Department: Record Keeping & Reporting	Approval Date: 5/27/2014	Policy Number: 3600
Regulation Number: 1302.101(a)(4)	Regulation Topic: Record keeping & Reporting	Policy Title: Mandatory Utilization of ChildPlus® Database

Policy:

All direct service providers must use the ChildPlus® data base, per instructions in the MARC Head Start ChildPlus® Data Entry Procedures Manual, to enter required data for program participation. Entries into the ChildPlus® system, exclusive of case notes, must also be stored in the child's permanent file per MARC Head Start defined parameters for retention of records and are subject to random audit by MARC Head Start staff.