

ChildWare

Family Creation Wizard Upgrades

The person creation wizard has been re-flowcharted to accommodate data points that should be added in the person creation rather than revisited in the person record.

To get started, **Click on the Children Menu**, then on the next page click on the “**Add Family**” button to begin entering a new child’s data in ChildWare.

The screenshot shows the ChildWare interface. On the left is a dark sidebar menu with the following items: Welcome, Martha; Home; Agency; Site; Children (highlighted with an orange box); Caregiver; Application; Batch Record Update; Staff; Scheduling/Attendance; Support Documents; Maintenance; Reports. Below the menu is a light blue header bar with the text 'Children'. To the right of the header bar is a toolbar containing: 'Count: 120' with an upward arrow icon; 'Add Family' (highlighted with an orange box); 'Select Query' with a dropdown arrow; 'Advanced Filter'; 'Search Children' with a search icon; and 'QF' in a green box. Below the toolbar is a 'Family Details' section with a light blue background. It contains three input fields: 'Size*' with the value '2'; 'Family Income*' with the value '\$49,800.00'; and a checkbox labeled 'Family Income not Entered' which is currently unchecked. At the bottom of the 'Family Details' section are two buttons: 'Cancel' (red) and 'Next' (green).

Once you **enter the Family Size and Income, click next**. The next page highlights the new format which starts with adding the **CAREGIVER’S INFO** first. You will be asked to add another member at the end, once you have **entered the primary caregiver’s information**.

Notice the new message on the top of the page:

This series of screens will allow you to enter information for family members who live at the same address. Only the primary caregiver information is required to create the family. Other family members, including children and/or family members residing at other addresses, can be entered after the family unit is created.

Please enter the caregiver information below:

First Name*	Middle Name	Last Name*
Nickname	Suffix	Birthdate
Gender	Race	
Ethnicity	Education	

Continue adding the Caregiver's information in ChildWare by completing the fields.

Please enter the caregiver address:

Address 1*	Address 2
1500 Market Street	
City*	State*
Philadelphia	PA
Zip*	County*
19102	Philadelphia

Always enter 2 forms of contact. Enter at least one phone and one email for each caregiver.

Please list all caregiver contacts. Use  to add another contact and  to remove the contact.

Primary? <input checked="" type="checkbox"/>	Contact Type*	Phone Number*	 
	Cell Phone	555-555-5555	
Primary? <input checked="" type="checkbox"/>	Contact Type*	Email Address*	 
	Work Email	childware@phmc.org	

Once you have completed the Primary Caregiver information, you can opt to enter a child's information or another caregiver's information next. Make sure you enter ALL FAMILY MEMBERS during this process to keep the families together (secondary caregivers, siblings/twin)

Adding a child's info next:

Other Family Members

Do you want to enter a secondary adult caregiver who resides at the primary caregiver's address?
No

Do you want to enter a child who resides at the primary caregiver's address?
Yes

New Custody Agreement Information:

The first page of the children's general information page has **3 new items** to check off. Check off all that apply. You will find this information in the PHLpreK application.

1. **Custody Agreement**
2. **Foster Child**
3. **Consent for Screening**

Please enter the child information below:

First Name* Middle Name Last Name*

Nickname Suffix Birthdate*

Gender* Race* Ethnicity*

Custody Agreement Foster Child Consent for Screening Agency*

If there is a custody agreement noted in the child's PHLpreK account additional dialogue boxes will appear when you check off the Custody Agreement checkbox.

First Name* Middle Name Last Name*

Bernie Taupin

Nickname Suffix Birthdate*

01/01/2018

Gender* Race* Ethnicity*

Male White/Caucasian Non-Hispanic/Latino

Custody Agreement Foster Child Consent for Screening Agency*

TEST-ABC Daycare L

Continue filling in required information.

Please list all child languages. Use ➕ to add another language and ✖ to remove the language.

Primary? Language*

Back Cancel Next

Risk Factors

The Risk Factors page is a **new page in the Wizard**. Choose all that apply, then click **“Next.”**

Please check all that apply to the child.

<input type="checkbox"/> Foster Child	<input type="checkbox"/> Homeless	<input type="checkbox"/> Incarcerated Parent
<input type="checkbox"/> Kinship Care	<input type="checkbox"/> Refugee	<input type="checkbox"/> SNAP
<input type="checkbox"/> Special Needs	<input type="checkbox"/> SSI	<input type="checkbox"/> TANF
<input type="checkbox"/> WIC		

Back Cancel Next

The next page will display the Custody Agreement Required Information. Complete this section by choosing a caregiver. The answers will be found in the child’s custody agreement section of the PHLpreK application.

Who should be contacted for the following reasons:

- **Enrollment and Discharge**
- **Attendance and Program Calendar**
- **Curriculum, Child Progress, Child Records**
- **Program Activities, Meetings, and Policies**
- **Incident, Illness, and Emergency Contact**

Based on the Custody Agreement please specify who should be contacted for the following reasons:

Enrollment and Discharge:*	Elton John
Attendance and Program Calendar:*	Elton John
Curriculum, Child Progress, Child Records:*	Someone Else
Program Activities, Meetings and Policies:*	Elton John
Incident, Illness, and Emergency Contact*	

Back Cancel Next

If there is a **Custody Agreement** on a child’s record a **NEW TAB** is visible called “**Custody Agreement.**” If there is No Custody Agreement – there will not be an extra tab on the child’s account.

Bernie Taupin (3yo) ID# 46299 Last Updated Date/Time: 11/04/2021 15:35:43 Last Updated By: gfarallysemerad

General Relationship Address Application/Enrollment Document Health Risk Factors **Custody Agreement**



First Name Bernie	Middle Name	Last Name Taupin	Suffix Select Suffix ▼
Nickname	Date Of Birth 01/01/2018	<input checked="" type="checkbox"/> Custody Agreement	Gender Male ▼
Race White/Caucasian ▼		Ethnicity Non-Hispanic/Latino ▼	Is Foster Child No ▼
Grade Level Select GradeLevel ▼	Pupil ID	1st Language Select Language ▼	2nd Language Select Language ▼
<input checked="" type="checkbox"/> Acknowledgment Form	Poverty Level 2.33	Agency 72-TEST-ABC Dayca ▼	3rd Language Select Language ▼

If you click on the Custody Agreement tab, you will access the answers you inputted earlier.

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General Relationship Address Application/Enrollment Document Health Risk Factors **Custody Agreement**

Enrollment and Discharge:*
Elton John ▼

Attendance and Program Calendar:*
Elton John ▼

Curriculum, Child Progress, Child Records:*
Someone Else ▼

Program Activities, Meetings and Policies:*
Elton John ▼

Incident, Illness, and Emergency Contact:*

By completing all the fields, your child’s record will be completed.

Bernie Taupin (3yo) ID# 46299 Last Updated Date/Time: 11/04/2021 15:35:43 Last Updated By: gfarallysemerad

General Relationship Address Application/Enrollment Document Health Risk Factors Custody Agreement



First Name Bernie	Middle Name	Last Name Taupin	Suffix Select Suffix ▼
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<input checked="" type="checkbox"/> Acknowledgment Form	Poverty Level 2.33	Agency 72-TEST-ABC Dayca ▼	3rd Language Select Language ▼

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