Department: Record Keeping & Reporting	Effective Date: 7/1/2018	Procedure Number: 3600
Regulation Number: 1304.51(g); 1304.51(h)	Regulation Topic: Record Keeping & Reporting	Policy 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, MARC Head Start coordinators and managers will provide training and technical assistance to staff at Tier 1 and Tier 2 direct service providers.

Tier 1 and Tier 2 direct service providers will identify a system that includes:

- A person to provide the initial ChildPlus® technical assistance for their agency.
- A person that is responsible for contacting the appropriate grantee coordinator or manager with escalated needs for ChildPlus® technical assistance.
- A person to identify any staff needing professional development to fully utilize the system properly and efficiently.
- Ensuring that program staff use ChildPlus® data as a part of normal daily business operations to inform program planning.
- Guaranteeing that program staff have 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.
- A method to stress to all program staff the required integrity of the system to ensure data is accurate, reliable, and confidential.

To ensure the security of ChildPlus:

Staff must be data entered in ChildPlus before they can be given access to ChildPlus

- Tier 1 and Tier 2 direct service providers will identify a person responsible to:
  - Ensure staff employment information has been data entered in ChildPlus, per MARC Procedure 8021.
  - Submit MARC Tier 1 & Tier 2 Request for Access form 3600 to MARC Organizational Development Manager at pkabrick@marc.org when access to ChildPlus® is needed for a staff person that has met all MARC hiring requirements and data entered in ChildPlus®
  - Submit MARC Tier 1 & Tier 2 Request for ChildPlus® Change in Status form 3600(a) to MARC Organizational Development Manager at pkabrick@marc.org when a change in deletion of ChildPlus® access is needed
  - The MARC Organizational Development Manager will set up ChildPlus®

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access and email initial account login information within 5 business days
- ChildPlus® User will be prompted to choose a strong password upon login and every 90 days thereafter

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