

CHAPTER 8 – TO DO LIST

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CHAPTER 8 - TO DO LIST

Section A: To Do List Overview

The To Do List is an inventory of important data that is either missing or needs to be updated in ChildWare. It can be used to facilitate data entry and as a notification system to ensure you do not miss important deadlines.

There are four categories of To Do List items:

- Agency
- Site
- Staff
- Child

You can decide what items you want the system to generate notifications about (See *Section B*). The To Do List keeps you informed about deadlines such as when a staff member's first aid training is about to expire, or when a child needs a new emergency contact form on file. It also lets you know if you are missing data such as a child who is missing a classroom assignment. A full list of To Do items and their parameters are outlined in *Section D*. Once you've decided on the items you'd like to receive notifications about, you can decide if you'd like to also see them on your home page,

1. Your home page will display a subset of To Do List items that you specify.

2. Or, you can access the full To Do List items from the main menu.

The screenshot shows the ChildWare interface. At the top right, there are links for 'Home', 'Change Site', and 'Log Out'. Below that is the site name 'Magic Minds Child Care'. A navigation bar contains several menu items: 'Children', 'Contacts', 'Attendance/Meals', 'Staff', 'Processing', 'Maintenance', 'To Do List' (highlighted with a red box), and 'Reports'. Below the navigation bar is the user's name 'Christianne's Home Page'. The main content area is titled 'To Do Items' and includes a 'Print List' button. A table lists various items with columns for 'Category', 'For', 'To Do', 'Needed By', and 'Site'. The table contains 15 rows of data. At the bottom of the page, there is a pagination bar showing 'Page 1 of 7' and '97 records found'.

	Category	For	To Do	Needed By	Site
Select	Staff	Allison Bruce Miller	First aid training due to expire	07/17/2012	TESST3
Select	Staff	Cecilia Royster-Hamm	CPR training expired	06/23/2012	TESST3
Select	Staff	Cecilia Royster-Hamm	First aid training due to expire	07/16/2012	TESST3
Select	Staff	Heather Ross	First aid training due to expire	07/17/2012	TESST3
Select	Staff	Jane Mason	Fire safety training expired	03/24/2012	TESST3
Select	Staff	Jane Mason	CPR training expired	04/12/2012	TESST3
Select	Staff	Jennifer Nash	First aid training due to expire	07/18/2012	TESST3
Select	Staff	Molly McMorris	Staff health assessment expired	03/18/2012	TESST3
Select	Staff	Molly McMorris	First aid training due to expire	07/17/2012	TESST3
Select	Staff	Oliver Fredricks	First aid training expired	04/14/2012	TESST3
Select	Staff	Shelly Figueroa	CPR training expired	04/12/2012	TESST3
Select	Staff	Shelly Figueroa	First aid training due to expire	07/17/2012	TESST3
Select	Staff	Shelly Price	Staff health assessment expired	04/12/2012	TESST3
Select	Staff	Shelly Price	First aid training due to expire	07/17/2012	TESST3
Select	Staff	Sheryl Johnson	Fire safety training expired	03/24/2012	TESST3

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Section B: Setting Up Your To Do List

Each user has the ability to customize his or her To Do List. Users may select the items listed on the full To Do List accessed via the To Do List link on the Main Menu toolbar, and items listed directly on the home page. Users can also select items which they would like to receive weekly emails notifications about.*

1. Place your cursor over the Maintenance section of the Main Menu to view the list of options.

The screenshot shows the ChildWare interface for Magic Minds Child Care. The top navigation bar includes links for Home, Change Site, and Log Out. Below this is a main menu with tabs for Children, Contacts, Attendance/Meals, Staff, Processing, Maintenance, To Do List, and Reports. The Maintenance dropdown menu is open, showing options like Agency/Site, Lookup Tables, PIN Maintenance, Poverty Guidelines, Report Areas Definition, Report Definitions, Report Filters, Retrieval Definition, Subsidies / Scholarships, System Log, System Users, System User Attributes, To Do Definitions, To Do User Setup, and Vaccines. The To Do User Setup option is highlighted with a red box. Below the menu is a table titled 'To Do Items' with columns for Category, For, To Do, and Site. The table contains 17 rows of data. At the bottom of the page, it says 'Page 1 of 7' and '97 records found'.

	Category	For	To Do	Site
Select	Staff	Allison Bruce Miller	First aid training due to expire	TESST3
Select	Staff	Cecilia Royster-Hamm	CPR training expired	TESST3
Select	Staff	Cecilia Royster-Hamm	First aid training due to expire	TESST3
Select	Staff	Heather Ross	First aid training due to expire	TESST3
Select	Staff	Jane Mason	Fire safety training expired	TESST3
Select	Staff	Jane Mason	CPR training expired	TESST3
Select	Staff	Jennifer Nash	First aid training due to expire	TESST3
Select	Staff	Molly McMorris	Staff health assessment expire	TESST3
Select	Staff	Molly McMorris	First aid training due to expire	TESST3
Select	Staff	Oliver Fredricks	First aid training expired	TESST3
Select	Staff	Shelly Figueroa	CPR training expired	TESST3
Select	Staff	Shelly Figueroa	First aid training due to expire	TESST3
Select	Staff	Shelly Price	Staff health assessment expire	TESST3
Select	Staff	Shelly Price	First aid training due to expire	TESST3
Select	Staff	Sheryl Johnson	Fire safety training expired	TESST3

2. Click on "To Do User Setup."

*Email notification system pending.

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Section B: Setting Up Your To Do List

Initial Setup

You will be directed to a listing of To Do Items and those users that are currently assigned to each item. You can sort this list by any of the columns by clicking the text of the column header.

3. Click on "Add To Do User."

To Do Users

View or Search By:

[Add To Do User](#) [Send Weekly Emails](#)

	Category	To Do Item	User	Home Page	Weekly Email	Email Address	Entered	By	
Select	Agency	Automotive liability insurance due to expire	LTAYLOR	Yes	Yes	jknightly@phmc.org	06/25/2012	JKNIGHTLY	Delete
Select	Agency	Automotive liability insurance expired	LTAYLOR	Yes	Yes	jknightly@phmc.org	06/25/2012	JKNIGHTLY	Delete
Select	Agency	Fidelity bond due to expire	LTAYLOR	Yes	Yes	jknightly@phmc.org	06/25/2012	JKNIGHTLY	Delete
Select	Agency	Fidelity bond expired	LTAYLOR	Yes	Yes	jknightly@phmc.org	06/25/2012	JKNIGHTLY	Delete

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Section B: Setting Up Your To Do List

Initial Setup (cont'd)

On this screen you will be able to add To Do List items to:

- The To Do List
- Your home page
- A weekly email that will be sent to you (feature pending)

All items you select will appear on the full To Do List. You can also designate items to be on your home page and reminders you'd like emailed to you. Below is a suggested series of steps for initial setup. First, we'll add items that we want to see on all three lists. These might be the most urgent/important items. In this example, we've selected items that have already expired.

4. Select the user(s) you want to setup. Select multiple users by holding the Control key down on the keyboard while clicking on each user name.

5. Select any items that you want to see on all three lists. Select multiple items by holding the Control key down on the keyboard while clicking on each item.

7. Click "Ok" to save.

User To Do List Sign-Up

Select multiple items by using the Ctrl key while clicking desired To Do Items and Users

To Do Items:

- Child / Dental exam overdue
- Child / No dental exam on file
- Child / Health assessment due to expire
- Child / Health assessment expired
- Child / No health assessment
- Child / No Service Agreement on file
- Child / Service Agreement due to expire
- Child / Service Agreement expired
- Child / Child Service Report due to expire
- Child / Child Service Report expired
- Child / No Child Service Report on file
- Child / No classroom assignment
- Child / CACFP application date is not specified
- Child / Redetermination has expired
- Child / Redetermination is due to expire
- Child / Emergency contact form due to expire
- Child / Emergency contact form expired
- Child / No emergency contact form
- Child / IFSP / IEP due to expire
- Child / IFSP / IEP expired
- Child / No meal subsidy status
- Child / Complete initial observation
- Child / Observation due to expire
- Child / Observation expired
- Child / No primary billing contact
- Child / Recruitment Follow-up

Users:

- CBALSAMO
- FPARKES
- JESSICA
- JKNIGHTLY
- KSTROTHER
- MANGELLINI
- TIM
- TYSCOTT

Home Page:

Weekly Email:

6. Check off these boxes to designate items to be sent to the user's email address and on his/her home page. All items selected will always be added to the full To Do List.

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Section B: Setting Up Your To Do List

Initial Setup (cont'd)

You can always return to the User Setup page to select items that you want to show up on just two of the lists.

8. To add additional items to the user, click on "Add To Do User" to return to the previous screen.

To Do Users

View or Search By:

[Add To Do User](#) [Send Weekly Emails](#)

	Category	To Do Item	User	Home Page	Weekly Email	Email Address	Entered	By	
Select	Agency	Automotive liability insurance due to expire	LTAYLOR	Yes	Yes	jknightly@phmc.org	06/25/2012	JKNIGHTLY	Delete
Select	Agency	Automotive liability insurance expired	LTAYLOR	Yes	Yes	jknightly@phmc.org	06/25/2012	JKNIGHTLY	Delete
Select	Agency	Fidelity bond due to expire	LTAYLOR	Yes	Yes	jknightly@phmc.org	06/25/2012	JKNIGHTLY	Delete
Select	Agency	Fidelity bond expired	LTAYLOR	Yes	Yes	jknightly@phmc.org	06/25/2012	JKNIGHTLY	Delete

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Section B: Setting Up Your To Do List

Initial Setup (cont'd)

Now you can select items you'd like to designate just to the home page. Below we have selected items that are due to expire.

9. Select the user(s) you are setting up.

10. Select any items that you want to see on the To Do List and on your home page.

12. Click "Ok" to save.

User To Do List Sign-Up

Select multiple items by using the Ctrl key while clicking desired To Do Items and Users

To Do Items:

- Child / Dental exam overdue
- Child / No dental exam on file
- Child / Health assessment due to expire
- Child / Health assessment expired
- Child / No health assessment
- Child / No Service Agreement on file
- Child / Service Agreement due to expire
- Child / Service Agreement expired
- Child / Child Service Report due to expire
- Child / Child Service Report expired
- Child / No Child Service Report on file
- Child / No classroom assignment
- Child / CACFP application date is not specified
- Child / Redetermination has expired
- Child / Redetermination is due to expire
- Child / Emergency contact form due to expire
- Child / Emergency contact form expired
- Child / No emergency contact form
- Child / IFSP / IEP due to expire
- Child / IFSP / IEP expired
- Child / No meal subsidy status
- Child / Complete initial observation
- Child / Observation due to expire
- Child / Observation expired
- Child / No primary billing contact
- Child / Recruitment Follow-up

Users:

- CBALSAMO
- FPARKES
- JESSICA
- JKNIGHTLY
- KSTROTHER
- MANGELLINI
- TIM
- TYSCOTT

Home Page:

Weekly Email:

11. This time, check off only the Home Page box.

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Updating To Do List Designations

If you added an item that you want to remove from a user's To Do List, click "Delete" next to that item and username.

To Do Users

[Add To Do User](#) [Send Weekly Emails](#)

View or Search By:

	Category	To Do Item	User	Home Page	Weekly Email	Email Address	Entered	By	
Select	Agency	Automotive liability insurance due to expire	LTAYLOR	Yes	Yes	jknightly@phmc.org	06/25/2012	JKNIGHTLY	Delete
Select	Agency	Automotive liability insurance expired	LTAYLOR	Yes	Yes	jknightly@phmc.org	06/25/2012	JKNIGHTLY	Delete
Select	Agency	Fidelity bond due to expire	LTAYLOR	Yes	Yes	jknightly@phmc.org	06/25/2012	JKNIGHTLY	Delete
Select	Agency	Fidelity bond expired	LTAYLOR	Yes	Yes	jknightly@phmc.org	06/25/2012	JKNIGHTLY	Delete

You can also update To Do List items by clicking "Select."

You can change the designation of that specific item by checking or unchecking the home page and weekly email boxes.

Click "Ok" to save.

To Do User

To Do Item:

Comments:

User:

Home Page:

Weekly Email:

[OK](#) [Cancel](#)

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Section C: To Do List Navigation

To access the full To Do List, click the To Do List link on the main menu.

Click "To Do List".

Home | Change Site | Log Out

Magic Minds Child Care

Children Contacts Attendance/Meals Staff Processing Maintenance **To Do List** Reports

Christianne's Home Page

To Do Items [Print List](#)

	Category	For	To Do	Needed By	Site
Select	Staff	Allison Bruce Miller	First aid training due to expire	07/17/2012	TESST3
Select	Staff	Cecilia Royster-Hamm	CPR training expired	06/23/2012	TESST3
Select	Staff	Cecilia Royster-Hamm	First aid training due to expire	07/16/2012	TESST3
Select	Staff	Heather Ross	First aid training due to expire	07/17/2012	TESST3
Select	Staff	Jane Mason	Fire safety training expired	03/24/2012	TESST3
Select	Staff	Jane Mason	CPR training expired	04/12/2012	TESST3
Select	Staff	Jennifer Nash	First aid training due to expire	07/18/2012	TESST3
Select	Staff	Molly McMorris	Staff health assessment expired	03/18/2012	TESST3
Select	Staff	Molly McMorris	First aid training due to expire	07/17/2012	TESST3
Select	Staff	Oliver Fredricks	First aid training expired	04/14/2012	TESST3
Select	Staff	Shelly Figueroa	CPR training expired	04/12/2012	TESST3
Select	Staff	Shelly Figueroa	First aid training due to expire	07/17/2012	TESST3
Select	Staff	Shelly Price	Staff health assessment expired	04/12/2012	TESST3
Select	Staff	Shelly Price	First aid training due to expire	07/17/2012	TESST3
Select	Staff	Sheryl Johnson	Fire safety training expired	03/24/2012	TESST3

Page 1 of 7 97 records found

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Section C: To Do List Navigation

General Navigation

When you find an item you want to update, click "Select" to go directly to that record. This will connect you to the full record (child, staff, agency, and site). From there you will need to navigate to the relevant tab to update the information.

The "Needed By" column displays the due date of each item. Due dates are established according to parameters listed in Section B.

You can click "Print List" to print the full list of To Do items.

To Do List Items

View or Search By:

	Category	For	To Do	Needed By
Select	Staff	Allison Bruce Miller	Emergency plan training expired	02/05/2012
Select	Staff	Cecilia Royster-Hamm	CPR training expired	02/06/2012
Select	Staff	Jane Mason	Fire safety training due to expire	03/24/2012
Select	Staff	Jennifer Nash	CPR training expired	02/06/2012
Select	Staff	Molly McMorris	Fire safety training due to expire	03/24/2012
Select	Staff	Oliver Fredricks	Fire safety training expired	12/28/2011
Select	Staff	Shelly Figueroa	Emergency plan training expired	12/15/2011
Select	Staff	Sheryl Johnson	DVAEYC membership expired	09/14/2011
Select	Staff	Sheryl Johnson	Fire safety training due to expire	03/24/2012
Select	Staff	Sybill Trelawney	Fire safety training due to expire	02/18/2012
Select	Child	Abbott, Hannah	Emergency contact form expired	02/01/2012
Select	Child	Bobbsey, Lily	Recruitment Waiting List	02/08/2012
Select	Child	Cisneros, Rodrigo	Emergency contact form due to expire	03/06/2012
Select	Child	Cooper, Helen	Emergency contact form due to expire	03/01/2012

[Print List](#)

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Section C: To Do List Navigation

Because ChildWare manages such a large amount of information, the full To Do List may be a little overwhelming. An alternative to viewing the entire list is filtering To Do items by category, specific to-do, or child to do's in a single classroom (referred to as "child/room list" in the drop-down).

Click to expand the "View or Search by" list and select one of the filters.

To Do List Items

[Print List](#)

View or Search By: All To-Do's

	Category		To Do	Needed By
Select	Agency		Automotive liability insurance due to expire	07/20/2012
Select	Staff	Allison Bruce Miller	DVAEYC membership expired	07/31/2010
Select	Staff	Allison Bruce Miller	First aid training expired	07/19/2012
Select	Staff	Allison Bruce Miller	No staff health assessment	07/19/2012
Select	Staff	Allison Bruce Miller	Child abuse training due to expire	08/20/2012
Select	Staff	Cecilia Royster-Hamm	CPR training expired	06/23/2012
Select	Staff	Cecilia Royster-Hamm	First aid training expired	07/16/2012

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Section C: To Do List Navigation

View or Search By a Specific To Do Category

If you select "Category," you can then choose from one of the four basic To Do categories as outlined in the introduction: Agency, Site, Staff or Child. The list will display after you select the category.

To Do List Items Print List

View or Search By: Category

Search For:

- Agency
- Child
- Contact
- Site
- Staff

[Home](#) [About ChildWare](#) [Need Help?](#)

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In this example, only To Do List items relating to children will be displayed.

You can print the shorter list as well.

To Do List Items

View or Search By: Category

Search For: Child

Print List

	Category	For	To Do	Needed By
Select	Child	Abbott, Hannah	Emergency contact form expired	02/01/2012
Select	Child	Abbott, Hannah	No Child Service Report on file	07/19/2012
Select	Child	Abbott, Hannah	No Service Agreement on file	07/19/2012
Select	Child	Abbott, Hannah	Health assessment due to expire	07/30/2012
Select	Child	Alexakis, Arthur	Complete initial observation	02/15/2012

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Section C: To Do List Navigation

View or Search By a Specific To Do Item

If you select Specific To Do's, you can narrow your search further by a specific type. Only items that require action will appear in the dropdown menu.

The screenshot shows the 'To Do List Items' interface. At the top right is a 'Print List' button. Below the title, there are two dropdown menus: 'View or Search By:' set to 'Specific To-Do's' and 'Search For:'. The 'Search For:' dropdown is open, showing a list of options: 'Child: Child Dental Assessments', 'Child: Child Health Assessments', 'Child: Emergency Contact Forms', 'Child: Meal Subsidy Status', 'Child: Observation', 'Child: Recruitment Follow-up', 'Child: Recruitment Waiting List', 'Staff: CPR Training', 'Staff: DVAEYC Membership', 'Staff: Emergency Plan Training', and 'Staff: Fire Safety Training'. To the right of the dropdown, there are links for 'About ChildWare', 'Need Help?', and 'Health Management Corporation - Copyright 2006-2012'.

In this example, the user selected Emergency Contact Forms for children. Only To Do items relating to that field will be listed.

The screenshot shows the 'To Do List Items' interface with the search results. The 'View or Search By:' dropdown is still 'Specific To-Do's' and the 'Search For:' dropdown is now 'Child: Emergency Contact Forms'. Below the search filters is a table with 5 columns: 'Select', 'Category', 'For', 'To Do', and 'Needed By'. The table contains 12 rows of data. At the bottom of the table, it says 'Page 1 of 1' and '12 records found'. A 'Print List' button is visible in the top right corner.

Select	Category	For	To Do	Needed By
Select	Child	Abbott, Hannah	Emergency contact form expired	02/01/2012
Select	Child	Cisneros, Rodrigo	Emergency contact form due to expire	03/06/2012
Select	Child	Cooper, Helen	Emergency contact form due to expire	03/01/2012
Select	Child	Doeh, John	No emergency contact form	02/08/2012
Select	Child	Finnegan, Seamus	Emergency contact form expired	02/01/2012
Select	Child	Harkness, Jack	Emergency contact form due to expire	03/06/2012
Select	Child	Henry, Michelle	Emergency contact form due to expire	03/06/2012
Select	Child	Smith, Allison	Emergency contact form due to expire	03/06/2012
Select	Child	Thomas, Daniella	No emergency contact form	02/08/2012
Select	Child	Weasley, Ronald	Emergency contact form expired	12/02/2011
Select	Child	Wong, Simon	Emergency contact form due to expire	03/06/2012
Select	Child	Wood, Oliver	Emergency contact form due to expire	03/01/2012

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Section C: To Do List Navigation

View or Search By a Children in a Specific Classroom

If you select Child/Room List, you can view a list of Child To Do's in a particular classroom. All classrooms will be displayed.

To Do List Items Print List

View or Search By: Child/Room List

Search For:

- 101 - Infant/Toddler 1
- 102 - Infant/Toddler 2
- 201 - Toddler/PreK Transition
- 301 - Preschool 1
- 401 - School Age 1

[About ChildWare](#) [Need Help?](#)

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Section D: To Do List Parameters

Tables 1 through 4 list all To Do items by category and identify the parameters that determine when you are prompted to address each item. These parameters will help you to understand why items appear on the list and how the due dates are defined.

There are three types of notifications:

- **Expired:** Item displays on and after the expiration date recorded; Or, if the date recorded is the start date, the item will appear on or after the designated period of time programmed into the system (i.e. DPW certification is always 1 year after the date entered).
- **Due to Expire:** Item displays a set time period prior to expiration.
- **Missing:** Item displays when the field is left blank.

The tables below also indicate if an item will only be viewable for providers in a specific state. If not specified, all states can view the item. If the Expired, Due to Expire and Missing columns are blank, there is no specific trigger for that item. For example, you will receive an item on your list when DPW certification is about to expire and when it expires, however you will not receive an item if the field is left blank.

Table 1: Agency To Do's

Item	State	Expired	Due to Expire	Missing
Automotive liability insurance	PA, NJ	On / after expiration date recorded	1 month prior to expiration	
Fidelity bond	PA, NJ	On / after expiration date recorded	1 month prior to expiration	
General liability insurance	PA, NJ	On / after expiration date recorded	1 month prior to expiration	
Professional liability insurance	PA, NJ	On / after expiration date recorded	1 month prior to expiration	
Sexual abuse liability insurance	PA, NJ	On / after expiration date recorded	1 month prior to expiration	
Workers compensation liability insurance	PA, NJ	On / after expiration date recorded	1 month prior to expiration	

Table 2: Site To Do's

Item	State	Expired	Due to Expire	Missing
COA accreditation	PA, NJ	4 years after date recorded	3 months prior to expiration	
COA certification	PA, NJ	3 years after date recorded	4 months prior to expiration	
DPW certification	PA	1 year after date recorded	2 months prior to expiration	
Keystone STARS accreditation	PA	1 year after date recorded	6 months prior to expiration	
NAEYC accreditation	PA, NJ	5 years after date recorded	2 months prior to expiration	
NAFCC accreditation	PA, NJ	2 years after date recorded	5 months prior to expiration	

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Section D: To Do List Parameters

Table 3: Staff To Do's

Item	State	Expired	Due to Expire	Missing
Staff child abuse clearance	PA, NJ			Field is blank
Staff criminal records check	PA, NJ			Field is blank
Staff FBI clearance	PA, NJ			Field is blank
Director credentials	PA, NJ	5 years after date recorded	2 months prior to expiration	
Staff health assessment	PA, NJ	2 years after date recorded	1 month prior to expiration	Field is blank
DVAEYC membership	PA, NJ	On / after expiration date recorded	1 month prior to expiration	
CPR training	PA, NJ	On / after expiration date recorded	2 months prior to expiration	Field is blank
Emergency plan training	PA, NJ	2 years after date recorded	2 months prior to expiration	Field is blank
Fire safety training	PA, NJ	1 year after date recorded	2 months prior to expiration	Field is blank
First aid training	PA, NJ	On / after expiration date recorded	2 months prior to expiration	Field is blank

Table 4: Child To Do's

Item	State	Expired	Due to Expire	Missing
Classroom assignment	PA, NJ			Field is blank
Meal subsidy status	PA, NJ			Field is blank
Observation	PA	1 year after date recorded	1 month prior to expiration	Field is blank
Redetermination / Initial CACFP Application	NJ	1 year after last redetermination or initial CACFP application	2 months prior to expiration	CACFP application date field is blank
Subsidy application receipt	NJ	14 days after subsidy application date		
Child dental exam	PA	On / after third birthday	2 months prior to third birthday	
Child health assessment	PA, NJ	Children < 2 years old = 6 months after date recorded / Children > 2 years old = 1 year after date recorded	1 month prior to expiration	Field is blank
Child Service report	PA, NJ	6 months after date recorded	1 month prior to expiration	Field is blank
Civil Rights Compliance	PA, NJ			Field is blank
Emergency contact form	PA, NJ	6 months after date recorded	1 month prior to expiration	Field is blank
Service Agreement	PA, NJ	6 months after date recorded	1 month prior to expiration	Field is blank
IFSP / IEP		On / after expiration date recorded	1 month prior to expiration	

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Table 4: Child To Do's (cont'd)

Item	State	Expired	Due to Expire	Missing
Recruitment Follow-up	PA, NJ	Enrollment status is blank or 'pending' AND follow up date is blank, AND referral date is more than a month from today's date		
Recruitment Waiting List	PA, NJ	Enrollment status is designated as 'waiting list'		

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In this example, we have further filtered the Child To Do List by just reviewing items in classroom 301 – Preschool 1.

To Do List Items

[Print List](#)

View or Search By:

Search For:

	Category	For	To Do	Needed By
Select	Child	Bobbsey, Nan	Emergency contact form expired	06/01/2012
Select	Child	Bobbsey, Nan	Observation expired	07/08/2012
Select	Child	Bobbsey, Nan	No Child Service Report on file	07/19/2012
Select	Child	Bobbsey, Nan	No Service Agreement on file	07/19/2012
Select	Child	Bobbsey, Nan	Health assessment due to expire	08/04/2012
Select	Child	Cisneros, Stephanie	Emergency contact form expired	06/08/2012