Monitoring Track
Status Center

September 24-26, 2013
Las Vegas, NV
Navigating the Dashboard

The Status Center contains two system management tools, the Dashboard and the Organizer.

To access the Dashboard:

1. Click on the Status Center tab.
2. Click on the Dashboard sub-menu option.

The Dashboard gives a quick overview of the progress of your agency. By using the Dashboard, ChildPlus.net users can evaluate statistics covering the overall development of your entire agency or concentrate on agency performance within a particular area, such as Health Requirements in real-time. The Program Terms included in the Dashboard’s information are listed at the top of the screen.
1. Is the agency fully enrolled and if not, where are the vacancies located? Do we have participants to fill the vacancies?
2. Where are the children in our agency that have an IEP?
3. Is our agency’s ADA within regulation limits?
4. Should we be concerned about the Health Requirements percentages? What Health requirements are we having the most issues with?

<table>
<thead>
<tr>
<th>Requirements</th>
<th>Complete</th>
<th>Past Due</th>
<th>Due in 0-7 Days</th>
<th>Due in 8-30 Days</th>
<th>Due in &gt;30 Days</th>
</tr>
</thead>
<tbody>
<tr>
<td>All Entry Requirements</td>
<td>38%</td>
<td>19%</td>
<td>3%</td>
<td>22%</td>
<td>16%</td>
</tr>
<tr>
<td>0 Day Requirements</td>
<td>76%</td>
<td>19%</td>
<td>2%</td>
<td>1%</td>
<td>0%</td>
</tr>
<tr>
<td>30 Day Requirements</td>
<td>35%</td>
<td>0%</td>
<td>5%</td>
<td>22%</td>
<td>6%</td>
</tr>
<tr>
<td>45 Day Requirements</td>
<td>19%</td>
<td>0%</td>
<td>0%</td>
<td>35%</td>
<td>14%</td>
</tr>
<tr>
<td>90 Day Requirements</td>
<td>13%</td>
<td>0%</td>
<td>0%</td>
<td>0%</td>
<td>56%</td>
</tr>
</tbody>
</table>

Expiring Health Events

<table>
<thead>
<tr>
<th>Requirements</th>
<th>Expired</th>
<th>Expires 0-7 Days</th>
<th>Expires 8-30 Days</th>
<th>Expires &gt;30 Days</th>
</tr>
</thead>
<tbody>
<tr>
<td>All Entry Requirements</td>
<td>14%</td>
<td>11%</td>
<td>4%</td>
<td>25%</td>
</tr>
<tr>
<td>Health Requirements</td>
<td>43%</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

5. How can we identify a participant that is missing their health requirements?
6. Which sites are having a problem with PIR question C.12(2) (NUMBER OF CHILDREN DETERMINED BY A HEALTH CARE PROFESSIONAL TO HAVE RECEIVED ALL IMMUNIZATIONS POSSIBLE AT THIS TIME BUT WHO HAVE NOT RECEIVED ALL IMMUNIZATIONS APPROPRIATE FOR THEIR AGE AT END OF ENROLLMENT YEAR)?
7. Does the agency have a large number of parents volunteering in our program? Why is this important?
8. Looking at the Income status pie chart do we have any notable issues?

9. How many 4 year old participants do we have on our waiting list?
Configuring data settings and system alerts

Viewing the agency information in the Dashboard screen will depend upon the selection of program terms, locations, groups, indicators and alerts.

1. Select the Program Term(s). Click Program Term to view a list of program terms that have been entered into ChildPlus.net. Select the appropriate Program Term(s) to use to display the data on the Dashboard. Click Refresh for the highlighted terms to display at the top of the Dashboard screen.

2. Select locations and groups. Click Change Setting at the bottom of the Dashboard screen to choose which locations and groups to display in the Dashboard.

3. Under the General tab, select the appropriate Agencies, Site(s), Classroom(s), and Group(s).
4. Select indicators and alerts. Under the **At A Glance** tab, select the appropriate indicators and alerts to display in the **Dashboard**.
Navigating the Organizer

To access the Organizer:

1. Select the Status Center tab.
2. Click the Organizer sub-menu option.

Creating Organizer Views

My Organizer View allows users to personalize "mini reports" that include tasks you wish to see at one time.

To add a new organizer view, click Add New View in the My Organizer Views Navigator listing. To edit an existing organizer view, select Change this View.
When adding a new organizer view, choose whether to begin with a copy of an existing organizer view, or to use a blank organizer view.

In the **Organizer View Setup** screen, enter the appropriate information for the **Organizer View**.

1. Enter the **Name** of the **Organizer** view.
2. Enter a **Description** of the **Organizer** view.
3. Select if these alerts are to appear on a personal calendar or on a shared calendar.
4. If the alerts are to appear on a shared calendar, select which specific persons will receive the alerts.
Shared View

The **Sharing** tab adds the ability to share an **Organizer** view with other ChildPlus.net users. From this screen, you can assign **Full Access**, **View Access** or **No Access** to this view to multiple at once.

![Organizer View Setup](image-url)
5. Select a module to enable **System-Generated Tasks** to appear in **System-Generated Tasks Organizer View**.

![Organizer View Setup](image)

6. Enter the parameters.
7. Select the staff members.

   If no staff is assigned to an event be sure to check the blank box in the pick list.

8. Select the task for the event type.
9. Select the **Program Term**.
10. Select the **Agency, Site(s)** and **Classroom(s)**, **Status** of participants and **Group(s)**.
11. Determine an expiration date for events or actions that you do not want to display.
12. Check this box if this is the Calendar View that is displayed each time you log into ChildPlus.net.
13. Click **Save**.
The Organizer view will display any expiring physicals in the default view (list view).

To switch to Calendar view click **Switch to Calendar View**.

Click on the event in either the **List View** or **Calendar View** and ChildPlus.net takes you to the event in the **Services tab**.
The Organizer Activity

1. The health manager needs to get a list that will help her identify participants who will need treatment or follow up for the following events; lead, growth assessment, hemoglobin/hematocrit, dental exam and blood pressure. What view would you create?

2. You need to follow up with families that you have established family goals with and they are currently in the process of completing their goal. What view would you create?

3. The home visitor needs to ensure that all of the pregnant moms on their case load have received there last prenatal care visit before the expected delivery date. What view would you create?

4. Family Service workers are having a tough time with monitoring participants that have a low ADA and consecutive absences. What view would you create?

5. There are newly enrolled children and you need to ensure that they are meeting their health requirements. What view would you create?

6. We need to contact parents that have children who will have health events expiring next month. What view would you create?

7. The facilities manager needs to know if any of the centers smoke alarms need to be inspected. What view would you create?

8. The disability manager needs to identify all of the children that have failed their developmental screening. What view would you create?

9. The disability coordinator needs to schedule meetings with the LEA or Part C for children that will need to renew their IEP or IFSP. What view would you create?

10. The home visitor would like to create a calendar that shows them their scheduled home visits. What view would you create?

11. You are a family service worker who needs to contact families that did not finish the application process. What view would you create?

12. The health coordinator would like to send out letters to children that will have immunizations due next month. What view would you create?

13. You need to identify and contact the families that you have provided resources to and have not contacted you back. What view would you create?
Family Services

![Organizer View Setup](image)

**Status**
- Action Completed
- Awaiting Feedback
- Family Cancelled
- No Show
- Ongoing
- Partially Completed
- Refused
- Staff Cancelled

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**Agency Worker**
- Abner, Jina
- Abner, Kimberly
- Abram, Yolonda
- Abrego, Catalina
- Agustin, Lauretta
- Almeida, ONE
- Aquiral, Jasper
- Argos, ONE
- Aretez, Janice
- Belfunge, Angel
- Banks, Spring
- Barta, Forrest

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**Event Type**
- Chronic Problem
- Collaboration Interagency
- Emergency Crisis
- Family Goal
- Family Service Home Visit
- Homebased Home Visit
- Need Identified
- Routine Contact
- Staff Meeting
- Strength Identified
Enrollment

Application Status
**Enrollment**

1. Show enrollment records in which the application status is [Dropdown]
   and the application date is more than [Input]

   Only show tasks for enrollment records that meet the following criteria:

   **Program Term**
   - [checkbox] <Nk Program Term>
   - [checkbox] Migrant & Seasonal: Migrant Head Start 2014

   Agency, Site, and Classroom will be determined by the location access the user currently signed in has:
   (Ex. When Sally Jones accesses this view, she will see only the locations that have been granted to her through user security.)

   **Status**
   - [checkbox] New
   - [checkbox] Accepted
   - [checkbox] Waitlisted
   - [checkbox] Enrolled
   - [checkbox] Terminated
   - [checkbox] Term/Wait
   - [checkbox] Completed
   - [checkbox] Abandoned

   **Group**
   - [checkbox] Active Military
   - [checkbox] Atabassan
   - [checkbox] Parent Committee
   - [checkbox] Policy Council
   - [checkbox] Pregnant Mothers

   [checkbox] Show this when I sign-in to ChildPlus.net

   [Save] [Cancel] [Add]

**Application Status**

- [checkbox] <None>
- [checkbox] Complete & Verified
- [checkbox] Incomplete
- [checkbox] Incomplete, Info. not returned
- [checkbox] Other - Specify in Comments

[Use F4 to show/hide list]
[Use spacebar to check/uncheck]
Health

Event Status

Action Status

Event Type

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Health

Organize View Setup

General | Sharing | Health

1. Select at least one:
- Show required health events that are due within the next ___ days
- Show health events and actions that are scheduled within the next ___ days
- Show health events that will expire within the next ___ days
- Show health events that have a status of ___
- Show health actions that have a status of ___

2. Only show tasks when the health worker for the health event is ___
   - [ ] Current User

3. Only show tasks for these event types ___
   - [ ] All

Only show tasks for individuals who have an enrollment record for ___

Program Term
- [ ] All
- Migrant & Seasonal: Migrant Head Start 2011
- [ ] Early Head Start: Early Head Start 2013-2014
- [ ] Head Start: Head Start 2013-2014
- [ ] Other - You Determine: GA State Pre-K 2013-2014
- [ ] Early Head Start: Early Head Start 2012-2013

Agency, site, and classroom will be determined by the location access the user currently signed in has.
(EX: When Sally Jones accesses this view, she will see only the locations that have been granted to her through user security.)

Status
- [ ] All
- New
- Accepted
- Waived
- Enrolled
- Terminated
- Term Wait
- Completed
- Abandoned

Do not show tasks for events and actions that are required, scheduled, have occurred, or will expire before ___

- [ ] Show the view when I sign in to ChildPlus.net

Save | Cancel Add

Event Status

Action Status

Event Type
Health

Organize View Setup

1. Select at least one:
   - Show events due within the next ___ days
   - Show events that are scheduled within the next ___ days
   - Show events that will expire within the next ___ days
   - Show events that have a status of ___
   - Show health actions that have a status of ___

2. Only show tasks when the health worker for the health event is ___
   - Current User

3. Only show tasks for these event types ___

Only show tasks for individuals who have an enrollment record for:

Program "term" ___

- Migrant & Seasonal
- Early Head Start
- Head Start
- Other - You Determine
- GA State Pre-K
- Early Head Start

Agency, site, and Classroom will be determined by the location access the user currently signed in has.
(Ex: When Sally Jones accesses this view, she will see only the locations that have been granted to her through user security.)

Event Status

- New
- Accepted
- Waived
- Enrolled
- Terminated
- Term/Wait
- Completed
- Abandoned

Do not show tasks for events and actions that are required, scheduled, have occurred, or will expire before ___

Save Cancel Add

Action Status

Event Type

- Abnormal
- Blood Pressure
- Dental Exam
- Developmental
- EarlyStart
- Hearing
- Hemoglobin/Hematocrit
- Illness
- Language
- Lead

Use F4 to show/hide list
Use spacebar to check/uncheck

Check All Uncheck All

Use F4 to show/hide list
Use spacebar to check/uncheck

Check All Uncheck All

Use F4 to show/hide list
Use spacebar to check/uncheck

Check All Uncheck All
Health

Organize View Setup

1. Select at least one:
   - Show required health events that are due within the next ___ days
   - Show health events and actions that are scheduled within the new ___ days
   - Show health events that will expire within the next ___ days
   - Show health events that have a status of ___
   - Show health actions that have a status of ___

2. Only show tasks when the health worker for the health event is ___

3. Only show tasks for these event types ___

Only show tasks for individuals who have an enrollment record for

- **Program**:
  - Migrant & Seasonal
  - Early Head Start
  - Head Start
  - Other - You Determine

Agency, site, and classroom will be determined by the location access the user currently signed in has.
(Ex. When Sally Jones accesses this view, she will see only the locations that have been granted to her through user security.)

Status

- New
- Accepted
- Waived
- Enrolled
- Terminated
- Term Wait
- Competed
- Abandoned

Group

- Active Military
- Athabascan
- Parent Committee
- Policy Council
- Pregnant Mothers

Do not show tasks for events and actions that are required, scheduled, have occurred, or will expire before ___

- Show this view when I sign in to ChildPlus.net

Save  Cancel  Add

Event Status

- Absent on Screening Date (not considered for requirements)
- Competed
- DROF - Withdrawn, Not Screened (not considered for req...)
- Failed 1st Screening, Needs Referral
- Missed Appointment (not considered for requirements)
- Need Re-Screening, Failed 1st
- Not Required
- Parent Refused Permission - Not Screened
- Passed First Screening
- Untested (or CNT) Hids Resor (not considered for requirements)

Action Status

- Evaluation Complete, No Treatment Needed
- In Treatment Process
- Needs Appointment
- Needs Observation
- No show for appointment
- Parent Refused Treatment
- Referred, Failed 1st Screening
- Referred, Failed 2nd Screening
- Treatment Completed
- Treatment Current, Up-To-Date
- Treatment Discounted, Drop- ___
- Treatment Schedul after Program Close

Event Type

- Blood Pressure
- Dental Exam
- Developmental
- EHS Transition
- Emergency
- Food Allergy
- Growth Assessment
- Health History
- Hearing
- Hemoglobin/Hematocrit
- Illness
- Lactation Class
- Language
- Lead
Immunizations

Current Status
Disabilities

Concern Status
Disabilities

Concern Status
Pregnancy

**Organizer View Setup**

**General**

1. **Show participants that have an expected delivery date within the next:**
   - [ ] Days

**Only show tasks for individuals who have an enrollment record for:**

- [ ] All
- [ ] Program Term
  - [ ] Head Start 2014-2015
  - [ ] Migrant & Seasonal Head Start 2014
  - [ ] Early Head Start 2013-2014
  - [ ] Head Start 2013-2014

Agency, Site, and Classroom will be determined by the location access the user currently signed in at.
(Ex. When Sally Jones accesses this view, she will see only the locations that have been granted to her through user security.)

**Status**

- [ ] New
- [ ] Accepted
- [ ] Waitlisted
- [ ] Enrolled
- [ ] Terminated
- [ ] Tony/Wait
- [ ] Completed
- [ ] Abandoned

**Group**

- [ ] Active Military
- [ ] Athabascan
- [ ] Parent Committee
- [ ] Policy Council
- [ ] Pregnant Mothers

**Delivery Date**

Do not show tasks for pregnancy records that have an expected delivery date before

- [ ] Show this view when I sign-in to ChildPlus.net
  - [ ] Save
  - [ ] Cancel Add

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Attendance

1. Select at least one:
   - Show attendance tasks for individuals who have been absent ___ days or more within the last ___ days
   - Show attendance tasks for individuals who have been absent for at least ___ consecutive days within the last ___ days
   - Show attendance tasks for individuals who have been absent more than ___ percent of the time they have been enrolled in the program term.
   - Show attendance tasks for attendance records that require follow-up.*

2. Only show tasks for enrollment records that meet the following criteria:
   - Program Term
     - <N Program Term>
     - Head Start 2014-2015
     - Migrant & Seasonal Migrant Head Start: 2014
     - Early Head Start Early Head Start 2013-2014
     - Head Start Head Start 2013-2014

Agency, Site, and Classroom will be determined by the location access the user currently signed in has.
(Ex. When Sally Jones accesses this view, she will see only the locations that have been granted to her through user security.)

Status
- New
- Accepted
- Waitlisted
- Enrolled
- Terminated
- Term/Wait
- Completed
- Abandoned

* Excludes attendance records in which Follow-up Completed has been checked.

Show this view when I sign-in to ChildPlus.net

Save Cancel Add

Attendance Code

- Excused
- No Class
- No Scheduled
- Present
- Tardy
- Unexcused

Use F4 to show/hide list
Use spacebar to check/unclick

Check All Uncheck All

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Attendance

1. Select at least one:
   - Show attendance tasks for individuals who have been absent ___ days or more within the last ___ days
   - Show attendance tasks for individuals who have been absent for at least ___ consecutive days
     within the last ___ days
   - Show attendance tasks for individuals who have been absent more than ___ percent of the time
     they have been enrolled in the program term.
   - Show attendance tasks for attendance records that require follow-up.*

2. Only show tasks for enrollment records that meet the following criteria:
   - Program Term
     - <N Program Term>
     - Head Start 2014-2015
     - Migrant & Seasonal Migrant Head Start 2014
     - Early Head Start Early Head Start 2013-2014
     - Head Start Head Start 2013-2014

Agency, Site, and Classroom will be determined by the location access the user currently signed in has.
(Ex: When Sally Jones accesses this view, she will see only the locations that have been granted to her through user security.)

* Excludes attendance records in which Follow-up Completed has been checked.

Attendance Code

- Checked
- Unchecked
- Checked
- Unchecked

Use F4 to show/hide list
Use spacebar to check/unclick
Inspections

1. Show inspections that are due within the next ___ days

Select the locations for which you would like to receive reminders:

Agency, Site, and Classroom will be determined by the location access the user currently signed in has.
(Ex. When Sally Jones accesses this view, she will see only the locations that have been granted to her through user security.)

Do not show tasks for inspections that are due before ___

□ Show this view when I sign-in to ChildPlus.net

Save  Cancel Add
**Recommended ChildPlus.net Organizer Views**

Take these back to your agency and see how useful they can be for you and your staff!!

- Enrollment application status is Incomplete/incomplete info not returned/none and the application date is more than 7 days ago. (Great view for intake process). Note: Status of participants will be very important for this view.
- Family Service events that have a closure expected date that is within the next 30 days (Helps staff stay on track with family service events that have an ongoing process).
- Show Family Service actions that have a status of: awaiting feedback/ongoing/partially completed.
- Show required health events that are coming due within the next 30 days.
- Show health events that will expire within the next 30 days.
- Show health events that have a status of FAILED. Note: Only use health events that require follow-up on the PIR.
- Create a home visit scheduled calendar.
- Show Immunizations that are due within the next 30 days.
- Show IEP/IFSP’s that will expire within the next 90 days.
- Show pregnancy expected delivery date within the next 30 days.
- Show attendance task for individuals who have been absent for at least 3 consecutive days within last 30 days.
- Show inspections that are due within the next 30 days.
A

Scramble
Notes

3rd Annual 2013 WELCOME TO Fabulous LAS VEGAS NEVADA Training Scramble!!

CHILDPLUS .NET Training & Consulting Services
2013 Training Scramble!!
Class Evaluation

Please write your trainer's name here: ________________________________

Check the rating for each question that best describes your Training Scramble experience.

1. The Trainer's knowledge of the topic. □ Excellent □ Good □ Below Average □ Poor
2. The class topic was presented clearly. □ Excellent □ Good □ Below Average □ Poor
3. The organization of the session. □ Excellent □ Good □ Below Average □ Poor
4. Do you feel you learned something new in this training session? □ Yes □ No
   Please explain. ________________________________________________________

5. Were you happy with the materials you received to accompany this training? □ Very Satisfied □ Satisfied □ Somewhat Satisfied □ Not Satisfied
6. Rate the quality of the materials. □ Excellent □ Good □ Below Average □ Poor

Please share any additional comments or suggestions you have. ______________________________________________________

____________________________________________________________

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