

## EMAA HEAD START COMPUTER PROCEDURES

### PRIORITIZATION OF DATA ENTRY

- 1) Applications (Pages 1, 2 & 3)
  - 1a) Immunization Record
  - 1b) Suspected/IEP → Disability icon → Concerns Tab → Check box “Area of Concern”  
For IEP add → Disability icon → Diagnosis Tab → Select a Diagnosis Category
  - 1c) Critical Health Notes and Allergies
- 2) Change of Status (Enroll/Abandon/Waitlist **dates**; living address; mailing address; phone; emergency/release to; custody; immunization **updates**; etc.)
- 3) Agreement Form (Date Parent/Guardian Signed)
- 4) Authorization for Release of Information (**as needed** Date Parent/Guardian Signed)
- 5) Child Health/Nutrition History (Date Parent/Guardian Signed)
- 6) Enrollment Form For Child Care Centers (Date Parent/Guardian Signed)
- 7) Family Needs Assessment/Family Partnership Agreement (Date Parent/Guardian Signed; Needs, Goals, Strengths)
- 8) Health Info: Physical, Hearing, Vision, Lead, Hemoglobin, Blood Pressure, etc.
- 9) Dial-3 (Speech & Development)
- 10) Dental

### ONGOING DATA ENTRY

In-Kind (weekly)

Meal Count/Attendance (weekly)

Individual Daily Attendance (weekly)

Individualized Curriculum Date (weekly)

Social Emotional Score (weekly)

Progress Report (as required by timeline)

Enter Education Home Visit Date OR Parent Teacher Conference Date

Date entered & Initial ***Please do not stamp or put any other marks on this form***

For *missed* Ed HV or P/T Conferences, enter 7/7/11 (2011-12 program year) for which the child was not in the program.

IEPs

- a) Concern Tab → Check “An Area of Concern Has Been Identified”
- b) Diagnosis Tab → Select a Diagnosis Category → Enter IEP Date
- c) IEP Tab → Enter IEP Date (again) → Check box “Signed by LEA” ***very important PIR info***
- d) Additional Information → Amount: C
- e) Health Events → Status: F → Check Treatment Box → Add Action →  
Action Type: T → Event Date → Status → Treatment Received

Outcome Ratings (as required by timeline)

Family Contact Transaction Forms (to be submitted & entered daily)

PIR Tracking (Begin at Final Enrollment & Update on home visit)

Treatment Tracking (Health, Dental, etc. as needed)

### PROCEDURE FOR DATA ENTRY DURING PROGRAM YEAR

Area Support Assistant will enter data and return forms to Family Advocate/Teacher to file in child’s file.

As Area Support Assistant enters data, if it is not accurate, the form will not be entered but rather returned to staff for correction. For example: if HV#5 has been submitted for entry and HV#4 is not listed on the computer screen as entered, do not enter HV#5 – note questionable info and return to staff for correction. Staff will correct and resubmit for data entry. Also, if information on application is questionable, communicate with staff to ensure accuracy! If interpretations differ, contact your Area Coordinator.

## EMAA HEAD START COMPUTER PROCEDURES

### MAINTENANCE OF APPLICATIONS FOR HEAD START ENROLLMENT (During Program Year)

Filling out Head Start Application for Enrollment forms is the responsibility of all Head Start Staff.

After the application is filled out and required documentation attached, the application will be forwarded to the Area Support Assistant for entry into the computer. **All applications will be entered into the computer regardless if they are “complete” or “incomplete”.**

After entry into the computer, the Area Support Assistant will maintain the applications in a locked file by location and in alphabetical order. (Reports can be utilized to determine information not supplied/entered.)

Utilizing CPLUS Report #2025, the Area Coordinator will notify the Area Support Assistant which status to code the application.

The Area Support Assistant will code the application in the computer and file the application in the appropriate folder reflecting the **Center Name, Program Term** (i.e. 2010-2011), and **Status** of the application (i.e., Incomplete, New, Accepted, Waitlisted, Abandoned, Returning). The Area Support Assistant will then send the appropriate letter to the applicant's **custodial parent(s)/legal guardian(s)** listed on the application to notify them of the status of the application (i.e. abandoned or waitlist).

Once the Family Advocate has completed Final Enrollment and the Area Support Assistant has been notified the applicant has been enrolled (via Change of Status form), the application will be given to the Family Advocate to be placed in the child's individual file.

**NOTE:** At the end of the program year, Area Support Assistants will send in to Central Office the **RED** folders of applications not enrolled for that program year (i.e. abandoned, waitlist, arranged in alphabetical order). These **RED** folders are to be sent in at the same time the enrolled children's files are sent in to Central Office at the end of the program year.

## **EMAA HEAD START COMPUTER PROCEDURES**

### **MOVE CHILD'S FILE PROCEDURE**

Family Advocate will notify Area Coordinator via telephone/email if a child has moved to another location in the EMAA Head Start eight county services area and there is a need for the child's file to be moved from one site to another.

Site Managers will record this information on Weekly Staff Meeting Reports.

Family Advocate will prepare and submit a Change of Status form, along with the child's **complete file**, to notify Area Support Assistant of action to be taken.

Staff will ensure all information has been submitted to the Area Support Assistant for data entry. The Area Support Assistant will ensure that all data for the child is entered into the computer via Child Plus software.

If the child's file is to be moved between sites the Area Support Assistant is assigned, the Area Support Assistant will transport the child's file between those sites. If the child's file needs to be transported to a site other than one the Area Support Assistant is assigned, individual arrangements will be made between Area Coordinators.