

EMAA HEAD START
CHILDPLUS REPORT SCHEDULE

WEEKLY

<u>Report #</u>	<u>Report Description</u>	<u>Purpose</u>
2310	Daily Attendance by Classroom	ASA Check Data Entry ASA → Site Manager for Orange Center File
2315	Daily Attendance and Meals Worksheet	ASA → Teaching Staff to Record Attendance
2315	Daily Attendance and Meals Worksheet	ASA → Cooking Staff to Record Meals Served
4310	In-Kind Value and Amount	Check Data Entry/Forward to Sharon LaChance w/In-Kind Forms
4315	Monthly In-Kind Amounts	Reconcile w/#4310/Forward to S. LaChance w/In-Kind Forms ASA Check Data Entry for Duplicate Volunteers
2001	Management Report – Enrollment (Print monthly after numbers match)	ASA Check Data Entry/Consult w/Family Advocates if necessary ASA → Site Manager for Management Info
2003	Management Report – Enrollment Demographics (Print monthly after numbers match)	ASA Check Data Entry/Consult w/Family Advocates if necessary ASA → Site Manager for Management Info
2004	Management Report – Eligibility Income (Print monthly after numbers match)	ASA Check Data Entry (Particularly SSI & WIC)

MONTHLY

<u>Report #</u>	<u>Report Description</u>	<u>Purpose</u>
1520	Contact Information	ASA → Teaching Staff/Family Adv. Emergency Contacts/ Orange Center File
2125	Participant Alphabetical List	ASA Check Data Entry (particularly “ App Stat ” & “ Status ”)
3310	Immunizations by Series Individual as enrolled Include Notes	ASA → Site Managers/Family Adv. for Licensing Requirements. Copy for each classroom placed in Orange Center File by ASA
*3015	Health Requirement (completion report)	Sept ASA → Site Managers/Family Adv. to meet time frames; beginning of each month
*3035	Latest Occurrence of Health Events Individual as Enrolled Lead, Physical Exam, B.P. Growth, Hearing, Hemo/Hematocrit, Vision, Dental, Social Emotional	ASA → Site Managers/Family Adv. for tracking health services
*3035	Latest Occurrence of Health Events Development, Speech, Hearing, Vision	ASA → Site Managers/Family Adv. for tracking disabilities
*3050	Treatment Tracking	ASA → Site Managers/Family Adv. for tracking treatment
4130	Family Services Actions	ASA → Site Manager/Family Adv starting in January

* **On Timeline**

PERIODICALLY OR AS NEEDED/REQUESTED

<u>Report #</u>	<u>Report Description</u>	<u>Purpose</u>
1310	Individual Training Log	ASA → Site Manager
2025	Enrollment Priority Listing	Area Coor will access for Enrollment Selection
2030	Prepare for Next Program Term All Statuses; Eligibility Age=5; Cutoff Date=7-31-12	ASA → Family Adv for Next Program Term Recruitment
*2120	Enrollment by Program Option (Class Roster w/birthdates by classroom)	ASA → Teachers to make name tags
2195	Child & Family Member User Defined Fields	ASA Check Agreement Form Date
*2320	Absenteeism (in detail)	ASA → Site Manager/Teachers
*2510	Individual Education Services Record (Include Education Notes)	ASA → Site Manager for Education Home Visits & for Parent/Teacher Conferences
*3030	Participant Health Summary	Beginning/Ending of Year to Parents/File/Public School (end of year)
*3410	Growth Chart (set up weight to stature 2 to 5 years)	ASA → Family Adv. (child's file, parent & discuss w/Teachers at child staffing; attach to Participant Health Summary
*3540	Disability Summary	ASA → Teacher/Family Adv. for IEP info
4003	Management Rpt – Family Serv. Action Status	ASA → Site Manager/Family Adv
4110	Family Services History	ASA → Family Adv

PERIODICALLY OR AS NEEDED/REQUESTED

(Continued)

4120	Family Services Referrals	ASA → Family Advocate
5220	Group Gains	ASA → Site Managers/Teachers in January
*5420	Outcomes Completion Report	ASA → Site Manager
*5440	Classroom Profile	ASA → Teachers

* **On Timeline**

PIR

(Run these reports after the current year's PIR is set up. Check w/S. LaChance)

(Run "Summary" to check numbers then "Detail" if needed)

NOTE: It is CRUCIAL that these reports be utilized to ensure ALL PIR INFO IS ENTERED & ACCURATE!!!

<u>Report #</u>	<u>Report Description</u>	<u>Purpose</u>
9703	PIR Audit Report - Race & Ethnicity	ASA Check Data Entry/Consult w/Family Advocates
9704	PIR Audit Report - Language	ASA Check Data Entry/Consult w/Family Advocates
9706	PIR Audit Report – Health Insurance	ASA Check Data Entry/Consult w/Family Advocates
9707	PIR Audit Report – Actual Enrollment - Health Services	ASA Check Data Entry/Consult w/Family Advocates
9709	PIR Audit Report - Mental Health & Developmental Screenings	ASA Check Data Entry/Consult w/FAs & Teaching Staff
9710	PIR Audit Report – Disabilities	ASA Check Data Entry/Consult w/FAs & Teaching Staff
9730	PIR Audit Report - Employment, Training, Education, TANF, SSI, Family Community Partnership/Goal Setting	ASA Check Data Entry/Consult w/Family Advocates
9731	PIR Audit Report - Family Services	ASA Check Data Entry/Consult w/Family Advocates