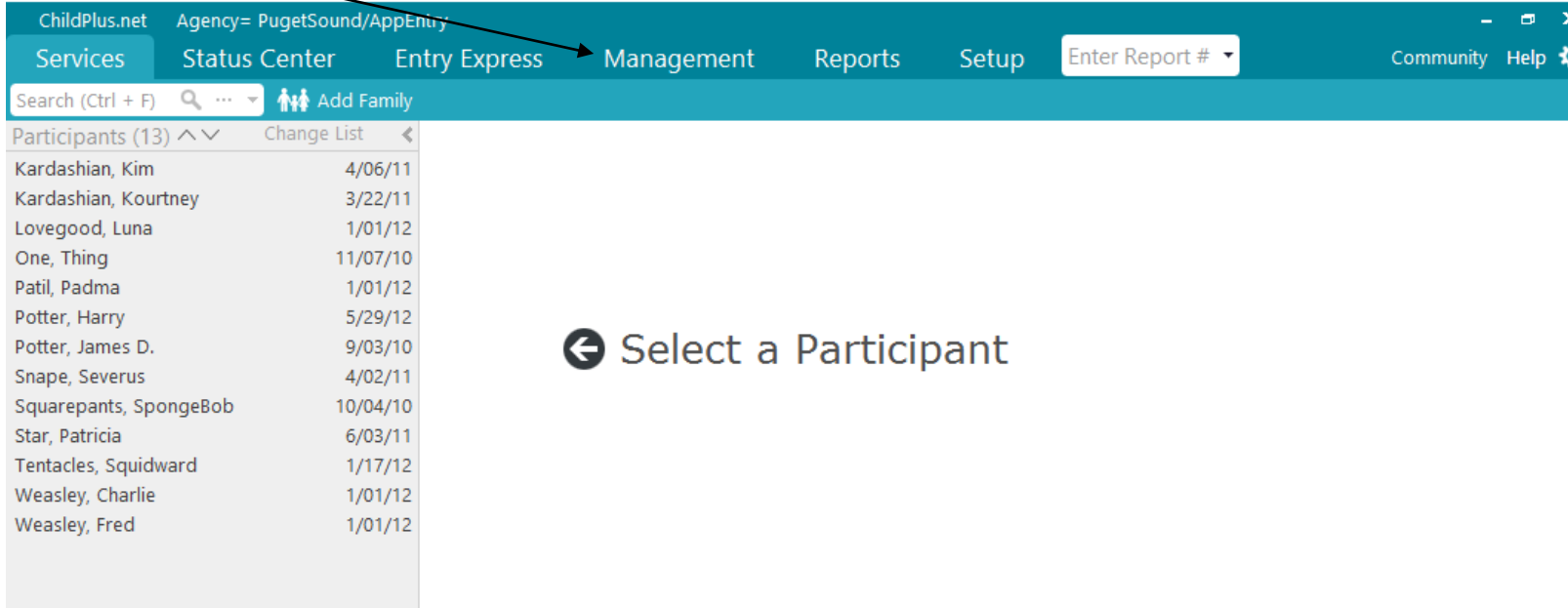


## Reviewing Monitoring Results and Entering Corrective Action Plan in ChildPlus

1) Click on **Management**

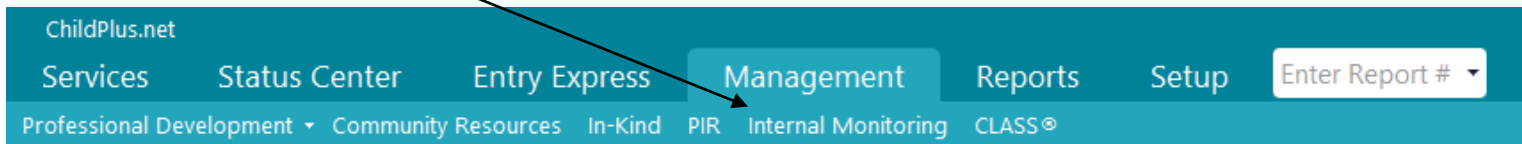


The screenshot shows the ChildPlus.net interface. The top navigation bar includes 'Services', 'Status Center', 'Entry Express', 'Management', 'Reports', and 'Setup'. A dropdown menu for 'Enter Report #' is visible. Below the navigation bar is a search bar and an 'Add Family' button. The main content area displays a list of participants with their names and dates.

Participants (13)	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, Charlie	1/01/12
Weasley, Fred	1/01/12

← Select a Participant

2) Click on Internal Monitoring



The screenshot shows the ChildPlus.net interface with the 'Management' menu item highlighted. Below it, a sub-menu is visible with options: 'Professional Development', 'Community Resources', 'In-Kind', 'PIR', 'Internal Monitoring', and 'CLASS®'. An arrow points to the 'Internal Monitoring' option.

3) Set the date range for the **entire program year**. This will ensure that you find the monitoring record you are looking for. Click on **Monitoring Checklist** you want to view.

ChildPlus.net Agency= PugetSound/AppEntry  
 Services Status Center Entry Express Management Reports Setup Enter Report #  
 Professional Development Community Resources In-Kind PIR Internal Monitoring CLASS

### Internal Monitoring

Monitoring Set Due Dates

Show monitoring scheduled, occurring, or due between  and

Include Unscheduled Refresh Add Monitoring Record

Click the icon in the column header to filter results. Drag a column header to this area to group by that column.

Checklist	Agency	Site	Classroom	Due Date	Responsible Staff	Scheduled D...	Scheduled Monitor	Actual Date	Actual Monitor	Monitoring Status	CAP Status
Sensory Screening Checklist	Puget Sound E...	Apple Cheeks ELC	< No Cla...	3/15/16	CET Coord, Mike ...	3/15/16	CET Coord, Mike ...	3/16/16	CET Coord, Mi...	Completed	No Findings
Immunization Checklist	Puget Sound E...	Apple Cheeks ELC	< No Cla...	3/31/16	CET Coord, Mike ...	3/31/16	CET Coord, Mike ...			Past Due	N/A (Monitoring Pending)
Sensory Screening Checklist	Puget Sound E...	Default - EHS	< No Cla...	3/15/16	CET Coord, Mike ...	3/15/16	CET Coord, Mike ...	3/12/16	CET Coord, Mi...	Completed	CAP Creation Past Due
Sensory Screening Checklist	Puget Sound E...	Default Site	< No Cla...	3/15/16	CET Coord, Mike ...	3/15/16	CET Coord, Mike ...	3/21/16	CET Coord, Mi...	Completed	CAP Items Pending Address
Immunization Checklist	Puget Sound E...	Default Site	< No Cla...	3/31/16	CET Coord, Mike ...	3/31/16	CET Coord, Mike ...	3/31/16	CET Coord, Mi...	Completed	No Findings

4) Click on **Monitoring Results** to see overall results for the Checklist you selected.

ChildPlus.net Agency: PugetSound/AppEntry  
Services Status Center Entry Express Management Reports Setup Enter Report #  
Professional Development Community Resources In-Kind PIR Internal Monitoring CLASS

### Internal Monitoring

Monitoring Set Due Dates Sensory Scre... Default Site - 3/21/2016

Save Changes Undo Changes Copy to Clipboard Lock this monitoring record

General Monitoring Results Corrective Action Plan (CAP) Monitor's Follow-Up

Monitoring Results - 0% (0/2) Delete Results Status Completed Hide Indicator

Indicator #	Indicator	Result	Notes	Address By
<b>Sensory Screenings</b>				
15	Growth assessments (height/weight) are completed within 45 days of attendance and again six months later.	Non-Compliant	Growth Assessment for 2 out of 18 children were past 45 days	5/5/16
29	Vision/Hearing screenings are completed within 45 days of attendance.	Non-Compliant	Ulysses R. did not receive vision and hearing screenings	5/5/16

For each item, results indicate compliant or non-compliant (and, where relevant, Not Observed)

For items that are non-compliant, notes are included for additional detail. Notes come from data in ChildPlus or ELMS, or on-site monitoring

5) Click on **Corrective Action Plan (CAP)** tab to view Noncompliant items and enter CAP(s). 6) Enter date in **CAP Created** field.

ChildPlus.net Agency= PugetSound/AppEntry  
Services Status Center Entry Express Management Reports Setup Enter Report #  
Professional Development Community Resources In-Kind PIR Internal Monitoring CLASS®

### Internal Monitoring

Monitoring Set Due Dates Sensory Scre... Default Site - 3/21/2016 x

Save Changes Undo Changes

General Monitoring Results **Corrective Action Plan (CAP)** Monitor's Follow-Up

CAP Responsible Staff: CDir DEF1, Default ...  
Due Date to Create: 4/29/16  
**CAP Created**: [ ]  
Date Verified: [ ]  
Verified By: [ ]  
CAP Status: CAP Creation Coming Due

Notes

Non-Compliant Indicators [Hide Indicator](#)

Indicator Text	Result Notes	Address By	Date Com...
<b>Section: Sensory Screenings</b>			
15 Growth assessments (height/weight) are completed within 45 days of attendance and again six months later.	Growth Assessment for 2 out of 18 children were past 45 days	5/5/2016	
19 Vision/Hearing screenings are completed within 45 days of attendance.	Ulysses R. did not receive vision and hearing screenings	5/5/2016	

Corrective Actions for Item: Sensory Screenings - #15  
Date Completed: [ ]  
Corrective Action Plan: [ ]

Corrective Action Plan Notes

7) Note that the **section header** is highlighted by default. In this example, there are **two non-compliant indicators** below the header. You must address each one individually.

- 8) Complete a CAP for EACH noncompliant item by clicking on one at a time. The steps to complete a CAP are below.  
 (In the example below, we first click on the Growth Assessments indicator. Note that it is highlighted in blue as soon as you click on it.)

The screenshot shows the 'Internal Monitoring' interface. At the top, there are navigation tabs: Services, Status Center, Entry Express, Management, Reports, and Setup. Below these are sub-tabs: Professional Development, Community Resources, In-Kind, PIR, Internal Monitoring, and CLASS. The main content area is titled 'Internal Monitoring' and includes a breadcrumb trail: Monitoring > Set Due Dates > Sensory Scre... Default Site - 3/21/2016. There are two buttons: 'Save Changes' (green) and 'Undo Changes' (blue). Below this is a tabbed interface with 'General', 'Monitoring Results', 'Corrective Action Plan (CAP)', and 'Monitor's Follow-Up'. The 'Corrective Action Plan (CAP)' tab is active, showing fields for CAP Responsible Staff (CDIr DEF1, Default ...), Due Date to Create (4/29/16), CAP Created (4/19/16), Date Verified, Verified By, and CAP Status (CAP Creation Coming Due). There is a 'Notes' section with a text area and icons. Below that is a 'Non-Compliant Indicators' table with columns: Indicator Text, Result Notes, Address By, and Date Com... The table has a section for 'Sensory Screenings' with two rows. The first row is highlighted in blue: '15 Growth assessments (height/weight) are completed within 45 days of attendance and again six months later.' with result notes 'Growth Assessment for 2 out of 18 children were past 45 days' and address by '5/5/2016'. The second row is '29 Vision/Hearing screenings are completed within 45 days of attendance.' with result notes 'Ulysses R. did not receive vision and hearing screenings' and address by '5/5/2016'. Below the table is a section for 'Corrective Actions for Item: Sensory Screenings - #15' with a 'Date Completed' field (circled in red) and a 'Corrective Action Plan' field. There is also a 'Corrective Action Plan Notes' section. A clock icon in the bottom right of the CAP entry area is circled in red. Arrows point from the text below to these specific elements.

- 9) Enter the CAP in the **Corrective Action Plan** field. (Timestamp your CAP by first clicking on the **clock icon**.)  
 10) Enter the **date the CAP is completed**. 11) Do not enter anything in "Corrective Action Plan Notes." 12) When finished, click "**Save Changes**."

Note that as soon as you enter a Corrective Action Plan, the **CAP Status** changes from 'CAP Creation Coming Due' to 'CAP Items Pending Address'

**13)** Click on the **next non-compliant item**. (In this example the next non-compliant indicator is Vision/Hearing Screenings.)

The screenshot shows the 'Internal Monitoring' interface for 'Sensory Scre... Default Site - 3/21/2016'. The 'CAP Status' is 'CAP Items Pending Address'. The 'Non-Compliant Indicators' table is expanded to show 'Sensory Screenings' with two items:

Indicator Text	Result Notes	Address By	Date Com...
15 Growth assessments (height/weight) are completed within 45 days of attendance and again six months later.	Growth Assessment for 2 out of 18 children were past 45 days	5/5/2016	4/19/16
29 Vision/Hearing screenings are completed within 45 days of attendance.	Ulysses R. did not receive vision and hearing screenings	5/5/2016	4/19/16

The 'Corrective Actions for Item: Sensory Screenings - #29' table shows a completed CAP:

Date Completed	Corrective Action Plan
4/19/16	4/19/2016 10:46 AM Cathy Schley ISCons3 Staff will maintain a calendar of future screening dates for all children in the class. <end of entry>

**14)** Follow the same steps as above to **enter a CAP and Date Completed**. (Remember to click on clock icon for timestamp.) Note that the **Date Completed** field is now populated above on the left-hand side of the screen, as well.

**15)** Continue this process until you have entered a CAP for all non-compliant indicators on the screen. Remember to save each time.