Mid-America Head Start


Revised 9/14/18
Adding a Disabilities Record:
Open the navigator, select participant and select the Disabilities tab.

Concerns Tab
- Select Add Concern
- **Date Identified:** This is the date information was received by the person entering the data
- Select the Category of the Concern

Select the Status

Select the LEA or Part C Agency and Responsible Staff

Revised 9/14/18
You can Add Activities to a Concerns Event

- Enter the Date
- Select the Activity Type
Select the Status Type. The Status Type is contingent upon the Activity Type that was selected.
Once diagnosed, add information in the IEP or IFSP tab

- **Click** Add IEP/IFSP
- **Enter** Date of IEP or IFSP
- **Select Type:** 30 day transition, 6 month review, Annual Review, Initial, Other, Transition, Triennial Evaluation
- **Select Responsible Staff**
- **Select LEA:** School District Name or First Steps Only
- **Select Disability Type or Types**
- **Enter Specific Condition**
- **Select Received Services:** Yes or No
- **The Next IEP/IFSP Review** - Next IEP/IFSP Review should be completed by-date auto populates one year from the Date of the IEP/IFSP

You can add multiple disability types. The first type selected will be identified as the primary disability.
Close the Concerns entered in the Concerns tab once an IEP or IFSP has been developed that addresses that Concern.

**Select:** the Date Closed  
**Select:** Closed Reason  
**Select:** Responsible Staff

You may add an Activity in an IEP or IFSP event

- **Select:** Date Completed  
- **Select Activity Type:** Follow Up, Note, Observation or Parent Conference  
- **Select Responsible Staff:**

Revised 9/14/18
To Close an IEP or IFSP, select Close IEP

Enter the Date
Select the Type
Select the Responsible Staff
Select the LEA: Either a school district or First Steps
Select the Disability
Enter Specific Condition
Select the Closed Reason
Using ChildPlus report 3501 to determine percentage of children with an IEP or IFSP

ChildPlus Report 3501

To determine percentage of currently enrolled children with an IEP or IFSP

- Select the Appropriate Program Term
- Select the Status: Enrolled
- Include participants that have a Concern that is Open and Closed, whose concern has a status of:
  - Diagnosed; and
  - Diagnosed Prior to Program Year
- Include Participants that have an IEP/IFSP that is ‘Open’
- Calculate IEP/IFSP enrollment percentage using ‘Funded Enrollment’
- You do not need to select any Additional Options

You will use the number in Open IEP. In example below, that would be 43.
Attachment Options
For direct service providers that choose to attach documents in the Mental Health module

Select the Attachment tab, Add an Attachment

Choose the file you wish to upload from your documents
Select the Attachment Type

Description-enter information to meet the need of your agency
Notes-enter notes to meet the need of your agency