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

ChildPlus							-	
Services 1	lo-Do List	Entry Express	Management	Dashboard	Reports	Setup	2316	- Daily
Select a Report							Numb	2216 - Daily Sign In & Sign Out Warferhaut
	-						2316	2316 - Daily Sign-In & Sign-Out Worksheet
Administratio	n	Administration F	Reports					
Assessment		Select a report by c	licking on the list belo	w				
Attachments	-	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	2316 - Daily Sign-In & Sign-	Out Worksheet ×
Solart the current school year under <b>Drearam Term</b>	General Custor	m Filters	
	Program Term	HS 2018 - 2019	•
	Program Option	<all></all>	•
Select the desired center under Site	Group	< All Groups >	*
		Group By Agency 🔹	
	Agency	Ninos, Inc. Head Start	•
> Select the desired Classroom	Site	Bonita Park HS-PA03	•
	Classroom	1.PA03-4.F	•
	Responsible Staff	Don't filter by r •	
Check "Enrolled" under Status			Advanced Setup
	Status	Grouping	Report Type
Select "Classroom" under Grouning		O None	🔿 Detail
P Select Classiooni under Grouping	Waitlisted	<ul> <li>Site</li> <li>Classroom</li> </ul>	<ul> <li>Summary</li> <li>Workshoot</li> </ul>
	Accepted	(e) classi oom	<ul> <li>Individual</li> </ul>
Solact "Workshoot" Under Bonart Tune	✓ Enrolled Dropped		
P select worksheet onder <b>Report Type</b>	Drop/Wait		
	Drop/Accept		
	Abandoned		

3. From here you selected <sup>[]</sup> 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.

ChildPlus									
	To-Do List	Entry Express	Management	Dashboard	Reports	Setup	2315 - De	Hly	
Search	18	Add Family					Number -	Name	
Participants	(m ~~ )	ihange List <				-	2315	Daily Attendance and Meals Worksheet	

Abandoned

- 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
    - $_{\odot}$  Show attendance codes
    - $\circ$  Include space for notes
    - $\circ$  Include space for recording meals
    - $_{\odot}$  Include space for non-participant meals
    - $_{\odot}$  Show meal codes
    - $_{\odot}$  Show participant birthday

Select a Report	TODE TEST THEAT COUNTS	Loto Dully Attended	
G <u>e</u> neral C <u>u</u> sto	m Filters    I <u>n</u> dividuals		
Program Term	HS 2018 - 2019		$ec{M}$ include space for recording attendance
Program Option	<all></all>	-	$ec{\Delta}$ Show attendance codes
Group	< All Groups >	•	Include space for follow-up
	Group By Agency 🔹		$\blacksquare$ include space for notes
Agency	Ninos, Inc. Head Start	•	
Site	Bonita Park HS-PA03		
Classroom	1.PA03-4.F	•	☑ Include space for recording meals
Responsible Staff	Don't filter by r 🔹	•	🗹 Include space for non-participant meal
		Advanced Setup	Group by CACFP status
Status	Grouping	Report Type	Show meal codes
	○ None	🔘 Detail	
New	⊖ Site	<ul> <li>Summary</li> </ul>	
Waitlisted	Classroom	Worksheet	
Accepted		Individual	
Dropped			
Drop/Wait			
Drop/Accept			
Completed			

#### 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 **<u>Site</u>**, the **<u>Classroom</u>**, and the **<u>Day</u>** 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:

leas	rsele	et a c	iate.				Attendance Mon Oct 1.2	2018 - F	🖹 Delete Attenda Bonita Park	HS-F	PAO	ण र - 1	PAO	achments (0	9 Bs	ave >
ite Bon	ta Pa	ark H	5-PA	50			Classroom Status Op	en	Classroom Notes	Non-P	articipar	t Meals	+	3	t Setup	Apply
1.PA	00m 03-4	F					15 Participants	Att_	Absence Reason	Break- fast	Lunch	PM Snack	Arrival Time	Departure Time	Program	CP ID
							Alvarez, Mia Fath	p		V	V	V.	7:30 AM	5:30 PM	HS	541
							Eurnias, Anthony, Eryan	p •		V	V	1	7:30 AM	5:30 PM	HS	954
							Garcia Christopher J.,	p		1	1	¥.	7:30 AM	5:30 PM	HS	1466
ate:							Garcia Money	p -		×.	1	×.	7:30 AM	5:30 PM	HS	418
10		28.	- -			10.00	Lopez, Ichen Elijah	E -							HS.	419
	Detee	per	80 11		2 - 2 Q	10.0	Mendo: Raul			×.	1	N.	7:30 AM	5:30 PM	HS	1592
SU	MO	TU	WE	TH	FR.	SA	Miral	Absent	_	×.	1	×.	7:30 AM	5:30 PM	HS	421
Q.	1	2	з	4	5	6	Mire	Excused		×.	×.	N.	7:30 AM	5:30 PM	HS	420
7		9	10	11	12	13	Muno.	Present		×	1	1	7:30 AM	5:30 PM	HS	901
	5				2		Munoz Procea			×.	1	×.	7:30 AM	5:30 PM	HS	1592
4	15	10	17	18	19	20	Paredes Carlos Dami			×	×	×	7:30 AM	5:30 PM	HS	891
1	22	23	24	25	26	27	Rodrigae Marina			80	×	×	7:30 AM	5:30 PM	HS	1909
5	29	30	31	1	2	1	Tettey, Malissa, Yawa			×	~	×	7:30 AM	5:30 PM	HS	892
			~			10	Valenzuela, Anna Yve	1		8	×	×0	7:30 AM	5:30 PM	HS	390
-	- 2	0	×.		- 2	10	Varney: Jackson Hart.	4		×	×	×	7:30 AM	5:30 PM	HŞ	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									
Services To-Do List Entry Exp		poar Reports Set	up Ente	erReport # 🔻					
Attendance Attendance Scanning Education									
Please select a date.	Attendance Mon Oct 1, 2018 - I	☐ Delete Attendance Bonita Park HS-	-PA03	ଜାର <i>ଭ</i> 3 - 1.PA	Attachments (( )3-4.F	)) 🛛 🖓	iave ×		
Site Bonita Park HS-PA03 -	Classroom Status Open	Classroom Jotes Nor	1-Participan	it Meals	Change A	l: Setup	Apply		
1.PA03-4.F *	15 Participants Att.	Absence Brea Reason fast	k- Lunch t	PM Arriv Snack Tim	al Departure Time	Program	CP ID		
	Alvarez Mia Faith P 🔻		Z	🗹 7:30 A	M 5:30 PM	HS	5414		
	Burnias, Anthony Bryan P -	V	Z	7:30 A	M 5:30 PM	HS	9541		
	Garcia, Christopher J., P -	×	M	7:30 A	M 5:30 PM	HS	14660		
Date	Garcia, Mathew P -		V	7:30 A	M 5:30 PM	HS	4188		
6	Lopez, Idden Elijah E 🔫	*				HS	4193		
Cotober C C 2018 C	Mendoza Joel Raul P -	V	N	🗹 7:30 A	M 5:30 PM	HS	15924		
SU MO TU WE TH FR. SA	Mireles, Amy Yamileth P 👻	V		7:30 A	M 5:30 PM	HS	4211		
30 1 2 3 4 5 6	Mireles, Emily Gisselle P 👻	V		T 7-20 /	NA 5-20 DNA	UC	4202		×
7 8 9 10 11 12 13	Munoz, Eric Francisco P 👻	V		Non-Part	icipant M	eals			~
	Munoz, Priscilla P •	V		11911 1911					
14 15 16 17 18 19 20	Paredes, Carlos Dami., P 🔹	V			Breakfast AM	Snack I	Lunch PM	Snack Su	pper
21 22 23 24 25 26 27	Rodriguez Marina P ·	V		Lan CACER	0		0		
28 29 30 31 1 2 3	Tettey, Marissa Yawa P 🔻	4	M	OIFCACEP	0	,	0	) 0	
	Valenzuela, Iliana Yve P 🔻	V	M	CACER			0		
4 5 6 7 8 9 10	Varney, Jackson Charl., P *	×		CACPP		)	0	) 0	
Next Prev Today Monday 1st							C	ок са	ancel
			11						

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

#### 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
- 1. Run ChildPlus Report 2310 with the following criteria:

Program Option Group	<all> &lt; All Groups &gt;</all>		End Date	10 (5 (10)
Group	< All Groups >			10/5/18
		*	Show No	n-Participant Meals
	Group By Agency •		🗹 Show Par	ticipant Meals
Agency	Ninos, Inc. Head Start	•	Show Atte	endance Notes
Site	Bonita Park HS-PA03		Show Foll	low-up Dates
Classroom	2.PA03-3.F	•	Show I	Follow-up Notes
Responsible Staff	Don't filter by r •	•	Show Abs	sence Reasons
Status Status	Grouping O None Site O Classroom	Advanced Setup Report Type © Detail O Summary Worksheet Individual	☐ Show Arri ☐ Show Che ☐ Include W ☑ Show Sun	ival/Departure times eck in/Check out signatures /eekends nmaries ary By Class

- 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:

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10/8/2018 1:55 PM		Progra	Ni 2310 am Term: HS 203	<b>Daily Atten</b>	dance by Cla Bonita Park HS-P	assroom A03, Classroom:	2.PA03-3.F
	Bonita Park	HS-PA	Atter 03 - 2.PA03	-3.F	10/1/2018 - 10/	5/2018,	
V	Neek of 10/1/18	Prog	Mon 10/1	Tue 10/2	Wed 10/3	Thu 10/4	Fri 10/5
Alonzo, Omar II	1	HS19	P BLP	PBLP	PBLP	PBLP	PBLP
Arrona, Madelyr	n	HS19	PBLP	P BL_	PBLP	P BLP	P BL_
Cardenas, Lily		HS19	P BLP	PBLP	PBLP	PB	A
Castillo, Andria		HS19	PBLP	P BLP	PBLP	PBLP	P BLP
Castillo, Ronin		HS19	PBLP	P B	PBLP	P BLP	PBLP
Garcia Reyna, A	Alerig	HS19	A	A	P BL_	A	PBLP
Garza, D'Anthor	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, Erick		HS19	P BLP	PBLP	PBLP	PBLP	A
Gutierrez, Nayd	een	HS19	A	P BL_	PBLP	P BL_	P BLP
Paredes, Angel		HS19	P BLP	PBLP	A	PBLP	P BL_
Plascencia, Mic	helle	HS19	PBLP	PBLP	PBLP	P BL_	A
Rodriguez, Jord	lan	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
Classroor	n 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 Meals	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
	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
Report	Meals	AM Snack	0	• •	0	0	0	0
2210		Lunch	67	13	14	15	12	13
2310		PM Snack	4/	11	10	11	8	7
		Supper	6	0	0	0	0	0
	Non-Participant	Breakfast	/10 /	2	2	2	2	2
	CACFP Meals	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  s Absent: Absent(A) ance codes counting	9) ), Ekcused(E) gas Neither					
Worksheet	Classroom Totals Participants: 17	14 <u>3</u> /	152 E	Bâ	E  3	Ŷ E	143 E	7114
2315		12 13 11	141410			18	14 13 7	6 67 47

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

ſ	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	D	0	0	0	0	
		Total Present	71	14	15	15	13	14	
<u> </u>		Total Absent	14	3	2	2	4	3	
Report	Participant	Breakfast	68	12	14	15	13	14	
2210 -	Meals	AM Snack	0	0	0	0	0	0	
2310		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 Meals	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	Classroom Totals Participants: 17	1 <u>43</u> E		52	В <u>а</u> Е	<b>1</b> 3 4 <sup>€</sup>		143 E	<u>1114</u>
2315		12 13	<u>I</u>	141410	<u>B-15 11</u>	3126		137	6 47 47

- 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.



- 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:

)					
General Custo	m Filters				
Program Term	HS 2018 - 2019	-	Reporting I	Period	
Program Option	<all></all>	•	Begin	9/1/18	Ð
Group	< All Groups >		End	9/30/18	m
	Group By Agency *				
Agency	Ninos, Inc. Head Start	•			
Site	Bonita Park HS-PA03	-			
Classroom	< All Classrooms >	-			
Responsible Staff	Don't filter by r ▼	•			
		Advanced Setup			
Status	Grouping	Report Type			
V All	O None	O Detail			
I Enrolled	<ul> <li>Site</li> </ul>	Summary			
Dropped	O Classroom	O Worksheet			
Drop/Wait		O Individual			
Drop/Accept					

- > 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:

2:53 PM Program Term:	: HS 2018 - :	Nino: 2301 - A 2019, Site	S, INC. Average D Bonita Parl	Head Sta Daily Attendar k HS-PAD3, Attend	rt nce dance Date	: 9/1/2018	8 - 9/30/2018		N223
Ninos, Inc. Head Start								3	
	Attendance Records			Operating		Funded Enrollment		Actual Enrollment	
	Present <sup>5</sup>	Absent	Neither <sup>7</sup>	Days	ADA 1	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%
Ninos, Inc. Head Start	515	88	0	19.00 (avg)	27.11	34	79.72%	31.74	85.41%
Report Totals	515	88	0	19.00 (avg)	27.11	34	79.72%	31.74	85.41%
	A	R							

- 3. The information provided for monthly report is as follows
  - A. TADA
  - B. E/AB
  - C. Funded Enrollment
  - D. ADA%