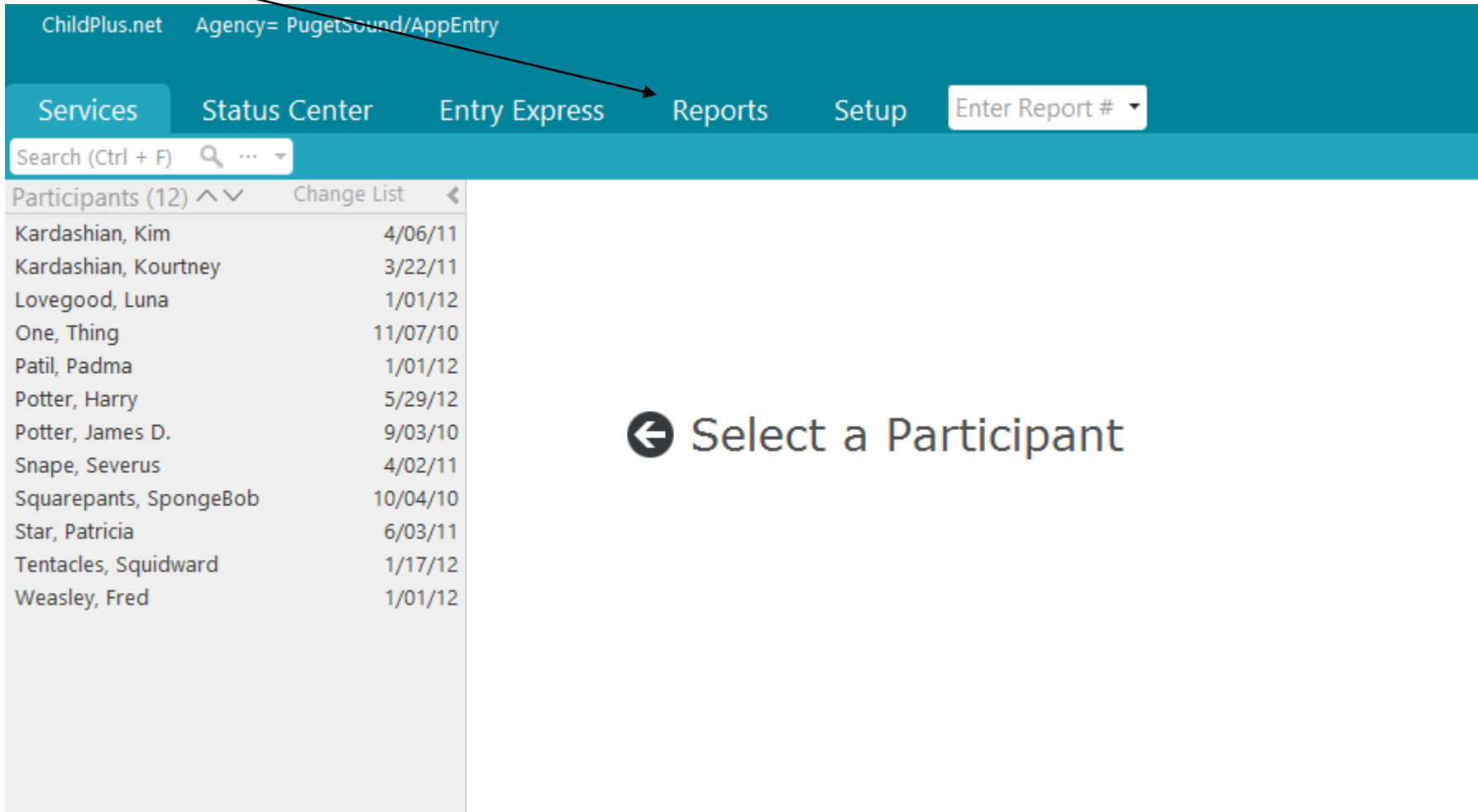


Running Report 3020 – Requirements Assessment

1) Select **Reports**



The screenshot shows the ChildPlus.net interface. The top navigation bar includes 'Services', 'Status Center', 'Entry Express', 'Reports', and 'Setup'. A search bar is located below the navigation. A dropdown menu is open under 'Reports', showing a list of participants with their names and dates. An arrow points from the text '1) Select Reports' to the 'Reports' menu item. To the right of the participant list, there is a large arrow pointing left and the text 'Select a Participant'.

Participants (12)	Change List
Kardashian, Kim	4/06/11
Kardashian, Kourtney	3/22/11
Lovegood, Luna	1/01/12
One, Thing	11/07/10
Patil, Padma	1/01/12
Potter, Harry	5/29/12
Potter, James D.	9/03/10
Snape, Severus	4/02/11
Squarepants, SpongeBob	10/04/10
Star, Patricia	6/03/11
Tentacles, Squidward	1/17/12
Weasley, Fred	1/01/12

← Select a Participant

2) Select a Report 3) Select Health 4) 3020 – Requirements Assessment (You can also enter report number in “Enter Report #” box from any screen.)

The screenshot shows the top navigation bar of the ChildPlus.net system. The agency is identified as 'PugetSound/AppEntry'. The main navigation menu includes 'Services', 'Status Center', 'Entry Express', 'Reports', and 'Setup'. A dropdown menu for 'Enter Report #' is visible. Below the navigation bar, a sidebar on the left lists various categories, with 'Health' selected. The main content area displays a list of 'Health Reports' with '3020 - Requirements Assessment' highlighted.

ChildPlus.net Agency= PugetSound/AppEntry

Services Status Center Entry Express Reports Setup Enter Report #

Select a Report

Administration
Attachments
Attendance
Disability
Education
Enrollment
Family
Fees
Health
Internal Monitoring
Labels
LiveLetter
LiveReport
Mapping
PIR
Pregnancy and Birth
Transportation

Health Reports
Select a report by clicking on the list below

- 3001 - Management Report - Health Services
- 3002 - Management Report - Health Treatments
- 3010 - Health History
- 3015 - Health Requirements
- 3016 - EHS Health Requirements
- 3020 - Requirements Assessment**
- 3025 - Health Requirements Setup
- 3030 - Participant Health Summary
- 3035 - Latest Occurrence of Health Events
- 3036 - Latest Occurrence of Health Events (Columnar)
- 3050 - Health Actions
- 3060 - Expired Health Events
- 3065 - Health Event Status
- 3310 - Immunization by Series
- 3320 - Immunization Record
- 3330 - Immunization Status Statistics
- 3410 - Growth Charts
- 3420 - Growth Assessments

A single Program Term is required when running most Health reports.

5) Select the correct Program Term for your class(es).

For a detailed explanation of report set-up options, see [Glossary for ChildPlus Report Set-Up](#) under General ChildPlus Resources

8) Check the screenings you want to view:

- For Health and Developmental History, check Health History and Nutrition
- For 45-day requirements, check Developmental, Growth Assessment, Hearing and Vision
- For 90-day requirements, check Physical exam (Use Report 3065 to monitor dental screenings, which captures SeaMar screenings; Report 3020 does not capture SeaMar screenings.)

Note: To see documentation that has been received and attached by PSESD but not yet entered, run the Participant Attachment Listing (Report #2132). If documentation has been attached but entered into data fields, it will not be reflected in the 3020 report.

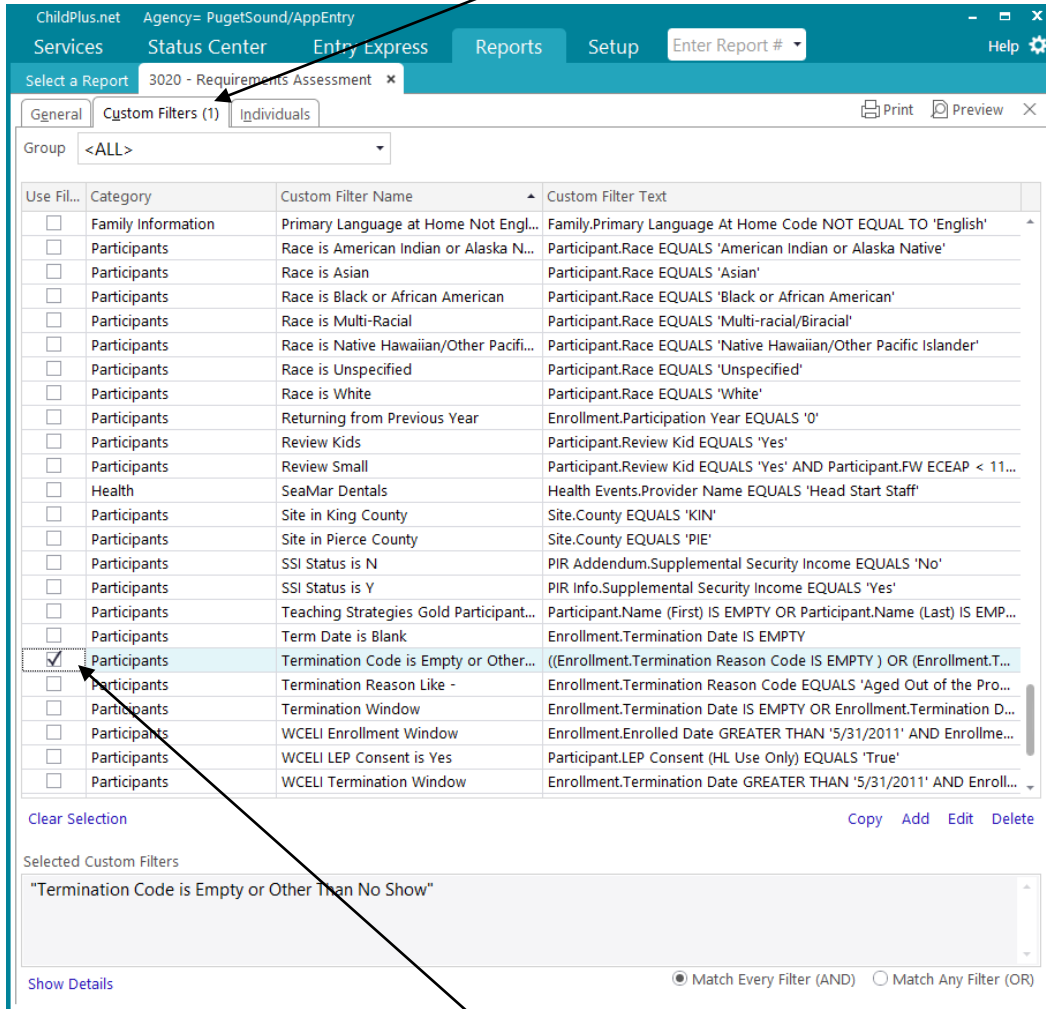
6) Select the Site and Class or Classrooms you wish to view.

Advanced Setup can be used to choose multiple Sites or Classrooms.

7) Select Enrollment Status to include Enrolled, Dropped, Drop/Wait, Drop/Accept, Completed

You can choose to view only currently Enrolled children or all children that have been in your program this year. Remember that all children enrolled, even for one day, are counted for the end of the year Program Information reporting. If a screening was done, it needs to be collected for entry into ChildPlus.

9) Tip! Before you click Preview – select the Custom Filters tab



10) Scroll down and put a checkmark in "Termination Code is Empty or Other than No Show"

This will eliminate any children that never actually attended. We do not have to track or collect data about those children. Remember that once you select a Custom Filter, ChildPlus will remember that you used that filter. The next time you go to run that report your previous Custom Filter will automatically be selected. Clear Selection at the bottom left of the screen will remove any filters selected.

11) Click Preview

Reports can be exported to PDF, CSV, or Excel.

Select Print to print the report.

Missing screenings show as blanks.

Legend for codes is on last page of report. (Copied below for reference)

ChildPlus.net Agency: PugetSound/Spptntry
 Services Status Center Entry Express Reports Setup Filter Report #

Select a Report 3020 - Requirements Assessment 100% Save As PDF, Excel, etc. Search Print Refresh Close

Main Report

4/18/2016 3:49 pm acelc1

Puget Sound ESD - HS/EHS
3020 - Requirements Assessment

Page 1
ChildPlus

Program Term: 2015 - 2016 HS, Agency: Puget Sound ESD - HS/EHS, Enrollment Status: Enrolled, Dropped, Drop/Wait,
 Drop/Accept, Completed Date Used for Non-enrolled Participants is 4/18/2016, Custom Filter: "Termination Code is Empty or Other Than No Show"

Puget Sound ESD - HS/EHS
Site Apple Cheeks ELC - 9500E

Name	Program Entry Date	Developmental (45 Days)		Growth Assessment (45 Days)		Hearing Screen (45 Days)		Vision Screen (45 Days)		Dental Exam (90 Days)		Physical Exam (90 Days)	
		Date	Status	Date	Status	Date	Status	Date	Status	Date	Status	Date	Status
Kardashian, Kim 04/08/2011 HepatitisB Completed all for age	09/07/2015 Enrolled 04/06/2011	09/03/2014	P	10/07/2015	P	10/08/2015	P	10/08/2015	P	11/12/2015	P		
Kardashian, Kourtney 03/22/2011 HepatitisB Completed all for age	10/21/2015 Enrolled 03/22/2011			10/19/2015	P	11/10/2015	Q	11/05/2015	N	10/30/2015	F	10/29/2015	F
Lovegood, Luna 01/01/2012 HepatitisB Exception/Waiver(Religious/Medical)	10/22/2015 Enrolled 01/01/2012	10/08/2015	F	10/08/2015	P	10/05/2015	P	10/02/2015	N			09/15/2015	F
Patil, Padma 01/01/2012 HepatitisB Field is blank	10/21/2015 Enrolled 01/01/2012	10/08/2015	F			10/05/2015	P	11/01/2015	Q	09/21/2015	F	02/11/2015	P
Potter, Harry 05/29/2012 HepatitisB Completed all for age	09/03/2015 Enrolled 05/29/2012	11/24/2015	N	10/21/2015	P	10/21/2015	P	10/21/2015	P			11/06/2015	F
Potter, James 09/03/2010 HepatitisB Not Received	09/10/2014 Enrolled 10/21/2015	01/28/2015	Q					12/09/2014	Q	01/04/2016	P		
Snape, Sev 04/02/2011 HepatitisB Up-To-Date								10/21/2014	P				

Screening status codes:
 B = Parent refused permission – not screened
 C = Completed
 F = Failed 1st screening, Needs referral
 G = Failed 2nd screening, Needs referral
 N = Needs re-screening, Failed 1st
 O = Needs re-screening, Failed 2nd
 P = Passed 1st screening
 Q = Passed 2nd screening
 X = Not required
 Z = Failed 3rd screening, Needs referral

Note: Disregard "Next Immun Due" and "Next Immun Due Date"; it is not accurate on this report

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