If enrolled in a degree seeking program, check mark box and select program. Write in Notes section what degree and where employee is seeking degree, as well as anticipated date of graduation.

- **In CDA section:**
  - Select dropdown *Has CDA Assessment* under Preschool CDA or Infant/Toddler CDA according to the language on the certificate that was received.
  - Checkmark the box beside *CDA is appropriate for staff member's Primary Program Option,* **if** the CDA is appropriate for the age group that the teaching staff works with.
  - Enter CDA Obtained *date* and CDA Next Renewal *date*.




Employee has some college hours, but no degree. In ECE or Related Degree section, use the dropdown, No Degree.

Notice CDA Assessment under Preschool and date obtained and date to renew.

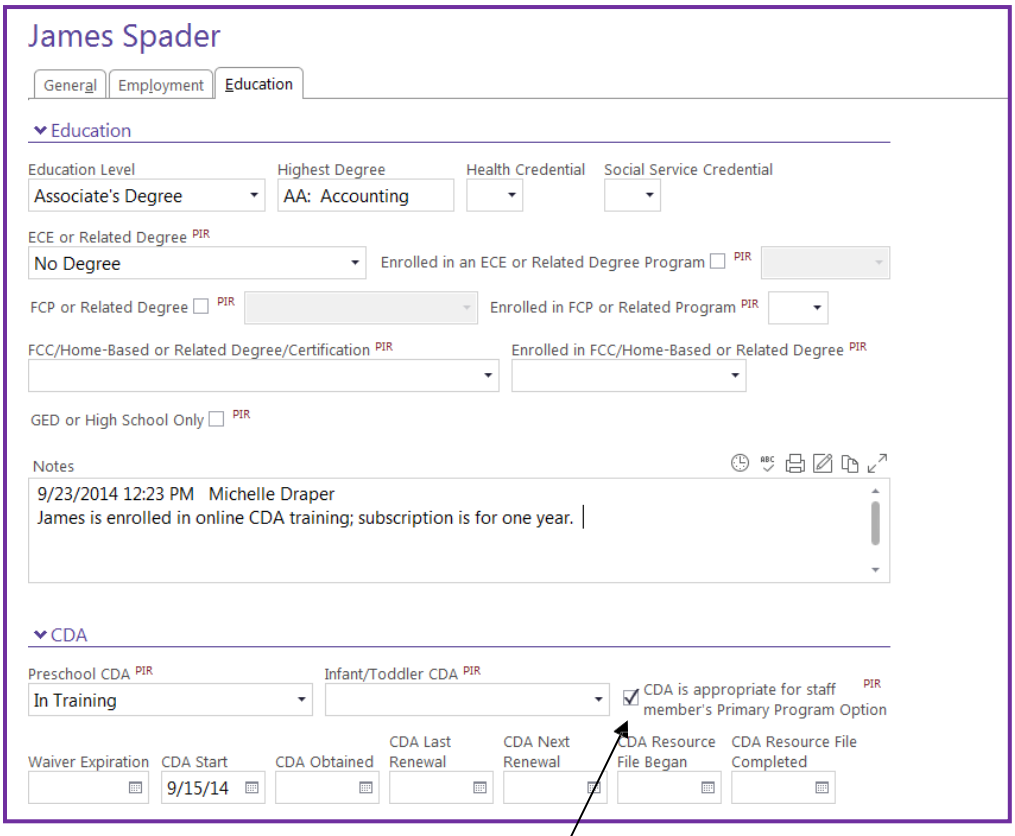
Be sure to mark "*CDA is appropriate for staff member's Primary Program Option.*"

# Education Tab: Education Section (and CDA Section)

**Teaching Staff Enrolled in CDA Training**

- **In Education section:**
  - Education Level - Select dropdown for education level.
  - Highest Degree - Enter **highest level and major** OR **None** if no degree.
    - Example: *AA: Accounting*
    - If no college degree was earned, then the Highest Degree is *None*.
  - ECE or Related Degree - Select the dropdown *No Degree*.
  - Enrolled in an ECE or Related Degree Program – Does Not Apply.
  - Notes Section add a statement indicating the plan for training.
  -

- **In CDA section:**
  - Select dropdown *In Training* under appropriate program option.
  - Checkmark the box beside "*CDA is appropriate for staff member's Primary Program Option.*"
  - Enter CDA Start date.



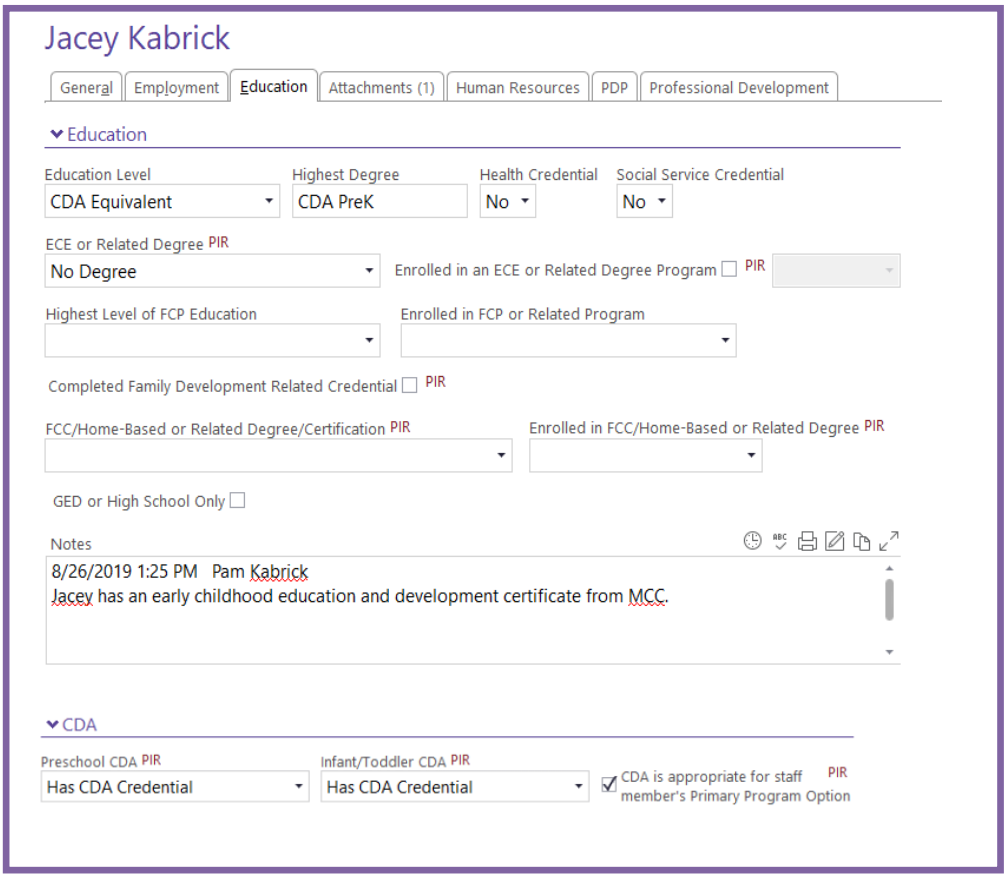

Be sure to check *"CDA is appropriate for staff member's Primary Program Option,"* as this will feed into PIR information for staff who are enrolled in CDA training.

# Education Tab: Education Section (and CDA Section)

**Teaching Staff with Early Childhood Education & Development Certificate or Pre-School Certificate**
(The certificate is a higher credential than a CDA, but for Head Start purposes, this certificate is equivalent to a CDA.)

- **In Education section**
  - Education Level - Select dropdown for *Preschool Certificate or should this be CDA Equivalent*.
  - Highest Degree - Enter **highest level and major** OR **None** if no degree.
    - Example: *AA: Accounting*
    - If no college degree was earned, then the Highest Degree is *None*.
  - ECE or Related Degree - Select the dropdown *No Degree*.
  - Enrolled in an ECE or Related Degree Program - If enrolled in a degree seeking program, check mark box and select program. Write in Notes section what degree and where employee is seeking degree, as well as anticipated date of graduation.
  - Notes Section add a statement indicating what early childhood certificate they earned.
  -

- **In CDA section:**
  - Select dropdown *Has CDA Credential* under appropriate option.
  - Checkmark the box beside "*CDA is appropriate for staff member's Primary Program Option.*"

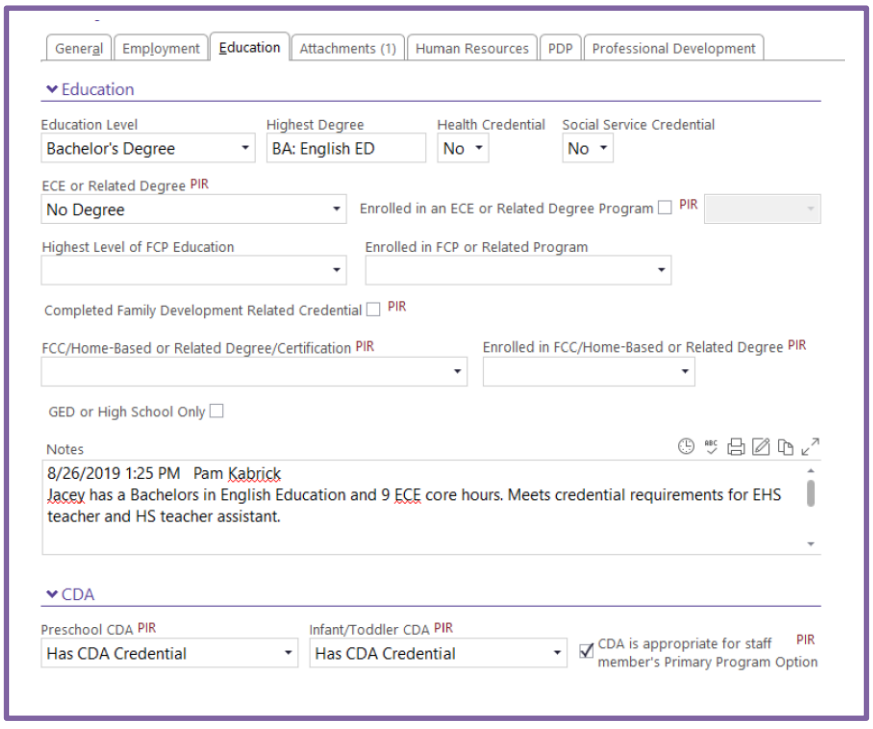


# Education Tab: Education Section (and CDA Section)

**Teaching Staff with an Alternative to a CDA**
**(Head Start Teacher Assistant and EHS Teacher only)**
(Any degree with 9+ ECE/education CORE credit hours OR any degree with 120 formal clock hours of training.)

- **In Education section:**
  - Education Level - Select dropdown for education level.
  - Highest Degree - Enter **highest level and major** OR **None** if no degree.
    - Example: *BA: English Ed*
    - If no college degree was earned, then the Highest Degree is *None*.
  - ECE or Related Degree - Select the dropdown *No Degree*.
  - Enrolled in an ECE or Related Degree Program - If enrolled in a degree seeking program, check mark box and select program. Write in Notes section what degree and where employee is seeking degree, as well as anticipated date of graduation.
  - Notes Section add a statement that they meet the credential requirements for a Head Start teacher assistant or EHS teacher.

- **In CDA section:**
  - Select dropdown *Has CDA Credential* under both Preschool and Infant/Toddler CDA.
  - Checkmark the box beside "*CDA is appropriate for staff member's Primary Program Option.*"




Jacey has a bachelor's degree with at least 9 hours of CORE ECE/education credit hours.

To make data entry consistent, check "*CDA is appropriate for staff member's Primary Program Option.*"

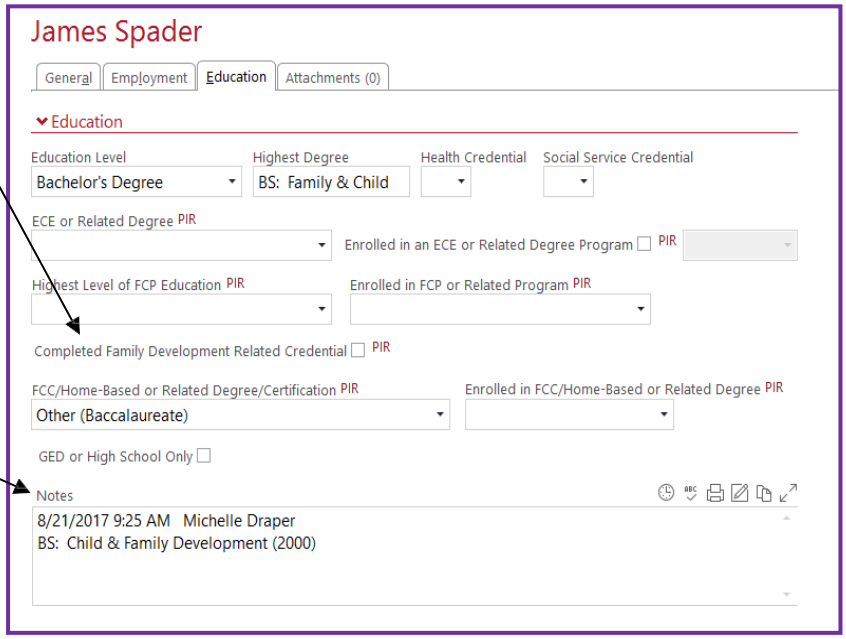
# Education Tab: Education Section (and CDA Section)

**Home-Based Staff**

- **The Education section:**
  - Education Level - Select dropdown for education level.
  - Highest Degree - Enter **highest level and major** OR **None** if no degree.
    - Example**:** *BS: Family & Child Development*
  - FCC/Home-Based or Related Degree/Certification - Select dropdown for the **highest related** degree or certification.
    - If none of the dropdown options apply, leave blank.
  - Enrolled in an FCC/Home-Based or Related Degree - If **enrolled**, select dropdown option.
    - If enrolled in a degree seeking program, write in notes section what degree staff member is seeking.
  - CDA – If staff member earned a Home-Visitor CDA credential, select *Has CDA Assessment* from both Preschool CDA and Infant/Toddler CDA.
  - Completed Family Development Related Credential – check if applicable.

Home-Based staff has a BS: Child & Family Development.

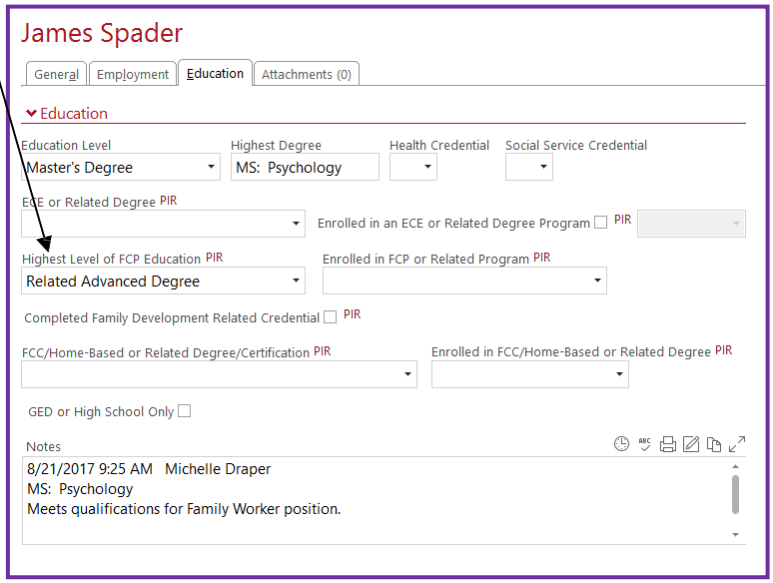
The best dropdown for this degree is *Other (Baccalaureate)* so information is entered in the notes section.



# Education Tab: Education Section

**Family Community Partnership Staff (Family Service Staff)**

- **The Education section:**
  - Education Level - Select dropdown for education level.
  - Highest Degree - Enter **highest level and major** OR **None** if no degree.
    - Example**:** *MS: Psychology*
  - Highest Level of FCP Education - Select dropdown for the **highest related** degree.
  - Enrolled in a FCP or Related Program – If **enrolled**, check mark box and select program.
    - If enrolled in a degree seeking program, select *Degree***.**
    - If enrolled in Family Development Credential select *Non-Degree Credential*.
    - If FCP credential is needed, and staff member is not enrolled, select *No*.
    - NOTE: Leave section blank if staff member if staff member has a FCP related degree qualification.
  - Completed Family Development Related Credential – check mark box ONLY when credential has been completed.
  - GED or High School Only – Check mark box if **highest education level** of a Family and Community Partnership staff member is a GED or High School Diploma.
  - Completed Family Development Related Credential – check if applicable.




Because the credential for the Family Community Partnership Staff is a PIR question, please review credential to determine if *FCP or Related Degree* **OR** another dropdown option is a better fit.

Related Degree for FCP: *social work, sociology, psychology, family studies, counseling, family development, family systems theory, or human resources development.*

## Substitutes Employed by your Program

Enter all information the same as all other staff.

- Do **not** mark a **PIR** position for substitutes.
    - **EXCEPTIONS** to this rule: If a substitute ***replaces*** a staff member for an extended period of time, click appropriate box beside position replaced. Enter notes in the Personnel Notes section to indicate who the substitute is replacing and check the **PIR** position.
    - When a substitute is **replacing** a staff member, be sure **to update CP 1010** to indicate his/her classroom assignment.

## Programs Using Substitute Services

**DO NOT** enter Substitutes secured through District or a Substitute Services agency into the ChildPlus database.

## Transition of Staff to another Position or Program Option

When a staff member is **transitioned to another position or program option**, ensure that the following is completed:

**NOTES section** – before you make changes in data entry of staff who have been assigned a different position, enter relevant notes in the NOTES section about the position they are leaving, including:

- the position and title
- primary program option
- primary service area
- date the staff member started previous position

Employment Tab:

- Initial hire date remains the same!!!
- **Determine which of the following information needs to be changed to reflect the new position:**
    - Title and Position
    - Effective (date)
    - Primary Program
    - Primary Program Option
    - Primary Service Area
    - PIR Position
    - Wage Allocation (**Delete** previous wage allocation if primary program is different.)

Education Tab:

- Verify that the employee's credential information is entered in the correct location.
    - *ECE/Related* – Education Staff
    - *FCP or Related Degree* – Family Service Staff
    - *FCC/Home-based or Related Degree/Certification* – FCC Providers and Home-based staff

****Information on transitions is also entered in the Human Resources tab****

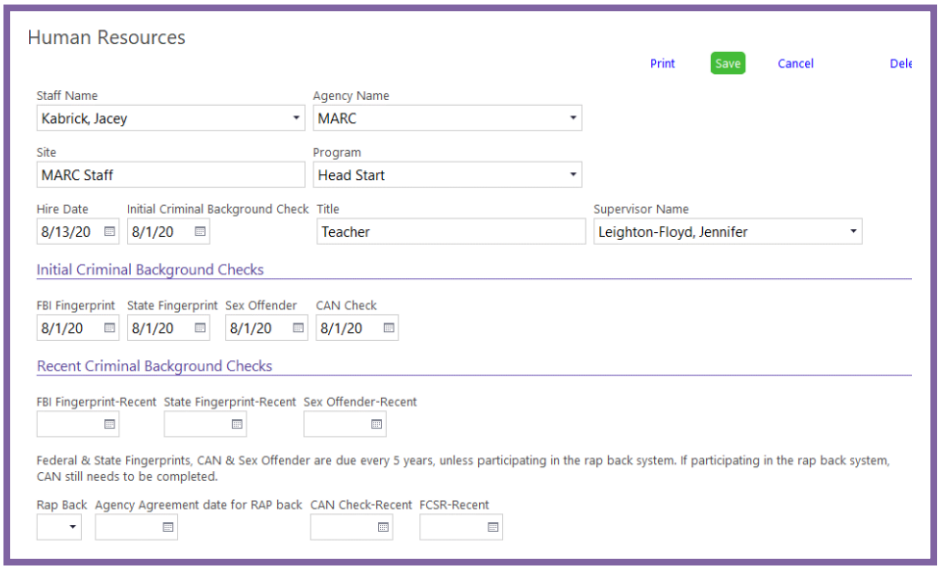
# Human Resources tab

The Human Resources tab was created by MARC Head Start staff in order to capture and track information that was not available in ChildPlus, such as follow up criminal background checks. The module also allows us to create customized reports to meet the monitoring needs of staff information.

Select the green Add Human Resources button.

Complete all fields.

- The Initial Criminal Background Check date should match the one in the Employment tab.
- The Initial Background Check dates should not be changed, even if a staff member changes positions.
- If subsequent checks are completed, use the Recent Criminal Background Checks fields.
    - This includes the checks required 5 years from completion of the first set
    - If your agency hires someone that has an eligibility letter from Missouri that was completed while they were employed at another agency and it is older than 6 months, as indicated in MARC Head Start procedure 8200.

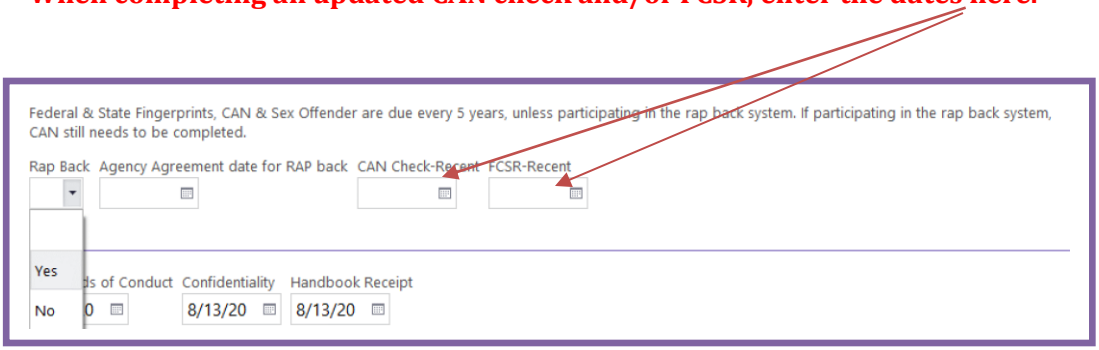


If your agency participates in the Missouri State Highway Patrol RAP Back program, you are not required to complete subsequent state, federal or sex offender registry checks, if the employee's checks were completed after the agreement was signed to participate in the RAP back program. A child abuse and neglect screening does need to be completed at least every five years, as this is not included in the RAP back program. Please see MARC Head Start procedure 8201.

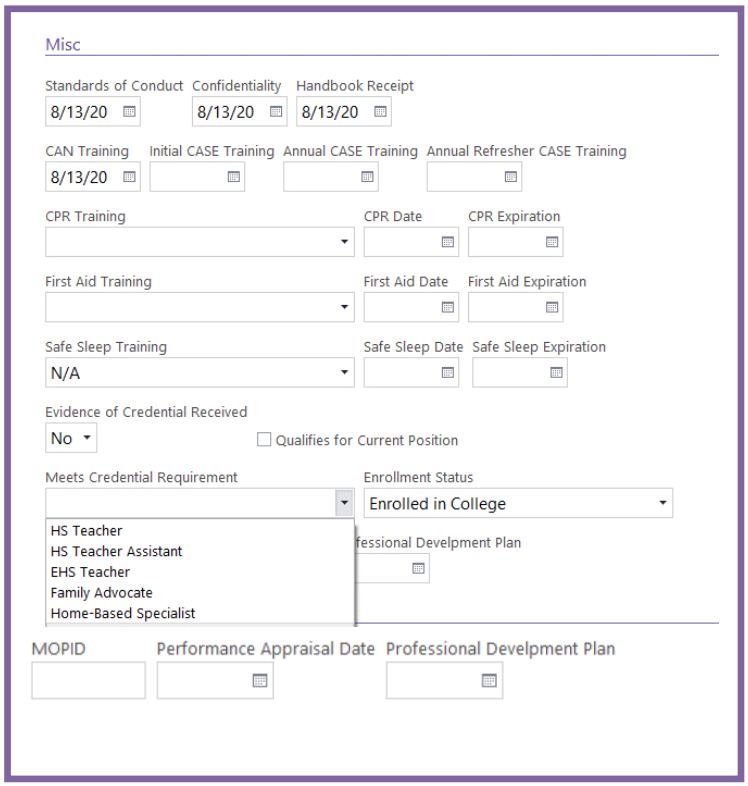
If your agency meets the requirements of MARC Head Start procedure 8201, select Yes in the dropdown box. If your agency does not meet the requirements, select No.

Enter the date that your agency received the rap back approval letter for the agency.

**When completing an updated CAN check and/or FCSR, enter the dates here.**



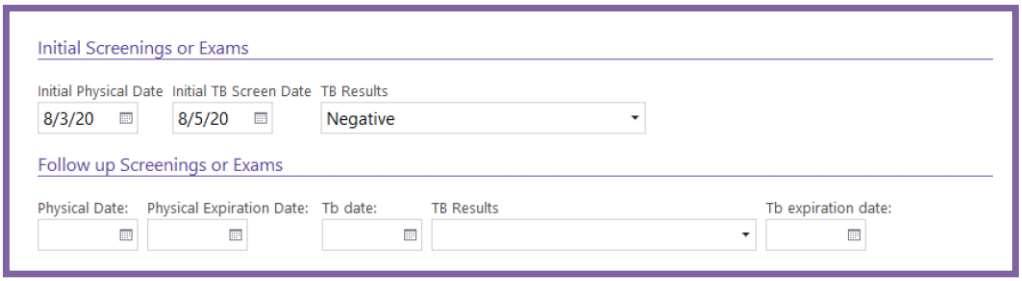

The Miscellaneous section is the place to enter those requirements that must be met during the hiring process or soon after hire.



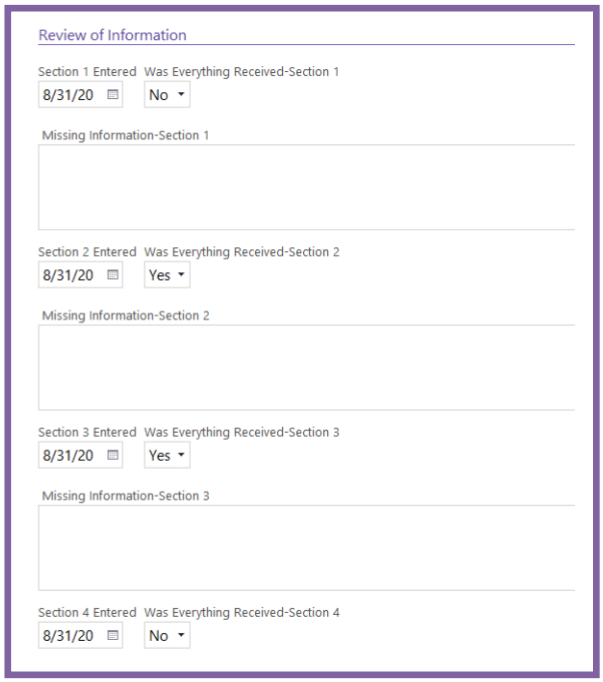

The Performance Appraisal Date and Date of Professional Development Plan must be entered for all staff.

Teaching staff, home visitors or family advocates that don't meet credential requirements, must have a detailed PDP entered in the PDP tab (6th tab).

The Initial Screenings and Exams dates and results should not be changed. If an agency requires subsequent screenings or exams, please use the Follow Up Screenings or Exams fields.

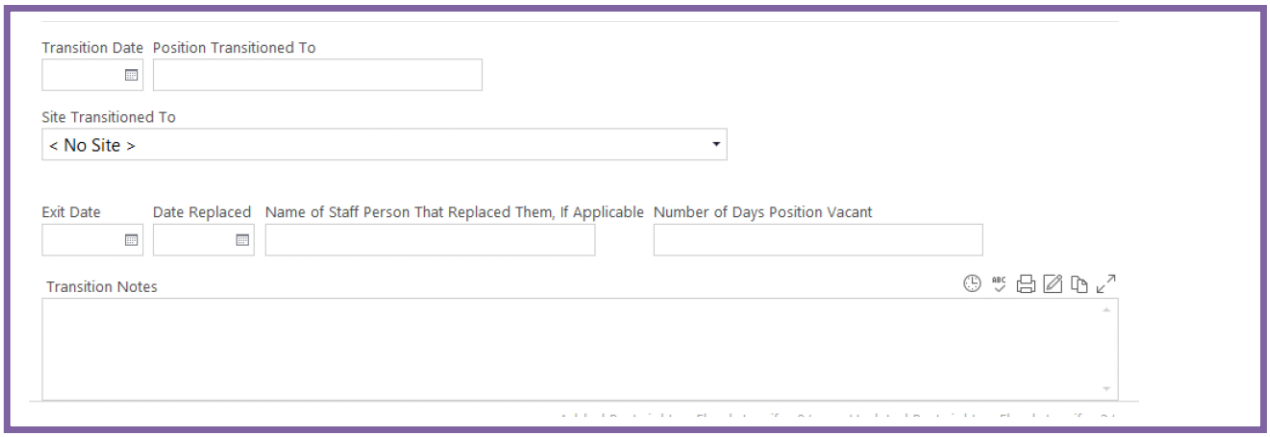



Tier 3 agencies may not find the Review of Information section necessary, and it is not required.



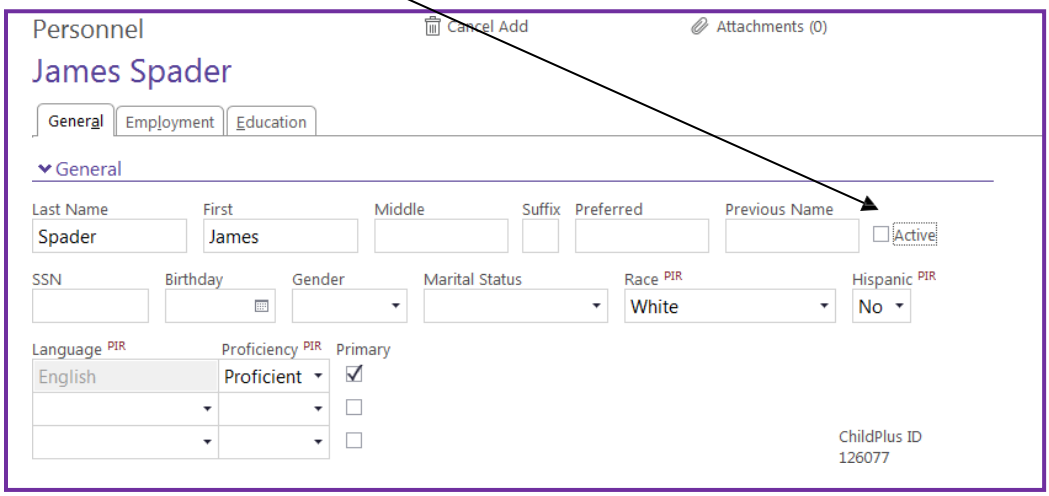
In an attempt to better track turnover and transition of staff, this section was created.

- The transition date is to be used when a staff person transitions within MARC Head Start.
- The transition can be between sites or positions. For an example if a teacher assistant is promoted to a teaching position. While this isn't technically turnover, it does leave a vacancy.
- If the person transitioned within your agency from one site to another, select the site in the dropdown choices.
- When a staff person leaves, complete
    - Exit Date
    - Date replaced
    - Name of Staff Person That Replaced Them, if Applicable
    - Number of Days Position Vacant

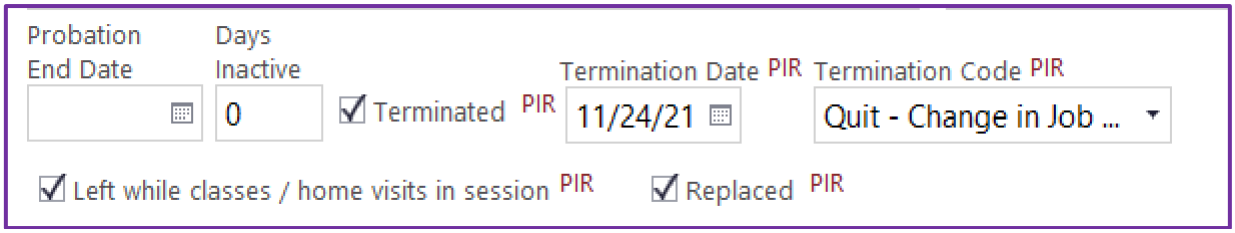


# Terminating Personnel

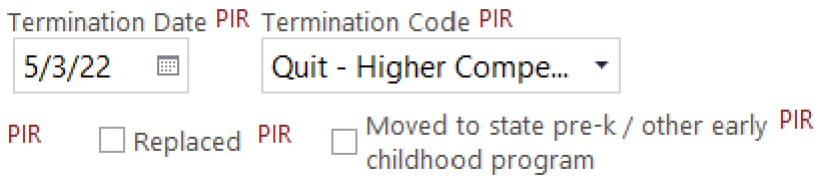
For reporting and PIR purposes, once a staff member is no longer employed with your program, make sure you inactivate their personnel record by unchecking the **Active** box on the **General tab**.




On the **Employment tab**, enter a **Termination Date** and **Termination Code**. Check the box beside **Replaced** if that staff member was replaced. If the staff member left while classes/home visits were in session, select the box.




If Termination Code is Quit-Higher Compensation another field populates: Moved to state pre-k/other early childhood program to consider

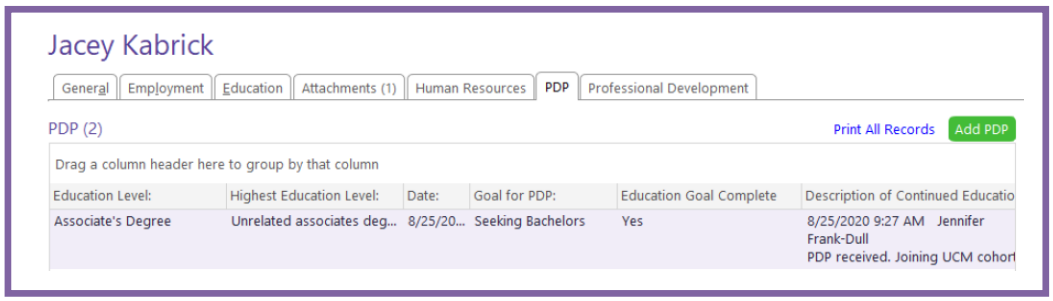



Remember, **do not delete Wage** Allocation/Funding for staff you are terminating, nor any other identifiable information, as this employee will be counted on the annual PIR.

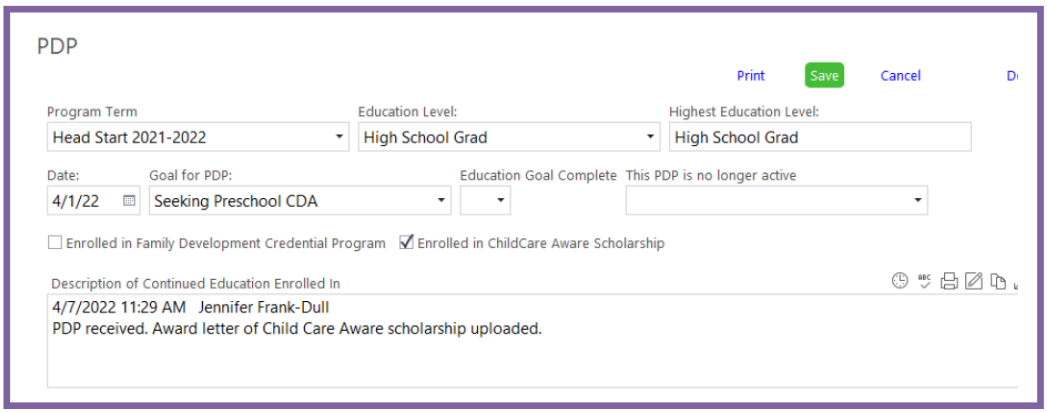
# Entering Professional Development Plans

(For those staff enrolled in college or earning a credential/certificate)

From the PDP tab, select the green Add PDP button.

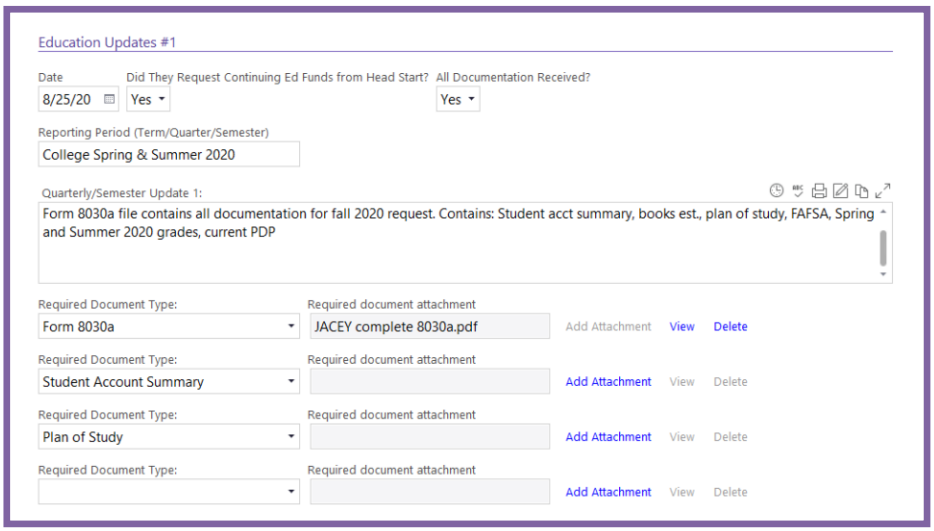



- Select the Program Term
- Select the current Education Level from the dropdown choices.
- Enter the type of highest education level
- Enter the date of the PDP
- Select the educational goal and whether it is complete
- When a PDP is no longer active, please select the dropdown choice
- If enrolled in the FDC program or ChildCare Aware scholarship program, select choice
- Add notes to describe the continuing education and program or school that they enrolled.




There are 4 Education Updates sections to allow for a maximum of quarterly updates.

A new PDP should be added to accommodate more updates (new year)



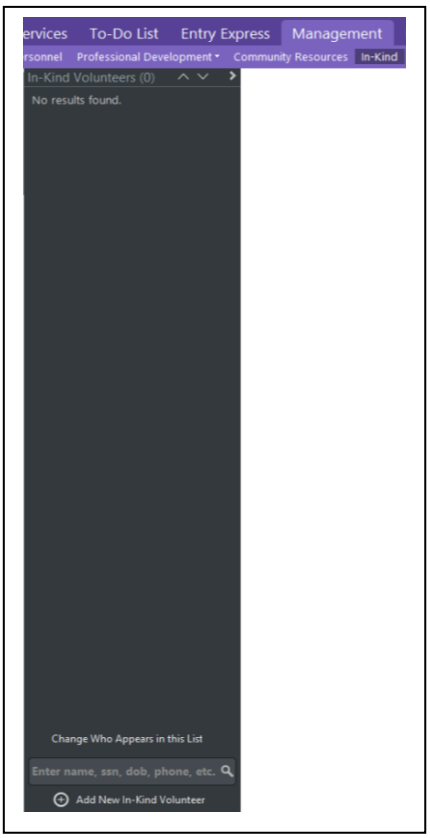
# Entering Regular Volunteer Information

**(Mandatory for volunteers who work 20 or more hours per month or are counted in ratio.)**

If you track In-Kind in another system, no transactions need to be entered for volunteers. If you are using ChildPlus to track In-Kind, only one transaction needs to be entered per volunteer, per **PIR** year.

Accessing the **Management Module:**

- **Click** *In-Kind* **Tab;**
  - **Add New-In-Kind Volunteer**
    - **Select type of new In-Kind Volunteer:**
      - Community Resource
      - Family Member or New Person
  - Enter information in **Add New In-Kind Volunteer** box
    - Mock Social Security number can be used, please be sure to delete it.
  - Click **Active** box (scroll down to "Volunteer Information" section)
    - If no longer volunteering uncheck active box.
  - **Volunteer Description**:
    - Select type of volunteer from dropdown.
  - Click the **TB Test Required** box:
    - Enter TB test Received
    - TB Test Read
    - TB Results
  - Click the **Criminal Check** box:
    - Enter Criminal Check Date
    - Criminal Check Comments




When in ChildPlus, use report 4320 to see volunteers entered by program, site, and classroom. Ensure that the regular volunteers (20 hrs/month) have TB and CBC information entered.

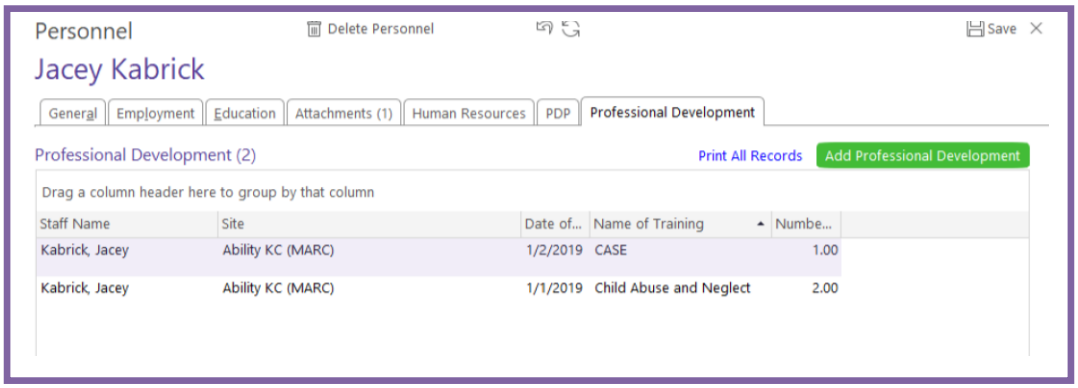
Make former volunteers "inactive."

# Entering Professional Development Trainings

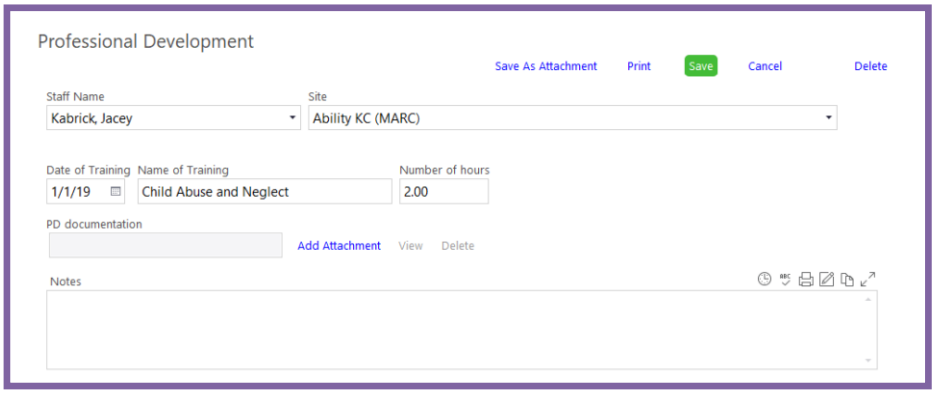
NOTE: Programs that utilize OPEN for tracking ALL professional development hours will not need to utilize ChildPlus. All hours not entered into OPEN must be entered into ChildPlus.

Select the Professional Development tab from within the employee's record.

Select the Add Professional Development button to add a training record.




Add the information from the training. If you receive a training certificate, you can add as an attachment.




Use ChildPlus Report HR1003 to review the status of trainings entered for staff.

# ChildPlus Reports

(Any report beginning with HR is a MARC Head Start created report)

**HR001 – Continuing Education Monitoring**

- This report features PDP goal, program enrolled in and progress for individuals enrolled in a program to meet their credential requirements.

**HR002 – Quarter/Semester Updates**

- This report features quarterly or semester updates for individuals enrolled in a program to further their education.

**HR1003 – Individual Training Hours**

- This report features training hours entered in the Professional Development Tab.

**HR008a – Initial Criminal Background Checks** (Monitoring Employee's Prior to Hire Criminal Background)

- Title, Position, Program, Hire Date
- Initial Criminal Background Check Date, Initial FBI & State Fingerprinting clearances that happened prior to hire
- Sex Offender Date, Child Abuse & Neglect clearances that happened prior to hire, FCSR-Recent, Site

**HR008b – Initial Hiring Requirements** (Monitoring Requirements within the first 30 days of hire)

- Title, Position, Hire Date
- Initial physical and Tb screening dates
- Handbook receipt

**HR008c - Annual Requirements** (Monitoring Annual Requirements for all staff)

- Title, Position, Hire Date
- Standards of Conduct & Confidentiality
- CAN Training
- CASE training
- Performance Appraisal (just need the date for any staff member that has been employed a year or more)
- Professional Development Plan (Needs to occur annually and only the date needs to be sent for those that meet the credential requirements for their position)

**HR008d – Required Trainings** (Monitoring Training Requirements)

- Title, Position, Hire Date
- Safe Sleep (due every 3 years)
- CPR & First Aid (due every 2 years for any staff member who has contact with children)

**HR008e – 5 Year Criminal Background Checks** (Monitor when staff members need to get or have gotten their 5-year Background Checks)

- Helps us track that background screenings are completed again every 5 years. If your district uses the "rap back" agreement with the Missouri State Highway Patrol, please submit a copy of the signed and dated agreement.
- Any fingerprinting that was processed prior to the signing of that agreement does not have the rap back feature and will need a new set of prints processed by the 5 year anniversary of the previous clearance.
- Staff that have prints over 5 years old and may need new fingerprinting (depending on when the rap back agreement was signed).

**HR009 – Review of information**

- This report is a detailed report for viewing notes of what documents are still needed for staff members and follows the sections of the application form 8021a. It has notes from the MARC Head Start Quality Assurance Coordinator and the MARC Head Start Data Team about any of our requests for HR documents or questions regarding them.

**1010 - Site and Classroom Listing**

- This report displays the site and classroom information that you set up on the agency information screen, which is entered by the MARC Head Start Quality Assurance Coordinator. This report should be reviewed monthly and updated information should be submitted to the MARC Head Start Quality Assurance Coordinator. ***(NOTE: Must select the current program year when running ChildPlus 1010)***

**HR1032 - CDA In-Training**

- This report provides information to determine and monitor education staff who are in CDA training. The report will only pull up names of staff who are in training.
  ***(Select all teaching staff positions: Teacher, Teacher Assistant, Floater and Substitute)***

**HR1011 - CDA Next Renewal**

- This report provides information to determine the status of *CDA Obtained* and *CDA Next Renewal*.
  ***(Select all teaching staff positions: Teacher, and Teacher Assistant, Floater and Substitute)***

**HR1016 - Staff Roster**

- This report provides a listing of all staff who have been entered into the ChildPlus database and should be reviewed to determine status of terminations and change of positions.

**4320-In-Kind Volunteer TB Information**

- This report provides information on dates of TB Test Dates for volunteers.

**HR1031- All Staff Qualifications**

- This report provides credential information for education and service staff who have credential information entered into the ChildPlus database. In addition, the Education Level and Highest Degree for all staff can be seen if data has been entered for all employees.

**1008 – Terminated Personnel**

- This report provides information on staff who have termination dates in ChildPlus. This report can be used to verify if "replaced" has been checked.

**HR004 - Personnel Transition Tracking**

- This report provides information on staff who have transitioned within the program or from the program based upon what has been entered in the Human Resources module tab.

**HR005 - Program Staff Information**

- This report provides basic information that has been entered in the Human Resources module tab.

**HR011 - Turnover**

- This report provides information on staff who have terminated based upon what has been entered in the Human Resources module tab.