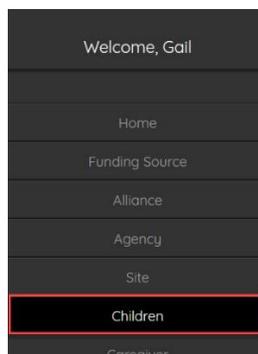




Upon entry of a new child, providers are required to have parents fill out a PHLpreK Enrollment Confirmation Form, if applicable (only for children receiving Child Care Works Subsidy). Providers are then required to enter a notification that the child will be receiving CCW outside of the hours of PHLpreK.

Getting Started:

1. Open your Chrome Browser – type childware.phmc.org in the address bar.
2. On the next screen type in your ChildWare 2.0 [username and password](#).
3. [Click on the word ChildWare](#) in the upper left corner to access your navigation menu.



4. Scroll down to [Children](#).
5. Click on the name of the child you want to access CCIS information.



Click on the Health Tab:

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The screenshot shows the 'Health' tab selected and highlighted with a red box. Below the tabs, there are options for 'No Primary Care', 'No Dentists', and 'No Vision'. A table with columns 'Practice Name', 'Provider Name', 'Type', 'Street Address', and 'Action' is visible at the bottom.

While on the Health Tab, scroll over the additional tabs and click on **Note/Event**.

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The screenshot shows the 'Note/Events' tab selected and highlighted with a red box. The 'Add CCIS' and 'Add Kindergarten' buttons are visible below the tabs. The table below has columns: 'CCIS Record No', 'Date Created', 'Eligible', 'Office', 'Notified Date', 'Subsidy End Date', 'Reason', 'CCIS Notified of Start', 'CCIS Notified of End', 'Created By', and 'Action'.

Note/Event Tab:

A CCIS note should be entered each time your center receives information regarding a child's CCIS status. This may require you to add notes throughout the year. **NEVER OVERWRITE a previous note. ALWAYS ADD A NEW note.**

Creating a new entry for the CCIS Note:

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The screenshot shows the 'Note/Events' tab selected. Three numbered callouts are present: '1' points to the 'Health' tab, '2' points to the 'Note/Events' tab, and '3' points to the 'Add CCIS' button. A large red callout box at the bottom contains the text: **To ADD a CCIS Note - click on the Health Tab - Note/Events tab - Add CCIS**

Completing CCIS Details:

Enter CCIS Details

1 Eligible

2 CCIS Record No.

3 Office
Select Office Location

4 Date Notified

6 Subsidy End Date

5 Reason CCIS Ended
Select Reason

6 Was CCIS Office notified of start of school year program participation

7 Was CCIS Office notified of end of school year program participation

8

Add
Cancel

1. If the Child is eligible for CCIS – Check off the “Eligible” box.
2. Type in the CCIS Record Number (Case ID #), if available.
3. Select the CCIS Office location (see options below).
4. Pick Date when the selected CCIS was notified that the child would be starting in the PHLpreK program or, at the end of the program, when the office was notified that the child was ending participation in the PHLpreK program.
5. IF NEEDED: Reason CCIS Ended (choose an option from the drop down menu).
6. IF the first CCIS note; check off if the CCIS office has been notified.
7. In a later CCIS note, check off at end of school year (this is a NEW note).
8. Click Add to update notes in CCIS record for this child.

CCIS Record:

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CCIS Record No.	Date Created	Eligible	Office	Notified Date	Subsidy End Date	Reason	CCIS Notified of Start	CCIS Notified of End	Created By	Action
555555	09/07/2018	Yes	South/West	09/07/2018			Yes	No	mjorales	Edit
555555	09/07/2018	No	South/West	06/12/2019	06/12/2019	Program Ended	No	Yes	mjorales	Edit