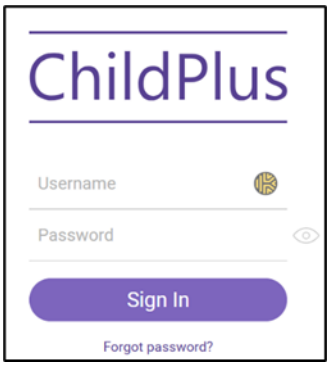
Guidelines for Parent Conferences/Home Visits in ChildPlus

- Open ChildPlus and click on Access ChildPlus Online

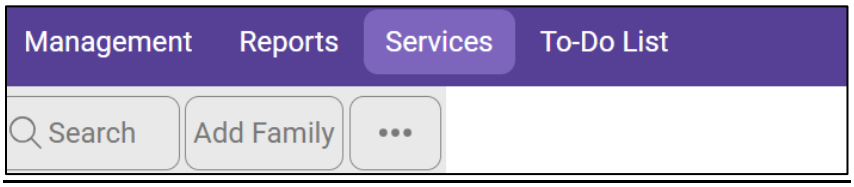
- To access ChildPlus Online, click on the link: https://app.childplus.com/midamerica

- Enter Username and Password



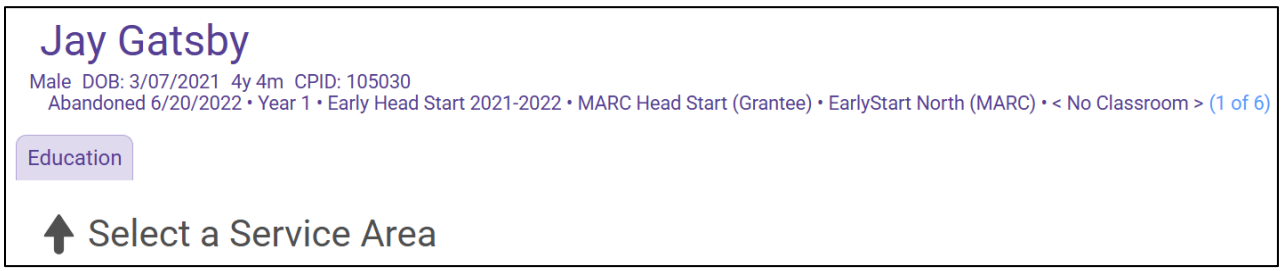
Entering Parent Conferences and Home Visits in ChildPlus

On the menu bar, select Services.

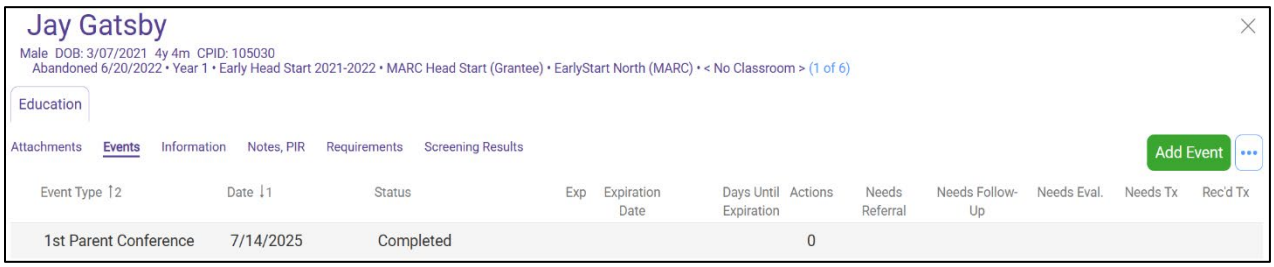


- Select a participant

- Select a Service Area – Education



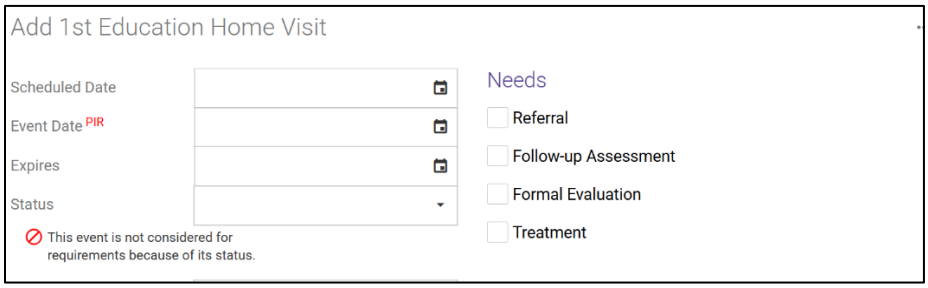
- Select Add Event

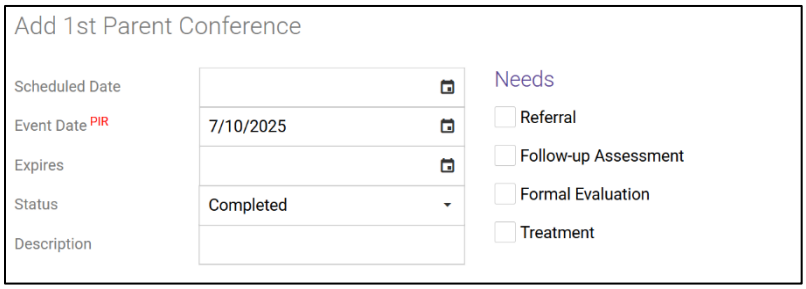


- Choose the appropriate Parent Conference or Home Visit Quarter:
  - First Quarter – July 1 through September 30
  - Second Quarter – October 1 through December 31
  - Third Quarter – January 1 through March 31
  - Fourth Quarter – April 1 through June 30

- Add the Event Date – the date that the Parent Conference or Home Visit occurred
- Select the Status:
    - Completed – if parent conference or home visit was completed

(You will notice a message, "This event is not considered for requirements because of its status." This message will disappear once you complete Status information.)





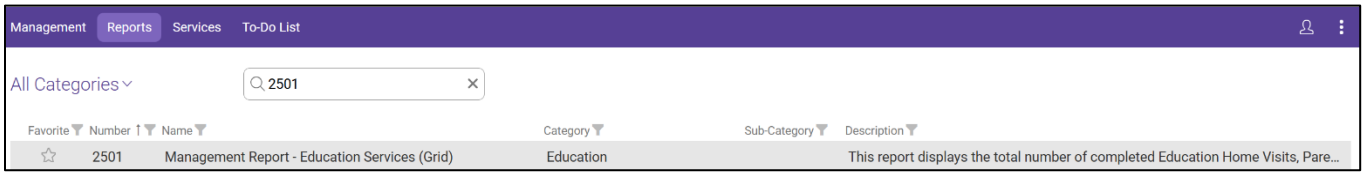
- Save the Event

<u>Due Dates for Data Entry</u>

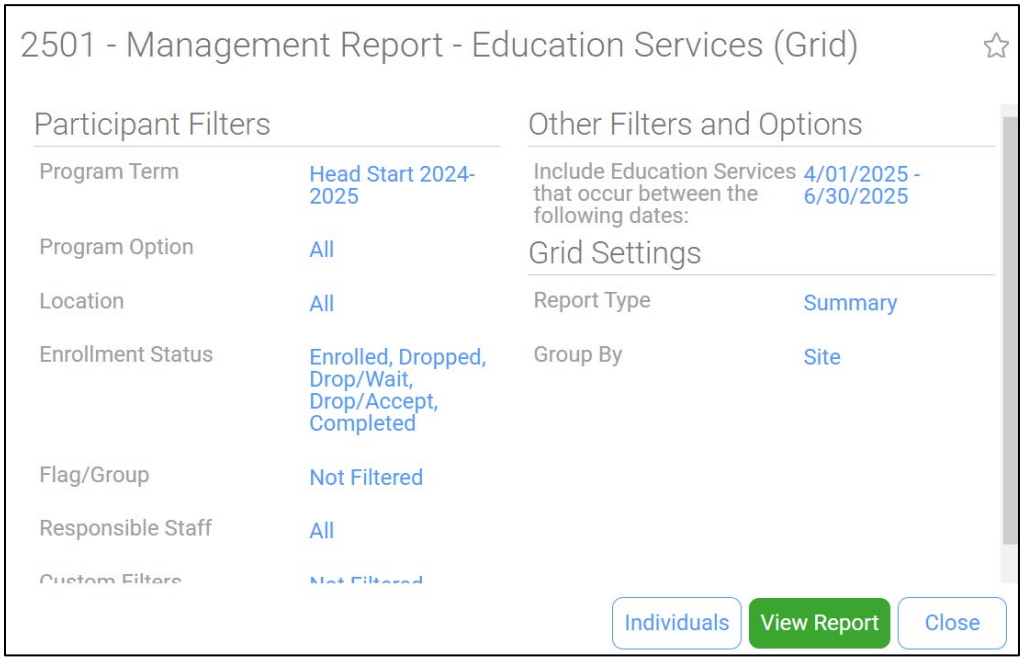
- First Quarter (July-September) parent conferences and home visits will be entered in ChildPlus by October 31.
- Second Quarter (October-December) parent conferences and home visits will be entered in ChildPlus by January 31.
- Third Quarter (January-March) parent conferences and home visits will be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

<u>Parent Conference/Home Visit Reports</u>

- Select Reports
- Enter report 2501, Management Report-Education Services
- Click on the highlighted gray area to open report 2501



- Choose Program Term and click OK
- Program Option – All
- Choose Location and click OK
- Choose Enrollment Status – Click Enrolled, Dropped, Drop/Wait, Drop/Accept, Completed
- Flag/Group – Not Filtered
- Respnsible Staff – All
- Custom Filters – Not Filtered
- Enter dates for Education Services for the quarter for which you are running the report
- Report Type - Summary
- Group By - Site
- Click View Report



Report Options:
If you want the names of individual children with the dates of their parent conferences and home visits, use Report 2511, Individual Education Services Record.