

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**.

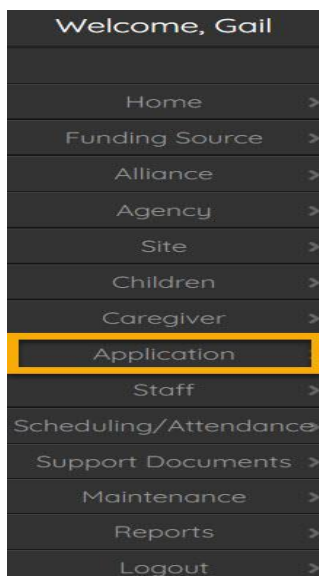
All children need to have a discharge date on their record by May 30th

This can be done in advance in ChildWare 2.0, which allows you to discharge children with a future discharge date. *The discharge date is the last day of your program.*


Getting Started:

Login to ChildWare 2.0 with your username and password.

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



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

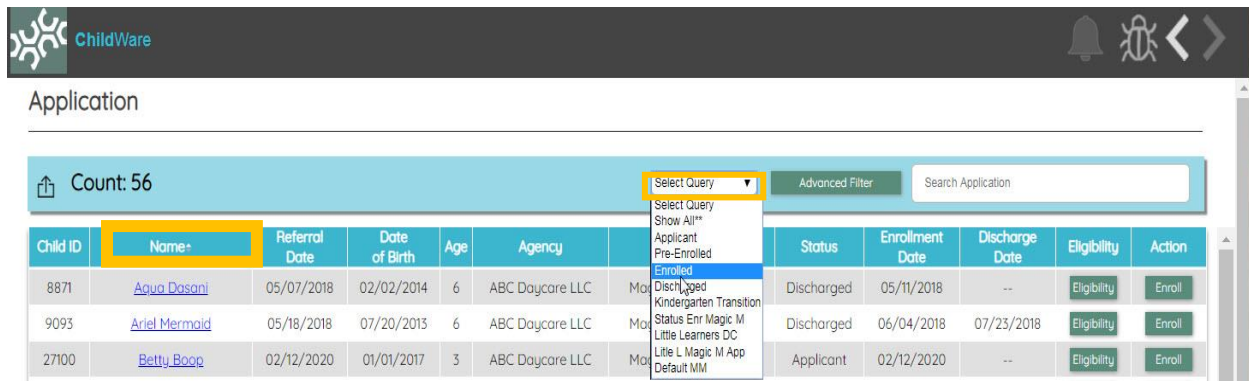
If you experience difficulty while completing the process above, please use the **bug report feature** , or contact us at helpdesk@phmc.org for assistance and additional technical support.

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Creating a list of enrolled children:


Use the **Select Query** function to limit the list to Enrolled children.

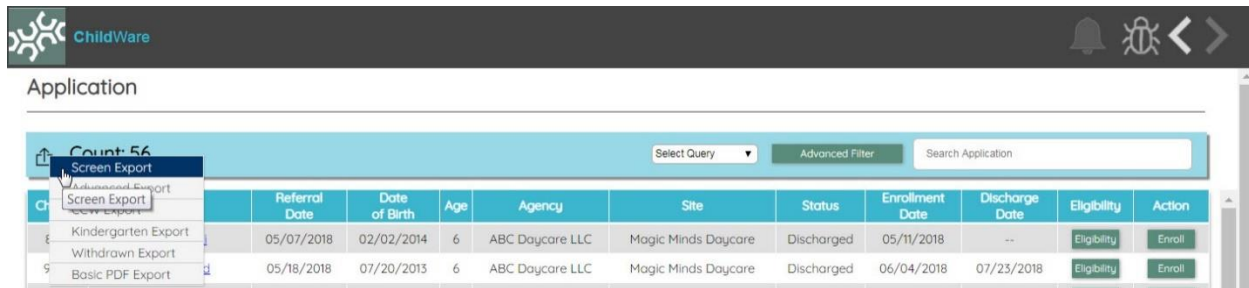
To sort the children alphabetically, click on the **Name** header.



The screenshot shows the ChildWare application interface. At the top, there is a header with the ChildWare logo and navigation icons. Below the header, the word "Application" is displayed. A toolbar contains a "Count: 56" indicator, a "Select Query" dropdown menu, an "Advanced Filter" button, and a "Search Application" input field. The "Select Query" dropdown is open, showing options: "Select Query", "Show All**", "Applicant", "Pre-Enrolled", "Enrolled", "Discharged", "Kindergarten Transition", "Status Enr Magic M", "Little Learners DC", "Little L Magic M App", and "Default MM". Below the dropdown is a table with columns: Child ID, Name, Referral Date, Date of Birth, Age, Agency, Status, Enrollment Date, Discharge Date, Eligibility, and Action. The table contains three rows of data.

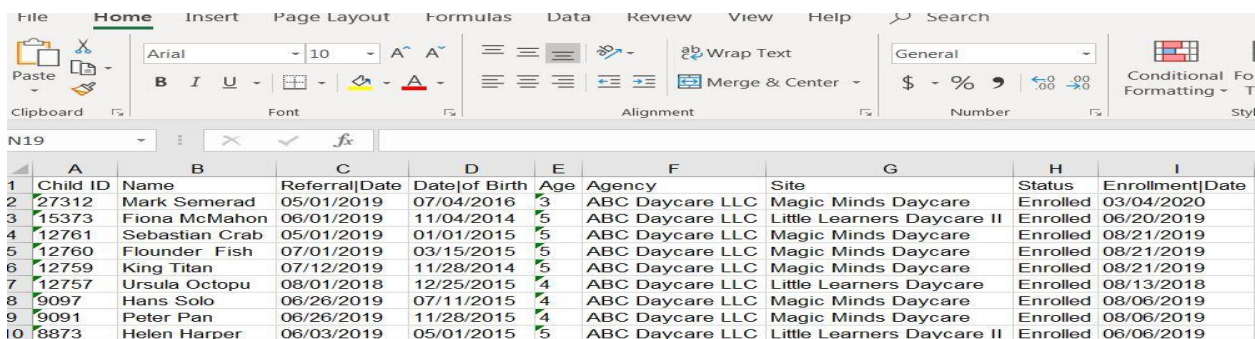
Child ID	Name	Referral Date	Date of Birth	Age	Agency	Status	Enrollment Date	Discharge Date	Eligibility	Action
8871	Aguo Dasani	05/07/2018	02/02/2014	6	ABC Daycare LLC	Discharged	05/11/2018	--	Eligibility	Enroll
9093	Ariel Mermaid	05/18/2018	07/20/2013	6	ABC Daycare LLC	Discharged	06/04/2018	07/23/2018	Eligibility	Enroll
27100	Betty Boop	02/12/2020	01/01/2017	3	ABC Daycare LLC	Applicant	02/12/2020	--	Eligibility	Enroll

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




The screenshot shows the ChildWare application interface. The "Screen Export" dropdown menu is open, showing options: "Screen Export", "Kindergarten Export", "Withdrawn Export", and "Basic PDF Export". The "Screen Export" option is highlighted. The table below the dropdown is the same as in the previous screenshot.

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:

Child ID	Name	Referral Date	Date of Birth	Age	Agency	Site	Status	Enrollment Date
27312	Mark Semerad	05/01/2019	07/04/2016	3	ABC Daycare LLC	Magic Minds Daycare	Enrolled	03/04/2020
15373	Fiona McMahon	06/01/2019	11/04/2014	5	ABC Daycare LLC	Little Learners Daycare II	Enrolled	06/20/2019
12761	Sebastian Crab	05/01/2019	01/01/2015	5	ABC Daycare LLC	Magic Minds Daycare	Enrolled	08/21/2019
12760	Flounder Fish	07/01/2019	03/15/2015	5	ABC Daycare LLC	Magic Minds Daycare	Enrolled	08/21/2019
12759	King Titan	07/12/2019	11/28/2014	5	ABC Daycare LLC	Magic Minds Daycare	Enrolled	08/21/2019
12757	Ursula Octopus	08/01/2018	12/25/2015	4	ABC Daycare LLC	Little Learners Daycare	Enrolled	08/13/2018
9097	Hans Solo	06/26/2019	07/11/2015	4	ABC Daycare LLC	Magic Minds Daycare	Enrolled	08/06/2019
9091	Peter Pan	06/26/2019	11/28/2015	4	ABC Daycare LLC	Magic Minds Daycare	Enrolled	08/06/2019
8873	Helen Harper	06/03/2019	05/01/2015	5	ABC Daycare LLC	Little Learners Daycare II	Enrolled	06/06/2019

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With your new list on hand, return to the Application List. You can now use the name or ID#s from the 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.

12760	Flounder Fish	07/01/2019	03/15/2015	5	ABC Daycare LLC	Magic Minds Daycare	Enrolled	08/21/2019	--	Eligibility	Enroll
12759	King Titan	07/12/2019	11/28/2014	5	ABC Daycare LLC	Magic Minds Daycare	Enrolled	08/21/2019	--	Eligibility	Enroll
12757	Ursula Octopus	08/01/2018	12/25/2015	4	ABC Daycare LLC	Little Learners D...	Enrolled	08/13/2018	--	Eligibility	Enroll

From the Enrollment Detail click on the Discharge button.

Enrollment/Pre-Enrollment

Student Details

Agency ABC Daycare LLC	Site Magic Minds Daycare	Student Name Flounder Fish
Date of Birth 03/15/2016	Age 4	Gender Male

Funding Source	Classroom	Days	Enrollment	Time
City of Phila (te...	LLama	M T W TH F	09/03/2019 -	08:30 AM-02:30 PM


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

Enter the Discharge details
Slot End Date: 06/30/2020

Discharge Date 06/30/2020	Discharge Reason
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Jun 2020

Su	Mo	Tu	We	Th	Fr	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

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Choose a reason for the discharge.

Enter the Discharge details
Slot End Date: 06/30/2020

Discharge Date
06/30/2020

Discharge Reason

Completed program

Never attended

Temporarily inactive

Verification non-compliance

Withdrew from program

Add

Note: for PHLpreK providers, please select “**COMPLETED PROGRAM**,” if you are discharging a child at the end of the PHLpreK program period. Click **ADD** to discharge the child.

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



Click **YES** to discharge this child.


Then you will receive a success toast to verify the discharge.

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.

Student Details

Agency ABC Daycare LLC	Site Magic Minds Daycare	Student Name Flounder Fish
Date of Birth 03/15/2016	Age 4	Gender Male

Funding Source	Classroom	Days	Enrollment	Time
City of Phila (te...	LLama	M T W TH F	09/03/2019 - 06/3...	08:30 AM-02:30 PM

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Make a note on the excel spreadsheet you printed out to track which children have a completed discharge entered.

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.

NOTE: *Because the discharge date is in the future, the child will still appear on the **Application List as Enrolled**, but you will see a **discharge date and discharge reason on the child's record**. Once you reach the discharge date, the child's status will automatically change to **DISCHARGE**.*

Flounder Fish (4yo) ID# 12760 Last Updated Date/Time: 05/01/2020 09:39:44 Last Updated By: mmccoy

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

Count: 2 New Application

Agency	Site	Referral Date	Application Date	Enrollment Date	Withdraw Date	Withdraw Reason	Discharge Date	Discharge Reason	Status	Action
ABC Daycare LLC	Magic Minds Daycare	07/01/2019	08/21/2019	09/03/2019			06/30/2020	Completed program	Enrolled	Application Enrollment Eligibility

TIP: If this is a child who will be returning to you for next program year –

REMEMBER – EVERY CHILD NEW or OLD will need a **New Application** (because PHLpreK Applications change every year). **DO NOT** try to enroll this returning child from a discharged record.


ADD a NEW APPLICATION for all children.

Flounder Fish (4yo) ID# 12760 Last Updated Date/Time: 05/01/2020 09:39:44 Last Updated By: mmccoy

General Relationship Address Application/Enrollment Document Health Risk Factors

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Agency	Site	Referral Date	Application Date	Enrollment Date	Withdraw Date	Withdraw Reason	Discharge Date	Discharge Reason	Status	Action
ABC Daycare LLC	Magic Minds Daycare	07/01/2019	08/21/2019	09/03/2019			06/30/2020	Completed program	Enrolled	Application Enrollment Eligibility
ABC Daycare LLC	Little Learners D...	07/04/2018	08/13/2018	09/04/2018			06/14/2019		Discharged	Application Enrollment Eligibility

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