Introduction to ChildWare

This information will help you understand the Navigation Menu items in ChildWare. Additional ChildWare Documentation and training sessions are available on the ChildWare website at https://childware.org/user_support/phl-prek-users/.

Logging into ChildWare 2.0

The first thing you need to remember is that ChildWare uses the CHROME BROWSER. You can download this browser at www.chrome.com

**DO NOT USE** Internet Explorer or Microsoft Edge to access ChildWare.

Open the Chrome browser and type childware.phmc.org into the address bar and then press the enter key on your keyboard. You are now at the ChildWare 2.0 Login Screen.
Type in your ChildWare Username and Password, and then click the Login button.

Forget your password? No worries just click on **Forgot Password?** under the Login and you can reset your password.

Once you are logged in to ChildWare, you will land on your Home Page.

Click on the **PHMC logo** to access the **Welcome page** with the navigation menu. Notice the menu on the left. Clicking on different headings allows you to navigate around ChildWare 2.0 to perform your tasks.

**Navigating ChildWare:**

**Home:** Takes you back to the original page after you login to ChildWare.

Web: childware.phmc.org   email: helpdesk@phmc.org   PHLpreK issues: email phlpreK@phmc.org
There is a list on Navigation menus to choose from.

Agency Navigation Menu:

A list of Agency details – name, sites, addresses, MPI, funding allotment, and attendance details. When each agency signs into ChildWare they will open to their landing page which will show details for their agency only.

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When you click on the Agency – additional information is available (funding allotment, sites, attendance dashboard, documents tabs)

**Agency General Tab:** name, address, MPI, county

**Agency Funding Allotment:** funding source name, alliance name, rule group name, slot allocation, slot remaining, start date, end date, allotment date, action-apply/delete. This tab and/or the action buttons on this tab may not be available depending on the user permission level.
**Agency Sites:** ID, agency, MPI, address including county.

**If you are agency with multiple sites** – you can access each site from your “Sites” tab on your Agency Section. Click on the name of the “Site” and ChildWare will take you to that site’s information.

**Sites Tab under Agency:** site ID, site name, agency name, MPI, address, county, site type name, status.

**Site Navigation Menu:**

Another way to access Site information is to navigate to “Site” on the Navigation Menu.

Click on the name of the Site to see additional information related to that site.

Click on a site and more information appears in the form of tabs (general, address, funding allotment, classrooms, capacity, attendance dashboard, certifications, documents).

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Site General Tab: site name, MPI, CACFP ID, TAX-ID, city council district, DHS capacity, site type, track meals. There are additional governmental fields, which are greyed out and we are not using at this time.

If the field is “white” you have the option of editing and saving updated information. Please make sure you have your phone number listed in ChildWare.
**Site Address:**

(759) Magic Minds

<table>
<thead>
<tr>
<th>Address 1</th>
<th>Address 2</th>
</tr>
</thead>
<tbody>
<tr>
<td>1400 S. 18th St</td>
<td></td>
</tr>
<tr>
<td>City</td>
<td>PA</td>
</tr>
<tr>
<td>City</td>
<td>Philadelphia</td>
</tr>
<tr>
<td>Zip</td>
<td>19148</td>
</tr>
</tbody>
</table>

**Site Funding Allotment:** funding source, alliance, rule group, agency, slot allocation, slots remaining, start time, hours, and actions. This tab and/or the action buttons on this tab may not be available depending on the user permission level.

This is where your slot allocations will appear for the PHLpreK program year once those allocations have been finalized by the PHLpreK program. **You will need to set the start time and number of hours!**

Web: childware.phmc.org  email: helpdesk@phmc.org  PHLpreK issues: email phlpreK@phmc.org
Site Classrooms: name, age group, max occupancy, created date, curriculum, created by, status.

(759) Magic Minds

Notice Total Enrollment Capacity and DHS Capacity

Add or Edit a Classroom:

Create New Classroom

Click Add Classroom on Classroom Tab

1. Choose Age Group
2. Type care level and the name of classroom
3. Fill in Max Occupancy (the system defaults to the PA DHS maximums for each age group)
4. Choose Curriculum
5. Click Update

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**Site Attendance Dashboard Tab:** Site ID, site name, # attended days, # missed days, # possible days, ADA percentage. You can search by classroom or children and between start and end dates. The export button in this view provides both excel and PDF report options.

![Site Attendance Dashboard Tab](image)

**Site Certifications Tab:** Certification, type, effective date, expiration date, inspection date, renewal date, notes.

![Site Certifications Tab](image)

Add Certificate: Complete fields and click SAVE.

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**Children Navigation Menu:**

The Children list menu lists all children ever added to an agency/site. **No child is ever deleted from ChildWare.** Even children that have been discharged will be on this list.

> These children **DO NOT take up a SLOT** – only Pre-Enrolled/Enrolled Children take up a slot. These children are best viewed on the Application list.

Click on the name of a child and the child’s record will open. There are several tabs on a Child’s record. It is here where you will see their general demographics, address, relationship to other family members, application/enrollment information, documents, and health-related information (care providers,
Adding a new Child/Family:

Click **Add Family** to add a new child. A complete set of fields related to Child and Caregivers.

Image Upload examples:

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*Make sure to have a signed media release if you take pictures

Add Caregiver’s information next.

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Once you have successfully added a child and caregiver to your Children’s List you will receive a success toast!

The child’s address is pulled from this information.
*Any address updates for the child need to be updated on the Caregiver Address Tab
**Child’s Record:**

When you click on a child’s name from your Children’s List the child’s record will open.

![Child’s Record](image)

**Caregiver Navigation Menu:**

This Navigation Menu item list Caregivers associated with children at the center. Clicking on the Caregivers name allows you access to their general demographics, Status (primary/secondary caregiver), Contact info (email and phone), and access to the Family details – members, contact information, address, and application.

![Caregiver Navigation Menu](image)
**Application Navigation Menu:**

This Navigation Menu item displays a list of children that have been applied, enrolled, discharged or withdrawn from your center. We do not DELETE any child, so this list grows with every passing year.

You can easily **SORT** the headings to group the children by status, age, etc.... by clicking on the heading.

**Search Function:**

Many pages have a search box. You can use this search box to search for a child by name, ID#, status, site, etc.

Web: childcare.phmc.org  email: helpdesk@phmc.org  PHLpreK issues: email phlpreK@phmc.org
**Staff Navigation Menu:**

This list contains the names of staff members. Click on the staff member’s name to access or enter their general demographics, address, contact information, hiring information (including W4, I9 and residency verification form), clearances, education, and references. Do you have a new staff member? Click on Add Staff to enter their information. All staff members should be added into ChildWare, but not all staff members need to have a ChildWare User account. Only staff members who will be entering data in ChildWare need a user account.

**How to Request a User Account:**

Email helpdesk@phmc.org and request a user account for a staff member. Remember, they must be on your staff list for the ChildWare Team to issue them a user account.

**Scheduling/Attendance Navigation Menu:**

This section describes the schedule and attendance for the agency/site. Select schedule and choose the site and classroom from the drop down arrow to access the related class roster. You also have the option to change the date to view historic class rosters. Click on the attendance tab, select a site and classroom, and pick a date to view attendance for a given week. It is here where you can update (change P for present (default) to Excused Absence or absent), view meal status, save, and approve your attendance and meal data.

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In the attendance view, the export option includes a dropdown menu of various reports that are available to export.

Exports include: Class Roster, sign in/Out Forms (Blank Forms), Attendance Monthly Report (used for PHLpreK invoicing).

The Attendance tab shows the names of the children in a site and classroom (chose site and classroom) in a week. Each child is considered PRESENT (P), unless the center changes their attendance status to A or E, by clicking on the letter and then clicking on SAVE. After proper attendance is SAVED – ALL weeks for the month need to be APPROVED.
Maintenance/Site Closing Navigation Menu:

On the Navigation Menu, scroll down to Maintenance and then click on Site Closing Dates to close the center for holidays and emergencies.

Site Closing Dates: This is where you would go, if you need to close the agency/site for both scheduled and emergency (snow, bldg. maintenance, Eagles parade!).

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Select the site from the drop down, type in the closing date, choose type of closing add a description and click add.

Scheduled Closings will be displayed in gray and emergency closings will be displayed in red on the scheduling and attendance tabs.
**Reports Navigation Menu:**

**Dashboard:** This tab and/or the action buttons on this tab may not be available depending on the user permission level. The information displayed on the dashboard varies based on the user’s access.

The Dashboard View is a “moment in time” view. It may be different in an hour or a day, because children are being added or discharged often. The most important thing to remember is to make sure you are viewing the correct information. The Date field in the upper left is very important. Enrollment for July will look very different from enrollment in September, since you are pre-enrolling your children for the fall semester.

August 7, 2020 - Magic Minds: Waiting:3, Unapproved Pre-Enrolled:7, Approved:0, Percent of slots filled:0%

Once you change the date to a date in September, after the beginning of classes, the percent will populate and the Waiting, Unapproved Pre-Enrolled, Approved Pre-Enrolled will change.

To view what children are on any of the list, click on the blue underlined number.
Other Elements in ChildWare

The double arrows, in the upper right corner of your screen, allow you to navigate between the pages. *If your click on the browser back arrows instead – ChildWare closes and you will need to login again.*

Are you having issues with ChildWare? Just click on the “BUG” to report an issue. This icon can be found on individual pages and in the upper right corner next to the forward/backward button. Clicking on the bug icon automatically takes a screenshot of the page you are on and sends a support request to helpdesk@phmc.org

Need to export the information on your screen? Just click on the export button to create a report that you can open or save as an excel file. Some exports have multiple options, in which case a sub-menu will appear when you click the export icon.

Choose this option to use the query builder and customize your search criteria. Each query can be saved for future searches. This icon can be found on multiple pages. Detailed instructions on creating your own filters is available.

Search box can be found on multiple pages throughout ChildWare. This is a great option if you have a long list of children in your agency/site and you want to view a certain child quickly. Just start to type 3-4 letters in the search box and pause - ChildWare will pull up information related only to the letters you typed. This function is a great time-saver!
Available Online Resources:

1. Visit [www.childware.org](http://www.childware.org) to review how-to documents, videos, and PowerPoint presentations for all the features available in ChildWare.
2. [Click here](http://www.childware.org) to access PHLpreK Users documentation
3. Having ChildWare Technical Issues? Email [helpdesk@phmc.org](mailto:helpdesk@phmc.org) for assistance or click on the Bug Report Icon.
4. Need assistance regarding the PHLpreK Program? Contact your contract specialist or email [PhlpreK@phmc.org](mailto:PhlpreK@phmc.org)