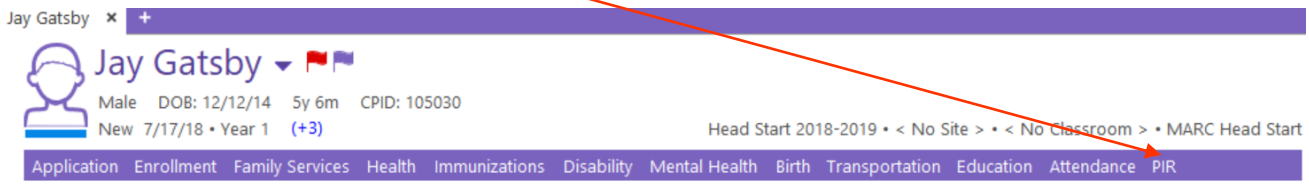
Department: Record Keeping & Reporting	Effective Date: 7/1/2020	Procedure Number: 3601
Regulation Number: 1302.101(b)(4)	Regulation Topic: Record Keeping & Reporting	Policy Title: PIR At Enrollment and At End of Enrollment Updates

ChildPlus® is the official record-keeping and reporting data source for the MARC Head Start program. Direct service providers are required to collect and enter data for children, families and staff to determine the status of child and family outcomes. Additionally, ChildPlus® is a source for providing data for the Program Information Report (PIR).

To ensure at enrollment and at end of enrollment data is as up-to-date as possible, Tier 1 and Tier 2 direct service providers will:

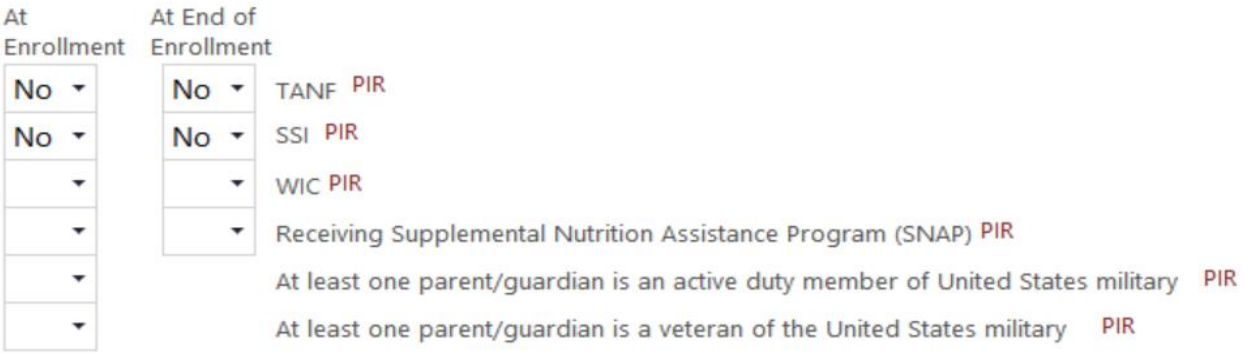
- Update at enrollment data within 30 days of a child's enrollment (start date)
- Update at end of enrollment data at:
  - the time the child leaves the program,
  - the end date for school year programs or
  - by June 15th for calendar year programs

To access PIR data, select the PIR tab



Family Services

Scroll to the Family Services section and select the appropriate At Enrollment and/or At End of Enrollment choice



Reviewed: 8/13/25

At least one parent/guardian completed the following during this program year:

At End of Enrollment	
	Grade level in school, prior to high school graduation (e.g. 8th grade, 11th grade) PIR
	High school or was awarded GED PIR
	Associate degree PIR
	Baccalaureate or advanced degree PIR
	Job training program, professional certificate or license PIR

Activities a father/father figure engaged in during this program year:

At End of Enrollment	
	Family Assessment PIR
	Family goal setting PIR
	Involvement in child's Head Start development experiences (e.g. home visits, parent-teacher conferences, etc.) PIR
	Head Start program governance, such as participation in Policy Council or policy committees PIR
	Parenting education workshops PIR

Health Services

Scroll to the Health Services section and select the appropriate
At Enrollment and/or At End of Enrollment choice

Health

	At Enrollment	At End of Enrollment
Primary Health Coverage PIR		

Does the child:

At Enroll	At End of Enrollment	
		Have a Medical Home (ongoing source of continuous, accessible health care) PIR
		Receive medical services through the Indian Health Service? PIR
		Receive medical services through a migrant community health center? PIR
		Have a Dental Home (continuous, accessible dental care provided by a dentist) PIR