

ChildWare

Changing a Child's Care Type to "Virtual"


A new feature available in ChildWare is the availability to add a virtual care type on the Child's record. This was recently added to accommodate center's that are providing services in an in-person, blended, and virtual setting.

Updating a Child's Record

1. Click on a **child's name on the Application list**. The child's record will open to the General tab.
2. Click on the **Edit button**.
3. Click on the **down arrow and scroll down** to the desired format.
4. Click **Save**.

Olaf Snow (4yo) ID# 27462 Last Updated Date/Time: 09/16/2020 15:19:38
Last Updated By: mmccoy


General **1** Relationship Address Application/Enrollment Document Health Risk Factors Change Log Admin

	First Name Olaf	Middle Name	Last Name Snow	Suffix Select Suff▼
	Nickname	Date Of Birth 12/20/2015	<input type="checkbox"/> Custody Agreement	Gender Male ▼
	Race Other ▼	Ethnicity Non-Hispanic/L ▼	Is Foster Child No ▼	
	Grade Level Pre-K remote (5 ▼	Pupil ID 0	1st Language English ▼	2nd Language Select Lan▼
<input type="checkbox"/> Release Form	Poverty Level 1.52	Agency 72-ABC Dayca ▼	3rd Language Select Lan▼	

2 Edit Delete Transfers

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

	First Name Olaf	Middle Name	Last Name Snow	Suffix Select Suffix▼
	Nickname	Date Of Birth 12/20/2015	<input type="checkbox"/> Custody Agreement	Gender Male ▼
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	Grade Level Pre-K remote (5 d ▼	Pupil ID 0	1st Language English ▼	2nd Language Select Lang▼
	Select GradeLevel Pre-K (in-person) Pre-K blended (in-person and remote) Pre-K remote (5 days)	Agency 72-TEST-ABC Da ▼	3rd Language Select Lang▼	

Q & A


Q: What if this virtual type of enrollment is only for a temporary period, how can I change their type of enrollment back to in-person?

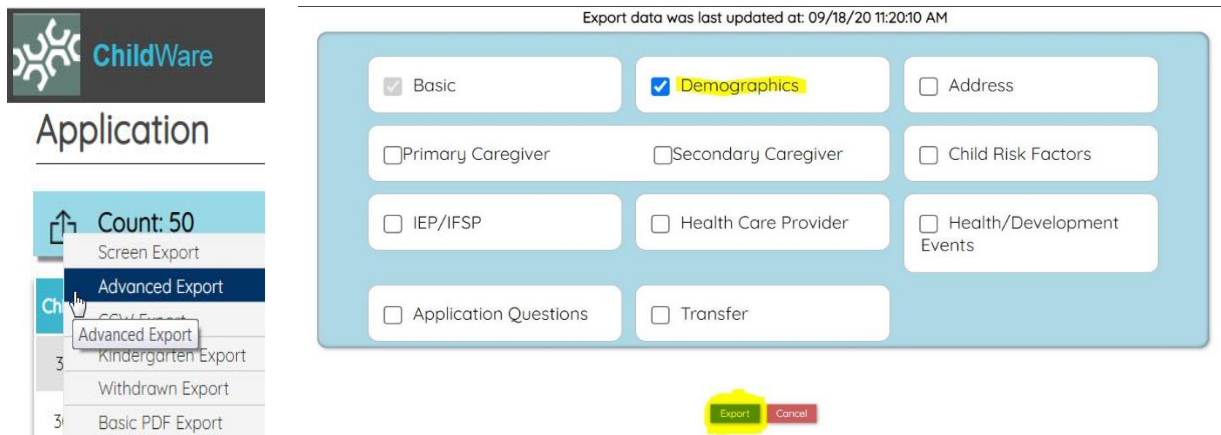
A: When the child has completed the period for virtual enrollment you would need to discharge the child, then re-enroll them. You can then edit the Grade level choosing “in-person.”

You need to do this to ensure that your reports reflect the time a child was enrolled virtually vs. the time when a child was enrolled in-person.

Q: What report will I need to run to see the different care types (in-person, blended, and all virtual)?

You would need to run an Application Advanced report.

On the **Application list**, you would click on the export icon , scroll down to **Advanced Export** and check off **Demographics**, then click on **Export**. The excel report will have a column with **Grade Level** listed and you can sort the report using the Excel tools.



The screenshot displays the ChildWare interface. On the left, the 'Application' list shows a 'Count: 50' and a dropdown menu with options: 'Screen Export', 'Advanced Export', 'Advanced Export', 'Kindergarten Export', 'Withdrawn Export', and 'Basic PDF Export'. The 'Advanced Export' option is selected. On the right, the 'Export data was last updated at: 09/18/20 11:20:10 AM' header is visible above a configuration panel. This panel contains several checkboxes: 'Basic' (checked), 'Demographics' (checked and highlighted in yellow), 'Address', 'Primary Caregiver', 'Secondary Caregiver', 'Child Risk Factors', 'IEP/IFSP', 'Health Care Provider', 'Health/Development Events', 'Application Questions', and 'Transfer'. At the bottom of the panel are 'Export' and 'Cancel' buttons.