ChildPlus.NET

Personnel and Volunteer
Data Entry Manual

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Entering Personnel into ChildPlus.net

**Employee Information:** Use the *Personnel* module to add and maintain information about your program's staff members. Complete information in all three sections: General, Employment, and Education for all staff members. **Make sure all PIR information is entered.**

To access the *Personnel* Module:
- Click *Management* Tab;
- Click the *Personnel* sub-menu option.

The Personnel navigator lists employees on the left-hand side of the screen. To find an employee, scroll and click the name of a listed employee or type in first or last name and click *Search* to find and/or edit that record. The employee’s position will display on the right-hand side of the screen. Inactive employees will be indicated by (i).

To add a new employee, click the words, *Add New Personnel*. Enter the person’s last name, first name, and birthday (or make up info and delete later), to determine if new employee is already in ChildPlus. Then click **OK**.

If an employee transfers from one DELEGATE agency to another, the receiving agency will create a new personnel record.

After adding employee’s name, go to the *EMPLOYMENT* tab and enter his/her Site. This will ensure that you will be able to retrieve employee’s name after initial data entry.

Grantee Quality Assurance Coordinator will provide guidance for data entry of contracted staff.
General Tab

The General Tab: The General tab is divided into three sub-sections, General, Address and Contact, and Agency-Specific Information. Make sure that you complete all PIR information (anything with a red PIR indicator).

- **General section:** Enter all four (4) PIR dropdowns to ensure PIR information is complete. (Staff social security number is not required.)

- **Address and Contact section:** Each agency may choose to complete this section; however, if data is entered upon hire, then agency must review and update when changes occur. *(If employee is a ChildPlus user, ENTER employee’s work email address.)*

- **Agency-Specific Information section:** Each agency may choose to use this sub-section per individual program requirements.

Enter the following information applicable to your program staff:
- FBI Fingerprint (cbc)
- State Fingerprint (cbc)
- Sex Offender Registry (cbc)
- Child Abuse/Neglect (cbc)
- Standards of Conduct
- Confidentiality
- Handbook
- CPR Expiration
- First Aid Expiration
- Professional Development Plan
- CAN Training
- Safe Sleep Training
- New Staff Orientation
- MOPID (optional)
- Initial CBC Date
- Initial Physical Date
- Initial TB Date

For criminal background screenings completed every five years, enter the clearance dates in the cells for FBI Fingerprint, State fingerprint, Sex Offender Registry, and Child Abuse/Neglect.
Employment Tab: Employment Section

The Employment Tab: The Employment tab contains information about the employee’s employment information with the agency. **Make sure that you complete all PIR information.**

- **Employment section:** Ensure all PIR information is entered in this section.
  - Title, Effective, Fulltime or Part Time, Temporary or Permanent, Position, Primary Program, Primary Program Option, and Primary Service Area must also be entered, or staff member will not show up on some ChildPlus reports.
    - (Optional: Employee ID, Job Class, Vendor Payables Account Number, Probation End Date, and Days Inactive.)
  - If position is newly created, then click on box beside the words, *This is a newly-created position,* and enter date when position was created.
  - Select the dropdown for Temporary or Permanent as you want it to feed into PIR.
    - Each Early Head Start (EHS) teacher is always entered as Teacher for Title, Position, and PIR Position(s).

**Primary Program:** Select the dropdown options of Head Start, Early Head Start, or Early Head Start Expansion. (NOTE: EHS Expansion is ONLY for KCPS Central and BSSD Cub Care.)

**Site:** Ensure the SITE information is entered, or you will not be able to retrieve your new employee’s personnel record. (Contact MARC Quality Assurance for assistance, if needed.)
Employment Tab: Background Section

- **The Background section:** Enter all information that applies at the time of employment, or re-employment, in this section completely.

  **Criminal Background Check** – Enter the following:
  - **Criminal Check:** Enter date received original criminal check result. This date should **not** be changed.
  - For subsequent criminal background checks, use the boxes for **Follow Up Needed** and **Follow Up Date**.
  - For Criminal background checks that are **completed every five years**, use the Agency-Specific cells for FBI Fingerprinting, State Fingerprinting, Sex Offender Registry, and state Child Abuse/Neglect.

  **NEVER** change initial Criminal Check date!

  - **References Verified** – Check this box once you have verified references of your new employees.
  - **Health Status** – The following information may not be available upon hire; however, enter within first 30 days of initial hire date.
    - **Physical Date:** Enter date of initial physical.
    - **TB Test Date:** Enter date of initial TB or TB screening read date.
    - If your program/agency requires subsequent physicals and TB screenings, you may use the boxes for **Next Physical Due** and **Next TB Test Due**.

    Health information for new employees/rehired employees is considered current if dated within one (1) year of hire date.

For staff who are **rehired** at your program, follow new hire requirements. Use Rehire Title and Rehire Date located on the Employment tab, under Background to enter new information. In Personnel Notes section, enter employee’s last date of previous employment, such termination date and any other applicable notes. Then clear the Terminated/Termination Date/Termination Code information. Ensure you mark staff member “Active” on the General tab.
Employment Tab: Wages Section

- **The Wages section**: Wage Allocation information is the only required information needed.

  Wage allocation: Select **Add Funding** and select the dropdown information that applies to the staff member’s grant assignment.

  In addition, **SOME** employee positions may be under multiple funding sources; select one as primary and also select additional ones if applicable. **NOTE:** (PIR options could be Head Start, Early Head Start, Early Head Start State, or Early Head Start Expansion.)

![Personnel](image)

**Wage Allocation - Funding**: Select the dropdown with the program in which the employee is associated. If multiple wage allocations-funding, then select Primary to match the Primary Program.

You will **DELETE** previous wage allocations **ONLY** when the employee/contractor changes title/position/assignment in that program year.
Education Tab: Education Section

The Education Tab: The Education tab contains information about the employee’s education. Fill out the respective fields that correspond with the staff member's position. Complete all PIR information. Depending on the staff position type, other non-PIR fields may also be required.

- **Education Coordinator**
- **Head Start Teacher**
- **Head Start Teacher Assistant**
- **Early Head Start Teacher**

- **The Education section:**
  - **Education Level** - Select dropdown for education level.
  - **Highest Degree** - Enter **highest level and major OR None** if no degree.
    - Example: *BS: Elem Ed/ECE*
    - If no college degree was earned, then the Highest Degree is *None*.
  - **ECE or Related Degree** - Select dropdown for the highest **ECE or Related Degree** earned. See Policies and Procedures for qualification requirements for each position.
  - **Enrolled in an ECE or Related Degree Program** - If enrolled, check mark box and select program. Write in Notes section what degree and where employee is seeking degree, as well as anticipated date of graduation.

If *No Degree* is selected for ECE or Related Degree, see additional date entry options further in this manual.

Education Staff qualifications are entered in the **ECE or Related Degree section**.

This teacher has an associate's degree in Child, Growth & Development, so select the dropdown, Related Field with Experience (Associates).
Education Tab: Education Section

Teaching Staff – Teach for America with MEGA
(Head Start Teacher only)

For teachers who have taken “Early Childhood Education” MEGA to meet Head Start teacher requirements, document into ChildPlus as follows:

- **The Education section:**
  - **Education Level** – Select dropdown for Bachelor’s or Master’s degree.
  - **Highest Degree** – Enter highest level and major.
    - Example: BS: English
  - **ECE or Related Degree** – Select Teach for America (Baccalaureate)

Enter into the **Notes** section that staff member has passed the MEGA with the name of the test passed and the date passed. A copy of the MEGA test results needs to be in the employee’s personnel file.

Example shows Teach for America participant.
Education Tab: Education Section (and CDA Section)

**Teaching Staff with CDA**

- **In Education section:**
  - **Education Level** - Select dropdown for education level. (This might be college/advanced training if staff member has taken college courses.)
  - **Highest Degree** - Enter **highest level and major OR None** if no degree.
    - Example: *BS: History*
    - If no college degree was earned, then the Highest Degree is *None.*
  - **ECE or Related Degree** - Select the dropdown *No Degree.*
  - **Enrolled in an ECE or Related Degree Program** - If enrolled in a degree seeking program, check mark box and select program. Write in Notes section what degree and where employee is seeking degree, as well as anticipated date of graduation.

- **In CDA section:**
  - Select dropdown *Has CDA Assessment* under appropriate program option.
  - Checkmark the box beside “*CDA is appropriate for staff member’s Primary Program Option.*”
  - Enter **CDA Obtained date** and **CDA Next Renewal date.**

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Employee has some college hours, but no degree. In ECE or Related Degree section, use the dropdown, No Degree.

Notice CDA Assessment under Preschool and date obtained and date to renew.

Be sure to mark “*CDA is appropriate for staff member’s Primary Program Option.*”
Education Tab: Education Section (and CDA Section)

**Teaching Staff Enrolled in CDA Training**

- **In Education section:**
  - **Education Level** - Select dropdown for education level.
  - **Highest Degree** - Enter *highest level and major OR None* if no degree.
    - Example: *AA: Accounting*
    - If no college degree was earned, then the Highest Degree is *None*.
  - **ECE or Related Degree** - Select the dropdown *No Degree*.
  - **Enrolled in an ECE or Related Degree Program** – Does Not Apply.

- **In CDA section:**
  - Select dropdown *In Training* under appropriate program option.
  - Checkmark the box beside “*CDA is appropriate for staff member’s Primary Program Option.*”
  - Enter CDA Start date.

Be sure to check “*CDA is appropriate for staff member’s Primary Program Option,*” as this will feed into PIR information for staff who are *enrolled in CDA training.*
Education Tab: Education Section (and CDA Section)

Teaching Staff with One-Year Certificate or Pre-School Certificate
(This one-year/pre-school certificate is a higher credential than a CDA, but for Head Start purposes, this certificate is equivalent to a CDA.)

- **In Education section**
  - **Education Level** - Select dropdown for *Preschool Certificate*.
  - **Highest Degree** - Enter *highest level and major OR None* if no degree.
    - Example: *AA: Accounting*
    - If no college degree was earned, then the Highest Degree is *None*.
  - **ECE or Related Degree** - Select the dropdown *No Degree*.
  - **Enrolled in an ECE or Related Degree Program** - If enrolled in a degree seeking program, check mark box and select program. Write in Notes section what degree and where employee is seeking degree, as well as anticipated date of graduation.

- **In CDA section:**
  - Select dropdown *Waiver* under appropriate option.
  - Checkmark the box beside “*CDA is appropriate for staff member's Primary Program Option.*”

To make data entry consistent, check “*CDA is appropriate for staff member’s Primary Program Option.*” However, this WAIVER is not calculated in PIR. Therefore, the WAIVER is hand counted and added to the CDA question in PIR.
Education Tab: Education Section (and CDA Section)

Teaching Staff with an Alternative to a CDA (Head Start Teacher Assistant and EHS Teacher only)
(Any degree with 9+ ece/education credit hours OR any degree with 120 formal clock hours of training.)

- In Education section:
  - **Education Level** - Select dropdown for education level.
  - **Highest Degree** - Enter *highest level and major* OR *None* if no degree.
    - Example: BA: English Ed
    - If no college degree was earned, then the Highest Degree is *None*.
  - **ECE or Related Degree** - Select the dropdown *No Degree*.
  - **Enrolled in an ECE or Related Degree Program** - If enrolled in a degree seeking program, check mark box and select program. Write in Notes section what degree and where employee is seeking degree, as well as anticipated date of graduation.

- In CDA section:
  - Select dropdown *Waiver* under appropriate option.
  - Checkmark the box beside “CDA is appropriate for staff member’s Primary Program Option.”

James has a bachelor’s degree with at least 9 hours of ece/education credit hours.

To make data entry consistent, check “CDA is appropriate for staff member’s Primary Program Option.”

However, this WAIVER is not calculated in PIR. Therefore, the WAIVER is hand counted and added to the CDA question in PIR.
Education Tab: Education Section (and CDA Section)

Home-Based Staff

- The Education section:
  - Education Level - Select dropdown for education level.
  - Highest Degree - Enter highest level and major OR None if no degree.
    - Example: BS: Family & Child Development
  - FCC/Home-Based or Related Degree/Certification - Select dropdown for the highest related degree or certification.
    - If none of the dropdown options apply, leave blank.
  - Enrolled in an FCC/Home-Based or Related Degree - If enrolled, select dropdown option.
    - If enrolled in a degree seeking program, write in notes section what degree staff member is seeking.
  - CDA – If staff member earned a Home-Visitor CDA credential, select Has CDA Assessment from both Preschool CDA and Infant/Toddler CDA.
  - Completed Family Development Related Credential – check if applicable.

Home-Based staff has a BS: Child & Family Development.

The best dropdown for this degree is Other (Baccalaureate) so information is entered in the notes section.
Education Tab: Education Section

Family Community Partnership Staff (Family Service Staff)

- The Education section:
  - **Education Level** - Select dropdown for education level.
  - **Highest Degree** - Enter **highest level and major OR None** if no degree.
    - Example: MS: Psychology
  - **Highest Level of FCP Education** - Select dropdown for the **highest related** degree.
  - **Enrolled in a FCP or Related Program** – If enrolled, check mark box and select program.
    - If enrolled in a degree seeking program, select **Degree**.
    - If enrolled in Family Development Credential select **Non-Degree Credential**.
    - If FCP credential is needed, and staff member is not enrolled, select **No**.
    - **NOTE:** Leave section blank if staff member has appropriate FCP qualifications.
  - **Completed Family Development Related Credential** – check mark box ONLY when credential has been completed.
  - **GED or High School Only** – Check mark box if **highest education level** of a Family and Community Partnership staff member is a GED or High School Diploma.
  - **Completed Family Development Related Credential** – check if applicable.

Because the credential for the Family Community Partnership Staff is a PIR question, please review credential to determine if **FCP or Related Degree** OR another dropdown option is a better fit.

Related Degree for FCP: social work, sociology, psychology, family studies, counseling, family development, family systems theory, or human resources development.
Education Tab: Education Section

Substitutes Employed by your Program

Enter all information the same as all other staff.

- Do not mark a PIR position for substitutes.
  
  - EXCEPTIONS to this rule: If a substitute replaces a staff member for an extended period of time, click appropriate box beside position replaced. Enter notes in the Personnel Notes section to indicate who the substitute is replacing and check the PIR position.
  
  - When a substitute is replacing a staff member, be sure to update CP 1010 to indicate his/her classroom assignment.

Programs Using Substitute Services

DO NOT enter Substitutes secured through District or a Substitute Services agency into the ChildPlus database.

Transition of Staff to another Position or Program Option

When a staff member is transitioned to another position or program option, ensure that the following is completed:

Employment Tab:
- Initial hire date remains the same!!!
- Determine which of the following information needs to be changed to reflect the new position:
  - Title and Position
  - Effective (date)
  - Primary Program
  - Primary Program Option
  - Primary Service Area
  - PIR Position
  - Wage Allocation (Delete previous wage allocation if primary program is different.)

Education Tab:
- Verify that the employee’s credential information is entered in the correct location.
  - ECE/Related – Education Staff
  - FCP or Related Degree – Family Service Staff
  - FCC/Home-based or Related Degree/Certification – FCC Providers and Home-based staff

NOTES section – before you make changes in data entry of staff who have been assigned a different position, enter notes in the NOTES sections on appropriate tabs prior to the changes.
Terminating Personnel

Once the staff member is no longer employed with your program, make sure you inactivate his/her personnel record by unchecking the Active box on the General tab.

On the Employment tab, enter a Termination Date and Termination Code. Check the box beside Replaced if that staff member was replaced.

Remember, do not delete Wage Allocation/Funding for staff you are terminating, nor any other identifiable information, as this employee will be counted on the annual PIR.
Entering Regular Volunteer Information
(Mandatory for volunteers who work 20 or more hours per month or are counted in ratio.)

If you track In-Kind in another system, no transactions need to be entered for volunteers. If you are using ChildPlus to track In-Kind, only one transaction needs to be entered per volunteer, per PIR year.

Accessing the Management Module:

• Click In-Kind Tab;
  o Add New-In-Kind Volunteer
    • Select type of new In-Kind Volunteer:
      • Community Resource
      • Family Member or New Person
  o Enter information in Add New In-Kind Volunteer box
    • Mock Social Security number can be used, please be sure to delete it.
  o Click Active box (scroll down to “Volunteer Information” section)
    • If no longer volunteering uncheck active box.
  o Volunteer Description:
    • Select type of volunteer from dropdown.
  o Click the TB Test Required box:
    • Enter TB test Received
    • TB Test Read
    • TB Results
  o Click the Criminal Check box:
    • Enter Criminal Check Date
    • Criminal Check Comments

When in ChildPlus, use report 1022 to see volunteers entered by program, site, and classroom. Ensure that the regular volunteers (20 hrs/month) have TB and CBC information entered.

Make former volunteers “inactive.”
Entering Professional Development Trainings

NOTE: Programs that utilize OPEN for tracking ALL professional development hours will not need to utilize ChildPlus. All hours not entered into OPEN must be entered into ChildPlus.

Accessing the Management Module:
- Click Professional Development Tab:
  - Click the Trainings sub-menu option to add new trainings or enter a group of trainees to new or existing trainings that they attended.
    - Click Add New Training
    - Fill out Training Event Details
      - Event Date
      - Event Type
      - Level
      - Topic (Title of Training)
      - Service Area
      - Hours (Enter clock hours)
      - Credit Type – enter Professional
      - Enter applicable notes in the Notes section (i.e. 2 day training; list group topics)
  - Click Add Trainee (green icon)
  - Check Staff Members
    - Find participants by last name, make check by name
    - Click Select when all trainee participants have been selected.
  - Click Save.

Open ChildPlus Report 1310, check “Individual Trainee,” and then select date range to review the list of training for each employee.
ChildPlus Reports

HR1014-Criminal Background

The **Criminal Background** report is a MAHS created report that provides each employee’s original criminal background check date and initial hire date for monitoring to ensure criminal background results are received prior to hire.

The **Follow Up Date** record may be used for Criminal Background checks completed after hire date for other program or licensing requirements (recorded in the **Criminal Check** column). This information comes from the dates entered under the Employment tab, Background section.

HR1030-Personnel Physical and Tb

The **Personnel Physical and Tb** report allows you to view a print out of each employee’s physicals and TB tests. This information comes from the dates entered in the Employment tab, Background section.
(Similar report 1150.)

1010-Site and Classroom Listing

The **Site and Classroom Listing** report lists the information for each site. This report displays the site and classroom information that you set up on the agency information screen, which is entered by the MAHS Quality Assurance Specialist for ChildPlus. This report should be reviewed monthly and updated information should be submitted to the MAHS Quality Assurance Coordinator.

NOTE: Must select the current program year.

HR1032 CDA In-Training

The **CDA In Training** report is a MAHS created report that provides information to determine and monitor education staff who are in CDA training. Report will only pull up names of staff who are in training.

*(Select all teaching staff positions: Teacher, Assistant Teacher, and Substitute)*

HR1011-CDA Next Renewal

The **CDA Next Renewal** report is a MAHS created report that provides information to determine the status of **CDA Obtained** and **CDA Next Renewal**.

*(Select all teaching staff positions: Teacher, and Teacher Assistant, Substitute.)*

HR1016 – Staff Roster

The **Staff Roster** report provides a listing of all staff who have been entered into the ChildPlus database.
HR100 – Staff Education Notes

The Staff Education Notes report allows the viewer to see the employee’s notes under the Education tab. When using Custom Filters (find your program’s name) and then selecting Individuals from the list, the viewer can see the most up-to-date information on staff who are working to meet qualification requirements.

HR1022-Volunteer Health and CBC

The Volunteer Health and CBC report provides information on dates of TB Test Date and Criminal Background Check Date.

HR1031-All Staff Qualifications

The All Staff Qualifications report primarily provides credential information for education and service staff who have credential information entered into the ChildPlus database. In addition, the Education Level and Highest Degree for all staff can be seen if data has been entered for all employees.

1310-Individual Training Record

The Individual Training Record provides professional development information for all staff whose programs use the ChildPlus database. Professional development can be found by date, for an individual, for a specific training, or for all staff in a particular program.

1130-Personnel Agency-Specific Fields

The Personnel Agency-Specific Fields report provides information that is entered on the General Tab in the Agency Specific section.

1008 – Terminated Personnel

The Terminated Personnel report provides information on staff who have termination dates in ChildPlus. This report can be used to verify if “replaced” has been checked.