

# How to set up your Dashboard

Sign in to Childplus

Click the Dashboard tab

Click the plus sign at the top of the page



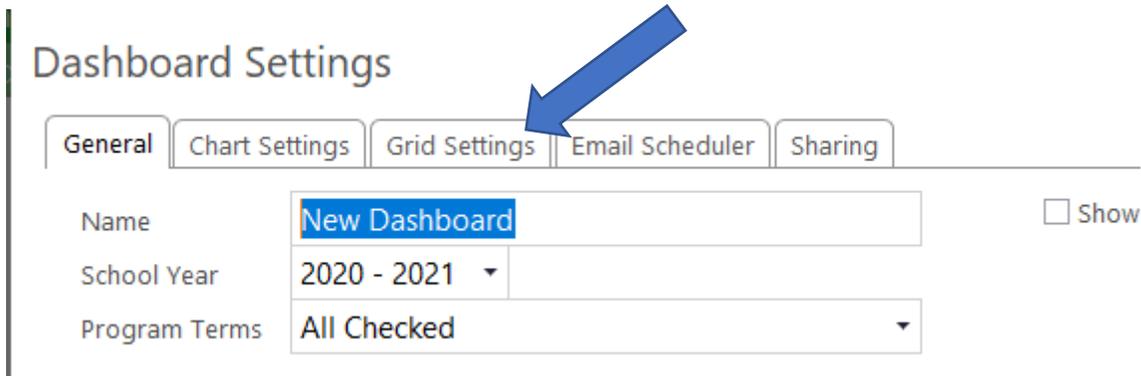
Start with a blank Dashboard should be pre-selected, press ok

Name Dashboard: (choose what you would like)

Choose the School Year

Program Terms (all checked) should be selected

Click on grid settings



Click Show Grid

Then choose what items you would like to look at.

Suggested items: Enrollment, Requirements Completed (Entry-Based) (this will show you 45 and 90 day screenings), Requirements Past Due or Expired, Up-to-Date on Immunizations

Click save

To create an email schedule:

Click on your Dashboard tab

Click on settings on the left side of the screen

Click email scheduler at the top of the page

Click email this dashboard

Select how often you would like the email (I suggest not more than once a week)

You can click the box that says also send a copy of each email to (you can add classroom emails here and it will share it with them remind them to look at the dashboard)

Click Save

## Entering ASQ-3's, SE's

Enter event date, expires date will automatically generate

### Status:

Choose the status down arrow, click passed first screening if the results are a pass.

- If the child was a failed screening for the first time, you will click failed first screening, needs referral. Then you will click Referral under the Needs: section on the right side.

No need to enter description or results information Agency worker-you (the person entering the information) Provider is Crossroads

Provider type is head start

Event notes: note where the child scored above the cutoff (in ASQ-SE) and below cutoff (In ASQ-3) in and note you sent an H-319 to MHDC.

Dev/ASQ3

Event Date PIR: 6/29/22

Expires: 6/29/23

Status: Failed 1st Screening, Needs Referral

Description: ASQ-3

Results: REFER

Agency Worker: Moon, Abigayle

Provider: Crossroads HS/EHS

Provider Type: Head Start Staff

Needs:

- Referral
- Follow-Up Assessment - C.27a PIR
- Formal Evaluation - C.27a PIR
- Treatment

Chronic Conditions:

- Diagnosed with a Chronic Condition - C.7.a PIR  
Condition - C.8 PIR
- Did Not Receive Treatment - C.7.b PIR  
Primary Reason - C.7.b PIR

Parental Notification:  Parents/Guardians Notified

Who was notified: Mackenzie Cooper

By whom: Abigayle Moon

Date Notified: 7/13/22

Time Notified:

Event Notes: FA reviewed the ASQ-3 that the teachers completed and sent MHDC h 319 the child scored low on Communication, Gross motor, Fine Motor and Problem solving , the child scored in the gray area on Personal-social , FA sent home take home activities for the family to do with child to improve in areas of concern.

## How to enter 319's in Childplus

Click the Child's name

Click 319 Tracking Health

For **Data only** click add 319 tracking health

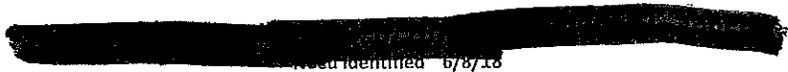
Data will upload the 319 and H-318 that they sent to the FA

The Family Advocate will upload the 319 once they have completed it

The Health and Nutrition Coordinator will upload the decline they send to the teachers

The Health and Nutrition Coordinator will upload the H-318 they send to the family

After any item is uploaded click save



Initial Date: 6/8/18

Description: Attendance/Child sick

Service Area: Social Services

Issue: Health

Source of Information: Parent

Family Outcome: Family Well-Being

Associated With: Entire Family

Case Worker: Calvillo, Jennifer

Family Members: all

Closure Expected: 6/30/18

Progress: Completed

Date Closed: 6/30/18

Result: Met Fully

Entire Family

Calvillo, Jennifer

all

6/30/18

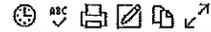
Completed

6/30/18

Met Fully

Event Notes

Mom called today to let us know that Braxton had dental surgery today..



Actions

Add Action

Scheduled	Action Date	Action Type	Description	Status	Case Worker	Referred To	Time
6/12/2018		Direct	update on attendance	Action Complet...	Calvillo, Jennifer		0h 0m
6/11/2018		Direct	update on attendance	Action Complet...	Calvillo, Jennifer		0h 0m

Need Identified 6/8/18 - Direct

Action Type  
Scheduled  
Action Date

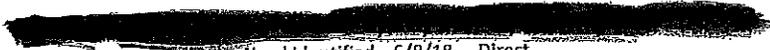
Direct
6/11/18

Type of Contact  
Description  
Status  
Case Worker  
Total Time

Phone
update on attendance
Action Completed
Calvillo, Jennifer
0 Hours 0 Minutes

Action Notes

Braxton did not return to school today. FA called to check on him. Mom said she was sorry that she forgot to call. Mom said that Braxton will be back at school tomorrow.



Need Identified 6/8/18 - Direct

Action Type  
Scheduled  
Action Date

Direct
6/12/18

Type of Contact  
Description  
Status  
Case Worker  
Total Time

Other			
update on attendance			
Action Completed			
Calvillo, Jennifer			
0	Hours	0	Minutes

Action Notes

Braxton returned to school today!



[REDACTED]

Need Identified 6/5/18

Initial Date: 6/5/18

Description: Electric cut off notice

Service Area: Social Services

Issue: General

Source of Information: Parent

Family Outcome: Family Well-Being

Associated With: Entire Family

Case Worker: Calvillo, Jennifer

Family Members: all

Closure Expected: 7/5/18

Progress: Completed

Date Closed: 7/5/18

Result: Met Fully

Entire Family

Calvillo, Jennifer

all

7/5/18

Completed

7/5/18

Met Fully

Event Notes

Mom came into my office today and told me that they received an electric cut off notice. FA gave Mom a list of Churches & social service agencies that can sometimes help with electric if monies are available. FA also called some places as well. FA was able to get some help for Mom from Catholic Charities.

Add Action

Scheduled	Action Date	Action Type	Description	Status	Case Worker	Referred To	Time
6/8/2018		Direct	update on electric	Action Complet...	Cavillo, Jennifer		0h 0m

[Redacted] Need Identified 6/5/18 - Direct

Action Type  
Scheduled  
Action Date

Direct	▼
6/8/18	📅
	📅

Type of Contact  
Description  
Status  
Case Worker  
Total Time

Center/Office Meeting	▼		
update on electric			
Action Completed	▼		
Calvillo, Jennifer			
0	Hours	0	Minutes

Action Notes

🕒 ⌵ 🖨️ ✎ 📄 ↶ ↷

FA caught Mom in the hall today. FA asked Mom if she was able to go pick up the money from Catholic Charities. They were able to pay for her electric to be turned back on. Mom said yes! Mom also thanked me for my help.
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Routine Contact 6/1/18

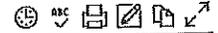
Initial Date	6/1/18
Description	Thursday folder
Service Area	Social Services
Issue	Health
Source of Information	Staff Member
Family Outcome	Family Well-Being

Associated With  
Case Worker  
Family Members  
Closure Expected  
Progress  
Date Closed  
Result

Entire Family
Calvillo, Jennifer
all
6/30/18
Completed
6/30/18
Met Fully

Event Notes

FA passed out an article titled "How to stay safe in the sun" to all families.



Add Action

Actions

Scheduled	Action Date	Action Type	Description	Status	Case Worker	Referred To	Time
No actions have been entered associated with this event. Click "Add Action" above to add one.							



Need Identified 6/1/18

Initial Date

6/1/18

Associated With

Entire Family

Description

Job search, Food pantry, Housing

Case Worker

Calvillo, Jennifer

Service Area

Social Services

Family Members

all

Issue

General

Closure Expected

7/1/18

Source of Information

Staff Member

Progress

Completed

Family Outcome

Family Well-Being

Date Closed

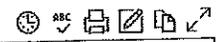
7/1/18

Result

Met Fully

Event Notes

FA reviewed families FSSA today. All families received a resource folder given by The FA at the EHV. The resource folder contains resources for S.S. agencies in the area that assists with anything from utilities assistance to food pantries. All of the items that were requested are in the resource folder as well. Family requested info. regarding job search, food pantries, & housing. FA told Mom that Khol's & Wal-Mart are hiring at them moment.



Add Action

Actions

Scheduled	Action Date	Action Type	Description	Status	Case Worker	Referred To	Time
No actions have been entered associated with this event. Click "Add Action" above to add one.							

Need Identified 6/1/18

Initial Date: 6/1/18

Description: Job search, Food pantry, Housing

Service Area: Social Services

Issue: General

Source of Information: Staff Member

Family Outcome: Family Well-Being

Associated With: Entire Family

Case Worker: Calvillo, Jennifer

Family Members: all

Closure Expected: 7/1/18

Progress: Completed

Date Closed: 7/1/18

Result: Met Fully

Entire Family

Calvillo, Jennifer

all

7/1/18

Completed

7/1/18

Met Fully

Event Notes

they have any additional needs as well. Family requested information regarding job search, food pantries, & housing. FA told Mom that Kohl's & Wal-Mart are hiring at the moment. FA also told Mom that every Tuesday First Baptist Church has a free food give-away from 10-2. FA also gave family a list of realtors that can sometimes help them find a new home.

Add Action

Actions

Scheduled	Action Date	Action Type	Description	Status	Case Worker	Referred To	Time
6/12/2018		Direct	Follow up on needs	Action Complet...	Calvillo, Jennifer		0h 0m



Need Identified 6/1/18 - Direct

Action Type  
Scheduled  
Action Date

Direct
6/12/18

Type of Contact  
Description  
Status  
Case Worker  
Total Time

Phone			
Follow up on needs			
Action Completed			
Calvillo, Jennifer			
0	Hours	0	Minutes

Action Notes

FA called Mom to ask if she was able to receive some assistance from the information that I had given her. Mom said she has an interview at Kohl's this week and was able to go to the food pantry as well. They are still looking for a better house to live in at this time. Mom thanked me for the information.



Need Identified 6/5/18

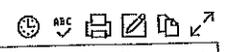
Initial Date	6/5/18
Description	ASQ-3
Service Area	Social Services
Issue	Health
Source of Information	Parent
Family Outcome	Family Well-Being

Associated With  
Case Worker  
Family Members  
Closure Expected  
Progress  
Date Closed  
Result

Entire Family
Calvillo, Jennifer
Luke
7/5/18
Completed
7/5/18
Met Fully

Event Notes

FA completed and scored Luke's ASQ-3 today. FA scored low in Gross Motor and Fine Motor. FA gave family and Teachers activities to work with Luke as well.



Add Action

Actions

Scheduled	Action Date	Action Type	Description	Status	Case Worker	Referred To	Time
No actions have been entered associated with this event. Click "Add Action" above to add one.							



Routine Contact 5/29/18

Initial Date	5/29/18
Description	2-1/2 Year Transition Completed.
Service Area	Education
Issue	Transition
Source of Information	Parent
Family Outcome	Family Well-Being

Associated With  
Case Worker  
Family Members  
Closure Expected  
Progress  
Date Closed  
Result

Entire Family
Pine, Rita
all
5/29/18
Completed
6/5/18
Met Fully

Event Notes

We completed the 2-1/2 year transition. Parent would like either Learning Tree or Union Head Start. Parent will submit the head start application and income at the 30 Day Transition.

**Add Action**

Scheduled	Action Date	Action Type	Description	Status	Case Worker	Referred To	Time
No actions have been entered associated with this event. Click "Add Action" above to add one.							



Event Date <sup>PIR</sup>

4/24/18

Expires

8/1/18

Status

Passed First Screening

Description

ASQ-3

Results

PASS

Needs:

- Referral
- Follow-Up Assessment - C.29a <sup>PIR</sup>
- Formal Evaluation - C.29a <sup>PIR</sup>
- Treatment
- Treatment for a Diagnosed Chronic Condition C.8.a <sup>PIR</sup>

Agency Worker

Pine, Rita

Provider

Crossroads HS/EHS

Provider Type

Head Start Staff

Parental Notification

Parents/Guardians Notified

Who was notified

[Empty text box]

By whom

[Empty text box]

Date Notified

[Empty date field]

Time Notified

[Empty time field]

Event Notes

(when you enter fail add here:  
child scored below cutoff (ASQ-3) and above  
the cutoff (ASQ-SE) and an H-319 was sent  
to M/HDC.)

Actions

Add Action

Action	Action Date	Description	Status	Agency Worker
This event has no actions associated with it. Click "Add Action" to add one.				

1st Education Home Visit

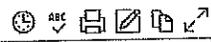
Scheduled Date	4/18/18
Event Date PIR	4/18/18
Expires	8/1/18
Status	Completed
Description	EHV Completed

Needs:

- Referral
- Follow-Up Assessment
- Formal Evaluation
- Treatment
- Treatment for a Diagnosed Chronic Condition C.8.a PIR

Agency Worker	Pine, Rita
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Event Notes



Actions

Add Action

Action	Action Date	Description	Status	Agency Worker
This event has no actions associated with it. Click "Add Action" to add one.				

Family Goal 8/16/17

Initial Date: 8/16/17

Description: Get Library card

Service Area: Social Services

Issue: General

Source of Information: Staff Member

Family Outcome: Family Well-Being

Associated With: Entire Family

Case Worker: Cherry, Teresa

Family Members: All

Closure Expected: 10/31/17

Progress: Completed

Date Closed: 10/31/17

Result: Met Fully

Event Notes: The family set a goal at the Enrollment Home Visit to get library card and go more often.

Actions

Add Action

Scheduled	Action Date	Action Type	Description	Status	Case Worker	Referred To	Time
5/15/2018	5/15/2018	Direct	Family Goal Update: Continue on Step 4	Ongoing	Pine, Rita		0h 0m
3/16/2018	3/16/2018	Direct	HV completed/Updated family goals	Ongoing	Pine, Rita		0h 0m
10/19/2017	10/19/2017	Direct	P/T Conference Completed/Goal Upda...	Ongoing	Pine, Rita		0h 0m
8/16/2017	8/16/2017	Direct	Visit Library	Ongoing	Cherry, Teresa		0h 0m

Family Goal 8/16/17 - Direct

Action Type  
Scheduled  
Action Date

Direct
8/16/17
8/16/17

Type of Contact  
Description  
Status  
Case Worker  
Total Time

Home Visit			
Visit Library			
Ongoing			
Cherry, Teresa			
0	Hours	0	Minutes

Action Notes

The family set their first and second action of the family goal; to go visit library and fill out application and go 1X weekly for a month.

Family Goal 8/16/17 - Direct

Action Type  
Scheduled  
Action Date

Direct
10/19/17
10/19/17

Type of Contact  
Description  
Status  
Case Worker  
Total Time

Parent Conference			
P/T Conference Completed/Goal Updated			
Ongoing			
Pine, Rita			
0	Hours	0	Minutes

Action Notes

Teacher completed the P/T Conference/Goal was updated.  
Family is on Step 2 and trying to fit into their routine  
10/19: Family wants to continue this goal. Timeline: March--2017  
Step 1: Go visit library and fill out application.

Family Goal 8/16/17

Initial Date: 8/16/17

Description: Get Library card

Service Area: Social Services

Issue: General

Source of Information: Staff Member

Family Outcome: Family Well-Being

Associated With: Entire Family

Case Worker: Cherry, Teresa

Family Members: All

Closure Expected: 10/31/17

Progress: Completed

Date Closed: 10/31/17

Result: Met Fully

Event Notes: The family set a goal at the Enrollment Home Visit to get library card and go more often.

Actions

Add Action

Scheduled	Action Date	Action Type	Description	Status	Case Worker	Referred To	Time
5/15/2018	5/15/2018	Direct	Family Goal Update: Continue on Step 4	Ongoing	Pine, Rita		0h 0m
3/16/2018	3/16/2018	Direct	HV completed/Updated family goals	Ongoing	Pine, Rita		0h 0m
10/19/2017	10/19/2017	Direct	P/T Conference Completed/Goal Upda...	Ongoing	Pine, Rita		0h 0m
8/16/2017	8/16/2017	Direct	Visit Library	Ongoing	Cherry, Teresa		0h 0m

Family Goal 8/16/17 - Direct

Action Type

Direct

Type of Contact

Parent Conference

Scheduled

5/15/18

Description

Family Goal Update: Continue on Step 4

Action Date

5/15/18

Status

Ongoing

Case Worker

Pine, Rita

Total Time

0 Hours 0 Minutes

Action Notes

Family Goal Update: Continue on Step 4.