

SOUTHWEST HRA HEAD START

Section: Program Design and Management
Subject: Management Information Systems
Approved: Policy Council, Head Start Director Revised/Approved 03/05/03

REGULATION REFERENCE:

Head Start Program Performance Standards; Section 1304.51 Management Systems and procedures; (g).

POLICY:

Southwest Head Start will establish and maintain efficient and effective record-keeping systems to provide accurate and timely information regarding children and families. Staff must ensure appropriate confidentiality of this information.

PROCEDURE:

SYSTEMS ADMINISTRATION:

1. The Assistant Director for Management Information Systems is responsible for the installation and maintenance of the computer system network and software, including any laptop computers that are used for record keeping purposes regarding children and families. This does not include the computers in the classroom for the children's use.
2. The Management Team will determine the software package that will enhance the program administration, service delivery, and reporting capabilities. The Management Team has chosen ChildPlus software.
3. The Assistant Director for Management Information Systems will provide group and individual training in specific ChildPlus operations for data entry staff in both the Central Office and centers.
4. The Assistant Director for Management Information Systems will provide training and support for supervisory staff in monitoring ChildPlus data entry, training staff, and using reports for managing the program. This includes the Management Team, Specialists, Family Case Managers, and Data Entry Specialist.
5. The Assistant Director for Management Information Systems will provide training in basic computer usage for all current and new staff. This may include Windows, general use and care, backup procedures, modem operations and Microsoft Word and Excel, and ChildPlus Laptop Services operations.

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6. The Assistant Director for Management Information Systems will receive bids and order new equipment and software, etc. for needed upgrades upon approval of the Head Start Director.
7. The Assistant Director for Management Information Systems will maintain inventory of all computer equipment (this does not include the computers in the classrooms for the children) and will monitor purchase and usage of computer supplies.
8. The Assistant Director for Management Information Systems will conduct the computer activities which are essential to the maintenance of the computer system. These activities include: Coordination of ChildPlus upgrades, diagnostics, network access functions, security functions, downloading ChildPlus Laptop Services files, ChildPlus "Prepare for Next Year" Procedure, and any other necessary files, program utility functions, and other technical operations as needed. The "Prepare for Next Year" procedure should be done as soon as possible so that Full Day/Full Year Class data is not disturbed and after the PIR, audit and all Assistant Directors have received hard copies of any reports they request.
9. The Assistant Director for Management Information Systems will maintain regular communications with ChildPlus, Tennessee User Group leaders, Region IV Head Start, Training and Technical Assistance Services at Western Kentucky University at Bowling Green, KY, and other resources as needed.
10. The Assistant Director for Management Information Systems or Data Entry Specialist will perform a daily back-up of the ChildPlus computer system.

DATA ENTRY:

1. Recruitment Applications will be filled out by the Family Case Managers (FCM's) and brought in to the Central Office. The Data Entry Specialist (DES) will enter all Recruitment Applications into the system after they have been checked by the Family and Community Partnership staff. The DES will put the Family Sequence Number and the Application Number on the application in RED ink to indicate the data has been entered in the computer; she will then give the Recruitment Applications Forms to the Assistant Director for Family and Community Partnerships or the designated FCP staff member. All Recruitment Application data should be entered in the computer within five working days after being turned in to the DES.
2. Recruitment Application Forms will only be entered into the computer if they are complete with essential information such as names, addresses, birth dates, income, etc. (EVERY BLANK SHOULD HAVE SOMETHING ENTERED). A Recruitment Application Form with no income will not be entered into the computer. If there is information missing on the form, it will be returned to the appropriate FCP staff.

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3. The Data Entry Specialist will input all health screenings and immunization data upon receipt of the information from the Assistant Director for Child Health Services or the FCM's. The Family Case Manager is responsible for getting the medical and dental screenings to the Assistant Director for Child Health Services who will review and determine status of the screening (passed or failed) and then present them to the DES. The FCM's will give all screening rosters and immunizations records directly to the DES. All health screening and immunization data should be entered in the computer within five working days after being turned in to the DES.
4. The Data Entry Specialist will input daily attendance data upon receipt of the Daily Sign-In & Sign-Out Worksheet from the Head Start Teachers. Some will be FAXED directly to the Central Office and some to the Area Managers who will bring them to the C.O. on Monday. The daily attendance data should be entered in the computer by the closing of business on Tuesday of each week except when there is a holiday on Monday and providing that all the Worksheets are turned in with complete and correct information.
5. The Family and Community Partnership staff will enter the Attendance section of the Attendance and CACFP screen in ChildPlus in order to run average daily attendance reports.
6. The Data Entry Specialist will input LAP-D data upon receipt of the Assistant Director for Early Childhood Development. The LAP-D assessing process takes place in the months of September and February. All LAP-D data should be entered in the computer by mid-October and end of February, respectively.
7. The Parent Involvement/Volunteer Specialist will input Volunteer In-Kind data from the In-Kind forms (she will have checked the forms, made any necessary corrections, and totaled). Should the PI/V Specialist need assistance with In-Kind data, the Assistant Director for MIS/PI will enlist the help of the Data Entry Specialist.
8. The Data Entry Specialist will input the Educational data upon receipt of the information from the Assistant Director for Early Childhood Development and Specialists. All Educational data should be entered in the computer within five working days of being turned in to the DES.
9. The Family Case Managers will input the health treatment tracking data, growth data on children, case management and services to all family members, make corrections and updates on family information such as change of address, phone numbers, etc.

REPORTS:

1. The Data Entry Specialist will generate the following reports:
 - A. Enrollment Status Report (ChildPlus Report #43) whenever a child is terminated from Program or a new enrollee is added. This report will be given to the appropriate FCM, and all the Assistant Directors.
 - B. Health Summary Reports (ChildPlus Reports #85, 29) as requested by the Assistant Director for Child Health Services
 - C. Daily Sign-In & Sign-Out Worksheet (ChildPlus Reports #458) whenever a child is terminated from the Program or a new enrollee is added. This report will be given to the appropriate FCM or FAXED to the Teacher.
 - D. Exception Report: Needs Assessment Not Completed (ChildPlus Report #429) as requested by the Assistant Director for Family and Community Partnerships. **THIS REPORT DOES NOT NEED TO BE RUN UNTIL AFTER THE FCM'S SCHEDULED HOME VISITS IN SEPTEMBER.**

2. The Data Entry Specialist will generate the following reports and give to the Assistant Director for MIS/PI to review. Copies will be given to the appropriate Assistant Director and/or kept in a folder accessible to everyone. The Management Team will use these reports to monitor program services:
 - A. ChildPlus Report for Enrolled Children #254
 - B. ChildPlus Report for Enrolled Children Part 2 - #312
 - C. ChildPlus Report for Health Services Management Report #257
 - D. ChildPlus Report for Treatment Tracking Management Report #258
 - E. ChildPlus Report for Disability Services Management Report #259
 - F. ChildPlus Report for Education Services Management Report #263
 - G. ChildPlus Report for PIR Volunteer Services #435

3. The Data Entry Specialist will generate the following reports at the end of each month to be distributed as stated:
 - A. ChildPlus Report for Monthly Volunteer Hours - By Classroom #206. This report will be run as soon as the Volunteer In-Kind data has been entered and will be given to the Parent Involvement/Volunteer Specialist for review and will be filed with the In-Kind forms.
 - B. ChildPlus Report for Monthly Volunteer Hours Summary Report #210. This report will be run as soon as ALL the Volunteer In-Kind data for the month as been entered and will be given to the MIS/PI Assistant Director.

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4. The Data Entry Specialist will generate the following reports:
 - A. LAP-D “Class Summary” Report as each classroom’s assessments are entered in the computer (this applies to both the September and the February assessments). This report will be given to the Assistant Director for Early Childhood Development for review.
 - B. LAP-D “Child Profile-Domains” Report as each classroom’s assessments are completed and the assessments are entered in the computer (this applies to both the September and the February assessments). This report will be given to the Assistant Director for review. After reviewing the ECD staff will send reports to the teachers.
 - C. LAP-D “Letter to Parents” Report as each classroom’s assessments are completed and the assessments are entered in the computer (this applies to both the September and February assessments). This report will be given to the Assistant Director for ECD and Specialists for review and to make copies before sending reports to teachers.
 - D. Treatment Tracking Report (ChildPlus Report #45) -- first report to be run on or about October 15th of each year; and bi-weekly thereafter. The DES will give this report to the Assistant Director for Child Health Services for review and distribution to FCM’s.

TRAINING:

1. The Assistant Director for Management Information Systems will provide training in basic computer usage for all current and new staff as needed. This may include, but is not limited to:
 - Windows
 - General use and care of computers
 - Back-up procedures
 - ChildPlus and ChildPlus Laptop Services
 - Microsoft Word and Excel
 - The Internet, using E-mail, attaching files to E-mail