

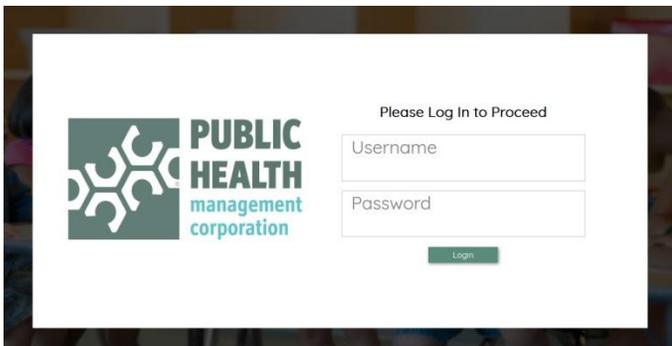
ChildWare

Entering a Child in ChildWare 2.0

Welcome to ChildWare 2.0! Our newest upgrade of ChildWare has made it very easy to take a child from the Application process to the enrollment process seamlessly.

How to get started:

- Open the Chrome browser and **type childware.phmc.org in the address bar.**
- Login to ChildWare, using **your username and ChildWare password.**



Click on the  icon to enter ChildWare 2.0.



Prior to adding a child – make sure you have relevant demographic and contact information for the child and caregiver available.

To enter a child’s information into ChildWare – click on **CHILDREN** on the left navigation menu.



When you click on **Children** in the Navigation Menu, a list of the children at your agency/site appears. *You can sort the information in the columns by clicking on the headings title.*

To add a new child - click on **Add Family** on the blue bar



Family Details:

Type in **size of family and family income** (check off Family Income Not Entered, if you were not given the family income information).

Choose **Family Member to Begin** - Choose **Child**.

Click **Next**.

The 'Family Details' form contains the following fields and options:

- Size: [input field]
- Family Income: [input field]
- Family Income not Entered
- Choose Family Member to Begin: [dropdown menu]
- Buttons: Cancel, Next

A new screen appears. **Enter the child’s demographic information.**

Any field labeled with an asterisk * is a required field

The screenshot shows a form titled "Please enter the child information below:" with a progress bar at the top indicating the "General" tab is active. The form includes the following fields: "First Name*" (required), "Middle Name", "Last Name*" (required), "Nickname", "Suffix" (with a dropdown arrow), "Birthdate*" (required), "Gender*" (required, with a dropdown arrow), "Race*" (required, with a dropdown arrow), "Ethnicity*" (required, with a dropdown arrow), a "Foster Child" checkbox, and an "Agency" dropdown menu currently showing "Amazing Kidz Academy LLC". At the bottom are three buttons: "Back" (green), "Cancel" (red), and "Next" (green).

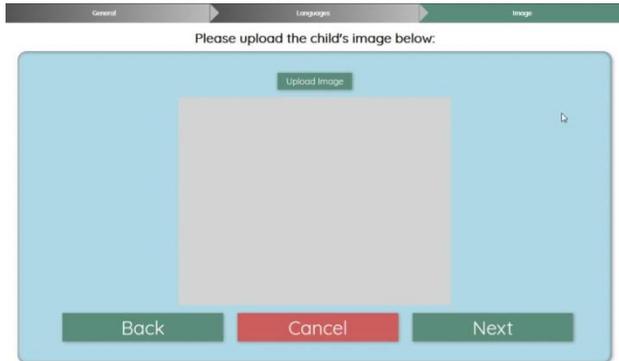
Complete information in the required fields. Choose you Agency in the Agency drop down and click **Next**.

On the next screen, click **Primary** and **select a language** by clicking on the drop-down arrow and scroll down the list of languages to find the primary language or start typing the language name and the system will auto-fill. If the child speaks a language that is not on the list, send an email to helpdesk@phmc.org with your language request. By clicking on the plus sign  you can **add additional languages** that the child speaks.

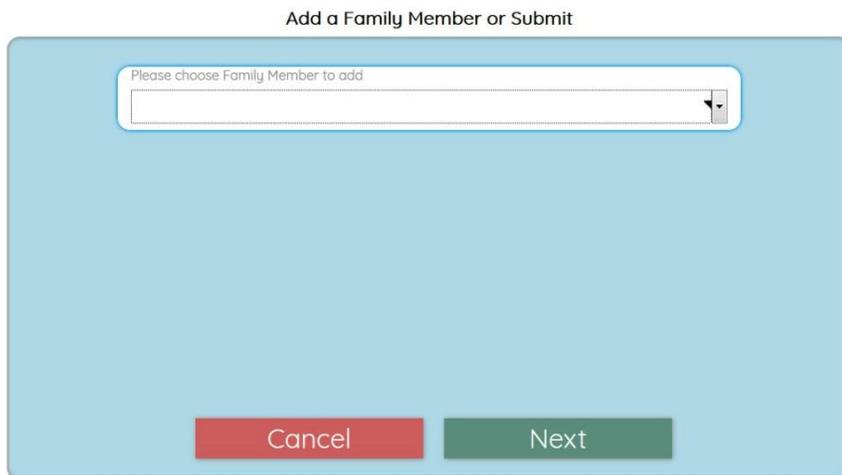
The screenshot shows a form titled "Please list all child languages. Use  to add another language and  to remove the language." The form includes a "Primary?" checkbox, a "Language" dropdown menu, and two small circular icons: a green one with a plus sign and a red one with a minus sign. At the bottom are three buttons: "Back" (green), "Cancel" (red), and "Next" (green).

Click **Next**.

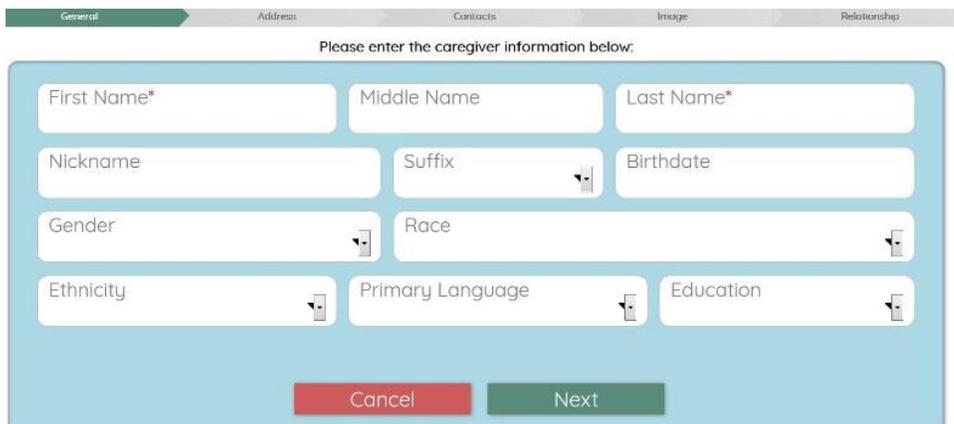
If you have a photo of the Child on your computer you can upload it in the next screen. If you do not have a photo, you can **click Next**.



At the **Add a Family Member** screen, click on the down arrow and **choose Caregiver** to add a Caregiver to the child's record. Each child needs to have at least one primary caregiver listed (*you will have an option later to add additional caregivers*). Click **Next**.



Complete the Caregiver's personal information. Any fields with an * are required. **Click Next**.



Complete the address information—make sure to select the county and then **click Next**.

General Address **Contacts** Image Relationship

Please enter the caregiver address:

Address 1 Address 2

City State

Zip County

Back Cancel Next

Complete Contact information.

You have the option to add email and phone information. The dropdown menu in the **Contact Type** section will offer you both work and personal email and phone options.

You are **required to add a phone contact number for the caregiver**, but we suggest also adding an email contact in addition to the phone. After completing the first contact type, **click on the plus sign to add another**, then click **Next**. **NOTE: the primary check box indicates that this is the best phone number at which to contact the caregiver.**

General Address **Contacts** Image Relationship

Please list all caregiver contacts. Use + to add another contact and x to remove the contact.

Primary? Contact Type Contact Value + x

Back Cancel Next

Relationship Screen:

Choose the **relationship that the Caregiver is to the Child** from the dropdown list.

Peter Pan is the _____ of Tinker Belle

Relationship

- Aunt/Uncle
- Child
- Father**
- Foster Father
- Foster Mother
- Foster Sibling
- Grandchild
- Grandparent
- Guardian
- Mother
- Nephew/Niece
- Partner
- Sibling
- Spouse

Back Cancel Next

Click **Next**.

On the next screen, you have the option **to add additional family members**; this would include siblings and a secondary caregiver.

Would you like to add another family member

- Yes
- No

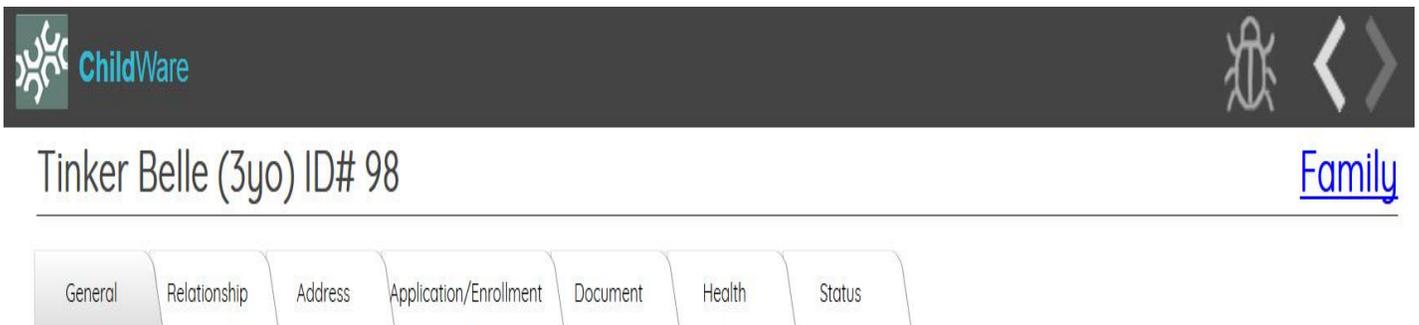
Cancel Submit

Once you have completed the record, **click Submit**.

Once you have entered all the necessary information, you will see a message commenting that the **Family you created was a SUCCESS!**



If you want to double-check to see if the child is now on your list - **Click on the**  icon to access the **Navigation Menu**. Scroll down and **click on Children**. When you view your Children list – you should now see this new child! **Click on the child's name** to view general information, relationship, address, application/enrollment, documents, health and status. Information entered in the child record is also stored on the family and caregiver record. Access is easy – use the navigation menu, tabs, or click on a name within a record to gain additional information.

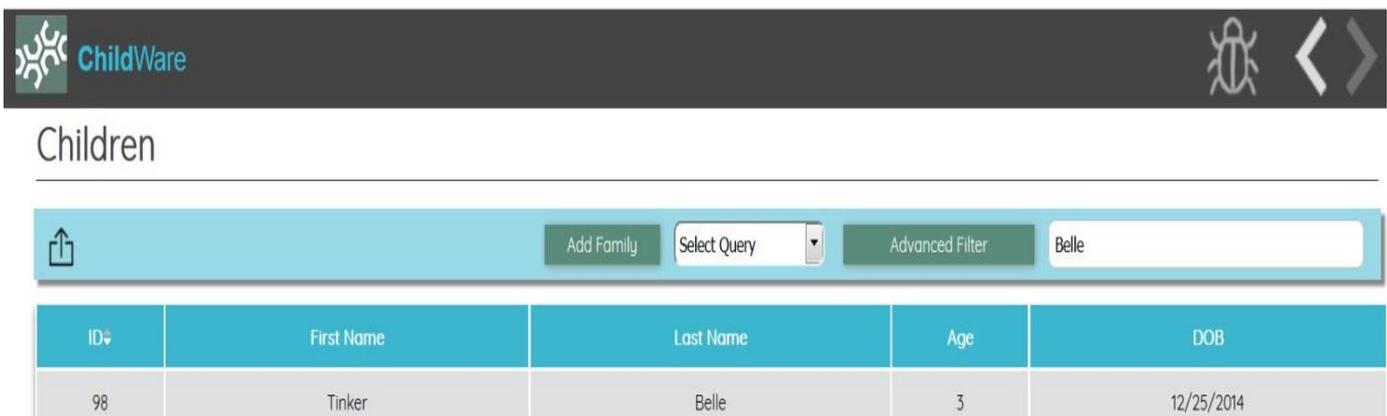


Tinker Belle (3yo) ID# 98 [Family](#)

General Relationship Address Application/Enrollment Document Health Status

Search Option

You can easily locate a child or family from a long list of children by using the **Search function** in ChildWare. To use the search function, **open your children's list** and in the **upper right corner of the blue bar**, you will see a **search box**. Type a few letters of the child's first or last name and a limited list will appear. This function makes finding children very easy!



Children

Add Family Select Query Advanced Filter Belle

ID#	First Name	Last Name	Age	DOB
98	Tinker	Belle	3	12/25/2014

Other Options Available in CW 2.0

- All headings are sortable – just click on the headings to sort via alpha or numeric.
- Once you created a child and caregiver record at your site, you can access the information by viewing either the child or caregiver’s information because the accounts are linked.
- **Need to add a family member?** No need to start from scratch. You can add family members by accessing either the child’s record or the caregiver record. Click on the word Family, click on the Member Tab, add a new member.

Lil Foles (4yo) ID# 45297

[Family](#)

Family Details

General	Members	Contact	Address	Application	Document
Add Member					
Name	Date of Birth	SSN	Gender	Race	Status
Nick Foles	01/01/1990		Male	White/Caucasian	Primary
Lil Foles	01/01/2014		Female	White/Caucasian	Child