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Tri-County Community Council, Inc.
Head Start/Early Head Start

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Part:	**1302 Program Operations**
Subpart:	**J- Program Management and Quality Improvement**
Section:	**1302.101 Management System**
Subject:	**Child Plus Input**

Policy:

Coordinators and Family Service Advocates will input information into Child Plus on a timely basis. Program Coordinators will provide back-up documentation of services.

Procedure:

1. All family information should be entered upon receipt of the child's application. Basic information on potential enrollees, is then completed by the time the program year begins.

2. The Family Service Coordinator and Family Service Advocates will do the initial input.

3. When the school year begins, Family Service Advocates will enter all pertinent information (goals, referrals, etc.) concerning families on a regular basis.

4. Information entered will be monitored on a regular basis beginning in October.

5. Information that is needed for recording purposes (weight, height, etc.) needs to be sent to the Health Services Coordinator for entry into Child Plus.

6. Family Service Advocates and Center Directors are responsible for sending information about a dropped child promptly (within one hour of notice) to all Program Coordinators, Director, and Disability Specialist.

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