# **Neighbors In Need Of Services, Inc.**

"Creating a brighter future for our children and la Familia"



# **Notice Regarding Attendance and Meal Counts**

Addendum for 2020-2021 Policies and Procedures

Revised: September 2, 2020

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These procedures apply to all NINOS Head Start and Early Head Start Centers.

#### A. Printing the ChidPlus 2316 Report "Parent Sign-In Sheet"

- Responsible: Area Manager
- > Frequency: Weekly (print on Friday for the next school week)
- > Number of Copies: 5 copies per class
- 1. Navigate to the "Enter Report #" => type in "2316" => press enter

ChildPlus Services	To-Do List	Entry Express	Management	Dashboard	Reports	Setup	2316 -	Daily •
Select a Repo	ort						2316	2316 - Daily Sign-In & Sign-Out Worksheet
Administrat	tion	Administration F	leports					
Assessmen	t	Select a report by d	licking on the list belo	w				
Attachment	la l	1010 - Site and Cla	ssroom Listing					

2. From here, you will be prompted to ask to input the criteria for report 2316.

		Select a Report	2510 - Daily Sign-In & Sign-	Out worksheet
≻	Select the current school year under <b>Program Term</b>	e desired Classroom e desi		
	,	Program Term	HS 2018 - 2019	-
		Program Option	<all></all>	+
≻	Select the desired center under <b>Site</b>	Group	< All Groups >	-
			Group By Agency -	
~	Coloct the desired Classroom	Agency	Ninos, Inc. Head Start	•
	Select the desired Classroom	Site	Bonita Park HS-PA03	•
		Classroom	1.PA03-4.F	•
~	Chack "Enrolled" under <b>Statue</b>	Responsible Staff	Don't filter by r 🔻	
	Check Enrolled under Status			Advanced Setup
		Status	Grouping	Report Type
$\triangleright$	Select "Classroom" under <b>Grouping</b>		○ None	🔿 Detail
<i>`</i>		New Waitlisted	<ul> <li>Site</li> <li>Classes</li> </ul>	<ul> <li>Summary</li> </ul>
		Accented	Classroom	vvorksneet

- Select "Worksheet" Under **Report Type**
- 3. From here you selected erit on the top right corner of the report criteria
- 4. Print the Parent Sign-In Sheet (2316), handwrite the date for each calendar day for the week in the following format only **XX/XX/XXXX**, as shown below.

✓ Enrolled

Dropped Drop/Wait Drop/Accept Completed Abandoned

Parent Sign-In Sheet	Please sign below <u>each tim</u>	<u>ne</u> you drop off	fand pick up your child	Date	10/01/2018
	Drop Off Pic				
	Drop Off Signature	Time In	Pick Up Signature	Time Out	Comments

5. Initial each page on the bottom left corner of the report.

#### B. Printing the ChidPlus 2315 Report "Daily Attendance and Meal Worksheet"

- Responsible: Area Manager
- > Frequency: Weekly (print on Friday for the next school week)
- > Number of Copies: 1 copy per class (unless month ends during the week 2)
- 1. Navigate to the "Enter Report #'' => type in "2315" => press enter.

ChildPlus								
Services	To-Do List	Entry Express	Management	Dashboard	Reports	Setup	2315 - De	Hly
Search	14	Add Family					Number •	Name
Participants	() () () ()	hange List <					2315	Daily Attendance and Meals Worksheet

- 2. You will be prompted to ask to input the criteria for report 2315.
  - > Select the current school year under Program Term
  - > Select the desired center "Site"
    - Select the desired Classroom
  - > Check "Enrolled" under Status
  - Check "Classroom" under Grouping
  - Check following options:
    - $_{\odot}$  Include space for recording attendance
    - $_{\odot}$  Show attendance codes
    - $_{\odot}$  Include space for follow-up
    - $_{\odot}$  Include space for notes
    - $\circ$  Include space for recording meals
    - $_{\odot}$  Include space for non-participant meals
    - $_{\odot}$  Show meal codes
    - Show participant birthday



3. Print the report 2315 and handwrite the beginning date and ending date of the week in the following format only **XX/XX/XXXX** as shown below

9/28/2018 1:53 PM		N 2315 - Da Site: Bonita Park HS-	inos, Inc. Head ily Attendance and Me PA03, Classroom: 1, PA03-4.F,	Start eals Workshee Enrollment Status:	t Enrolled		Page 2 of 2 N0838
Bonita Park HS-PA03 -	1.PA03-4.F	Attendan Meal C	ice Codes: P = Present A = A lodes: B = Breakfast L = Lune Att	bsent E = Excused h P = PM Snack endance for	10/01	12018	10/5/2018
	Mon	Tue	Wed	Thu		Fri	Totals

## C. 2316 Parent Sign-In Sheet Procedures for Meal Distribution

- > Responsible: Staff Distributing Meals (Curbside or Drop-Off)
- Frequency: Daily (between 10:00 AM 1:00 PM ONLY)
- > CP Report: 2316
- Staff will place their name and time for each child who has their meals distributed for the day by either Curbside or Drop-Off services in the **Drop Off** column. (Time can only me between 10:00 am to 1:00 PM)

Parent Sign-In Sheet	Please si Staff's Na	me <sup>p off a</sup>	and pick up your child	Date _/	0/01/2018
	Drop Off		Pick Up		
	-prop Off Signature	Time In	Pick Up Signature	Time Out	Comments
Pistolas, Juan	hur, All	8:00 am	Quan P.	4:00 p.m	
Tester, John	- /		2		
Garcia, Milo					

2. Staff will write the name of the parent/guardian who pick up or received the meal for the child by Curbside or Drop-Off services in the **Pick Up** column.

(Time can only be between 10:00 AM to 1:00 PM)

Parent Sign-In Sheet	Please sign below each time	you drop o	ff and Parent's I	Name	10/01/2018
	Drop Off		Pick Up	_	1
	-Prop Off Signature	Time In	Pick Up Signature	Time Out	Comments
Pistolas, Juan	hur, hell	8:00a	4 Juan P.	4:00 p.m	
Tester, John			0		
Garcia, Milo					

- 3. At no time should a parent/guardian sign or put their name on this form. Only Staff will place the name of the parent on this form.
- 4. If a child enrolls during the week write the name in the bottom of the form where space is provided. Under the comments write "new enrollment."



#### D. 2315 Procedures for Attendance

- Responsible: Area Manager
- > Frequency: Daily
- > CP Report: 2315
- 1. A child will be counted Present if they received at least one service for the day form Ninos Inc. These services include:
  - The child attended or log on with the teacher in a virtual classroom no matter what length of time for the day (The Area Manager is responsible for collecting this information form the teacher daily)
  - > The child was disturbed a meal for the day by either Curbside or Drop-Off services
- The Area Manager will CROSS the letter P to count the child Present for the day. To count a child absent for the day (a child who did not receive any type of service only for the day) CROSS the Letter E to count the child as Excused. The attendance code A is not used for any purposes and will never be used to count the child absent for the day.

	1	Mon			Mon	
Raul Bara	HS	A E	Raul Bara	HS	P A 🖡	
4/26/16	-	BLP	4/26/16		BLP	
Follow Up			Follow Up			
Notes			Notes			

## E. 2315 Procedures for Recording Meals

- > Responsible: Area Manager
- > Frequency: Daily
- > CP Report: 2315
- 1. A child will be counted for all the meals that they were provide through Curbside or Drop-Off services daily on the 2315 Worksheet.

**Example:** Raul Bara did not participate in the online classroom, but his meals were picked up by the parent/guardian for Monday. The meals he was provide was Breakfast and Lunch only.

		Mon	
Raul Bara	HS	🖡 A E	
4/26/16		<b>≱</b> , P	
Follow Up			
Notes			

- 2. A child will also have his meal categories as Congregate or Non-Congregate, which will be handwritten in the Follow Up and Note space that is provided for each child.
  - Congregate: For a meal (or meals) that is provided at the center to a child who is physically present at the center
  - Non-Congregate: For a meal (or meals) that is provided to a child who is not physically present at the center

**Please Note:** All meal at this time will be marked as **Non-Congregate** as no in-person instruction has been provided at this time unless otherwise advised by the Nutrition Department. At this time all meals should be record as shown in **Example 1.** 

**Example 1:** Raul Bara did participate in the online classroom for the day and his meals were pick up by the parent/guardian for Monday. He was provide with Breakfast, Lunch and PM Snack.

		Mon
Raul Bara	HS	PAE
4/26/16		₿⊻₽
Follow Up		All Meals Non-Congregate
Notes		

**Example 2:** Marco Hera, a Traditional child physically showed up to class today. He was served all his meal for the day including Breakfast, Lunch and PM Snack at the center.

Marco Hera	HS	A E
12/16/15		₹¥₽
Follow Up		All Meals Congregate
Notes		

**Example 3:** Jorge Sol, a Hybrid child physically showed up to class today. He was served Breakfast and Lunch at the center. A PM snack was provide to him to take home when he left for the day at 12:00 PM.

1	Votes	Snack Non-Congregate
Follo	w Up	B & L Congregate
1/2	26/16	BL P
Jorge Sol	HS	P A E

3. Only for in person instruction will meals be record for adults in the classroom daily. The number of meals served to adults will be record as a number in the row **Non-Part CACFP**.

Non-Part Non-CACFP	B L P
Non-Part CACFP	B L P 2 2 2 2
Bonita Park HS-PA03	- 1.PA03-4.F
	Mon

# F. Documenting Drops, Transfers, New Enrollees and Pregnant Moms

- > Responsible: Area Manager
- ➢ Frequency: As needed
- > CP Report: 2315
- 1. If any child should drop or transfer during the week, you should document it in form 2315 as **Dropped** or **Transferred** on the next following day of his last day in the classroom.

**Example 1:** Raul Bara, a virtual child, Dropped from the classroom, and his final day in the class was Tuesday. On Monday, he did not log into to classroom, nor were any meals picked up or dropped off. On Tuesday, the child attends the virtual class, and his meals were dropped off at his home.

		Mon	Tue	Wed
Raul Bara	HS	P A 🛃	P A E	P A E
4/26/16		BLP	≢∠₹	BLP
Follow Up			All Meals Non-Congregate	Dropped
Notes				
Follow Up Notes			All Meals Non-Congregate	Dropped

**Example 2:** Marco Hera a virtual child Transferred to DJ Lerma HS on Tuesday his final day in the classroom was Monday. He did not attend his virtual classroom on Monday but his meals were pick-up by his mom.

Marco Hera	HS	PAE	PAE	1
12/16/15		\$1.P	BLP	1
Follow Up		All Meals Non-Congregate	Transferred	
Notes				
Notes	_			ŝ

2. If a child enrollees during the week the child name and DOB will be hand write in the space provided below as well as all the meal and attendance code. Then document the child attendance and meals daily.

**Example:** Today is Thursday and Nick Guajardo (DOB 1/15/16) enrolled today and was present and served all meal for the day at the center.

	100 0.1					
	Mon	Tue	Wed	Thu	Fri	[
Classroom Totals	PAE	PAE	PAE	PAE	PAE	Ť
	B L P	B L P	B L P	B L P	B L P	1
Nick Guajardo				¢ A E	ΡΑΕ	
1/15/16				₿ /L ₱ All Meals Congregate	B L P	

3. EHS enrolled pregnant moms – if a pregnant mom is currently enrolled in the classroom she will be listed on roster for 2315. Under notes for the mom you will write "Pregnant Mom" and count for the week the mom present and no meals served.

Annette Piña	HS	A E	F A E	A E	AE	F A E	1
10/10/15		BLP	BLP	BLP	BLP	BLP	
Follow Up							
Notes		Pregnant Mom					

#### G. Tallying the Daily Attendance and Meals

- Responsible: Area Manager
- > Frequency: Daily
- > CP Reports: 2315
- 1. After all meals and attendance has been recorded for the day, the Area Manager will count and record how many children were Present or Excused and the of meals served for Breakfast, Lunch and PM Snack in Classroom Totals.

If you have 0 to report put the number 0 on the totals

Classroom Totals	PAE	PAE	PAE	PAE	PAE	PAE
	B L P	B L P	B L P	B L P	B L P	B L P

#### H. Completing the CACFP Certification

- Responsible: Area Manager
- ➢ Frequency: Weekly
- > CP Reports: 2315, 2316 and CACFP Certification
- 1. The Area Manager will complete a CACFP Certification for each classroom weekly.

#### 2. The Area Manager will ensure that each page is initialed for the 2315 and 2316

Month: <u>August</u> Year: 20 <sup>21</sup>		See. 17	2315 - Dali Site: Bonita Park HS-PJ Attendarce Meal Cot	O3, Classroom: 1.PAO3- Codes: P = Present A les: B = Breaklast 1.=1	4.F, Enrolment Status: Enrolled «Absent E «Excused anth P = PM Snatk		
	Non-Part Non-CACEP	BLP	BLP	8 L P	BLP	BLP	BLP
	Non-Part CACEP	8 L P	8 L P	BLP	8 L P	BLP	8 L P
rtify that the information on the 2215 - Daily Attendance and Meals	Bonita Park HS-PA03	1 PA03-4 F	1 1		Attendance for		
any that the mornauon on the 2313 - Daily Attendance and Means		Mon	Tue	Wed	Thu	Fri	Totals
orksheet form for:	CACFP Group 1				1		1
	HS IN A REAL PROPERTY OF	PAE	PAE	PAE	PAE	PAE	P 6 A 0 E 0
	Notes	Pregnant Morn -	OLP	BLP	OLP	81.9	-
	HS	PAE	PAE	PAE	PAE	PAE	P_A_E
ne of Contracting Entity (CE): <u>Neighbors in Need of Services, Inc.</u>	5/27/14 Precipate Mom Alexee	BLP	BLP	BLP	BLP	BLP	8_L_P_
	HS HS	PAE	PAE	PAE	PAE	PAE	P_A_E
	11/20/13	BLP	BLP	BLP	BLP	BLP	8_L_P_
	Notes						
ne of Site: El Ranchito HS	8/7/14	BLP	BLP	BLP	BLP	BLP	8_L_P_
	Notes						
	HS SALES	PAE	PAE	PAE	PAE	PAE	P_A_E
	Notes	JUP	ULP	etr.	SLP	atr	
ID: 02948	HS	PAE	PAE	PAE	PAE	PAE	PAE
10. 02010	12/4/13	BLP	BLP	BLP	BLP	BLP	6_L_P
	HS HS	PAE	PAE	PAE	PAE	PAE	PAE
	4/29/14	BLP	BLP	BLP	BLP	BLP	8_L_P_
1.PA07-3.F	Notes						
ssroom:	4/29/14	BLP	BLP	BLP	BLP	BLP	B L P
	Notes						
	HS	PAE	PAE	PAE	PAE	PAE	P_A_E
08 24 2020 08 28 2020	Notes	alr	our	DLF	BLF	our	0_L_r_
endance for: 00 / 24 / 2020 - 00 / 20 / 2020 ue and correct to the best of my knowledge and that I will claim reimbursement	To record tardy and left early in	the same day, choose both t	he T and LE codes			1	N.o
endance for: 08 / 24 / 2020 - 08 / 20 / 2020 rue and correct to the best of my knowledge and that I will claim reimbursement y for eligible meals served to eligible Program participants. I understand that representation may result in prosecution under applicable state or federal laws.	To record undy and left only in Parent Sign-In S	the same day, choose both t	he Tand LE codes se sign below <u>each ti</u>	<u>me</u> you drop of	f and pick up your child	d Date_	N
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endance for:       08       / 24       / 2020       -       00       / 2020         ue and correct to the best of my knowledge and that I will claim reimbursement of or eligible meals served to eligible Program participants. I understand that representation may result in prosecution under applicable state or federal laws.         certification purposes the site representative will initial each page of the worksheet)         nolas Guajardo         t Name – Site Representative         Vicholas Guajardo         08       / 28       / 2020         nature – Site Representative	Terrecort Lindy and Minardyn Parent Sign-In S Escandon Hernande Garcia, Edward Garcia, Softward Garcia, Softward Monga, Victoria Pardo, Arteh Preza, Samara Bion, Arianne Southords, Juyken Viscopuez Jr, Fabian Viscopuez Jr, Fabian	keet Piea	se sign below <u>each ti</u> Drop Off Drop Off <u>Supervice</u>	me you drop of	f and pick up year child Pick Up Pick Up Signature	Time Out	Comments PA07-3.F-12 - particip

# I. Uploading Meal Counts and Attendance Reports to Dropbox

- > Responsible: Area Manager
- Frequency: Weekly Due Monday of the following week after the ChildPlus 2310 Report Audit (see section **D** of the ChildPlus Manual)
- Program: Dropbox
- Scan all (in chronological order) the Daily Parent Sign-In Sheets (2316) saving it using the following naming convention: "Report Number\_Month-Day (end of the week date) \_Class ID" sample: 2316\_10-05\_1.PA03-4.F
- Scan the CACFP Certification and the Daily Attendance and Meals Worksheet (2315) saving it using the following naming convention: "Report Number\_Month-Day (end of the week date) \_Class ID" sample: 2315\_10-05\_1.PA03-4.F
- The 2315 and the 2316 pdf files must be uploaded to Dropbox in the pre-assigned folder for that month and year and classroom ID.
   For example, the pdf files 2315\_10-05\_1.PA03-4.F and 2316\_10-05\_1.PA03-4.F must be saved in the Dropbox folder: AM3\CHS\CACFP\2018\PA03\01-October\1.PA03-4.F
- <u>Daily Meal Production Record Child Care (H1530)</u> will be scanned and uploaded to Dropbox folder: 1530 Meal Productions saving it using the following naming convention: "Report Number\_Month-Day (end of the week date)\_PA ID" sample using Bonita Park: H1530\_10-05\_PA03

<u>Daily Meal Production Record – Infants (H1530-A</u>) will be scanned and uploaded to Dropbox folder: 1530 Meal Productions saving it using the following naming conventions: "Report Number\_Month-Day (end of the week date)\_PA ID" sample using TSTC EHS: **H1530-A\_10-05\_PAE2** 

 <u>Manager Self-Inspection Checklist</u> will be scanned and uploaded to the Dropbox folder: Checklist saving it using the following naming convention: "ManagerChecklist\_Month-Day (end of the week date)\_PA ID" sample: ManagerChecklist\_10-05\_PA03

The <u>Nutrition Report Checklist</u> will also be scanned and uploaded to this folder using the following naming convention: "NutritionChecklist\_Month-Day (end of the week)\_PA ID" sample: **NutrionChecklist\_10-05\_PA03** 

 <u>Market Order Work Sheet</u> will be scanned and uploaded to the Dropbox folder: Market Order saving ti using the following naming convention: "MarketOrder\_Month-Day (end of the week)\_PA ID" sample: MarketOrder\_10-05\_PA03  Food Temperature Log will be scanned and uploaded to the Dropbox folder: Temperature Log saving it using the following naming convention: "FoodTemp\_Month-Day (end of the week date)\_PA ID" sample: FoodTemp\_10-12\_PA03

The <u>Temperature Log</u> will also be scanned and uploaded into this same folder saving it using the following naming convention: "Temp\_Month-Day (end of the week date)\_PA ID" sample: **Temp\_10-05\_PA03** 

- The <u>Report of Menu Change(s)</u> will be scanned and uploaded to the Dropbox folder: Menu Change saving it using the following naming convention: "MenueChange\_Month-Day (end of the week date)\_PA ID" Sample: MenueChange\_10-05\_PA03
- These reports as mentions must be uploaded to Dropbox in the pre-assigned folder for that month and year
   For example, the pdf file H1530, 10-05, PA03 for the meal production worksheet must be saved.

For example, the pdf file **H1530\_10-05\_PA03** for the meal production worksheet must be saved in the Dropbox folder: AM3\CHS\CACFP\2018\PA03\01-October\1530 Meal Production

# J. Entering Attendance and Meals on ChildPlus

- > Responsible: Area Manager
- Frequency: Daily
- > CP Module: Entry Express
- Cross-reference Report: 2315
- 1. Navigate to Entry Express tab on the top. => On the submenu select Attendance



- 2. Here you will be prompted to select the **Site**, the **Classroom**, and the **Day** you are entering attendance and meals for according to the information shown on report 2315
  - > The dates on the calendar are color-coded as follows:
    - Green status of Open, Attendance has been recorded
    - Black scheduled day, attendance has not been recorded
    - Red Weekend
    - Bold Black class is not open
    - Gray Locked
  - Select, Once a day has been selected on the calendar, a roster will be available for you to input attendance and meals for the children as shown:



				Attendance		Delete Attendar	ice.		明天	G Att	tachments (0	Bs	ave >			
Neas	e sele	et a i	sate.				Mon Oct 1,	2018 - Bo	onita Park	HS-I	PAOS	3 - 1	PAO	8-4.F		
ite											NETTER States					
Bon	ita Pa	ark H	S-PA	03		· ·	Classroom Status Op	en -	Classroom Notes	Non-P	articipan	t Meals.		ige All	Setup	Apply
1.94	03-4	F					15 Participants	AIL.	Absence Reason	Break- fast	Lunch	PM Snack	Arriva Time	Oeparture Time	Program	CP ID
							Alvarez, Mia Fall	p		V	V	V.	7:30 AM	5:30 PM	HS	541
							Burnias, Anthony Bryan	p •		V	V	1	7:30 AM	5:30 PM	HS	954
							Garcia Chistopher J.,	p		V	×	V	7:30 AM	5:30 PM	HS	1466
late							Garcia, Trathew	p =		X	~	X	7:30 AM	5:30 PM	HS	418
100	2.2.					10.00	Lopez, dden Elijah	E ·							HS.	419
9	Octob	ber	æ:		\$ 20	18:0	Mendizz	1996 (P.10)		×.	1	×.	7:30 AM	5:30 PM	HS	1592
SU	MO	TU	WE	TH	FR.	SA	Mirato	Absent		×.	1	1	7:30 AM	5:30 PM	HS	421
30	1	2	з	4	5	6	Mine z	Excused		1	1	¥.	7:30 AM	5:30 PM	HS	420
			10		20		Mun z.s.	Present		×	1	1	7:30 AM	5:30 PM	HS	901
		,	10		14	Č	Munor: Priscilla			- SZ	1	×.	7:30 AM	5:30 PM	HS	1592
14	15	16	17	18	19	20	Pared s. Carlos Dami			1	2	1	7:30 AM	5:30 PM	HS	891
21	22	23	24	25	26	27	Rodrig ez. Marina			×.	X	×.	7:30 AM	5:30 PM	HS	1909
28	20	20	111	10	ЭX.	1	Tettey, Newissa, Yawa			×.	V	Z.	7:30 AM	5:30 PM	HS	892
	2.5	24				-	Valenzuela, Vana Yve.,			×.	1	N	7:30 AM	5:30 PM	HS	390
4	3	6	7	8	9	30	Varney: Jackson Charl.			1	V	2	7:30 AM	5:30 PM	HS	986

- 1. Attendance status can be selected from the drop-down for each child to count them Present, Excused, or Absent. *Note that when you open the attendance automatically all children are counted present for the day. You will need to select the status on all children who were recorded absent or excused on Report 2315.*
- 2. Meals can be edited as necessary according to what was recorded for the day on Report 2315 in this section by unchecking the box corresponding to the meal the student was not served.
- 3. Finally, Select Non-Participant Meals on the top of the roster to enter the number of meals served to adults for the day recorded on Report 2315. You will enter the number for the meals served at your center for adults on the **CACFP row** and then select ok

ChildPlus			23-		12					
		hboar Reports	Setup 🖻		rt# •					
Please select a date.	Attendance Mon Oct 1, 2018 -	🖶 Delete Attendar - Bonita Park	<sup>nce</sup> HS-PA0	ඉද )3 - 1.	Attachr PA03-4	nents (0) 🛛 🖽	Save 🗙			
Site Bonita Park HS-PA03 •	Classroom Status Open	Classroom Notes	Non-Particip	ant Meals	Ch	ange All: Setup	Apply			
1.PA03-4.F	15 Participants Att.	Absence Reason	Break- Lunci fast	h PM Snack	Arrival Dep Time	oarture Progran Time	n CP ID			
	Alvarez, Mia Faith P + Burnias, Anthony Bryan P +		X X	N	7:30 AM 5:3 7:30 AM 5:3	PM HS	5414 9541			
Date	Garcia_Christopher J     P     ▼       Garcia_Mathew     P     ▼			N	7:30 AM 5:3 7:30 AM 5:3	PM HS	14660 4188			
④ October ④ ④ 2018 ④	Mendoza, Joel Raul P	*	V V	V	7:30 AM 5:3	DPM HS	4193 15924			
SU MO TU WE TH FR SA 30 1 2 3 4 5 6	Mireles, Amy Yamileth P • Mireles, Emily Gisselle P •		N N N	N N	7:30 AM 5:3	D PM HS	4211			
7 8 9 10 11 12 13	Munoz, Eric Francisco P • Munoz, Priscilla P •		N N	Non-	Participa	nt Meals				<u>`</u>
14 15 16 17 18 19 20	Paredes, Carlos Dami P ·				Breakfas	t AM Snack	Lunch F	PM Snack	Supper	
21 22 23 24 25 26 27 28 29 30 31 1 2 3	Tettey, Marissa Yawa P -		N N	Non-C/	ACFP 0	0	0	0	0	н
4 5 6 7 8 9 10	Valenzuela, Iliana Yve P • Varney, Jackson Charl P •		N N	C4	ACFP	0	0	0	0	L
Next Prev Today Monday 1st								ок	Cancel	L

4. Save attendance by click on  $\square$  save the top then close the attendance for the day by clicking  $\square$ 

# K. Auditing Report 2310 against Report 2315

- Responsible: Area Manager
- > Frequency: Daily
- > Cross-reference Report: 2310 and 2315
- 1. Run ChildPlus Report 2310 with the following criteria:

Program Term	HS 2018 - 2019		Begin Date	10/1/18			
Program Option	<all></all>		End Date	10/5/18			
Group	< All Groups >	•	Show Non-Participant Meals Show Participant Meals Show Attendance Notes Show Follow-up Dates Show Follow-up Notes				
	Group By Agency -						
Agency	Ninos, Inc. Head Start	•					
Site	Bonita Park HS-PA03						
Classroom	2.PA03-3.F						
Responsible Staff	Don't filter by r 🔹	•	Show Absence Reasons				
		Advanced Setup	Show Arr	īval/Departu	re times		
Status	Crauning	Depart Tupe	Show Check in/Check out signatures				
	O None	Detail	🗌 Include Weekends				
Enrolled	🔘 Site	O Summary	Show Summaries				
Dropped Drop/Wait	Classroom	Worksheet     Individual	Summ	ary By Class			
✓ Drop/Accept ✓ Completed		O mandaar	⊖ Summ	ary By Week			
			Group M	leal Summari	es by CACFP Status		

- Select the Program Term
- Select the Site
- Select the Classroom
- Status will be All
- ➢ Grouping will be Classroom
- > Report Type will be Detail
- Enter the Begin Date and End date hand written on report 2315
- 2. The Following boxes must be checked on the report criteria:
  - ✓ Show Non-Participant Meals
  - ✓ Show Participant Meals
  - ✓ Show Summaries
  - ✓ Summary By Class

From here your will run the report by clicking on the top right corner, and your report 2310 will be displayed for the classroom this shows you what was entered into ChildPlus:

Page 1 of 1 N2238

10/8/2018 1:55 PM		Progra	Ni 2310 - am Term: HS 20:	Daily Atten	dance by Cla Bonita Park HS-P	AO3, Classroom:	2.PA03-3.F
Г	Bonita Park	HS_PA	Atter 03 - 2 PA03	andance Date:	10/1/2018 - 10/	5/2018,	
	Week of 10/1/18	Prog	Mon 10/1	Tue 10/2	Wed 10/3	Thu 10/4	Fri 10/5
Alonzo, Omar I	11	HS19	PBLP	PBLP	PBLP	PBLP	PBLP
Arrona Madely	n	HS19	PBLP	PBL	PBLP	PBLP	PBL
Cardenas, Lilv		HS19	PBLP	PBLP	PBLP	РВ	A
Castillo, Andria		HS19	PBLP	PBLP	PBLP	PBLP	P BLP
Castillo, Ronin		HS19	PBLP	P B	PBLP	PBLP	P BLP
Garcia Reyna,	Sarcia Reyna, Alerig		A	A	P BL	A	PBLP
Garza, D'Antho	ny	HS19	P_L_	PBLP	A	A	P BL_
Gonzalez, Aubr	ey	HS19	PBLP	PBLP	PBLP	P BLP	PBLP
Gonzalez, Eliza		HS19	PBLP	PBLP	PBLP	P BL_	PBLP
Gonzalez, Erich	¢	HS19	P BLP	PBLP	PBLP	PBLP	A
Gutierrez, Naydeen		HS19	A	P BL_	PBLP	P BL_	P BLP
Paredes, Angel		HS19	P BLP	P BLP	A	PBLP	P BL_
Plascencia, Mie	Plascencia, Michelle		PBLP	PBLP	PBLP	P BL_	A
Rodriguez, Jon	dan	HS19	P B	A	P BL_	A	P BL_
Saenz, Julian		HS19	P_LP	P_LP	PBLP	PBLP	P BL_
Trevino, Efren		HS19	A	P BL_	P BL_	P BL_	P BL_
Ybarra, Gabriel		HS19	P BL_	P BL_	P BL_	A	P B
Classroo	m Summary	Total	Mon	Tue	Wed	Thu	Fri
Attendance	Present	71	14	15	15	13	14
	Absent	14	3	2	2	4	3
	Excused	0	0	0	0	0	0
	Total Present	71	14	15	15	13	14
	Total Absent	14	3	2	2	4	3
Participant	Breakfast	68	12	14	15	13	14
Meals	AM Snack	0	0	0	0	0	0
	Lunch	67	13	14	15	12	13
	PM Snack	47	11	10	11	8	7
	Supper	0	0	0	0	0	0
Non-Participant	Breakfast	10	2	2	2	2	2
CACFP Meaks	AM Snack	0	0	0	0	0	0
	Lunch	15	3	3	3	3	3
	PM Snack	15	3	3	3	3	3
	Supper	0	0	0	0	0	0

Statuses counted as Present: Present(P) Statuses counted as Absent: Absent(A), Excused(E)

There are no attendance codes counting as Neither

3. Daily you will cross reference the report to ensure the Classrooms Total on Worksheet 2315 coincide with what was entered into ChildPlus for that day.

	Classroom Summary		Total	Mon	Tue	Wed	Thu	Fri
Report 2310	Attendance	Present	71	14	15	15	13	14
		Absent	14	7 3	2	2	4	3
		Excused	0 /	0	0	0	0	0
		Total Present	71	14	15	15	13	14
		Total Absent	14	3	2	2	4	3
	Participant Meals	Breakfast	68	12	14	15	13	14
		AM Snack	0	0	0	0	0	0
		Lunch	67/	13	14	15	12	13
		PM Snack	4/	11	10	11	8	7
		Supper	6	0	0	0	0	0
	Non-Participart CACFP Meals	Breakfast	/10 /	2	2	2	2	2
		AM Snack	0	0	0	0	0	0
		Lunch	15	3	3	3	3	3
		PM Snack	15	3	3	3	3	3
		Supper	/ /0	0	0	0	0	0
	Statuses counted as Statuses counted as There are no attenda	s Present: Present  s Absent: Absent(A) ance codes counting	n) , Excused(E) gas Neither					
Worksheet	Classroom Totals Participants: 17	143 E	152 E	Bâ	13	Ŷ_	143 <sup>E</sup>	ní4 <sup>E</sup>
2315		12 13 11	141410	<u>) 15 15</u>	11 13	18 1	137	69 67 47

4. At the end of the week you will cross-check 2310 to 2315 report for the final tallies for the week.

Report 2310	Classroom	Classroom Summary		Mon	Tue	Wed	Thu	Fri	
	Attendance	Present	71	14	15	15	13	14	
	and the second s	Absent	14	3	2	2	4	3	
		Excused	0	D	0	0	0	0	
		Total Present	71	14	15	15	13	14	
		Total Absent	14	3	2	2	4	3	
	Participant	Breakfast	68	12	14	15	13	14	
	Meals	AM Snack	0	0	0	0	0	0	
		Lunch	67	13	14	15	12	13	
		PM Snack	47	11	10	11	8	7	
		Supper	0	0	0	0	0	0	
	Non-Participant CACFP Meals	Breakfast	10	2	2	2	2	2	
		AM Snack	0	0	0	0	0	0	
		Lunch	15	3	3	3	3	3	
		PM Snack	15	3	3	3	3	3	
Ĺ	-	Supper	0	0	0	0	0	0	
	Statuses counted as Statuses counted as There are no attenda	s Present: Present(P s Absent: Absent(A) ance codes counting	) , Excused(E) ; as Neither						
Worksheet 2315	Classroom Totals Participants: 17	<u>143</u>		52 E	В <u>а</u> Е	13 <u>4</u>		143 E	<u>ní4</u>
		12 13	1	141410	<u>B1511</u>	3128		137	6 41 41

- 5. The total tallies on worksheet 2315 should match up with what was entered into ChildPlus daily and at the end of the week. If any of these numbers do not coincide, then a data entry discrepancy may have occurred in ChildPlus and must be corrected.
- 6. When you find the discrepancies select the day it has occurred on report 2310, it will open up attendance for that day and allow you to fix the discrepancy.

Bonita Park	HS-PAC	3 - 2.PA03-3	3.F				
Week of 10/1/18	Prog	Mon 10/1	Tue 10/2	Wed 10/3	Thu 10/4	Fri 10/5	

- 7. If you find no discrepancies in attendance or meals on ChildPlus can be found then the mistake itself has occurred in calculating the totals on the worksheet and must be fixed.
- 8. Next you will cross-check the 2310 report with the 2316 report to ensure that all the children that were signed in on report 2316 were counted present and received their meals on that date.