

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

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



**Notice Regarding Attendance and Meal Counts**

*ChildPlus Policies and Procedures*

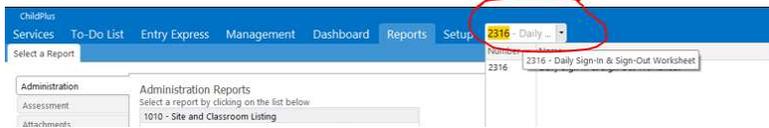
Revised: January 19, 2019

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

1. Navigate to the "Enter Report #" => type in "2316" => press enter



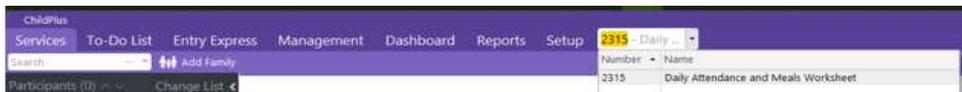
2. From here, you will be prompted to ask to input the criteria for report 2316.

- Select the current school year under **Program Term**
- Select the desired center under **Site**
- Select the desired **Classroom**
- Check "Enrolled" under **Status**
- Select "Classroom" under **Grouping**
- Select "Worksheet" Under **Report Type**

3. From here you selected  on the top right corner of the report criteria

## B. Printing the ChildPlus 2315 Report "Daily Attendance and Meals Worksheet"

1. Navigate to the "Enter Report #" => type in "2315" => press enter.



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:
  - Include space for recording attendance
  - Show attendance codes
  - Include space for notes
  - Include space for recording meals
  - Include space for non-participant meals
  - Show meal codes
  - Show participant birthday

### C. Entering the Attendance and Meal Counts into ChildPlus

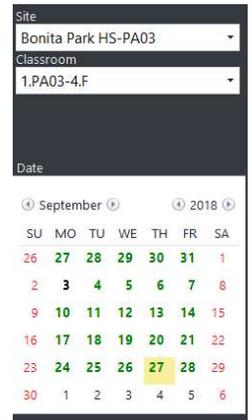
- Responsible: Area Manager or Assignee
- Frequency: Daily after all meals are served
- CP Module: Entry Express
- Cross-reference Report: 2315

3. Navigate to the **Entry Express** tab on the top. => On the submenu select **Attendance**



4. Here you will be promoted 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**



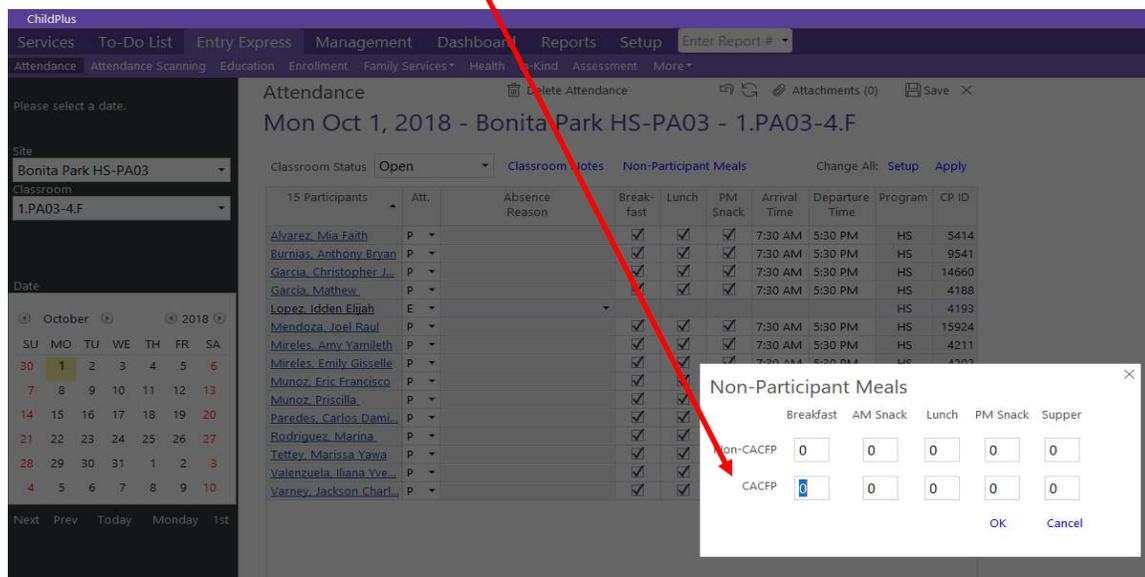
- Select, Once a day has been selected on the calendar a roster will be available for you to input attendance and meals for the children as show:

The screenshot shows the 'Attendance' entry screen for 'Mon Oct 1, 2018 - Bonita Park HS-PA03 - 1.PA03-4.F'. The interface includes a navigation bar, a sidebar for site and classroom selection, and a main table for entering attendance and meal data for 15 participants. A calendar on the left shows the selected date, October 1st, highlighted in green. Numbered callouts (1, 2, 3, 4) point to the attendance status dropdown, the meal count checkboxes, the 'Non-Participant Meals' link, and the 'Save' button respectively.

Participants	Att.	Absence Reason	Break-fast	Lunch	PM Snack	Arrival Time	Departure Time	Program	CP ID
Alvarez, Mia Faith	P		✓	✓	✓	7:30 AM	5:30 PM	HS	5414
Burnias, Anthony Bryan	P		✓	✓	✓	7:30 AM	5:30 PM	HS	9541
Garcia, Christopher J.	P		✓	✓	✓	7:30 AM	5:30 PM	HS	14660
Garcia, Maria	P		✓	✓	✓	7:30 AM	5:30 PM	HS	4188
Lopez, Isen Elijah	E								
Mebdo, Ismael	P		✓	✓	✓	7:30 AM	5:30 PM	HS	15924
Miranda, Mia Faith	P		✓	✓	✓	7:30 AM	5:30 PM	HS	4211
Miranda, Mia Faith	P		✓	✓	✓	7:30 AM	5:30 PM	HS	4202
Munoz, Ismael	P		✓	✓	✓	7:30 AM	5:30 PM	HS	9015
Munoz, Ismael	P		✓	✓	✓	7:30 AM	5:30 PM	HS	15920
Parade, Carlos Dami	P		✓	✓	✓	7:30 AM	5:30 PM	HS	8911
Rodriguez, Marina	P		✓	✓	✓	7:30 AM	5:30 PM	HS	19092
Tetty, Melissa Yawa	P		✓	✓	✓	7:30 AM	5:30 PM	HS	8925
Valenzuela, Ana Yve	P		✓	✓	✓	7:30 AM	5:30 PM	HS	3902
Varney, Jackson Earl	P		✓	✓	✓	7:30 AM	5:30 PM	HS	9867

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.*

- 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.
- 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



- Save attendance by click on the top then close the attendance for the day by clicking

#### D. Auditing Report 2310 against Report 2315

- Responsible: Area Manager or Assignee
- Frequency: Daily after all meals are served
- Cross-reference Report: 2310 and 2315

- Run ChildPlus Report 2310 with the following criteria:

General	Custom Filters	Individuals
Program Term: HS 2018 - 2019		Begin Date: 10/1/18
Program Option: <ALL>		End Date: 10/5/18
Group: < All Groups >		<input checked="" type="checkbox"/> Show Non-Participant Meals
Agency: Ninos, Inc. Head Start		<input checked="" type="checkbox"/> Show Participant Meals
Site: Bonita Park HS-PA03		<input type="checkbox"/> Show Attendance Notes
Classroom: 2.PA03-3.F		<input type="checkbox"/> Show Follow-up Dates
Responsible Staff: Don't filter by r...		<input type="checkbox"/> Show Follow-up Notes
		<input type="checkbox"/> Show Absence Reasons
		<input type="checkbox"/> Show Arrival/Departure times
		<input type="checkbox"/> Show Check in/Check out signatures
		<input type="checkbox"/> Include Weekends
		<input checked="" type="checkbox"/> Show Summaries
		<input checked="" type="radio"/> Summary By Class
		<input type="radio"/> Summary By Week
		<input type="checkbox"/> Group Meal Summaries 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

- The Following boxes must be checked on the report criteria:

- ✓ Show Non-Participant Meals
- ✓ Show Participant Meals
- ✓ Show Summaries
- ✓ Summary By Class

From here you 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:

10/8/2018  
1:55 PM

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**Ninos, Inc. Head Start**  
**2310 - Daily Attendance by Classroom**  
 Program Term: HS 2018 - 2019, Site: Bonita Park HS-PA03, Classroom: 2.PA03-3.F  
 Attendance Date: 10/1/2018 - 10/5/2018,

Bonita Park HS-PA03 - 2.PA03-3.F						
Week of 10/1/18	Prog	Mon 10/1	Tue 10/2	Wed 10/3	Thu 10/4	Fri 10/5
Alonzo, Omar III	HS19	P BLP				
Arrona, Madelyn	HS19	P BLP	P BL_	P BLP	P BLP	P BL_
Cardenas, Lily	HS19	P BLP	P BLP	P BLP	P B_	A
Castillo, Andria	HS19	P BLP				
Castillo, Ronin	HS19	P BLP	P B_	P BLP	P BLP	P BLP
Garcia Reyna, Alerig	HS19	A	A	P BL_	A	P BLP
Garza, D'Anthony	HS19	P _L_	P BLP	A	A	P BL_
Gonzalez, Aubrey	HS19	P BLP				
Gonzalez, Eliza	HS19	P BLP	P BLP	P BLP	P BL_	P BLP
Gonzalez, Erick	HS19	P BLP	P BLP	P BLP	P BLP	A
Gutierrez, Naydeen	HS19	A	P BL_	P BLP	P BL_	P BLP
Paredes, Angel	HS19	P BLP	P BLP	A	P BLP	P BL_
Plascencia, Michelle	HS19	P BLP	P BLP	P BLP	P BL_	A
Rodriguez, Jordan	HS19	P B_	A	P BL_	A	P BL_
Saenz, Julian	HS19	P _LP	P _LP	P BLP	P BLP	P BL_
Trevino, Efen	HS19	A	P BL_	P BL_	P BL_	P BL_
Ybarra, Gabriel	HS19	P BL_	P BL_	P BL_	A	P B_

Classroom 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 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	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
	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.

Report  
2310

Classroom 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 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	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
	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

Worksheet  
2315

Classroom Totals	Mon	Tue	Wed	Thu	Fri
Participants: 17	$\begin{matrix} P & A & E \\ 14 & 3 & 0 \end{matrix}$	$\begin{matrix} P & A & E \\ 15 & 2 & 0 \end{matrix}$	$\begin{matrix} P & A & E \\ 15 & 2 & 0 \end{matrix}$	$\begin{matrix} P & A & E \\ 13 & 4 & 0 \end{matrix}$	$\begin{matrix} P & A & E \\ 14 & 3 & 0 \end{matrix}$
	$\begin{matrix} B & L & P \\ 12 & 13 & 11 \end{matrix}$	$\begin{matrix} B & L & P \\ 14 & 14 & 10 \end{matrix}$	$\begin{matrix} B & L & P \\ 15 & 15 & 11 \end{matrix}$	$\begin{matrix} B & L & P \\ 13 & 12 & 8 \end{matrix}$	$\begin{matrix} B & L & P \\ 14 & 13 & 7 \end{matrix}$

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 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 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	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
	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

Worksheet 2315

Classroom Totals	Mon	Tue	Wed	Thu	Fri
Participants: 17	P A E 14 3 0	P A E 15 2 0	P A E 15 2 0	P A E 13 4 0	P A E 14 3 0
	B L P 12 13 11	B L P 14 14 10	B L P 15 15 11	B L P 13 12 8	B L P 14 13 7

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 number 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-PA03 - 2.PA03-3.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.

**E. Nutrition Audit**

- Responsible: CHS Nutrition Staff
- Frequency: Weekly after all forms are uploaded for the week
- Cross-reference Report: 2310, 2315, 2316

1. After submission the Nutrition Department will retrieve the report for Dropbox and perform their audit of the report for the week, follow the steps in Section D of this manual

**F. Family Services Monthly Attendance**

- Responsible: FS Staff
- Frequency: Monthly
- Report: 2301

1. Run ChildPlus Report 2301 with the following criteria:

Select a Report 2301 - Average Daily Attendance

General Custom Filters

Program Term: HS 2018 - 2019  
 Program Option: <ALL>  
 Group: < All Groups >  
 Group By Agency: [Dropdown]  
 Agency: Ninos, Inc. Head Start  
 Site: Bonita Park HS-PA03  
 Classroom: < All Classrooms >  
 Responsible Staff: Don't filter by r... [Dropdown]

Reporting Period  
 Begin: 9/1/18  
 End: 9/30/18

Advanced Setup

Status:  All,  Enrolled,  Dropped,  Drop/Wait,  Drop/Accept,  Completed

Grouping:  None,  Site,  Classroom

Report Type:  Detail,  Summary,  Worksheet,  Individual

- Select the Program Term
- Select the Site
- Select <All Classrooms>
- Status will be All
- Grouping will be Site
- Report Type will be Summary
- Reporting Period will be the beginning and ending date of the month

2. Your report will look identical as the one show below:

10/1/2018  
2:53 PM

**Ninos, Inc. Head Start**  
2301 - Average Daily Attendance

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Program Term: HS 2018 - 2019, Site: Bonita Park HS-PA03, Attendance Date: 9/1/2018 - 9/30/2018

**Ninos, Inc. Head Start**

	Attendance Records			Operating Days	ADA <sup>1</sup>	Funded Enrollment		Actual Enrollment	
	Present <sup>5</sup>	Absent <sup>6</sup>	Neither <sup>7</sup>			Count	% Attendance	Count <sup>2</sup>	% Attendance <sup>3</sup>
Bonita Park HS-PA03	515	88	0	19.00 (avg)	27.11	34	79.72%	31.74	85.41%
<b>Ninos, Inc. Head Start</b>	<b>515</b>	<b>88</b>	<b>0</b>	<b>19.00 (avg)</b>	<b>27.11</b>	<b>34</b>	<b>79.72%</b>	<b>31.74</b>	<b>85.41%</b>
<b>Report Totals</b>	<b>515</b>	<b>88</b>	<b>0</b>	<b>19.00 (avg)</b>	<b>27.11</b>	<b>34</b>	<b>79.72%</b>	<b>31.74</b>	<b>85.41%</b>

A
B
C
D

3. The information provided for monthly report is as follows

- A. TADA
- B. E/AB
- C. Funded Enrollment
- D. ADA%