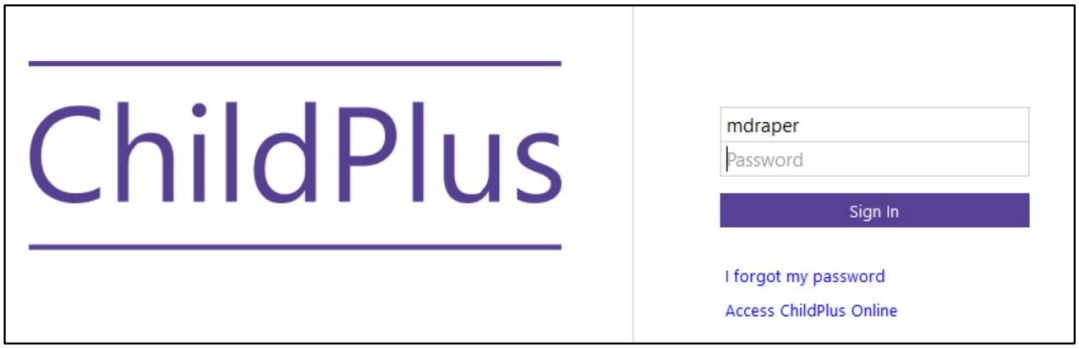
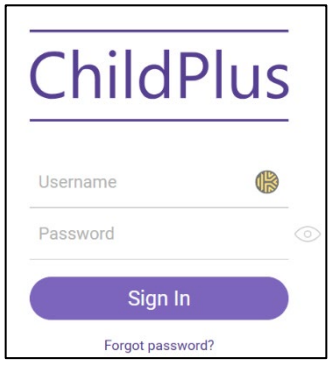
Guidelines for Group Coaching into ChildPlus

- Open ChildPlus and click on Access ChildPlus Online



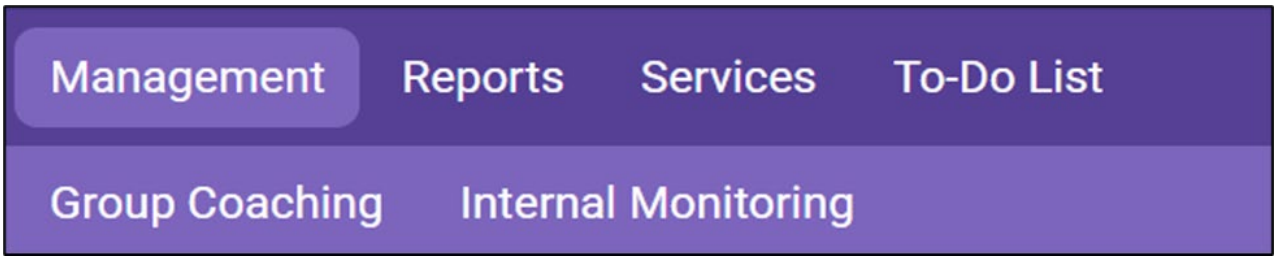
- To access ChildPlus Online, click on the link: https://app.childplus.com/midamerica

- Enter Username and Password



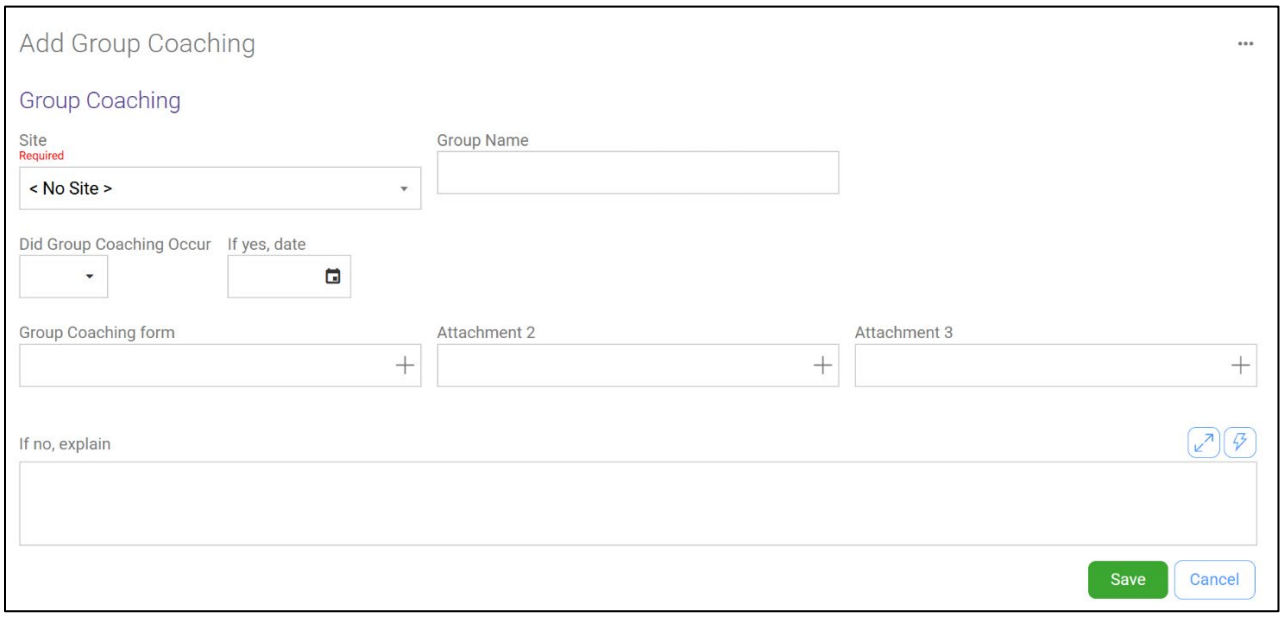
Entering Group Coaching

- Click on Management

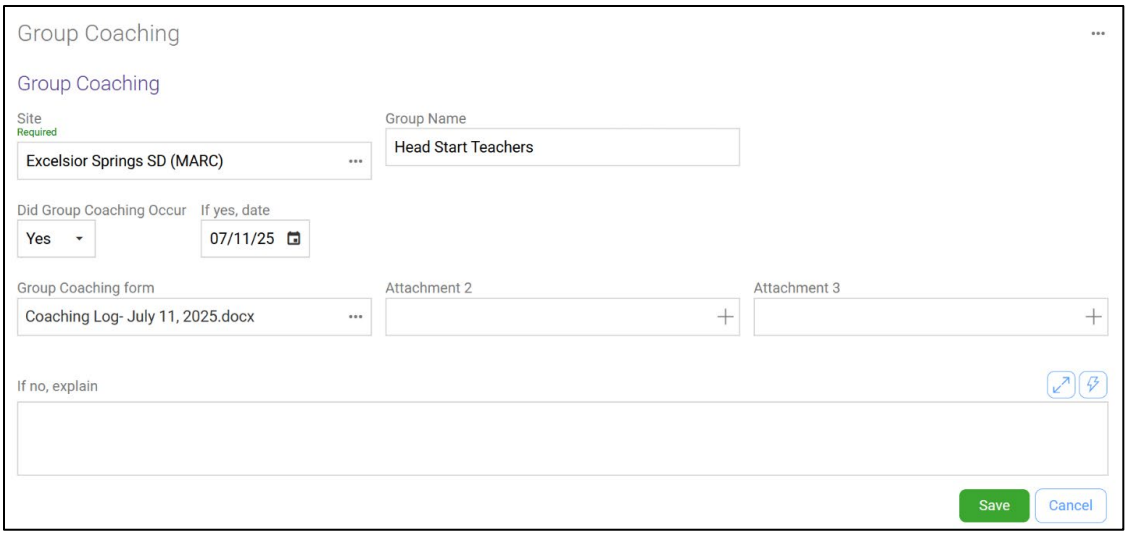


- Click on Group Coaching
- Click on Add Record

- The screen will open to Add Group Coaching

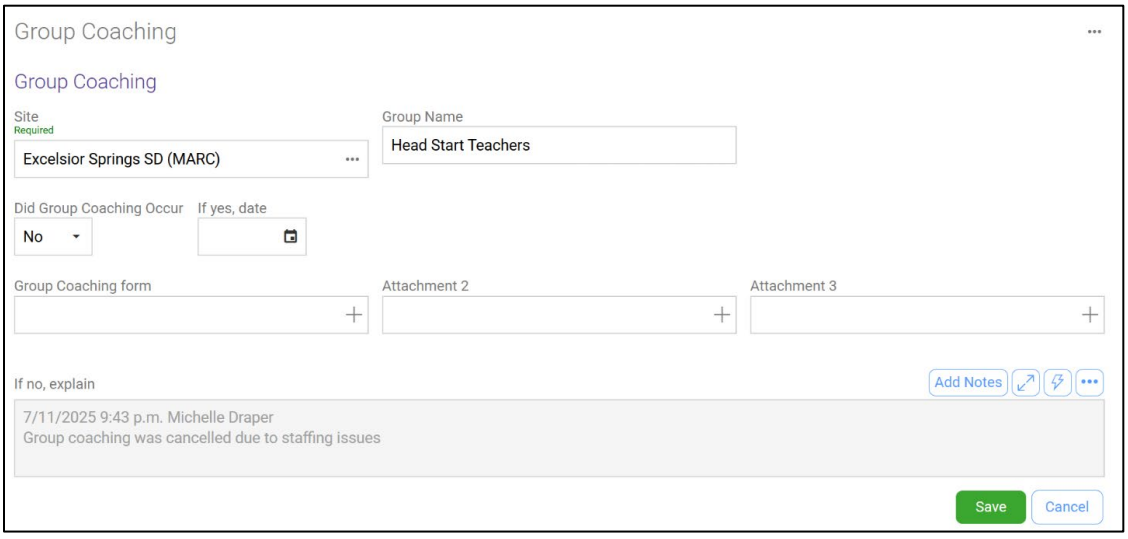


- Choose the site from the dropdown list
- Enter the name of the group (This can be a name of your choice)
- To the question “Did group coaching occur?” Choose Yes or No from the dropdown list
- If you choose Yes, enter the date of the group coaching meeting
- Click on the + in the box where you will attach group coaching form
- Locate the group coaching documentation file on your computer, and click Open to upload
- If you have additional documents to upload, choose Attachment 2 and/or Attachment 3
- Click Save



- If you choose No, click on the box that says, “If no, explain.”
- Enter a brief note to explain why group coaching did not occur for the month.
- Click Save

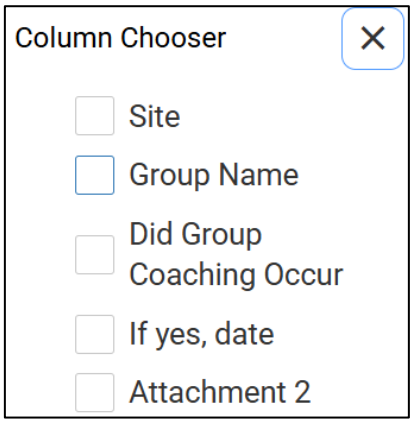
(FYI: Date/time stamp will not show up when you click save. It will show up the next time you open the screen.)



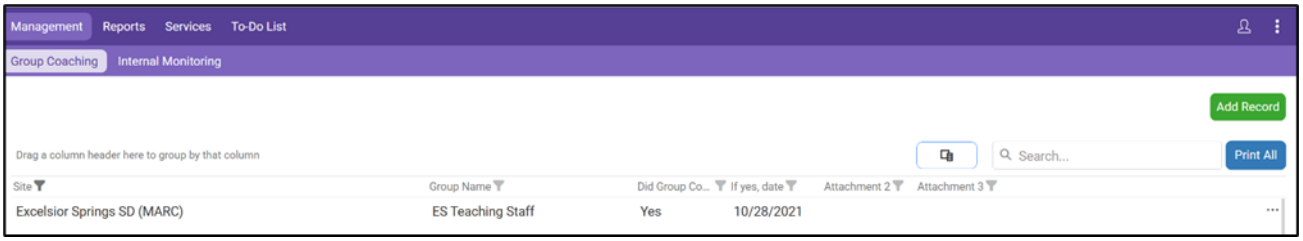
Searching for Group Coaching Records

When you have multiple sites or groups, you might want to pull the records of just one.

- To review the records by site, click on the clipboard icon to the left of the search box, and select Site in the dropdown Column Chooser.
- To review the records by group name, select Group Name in the dropdown Column Chooser.



- Enter the Site or Group Name in the search box.



- To see all of your sites and group names again, click on the X in the search box.