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.

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 fami 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 ▼	

Cancel   Next

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

Back   Cancel   Next

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? ☑ | Contact Type* Cell Phone ▼ | Phone Number* 555-555-5555 | ➕ ❌ |
| Primary? ☑ | Contact Type* Work Email ▼ | Email Address* 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:

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**

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.

Continue filling in required information.

Risk Factors

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

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.

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

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