Department: Record Keeping & Reporting	Effective Date: 7/1/2018	Procedure Number: 3600
Regulation Number: 1302.101 (b)(4)	Regulation Topic: Record Keeping & Reporting	Procedure Title: Mandatory Utilization of ChildPlus Database

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 measuring the progress towards school readiness goals and objectives for children, families and the program.

To fully utilize the ChildPlus® system, grantee managers will provide training and technical assistance to identified Tier 3 direct service provider content leads. The Tier 3 content leads and ChildPlus® lead will then provide the following roles and responsibilities:

- Technical assistance and oversight for their agency
- Be responsible for contacting the appropriate MARC Head Start manager with any need for ChildPlus® technical assistance
- Ensure that their program staff use ChildPlus® data as a part of normal daily business operations to inform program planning
- Will provide all training and technical assistance to their own program staff
- Will identify any staff needing professional development to fully utilize the system properly and efficiently
- Will communicate to their program staff a clear understanding that their username and password is unique to the security access that they have been given and should never be shared with anyone
- Will stress to all of their program staff the required integrity of the system to ensure data is accurate, reliable, and confidential
- Be responsible for requesting access and removing access for individual users in their agency:
    - Submit MARC Request for Access form 3600 for your agency to MARC Head Start OD Manager at pkabrick@marc.org when access to ChildPlus® is needed for a staff person that has met all MARC hiring requirements.
    - Submit MARC Request for ChildPlus® Change in Status form 3600(a) to MARC Head Start OD Manager at pkabrick@marc.org when deletion of ChildPlus® access is needed.
    - The MARC OD Manager will set up ChildPlus® access and email initial account login information.
    - ChildPlus® Users will be prompted to choose a strong password upon next login and every 90 days thereafter.

Reviewed: 8/13/25