

ChildPlus Report Set-up Screen Glossary

You can think of the report set-up screen in ChildPlus as the “who I want to see” screen – these parameters will determine which centers/sites/classrooms/children are included in the report when you run it, and how the report is displayed.

Program Term includes Head Start, Early Head Start (Children), Early Head Start (Expectant Moms), and/or ECEAP. Program terms correspond to different health requirements for each program, so ChildPlus knows which requirement set to pull based on the term(s) you select. For this reason, many health reports can only be set for a single program term.

Program Option reflects the different models in the program (e.g. home-based, full-day, family childcare). Generally you will leave Program Option defaulted to “ALL”.

Group reflects the different types of participants in the program (e.g. pregnant moms, military families). Leave this on the default “All Groups” as we not currently use this functionality.

You can group by **Region** or by **Agency**. Agencies are organized as HS/EHS or ECEAP. Regions are currently organized as Centers. If you would like to organize your report by Center, click “Group by Region”. If you would like to keep all sites/classrooms together within HS/EHS or ECEAP, click “Group by Agency”. The regions or agencies will then be listed in the Region (or Agency) dropdown menu below.

Site list includes all sites in our program – this list will be restricted based on any Region (Center) or Agency you select above where only sites associated with that Region/Center or Agency display. Classroom list is the same way.

Report Type – When available, this determines the level of detail of the report (detail, summary, individual) and type of report (Worksheet = blank template)

You can use **Advanced Set-up** to select multiple Program Terms, sites, classrooms

Grouping determines how the report will be grouped:

- None = one comprehensive alphabetical list
- Site/classroom = Grouped by site/classroom

Status is the status of program participant records in ChildPlus:

- New = PSESD Data Team has entered application, no other action taken
- Waitlisted = FSS has entered a waitlisted date for participant, to indicate they are not accepted but still interested
- Accepted = FSS has entered an accepted date (the day participant was offered and accepted a slot)
- Enrolled = Participant is enrolled in ChildPlus
- Dropped = Participant leaves program before end of program year
- Drop/Wait = Participant leaves program and is put on waitlist
- Drop/Accept = Participant leaves program in the past, now has an accepted date entered
- Completed = Participant completed program year
- Abandoned = FSS has entered Abandoned Date (the day participant was offered slot but are no longer viable candidate for slot)