

Help Center

Just a click away!



Community Resources

e-book

ChildPlus
Desktop



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childplus.com

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The Help Center and Agency Customization

The articles in the Help Center and videos in the Learning Library are based on the default setup of ChildPlus and assume full security access to all platforms, modules, features and fields. If you cannot find or access a feature referenced in an article, be aware that your agency's specific customization of ChildPlus determines:

- Your access to each platform
- Your access to specific modules or features
- Security or location restrictions for your level of access to ChildPlus
- Whether a module or feature has been turned on
- Which fields are available in each module
- The content of drop-down fields

Contact your ChildPlus administrator to verify your security access and the availability of a feature referenced in an article.

If you are a ChildPlus administrator and need to configure security access or turn on a feature, see [User Security Groups](#) or [contact us](#) for additional assistance.

Help Center Updates and ChildPlus Platforms

The Help Center is continually updated to reflect the current version of ChildPlus. Ensure that you are using the [latest version of ChildPlus](#) and referencing an article for the appropriate ChildPlus platform. Instructions for modules often differ between ChildPlus Online and ChildPlus Desktop and are unique for the Attendance App.

- To find out which version of ChildPlus you are using, see [About ChildPlus](#).
- For more information about the different platforms and how to access them, see [Platform Comparison](#).
- To learn about the differences between the modules in ChildPlus Desktop and ChildPlus Online, see [Module Comparison](#).

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Community Resources

Community Resources provides a way to track all organizations, companies and individuals that serve your agency, including:

- Memorandums of understanding for resources that have agreements with your program
- Directions, services provided and application procedures used to assist families in connecting with resources

Add a New Community Resource




Use this section to add a new **Community Resource** through the **Management** module.

ChildPlus Desktop

To add a new **Community Resource** in ChildPlus Desktop:

1. Go to **ChildPlus Desktop >> Management >> Community Resources**.
2. Click **Add New Community Resource**.
3. Enter a name and phone number for the resource. ChildPlus uses this information to prevent you from adding duplicate resources.
4. Click **OK**.
5. Complete the [fields](#).

Field	Description
Name and Address	
Name	Enter the name of the resource, individual or organization ChildPlus populates this field with the information you added in the previous step. Update the name if needed
Short Name	Enter an abbreviated name to assign to the resource ChildPlus may display the resource's short name in place of their full name on certain reports
Active	ChildPlus activates the new Community Resource by default Uncheck this field to deactivate a Community Resource . Inactive Community Resources are not available for selection in drop-down lists throughout ChildPlus
Agency	Select the agency that the resource serves If the resource serves all of your agencies, select No Agency This option is only available if you have more than one agency set up in ChildPlus
Site	Select the site that the resource serves If you do not want to associate the resource with a specific site, select No Site

Field	Description
Specialty	<p>Enter the resource's specialty</p> <p>Examples of specialties include pediatrics, oral surgery and psychology</p>
Resource Type(s)	<p>Select the appropriate type(s) to assign to the resource</p> <p>ChildPlus associates the resource type with the appropriate service area</p>
Physical Address	<p>Enter the address for the resource</p> <p>When you enter the ZIP code, ChildPlus automatically populates the city, state and county fields. For more information, see ZIP Code Configuration.</p> <p>Click the map marker  to generate a map of the address in ChildPlus</p>
Mailing address is the same as the Physical Address	<p>Select this option if the resource's mailing address is the same as their physical address</p>
Mailing Address	<p>If the resource's mailing address differs from their physical address, enter the mailing address</p> <p>Click the map marker  to generate a map of the address in ChildPlus</p>
Contact	<p>Enter the name of the contact person for the resource</p>
Phone 1	<p>Enter the main phone number for the resource</p>
Phone 2	<p>Enter an additional phone number for the resource</p>
Fax	<p>Enter the fax number for the resource</p>
Email	<p>Enter the email address of the contact person for the resource</p> <p>Click email  to open your device's mail client and send an email to the contact person for the resource</p>
Website	<p>Enter the resource's website</p>

Field	Description
Notes	
Notes	Enter pertinent notes about the resource that might be helpful to your organization
Services Provided	Enter information about the actual service(s) that the resource provides for your organization
Areas Served	Enter details about the area(s) the resource serves
Directions to Resources	Enter directions to the resource's physical address
Application Procedures	Enter details about any application procedures necessary to obtain services from this resource

6. Save.

Delete a Community Resource

Use this section to delete a **Community Resource**.

ChildPlus Desktop

To delete a **Community Resource** in ChildPlus Desktop:

1. Go to **ChildPlus Desktop >> Management >> Community Resources**.
2. Select the resource you want to delete.
3. Click **Delete Resource**.
4. Click **Yes** to confirm that you want to delete the resource.