

ChildPlus Program Information Report Procedure

Purpose

This tells Family Support staff what the Office of Head Start (OHS) Program Information Report (PIR) is and how and when to create the PIR for your site/center.

Guidance

The PIR provides comprehensive data on the services, staff, children, and families served by Head Start (HS) and Early Head Start (EHS) programs. All HS and EHS programs are required to submit a PIR. PSESD Early Learning uses ChildPlus to track data for the PIR.

The PIR collects and reports the following aggregate data on an annual basis from HS and EHS programs:

- General Program Information
 - Program type
 - Agency type
 - Record-keeping
- Enrollment and Demographics
 - Cumulative enrollment
 - Age of children
 - Transitions and turnover of slots
 - Race, ethnicities and home language
- Program Staff and Qualifications
 - Total staff and volunteers
 - Education level/credentials
 - Salary
 - Race, ethnicities and language
 - Turnover rate
- Health Services
 - Health insurance
 - Medical Home
 - Dental Home
 - Immunizations
 - Services to pregnant women
- Mental Health Services
 - Number of ours a mental health professional spends on site
 - Referrals
- Disabilities Services
 - Eligibility for special education or early intervention
 - Primary disability diagnosed
- Education and Developmental Approaches
 - Screening and assessment tools
 - Curricula
 - Staff-Child interaction observation tools

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- Family and Community Partnerships
 - Family type
 - Emergency or crisis intervention
 - Housing assistance
 - Employment
 - Public assistance
 - Enrollment in training/school
 - Education level
 - Services received
 - Father involvement
 - Homelessness services
 - Foster care

Procedure

PIR family services and demographic data are to be entered into ChildPlus on an on-going basis and as changes occur. PIR data **SHOULD NOT** be entered at the end of the school year. PSESD recommends center/site staff enter PIR data into ChildPlus within 5 business days after providing services to families.

Sites have until the following dates to enter any un-entered and/or corrections into ChildPlus before the end of the year.

EHS	HS Part Day	HS Full Day
July 15	May 15	July 15

Click on this link for the procedure to enter PIR data into ChildPlus.

[Entering PIR Family Services and Demographic Data](#)

Click on this link for the procedure to run a PIR Addendum in ChildPlus.

[Running Report 9911 - PIR Addendum Worksheet Family Services](#)