

Help Center

Just a click away!



Community Resources

e-book

ChildPlus
Online



800.888.6674
childplus.com

© 2022 Management Information Technology USA, Inc. DBA ChildPlus Software. ChildPlus is a trademark of Management Information Technology USA, Inc.

Information in this document is subject to change without notice. Companies, names and data used in examples herein are fictitious unless otherwise noted.

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](#).

Table of Contents

Community Resources	5
Add a New Community Resource	6
Sort Community Resources	8
Filter Community Resources	8
Delete a Community Resource	8

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 Online

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

1. Go to **ChildPlus Online >> Services >> Management >> Community Resources**.
2. Click or tap **Add Resource**.
3. Complete the **fields**.

Field	Description
General	
Name	Enter the name of the resource, individual or organization ChildPlus populates this field with the information you added in the previous step
Contact	Enter the name of the contact person for the resource
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
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
Specialty	Enter the resource's specialty Examples of specialties include pediatrics, oral surgery and psychology

Field	Description
Resource Type	
Resource Type	Select the appropriate type(s) to assign to the resource ChildPlus associates the resource type with the appropriate service area
Address	
Physical Address	Enter the address for the resource
Mailing address same as physical	Select this option if the resource's mailing address is the same as their physical address
Mailing Address	If the resource's mailing address differs from their physical address, enter the mailing address
Contact Information	
Phone 1	Enter the main phone number for the resource
Phone 2	Enter an additional phone number for the resource
Fax	Enter the fax number for the resource
Email	Enter the email address of the contact person for the resource Click email <input type="checkbox"/> to open your device's mail client and send an email to the contact person for the resource
Website	Enter the resource's website
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 Resource	Enter directions to the resource's physical address
Application Procedure	Enter details about any application procedures necessary to obtain services from this resource

4. Click or tap **Save**.

Sort Community Resources

You can determine how ChildPlus displays the list of **Community Resources**. **Community Resources** are sorted in order by name by default.

To sort **Community Resources** in ChildPlus Online:

1. Go to **ChildPlus Online >> Services >> Management >> Community Resources**.
2. Do any of the following:
 - Click or tap a column header once to sort in ascending order or twice to sort in descending order
 - Hold down the **Shift** key to select more than one column for sorting



When a column is sorted, ChildPlus Online displays an up or down arrow next to the column header name.

Filter Community Resources

You can filter which **Community Resources** ChildPlus displays if your agency has many resources or you only want to see specific types of resources.

To filter **Community Resources** in ChildPlus Online:

1. Go to **ChildPlus Online >> Services >> Management >> Community Resources**.
2. Click or tap filter on the column header you want to filter.
3. Select the items you want to filter.
4. Click or tap **OK**.

Delete a Community Resource

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

ChildPlus Online

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

1. Go to **ChildPlus Online >> Services >> Management >> Community Resources**.
2. Select the resource you want to delete.
3. Click or tap **More ...**.
4. Select **Delete Community Resource**.
5. Click or tap **Delete** to confirm that you want to delete the resource.