

Help Center

Just a click away!



Dashboard

e-book

ChildPlus
Software



800.888.6674
childplus.com

© 2021 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.

Table of Contents

Dashboard	4
Add a New Dashboard	5
General	6
Chart Settings	7
Grid Settings	7
Email Scheduler	8
Sharing	9
Dashboard Indicators	10
Attendance	11
CLASS® Infant	17
CLASS® Pre-K	18
CLASS® Toddler	19
Disability (Enrolled Only)	20
Education	21
Eligibility	29
Enrollment	31
Family Services	33
Health	39
Immunizations	49
In-Kind	50
Mental Health	51
Dashboard Options	52
Refresh a Dashboard	54
Delete a Dashboard	55
Dashboards	56

Dashboard

The **Dashboard** provides an overview of your agency's progress. Use the **Dashboard** to evaluate statistics covering the overall development of the entire agency or concentrate on agency performance within a particular area in real time.

The **Dashboard** displays detailed agency information in an expandable outline format. Use the various indicators compare data for multiple locations simultaneously. You can also create as many **Dashboards** as you want.

Add a New Dashboard

Use this section to create a new **Dashboard**.

To add a new **Dashboard** in ChildPlus Desktop:

1. Go to **ChildPlus Desktop >> Dashboard**.
2. Click **Add Dashboard (+)** above the **Dashboard** toolbar.
3. Select one of the following:
 - **Start with a blank Dashboard:** create a new **Dashboard** from scratch
 - **Start with a copy of:** copy all settings from an existing **Dashboard**
4. Click **OK**.
5. Configure the [General](#) settings for the **Dashboard**.
6. Complete the [fields](#) in each applicable section.
 - [Chart Settings](#)
 - [Grid Settings](#)
 - [Email Scheduler](#)
 - [Sharing](#)
7. Click **Save**.

General

Use this section to configure general settings for a **Dashboard**.

1. Go to **ChildPlus Desktop >> Dashboard**.
2. Select the **Dashboard** you want to edit.
3. Click **Settings**.
4. Complete the **fields**.

Field	Description
Name	Enter a name for the Dashboard
School Year	Select a School Year to associate with the Dashboard You must select a School Year to use the Families Making Gains indicator
Program Terms	Select the appropriate Program Term(s)
Show this Dashboard when I sign in	Select this option to have ChildPlus automatically display the Dashboard when you sign in to ChildPlus Desktop
Agencies	
Sites	Select the locations to view participant information from
Classrooms	

5. Click **Save**.

Chart Settings

Use this section to display a chart on the **Dashboard**. Charts display percentages or counts in the form of a bar graph.

1. Go to **ChildPlus Desktop >> Dashboard**.
2. Select the **Dashboard** you want to edit.
3. Click **Settings**.
4. Go to the **Chart Settings** tab.
5. Click **Show Chart**.
6. Select the [indicators](#) to display on the chart. Hover over an indicator to display details about it.
7. Click **Save**.

Grid Settings

Use this section to display a grid on a **Dashboard**. Grids display percentages or counts in the form of a table.

1. Go to **ChildPlus Desktop >> Dashboard**.
2. Select the **Dashboard** you want to edit.
3. Click **Settings**.
4. Go to the **Grid Settings** tab.
5. Click **Show Grid**.
6. Select the [indicators](#) to display on the grid. Hover over an indicator to display details about it.
7. Click **Save**.

Email Scheduler

Use this section to configure an email notification schedule for a **Dashboard**.

1. Go to **ChildPlus Desktop >> Dashboard**.
2. Select the **Dashboard** you want to email.
3. Click **Settings**.
4. Go to the **Email Scheduler** tab.
5. Complete the **fields**.

Fields	Description
Email this dashboard	Select this option to send the Dashboard to the email associated with your ChildPlus account ChildPlus sends the Dashboard as an Excel spreadsheet
Send an email	Select a frequency at which to email the Dashboard
Also send a copy of each email to	Select this option to email the Dashboard to other staff members Enter each staff member's work email address You must share the Dashboard in order for other staff members to receive emails
If no data is found when the email is to be sent	Select whether to send an email of the Dashboard when no items are found
Grid	
Drill Down	
Status	Select from each applicable option to specify how grid data will display in emails
Mode	Participant data does not display in emails. If you set Drill Down
Format	to Participants , emails will drill down to Classrooms instead
% Bars	
Chart	
Level	
Group by	Select from each applicable option to specify how chart data will display in emails
Status	
Format	

6. Click **Save**.

Sharing

Use this section to share a **Dashboard** with other staff members. When you share a **Dashboard**, other users will only have view access. Only the user who creates a **Dashboard** or your ChildPlus administrator can change the settings. When you view a **Dashboard** created by another user, ChildPlus displays the user's name at the bottom of the left sidebar.

To share a **Dashboard** in ChildPlus Desktop:

1. Go to **ChildPlus Desktop >> Dashboard**.
2. Select the **Dashboard** you want to share.
3. Click **Settings**.
4. Go to the **Sharing** tab.
5. Select **Share this dashboard**.
6. Select each **User Security Group** that you want to share the **Dashboard** with.
7. Click **Save**.

Dashboard Indicators

Use this section to learn about all of the **Dashboard** indicators available in ChildPlus, including default data thresholds and which enrollment statuses are used in calculations.



When you include a **Chart** on a **Dashboard**, ChildPlus displays dotted lines to indicate a threshold set by your agency. When you include a **Grid** on a **Dashboard**, ChildPlus displays locations that have not met a threshold defined by your agency in red.






ChildPlus administrators can configure thresholds for each indicator in **ChildPlus Desktop >> Setup >> System Setup >> System Preferences >> [Dashboards](#)**.




Attendance

Dashboard >> Chart Settings

Dashboard >> Grid Settings

Use this section to learn about **Attendance Dashboard** indicators.

Indicator	Description	Default Threshold	Enrollment Status
 Percent Attendance from Funded Enrollment Month-to-Date	Measures Percent Attendance from the beginning of the current month until today. Uses the attendance codes configured to count as Present divided by the Funded Enrollment	Highlight values below 85%	Any. This indicator includes anyone who was enrolled during the reporting period, regardless of their current status
 Percent Attendance from Funded Enrollment Last Month	Measures Percent Attendance from last month. Uses the attendance codes configured to count as Present divided by the Funded Enrollment Last month means the last calendar month. For example, if today is July 14th, the report would show ADA for June	Highlight values below 85%	Any. This indicator includes anyone who was enrolled during the reporting period, regardless of their current status
 Percent Attendance from Funded Enrollment Year-to-Date	Measures Percent Attendance from the program term begin date until today. Uses the attendance codes configured to count as Present divided by the Funded Enrollment	Highlight values below 85%	Any. This indicator includes anyone who was enrolled during the reporting period, regardless of their current status

Indicator	Description	Default Threshold	Enrollment Status
 Percent Attendance from Actual Enrollment Month-to-Date	Measures Percent Attendance from the beginning of the current month until today. Attendance codes configured to count as Present divided by the sum of the attendance codes configured to count as present or absent	Highlight values below 85%	Any. This indicator includes anyone who was enrolled during the reporting period, regardless of their current status
 Percent Attendance from Actual Enrollment Last Month	Measures Percent Attendance from last month. Attendance codes configured to count as Present divided by the sum of the attendance codes configured to count as present or absent	Highlight values below 85%	Any. This indicator includes anyone who was enrolled during the reporting period, regardless of their current status
 Percent Attendance from Actual Enrollment Year-to-Date	Measures Percent Attendance from the program begin date until today. Attendance codes configured to count as Present divided by the sum of the attendance codes configured to count as present or absent	Highlight values below 85%	Any. This indicator includes anyone who was enrolled during the reporting period, regardless of their current status
Not Chronically Absent (<10%)	Children who are not chronically absent as defined by Attendance Works as those children missing less than 10% of total school days	Highlight values above 100%	Any. This indicator includes anyone who was enrolled during the reporting period, regardless of their current status
Moderate Chronic Absence (10-20%)	Children who are moderately chronically absent as defined by Attendance Works as those children missing 10-19.99% of total school days	Highlight values above 5%	Any. This indicator includes anyone who was enrolled during the reporting period, regardless of their current status

Indicator	Description	Default Threshold	Enrollment Status
Severe Chronic Absence (21%+)	Children who are severely chronically absent as defined by Attendance Works as those children missing 20% or more of total school days	Highlight values above 5%	Any. This indicator includes anyone who was enrolled during the reporting period, regardless of their current status
Moderate or Severe Chronic Absence (10%+)	Children who are moderately or severely chronically absent as defined by Attendance Works as those children missing 10% or more of total school days	Highlight values above 5%	Any. This indicator includes anyone who was enrolled during the reporting period, regardless of their current status
2+ Consecutive Unexcused Absences in the Last 30 Days	Measures consecutive unexcused absence rate. Indicates the percentage of participants who had 2 or more consecutive unexcused absences in the last 30 days	Highlight values above 0%	This indicator only includes participants with a status of Enrolled unless you specifically select Enrolled and Dropped
Follow-up on Consecutive Unexcused Absences	Measures whether follow-up on consecutive unexcused absences is taking place in a timely manner. Of participants who had 2 or more consecutive unexcused absences in the last 30 days, indicates the percentage who had an attendance follow-up completed as early as the day of the first absence but no later than the 2nd consecutive unexcused absence	Highlight values below 100%	This indicator only includes participants with a status of Enrolled unless you specifically select Enrolled and Dropped

Indicator	Description	Default Threshold	Enrollment Status
Low or Sporadic Attendance in the Last 30 Days	Measures low or sporadic individual attendance rate. Indicates the percentage of participants whose attendance percentage during the last 30 days was below 85%	Highlight values above 0%	This indicator only includes participants with a status of Enrolled unless you specifically select Enrolled and Dropped
Follow-up on Low or Sporadic Attendance	Measures whether follow-up on low or sporadic attendance is taking place in a timely manner. Of participants whose attendance percentage was below 85% during the last 30 days, indicates the percentage who had an attendance follow-up completed on or after the date of the first absence occurring during that same period	Highlight values below 100%	This indicator only includes participants with a status of Enrolled unless you specifically select Enrolled and Dropped
Attendance Issues in the Last 30 Days	Measures attendance issues rate. Indicates the percentage of participants who had 2 or more consecutive absences or whose attendance percentage was below 85% in the last 30 days	Highlight values above 0%	This indicator only includes participants with a status of Enrolled unless you specifically select Enrolled and Dropped

Indicator	Description	Default Threshold	Enrollment Status
Follow-up on Attendance Issues	Measures whether follow-up on attendance issues is taking place in a timely manner. Indicates the percentage of participants who had 2 or more consecutive unexcused absences in the last 30 days or whose attendance percentage was below 85% during the last 30 days, who, in the case of consecutive unexcused absences, had an attendance follow-up completed as early as the day of the first absence but no later than the 2nd consecutive unexcused absence and/or, in the case of low or sporadic attendance, had an attendance follow-up completed on or after the date of the first absence occurring during that same period	Highlight values below 100%	This indicator only includes participants with a status of Enrolled unless you specifically select Enrolled and Dropped

Indicator	Description	Default Threshold	Enrollment Status
Attendance Follow-up was Effective	<p>Measures whether attendance improved to an appropriate level after follow-up. Of participants who had an attendance follow-up completed at least 30 days ago, indicates the percentage who, during the subsequent 30 days after the follow-up, maintained an attendance percentage of at least 85% and did not have 2 or more consecutive unexcused absences</p> <p>If ChildPlus has more than one matching attendance follow-up, it will use the most recent one</p>	Highlight values below 100%	This indicator only includes participants with a status of Enrolled unless you specifically select Enrolled and Dropped
4+ Tardies in the Last 30 Days	<p>Measures tardiness rate. Indicates the percentage of participants who were tardy 4 or more times in the last 30 days</p>	Highlight values above 0%	This indicator only includes participants with a status of Enrolled unless you specifically select Enrolled and Dropped
Left Early 4+ Times in the Last 30 Days	<p>Measures early departure rate. Indicates the percentage of participants who left early 4 or more times in the last 30 days</p>	Highlight values above 0%	This indicator only includes participants with a status of Enrolled unless you specifically select Enrolled and Dropped



ChildPlus administrators can configure attendance codes in **ChildPlus Desktop >> Setup >> System Setup >> System Preferences >> Attendance >> ADA.**

CLASS® Infant

[Dashboard >> Chart Settings](#)
[Dashboard >> Grid Settings](#)

Use this section to learn about the **Infant CLASS® Dashboard** indicator.

Indicator	Description	Default Threshold	Enrollment Status
Responsive Caregiving	Indicates the average score for the Responsive Caregiving domain for all of the most recent Infant CLASS® observations performed at each location	NA	NA

CLASS® Pre-K

[Dashboard >> Chart Settings](#)

[Dashboard >> Grid Settings](#)

Use this section to learn about **Pre-K CLASS® Dashboard** indicators.

Indicator	Description	Default Threshold	Enrollment Status
Emotional Support	Indicates the average score for the Emotional Support domain for all of the most recent Pre-K CLASS® observations performed at each location	NA	NA
Classroom Organization	Indicates the average score for the Classroom Organization domain for all of the most recent Pre-K CLASS® observations performed at each location	NA	NA
Instructional Support	Indicates the average score for the Instructional Support domain for all of the most recent Pre-K CLASS® observations performed at each location	NA	NA

CLASS® Toddler

[Dashboard >> Chart Settings](#)

[Dashboard >> Grid Settings](#)

Use this section to learn about **Toddler CLASS® Dashboard** indicators.

Indicator	Description	Default Threshold	Enrollment Status
Emotional and Behavioral Support	Indicates the average score for the Emotional and Behavioral Support domain for all of the most recent Toddler CLASS® observations performed at each location	NA	NA
Engaged Support for Learning	Indicates the average score for the Engaged Support for Learning domain for all of the most recent Toddler CLASS® observations performed at each location	NA	NA

Disability (Enrolled Only)

[Dashboard >> Chart Settings](#)

[Dashboard >> Grid Settings](#)

Use this section to learn about **Disability Dashboard** indicators.

Indicator	Description	Default Threshold	Enrollment Status
IEP / IFSP (% of Funded Enrollment)	Measures IEP/IFSP enrollment. Indicates the number of participants who have an active IEP or IFSP as a percentage of funded enrollment. This indicator only includes enrolled children	Highlight values below 10%	This indicator only includes participants with a status of Enrolled unless you specifically select Enrolled and Dropped
IEP / IFSP (% of Actual Enrollment)	Measures IEP/IFSP enrollment. Indicates the number of participants who have an active IEP or IFSP as a percentage of current (actual) enrollment. This indicator only includes enrolled children	Highlight values below 10%	This indicator only includes participants with a status of Enrolled unless you specifically select Enrolled and Dropped
IEPs / IFSPs Due within 30 Days or Past Due	Indicates the percentage of participants with an IEP or IFSP due within 30 days or past due. This indicator only includes enrolled children	Highlight values above 0%	This indicator only counts a participant if they have at least one IEP or IFSP that does not have an IEP (or IFSP) Date but does have a Due date and the due date is 30 days or less away or is in the past

Education

[Dashboard >> Chart Settings](#)

[Dashboard >> Grid Settings](#)

Use this section to learn about **Education Dashboard** indicators.

Indicator	Description	Default Threshold	Enrollment Status
Requirements Completed (Entry-Based)	The percentage of participants who have completed entry-based requirements	Highlight values below 100%	This indicator only includes participants with a status of Enrolled unless you specifically select Enrolled and Dropped
Requirements Completed (Age-Based)	The percentage of participants who have completed age-based requirements	Highlight values below 100%	This indicator only includes participants with a status of Enrolled unless you specifically select Enrolled and Dropped
Requirements Past Due or Expired	Indicates the percentage of participants that are past due on at least one education requirement (entry-based or age-based) or who have an education event meeting an entry-based requirement that is expired	Highlight values above 0%	This indicator only includes participants with a status of Enrolled unless you specifically select Enrolled and Dropped
Requirements Due within 30 Days	Indicates the percentage of participants that have a least one education requirement (entry-based or age-based) due within 30 days	Highlight values above 0%	This indicator only includes participants with a status of Enrolled unless you specifically select Enrolled and Dropped

Indicator	Description	Default Threshold	Enrollment Status
First Parent Conference	Indicates the percentage of participants who received the first parent-teacher conference	NA	This indicator only includes participants with a status of Enrolled unless you specifically select Enrolled and Dropped
Second Parent Conference	Indicates the percentage of participants who received the second parent-teacher conference	NA	This indicator only includes participants with a status of Enrolled unless you specifically select Enrolled and Dropped
Third Parent Conference	Indicates the percentage of participants who received the third parent-teacher conference	NA	This indicator only includes participants with a status of Enrolled unless you specifically select Enrolled and Dropped
Fourth Parent Conference	Indicates the percentage of participants who received the fourth parent-teacher conference	NA	This indicator only includes participants with a status of Enrolled unless you specifically select Enrolled and Dropped

Indicator	Description	Default Threshold	Enrollment Status
First Individualized Curriculum	Indicates the percentage of participants who received the first Individualized Curriculum	NA	This indicator only includes participants with a status of Enrolled unless you specifically select Enrolled and Dropped
Second Individualized Curriculum	Indicates the percentage of participants who received the second Individualized Curriculum	NA	This indicator only includes participants with a status of Enrolled unless you specifically select Enrolled and Dropped
Third Individualized Curriculum	Indicates the percentage of participants who received the third Individualized Curriculum	NA	This indicator only includes participants with a status of Enrolled unless you specifically select Enrolled and Dropped
Fourth Individualized Curriculum	Indicates the percentage of participants who received the fourth Individualized Curriculum	NA	This indicator only includes participants with a status of Enrolled unless you specifically select Enrolled and Dropped

Indicator	Description	Default Threshold	Enrollment Status
First Education Home Visit	Indicates the percentage of participants who received the first education home visit	NA	This indicator only includes participants with a status of Enrolled unless you specifically select Enrolled and Dropped
Second Education Home Visit	Indicates the percentage of participants who received the second education home visit	NA	This indicator only includes participants with a status of Enrolled unless you specifically select Enrolled and Dropped
Third Education Home Visit	Indicates the percentage of participants who received the third education home visit	NA	This indicator only includes participants with a status of Enrolled unless you specifically select Enrolled and Dropped
Fourth Education Home Visit	Indicates the percentage of participants who received the fourth education home visit	NA	This indicator only includes participants with a status of Enrolled unless you specifically select Enrolled and Dropped

Indicator	Description	Default Threshold	Enrollment Status
Developmental, Behavioral, and Sensory Screenings Up-to-Date	<p>Indicates the percentage of participants who have unexpired developmental, behavioral, and sensory screenings</p> <p>ChildPlus checks unexpired Events with the following selected for the Event Type in ChildPlus Desktop >> Setup >> Module Setup >> Health and Education Events:</p> <ul style="list-style-type: none"> • Developmental Screening • Behavioral Screening • Sensory - Auditory Screening • Sensory - Visual Screening 	Highlight values below 100%	This indicator only includes participants with a status of Enrolled unless you specifically select Enrolled and Dropped
Developmental Screenings Up-to-Date	<p>Indicates the percentage of participants who have unexpired developmental screenings</p> <p>ChildPlus checks for unexpired Events with Developmental Screening selected for the Event Type in ChildPlus Desktop >> Setup >> Module Setup >> Health and Education Events</p>	Highlight values below 100%	This indicator only includes participants with a status of Enrolled unless you specifically select Enrolled and Dropped

Indicator	Description	Default Threshold	Enrollment Status
Developmental Screenings Due within 30 Days	<p>Indicates the percentage of participants who have developmental screenings coming due within 30 days</p> <p>ChildPlus checks for Requirements (entry and age-based) that are based on Events with Developmental Screening selected in ChildPlus Desktop >> Setup >> Module Setup >> Health and Education Events and that will be coming due within 30 days</p>	Highlight values below 100%	This indicator only includes participants with a status of Enrolled unless you specifically select Enrolled and Dropped
Behavioral Screenings Up-to-Date	<p>Indicates the percentage of participants who have unexpired behavioral screenings</p> <p>ChildPlus checks for unexpired Events with Behavioral Screening selected for the Event Type in ChildPlus Desktop >> Setup >> Module Setup >> Health and Education Events</p>	Highlight values below 100%	This indicator only includes participants with a status of Enrolled unless you specifically select Enrolled and Dropped

Indicator	Description	Default Threshold	Enrollment Status
Behavioral Screenings Due within 30 Days	<p>Indicates the percentage of participants who have behavioral screenings coming due within 30 days</p> <p>ChildPlus checks for Requirements (entry and age-based) that are based on Events with Behavioral Screening selected in ChildPlus Desktop >> Setup >> Module Setup >> Health and Education Events and that will be coming due within 30 days</p>	Highlight values below 100%	This indicator only includes participants with a status of Enrolled unless you specifically select Enrolled and Dropped
Auditory Screenings Up-to-Date	Indicates the percentage of participants who have unexpired auditory screenings	Highlight values below 100%	This indicator only includes participants with a status of Enrolled unless you specifically select Enrolled and Dropped
Auditory Screenings Due within 30 Days	Indicates the percentage of participants who have auditory screenings coming due within 30 days	Highlight values below 100%	This indicator only includes participants with a status of Enrolled unless you specifically select Enrolled and Dropped
Visual Screenings Up-to-Date	Indicates the percentage of participants who have unexpired visual screenings	Highlight values below 100%	This indicator only includes participants with a status of Enrolled unless you specifically select Enrolled and Dropped

Indicator	Description	Default Threshold	Enrollment Status
Visual Screenings Due within 30 Days	Indicates the percentage of participants who have visual screenings coming due within 30 days	Highlight values below 100%	This indicator only includes participants with a status of Enrolled unless you specifically select Enrolled and Dropped
Developmental Assessments	Indicates the percentage of participants who completed Assessments for Assessment Periods active during the Program Term	Highlight values below 100%	This indicator only includes participants with a status of Enrolled unless you specifically select Enrolled and Dropped
Requirements Completed Late	Indicates the percentage of participants that completed at least one education requirements (entry-based or age-based) late	Highlight values below 0%	This indicator only includes participants with a status of Enrolled unless you specifically select Enrolled and Dropped

Eligibility

[Dashboard >> Chart Settings](#)

[Dashboard >> Grid Settings](#)

Use this section to learn about **Eligibility Dashboard** indicators.

Indicator	Description	Default Threshold	Enrollment Status
Foster Child	Indicates the percentage of participants whose Income Status is Foster Child	NA	This indicator only includes participants with a status of Enrolled unless you specifically select Enrolled and Dropped
Homeless	Indicates the percentage of participants whose Income Status is Homeless	NA	This indicator only includes participants with a status of Enrolled unless you specifically select Enrolled and Dropped
Income below 100%	Indicates the percentage of participants whose Income Status is Income below 100%	NA	This indicator only includes participants with a status of Enrolled unless you specifically select Enrolled and Dropped
Income 100 < 130%	Indicates the percentage of participants whose Income Status is Income 100 < 130%	Highlight values above 35%	This indicator only includes participants with a status of Enrolled unless you specifically select Enrolled and Dropped

Indicator	Description	Default Threshold	Enrollment Status
Over Income	Indicates the percentage of participants whose Income Status is Over Income	Highlight values above 10%	This indicator only includes participants with a status of Enrolled unless you specifically select Enrolled and Dropped
Public Assistance	Indicates the percentage of participants whose Income Status is Public Assistance	NA	This indicator only includes participants with a status of Enrolled unless you specifically select Enrolled and Dropped

Enrollment

[Dashboard >> Chart Settings](#)

[Dashboard >> Grid Settings](#)

Use this section to learn about **Enrollment Dashboard** indicators.

Indicator	Description	Default Threshold	Enrollment Status
Funded Enrollment	Indicates funded enrollment	NA	NA
Enrollment	Measures full enrollment. Indicates the percentage of funded slots filled with enrolled participants (Current Enrollment divided by Funded Enrollment)	Highlight values below 100%	Enrolled
Waitlist	Measures the health of the waiting list. Indicates the waiting list as a percentage of funded enrollment (Waiting List divided by Funded Enrollment)	Highlight values below 20%	Waitlisted, Drop/Wait
Vacancies	Indicates the number of vacancies as a percentage of funded enrollment ChildPlus calculates vacancies as Funded Enrollment minus Current Enrollment	Highlight values above 0%	NA
Accepted	Indicates the number of accepted participants as a percentage of vacancies (Accepted divided by Vacancies) ChildPlus calculates vacancies as Funded Enrollment minus Current Enrollment	Highlight values below 100%	Accepted, Drop/Accept

Indicator	Description	Default Threshold	Enrollment Status
Drops in the last 30 days	Measures recent turnover rate. Indicates participants who dropped within the last 30 days and did not re-enroll as a percentage of cumulative enrollment during the same period	Highlight values above 15%	Any. This indicator includes anyone who dropped, regardless of their current status
Drops Year-to-Date	<p>Measures cumulative turnover rate. Indicates participants who dropped since the beginning of the program term and did not re-enroll as a percentage of cumulative enrollment</p> <p>Cumulative Enrollment is the count of all participants enrolled for at least one day during the Program Term</p>	Highlight values above 15%	Any. This indicator includes anyone who dropped, regardless of their current status

Family Services



[Dashboard >> Chart Settings](#)

[Dashboard >> Grid Settings](#)



Use this section to learn about **Family Services Dashboard** indicators.

Indicator	Description	Default Threshold	Enrollment Status
Family Outcome Assessments Up-to-date	Measures the completion of Family Outcomes Assessments. Indicates the percentage of families who have completed or have been marked as Not Assessed on all assessments that they are due for at this time	Highlight values below 100%	This indicator only includes participants with a status of Enrolled unless you specifically select Enrolled and Dropped
Family Outcome Assessments Past Due	Measures the completion of Family Outcomes Assessments. Indicates the percentage of families who are past due for assessment	Highlight values above 0%	This indicator only includes participants with a status of Enrolled unless you specifically select Enrolled and Dropped
Families Making Gains	Measures gains on Family Outcomes Assessments. Of families with at least two assessments during the school year, indicates the percentage of families who made gains	Highlight values below 100%	This indicator only includes participants with a status of Enrolled unless you specifically select Enrolled and Dropped
Assessment Due within 30 Days	Indicates the percentage of families who have an assessment that is due within 30 days	NA	This indicator only includes participants with a status of Enrolled unless you specifically select Enrolled and Dropped

Indicator	Description	Default Threshold	Enrollment Status
In a Goal Setting Process	Indicates the percentage of families in a goal setting process	Highlight values below 100%	This indicator only includes participants with a status of Enrolled unless you specifically select Enrolled and Dropped
Active Family Partnership Agreement	<p>Indicates the percentage of families with an active family partnership agreement</p> <p>ChildPlus counts families as having active partnership agreements if Yes is selected for the Family Partnership Agreement field in ChildPlus Mobile >> Family Services >> FPA, Needs Assessment, PIR or ChildPlus Desktop >> Family Services >> Family Services Information and if the current date is between the effective dates</p>	Highlight values below 100%	This indicator only includes participants with a status of Enrolled unless you specifically select Enrolled and Dropped
 Need Identified	Indicates the percentage of families with a Need Identified event that was open at least one day during the program term	NA	This indicator only includes participants with a status of Enrolled unless you specifically select Enrolled and Dropped

Indicator	Description	Default Threshold	Enrollment Status
 Need Identified Closed	<p>Of the families with a Need Identified event that was open at least one day during the program term, indicates the percentage whose event is closed</p> <p>ChildPlus considers an Event as closed if has a Date Closed. If a family has multiple matching Events, all of them must be Closed in order for the family to be counted for this indicator</p>	Highlight values below 100%	This indicator only includes participants with a status of Enrolled unless you specifically select Enrolled and Dropped
 Referred	Indicates the percentage of families with a Referral action on an event that was open at least one day during the program term	NA	This indicator only includes participants with a status of Enrolled unless you specifically select Enrolled and Dropped
Receiving Services	<p>Indicates the percentage of families receiving at least one type of family service (taken from the Family Services Information tab)</p> <p>ChildPlus will count a family for this indicator if Yes is selected for any of the Services Received options in ChildPlus Mobile >> Family Services >> FPA, Needs Assessment, PIR or ChildPlus Desktop >> Family Services >> Family Services Information</p>	NA	This indicator only includes participants with a status of Enrolled unless you specifically select Enrolled and Dropped

Indicator	Description	Default Threshold	Enrollment Status
Need Identified with no Follow-up in 30 Days	<p>Of the families with an open Need Identified event, indicates the percentage who have not had an action in the last 30 days. Does not include events that have not been open at least 30 days</p> <p>ChildPlus includes families with a Need Identified that don't have a Date Closed associated with their record. ChildPlus will automatically exclude events whose Initial Date is less than 30 days ago. Of those remaining, ChildPlus will include events that don't have any actions with an Action Date within the last 30 days</p>	Highlight values above 0%	Enrolled
Open Need Identified more than 30 days old	Indicates the percentage of Families with an Open Need Identified more than 30 days old	Highlight values above 0%	This indicator only includes participants with a status of Enrolled unless you specifically select Enrolled and Dropped

Indicator	Description	Default Threshold	Enrollment Status
 Family Goal Completed	<p>Of the families with a Family Goal event that was open at least one day during the program term, indicates the percentage whose event is closed with Progress of Completed</p> <p>An event is closed with progress of completed if it has a Date Closed and the value of the Progress field is Completed</p> <p>ChildPlus considers an Event as closed with Progress of Completed if it has a Date Closed and the value of the Progress field is Completed</p>	NA	<p>This indicator only includes participants with a status of Enrolled unless you specifically select Enrolled and Dropped</p>
 Family Goal Progress	<p>Of the families with a Family Goal event that is open, indicates the percentage who have made progress</p> <p>A Family Services Event is open if there is no Date Closed. A family has made progress on their goal if the Progress field in the Family Goal Event is set to one of the choices that count as progress</p>	Highlight values below 100%	<p>This indicator only includes participants with a status of Enrolled unless you specifically select Enrolled and Dropped</p>

Indicator	Description	Default Threshold	Enrollment Status
Homeless Families Acquiring Housing	<p>Indicates the percentage of enrolled homeless families that have acquired housing during the program term</p> <p>ChildPlus uses the Homeless Family and Acquired Housing During the Program Year fields in ChildPlus Mobile >> Family Services >> FPA, Needs Assessment, PIR or ChildPlus Desktop >> Family Services >> Family Services Information to calculate this indicator</p>	Highlight values below 100%	This indicator only includes participants with a status of Enrolled unless you specifically select Enrolled and Dropped



ChildPlus considers a **Family Services Event** as open for at least one day during the Program Term if it's **Initial Date** is on or before the last day of the Program Term and it does not have a **Date Closed** or it's **Date Closed** is on or after the first day of the Program Term (and the **Date Closed** is on or after the **Initial Date**).






ChildPlus administrators can configure which **Progress** statuses count as **Progress** in **ChildPlus Desktop >> System Setup >> Customize Dropdown Choices >> Progress (Family Services)**.


Health

Dashboard >> Chart Settings

Dashboard >> Grid Settings

Use this section to learn about **Health Dashboard** indicators.

Indicator	Description	Default Threshold	Enrollment Status
 Medical Home	<p>Indicates the percentage of participants who have a Medical Home (an ongoing source of medical care at end of enrollment)</p> <p>ChildPlus checks for participants with Yes selected for the Have a Medical Home At End of Enrollment field</p>	Highlight values below 100%	This indicator only includes participants with a status of Enrolled unless you specifically select Enrolled and Dropped
 Acquired a Medical Home	<p>Of the participants who did not have a Medical Home at enrollment, indicates the percentage who obtained a Medical Home during the year</p> <p>ChildPlus checks for participants with No selected for the Have a Medical Home At Enrollment field and Yes selected for the Have a Medical Home At End of Enrollment field</p>	Highlight values below 100%	This indicator only includes participants with a status of Enrolled unless you specifically select Enrolled and Dropped
 Health Coverage	<p>Indicates the percentage of participants who have Health Coverage</p> <p>ChildPlus checks for participants with insurance selected for the Primary Health Coverage At End of Enrollment field</p>	Highlight values below 100%	This indicator only includes participants with a status of Enrolled unless you specifically select Enrolled and Dropped

Indicator	Description	Default Threshold	Enrollment Status
 Acquired Health Coverage	<p>Of the participants who did not have Health Coverage at enrollment, indicates the percentage who obtained Health Coverage during the year</p> <p>ChildPlus checks for participants with No selected for the Primary Health Coverage At Enrollment field and Yes selected for the Primary Health Coverage At End of Enrollment field</p>	<p>Highlight values below 100%</p>	<p>This indicator only includes participants with a status of Enrolled unless you specifically select Enrolled and Dropped</p>
<p>Up-to-Date on Health Requirements</p>	<p>Indicates the percentage of participants who are currently up-to-date on all health requirements. “Up-to-date” on entry-based requirements means the participant has health events that meet the requirements AND the health events are not expired. On age-based requirements it means the participant has met the requirement for the most recent age interval for each required event type</p>	<p>Highlight values below 100%</p>	<p>This indicator only includes participants with a status of Enrolled unless you specifically select Enrolled and Dropped</p>



Indicator	Description	Default Threshold	Enrollment Status
Up-to-Date on Health Requirements through End of Year	Indicates the percentage of participants who are projected to be up-to-date on all health requirements at the end of the year (program term classroom end date), factoring in that some health events may expire before then causing the participant to no longer be up-to-date or that some age-based requirements may become due by the end of the year	Highlight values below 100%	This indicator only includes participants with a status of Enrolled unless you specifically select Enrolled and Dropped
Requirements Completed (Entry-Based)	The percentage of participants who have completed entry-based requirements	Highlight values below 100%	This indicator only includes participants with a status of Enrolled unless you specifically select Enrolled and Dropped
Requirements Completed (Age-Based)	The percentage of participants who have completed age-based requirements	Highlight values below 100%	This indicator only includes participants with a status of Enrolled unless you specifically select Enrolled and Dropped
Requirements Past Due or Expired	Indicates the percentage of participants that are past due on at least one health requirement (entry-based or age-based) or who have a health event meeting an entry-based requirement that is expired	Highlight values above 0%	This indicator only includes participants with a status of Enrolled unless you specifically select Enrolled and Dropped

Indicator	Description	Default Threshold	Enrollment Status
Requirements Completed Late	Indicates the percentage of participants that completed at least one health requirement (entry-based or age-based) late	Highlight values above 0%	This indicator only includes participants with a status of Enrolled unless you specifically select Enrolled and Dropped
Requirements Due within 30 Days	Indicates the percentage of participants that have at least one health requirement (entry-based or age-based) due within 30 days	Highlight values above 0%	This indicator only includes participants with a status of Enrolled unless you specifically select Enrolled and Dropped
Expiring within 30 Days	Indicates the percentage of participants that have at least one health event that expires within 30 days	Highlight values above 0%	This indicator only includes participants with a status of Enrolled unless you specifically select Enrolled and Dropped
Needs Medical Treatment	Indicates the percentage of participants that have at least one health event where needs treatment is checked (excludes health events if treatment was received prior to the beginning of the program term) ChildPlus checks for Health Events with Treatment selected under Needs	NA	This indicator only includes participants with a status of Enrolled unless you specifically select Enrolled and Dropped

Indicator	Description	Default Threshold	Enrollment Status
Received Medical Treatment	<p>Of the participants who needed treatment, indicates the percentage who received it (excludes those who received treatment prior to beginning of the program term)</p> <p>ChildPlus checks for Health Events with:</p> <ul style="list-style-type: none"> • Treatment selected under Needs and • An Action with Treatment Received selected 	Highlight values below 100%	This indicator only includes participants with a status of Enrolled unless you specifically select Enrolled and Dropped
Treated within 90 Days	<p>Of the participants who needed treatment, indicates the percentage who received it within 90 days of the need being identified (excludes those who received treatment prior to the beginning of the program term)</p> <p>ChildPlus checks for Health Events with:</p> <ul style="list-style-type: none"> • Treatment selected under Needs and • An Action with Treatment Received selected and an Action Date within 90 days of the Event Date 	Highlight values below 100%	This indicator only includes participants with a status of Enrolled unless you specifically select Enrolled and Dropped

Indicator	Description	Default Threshold	Enrollment Status
Overweight or Obese	<p>Indicates the percentage of participants who are overweight or obese as of their most recent growth assessment</p> <p>A participant is considered overweight if their BMI is between the 85th to 95th percentiles. A participant is considered obese if their BMI is above the 95th percentile</p>	NA	<p>This indicator only includes participants with a status of Enrolled unless you specifically select Enrolled and Dropped</p>
Improved BMI	<p>Of the participants who were overweight or obese, indicates the percentage whose BMI went down as of their most recent growth assessment (only includes participants whose most recent growth assessment occurred during the program term)</p> <p>ChildPlus checks for participants who were overweight or obese on their first Growth Assessment of the Program Term and who had a subsequent Growth Assessment in the same Program Term with a lower BMI</p>	Highlight values below 100%	<p>This indicator only includes participants with a status of Enrolled unless you specifically select Enrolled and Dropped</p>
Treated for Anemia	<p>Indicates the percentage of participants who received treatment for Anemia</p>	NA	<p>This indicator only includes participants with a status of Enrolled unless you specifically select Enrolled and Dropped</p>

Indicator	Description	Default Threshold	Enrollment Status
Treated for Asthma	Indicates the percentage of participants who received treatment for Asthma	NA	This indicator only includes participants with a status of Enrolled unless you specifically select Enrolled and Dropped
Treated for Hearing Difficulties	Indicates the percentage of participants who received treatment for Hearing Difficulties	NA	This indicator only includes participants with a status of Enrolled unless you specifically select Enrolled and Dropped
Treated for Vision Problems	Indicates the percentage of participants who received treatment for Vision Problems	NA	This indicator only includes participants with a status of Enrolled unless you specifically select Enrolled and Dropped
Treated for High Lead Level	Indicates the percentage of participants who received treatment for High Lead Level	NA	This indicator only includes participants with a status of Enrolled unless you specifically select Enrolled and Dropped

Indicator	Description	Default Threshold	Enrollment Status
Treated for Diabetes	Indicates the percentage of participants who received treatment for Diabetes	NA	This indicator only includes participants with a status of Enrolled unless you specifically select Enrolled and Dropped
 Dental Home	Indicates the percentage of enrolled children who obtained a dental home during the program term ChildPlus checks for participants with Yes selected for the Have a Dental Home At End of Enrollment field	Highlight values below 100%	This indicator only includes participants with a status of Enrolled unless you specifically select Enrolled and Dropped
 Acquired a Dental Home	Of the participants who did not have a Dental Home at enrollment, indicates the percentage who have a Dental Home at end of enrollment ChildPlus checks for participants with No selected for the Have a Dental Home At Enrollment field and Yes selected for the Have a Dental Home At End of Enrollment field	Highlight values below 100%	This indicator only includes participants with a status of Enrolled unless you specifically select Enrolled and Dropped
Dental Exams (Preschool)	Indicates the percentage of preschool children who received a professional dental exam during the program term	Highlight values below 100%	This indicator only includes participants with a status of Enrolled unless you specifically select Enrolled and Dropped

Indicator	Description	Default Threshold	Enrollment Status
Oral Health Care (EHS)	Indicates the percentage of EHS children who are up-to-date on oral health care for the program term	Highlight values below 100%	This indicator only includes participants with a status of Enrolled unless you specifically select Enrolled and Dropped
Needs Dental Treatment	Indicates the percentage of participants that have at least one dental-type event where needs treatment is checked (excludes health events if treatment was received prior to the beginning of the program term)	NA	This indicator only includes participants with a status of Enrolled unless you specifically select Enrolled and Dropped
Received Dental Treatment	Of the participants who needed treatment on a dental-type event, indicates the percentage who received it (excludes those who received treatment prior to beginning of the program term) ChildPlus checks for Health Events with: <ul style="list-style-type: none"> • Treatment selected under Needs and • An Action with Treatment Received selected 	Highlight values below 100%	This indicator only includes participants with a status of Enrolled unless you specifically select Enrolled and Dropped

Indicator	Description	Default Threshold	Enrollment Status
Dental Treatment within 90 Days	<p>Of the participants who needed treatment on a dental-type event, indicates the percentage who received it within 90 days of the need being identified (excludes those who received treatment prior to the beginning of the program term)</p> <p>ChildPlus checks for Health Events with:</p> <ul style="list-style-type: none"> • Treatment selected under Needs and • An Action with Treatment Received selected and an Action Date within 90 days after the Event Date 	Highlight values below 100%	This indicator only includes participants with a status of Enrolled unless you specifically select Enrolled and Dropped
Preventive Dental Care	<p>Indicates the percentage of participants who received preventive dental care during the program term</p> <p>ChildPlus checks for participants with Yes selected for the Received preventative dental care field</p>	Highlight values below 100%	This indicator only includes participants with a status of Enrolled unless you specifically select Enrolled and Dropped



ChildPlus checks for participants meeting the specified criteria in **ChildPlus Mobile >> Services >> Health >> Health Coverage, PIR or ChildPlus Desktop >> Services >> Health >> Health Information.**

Immunizations

[Dashboard >> Chart Settings](#)

[Dashboard >> Grid Settings](#)

Use this section to learn about the **Immunizations Dashboard** indicator.

Indicator	Description	Default Threshold	Enrollment Status
Up-to-Date on Immunizations	Indicates the percentage of participants whose immunization status (at end of enrollment) is Completed all for Age, Up-to-date all possible/behind, Exception/Waiver or Exempt	Highlight values below 100%	This indicator only includes participants with a status of Enrolled unless you specifically select Enrolled and Dropped

In-Kind

[Dashboard >> Chart Settings](#)

[Dashboard >> Grid Settings](#)

Use this section to learn about **In-Kind Dashboard** indicators.

Indicator	Description	Default Threshold	Enrollment Status
Families who volunteer	Indicates the percentage of participants who have at least one adult that is an In-Kind volunteer. A volunteer has to have at least one In-Kind transaction during the program term that the individual is enrolled in to count	NA	This indicator only includes participants with a status of Enrolled unless you specifically select Enrolled and Dropped
In-Kind Contributions in the Last 30 Days	Indicates the dollar value of all in-kind contributions received during the last 30 days	NA	NA
In-Kind Contributions Year-to-Date	Indicates the dollar value of all in-kind contributions received since the beginning of the program term	NA	NA

Mental Health

[Dashboard >> Chart Settings](#)

[Dashboard >> Grid Settings](#)

Use this section to learn about **Mental Health Dashboard** indicators.

Indicator	Description	Default Threshold	Enrollment Status
Referred Outside Program	Indicates the percentage of participants who were referred for mental health services outside of the program	NA	This indicator only includes participants with a status of Enrolled unless you specifically select Enrolled and Dropped
Receiving Services	Of the participants who were referred for mental health services outside of the program, indicates the percentage who received services	Highlight values below 100%	This indicator only includes participants with a status of Enrolled unless you specifically select Enrolled and Dropped
Observed	Measures mental health observation rate. Indicates the percentage of participants who received a mental health observation during the program term	NA	This indicator only includes participants with a status of Enrolled unless you specifically select Enrolled and Dropped
Mental Health Treatment Status	Indicates the percentage of participants with each mental health treatment status	NA	This indicator only includes participants with a status of Enrolled unless you specifically select Enrolled and Dropped

Dashboard Options

Use the options in the left sidebar to control how the **Charts** and **Grid** display data on a **Dashboard**.

1. Go to **ChildPlus Desktop >> Dashboard**.
2. Select the **Dashboard** you want to edit.
3. Select the applicable [options](#) for the **Chart**.

Chart Option	Description
Level	Displays a column for the location by level: <ul style="list-style-type: none">• Agency• Site• Classroom• Totals for All Locations
Group by	Groups the data by type: <ul style="list-style-type: none">• Indicators• Locations
Status	Includes data for a specific group of participants: <ul style="list-style-type: none">• Enrolled• Enrolled and Dropped (includes Drop/Wait, Drop/Accept and Completed)
Format	Displays data in a specific numerical format: <ul style="list-style-type: none">• Percentages• Counts

4. Select the applicable options for the **Grid**.

Grid Option	Description
Drill Down	<p>Displays data at a specific level:</p> <ul style="list-style-type: none"> • Program Terms • Sites • Agencies (only available if more than one agency is set up in your database) • Classrooms • Participants
Status	<p>Includes data for a specific group of participants:</p> <ul style="list-style-type: none"> • Enrolled • Enrolled and Dropped (includes Drop/Wait, Drop/Accept and Completed) <p>By default, most indicators are calculated based on Enrolled participants</p>
Mode	<p>Displays data for specific location types:</p> <ul style="list-style-type: none"> • Standard (all locations) • Locations Not Meeting Thresholds
Format	<p>Displays data in a specific numerical format:</p> <ul style="list-style-type: none"> • Percentages • Participant Counts • X of Y (current count of data out of the total amount of data)
% Bars	<p>Displays horizontal bars to provide a visual representation of the percentage of each total:</p> <ul style="list-style-type: none"> • Showing • Hidden
Headers	<p>Displays the text in column headers either vertically or horizontally</p>

Refresh a Dashboard

You can refresh a **Dashboard** to display the most recent changes to your agency's data. ChildPlus displays the date and time that a **Dashboard** was last refreshed in the left sidebar. The color of the date and time depends on when the **Dashboard** was last refreshed:

If the Dashboard was refreshed	...the date and time will display in
Within the last 24 hours	White or black, depending on the background color of the left sidebar
More than 24 hours ago	Red

To refresh a **Dashboard** in ChildPlus Desktop:

1. Go to **ChildPlus Desktop >> Dashboard**.
2. Select the **Dashboard** you want to update.
3. Click **Refresh**.



The time it takes to refresh a **Dashboard** depends on how many indicators have been selected.

Delete a Dashboard

Use this section to delete a **Dashboard**.

1. Go to **ChildPlus Desktop >> Dashboard**.
2. Select the **Dashboard** you want to delete.
3. Click **Settings**.
4. Click **Delete Dashboard**.
5. Click **Yes** to confirm that you want to delete the **Dashboard**.

Dashboards

To configure preferences for this section, go to **ChildPlus Desktop >> System Setup >> System Preferences >> Dashboards**.

Preference	Description
Highlight values below/above	<p>Enter the threshold for each Dashboard indicator. Values that do not meet the threshold will be highlighted on the Dashboard</p> <p>To learn about each indicator and the default thresholds in ChildPlus, see Dashboard Indicators on page 10.</p>