

ChildWare

Adding an IEP 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 IEP information
4. Click on the Health Tab
5. Click on the Health/Development Concerns Tab
6. Click on the Add IEP button

The screenshot shows the ChildWare 2.0 interface for a child named Tony The Tiger (4yo) with ID# 33042. The 'Health' tab is selected, and the 'Health/Development Concerns' sub-tab is active. The 'Add Health Concern' and 'IEP/IFSP' buttons are visible in the top right corner of the sub-tab. Below the buttons is a table with columns: Health Concern Name, Last Updated By, Last Updated, and Action. The table is currently empty.

A new window will open.


The screenshot shows the 'Enter IEP/IFSP Details' form. The form has the following fields and controls:

- Start Date: Text input field
- End Date: Text input field
- Primary Disability: Dropdown menu with the text 'Select Primary Disability' and a downward arrow.
- IEP sharing allowed: Checkbox
- IEP Case Worker Name: Text input field
- Not currently receiving services: Checkbox
- Annual Meeting: Checkbox
- Parents declined services: Checkbox
- Click to Add File: Button
- Add: Button
- Cancel: Button

Enter information in fields. **The IEP Case Worker Name is a MUST FILL field.**

For Primary Disability – choose from the drop-down list, if you do not see an appropriate choice – pick OTHER.
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



If you have a document to upload, click on the “Click to Add File Icon” . Remember the document MUST be a PDF to be uploaded in ChildWare.

Enter IEP/IFSP Details

Start Date: End Date: Primary Disability: **Select Primary Disability** ▼

IEP sharing allowed IEP Case Worker Name: Not currently receiving services

Annual Meeting Parents declined services 


Add **Cancel**

Choose file from computer and click open. You file will appear on window.

Enter IEP/IFSP Details

Start Date: End Date: Primary Disability: **Select Primary Disability** ▼

IEP sharing allowed IEP Case Worker Name: Not currently receiving services

Annual Meeting Parents declined services 

Add **Cancel**

Click **ADD** to enter record.

Tony The Tiger (4yo) ID# 33042 Last Updated Date/Time: 10/13/2020 10:19:28 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: 1 [Add Health Concern](#) [IEP/IFSP](#)

Health Concern Name.	Last Updated By	Last Updated	Action						
Primary Disability	Start Date	End Date	Sharing Allowed	Receiving Services	Annual Meeting	Declined Services	Last Updated By	Last Updated	Action
Non-Categorical/D...	09/01/2020	06/30/2021	Yes	No	Yes	No	gfarallysemerad	10/21/2020	Edit Delete

If there is an update for this information – start a new record. **NEVER overwrite entries in ChildWare.**

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