

ChildWare

Changes related to Home Dashboard, Editing, and Deleting Information in ChildWare

Home Dashboard:

The Home Menu in ChildWare has been updated. This will help providers have pertinent agency/site enrollment information when they log in to ChildWare, which will include their Applicant, Unapproved Pre-Enrolled, Approved Pre-Enrolled, and Enrolled count.

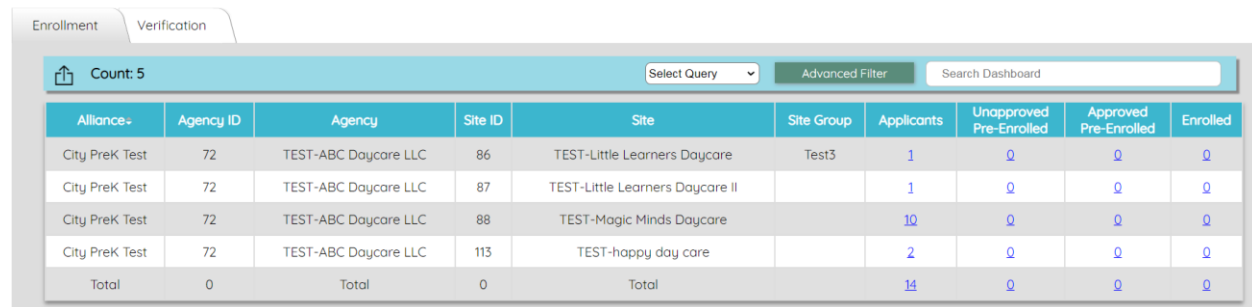
Delete/Edit Functions:

There are times when documents need to be deleted from a child's record. It may be because the information was uploaded to the wrong child's account or perhaps the wrong document was uploaded to a child's account. Below you will see the updated feature related to having the ability to delete files in ChildWare. This is permission-based, so some deletions may only be achieved by ChildWare or PHLpreK Admin staff – see annotation on the list below.

New Home Menu -

When you navigate to Home on your ChildWare navigation menu a new display will be visible that will show the provider pertinent agency/site enrollment information.

Home Dashboard



The screenshot shows the Home Dashboard interface. At the top, there are tabs for 'Enrollment' and 'Verification'. Below the tabs, there is a header bar with a 'Count: 5' indicator, a 'Select Query' dropdown, an 'Advanced Filter' button, and a 'Search Dashboard' search bar. The main content is a table with the following columns: Alliance, Agency ID, Agency, Site ID, Site, Site Group, Applicants, Unapproved Pre-Enrolled, Approved Pre-Enrolled, and Enrolled. The table contains four rows of data for 'City PreK Test' and a final 'Total' row.

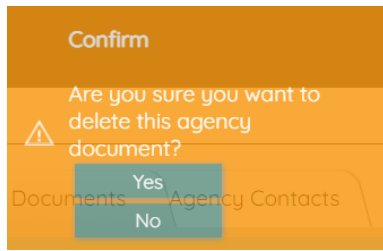
Alliance	Agency ID	Agency	Site ID	Site	Site Group	Applicants	Unapproved Pre-Enrolled	Approved Pre-Enrolled	Enrolled
City PreK Test	72	TEST-ABC Daycare LLC	86	TEST-Little Learners Daycare	Test3	1	0	0	0
City PreK Test	72	TEST-ABC Daycare LLC	87	TEST-Little Learners Daycare II		1	0	0	0
City PreK Test	72	TEST-ABC Daycare LLC	88	TEST-Magic Minds Daycare		10	0	0	0
City PreK Test	72	TEST-ABC Daycare LLC	113	TEST-happy day care		2	0	0	0
Total	0	Total	0	Total		14	0	0	0

Action Items have been updated to include DELETE buttons in the following areas:

- Child>Health>Notes/Events>Kindergarten (ADMIN only)
- Child>Health>Notes/Events>CCW (ADMIN only)
- Child>Health>Health/Development>Health Event (ADMIN only)
- Child>Documents (Providers and ADMIN)
- Agency>Documents (Providers and ADMIN)

- Site> Documents (Providers and ADMIN)

Each deletion will have a warning message to make sure the user wants to delete the document:



ADMIN PERMISSIONS:

Child>Health>Notes/Events>Kindergarten/CW

A new “Delete” button has been added to the Events/Notes table.

Reginald Dwight (3yo) ID# 46288 Last Updated Date/Time: 10/28/2021 11:38:58 Last Updated By: mmoscariello

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

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

Count: 2 Add CCW Add Kindergarten

CCW Record No	MCI	Date Created	Eligible	Office	Subsidy End Date	Reason	CCW Notified of Start	CCW Notified of End	Created By	Action
222222	0	11/09/2021	No						gfarallysemerad	Edit Delete

Event Date	Completed By	Caregiver 1	Caregiver 2	Notes	Registered Date	School	Created By	Action
10/01/2021		Bernie Taupin	Gail Semerad			Test	mmoscariello	Documents Edit Delete
10/01/2021		Bernie Taupin			10/29/2021	Test	mmoscariello	Documents Edit Delete

Child>Health>Health/Development>Health Event (ADMIN PHLpreK/CW)

If a Health Event was added erroneously on a child the ADMIN staff of PHLpreK or CW can delete the entry.

Reginald Dwight (3yo) ID# 46288 Last Updated Date/Time: 11/09/2021 10:36:48 Last Updated By: gfarallysemerad

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

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

Count: 1 Add Health Event Search Health Event

Health Event Name	Event Date	Completed By	Concern Identified	Consent for Services	Referred To System	Referral Date	Assessment	Screening	Notes	Updated By	Action
Developmental Scr...	10/01/2021	Gail Farally-Semerad	Yes	Yes	No			ASQ- 3 (Ages & St...		gfarallysemerad	Edit

Provider Permissions:

Child>Documents (Providers/Admin)

Reginald Dwight (3yo) ID# 46288 Last Updated Date/Time: 10/28/2021 11:38:58 Last Updated By: mmoscariello

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

Count: 5 Upload Document

Document Name	Upload Date	Document Type	Action		
PDFTEST.pdf	10/28/2021	Developmental Scr...	View	Download	Delete
PDFTEST2.pdf	10/28/2021	IEP/IFSP	View	Download	Delete
PDFTEST.pdf	10/28/2021	HealthEvent	View	Download	Delete
PDFTEST.pdf	10/28/2021	Kindergarten Tran...	View	Download	Delete
PDFTEST2.pdf	10/28/2021	Kindergarten Tran...	View	Download	Delete

Site>Documents (Providers/Admin)

(88) TEST-Magic Minds Daycare Site Calendar Management TEST-ABC Day

General Address Funding Allotment Classrooms Capacity Attendance Dashboard Certifications Documents Site Contacts Site Group List

Count: 29 Upload

Document Type	Uploaded By	Upload Date	Status	Action			
NAFFC	mmoscariello	01/11/2021	Active	View	List	Download	Delete
MWDSBE	mmoscariello	01/11/2021	Active	View	List	Download	Delete
Move Up Plans	gfarallysemerad	08/20/2020	Active	View	List	Download	Delete
Kindergarten Tran...	gfarallysemerad	08/20/2020	Active	View	List	Download	Delete
DPW license	mmontinard	08/19/2020	Active	View	List	Download	Delete
Other	mmontinard	08/19/2020	Active	View	List	Download	Delete
Program Daily Sch...	mmccoy	08/05/2020	Active	View	List	Download	Delete
DHS Certificate	mmccoy	07/31/2020	Active	View	List	Download	Delete

Agency>Documents (Providers/Admin)

TEST-ABC Daycare LLC - Agency #72

General Funding Allotment Sites Attendance Dashboard Documents Agency Contacts

Count: 2 Upload Document

Document Type	Uploaded By	Upload Date	Status	Action			
Other	gfarallysemerad	09/14/2020	Active	View	List	Download	Delete
Tax Form	gfarallysemerad	09/14/2020	Active	View	List	Download	Delete


Edits to the Child's Record

Originally, any edits on a child's record did not change across the application fields. You can now achieve the changes going across the Child's record including their application information.

Ex: Change the spelling of the name. **Change Micky to Mickey** and **White to Native Hawaiian** in the Race fields, then **click SAVE**.

Micky Semerad (3yo) ID# 42259 Last Updated Date/Time: 11/09/2021 14:17:40
Last Updated By: mmccoy

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



First Name Micky	Middle Name	Last Name Semerad	Suffix Select Suffix ▼
Nickname	Date Of Birth 12/02/2017	<input type="checkbox"/> Custody Agreement	Gender Female ▼
Race Native Hawaiian or other Pacific Island ▼	Ethnicity Non-Hispanic/Latin ▼	Is Foster Child No ▼	
Grade Level Pre-K (in-person) ▼	Pupil ID 0	1st Language English ▼	2nd Language Czech ▼
<input checked="" type="checkbox"/> Acknowledgment Form	Poverty Level 2.16	Agency 72-TEST-ABC Day ▼	3rd Language Select Langua ▼

Save Cancel

A new window appears, **click on the checkbox on the blue bar.** (make sure all checkboxes are checked off)

Child Applications

<input checked="" type="checkbox"/>	Site ID	Site Name	Referral Date	Application Date	Discharge Date	Discharge Reason
<input checked="" type="checkbox"/>	88	TEST-Magic Minds Daycare	07/01/2021	10/11/2021	null	null

Save

Click Save and the information will be changed on the Application section.

To check this, open a Child's record that had updates.

- Click on the **Application/Enrollment Tab**
- Click on the **Application button** and scroll to **View**

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

Count: 1 New Application

Agency	Site	Group	Application Date	Created Date	Created By	Enrollment Date	Withdraw Date	Withdraw Reason	Discharge Date	Discharge Reason	Status	Action
TEST-ABC Daycare LLC	TEST-Magic Minds ...		07/01/2021	10/11/2021	mmccoy						Applicant	View Application Enrollment Eligibility Questions Withdraw

Notice the Name and the Race has been updated.

Agency Name TEST-ABC Daycare LL	Site Name TEST-Magic Minds Day	Application Date 07/01/2021	Completion Date 10/11/2021
First Name Mickey	Middle Name	Last Name Semerad	Suffix Select Suffix ▼
Nickname	SSN	Gender Female ▼	Birth Date 12/02/2017
Status Applicant	Race Native Hawaiian or other P ▼	Ethnicity Non-Hispanic/Latino ▼	Discharge Date
Discharge Reason	Family Size 4	Family Income \$56,700.00	Poverty Level 2.16
<input type="checkbox"/> Income not Entered	Close		Next