In order to ensure information is accurate in ChildPlus and for reporting to the Office of Head Start, all direct service providers must submit updated roster information to the MAHS Quality Assurance Coordinator by the 5th working day of the month.

Roster changes for ChildPlus report 1010 must clearly identify:

- current program term
- site
- classroom
- staff member’s first and last name as it is entered in ChildPlus
- teaching staff member is identified as Teacher (T) or Aide (A)
- if they are replacing a staff member or an addition

ChildPlus identifies teaching staff as Teachers (T) or Aides (A). EHS classrooms should have one Teacher for every four children.

See the staffing information below as seen by the grantee ChildPlus administrator. There are two cells available for Teachers and four cells available for Aides in ChildPlus.

See example for one reporting option that you might use.
## MAHS EHS State 2017-2018

**08/13/2017 - 08/12/2018**  
**Cutoff Date: 7/31/2017**

### ABC Center

<table>
<thead>
<tr>
<th>Classroom</th>
<th>Program Option</th>
<th>Funded Enroll.</th>
<th>Age Range Served</th>
<th>Staff</th>
<th>Hours of Operation</th>
<th>Meals Served</th>
</tr>
</thead>
</table>
| **Room 1**  
Classroom Label: 2  
Capacity: 0 | Standard Full Day  | 4              | Min 0y Max 3y 0m | T-Jacey Kabrick  
T-Michelle Draper  
T-Liz Smith | M T W Th F  
6:30 AM - 6:00 PM  
(11.5 hrs)  
8/13/17 - 8/12/18 |                |
| **Room 2**  
Classroom Label: 3  
Capacity: 0 | Standard Full Day | 6              | Min 0y Max 3y 0m | T-Carol Bolz  
T-Tamara Graves | M T W Th F  
6:30 AM - 6:00 PM  
(11.5 hrs)  
8/13/17 - 8/12/18 |                |

### Partnerships Head Start 2017-2018

**08/13/2017 - 08/12/2018**  
**Cutoff Date: 7/31/2017**

Staff: T – Teacher, A – Aide, C – Case Worker, H – Health Worker, I – Immunizations, D – Disabilities, M – Mental Health, Att – Attendance, E - Education  
© ChildPlus
## ABC Center

<table>
<thead>
<tr>
<th>Classroom</th>
<th>Program Option</th>
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<th>Age Range Served</th>
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<th>Meals Served</th>
</tr>
</thead>
<tbody>
<tr>
<td>Room 14</td>
<td>Variable Attendance Double Session</td>
<td>17</td>
<td>Min 3y Max 5y</td>
<td>T-Molly Chavez A-Pam Kabrick</td>
<td>M T Th F 8:00 AM - 11:30 AM (3.5 hrs) 8/17/17 - 5/16/18</td>
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<td></td>
</tr>
<tr>
<td>Room 18</td>
<td>Variable Attendance Double Session</td>
<td>17</td>
<td>Min 3y Max 5y</td>
<td>T-Betty Choi A-Lupe Valdovino</td>
<td>M T Th F 8:00 AM - 11:30 AM (3.5 hrs) 8/17/17 - 5/16/18</td>
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Staff: T – Teacher, A – Aide, C – Case Worker, H – Health Worker, I – Immunizations, D – Disabilities, M – Mental Health, Att – Attendance, E - Education

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