

**NC PRE-K APP
APPLICATION
PRIORITIZATION
PLACEMENT**

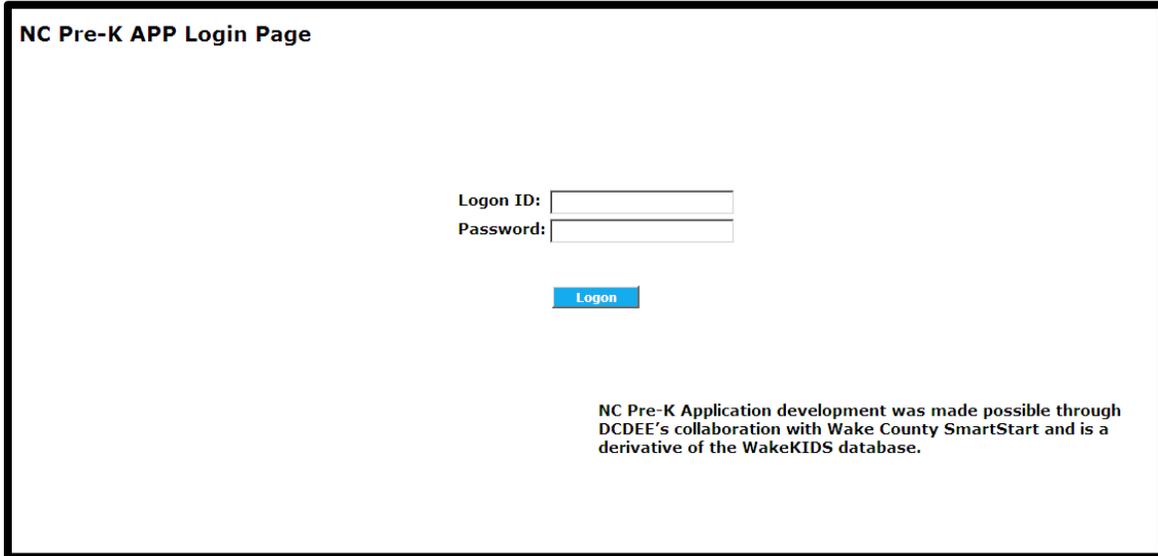
**INSTRUCTIONS FOR
USE**

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INSTRUCTIONS FOR USING NC PRE-K APP

I. Login at <https://maf.ad.unc.edu/ncpre-kapp/login.aspx>



NC Pre-K APP Login Page

Logon ID:

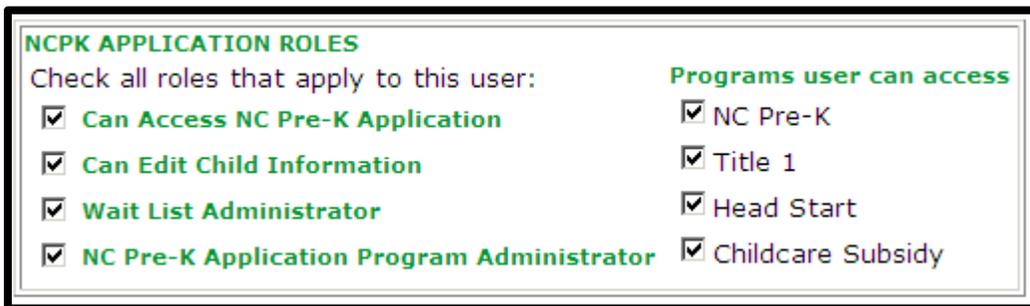
Password:

NC Pre-K Application development was made possible through DCDEE's collaboration with Wake County SmartStart and is a derivative of the WakeKIDS database.

When you see the screen shown above you'll need to enter your Login ID and Password. You should use the same login information that you use for KIDS and/or PLAN. If you are not currently a user in KIDS or PLAN you should contact the contract administrator or program contact in your county/region for assistance.

II. Access to Pre-K APP

If you do not have access to Pre-K APP, it can be granted by your contract administrator. You should be given access as shown below (all boxes checked). This is done through the Admin tab/Maintain User function in KIDS. If you need further assistance contact Rachel Kaplan at DCDEE at rachel.kaplan@dhhs.nc.gov

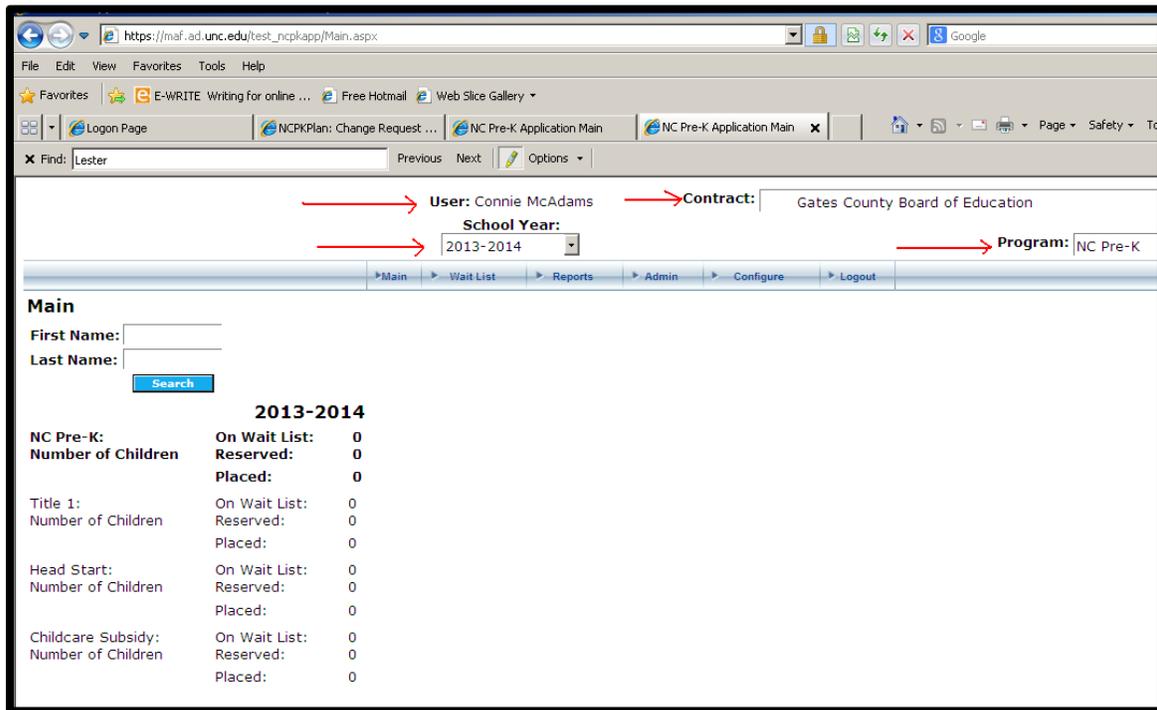


NCPK APPLICATION ROLES

Check all roles that apply to this user:

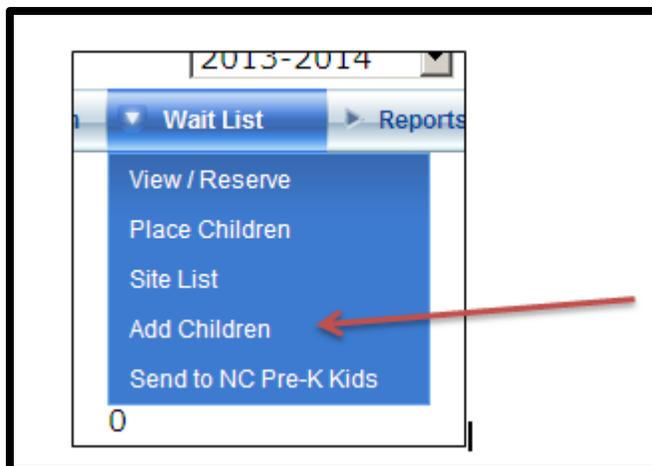
<input checked="" type="checkbox"/> Can Access NC Pre-K Application	<input checked="" type="checkbox"/> Programs user can access
<input checked="" type="checkbox"/> Can Edit Child Information	<input checked="" type="checkbox"/> NC Pre-K
<input checked="" type="checkbox"/> Wait List Administrator	<input checked="" type="checkbox"/> Title 1
<input checked="" type="checkbox"/> NC Pre-K Application Program Administrator	<input checked="" type="checkbox"/> Head Start
	<input checked="" type="checkbox"/> Childcare Subsidy

III. Adding Children to Pre-K APP



This is the screen that appears when you login to NC Pre-K APP. Your user name and Contract name will appear at the top. Make sure that the correct school year and program are selected from the drop-down boxes.

Then click on “wait list” and select “Add Children”



The “Add Child” screen will appear:

User: Connie McAdams Contract: []

School Year:
2013-2014 [v]

Main | Wait List | Reports | Admin | Configur

Add Child

Child's name (First Last): [] []

Child's date of birth: [] (mm/dd/yy)

[Add Child](#)

Type in the child's first name, then last name. Enter the birthdate in the mm/dd/yy format. Then click the blue "add child" box.

Note: if the child is not eligible for the school year you are working in, because of his birthdate, that child will automatically be added to the appropriate school year.

Add Child - Windows Internet Explorer - [InPrivate]

InPrivate https://maf.ad.unc.edu/ncpre-kapp/WaitList/AddChild.aspx

User: Connie McAdams Contract: Chatham County Partnership for Children

School Year: 2013-2014 [v] Program: NC Pre-K [v]

Main | Wait List | Reports | Admin | Configure | Logout

Add Child

[Save](#) [Save and Add Another](#) [Print NC Pre-K Scorecard](#)

Select Category

- Demographics
- Household Info
- Eligibility Factors
- Prior Placement
- Assessment Evaluation
- Disabilities
- Program Preferences
- Status
- Display All

Lucy MxTest

The relative priority for service for this child. NC Pre-K 2

Child's First Name Lucy

Child's Last Name MxTest

School Year child is eligible for NC Pre-K 2013-2014

Child's Gender --Select One-- [v]

Birth Date 4/22/2009 mm/dd/yy or mm/dd/yyyy

Is the child Hispanic Yes No

Child's Race Check all that apply

- White / European American
- Native Hawaiian or Other Pacific Islander
- Native American Indian or Alaska Native
- Black or African American
- Asian

Is child a U.S. Citizen Yes No

Is child a North Carolina resident Yes No

Application Date [] mm/dd/yy or mm/dd/yyyy

Email where parent can be reached []

County of Residence --Select One-- [v]

This new screen appears with the child’s name and birthdate already populated. You should now answer all of the applicable questions about the child you are entering.

Depending on your answers, some fields will allow additional information. For example if you select “yes” for employment for the mother or father, you should enter the number of hours per week that person works.



The screenshot shows a form section with a light green background. On the left, the word "Employed" is displayed. To its right are two radio buttons: the first is selected (indicated by a dot) and is labeled "Yes", and the second is unselected and labeled "No". Further right, the text "Average hours worked per week" is followed by a white rectangular input box.

You only have the option to answer the questions that have check boxes, radio buttons, drop-down lists, or fill-in boxes. However, the only fields that are required are the child’s first and last name and date of birth. You can save the record with only these three data elements, and go back later and “edit” to add details.

You will also notice that some of the fields are already pre-filled with default information. For example the answers to the “75% SMI” question and the “Pre-K eligibility” question default to “no”. The income calculation defaults to “0”. Once you have answered all the questions and SAVED the entry, those defaults will change to the appropriate response for that child.

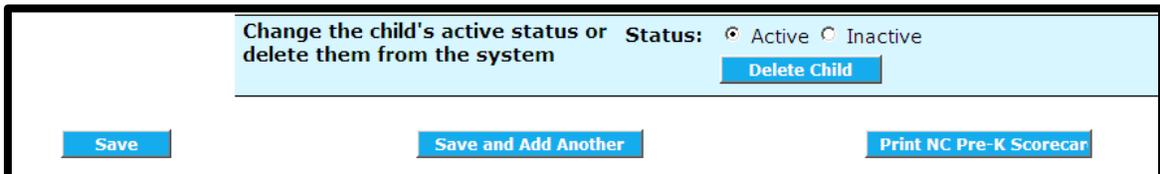
It is important to answer as many questions as possible. Even though some questions are not required for eligibility, they may help determine matching funds for NC Pre-K through TANF or CCDF. Be sure you have adequate documentation to support the information you enter.

At the end of the questions (in the Status category) there is a space to add any additional comments.



The screenshot shows a form section with a light green background. The text "Add any additional comments about the child" is followed by a long white rectangular input box.

IV. Saving Information



The screenshot shows the bottom of the form with a light blue background. At the top, it says "Change the child's active status or delete them from the system". To the right of this text is the label "Status:" followed by two radio buttons: "Active" (selected) and "Inactive" (unselected). Below this is a blue button labeled "Delete Child". At the bottom of the section, there are three blue buttons: "Save", "Save and Add Another", and "Print NC Pre-K Scorecard".

Once you’ve entered all of the data for a new child you should click “Save” or “Save and Add Another”. When you choose “Save” all of the information is saved, calculations are done and the eligibility determination is displayed.

“Save and Add Another” takes you directly back to the Add Child Screen shown at the top of page 5.

If you need to stop in the middle of adding information for a child, you should “SAVE” wherever you are in the process. You can go back later and finish adding information for that child without having to start over. For your convenience, there is a question at the beginning of the Demographics Category that allows you to indicate whether or not you believe the application is complete. The answer to this question is determined by the person entering data and is not automatically determined by the system.

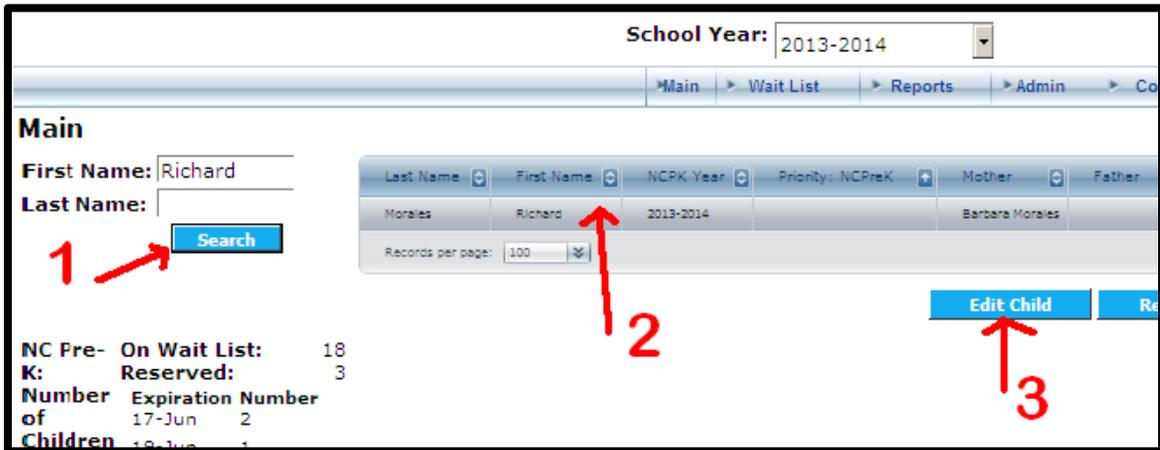
Is the application Complete <input type="radio"/> Yes <input type="radio"/> No <input checked="" type="radio"/> No Entry

NOTE: In NC Pre-K KIDS you are not allowed to SAVE and move to the next step if required data is missing. NC Pre-K APP does NOT include that feature.

V. Deleting Children from Pre-K APP

If you find that you have entered a child that should not have been entered, or you’ve entered a duplicate record, it can be deleted.

Find the child’s name by using the “Search” feature on the main screen. Then select the child’s name. Click the blue “Edit Child” box.



This will take you to the “Select Category” option for the child. Choose “Status”.

Select Category

- Demographics
- Household Info
- Eligibility Factors
- Prior Placement
- Assessment Evaluation
- Disabilities
- Program Preferences
- Status
- Display All

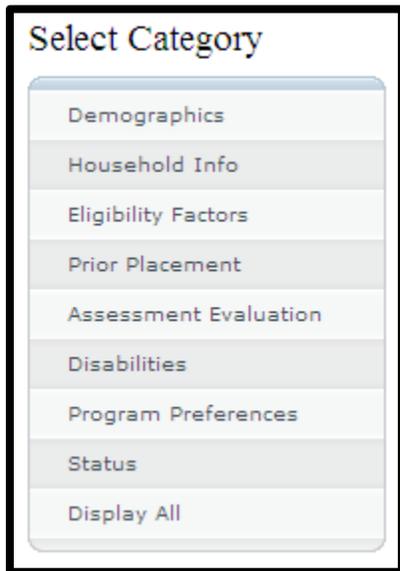
Then click the blue “Delete Child” box at the end of the status information.

 Current status of this child, including Site Placement	On Wait List
History of why this child was released	This child has not been released from a program.
Change the child's active status or delete them from the system	Status: <input checked="" type="radio"/> Active <input type="radio"/> Inactive <input type="button" value="Delete Child"/>

To prevent an inadvertent deletion, you will be asked to confirm whether or not you really want to delete this child.

Do you really want to delete Richard Morales?

VI. Categories



All of the data you need to enter for each child is divided into the categories shown above. You have the option of entering/viewing data one category at the time, or you can select “Display All” at the bottom of the list to see everything together. If you choose to enter data by category, data will automatically be saved when you select the next category. Alternately, you may choose to click the save button before selecting a new category. Whether using “display all” or entering data by category, be sure to SAVE when you get to the end of the last category.

If you need a shortcut to see the income calculations, select “Household Info” and scroll to the bottom of the screen.

If you just want to see whether or not the child is eligible based on the information you entered and saved, click on “Eligibility Factors”.

VII. Editing

Once you have entered and saved data, there may be times when you will need to change some of the information. To do that click on the “Wait List” option and select “View/Reserve”.



A list of all of the children on the waiting list will appear. By clicking on the headers at the top of the columns, you can sort the list by status, first name, last name, or priority. When you find the child that you want to edit, click anywhere on that row and it will be highlighted in gray. When you have a child highlighted, click the blue “Edit Child” box at the bottom of the screen.

Status	First Name	Last Name	Priority: NCPreK
On Wait List	Pearl	Whitney	23
On Wait List	Amye	Walden	17
On Wait List	Jasmine	Stone	5
On Wait List	Tianna	Robinson	6
On Wait List	Mary	Richie	26
On Wait List	Quentin	Pugh	4
On Wait List	Julie	Parnell	16
On Wait List	Peggy	O'Test	27
On Wait List	Alizabeth	Nettles	19
On Wait List	Lucy	MxTest	22
On Wait List	Justin	Munoz	7
On Wait List	Child	McTest	1

Records per page: All | Records: 1 - 24 of 24 - Pages: 1

Edit Child **Reserve Children** **Export to Excel**

This returns you to the “Select Category” screen for that specific child. As described above, you can “Display All” or select a specific category to edit. You must “Save” your edits when you are finished.

Another option for editing begins with the Main Screen.

School Year: 2013-2014

Main | Wait List | Reports | Admin

Main

First Name:

Last Name:

2013-2014

NC Pre-K:	On Wait List:	26
Number of Children	Reserved:	0
	Placed:	0
Title 1:	On Wait List:	26
Number of Children	Reserved:	0
	Placed:	0
Head Start:	On Wait List:	26
Number of Children	Reserved:	0
	Placed:	0
Childcare Subsidy:	On Wait List:	26
Number of Children	Reserved:	0
	Placed:	0

Put in either a First Name or Last Name or both, and click the Search button.

Main

First Name:

Last Name:

First Name ↑	Last Name ↑	APPLICATI(↓)	NCPK Year ↓
Jenna	<input type="text"/>	03/21/2013	2013-2014
Juan	<input type="text"/>	02/08/2013	2013-2014
Jaimee	<input type="text"/>	03/01/2013	2013-2014

You should see a list of children who match the phonetic spelling of the name. To edit a child, click on the child's name to highlight it, and then click the Edit Child button.

VIII. Reserving and Placing Children

NC Pre-K APP allows you to “reserve” children for a specific time period for a specific program. For example, if a child is reserved for the Pre-K program from May 1, 2013 through May 15, 2013, they cannot be placed in a Head Start program during that time period. Children have to be reserved before they can be placed.

Once you have logged on to APP, you can see the numbers of children on the waiting list, and those that are already reserved or placed in NC Pre-K, Title 1, Head Start, or Childcare Subsidy. If you have accidentally or intentionally added children for other program years, that will also show up here.

School Year:

▶ Main
▶ Wait List
▶ Reports
▶ Admin

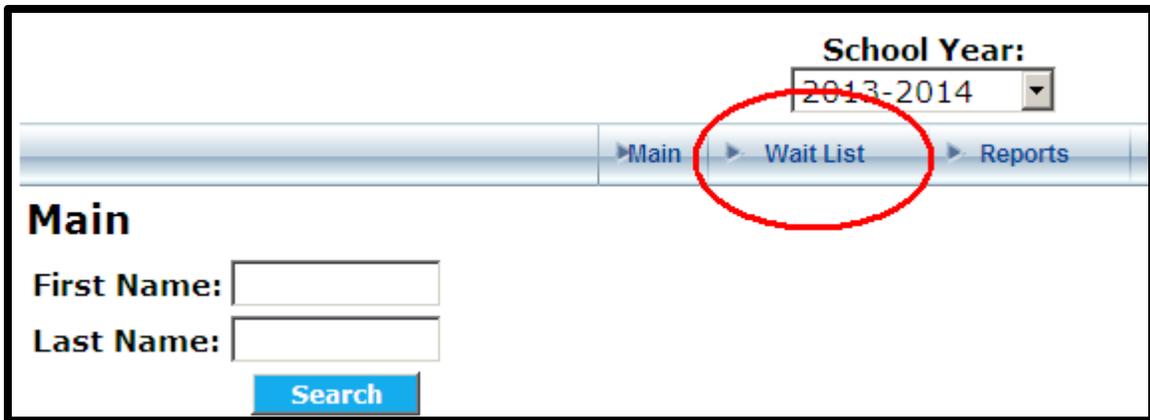
Main

First Name:

Last Name:

			2013-2014		2016-2017
NC Pre-K:	On Wait List:	4		On Wait List:	1
Number of Children	Reserved:	1		Reserved:	0
	Expiration	Number		Placed:	0
	03-Jan	1			
	Placed:		0		
Title 1:	On Wait List:	0		On Wait List:	0
Number of Children	Reserved:	0		Reserved:	0
	Placed:	0		Placed:	0
Head Start:	On Wait List:	0		On Wait List:	0
Number of Children	Reserved:	0		Reserved:	0
	Placed:	0		Placed:	0
Childcare Subsidy:	On Wait List:	1		On Wait List:	0
Number of Children	Reserved:	0		Reserved:	0
	Placed:	0		Placed:	0

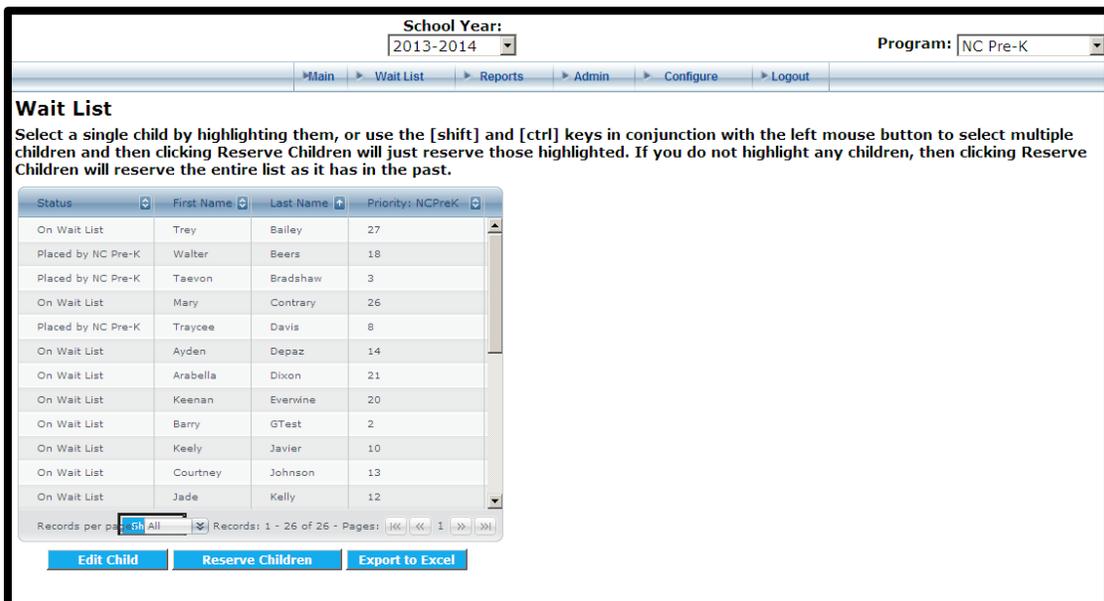
To place a child, click on the “Wait List” Tab near the top of the Main screen.



Then select “View/Reserve” from the drop-down menu.



You will now see the list of children on your waiting list. This list does not include children who have already been reserved or placed. You can sort the list by any of the headers at the top by simply clicking on the header. Click the arrow to determine ascending or descending order. In the example below children are sorted in alphabetical order by last name.



From the list, click on the name of a child to reserve. Then click the “Reserve Children” button at the bottom.

The screenshot shows a table with the following columns: Status, First Name, Last Name, and Priority: NCPreK. The table contains 12 rows of child records. A red arrow points from the right side of the table to the 'Reserve Children' button at the bottom. Below the table is a pagination control showing 'Records per page: 5', 'Records: 1 - 26 of 26', and 'Pages: 1'. Below the pagination are three buttons: 'Edit Child', 'Reserve Children', and 'Export to Excel'. A red arrow points up to the 'Reserve Children' button.

Status	First Name	Last Name	Priority: NCPreK
On Wait List	Trey	Bailey	27
Placed by NC Pre-K	Walter	Beers	18
Placed by NC Pre-K	Taevon	Bradshaw	3
On Wait List	Mary	Contrary	26
Placed by NC Pre-K	Traycee	Davis	8
On Wait List	Ayden	Depaz	14
On Wait List	Arabella	Dixon	21
On Wait List	Keenan	Everwine	20
On Wait List	Barry	GTest	2
On Wait List	Keely	Javier	10
On Wait List	Courtney	Johnson	13
On Wait List	Jade	Kelly	12

Now you will see the “Reserve Children” screen. Be sure that you are reserving the child for the correct school year and correct program, then click the “Reserve” button.

The screenshot shows the 'Reserve Children' screen. At the top, it displays 'User: Connie McAdams' and 'Contract: Chatham County Partnership for Children'. Below this are two dropdown menus: 'School Year:' set to '2013-2014' and 'Program:' set to 'NC Pre-K'. A red arrow points to the 'School Year' dropdown, and another red arrow points to the 'Program' dropdown. Below the dropdowns is a breadcrumb trail: 'Main > Wait List > Reports > Admin > Configure > Logout'. The main content area is titled 'Reserve Children' and contains the following text: 'Number of children requested to reserve: 1', 'You will be able to place these children until: 30-May-2013', and 'After this date, the children will be returned to the waiting list and available to other programs. To reserve these children, press the 'Reserve' button below.' At the bottom of this text are two buttons: 'Reserve' and 'Cancel'. A red arrow points to the 'Reserve' button.

Clicking “Reserve” will take you back to the main screen. The numbers have changed and now show that an additional child has been reserved. You can also see the expiration date of the reservation.

	2013-2014	2016-2017
NC Pre-K:		
Number of Children		
On Wait List:	3	On Wait List: 1
Reserved:	2	Reserved: 0
Expiration	Number	Placed: 0
03-Jan	2	
Placed:	0	

When reserving children it is possible to reserve multiple children at the same time. Use the “Ctrl” Key and your mouse to highlight all of the children you want to reserve. Then follow the instructions above. If you do not highlight any children, clicking the “Reserve Children” button will reserve the entire list.

Status	First Name	Last Name	Priority: NCPreK
Placed by NC Pre-K	Alizabeth	Nettles	19
On Wait List	Amye	Walden	17
On Wait List	Arabella	Dixon	21
On Wait List	Ayden	Depaz	14
On Wait List	Barry	GTest	2
On Wait List	Bobby	Testum	25
On Wait List	Caleb	Macedo	9
Placed by NC Pre-K	Child	McTest	1
Reserved by NC Pre-K	Courtney	Johnson	13
On Wait List	Jade	Kelly	12
On Wait List	Jasmine	Stone	5
On Wait List	Julie	Parnell	16

Records per page: All Records: 1 - 26 of 26 - Pages:

NOTE: Once a child has been reserved, they cannot be returned to the waiting list from the main screen during the reserve period. However, you can release the child back to the waiting list by interrupting the “place child” process. This is done by starting with the “place children” option from the Wait List drop down tab, then choosing the “release child” button instead of “place child.”

You also have the option to “Extend Reserve Date”. If you choose this option you will extend the original reserve date by the number of days in the reserve period. For example, if the original 14 day reservation period ended on November 10 and you decide on November 8 that you want to extend the reserve period, the new expiration date will be 14 days from the day you click the “extend reserve date” button, or until November 22. (To change the number of reserve days for your county from the default of 14, refer to Section XI).



After children have been reserved, they can be placed in a specific site. From the Wait List screen, click the “Wait List” tab, then select “Place Children” from the drop down menu.

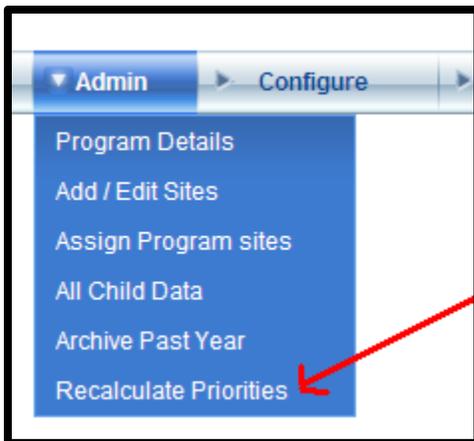


This brings you to the “Place Children” screen where you will see a list of all the children who have been reserved but not yet placed. If you want to see the priority order for the children during this placement process, you will need to reconfigure the “place children” grid. Refer to section XI (Customizing APP) for instructions on configuring grid displays.

Initially the view with a “Priority column” added will not show any priority numbers.

Status	Priority: NCPreK
Reserved by NC Pre-K	

In order for the priorities to populate you must click the Admin tab, then select “recalculate priorities”. This must be done every time data is changed in the system that would affect priorities.



Once priorities are recalculated, the number will populate in the priority column.

Status	Priority: NCPreK
Reserved by NC Pre-K	4
Reserved by NC Pre-K	2
Reserved by NC Pre-K	3
Reserved by NC Pre-K	8
Reserved by NC Pre-K	9
Reserved by NC Pre-K	6

Placement is NOT done automatically by NC Pre-K APP. Priority numbers are based on the priorities you have chosen. They are used to assist in placement decisions. You may also decide to sort using other criteria. For example you could add another column and use that information to help with your placement decisions, or you could sort by other criteria.

Status	Priority: NCPreK	Active IEP
Reserved by NC Pre-K	4	0
Reserved by NC Pre-K	2	-1
Reserved by NC Pre-K	3	1
Reserved by NC Pre-K	8	-1
Reserved by NC Pre-K	9	-1
Reserved by NC Pre-K	6	-1

Place Children

First Name	Last Name	Phone	Alternate Phone	Status	Priority: NCPreK	Priority: ChildcareSubsidy
Caleb	Macedo			Reserved by NC Pre-K	9	2
Amye	Walden			Reserved by NC Pre-K	17	0
Barry	GTest			Reserved by NC Pre-K	2	0
Bobby	Testum			Reserved by NC Pre-K	25	
Arabella	Dixon			Reserved by NC Pre-K	21	0
Courtney	Johnson			Reserved by NC Pre-K	13	0

[Show Filter](#) - Records: 1 - 6 of 6 - Pages: <<< << 1 >> >>>

[Release All Children](#) [Export to Excel](#)

Select the first child to be placed by clicking on the child's name. A summary of that child's information will then appear on the right side of the screen. You may have to scroll to the right to see the information.

School Year: Program:

Wait List | Reports | Admin | Configure | Logout

Alternate Phone	Status	Priority: NCPreK	Priority: ChildcareSubsidy
	Reserved by NC Pre-K	9	2
	Reserved by NC Pre-K	13	0
	Reserved by NC Pre-K	21	0
	Reserved by NC Pre-K	17	0
	Reserved by NC Pre-K	2	0
	Reserved by NC Pre-K	25	0

Show Filter - Records: 1 - 6 of 6 - Pages: << 1 >>

cel

Child's First Name:

Child's Last Name:

School Year: 2013-2014
child is eligible for NC Pre-K

Primary phone number:

Birth Date:
mm/dd/yy or mm/dd/yyyy

Alternate phone number:

Family Address 1:

Could Street

When you scroll to the bottom of the summary box, you will see options that allow you to place the child, release the child, or extend the reserve date.

Family Address 1:

Map

Street 2:

City:

State:

Zip Code:

History of why this child was released from a program: This child has not been released from a program.

Reserve Expires on: 17-Jun-2013

To place the child at a specific site, click the "Place Child" button. You will now see a new screen with the child summary on the left and a list of available sites on the right. The list of sites automatically populates based on Site information already in NC Pre-K Plan. The list includes approximate distances from the child's home address to the site

address (if you have entered valid home address information). These distances may be used to help you make the placement decision. You can also see the number of children already placed at each site. You may need to scroll up and down using the scroll bar on the right in order to see the entire list.

Select the site where you want to place this child and then click the “Place Child” button at the bottom of the screen.

Child Name: Caleb

Parent Name: Macedo

School Year: 2013-2014

Birth Date: 1/1/09 mm/dd/yy or mm/dd/yyyy

Street 1: 40 Jordan Grove Rd

Street 2:

City: Siler City

State: NC

Zip Code: 27344

This child has not been released from a program.

School Year: 2013-2014

Site Name	Approximate Distance	Children Placed
Chatham County Head Start	4.1	0
Children First Learning Center	4.5	1
Chatham Child Development Center	5.6	0
Virginia Cross Elementary School	10.7	0
Silk Hope Preschool	12.6	1
Bennett Preschool	17.0	0
Central Carolina Community College Preschool	25.8	1
The Children's Early School	26.2	0

Place Child
Cancel

This takes you back to the “Place Children” page. You will see a message at the top of the screen showing the child placement that you just completed. You are now ready to place another child.

School Year:
2013-2014

Main | Wait List | Reports | Admin | Configure | Log

Place Children

Caleb Macedo has been placed at Virginia Cross Elementary School. 

First Name	Last Name	Phone	Alternate Phone	Status	Priority: NCPreK
Courtney	Johnson			Reserved by NC Pre-K	13
Arabella	Dixon			Reserved by NC Pre-K	21
Amye	Walden			Reserved by NC Pre-K	17
Barry	GTest			Reserved by NC Pre-K	2
Bobby	Testum			Reserved by NC Pre-K	25

Show Filter - Records: 1 - 5 of 5 - P

Release All Children | Export to Excel

In another option, children can be placed by starting with the Site. To do this from the Wait List screen, click the “Wait List” tab, then select “Site List” from the drop down menu.

Wait List | Reports

- View / Reserve
- Place Children
- Site List 
- Add Children
- Send to NC Pre-K Kids

This takes you to a list of available sites. Use the scroll bar to see the complete list.

Site List
 Select a site, and then select one or more children. Once you have the site and child selected, click 'Place Child' to place the child at that site.

Sites Available

School Year	Site Name	Children Placed
	Carver Center	0
	Children's Development Center	0
	Choice Care Playschool, LLC	0
	Ellenboro Elementary School	1
	Forest City Dunbar	0
	Forrest Hunt Elementary	0
	Harris Elementary	0
	Kid's Town Child Development Center	0

Reserved Children not yet placed

Click on a site. You will see a list of children who are reserved, but not yet placed.

Sites Available

School Year	Site Name	Children Placed
	Carver Center	0
	Children's Development Center	0
	Choice Care Playschool, LLC	0
	Ellenboro Elementary School	0
	Forest City Dunbar	0
	Forrest Hunt Elementary	0
	Harris Elementary	0
	Kid's Town Child Development Center	0

Reserved Children not yet placed

Approx. Distance	First Name	Last Name	Phone	Alternate Phone
7.0	Dena	Test		
8.1	Elroy	Test		
9.5	Happy	Test		
11.2	Fiona	Test		
11.4	Gloria	Test		
12.1	Annie	Test	1231478963	
13.1	Boyd	Test		
16.5	Caycee	Test		
226.7	Tommy	Test		

Show Filter - Records: 1 - 9 of 9 - Pages: <<< 1 >>>

Place Child

Click on a child's name, then click the "Place Child" button. (You may also select multiple children and place them at the same time). This takes you back to the "Site List" page. You will see a message at the top of the screen showing the child placement that you just completed. You are now ready to place other children.

Site List

Child Fiona Test has been placed at Ellenboro Elementary School.

Select a site, and then select one or more children. Once you have the site and child selected, click 'Place Child' to place the child at that site.

Sites Available

School Year	Site Name	Children Placed
	Carver Center	0
	Children's Development Center	0
	Choice Care Playschool, LLC	0
	Ellenboro Elementary School	1
	Forest City Dunbar	0
	Forrest Hunt Elementary	0
	Harris Elementary	0
	Kid's Town Child Development Center	0

Reserved Children not yet placed

IX. Releasing Children

Sometimes you may need to “release” a child who has already been placed. In this process, the child is “un-placed” or removed from placement.

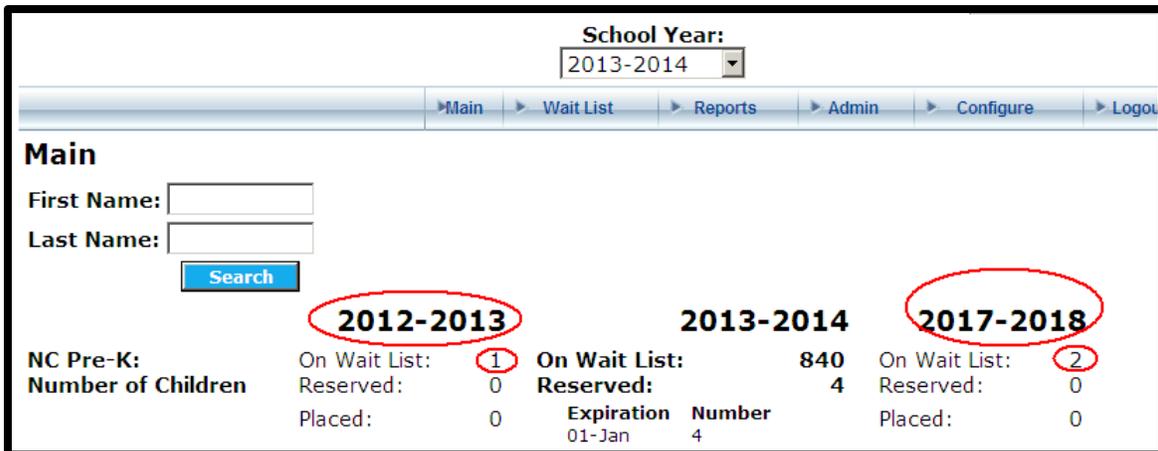
There are two ways to release a child back to the waiting list.

To release a child by name, start on the main page and search for the child by name. You can search by first name, last name, or both, or by a name that is phonetically similar to the name you want.



You may get a list of names (if you searched for John for example) or only the specific name you are looking for.

NOTE: If you cannot find the child using the search option on the main screen, you may have entered the wrong birthdate. Therefore the child may be in a different school year. The display on the main screen shows various years where children have been entered. You might try searching for the missing child in a different program year.



	2012-2013	2013-2014	2017-2018
NC Pre-K:	On Wait List: 1	On Wait List: 840	On Wait List: 2
Number of Children	Reserved: 0	Reserved: 4	Reserved: 0
	Placed: 0	Expiration Number 01-Jan 4	Placed: 0

Another possibility for locating a “missing” child is to use the “All Child Data” option on the Admin tab. Refer to section XIII (Viewing Data) for more information.

First Name ↑	Last Name ↑	NCPK Year ↓	Mother ↓	Father ↓	Street Address ↓
Walter	Beers	2013-2014	Angela Martin	B Test Martin	2015 Wrenn Smith Rd

Records per page: 100 - Records: 1 - 1 of 1 - Pages: <<< << 1 >> >>>

Click on the child’s name, then click the “Release to Wait List” button. (If the child has not been placed at a site, he/she cannot be released to the waiting list from this screen). Now you will see a screen asking you to select the reason for the child’s release. You should select only one choice. This release reason will be saved with the child so that other programs can see what has happened in the past with this child. Click on the choice and include details if your choice is “other”. Then click the “release” button.

Release Child

Child Details:
Reserve Expires on:

Indicate reason for release:

- End of program year
- Child moved out of service area
- Child moved to another NC Pre-K classroom
- Child moved to a non-NC Pre-K setting
- Disruptive behavior: Child moved to an alternate setting
- Parent choice
- Transportation problem
- Do not know
- Other (specify below)

You will now be taken back to the “Main” screen with the message that the child has been released back to the waiting list.

Main

Walter Beers has been released back to the wait list.

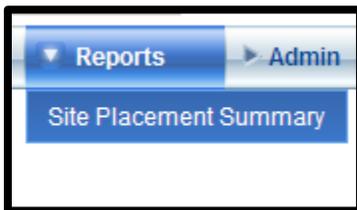
First Name:

Last Name:

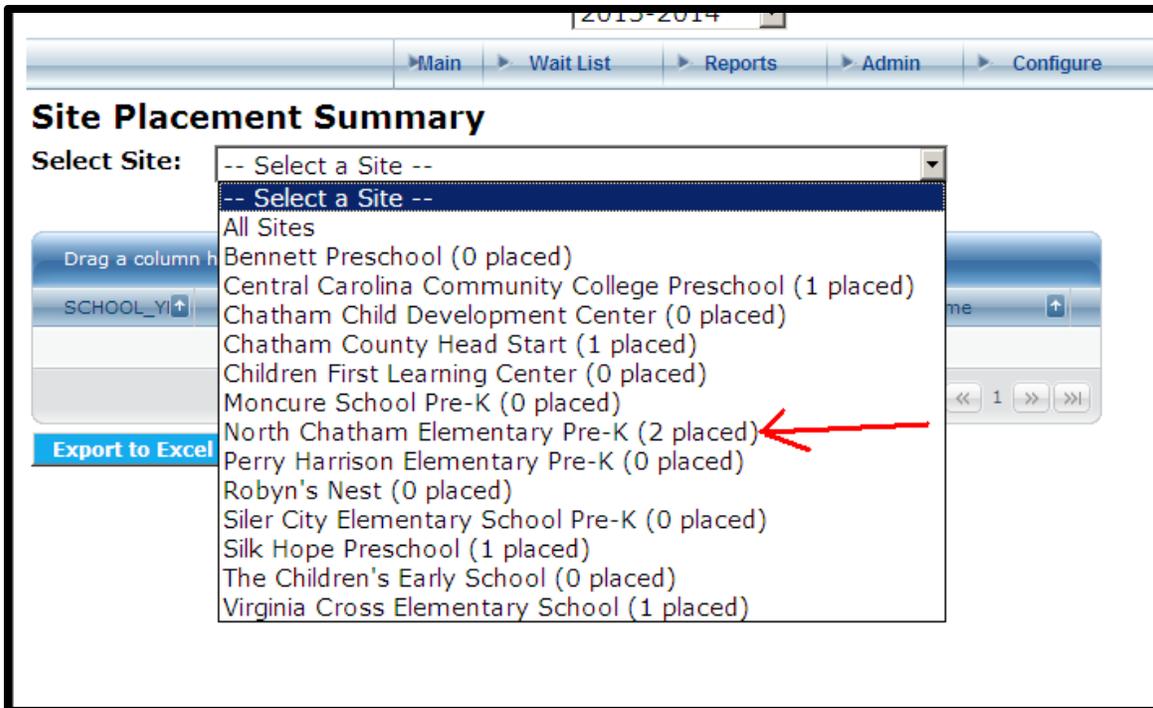
NC Pre-K:	On Wait List:	16
Number of Children	Reserved:	4
	Expiration	Number
	30-May	4

You may also release a child by starting with the site. This method also gives you the option of releasing the child to the wait list, or putting the child in “reserve” status again.

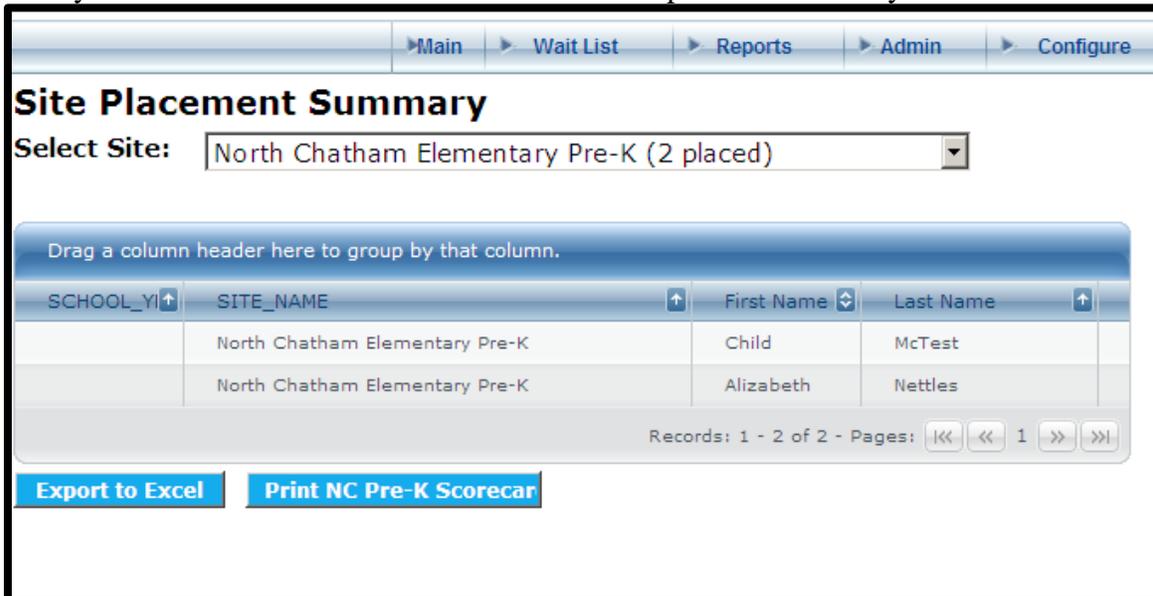
From the “Main” screen click the “Reports” tab, and then click on the “Site Placement Summary”



You will then need to select a site (or all sites) from the site selection drop down list on the Site Placement Summary screen. Be sure to select a site where children have been placed.



Now you will see a screen with a list of all children placed at the site you selected.



When you click on the name of the child you want to release, another set of choices will pop up on the right side of the screen. You may need to scroll down to see the action choice buttons at the bottom.

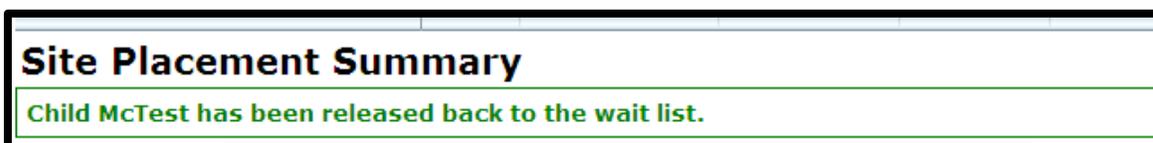


Click “Release to Wait List” or “Return to Reserved List”, depending on whether you want the child to be available to other programs or if you want to continue trying to place the child.

If you select “Release to Wait List” you will see the same “Release Child Screen” from above. You should select only one choice. This release reason will be saved with the child so that other programs can see what has happened in the past with this child. Click on the choice and include details if your choice is “other”. Then click the “release” button.

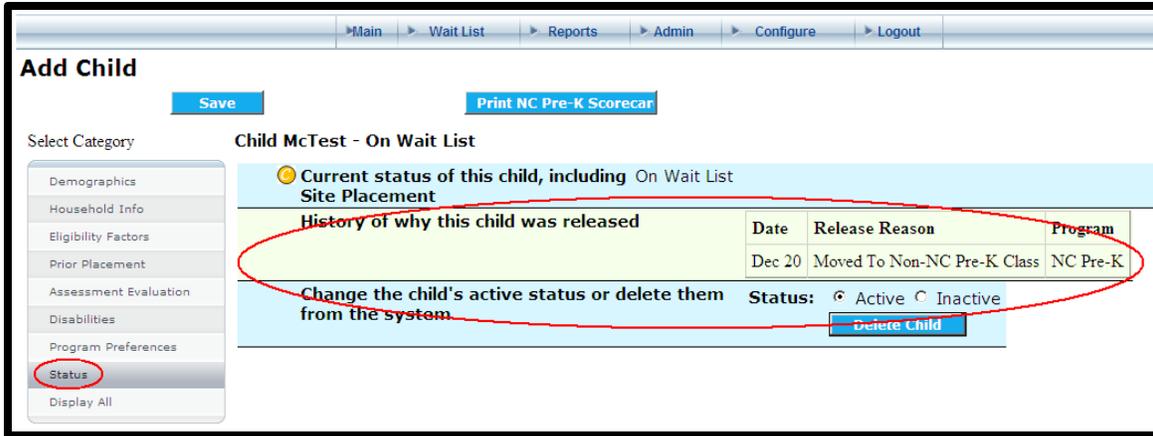
A screenshot of a form titled "Release Child". The form is divided into two columns. The left column is titled "Child Details:" and contains the text "Reserve Expires on:". The right column is titled "Indicate reason for release:" and contains a list of radio button options: "End of program year", "Child moved out of service area", "Child moved to another NC Pre-K classroom", "Child moved to a non-NC Pre-K setting", "Disruptive behavior: Child moved to an alternate setting", "Parent choice", "Transportation problem", "Do not know", and "Other (specify below)". Below the "Other" option is a text input field. At the bottom of the form are two buttons: "Release" and "Cancel".

After selecting the “Release” button, you will see the “Site Placement Summary” screen showing that the child has been released back to the waiting list.



As noted above this release reason will be saved with the child so that other programs can see what has previously happened with this child.

To see the status history of a child, refer to the “Status” category on the “Add Child” screen.



X. Sending Children to NC Pre-K Kids

Once you have placed the children, you are now ready to send them to NC Pre-K Kids. To do this click the “Wait List” tab, then select “Send to NC Pre-K Kids” from the drop down menu.



You will now see the NC Pre-K Kids Export screen. This screen has several drop-down boxes which allow you to select the appropriate sites, classrooms, and the correct reporting period.

School Year:
2013-2014

Program: NC Pre-K

Main | Wait List | Reports | Admin | Configure | Logout

NC Pre-K Kids Export

1. Select a site. Listed below are the sites that have children in the NC Pre-K Application that need to be placed.
2. You will see a list of all of the children that can be placed in that site. Place a check next to each child you want to place.
3. Select the reporting period when the child is starting in NC Pre-K Kids.
4. Then, select a classroom to place children and press the "place children" button.
This will create an 'in process' form for that child in the selected reporting period.

School Year: 2013-2014

Sites with children to import: Fred L. Wilson

Select	Child
<input type="checkbox"/>	Bernard, Bryjit
<input type="checkbox"/>	Compton, Coley

Reporting Period: 11-2013

Available Classrooms: [Dropdown]

Place Children

Once you've made those choices, and selected the children you are ready to send to NC Pre-K Kids, click the blue "place children" button.

School Year: 2013-2014

Sites with children to import: Fred L. Wilson

Select	Child
<input checked="" type="checkbox"/>	Bernard, Bryjit
<input type="checkbox"/>	Compton, Coley

Reporting Period: 12-2013

Available Classrooms: FW01

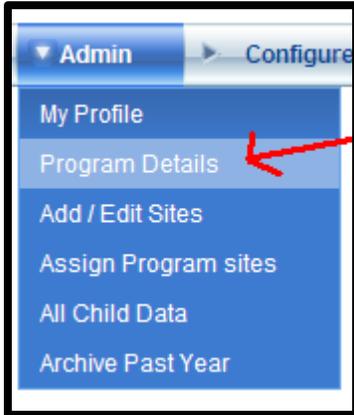
Place Children

This will create an "in process" form for that child in the selected reporting period in NC Pre-K Kids. If there are multiple children to be placed in the same classroom, just select all of their names and place them all in one step.

XI. Customizing APP

Some functions in NC Pre-K APP are customizable at the local level, and some are standard. Standard functions are set at DCDEE and cannot be changed at the local level. If you are not able to change configurations it is probably because the permissions level of your role does not allow you to make those changes.

Reservation periods are set at 14 days by default for all programs. You can change these reservation periods at the county level. Start by clicking the “Admin” tab, then selecting “program details”.



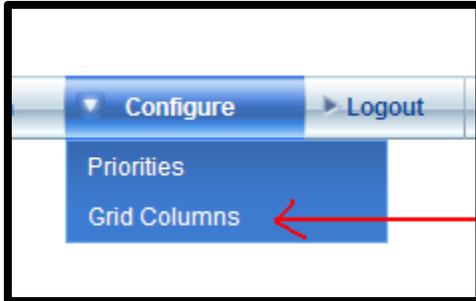
You will then see a screen that shows the number of days in the current reservation period (check out duration) for each of the four programs. You can change the number of days for any or all of the programs separately. You also have the option of establishing a beginning date for reservations for each program (check out start date). Be sure to click the “Save” button after making desired changes.

 A screenshot of the 'Program Details' configuration screen. It features four rows of input fields for different programs: 'NC Pre-K', 'Title 1', 'Head Start', and 'Childcare Subsidy'. Each row has two fields: 'Check Out Duration' (set to 14) and 'Check Out Start Date' (set to 01-Feb-2012). A 'Save' button is located at the bottom right of the form.

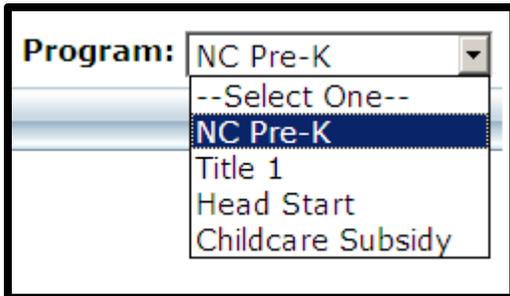
You also have the option of changing the appearance of display grids in NC Pre-K APP. Here is a list of grids that you can customize:

Grid Name	Grid Location
Child Search	Menu: Main. Displayed when you search for a child by name
Child Summary	Once you reserve children, on the Wait List, Place Children screen, when you click the name of a child, a summary will show up on the right.
Place Children	Menu: Wait List, Place Children
Site List	Menu: Wait List, Site List
Wait List	Menu: Wait List, View / Reserve

No matter which grid you want to modify, the process is the same for all grids. Start by clicking the “Configure” tab, then select “Grid Columns”.



Then make sure the correct program is selected from the “Program” drop down list in the upper right corner of the screen. NC Pre-K is usually the default program.



In this example, the “Child Search” grid will be used. Here’s what the grid looks like before any modifications are made.

First Name	Last Name	NCPK Year	Mother	Father	Phone	Alternate Phone	Street Address
Trey	Bailey	2013-2014	Anita Green	H test Green			856 Fire Tower Rd
Walter	Beers	2013-2014	Angela Martin	B Test Martin			2015 Wrenn Smith Rd
Taevon	Bradshaw	2013-2014	Angela Bailey	F Test Bailey			201 Redbud
Mary	Contrary	2013-2014	Mariah Contrary	Test Contrary			4844 Pleasant Hill Church
Traycee	Davis	2013-2014	Ashley Wood	A Test Wood			894 Rebecca Lane
Ayden	Depaz	2013-2014	Liduvina Mora	Q test Mora			70 Walter Bright Rd
Arabella	Dixon	2013-2014	Amanda Brooks	L Test Brooks			175 Rabbit Run

This shows children listed with their first name first, but they are sorted by their last name. If you want the child’s last name to display first, then you would need to change the order of the columns.

Click on “Configure” and “Grid Columns”.

Choose the appropriate grid from the drop down box. In this case “Child Search” is already selected.

Click the Edit button if you would like to change these questions that are displayed.

[Edit](#)

Chatham County Partnership for Children NC Pre-K

Child Search

Question	Option	Grid Label	Sort Order	Sort Direction
Child's First Name		First Name	2	Ascending
Child's Last Name		Last Name	1	Ascending
School Year child is eligible for NC Pre-K		NCPK Year		
Mother's/ Stepmother's/ Guardian's Name		Mother		
Father's/ Stepfather's/ Guardian's Name		Father		
Primary phone number		Phone		
Alternate phone number		Alternate Phone		
Street 1		Street Address		

To start the edit process, click on the blue “Edit” button. An expanded version of the screen appears with some editing tools in the first column.

Chatham County Partnership for Children NC Pre-K

Child Search

Edit	Question	Option	Grid Label	Sort Order	Sort Direction
	Child's First Name		First Name	<input type="text" value="2"/>	<input checked="" type="radio"/> Ascending <input type="radio"/> Descending
	Child's Last Name		Last Name	<input type="text" value="1"/>	<input checked="" type="radio"/> Ascending <input type="radio"/> Descending
	School Year child is eligible for NC Pre-K		NCPK Year	<input type="text"/>	<input type="radio"/> Ascending <input type="radio"/> Descending
	Mother's/ Stepmother's/ Guardian's Name		Mother	<input type="text"/>	<input type="radio"/> Ascending <input type="radio"/> Descending
	Father's/ Stepfather's/ Guardian's Name		Father	<input type="text"/>	<input type="radio"/> Ascending <input type="radio"/> Descending
	Primary phone number		Phone	<input type="text"/>	<input type="radio"/> Ascending <input type="radio"/> Descending
	Alternate phone number		Alternate Phone	<input type="text"/>	<input type="radio"/> Ascending <input type="radio"/> Descending
	Street 1		Street Address	<input type="text"/>	<input type="radio"/> Ascending <input type="radio"/> Descending

[Cancel](#) [Save](#)

To change the order of the “Child’s Last Name” column, simply click on the blue “up arrow” in the row next to the “Child’s Last Name”. Then click the “Save” button.

Edit	Question	Option	Grid Label	Sort Order	Sort Direction
↑ ↓ + ✖	Child's Last Name		Last Name	1	<input checked="" type="radio"/> Ascending <input type="radio"/> Descending
↑ ↓ + ✖	Child's First Name		First Name	2	<input checked="" type="radio"/> Ascending <input type="radio"/> Descending
↑ ↓ + ✖	School Year child is eligible for NC Pre-K		NCPK Year		<input type="radio"/> Ascending <input type="radio"/> Descending
↑ ↓ + ✖	Mother's/ Stepmother's/ Guardian's Name		Mother		<input type="radio"/> Ascending <input type="radio"/> Descending
↑ ↓ + ✖	Father's/ Stepfather's/ Guardian's Name		Father		<input type="radio"/> Ascending <input type="radio"/> Descending
↑ ↓ + ✖	Primary phone number		Phone		<input type="radio"/> Ascending <input type="radio"/> Descending
↑ ↓ + ✖	Alternate phone number		Alternate Phone		<input type="radio"/> Ascending <input type="radio"/> Descending
↑ ↓ + ✖	Street 1		Street Address		<input type="radio"/> Ascending <input type="radio"/> Descending

The child's last name is now listed in the first column. The order of any of the questions can be modified by using the blue up and down arrows.

Now the grid actually shows the child's last name in the first column.

Last Name ↑	First Name ↓	NCPK Year ↓	Mother ↓	Father ↓	Phone ↓	Alternate Phone ↓	Street Address ↓
Bailey	Trey	2013-2014	Anita Green	H test Green			856 Fire Tower Rd
Beers	Walter	2013-2014	Angela Martin	B Test Martin			2015 Wrenn Smith Rd
Bradshaw	Taevon	2013-2014	Angela Bailey	F Test Bailey			201 Redbud
Contrary	Mary	2013-2014	Mariah Contrary	Test Contrary			4844 Pleasant Hill Church
Davis	Traycee	2013-2014	Ashley Wood	A Test Wood			894 Rebecca Lane
Depaz	Ayden	2013-2014	Liduvina Mora	Q test Mora			70 Walter Bright Rd
Dixon	Arabella	2013-2014	Amanda Brooks	L Test Brooks			175 Rabbit Run

Deleting a question from the grid follows a similar process.

Click on "Configure" and "Grid Columns".

Choose the appropriate grid from the drop down box.

Click the "Edit" button.

To delete a column, click the red "X" in the row next to the question that is not needed in the grid. Then click "Save". In this example the "Alternate Phone Number" will be removed.

↑ ↓ + ✖	Alternate phone number		Alternate Phone		<input type="radio"/> Descending <input type="radio"/> Ascending <input type="radio"/> Descending
---------	------------------------	--	-----------------	--	---

To prevent accidental deletions, you will be asked to confirm that you really want to delete this option from the grid.

Are you sure you want to delete 'Alternate phone number' from the grid columns?

When “yes” is selected, the question will disappear from the edit screen. Click “Save”.

Edit	Question	Option	Grid Label	Sort Order	Sort Direction
↑ ↓ + ✖	Child's Last Name		Last Name	1	<input checked="" type="radio"/> Ascending <input type="radio"/> Descending
↑ ↓ + ✖	Child's First Name		First Name	2	<input checked="" type="radio"/> Ascending <input type="radio"/> Descending
↑ ↓ + ✖	School Year child is eligible for NC Pre-K		NCPK Year		<input type="radio"/> Ascending <input type="radio"/> Descending
↑ ↓ + ✖	Mother's/ Stepmother's/ Guardian's Name		Mother		<input type="radio"/> Ascending <input type="radio"/> Descending
↑ ↓ + ✖	Father's/ Stepfather's/ Guardian's Name		Father		<input type="radio"/> Ascending <input type="radio"/> Descending
↑ ↓ + ✖	Primary phone number		Phone		<input type="radio"/> Ascending <input type="radio"/> Descending
↑ ↓ + ✖	Street 1		Street Address		<input type="radio"/> Ascending <input type="radio"/> Descending

Cancel Save

Now the grid is shown without the “alternate phone” column.

Last Name	First Name	NCPK Year	Mother	Father	Phone	Street Address
Bailey	Trey	2013-2014	Anita Green	H test Green		856 Fire Tower Rd
Beers	Walter	2013-2014	Angela Martin	B Test Martin		2015 Wrenn Smith Rd
Bradshaw	Taevon	2013-2014	Angela Bailey	F Test Bailey		201 Redbud
Contrary	Mary	2013-2014	Mariah Contrary	Test Contrary		4844 Pleasant Hill Church
Davis	Traycee	2013-2014	Ashley Wood	A Test Wood		894 Rebecca Lane
Depaz	Ayden	2013-2014	Liduvina Mora	Q test Mora		70 Walter Bright Rd
Dixon	Arabella	2013-2014	Amanda Brooks	L Test Brooks		175 Rabbit Run

Adding a question to the grid follows a similar process.

Click on “Configure” and “Grid Columns”.

Choose the appropriate grid from the drop down box.

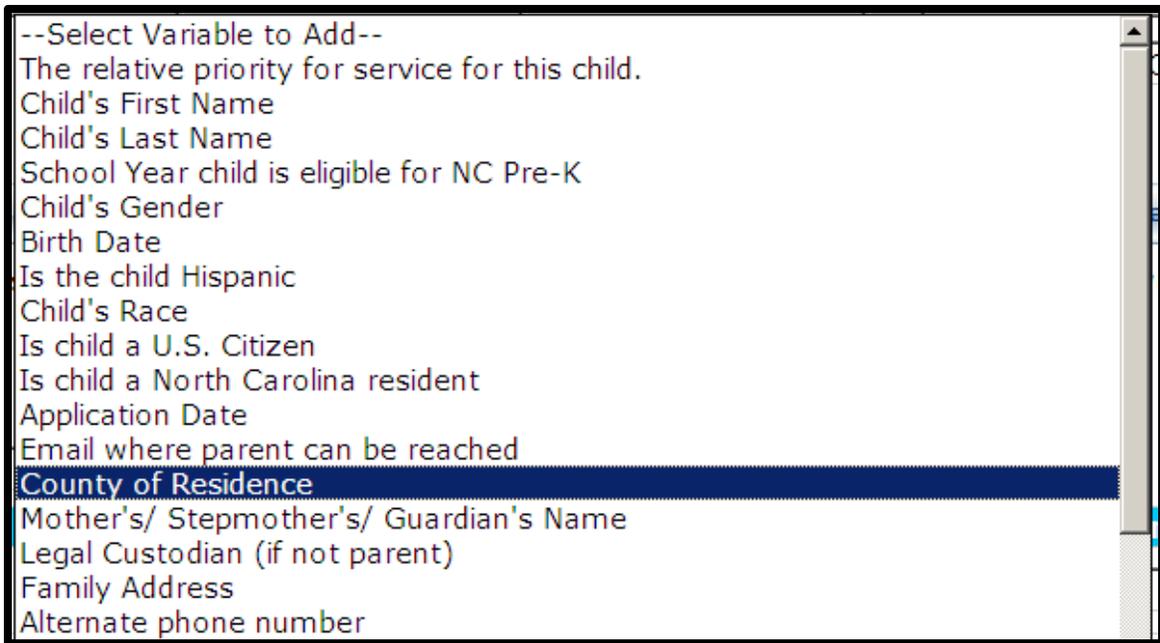
Click the “Edit” button.

Click on the green “Plus” symbol directly above the location where you want to add a new question. You will then see a new box:

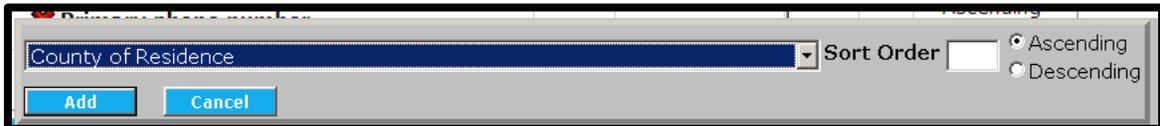
--Select Variable to Add-- Sort Order Ascending
 Descending

Add Cancel

Then click on the arrow for the drop-down list. You will see a long list (scroll up and down to see the complete list) of possible questions to add to the grid.



Make the selection, then click “Add”. You also have the option to select a sort order and “ascending or descending” when sorting on this column.



The question is now added to the edit screen. Click “Save”.

Edit	Question	Option	Grid Label	Sort Order	Sort Direction
↑ ↓ + ✖	Child's Last Name		Last Name	1	<input checked="" type="radio"/> Ascending <input type="radio"/> Descending
↑ ↓ + ✖	Child's First Name		First Name	2	<input checked="" type="radio"/> Ascending <input type="radio"/> Descending
↑ ↓ + ✖	School Year child is eligible for NC Pre-K		NCPK Year		<input type="radio"/> Ascending <input type="radio"/> Descending
↑ ↓ + ✖	Mother's/ Stepmother's/ Guardian's Name		Mother		<input type="radio"/> Ascending <input type="radio"/> Descending
↑ ↓ + ✖	Father's/ Stepfather's/ Guardian's Name		Father		<input type="radio"/> Ascending <input type="radio"/> Descending
↑ ↓ + ✖	Primary phone number		Phone		<input type="radio"/> Ascending <input type="radio"/> Descending
↑ ↓ + ✖	County of Residence				<input type="radio"/> Ascending <input type="radio"/> Descending
↑ ↓ + ✖	Street 1		Street Address		<input type="radio"/> Ascending <input type="radio"/> Descending

Cancel Save

The child search grid now includes the additional column.

Last Name	First Name	NCPK Year	Mother	Father	Phone	COUNTY_O	Street Address
Bailey	Trey	2013-2014	Anita Green	H test Green		Chatham	856 Fire Tower Rd
Beers	Walter	2013-2014	Angela Martin	B Test Martin		Chatham	2015 Wrenn Smith Rd
Bradshaw	Taevon	2013-2014	Angela Bailey	F Test Bailey		Chatham	201 Redbud
Contrary	Mary	2013-2014	Mariah Contrary	Test Contrary		Chatham	4844 Pleasant Hill Church
Davis	Traycee	2013-2014	Ashley Wood	A Test Wood		Chatham	894 Rebecca Lane
Depaz	Ayden	2013-2014	Liduvina Mora	Q test Mora		Chatham	70 Walter Bright Rd
Dixon	Arabella	2013-2014	Amanda Brooks	L Test Brooks		Chatham	175 Rabbit Run
Everwine	Keenan	2013-2014	Betty Dixon	R test Dixon		Chatham	31 Dee St
GTest	Barry	2013-2014				null	4100 Silk Hope Lindley Mill Rd
Javier	Keely	2013-2014	Maria Estela Perez	C Test Perez		Chatham	4414 Piney Grove Church Rd

To change the sort order or direction for any grid, start by clicking the “Configure” tab, then select “Grid Columns”. To edit you will need to click the blue “Edit” button.

Click the Edit button if you would like to change these questions that are displayed. 

Chatham County Partnership for Children NC Pre-K

Child Search

Question	Option	Grid Label	Sort Order	Sort Direction
Child's Last Name		Last Name	2	Ascending
Child's First Name		First Name	1	Ascending
School Year child is eligible for NC Pre-K		NCPK Year		
The relative priority for service for this child. NC Pre-K		Priority: NCPreK		
Mother's/ Stepmother's/ Guardian's Name		Mother		
Father's/ Stepfather's/ Guardian's Name		Father		
Primary phone number		Phone		
County of Residence				
Alternate phone number		Alternate Phone		
Street 1		Street Address		

There may or may not already be selections made in the “sort order” or “sort direction” columns. In the example below you see some questions with selections already made, and some without.

Chatham County Partnership for Children NC Pre-K					
Question	Option	Grid Label	Sort Order	Sort Direction	
<input checked="" type="checkbox"/> Child's Last Name		Last Name	2	<input checked="" type="radio"/> Ascending <input type="radio"/> Descending	
<input checked="" type="checkbox"/> Child's First Name		First Name	1	<input checked="" type="radio"/> Ascending <input type="radio"/> Descending	
<input checked="" type="checkbox"/> School Year child is eligible for NC Pre-K		NCPK Year		<input type="radio"/> Ascending <input type="radio"/> Descending	
<input checked="" type="checkbox"/> The relative priority for service for this child.	NC Pre-K	Priority: NCPreK		<input type="radio"/> Ascending <input type="radio"/> Descending	
<input checked="" type="checkbox"/> Mother's/ Stepmother's/ Guardian's Name		Mother		<input type="radio"/> Ascending <input type="radio"/> Descending	
<input checked="" type="checkbox"/> Father's/ Stepfather's/ Guardian's Name		Father		<input type="radio"/> Ascending <input type="radio"/> Descending	
<input checked="" type="checkbox"/> Primary phone number		Phone		<input type="radio"/> Ascending <input type="radio"/> Descending	

You can add, delete, or change these entries according to your preferences. Don't forget to save your choices by clicking on the blue "Save" button at the bottom of the screen. When you "save" the ascending or descending choices next to deleted sort orders will disappear.

Chatham County Partnership for Children NC Pre-K					
Question	Option	Grid Label	Sort Order	Sort Direction	
<input checked="" type="checkbox"/> Child's Last Name		Last Name		<input checked="" type="radio"/> Ascending <input type="radio"/> Descending	
<input checked="" type="checkbox"/> Child's First Name		First Name		<input checked="" type="radio"/> Ascending <input type="radio"/> Descending	
<input checked="" type="checkbox"/> School Year child is eligible for NC Pre-K		NCPK Year		<input type="radio"/> Ascending <input type="radio"/> Descending	
<input checked="" type="checkbox"/> The relative priority for service for this child.	NC Pre-K	Priority: NCPreK	1	<input checked="" type="radio"/> Ascending <input type="radio"/> Descending	
<input checked="" type="checkbox"/> Mother's/ Stepmother's/ Guardian's Name		Mother		<input type="radio"/> Ascending <input type="radio"/> Descending	
<input checked="" type="checkbox"/> Father's/ Stepfather's/ Guardian's Name		Father		<input type="radio"/> Ascending <input type="radio"/> Descending	
<input checked="" type="checkbox"/> Primary phone number		Phone		<input type="radio"/> Ascending <input type="radio"/> Descending	
<input checked="" type="checkbox"/> County of Residence				<input type="radio"/> Ascending <input type="radio"/> Descending	
<input checked="" type="checkbox"/> Alternate phone number		Alternate Phone		<input type="radio"/> Ascending <input type="radio"/> Descending	
<input checked="" type="checkbox"/> Street 1		Street Address		<input type="radio"/> Ascending <input type="radio"/> Descending	

Now the children are no longer sorted alphabetically, but are in order according to their NC Pre-K priority.

Main | Wait List | Reports | Admin | **Configure** | Logout

Last Name	First Name	NCPK Year	Priority: NCPReK	Mother	Father	Phone	COUNTY_O
Pugh	Quentin	2013-2014	1	Patricia Nettles	J Test Nettles		null
Munoz	Justin	2013-2014	2	Wayland Hill	N test Hill		Chatham
Javier	Keely	2013-2014	3	Maria Estela Perez	C Test Perez		Chatham
Stone	Jasmine	2013-2014	4	April Stanley	P test Stanley		Chatham
Robinson	Tianna	2013-2014	5	Ginger Pace	G test Pace		Chatham
Parnell	Julie	2013-2014	6	Donna Matthews	D Test Matthews		Chatham
Dixon	Arabella	2013-2014	7	Amanda Brooks	L Test Brooks		Chatham
Depaz	Ayden	2013-2014	8	Liduvina Mora	Q test Mora		Chatham
Everwine	Keenan	2013-2014	9	Betty Dixon	R test Dixon		Chatham
Matthews	Skylar	2014-2015	10	Melinda Cleary	M test Cleary		Chatham
Matthews	Shantell	2014-2015	11	Melinda Cleary	M test Cleary		Chatham
...	Angel	O test		Chatham

Records per page: 100 Show Filter

Edit Child Reserve Children Release to Wait List

As you view the results of your search in a grid, you can still adjust the order in which you view the results. If for example in the screen shot above you decide you want the results in order by the father's name you can click on the up/down arrows in the header of the "father" column.



The list will now sort in ascending order by the father's name.

Last Name	First Name	NCPK Year	Priority: NCPReK	Mother	Father
Davis	Traycee	2013-2014	0	Ashley Wood	A Test Wood
Beers	Walter	2013-2014	14	Angela Martin	B Test Martin
Javier	Keely	2013-2014	3	Maria Estela Perez	C Test Perez
Parnell	Julie	2013-2014	6	Donna Matthews	D Test Matthews
Richie	Mary	2013-2014	23	Mama Richie	Daddy Richi
Macedo	Caleb	2013-2014	0	Ingrid Velasquez	E Test Velasquez
Bradshaw	Taevon	2013-2014	0	Angela Bailey	F Test Bailey
Robinson	Tianna	2013-2014	5	Ginger Pace	G test Pace
Bailey	Trey	2013-2014	22	Anita Green	H test Green
Nettles	Alizabeth	2013-2014	0	Pamela Scott	I test Scott

To sort in descending order, click on the “up” arrow and it will change to a “down” arrow and will sort in descending order. These view sorts, done by clicking on the arrows in the column headers are not saved. The next time you open the grid the order will revert to the sort order choices determined by the grid configurations.

There are two other columns in the edit view for grid configurations. The “Grid Label” is set by the system and cannot be changed.

The final column is for “Options”. Some of the questions available have several options. For example in “relative priority of service” you can choose from NC Pre-K, Title 1, Head Start, of Childcare Subsidy.

Edit	Question	Option	Grid Label
↑ ↓ + ✖	Child's Last Name		Last Name
↑ ↓ + ✖	Child's First Name		First Name
↑ ↓ + ✖	School Year child is eligible for NC Pre-K		NCPK Year
↑ ↓ + ✖	The relative priority for service for this child.	NC Pre-K --Select One-- NC Pre-K Title 1 Head Start Childcare Subsidy	Priority: NCPreK
↑ ↓ + ✖	Mother's/ Stepmother's/ Guardian's Name		Mother
↑ ↓ + ✖	Father's/ Stepfather's/ Guardian's Name		Father
↑ ↓ + ✖	Primary phone number		Phone

Use the drop down list in the option column to choose the category you want to display. Always click the blue “Save” button at the bottom of the screen to save your choice.

XII. Customizing Priorities

NC Pre-K APP is already programmed with default priorities for child placement. The default priorities are based on eligibility, income, military service, and additional factors.

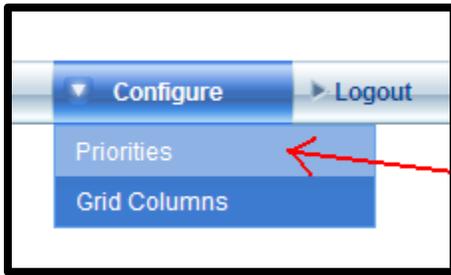
NC Pre-K Priorities	
Question	Order
Is Child eligible for NC Pre-K	Descending
NC Pre-K Income at or below 75% of SMI	Descending
Is at least one parent or legal guardian of this child an active duty member of	Descending
Total number of additional factors checked.	Descending

Here’s how a group of sample children sort based on these default priorities. All of the children who are at or below 75 % of State Median Income (SMI) are at the top of the list. Within that group those with Military status and additional risk factors have higher priority than those with only 75% SMI. For those above 75% SMI, again priorities are for Military and other risk factors. The children at the bottom of the list have no need indicators.

First Name	75% SMI	Income Yearly	NC Pre-K Income	Family Size	POV_STATUS	Milita	TOTAL_RISK	Priority: NCPrek
Ophelia	1	5200	5200	5	Below 130% of poverty	1	4	1
Jayden	1			1	Below 130% of poverty	1	3	2
Kaylissa	1	24000	24000	4	Below 130% of poverty	1	2	3
Gabriel	1			3	Below 130% of poverty	0	4	4
Donell	1	38000	38000	6	Below 130% of poverty	0	3	5
Sylvee	1	18040	18040	10	Below 130% of poverty	0	2	6
Cherly	1	6240	6240	6	Below 130% of poverty	0	2	7
Waverly	1			1	Below 130% of poverty	0	2	8
Vernon	1	6600	6600	3	Below 130% of poverty	0	2	9
Isabella	1	12000	12000	2	Below 130% of poverty	0	1	10
Zirconia	1	25000	25000	4	Below 130% of poverty	0	1	11
Yale	1	15000	15000	4	Below 130% of poverty	0	1	12
Preston	1			1	Below 130% of poverty	0	0	13
Luther	1	16200	15600	5	Below 130% of poverty	0	0	14
Max	1	10000	0	4	Below 130% of poverty	0	0	15
April	1	12600	12600	2	Below 130% of poverty	0	0	16
Brandon	1	26400	26400	4	Below 130% of poverty	0	0	17
Freida	1	25000	25000	5	Below 130% of poverty	0	0	18
Quinrette	1	34000	34000	2	Between 201-250% of poverty	0	0	19
Ellie	0	78000	78000	9	Between 186-200% of poverty	1	3	20
Talleah	0	52000	52000	4	Between 201-250% of poverty	1	1	21
Richie	0	60000	60000	5	Between 201-250% of poverty	0	1	22
Ursula	0	43000	43000	3	Between 201-250% of poverty	0	1	23
Xairobi	0	43000	43000	3	Between 201-250% of poverty	0	1	24
Nathan	0	75000	75000	3	Greater than 300% of poverty	0	0	25
Harrison	0	60000	60000	4	Between 251-300% of poverty	0	0	26

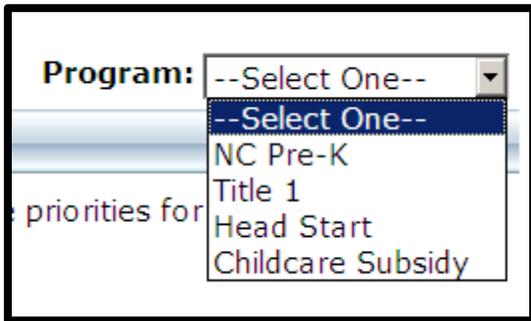
Note: When priorities are based on income, be aware that when no income information is entered, the system defaults to “0” and prioritizes the family as if there is no income.

To change the priorities for your county, the steps are similar to customizing other grids. Refer to section XI (Customizing APP). Start by clicking the Configure tab, then choosing “Priorities”.



Then click the blue “Edit” button and rearrange the priority sort fields to meet the needs of your county.

You can customize the priorities for each program (NC Pre-K, Title I, Head Start, Childcare Subsidy) separately. Just select the correct program from the drop down list before you start. NC Pre-K will usually be the default selection unless you previously changed to a different program.



Here’s an example of the same criteria, but in a different order for the Childcare Subsidy Program.

2013-2014 Program: Childcare Subsidy

Main | Wait List | Reports | Admin | Configure | Logout

Priorities have been recalculated.

This lists the questions used to determine priority for a child. Use the Program drop down list at the top of the see the priorities for different programs.

**test Chatham County Partnership for Children
Childcare Subsidy
Priorities**

Edit	Question	Order
↑ ↓ + ×	Is at least one parent or legal guardian of this child an active duty member of	Descending
↑ ↓ + ×	NC Pre-K Income at or below 75% of SMI	Descending
↑ ↓ + ×	Total number of additional factors checked.	Descending

Here’s an example of the new sort order for the same children based on changing the order of the priorities. In the example above, Ellie and Talleah were ranked 20 and 21 in priority order. Now because the military criteria question is above SMI, they have moved up to 4th and 5th place.

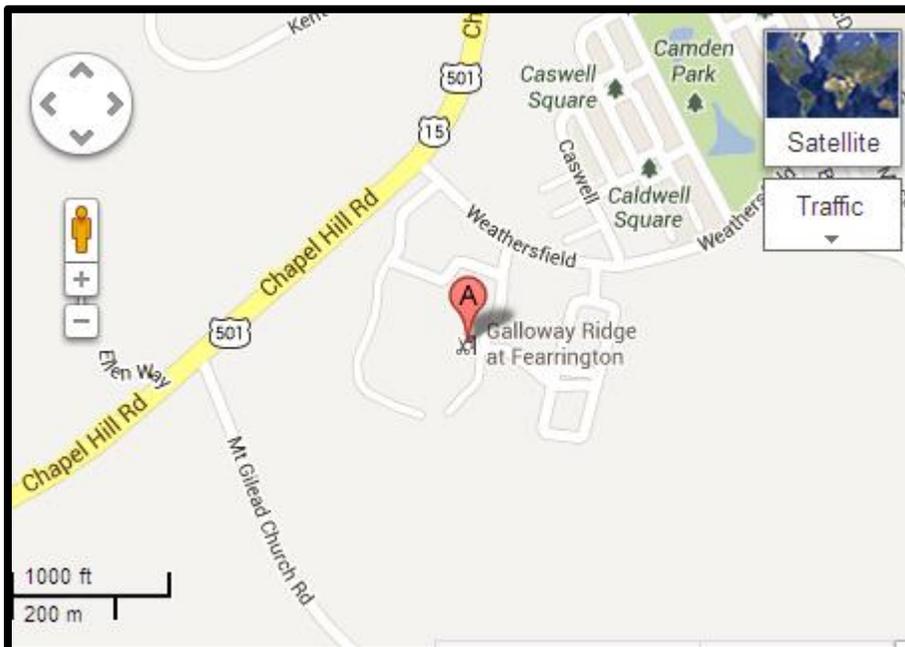
First Name	75% SMI	Income Yearly	NC Pre-K Income	Family Size	POV_STATI	Military	TOTAL_RIS	Priority: ChildcareSubsidy
Ophelia	1	5200	5200	5	Below 130% of poverty	1	4	1
Jayden	1			1	Below 130% of poverty	1	3	2
Kaylissa	1	24000	24000	4	Below 130% of poverty	1	2	3
Ellie	0	78000	78000	9	Between 186-200% of poverty	1	3	4
Talleah	0	52000	52000	4	Between 201-250% of poverty	1	1	5
Gabriel	1			3	Below 130% of poverty	0	4	6
Donell	1	38000	38000	6	Below 130% of poverty	0	3	7
Waverly	1			1	Below 130% of poverty	0	2	8
Vernon	1	6600	6600	3	Below 130% of poverty	0	2	9
Cherly	1	6240	6240	6	Below 130% of poverty	0	2	10
Sylvee	1	18040	18040	10	Below 130% of poverty	0	2	11
Isabella	1	12000	12000	2	Below 130% of poverty	0	1	12
Zirconia	1	25000	25000	4	Below 130% of poverty	0	1	13
Yale	1	15000	15000	4	Below 130% of poverty	0	1	14
Freida	1	25000	25000	5	Below 130% of poverty	0	0	15
Quinrette	1	34000	34000	2	Between 201-250% of poverty	0	0	16
Luther	1	16200	15600	5	Below 130% of poverty	0	0	17
Preston	1			1	Below 130% of poverty	0	0	18
April	1	12600	12600	2	Below 130% of poverty	0	0	19
Brandon	1	26400	26400	4	Below 130% of poverty	0	0	20
Max	1	10000	0	4	Below 130% of poverty	0	0	21
Richie	0	60000	60000	5	Between 201-250% of poverty	0	1	22
Ursula	0	43000	43000	3	Between 201-250% of poverty	0	1	23
Xairobi	0	43000	43000	3	Between 201-250% of poverty	0	1	24
Harrison	0	60000	60000	4	Between 251-300% of poverty	0	0	25
Nathan	0	75000	75000	3	Greater than 300% of	0	0	26

XIII. Geographical Locations

Mapping is built in to APP to help you determine the physical location of the child and the distance between the child’s location and various site options.

When you select a child from the “Place Children” screen, a box with details about the child appears on the right of the screen. Near the bottom you will see the word **Map** (if a valid address has already been entered in the system). Clicking on this link will take you to an actual map of the child’s location.

Family Address Map	Street 1	3000 Galloway Ridge
	Street 2	
	City	Pittsboro
	State	NC
	Zip Code	27312



Mapping is also used to show approximate distances from the child’s location to a specific site.

Approx. Distance	First Name	Last Name	Phone	Alternate Phone
1.5	Gloria	Test		
1.6	Fiona	Test		
6.3	Happy	Test		

[Show Filter](#) - Records: 1 - 3 of 3 - Pages: << < 1 > >>

XIV. Viewing Data

The “Print NC Pre-K Scorecard” option appears on child screens and child summary screens. “Print NC Pre-K Scorecard” allows you to print each child’s scorecard individually for your records. Just click on the blue button and a PDF version of the NC Pre-K Program Eligibility form will appear.



NC Pre-K Program Eligibility Form
(REVISED: Effective June 5, 2013)

Date Completed: 12-Nov-2013
 Child's Name: Test One Birth Date: 04-Apr-2009
 Address: 123 Carthage St
 City: Pinehurst Zip: Phone:

Determining Eligibility Factors

- 1) Will the child be four years of age on or before August 31st of the program year?
 No (Child not eligible; discontinue scorecard.)
 Yes (Move to question 2.)

- 2) What is the annual family gross income? 30,000.00 What is the family size? 4
 Is either parent(s) – check all that apply: (These are not eligibility requirements but this information will help DCDEE leverage federal funding)
 Employed
 Seeking employment
 In post-secondary education
 In high school or in a GED program
 In job training

- 3) Does the family's countable income fall at or below 75% of the State Median Income (SMI)?
 No (Go to question 4.)
 Yes (Child is at-risk and receives priority status; complete table B.)

- 4) Does the child have an Individualized Education Plan (IEP)?
 No (Complete table A and B and move to question 5.)
 Yes (Child is at-risk and receives priority status; complete table B.)

TABLE A		
Check one box for each:	Yes	No
Child of eligible military family	<input type="checkbox"/>	<input type="checkbox"/>
Limited English Proficiency	<input type="checkbox"/>	<input type="checkbox"/>
Chronic Health Condition(s)	<input type="checkbox"/>	<input type="checkbox"/>
Developmental/Educational Need	<input type="checkbox"/>	<input type="checkbox"/>

TABLE B (TANF/MOE Only)	Check one
130% of poverty and below	X
131 - 185% of poverty	
186 - 200% of poverty	
201 - 250% of poverty	
251 - 300% of poverty	
Above 300% of poverty	

- 5) Is there one or more yes boxes checked in Table A?
 No (Child is not eligible for NC Pre-K)
 Yes (Child is eligible to be served after all children who are "at-risk" have been placed.)

printed 12-20-2013

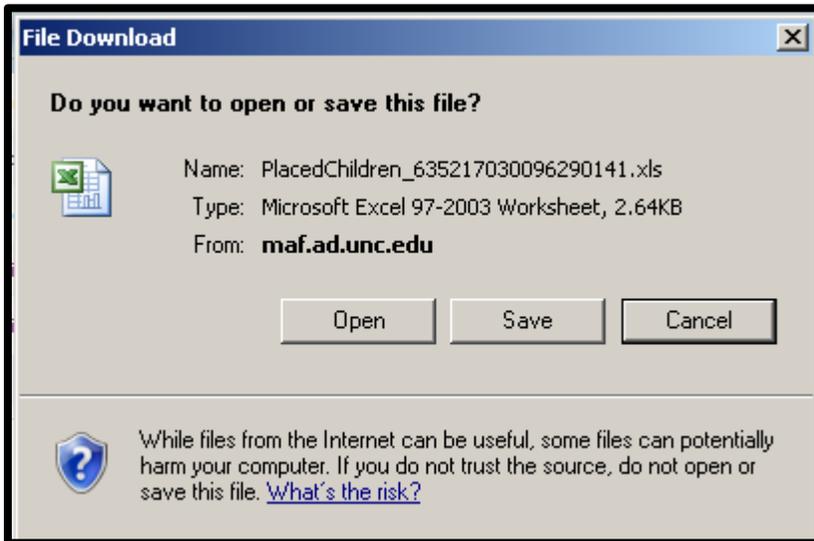
Use the printer icon or the print command from your file menu to send this document to your printer. (This appears as a two page document, so you may want to restrict your options to the page 1 view before printing). After printing just click the ↶ in the upper left corner of your browser. This will close the scorecard and return you to the APP screen.

NOTE: You can also print the entire application form for an individual child. When you are in the "display all" view of the application form, just click the printer icon or the print command from the file menu. This will print the 6 page application form and all the data you have entered for that child. To print only a segment of the application form, select the appropriate category (demographics, household info, etc) and then you can print that section.

Many of the grid displays in NC Pre-K APP give you the option to “export to Excel”. This button can be found on various screens including; the Wait List grid, the Place Children grid, and the Site Placement Summary Report. A similar button “New Export to Excel” can be found on the “All Child Data” screen.

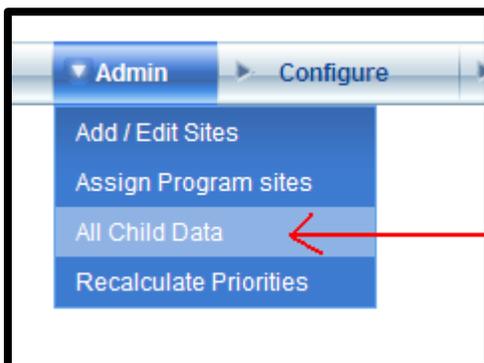


To create an Excel spreadsheet, just click on one of these blue buttons. You will then get a message asking if you want to open or save the file. Click “open”.



The data in the APP grid will open in an Excel spreadsheet. You can now sort, search, format and save the data to meet your needs. To create customized spreadsheets, you may first need to refer to section XI (Customizing APP) to include additional data elements in the grid.

If you need to see all the data you have entered for all children, click on the Admin tab. Select “All Child Data”.



This will create a large grid with all of the data elements from the child data form.

Many of the questions in the child application have “yes or no” answers. There are also several multiple choice questions. The responses (or non-responses) to these questions show up on the grid (and the Excel spreadsheet) as code numbers. Here’s a sample key to those codes.

Ethnicity (Is the child Hispanic?)

-1 = No ANSWER

0 = NO

1 = YES

For all similar questions “-1” indicates no response, “0” means NO, and “1” means YES.

XV. What do the codes mean?

The symbols that appear next the questions mean:

 - Question will transfer to NC Pre-K Kids

 - Question is used to calculate the relative priority for a child

 - Question is calculated by the system based on the answer to other questions in the Application