

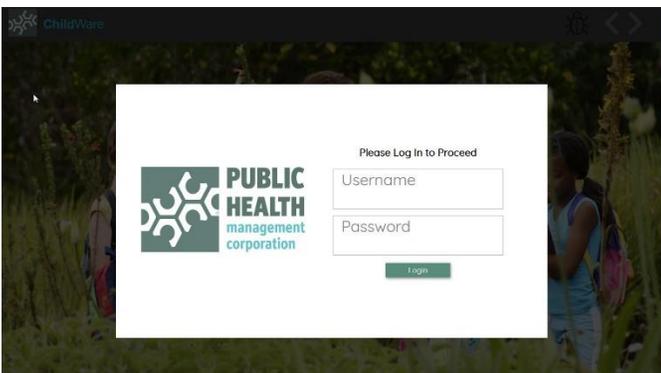
ChildWare

Discharging Enrolled Children in ChildWare 2.0 at the End of the Program Year

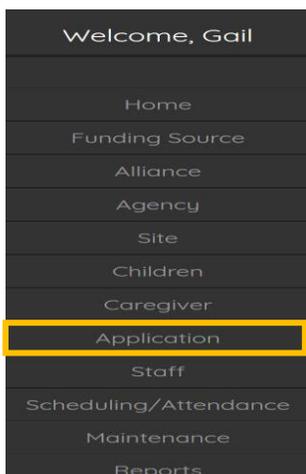
As we approach June, you are likely preparing for the end of the PHLpreK program year. One of the activities that you will want to complete is to **discharge all enrolled children**. This can be done in advance in ChildWare 2.0, which allows you to discharge children with a future discharge date.

To get started

1. **Login to ChildWare 2.0** with your user name and password.



2. Click on **Navigation Menu** and Scroll to **Application**.



When the list of applicants appear, we recommend creating and printing a list of enrolled children so that you can track your progress on discharging.

If you experience difficulty while completing the process above, please use the bug report feature, or contact us at helpdesk@phmc.org for assistance and additional support....

Creating a list of enrolled children

1. Use the quick search bar to limit the list to Enrolled children.

The screenshot shows the ChildWare application interface. At the top, there is a search bar with a dropdown menu set to 'Enrolled'. Below the search bar, there is a table with columns: Child ID, Name, Referral Date, Date of Birth, Age, Agency, Site, Eligible, Status, Eligibility, and Action. The table contains three rows of data:

Child ID	Name	Referral Date	Date of Birth	Age	Agency	Site	Eligible	Status	Eligibility	Action
15373	Fiona McMahon	09/10/2018	11/04/2014	4	ABC Daycare, LLC	Magic Minds Daycare	Yes	Enrolled	Eligibility	Enroll
10306	Whitney Houston	07/02/2018	02/02/2014	5	ABC Daycare, LLC	Magic Minds Daycare	Yes	Enrolled	Eligibility	Enroll
9097	Hans Solo	05/18/2018	07/11/2015	3	ABC Daycare, LLC	Magic Minds Daycare	Yes	Enrolled	Eligibility	Enroll

2. To sort children alphabetically, click on the **Name Header**.

3. Click the export icon  and select **Basic Export**. An Excel file will appear at the bottom of your screen (Chrome).

The screenshot shows the ChildWare application interface. The export icon is highlighted with a red arrow, and a dropdown menu is open showing the following options: Basic Export, Advanced Export, Child Notes Export, and Basic PDF Export. The 'Basic Export' option is highlighted with a red box. Below the menu, the table from the previous screenshot is visible.

4. This will produce an excel spreadsheet of all enrolled children. You can **save and print** this list for reference while you are discharging children.

The screenshot shows an Excel spreadsheet with the following data:

	A	B	C	D	E	F	G	H	I
1	Child ID	Name	Referral Date	Date of Birth	Age	Agency	Site	Eligible	Status
2	15373	Fiona McMahon	09/10/2018	11/04/2014	4	ABC Daycare, LLC	Magic Minds Daycare	Yes	Enrolled
3	10306	Whitney Houston	07/02/2018	02/02/2014	5	ABC Daycare, LLC	Magic Minds Daycare	Yes	Enrolled
4	9097	Hans Solo	05/18/2018	07/11/2015	3	ABC Daycare, LLC	Magic Minds Daycare	Yes	Enrolled
5	9091	Peter Pan	05/18/2018	11/28/2013	5	ABC Daycare, LLC	Magic Minds Daycare	Yes	Enrolled
6	9013	Coco Chanel	05/01/2018	07/04/2013	5	ABC Daycare, LLC	Magic Minds Daycare	Yes	Enrolled
7	8887	Mickey Mouse	05/24/2018	12/25/2013	5	ABC Daycare, LLC	Magic Minds Daycare	Yes	Enrolled
8	8869	Maurice Watson	05/07/2018	05/05/2014	5	ABC Daycare, LLC	Magic Minds Daycare	Yes	Enrolled
9									

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5. With your new list on hand, return to the Application List. You can now use the name or ID#s from your excel list to track children that you need to discharge. To discharge a child, select the Enroll button from the Application List View to see the details of the child's enrollment.

Application

Child ID	Name	Referral Date	Date of Birth	Age	Agency	Site	Eligible	Status	Eligibility	Action
8869	Maurice Watson	05/07/2018	05/05/2014	5	ABC Daycare, LLC	Magic Minds Daycare	Yes	Enrolled	Eligibility	Enroll
8887	Mickey Mouse	05/24/2018	12/25/2013	5	ABC Daycare, LLC	Magic Minds Daycare	Yes	Enrolled	Eligibility	Enroll
9013	Coco Chanel	05/01/2018	07/04/2013	5	ABC Daycare, LLC	Magic Minds Daycare	Yes	Enrolled	Eligibility	Enroll

6. From the Enrollment Detail click on the **Discharge** button.

ChildWare
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Enrollment/Pre-Enrollment

Student Details

Agency ABC Daycare LLC	Site Magic Minds Daycare	Student Name Mickey Mouse
Date of Birth 12/25/2013	Age 4	Gender Male

Enroll
Discharge

Funding Source	Classroom	Days	Enrollment	Time	Action
City of Phila (te...	Preschool	M T W TH F	08/27/2018 -	09:00 AM-02:30 PM	Edit Delete

7. Enter the **Discharge Date** from the pop-up calendar – choose the appropriate discharge date for your program.

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Enter the Discharge details

Discharge Date: 06/28/2019

Discharge Reason: Completed program ▼

- Completed program
- Never attended
- Withdrew from program

Add Close

Choose a reason for the discharge.

Note: for PHLpreK providers, please select "Never Attended" if the child does not attend your program or "**COMPLETED PROGRAM**," if you are discharging a child at the end of the PHLpreK program period.

8. Click **ADD** to discharge the child.

Enter the Discharge details

Discharge Date: 06/28/2019

Discharge Reason: Completed program ▼

Add Close

You will see a message pop-up: **Success: Discharge details added.**

9. The child's Enrollment Detail will now include the end date of the enrollment. Upcoming enhancements will also display this date on the Application List view.

Date of Birth: 11/04/2014

Age: 4

Gender: Female

Enroll Discharge

Funding Source	Classroom	Days	Enrollment	Time
City of Phila (te...	Preschool	M T W T H F	10/04/2018 - 06/2...	08:00 AM-02:00 PM

10. **Make a note on your excel spreadsheet** to track which children have a **completed discharge** entered.11. Use the main menu to return to the **Application List** and discharge the next child using the name or ID number from your excel spreadsheet in the Search field .

NOTE: *Because the discharge date is in the future, the child will still appear on the **Application List as Enrolled**. Once you reach the discharge date, the child's status will automatically change. Summer19!*

Related Support Resources are available at www.childware.org → **Provider Support**

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