


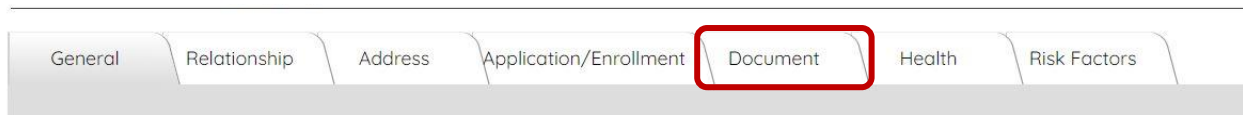
ChildWare

Uploading Documents

There are several areas within ChildWare where you have the option to upload a pdf file. The main areas for pdf document uploads are on the *Child Record* and *Staff* sections of ChildWare. Look for the file upload icon , which identifies areas in ChildWare where you can upload pdf files.

On the *Child Record*, there are various places where you can upload and view pdf files. When you save a pdf document in a Child's Record, regardless of where you originally uploaded it (ex: Health Event section), a copy of the document will be saved in the "Document" tab on the Child's Record main menu for easy access and review. You can also directly upload documents from the Document tab.

Document Tab on a Child Record:




In other areas of ChildWare, other than the Child Record, the document stays in the section you upload it in (ex: Staff Clearances). All documents uploaded in ChildWare are stored in "the Cloud." ChildWare is backed-up nightly to save all your data, including the documents.

**** The document must already be stored on your computer as a PDF, prior to uploading the document to ChildWare 2.0****

Guidelines for file uploads:

Uploading documents are optional – you are not required to upload any document.

- 1) PDF's are the preferred file type to upload to ChildWare.
 - a. *When you save a word document – you have the option to "SAVE AS" a PDF, by using the dropdown arrow and scrolling to PDF.*

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- b. Many printers allows you to “scan” a document, which then is saved as a PDF. You can then send this file to your computer or email it to yourself for easy retrieval.
- 2) You should have all your files saved on your computer in the form of pdf that you want to upload in ChildWare.
- 3) There is a limited size for files. If the size is too big – it just will not load.
- 4) **If you take a picture of a document with your cell phone – the image will be TOO BIG and it will not upload.

Alternative options:

- a. If you have an iPhone, you can pick the smallest size before you send the file to your email. There may be similar options for an Android phone.
- b. There are scanning apps available to download on your phone that will turn images into pdfs. Please note: some apps can be used on a trial basis, but most charge a fee. Recommended apps from Provider’s suggestions are below:
 - i. CamScan
 - ii. TinyScanner


Uploading Health Events documentation.

EX: Developmental Screening

Add a Developmental Screening entry, then click the **Upload Document** button.

Enter Health Event Details

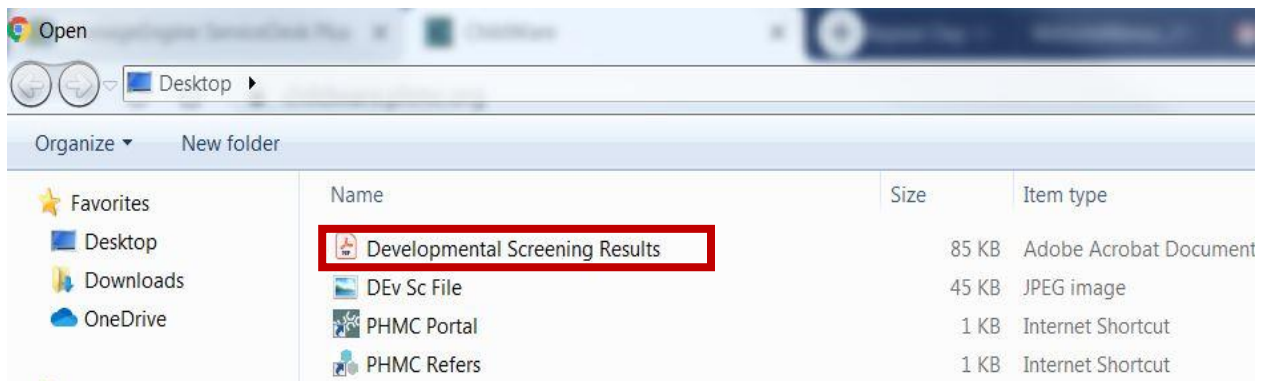
Health Event Developmental Screening ▼	Event Date 10/24/2019
<input type="checkbox"/> Concern Identified	Completed By Gail Farally-Semerad
<input type="checkbox"/> Referred to LEA/Early Intervention System	Referral Date
Developmental Assessment Select Developmental Assessment ▼	Developmental Screening ASQ-SE (Ages & Stages Questionnaire) ▼
Notes	

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A new screen appears. Click on the “Click to Add File” icon




Choose the PDF to upload. The PDF needs to be stored on your computer.



Click “Open” to attach file.

A new window appears; you will see a PDF icon. Click “Close”



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You will be returned to the main entry, now click on **Add**.

Enter Health Event Details

Health Event Developmental Screening ▼	Event Date 10/24/2019
<input type="checkbox"/> Concern Identified	Completed By Gail Farally-Semerad
<input type="checkbox"/> Referred to LEA/Early Intervention System	Referral Date
Developmental Assessment Select Developmental Assessment ▼	Developmental Screening ASQ-SE (Ages & Stages Questionnaire) ▼
Notes	

Upload Document Add Cancel

You will get a **success toast!**

To double check...

At the Health/Development Events Tab, click on the **EDIT** button at the end of the entry, then click on **Documents**.

Scooby Doo (3yo) ID# 13668 Family

General | Relationship | Address | Application/Enrollment | Document | Health | Risk Factors

Core Provider | Insurance | Allergy/Food Restrictions | Health/Development Concerns | Medications | Health/Development Events | Note/Events

Count: 3 Add Health Event ? Search Health Event


Health Event Name	Event Date	Completed By	Concern Identified	Referred To System	Referral Date	Assessment	Screening	Notes	Updated By	Action
Developmental Out...	10/30/2019	Danielle Semerad	No	No		Teaching Strat...			mmccoy	Edit
Developmental Scr...	10/24/2019	Gail Farally-Semerad	No	No			ASQ-SE (Ages & St...		mmccoy	Edit Documents
Physical Health A...	10/01/2019		No	No				testing upload doc	mmccoy	Delete

A list of documents appear.

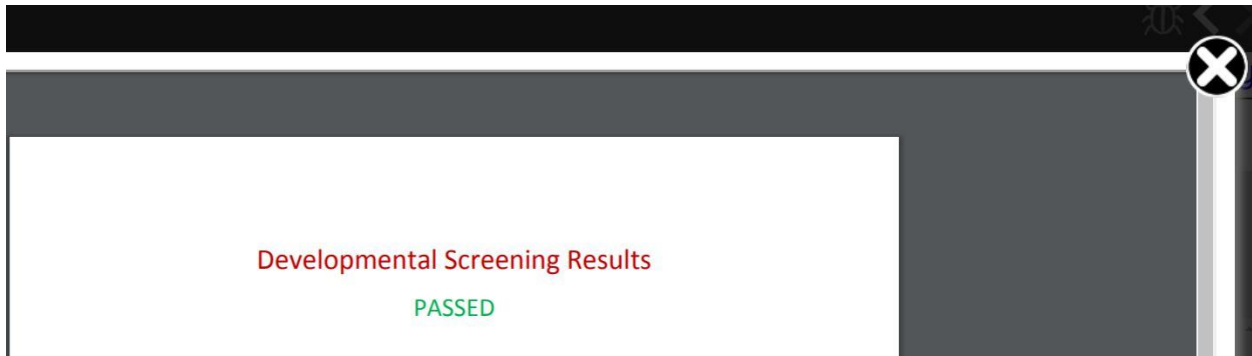
Health Event Documents

Document Name	Upload Date	Action
Developmental Scr...	10/24/2019	View Download

Cancel

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You have the option of downloading or viewing the document.



Click **Cancel** to return to Health/Development Events Tab.

Uploading files later....

If you have already entered the data for your Health/Development Events, but now you need to upload documentation you just need to navigate to the Health/Development Tab.

Click on **EDIT** on the event you need to upload a document.

Chose **EDIT** from the dropdown

Scooby Doo (3yo) ID# 13668

[Family](#)

A screenshot of a software interface showing a table of Health Events. The table has columns: Health Event Name, Event Date, Completed By, Concern Identified, Referred To System, Referral Date, Assessment, Screening, Notes, Updated By, and Action. The table contains three rows of data. The second row is selected, and a dropdown menu is open over the 'Action' column, showing options: Documents, Edit (highlighted), and Delete Edit butt. Above the table, there is a search bar and an 'Add Health Event' button. The interface also shows various tabs at the top, including 'Health/Development Events'.

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Specialist Need ChildWare technical assistance - email helpdesk@phmc.org or click on the BUG icon  .

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On the Health Event Details page **click on Upload Document** and follow the instructions for uploading a document.

Enter Health Event Details

Health Event Developmental Outcomes Assessment ▼	Event Date 10/30/2019
<input type="checkbox"/> Concern Identified	Completed By Danielle Semerad
<input type="checkbox"/> Referred to LEA/Early Intervention System	Referral Date
Developmental Assessment Teaching Strategies GOLD Online ▼	Developmental Screening Select Developmental Screening ▼
Notes	

Upload Document Update Cancel

Using the Document Tab to Upload Documents

Click on the **Document Tab** in a child's record, then click on **Upload Document** button

Scooby Doo (3yo) ID# 13668 Family

General | Relationship | Address | Application/Enrollment | **Document** | Health | Risk Factors

Upload Document


Document Name	Upload Date	Document Type	Action
Developmental Scr...	10/24/2019	Developmental Scr...	View Download Delete
Kindergarten Tran...	10/31/2018	HealthEvent	View Download Delete
ChildWare REGISTR...	10/31/2018	Kindergarten Tran...	View Download Delete
Adding New Staff ...	10/31/2018	Kindergarten Tran...	View Download Delete

Choose **Document Type** then click on **Click to Add File**

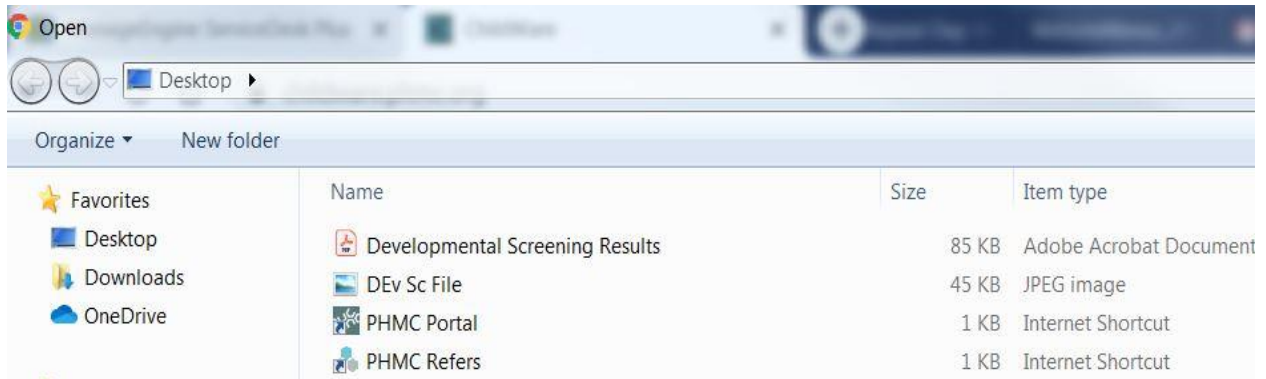
Add New Document for

Document Type Developmental Screening ▼	Document Name Dev. Screening Results	Click to Add File
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Add Close

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Visit www.childware.org > **Providers Support>PHLpreK Providers for additional documentation**

Pick a pdf to upload.



The name of the file will appear in Document Name. You may want to edit it.


Add New Document for

Document Type Other	Document Name 19_RA_007297_Carve-n	Click to Add File
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Add **Close**

Click on **Add** document.

The document will be uploaded in the Document Tab of the child.

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