

ChildWare

Adding a CCW record in ChildWare 2.0

1. Login to ChildWare 2.0 at childware.phmc.org
2. Scroll to Application List on Navigation menu
3. Click on the Child's Name you want to add the CCW information
4. Click on the Health Tab
5. Click on the Notes/Events Tab
6. Click on the Add CCW button

Tony The Tiger (4yo) ID# 33042 Last Updated Date/Time: 10/21/2020 08:32:41 Last Updated By: gforallysemerad

General Relationship Address Application/Enrollment Document **Health** Risk Factors Change Log Admin

Care Provider Insurance Allergy/Food Restrictions Health/Development Concerns Medications Health/Development Events **Note/Events**

Count: N/A

CCW Record No.	MCI	Date Created	Eligible	Office	Subsidy End Date	Reason	CCW Notified of Start	CCW Notified of End	Created By	Action

Event Date	Completed By	Caregiver 1	Caregiver 2	Notes	Registered Date	School	Created By	Action

A new window will open.

Enter CCW Details

Eligible No	MCI
CCW Record No.	CCW Office Select Office Location
Subsidy End Date	Reason CCW Ended Select Reason
Date CCW notified of START of school year program	Date CCW notified of END of school year program
CCW Absences	

Enter information in fields. You do not need to fill in MCI#, if you do not know it.

Need PHLpreK assistance (policy/procedure) - email PHLreK@phmc.org or contact your Contract Specialist
Need ChildWare technical assistance - email helpdesk@phmc.org or click on the BUG icon . Visit www.childware.org >
Providers Support>PHLpreK Providers for additional documentation

CCW Office Drop Down – select office.

CCW Office

Select Office Location

Select Office Location

ELRC18 Main Office

North

NorthEast

NorthWest

South/West

If necessary, select reason:

Reason CCW Ended

Select Reason

Select Reason

Family no longer eligible

Program Ended

Complete field entries. Click ADD.

Eligible: Yes

MCI: MCI

CCW Record No.: 2222222

CCW Office: ELRC18 Main Office

Subsidy End Date: 06/30/2021

Reason CCW Ended: Select Reason

Date CCW notified of START of school year program: 09/01/2020

Date CCW notified of END of school year program:

CCW Absences:

Add Cancel

New CCW Record.

Tony The Tiger (4yo) ID# 33042

Last Updated Date/Time: 10/21/2020 08:32:41

Last Updated By: gfarallysemerad

General Relationship Address Application/Enrollment Document Health Risk Factors Change Log Admin

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

Count: N/A

CCW Record No.	MCI	Date Created	Eligible	Office	Subsidy End Date	Reason	CCW Notified of Start	CCW Notified of End	Created By	Action
2222222	0	10/21/2020	Yes	ELRC18 Main Office	06/30/2021		09/01/2020		gfarallysemerad	Edit

Event Date	Completed By	Caregiver 1	Caregiver 2	Notes	Registered Date	School	Created By	Action
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If information needs updating ALWAYS add another note NEVER write over an existing note in ChildWare.

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 Need ChildWare technical assistance - email helpdesk@phmc.org or click on the BUG icon . Visit www.childware.org >
Providers Support>PHLpreK Providers for additional documentation