

Help Center

Just a click away!



PIR

e-book

ChildPlus
Software



800.888.6674
childplus.com

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PIR - Services

The **PIR Services** module provides a way to collect and view PIR data for participants throughout the school year. Many of the fields in this module may already be populated with data. This is because when you change a value for a PIR question in a **Services** module, the change is reflected in this module, the change is reflected in this module. When you change a value for a PIR question in this module, the change is reflected in the module the question relates to as well.



ChildPlus administrators can specify how ChildPlus should populate the yes/no PIR questions for participants in **ChildPlus Desktop >> Setup >> System Setup >> System Preferences >> General >> [PIR](#)**.

Family Services

This section contains numerous fields used to calculate totals for **Family Services** related questions on the PIR. We recommend that programs visit the **PIR** section throughout the program year to update fields as needed.



If you select **Yes** for a family-related question, then ChildPlus will count the entire family towards that question.

If you select **No** for a family-related question for one participant in a family and answer **Yes** for another participant in the same family, then ChildPlus will count the entire family towards that question.

For additional information related to how PIR fields are calculated, refer to the [ChildPlus PIR Calculation Guide](#).

ChildPlus Mobile

Services >> Family Services >> FPA, Needs Assessment, PIR
Services >> PIR >> PIR Information >> Family Services

To add or update PIR information in ChildPlus Mobile:

1. Select the correct **Program Term** record.
2. Complete the **fields**.

Section	PIR Question(s)
Homeless, Referral, Foster, Subsidy	C.46-C.48, A.24
Public Assistance	C.39-C.42
Military Service	C.38
Father/Figure Engagement	C.45
Family Services	C.43-C.44

3. Click or tap **Save**.

ChildPlus Desktop

Services >> Family Services >> Family Services Information
 Services >> PIR >> Family Services

To add or update PIR information in ChildPlus Desktop:

1. Select the correct **Program Term** record.
2. Complete the **fields**.

Section	PIR Question(s)
Homeless Family	C.46 - C.47
Acquired housing during the program year?	C.48
Referred for services by a child welfare agency	C.50
Foster care during program year	C.49
Program receives a child care subsidy for this child	A.24
TANF	C.39
SSI	C.40
WIC	C.41
Receiving Supplemental Nutrition Assistance Program (SNAP)	C.42
At least one parent/guardian is an active duty member of the United States military	C.38.a
At least one parent/guardian is a veteran of the United States military	C.38.b
Family Assessment	C.45.a

Section	PIR Question(s)
Family goal setting	C.45.b
Involvement in child's Head Start development experiences	C.45.c
Head Start program governance, such as participation in Policy Council or policy committees	C.45.d
Parenting education workshops	C.45.e
Services Received	C.43-C.44

3. Save.

Add Family / Application

ChildPlus Mobile

Services >> Add Family >> Additional Information for Applicants >> PIR, FPA, Needs Assessment
Services >> Application >> Additional Information for Participants >> PIR, FPA, Needs Assessment

To add or update PIR information in ChildPlus Mobile:

1. Click or tap **Show More** to display all fields in this section.
2. Complete the **fields**.

Section	PIR Question(s)
Homeless, Referral, Foster, Subsidy	C.46-C.48, A.24
Public Assistance	C.39-C.42
Military Service	C.38
Father/Figure Engagement	C.45
Family Services	C.43-C.44

3. Click or tap **Save**.

ChildPlus Desktop

Services >> Add Family >> Family Information

Complete the fields.

Section	Description	PIR Question (s)
Homeless Family	Select whether the family is experiencing homelessness	C.46 - C.47
Active Military	Select whether at least one parent/guardian is an active duty member of the United States military	C.38.a
Military Veteran	Select whether at least one parent/guardian is a veteran of the United States military	C.38.b
Referred by Child Welfare Agency	Select whether the family was referred by a child welfare agency	C.50
Receiving SNAP	Select whether the family receives assistance through SNAP	C.42
WIC	Select whether the family receives assistance through WIC	C.41
WIC ID	Enter the family's WIC ID number	



For more information about the additional PIR fields in this section, see [Family Composition](#).

Health

This section provides a way to track **Health Coverage** and contains numerous fields used to calculate totals for **Health** related questions on the PIR. You can also track insurance ID numbers for Medicaid, dental plans and additional coverages held by the participant. We recommend that programs visit the **PIR** section throughout the program year to update fields as needed.

ChildPlus Mobile

Services >> Health >> Health Coverage, PIR
 Services >> PIR >> PIR Information >> Health

To add or update **Health and Dental Coverage** and PIR information in ChildPlus Mobile:

1. Select the correct **Program Term** record.
2. Complete the **fields**.

Field	Description	PIR Question(s)
Primary Health Coverage <u>PIR</u>		
At Enrollment	Select the participant's primary type of health coverage at enrollment	C.1(1)-C.4(1)
At End of Enrollment	Select the participant's primary type of health coverage at end of enrollment	C.1(2)-C.4(2)
Health and Dental Coverage		
Medicaid Eligibility	Select the participant's Medicaid eligibility status	
Medicaid Number	Enter the participant's Medicaid number	
Dental Coverage	Select the participant's primary type of dental coverage	
Dental Coverage Number	Enter the participant's dental coverage number	
Other Health Coverage	Select any additional health coverage the participant has	
Insurance Number	Enter the participant's health insurance number	

Field	Description	PIR Question(s)
Health/Dental Coverage Notes	Enter any additional details about the participant's health/dental coverage	
Did the child PIR		
Have a Medical Home	Select whether the participant had an ongoing source of continuous, accessible health care provided by a health care professional at enrollment and at end of enrollment	C.5(1) and C.5(2)
Receive services at federally qualified / Indian / or Tribal center	Select whether the participant received accessible health care through a federally qualified Health Center, Indian Health Service, Tribal and/or Urban Indian Health Program facility at enrollment and at end of enrollment	C.5.a(1) and C.5.a(2)
Have a dental home	Select whether the participant received continuous, accessible dental care provided by an oral health care professional at enrollment and at end of enrollment	C.16(1) and C.16(2)
WIC	Select whether the family received services through WIC at enrollment and at end of enrollment	C.41(1) and C.41(2)
WIC ID	Enter the family's WIC ID number	
Calculation Preferences PIR		
C.7-C.27	Select how you want ChildPlus to calculate the PIR questions	C.7-C.9, C.17-C.19, C.26-C.27
C.7, C.26, C.27 Notes	Enter any additional details about the participant's calculation preferences	

3. Click or tap **Save**.

ChildPlus Desktop

Services >> Health >> Health Information
 Services >> PIR >> Health

To add or update **Health and Dental Coverage** and PIR information in ChildPlus Desktop:

1. Select the correct **Program Term** record.
2. Complete the **fields**.

Field	Description	PIR Question(s)
Primary Health Coverage <u>PIR</u>		
At Enrollment	Select the participant's primary type of health coverage at enrollment	C.1(1)-C.4(1)
At End of Enrollment	Select the participant's primary type of health coverage at end of enrollment	C.1(2)-C.4(2)
Health and Dental Coverage		
Medicaid Eligibility	Select the participant's Medicaid eligibility status	
Medicaid Number	Enter the participant's Medicaid number	
Dental Coverage	Select the participant's primary type of dental coverage	
Dental Coverage Number	Enter the participant's dental coverage number	
Other Health Coverage	Select any additional health coverage the participant has	
Insurance Number	Enter the participant's health insurance number	
Health/Dental Coverage Notes	Enter any additional details about the participant's health/dental coverage	
Did the child <u>PIR</u>		
WIC	Select whether the family received services through WIC at enrollment and at end of enrollment	C.41(1) and C.41(2)
WIC ID	Enter the family's WIC ID number	

Field	Description	PIR Question(s)
Have a Medical Home (ongoing source of continuous, accessible health care)	Select whether the participant had an ongoing source of continuous, accessible health care provided by a health care professional at enrollment and at end of enrollment	C.5(1) and C.5(2)
Receive medical services through a federally qualified Health Center, Indian Health Service, Tribal and/or Urban Indian Health Program facility	Select whether the participant received accessible health care through a federally qualified Health Center, Indian Health Service, Tribal and/or Urban Indian Health Program facility at enrollment and at end of enrollment	C.5.a(1) and C.5.a(2)
Have a Dental Home (continuous, accessible dental care provided by a dentist)	Select whether the participant received continuous, accessible dental care provided by an oral health care professional at enrollment and at end of enrollment	C.16(1) and C.16(2)
Calculation Preferences PIR		
C.7-C.27	Select how you want ChildPlus to calculate the PIR questions	C.7-C.9, C.17-C.19, C.26-C.27
C.7, C.26, C.27 Notes	Enter any additional details about the participant's calculation preferences	

3. Save.

Add Family / Application

Services >> Add Family >> Additional Information for Applicants >> PIR, Health Coverage
 Services >> Application >> Additional Information for Participants >> PIR, Health Coverage

1. Select the correct **Program Term** record.
2. Click or tap **Show More** to display all fields in this section.
3. Complete the **fields**.

Field	Description	PIR Question (s)
Primary Health Coverage PIR		
At Enrollment	Select the participant's primary type of health coverage at enrollment	C.1(1)-C.4(1)
At End of Enrollment	Select the participant's primary type of health coverage at end of enrollment	C.1(2)-C.4(2)
Health and Dental Coverage		
Medicaid Eligibility	Select the participant's Medicaid eligibility status	
Medicaid Number	Enter the participant's Medicaid number	
Dental Coverage	Select the participant's primary type of dental coverage	
Dental Coverage Number	Enter the participant's dental coverage number	
Other Health Coverage	Select any additional health coverage the participant has	
Insurance Number	Enter the participant's health insurance number	
Health/Dental Coverage Notes	Enter any additional details about the participant's health/dental coverage	
Did the child PIR		
Have a Medical Home	Select whether the participant had an ongoing source of continuous, accessible health care provided by a health care professional at enrollment and at end of enrollment	C.5(1) and C.5(2)

Field	Description	PIR Question(s)
Receive services at federally qualified / Indian / or Tribal center	Select whether the participant received accessible health care through a federally qualified Health Center, Indian Health Service, Tribal and/or Urban Indian Health Program facility at enrollment and at end of enrollment	C.5.a(1) and C.5.a(2)
Have a dental home	Select whether the participant received continuous, accessible dental care provided by an oral health care professional at enrollment and at end of enrollment	C.16(1) and C.16(2)
WIC	Select whether the family received services through WIC at enrollment and at end of enrollment	C.41(1) and C.41(2)
WIC ID	Enter the family's WIC ID number	
Calculation Preferences <u>PIR</u>		
C.7-C.27	Select how you want ChildPlus to calculate the PIR questions	C.7-C.9, C.17-C.19, C.26-C.27
C.7, C.26, C.27 Notes	Enter any additional details about the participant's calculation preferences	

4. Click or tap **Save**.

Immunizations

Use this section to add or update an **Immunization Record** for a participant.




ChildPlus Mobile

Services >> Immunizations >> Immunization Record

Services >> PIR >> PIR Information >> Immunizations (PIR Questions only)

When you open the **Immunizations** module, ChildPlus Mobile displays the **Immunization Record** window by default. To add or update an **Immunization Record** in ChildPlus Mobile:

1. Click or tap **Edit**.
2. Complete the **fields**.

Field	Description	PIR Question(s)
 Immunization Status at Enroll PIR	The participant's Immunization Status at enrollment for each program	C.10(1)-C.12(1)
 At End of Enrollment PIR	The participant's Immunization Status at end of enrollment for each program	C.10(2)-C.12(2)
Responsible Staff	Staff member associated with the Immunization Record	
 Immunization	The date that the participant received a dose of the immunization	
Immunization Notes	Enter any additional details about the participant's immunization information	



ChildPlus administrators can configure the settings for these fields in **ChildPlus Desktop >> Setup >> System Setup >> Customize Dropdown Choices**.

ChildPlus administrators can configure which immunizations are available in **ChildPlus Desktop >> Setup >> Module Setup >> Immunizations**. You can also customize the order in which immunizations appear and add additional immunizations to the list.




3. Click or tap **Save**.

ChildPlus Desktop

Services >> Immunizations >> Immunizations
Services >> PIR >> Health (PIR Questions only)

To add or update **Immunizations** in ChildPlus Desktop:

1. Complete the **fields**.

Field	Description	PIR Question(s)
 Immunization Status At Enrollment PIR	The participant's Immunization Status at enrollment for each program	C.10(1)-C.12(1)
 At End of Enrollment PIR	The participant's Immunization Status at end of enrollment for each program	C.10(2)-C.12(2)
Responsible Staff	Staff member associated with the Immunization Record	
 Immunization	The date that the participant received a dose of the immunization	
Immunization Notes	Enter any additional details about the participant's immunization information	



ChildPlus administrators can configure the settings for these fields in **ChildPlus Desktop >> Setup >> System Setup >> Customize Dropdown Choices**.

ChildPlus administrators can configure which immunizations are available in **ChildPlus Desktop >> Setup >> Module Setup >> Immunizations**. You can also customize the order in which immunizations appear and add additional immunizations to the list.




2. Save.

Add Family

ChildPlus Mobile

Services >> Add Family >> Additional Information for Applicants >> Immunizations

Complete the fields.

Field	Description	PIR Question (s)
 Immunization Status at Enroll PIR	The participant's Immunization Status at enrollment for each program	C.10(1)-C.12(1)
 At End of Enrollment PIR	The participant's Immunization Status at end of enrollment for each program	C.10(2)-C.12(2)
Responsible Staff	Staff member associated with the Immunization Record	
 Immunization	The date that the participant received a dose of the immunization	
Immunization Notes	Enter any additional details about the participant's immunization information	






ChildPlus administrators can configure the settings for these fields in **ChildPlus Desktop >> Setup >> System Setup >> Customize Dropdown Choices**.

ChildPlus administrators can configure which immunizations are available in **ChildPlus Desktop >> Setup >> Module Setup >> Immunizations**. You can also customize the order in which immunizations appear and add additional immunizations to the list.

ChildPlus Desktop

Add Family >> Immunizations

Complete the fields.

Field	Description	PIR Question (s)
 Immunization Status At Enrollment PIR	The participant's Immunization Status at enrollment for each program	C.10(1)-C.12(1)
 At End of Enrollment PIR	The participant's Immunization Status at end of enrollment for each program	C.10(2)-C.12(2)
Responsible Staff	Staff member associated with the Immunization Record	
 Immunization	The date that the participant received a dose of the immunization	
Immunization Notes	Enter any additional details about the participant's immunization information	






ChildPlus administrators can configure the settings for these fields in **ChildPlus Desktop >> Setup >> System Setup >> Customize Dropdown Choices**.

ChildPlus administrators can configure which immunizations are available in **ChildPlus Desktop >> Setup >> Module Setup >> Immunizations**. You can also customize the order in which immunizations appear and add additional immunizations to the list.

Application

1. Go to **ChildPlus Mobile >> Services >> Application >> Additional Information for Participants.**
2. Select the correct **Program Term** record.
3. Go to the **Immunizations** section.
4. Complete the **fields**.

Field	Description	PIR Question (s)
 Immunization Status at Enroll PIR	The participant's Immunization Status at enrollment for each program	C.10(1)-C.12(1)
 At End of Enrollment PIR	The participant's Immunization Status at end of enrollment for each program	C.10(2)-C.12(2)
Responsible Staff	Staff member associated with the Immunization Record	
 Immunization	The date that the participant received a dose of the immunization	
Immunization Notes	Enter any additional details about the participant's immunization information	



ChildPlus administrators can configure the settings for these fields in **ChildPlus Desktop >> Setup >> System Setup >> Customize Dropdown Choices.**

ChildPlus administrators can configure which immunizations are available in **ChildPlus Desktop >> Setup >> Module Setup >> Immunizations.** You can also customize the order in which immunizations appear and add additional immunizations to the list.

5. Click or tap **Save.**

Transportation

This section provides a way to track totals for the **Transportation** related question on the PIR. We recommend that programs visit the **PIR** section throughout the program year to update fields as needed.

ChildPlus Mobile

Services >> Transportation >> PIR
Services >> PIR >> PIR Information >> Transportation

To add or update PIR information in ChildPlus Mobile:

1. Select the correct **Program Term** record.
2. Complete the [field](#).

Field	Description	PIR Question(s)
Is transportation provided for this child in this program term?	Select whether your program provides transportation for the participant	A.28

3. Click or tap **Save**.

ChildPlus Desktop

Services >> Transportation >> Transportation
Services >> PIR >> Transportation

To add or update PIR information in ChildPlus Desktop:

1. Select the correct **Program Term** record.
2. Complete the [field](#).

Field	Description	PIR Question(s)
Is transportation provided for this child?	Select whether your program provides transportation for the participant	A.28

3. Click or tap **Save**.

PIR System Preferences

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

Preference	Description
Default value for PIR Yes/No questions	Select a default value for Yes/No PIR questions in ChildPlus. You can select: <ul style="list-style-type: none">• Yes• No• Blank
Show red links above fields that impact the PIR	Select this option to show PIR indicators above applicable fields throughout ChildPlus

PIR - Management

The **PIR Management** module in ChildPlus provides a way to help you prepare for the annual Program Information Report (PIR). When you complete a PIR in ChildPlus, you can:

- Extract your PIR information from ChildPlus
- Compile your statistical data in a format that allows you to edit your PIR information
- Print a copy of the PIR
- Transmit your PIR data to the Head Start Enterprise System

While the primary purpose of this module is to assist with producing the annual PIR, we recommend that you use it throughout the year to check for data problems before the PIR is due.

Complete the following tasks in the order below to prepare your program's annual PIR.

- **Step 1:** [Learn how to access PIR resources](#)
- **Step 2:** [Create an archive of your database](#)
- **Step 3:** [Verify that all of your Funding Sources have been set up properly](#)
- **Step 4:** [Create and set up a new PIR](#)
- **Step 5:** [Map Health and Education Events to the correct PIR questions](#)
- **Step 6:** [Map required Health and Education Events to PIR question C.7](#)
- **Step 7:** [Calculate the PIR](#)
- **Step 8:** [View or Override Calculations](#)
- **Step 9:** Run PIR audit reports
- **Step 10:** [Print the PIR](#)
- **Step 11:** [Create a PIR export file and import the file into the HSES](#)

PIR Resources

- [Office of Head Start](#): To help you fully understand PIR questions and answers, we recommend that you visit the Office of Head Start website where you can download an official copy of the PIR as well as additional supporting documentation
- [ChildPlus PIR Calculation Guide](#): Download a current copy of the ChildPlus PIR Calculation Guide. This document changes annually, so be sure to download a new copy each year before you begin working on your PIR
- Knowledge Base: Visit the Knowledge Base to see the answers to the most frequently asked PIR questions
- PIR Links: Each field that ChildPlus uses to calculate the PIR contains a red **PIR** link next to it. Click the PIR links in ChildPlus to find out which PIR question ChildPlus uses the field to calculate

To access PIR resources directly from the **PIR** module:

1. Go to **ChildPlus Desktop >> Management >> PIR**.
2. Click **PIR Resources**.

Create an Archive

Create an archive of your data before a major database change or before or after submitting your PIR. This will preserve your data and questions related to the submitted year's PIR form. Without an archived copy of your data, you may not be able to review a complete history of the data you reported.

To create an archive of your database in ChildPlus Desktop:

1. Go to **ChildPlus Desktop >> Setup >> Database Utilities >> Manage Archive and Training Databases.**
2. Click **Create Archive/Training Database.**
3. Select **Archive.**
4. Enter a name for the archive database. Archive names can only contain numbers, letters and underscores. The first character of the archive name must begin with a letter. ChildPlus appends the current date to the end of the archive database name.
5. Complete the remaining fields as needed.
6. Click **OK.**



We recommend that you create regular archives of your database. Each time you create an archive, a copy of your database is created. You are limited to creating a maximum of 20 archive/training databases. Contact us to purchase additional space.

Funding Source

Funding Sources are an important part of running your PIR because they link funding for programs to funding for individuals, program personnel and In-Kind transactions. Before you can assign a Funding Source to a specific Program, individual or In-Kind transaction, you must set up each Funding Source that you want to choose from when making these assignments.

1. Go to **ChildPlus Desktop >> Setup >> Agency Configuration >> Funding Source**.
2. Click **Add New Funding Source**.
3. Enter a name for the Funding Source.



The **Funding Source Name** typically refers to the funder of the grant. For example, ACF.

4. Complete the **fields**.

Field	Description
Grant Name	Enter the name you want to assign to the funding grant For example, Head Start Grant
Active	ChildPlus activates the new Funding Source by default If you inactivate a Funding Source, it will not be available for selection from drop-down lists
Grant Number or Funding ID	Enter the number assigned to the funding grant For example, 2018-001 . ChildPlus accepts grant numbers up to 14 characters long
Award Amount	Enter the amount of the grant award
Funded Enrollment	Enter the number of enrolled participants that the grant funds
Begin Date	Enter the date the grant takes effect
End Date	Enter the date the grant expires

5. If the Funding Source has multiple grants, click **Add Grant** and complete the fields for each additional grant.
6. Save.


Add a New PIR


Use this section to add and set up a new PIR in ChildPlus.

General Setup

Use this section to configure general settings for a new PIR in ChildPlus.

1. Go to **ChildPlus Desktop >> Management >> PIR.**
2. Do one of the following:
 - Click **Add New PIR**
 - Select the PIR you want to edit
3. Go to **PIR Setup >> General Setup.**
4. Complete the [fields](#).

Field	Description
PIR Name	Assign a name for the PIR
Active	The new PIR is active by default Inactive PIRs do not appear as an option on reports
Program Type	Select a Program type
Grant Number	Enter your grant number This number is required to upload your data into the Head Start Enterprise System (HSES). However, it is not required to save, calculate or monitor your PIR
Delegate	Enter your Delegate ID
DUNS Number	Enter your DUNS number
Program Year Begin Date	Enter the date your program will begin services for the current enrollment year
Funding	Select the correct funding associated with the individuals who will count on the PIR ChildPlus uses Funding to associate participants and staff members to a PIR
 Enrollment Begin Date	Enter the first date of the Program's PIR enrollment year ChildPlus uses this date to determine when to start counting services for specific PIR questions In order for the PIR to calculate correctly, the PIR Enrollment Begin Date must be on or before the Program Term Begin Date

Field	Description
 Enrollment End Date	<p>Enter the last date of the Program's PIR enrollment year</p> <p>ChildPlus uses this date to determine when to stop counting services for specific PIR questions</p> <p>In order for the PIR to calculate correctly, the PIR Enrollment End Date must be on or after the Program Term End Date</p>
Public School Cut-off Date	<p>Enter the Program's public year school cut-off date for kindergarten</p> <p>ChildPlus uses this date to calculate ages for PIR question A.10</p> <p>If your Program uses multiple dates to determine Class Age, choose one date for PIR Setup. Use Report 2003 - Management Report - Enrollment Demographics to generate totals for the remaining dates</p>
Date screenings started for this PIR year	<p>Enter the date that health screenings start for this PIR year.</p> <p>ChildPlus will not count any Health Event that occurred prior to this date towards PIR question C.27</p>



Head Start and Early Head Start Programs

Ideally, your PIR enrollment year's **Begin Date** should be the same as the Program Term's **Begin Date** (you can check it in **ChildPlus Desktop >> Setup >> Agency Configuration >> Program Info >> General Program Term Info**). Your PIR enrollment year's **End Date** must be within 12 months of your PIR enrollment year's **Begin Date**. Ideally, it should be the same as your Program Term's **End Date** (you can check it in **ChildPlus Desktop >> Setup >> Agency Configuration >> Program Info >> General Program Term Info**).

Migrant Programs

Because some questions are calculated based on the year the Program ends, the **End Date** for your PIR enrollment year should occur in the same year that you submit your PIR. For example, if your Migrant program ended on November 1, 2020 and you submit your PIR in 2021, then your **End Date** should be set to a 2021 date (for example, 1/1/21).

5. Save.

PIR Question Setup

Use this section to set up PIR questions A.16-C.37 in ChildPlus.

1. Go to **ChildPlus Desktop >> Management >> PIR.**
2. Do one of the following:
 - Click **Add New PIR**
 - Select the PIR you want to edit
3. Go to **PIR Setup.**
4. Complete the **fields.**

PIR Question	Description
A.16	<p>Select each drop code that you do not want to count as dropped on the PIR</p> <p>For example, if you select Finished Program Term, then any participant who has a drop code of Finished Program Term will not be counted for PIR question A.16</p>
A.18	<p>Select each drop code that you do not want to count as dropped on the PIR</p> <p>For example, if you select Finished Program Term, then any participant who has a drop code of Finished Program Term will not be counted for PIR question A.18</p>
A.19	<p>Select each drop code that you do not want to count as dropped on the PIR</p> <p>Any pregnant mother who has this drop code will not count for question A.19 on the PIR</p>
A.21	<p>Select each drop code that you do not want to count as dropped on the PIR</p> <p>For example, if you select Finished Program Term, then any participant who has a drop code of Finished Program Term will not be counted for PIR question A.21</p>
A.25, B.13	<p>Map which race you want participants and staff members with an ethnicity of Hispanic/Latino to be counted as</p>
A.26, B.15	<p>Map each language to a PIR category</p> <p>For example, if you map Bosnian to Western European, any family with Bosnian as their Primary Language at Home will count towards PIR question A.26.i</p>

PIR Question	Description
B.1	Map each Employment Type to a PIR category
B.2.a	Select each volunteer type that you want to count as a parent or former parent for PIR question B.2.a
B.18	Map each Personnel Termination Code to a PIR category
C.35	Map each parent/guardian's Highest Grade Completed to a PIR category
C.36, C.37	Map each Description of Adult's Occupation to a PIR category

5. Save.

Manual Entry PIR Fields

While ChildPlus performs the majority of the PIR calculations, some of the PIR fields are manual entry and must be completed by a staff member at your agency. ChildPlus does not calculate these questions based on your agency's data because many manual entry fields are designed to hold comments and notes related to specific PIR items. Once you calculate a PIR, these manual entry fields can be identified by their lack of data.

To complete manual entry fields in ChildPlus Desktop:

1. Go to **ChildPlus Desktop >> Management >> PIR.**
2. Select a PIR.
3. Select the section you want to enter data for.
4. Complete the **fields.**

Section	Manual Entry Fields
A	A.1.a - A.1.c
	A.6
	A.7.a
	A.14
	A.23
	A.25.g.1
	A.25.h.1
	A.26.l.1
	A.29.b-c
B	B.11.a-d
	B.12.a-e
	B.13.g.1
	B.13.h.1
	B.15.k.1
	B.18.d.1
	B.19

Section	Manual Entry Fields
C	C.7.b.6.1
	C.18.b.9.1
	C.20.a
	C.22.d.1
	C.28
	C.29
	C.30.a-e
	C.31
	C.32
	C.34.e.1
D	D.1
	D.2
	D.3
	D.4
	D.5
	D.6
	D.7

5. Save.

Add a New Health or Education Event

To add a new **Health** or **Education Event** in ChildPlus Desktop:

1. Go to **ChildPlus Desktop >> Setup >> Module Setup >> Health and Education Events**.
2. Click **Add Event Type**.
3. Enter the name you want to assign to the **Event** in the **Event Type Name** field.
4. Select which module(s) the **Event** should be available for in ChildPlus.
5. If this is a special **Event Type** (for example, a **Growth Assessment** or an **Event** with sub-events, such as a Well Baby Check), select the type of **Event** it is.
6. If the **Event** expires:
 1. Click **Add Program**.
 2. Select a **Program**.
 3. Enter the validity period in months. ChildPlus uses this to automatically populate an expiration date.
7. Select whether the **Event** should be available for the following PIR questions:
 - **Professional Dental Exam**: Head Start and Migrant programs
 - **Oral Health Screening** and **Professional Oral Exam**: Early Head Start and Migrant programs; up-to-date on a schedule of age-appropriate preventative and primary oral health care
 - **Sensory (Auditory and Visual), Developmental** and **Behavioral Screenings**: based on newly enrolled participants who completed required screenings since the last PIR was reported
8. Select each field that you want to be available for the **Event Type**.
9. Select if the **Event Type** should count towards PIR question C.17 and select a default status.



PIR question C.17 is for Head Start and Migrant participants who are 3 years and older. Select this option to map it to the same **Event** mapped to question C.18.



10. Select if the **Event Type** should include the ability to track chronic conditions for PIR questions C.7.a, C.7.b and C.8.
11. Select each status that you want to be available for the **Event Type**.
12. Save.

Add a Requirement Set Based on Entry Date

Requirements based on entry date are used track **Health Events** that are required each year or at enrollment. To add a **Requirement Set** based on entry date in ChildPlus Desktop:

1. Go to **ChildPlus Desktop >> Setup >> Module Setup >> Health and Education Requirements**.
2. Click **Add New Requirement Set**.
3. Select one of the following options:
 - **Start with a blank requirement set:** create a **Requirement Set** from scratch
 - **Start with a copy of [Requirement Set]:** copy all settings from an existing **Requirement Set**
4. Click **OK**.
5. Enter a name for the **Requirement Set**.
6. Go to the **Requirements based on Entry Date** tab.
7. Click **Add Requirement**.
8. Select an **Event Type**.
9. Complete the **fields**.

Field	Description
Calculate this requirement using the ___ entry date	<p>Select whether you want ChildPlus to calculate requirements based on Program or Program Term (ChildPlus calculates requirements using the Program Term by default)</p> <p>This feature gives you the flexibility of making some entry-based requirements due only once when the participant enters the Program and having other entry-based requirements due each year when they enter the Program Term</p> <p>For example, if you have participants who are enrolled in a program for multiple school years. They may have one requirement that needs to be met only when they start the Program but other 45/90-day requirements that have to be met annually at the beginning of the Program Term</p> <p>In addition to the Program or Program Term entry date, you can also specify a unique date for ChildPlus to use when calculating requirements</p>
This event is due within ___ days of entry date	<p>Enter the number of days after a participant enters a program that the Event is due. ChildPlus will populate the Days to Complete column in the Event Type list</p> <p>For example, if you enter 7, then the Event will be due within 7 days of the date you provided in the Entry Date field. This means that the requirement will be considered past due if the Event is not completed within 7 days</p>

Field	Description
Exclude events that occurred more than ___ months prior to entry date	<p>Enter the number of months that an Event can be completed prior to entry into your program and still be considered as meeting the enrollment requirement</p> <p>For example, if you enter 6, then ChildPlus will not count an Event as fulfilling a requirement if it occurred more than 6 months before to the participant's entry date</p>
___ this event for PIR Question C.7	<p>Select whether you want to Count or Do Not Count this Event towards PIR question C.7</p>
This requirement applies to	<p>Specify which participants you want the requirements to apply towards. For each requirement, you can select whether you want them to apply towards:</p> <ul style="list-style-type: none"> •  All participants •  All adult participants • All child participants • Child participants who will be at least ___ old on their entry date • Child participants who will be less than ___ old on their entry date • Child participants who will be between ___ old on their entry date <p>These options are useful for agencies that enroll adults and participants in the same program (for example, Early Head Start and Migrant programs)</p>



In order to see this option, you must select **Yes** for **Do you serve adult participants?** in **ChildPlus Desktop >> Setup >> System Setup >> System Preferences >> Enrollment >> Applications.**

10. Repeat steps 7-9 for each requirement that you want to add.
11. Save.

Add a Requirement Set Based on Age

Requirements based on age are used track **Health Events** that are administered at a specific age (for example, a required **Growth Assessment** at 6 months). To add a **Requirement Set** based on age in ChildPlus Desktop:

1. Go to **ChildPlus Desktop >> Setup >> Module Setup >> Health and Education Requirements**.
2. Click **Add New Requirement Set**.
3. Select one of the following options:
 - **Start with a blank requirement set:** create a **Requirement Set** from scratch
 - **Start with a copy of [Requirement Set]:** copy all settings from an existing **Requirement Set**
4. Click **OK**.
5. Enter a name for the **Requirement Set**.
6. Go to the **Requirements based on Age** tab.
7. Select whether you want to calculate requirements using the participant's entry date into the **Program** or **Program Term**.
8. Click **Add Requirement**.
9. Select an **Event Type**.
10. Complete the **fields**.

Field	Description
This event is required if a participant turns ___ _ old after their entry date and while enrolled, or if the participant's entry date/re-enrollment date is within ___ days after turning...	<p>Enter the age that the Event is required for enrolled participants. You should also enter the number of days that, if the participant enters or re-enrolls in the Program, this Event is required</p> <p>For example, if you require a Growth Assessment at 12 months, this Event will be due when an enrolled participant turns 12 months. This Event will also be due for any participant who turns 12 months within 30 days of entering or being re-enrolled in the Program</p>
Only events of this type that occur between the ages of ___ and ___ will be considered for meeting this requirement	<p>Enter the range of dates in which the Event can occur and still be counted as meeting the requirement</p> <p>For example, if your Growth Assessment is due at 12 months, you can use these fields to set it up so that it will be valid if it occurs anytime between 10 months and 14 months</p>

Field	Description
Events of this type are considered late ___ days after the participant turns...	Enter the number of days after a participant's birthday that you have to complete this Event before it is considered late
___ this event for PIR Question C.7	Select whether you want to Count or Do Not Count this Event towards PIR question C.7

11. Repeat steps 8-10 for each requirement that you want to add.
12. Save.

Calculate a PIR

Once you have set up your PIR in ChildPlus, you can calculate it. As you go through the process of preparing the PIR in ChildPlus, you may have to calculate the PIR answers multiple times. Each time you calculate your answers, you can choose which section you want to calculate. You can either calculate one section at a time or all sections at once, depending on your preferences.

Why calculate one section at a time?

Let's say, for example, that you have already calculated the entire PIR. After running an audit report, you realize that you need to make adjustments to Section B. Once you have made your changes, you can choose to calculate only **Section B** again since this is the only area you made changes to.



Refer to the [ChildPlus PIR Calculation Guide](#) and the official [PIR](#) when compiling the PIR.

To calculate a PIR in ChildPlus Desktop:

1. Go to **ChildPlus Desktop >> Management >> PIR**.
2. Select a PIR.
3. Click **Calculate PIR**.
4. Select the sections you want to calculate.
5. Click **Calculate**. ChildPlus displays a confirmation message.
6. Click **OK**.



Click **Calculation Guide** to open the ChildPlus PIR Calculation Guide for the corresponding PIR question.

Click **Report** to open the report used for the monitoring the corresponding PIR question.

View or Override Calculations

Once you have calculated a PIR, you can view and edit the results in each section. In addition, you can edit any calculated value on the PIR by entering an alternate value in the **Override** field.

To view or override PIR calculations in ChildPlus Desktop:

1. Go to **ChildPlus Desktop >> Management >> PIR**.
2. Select the section you want to view or edit.
3. Do one of the following:
 - To edit a calculated value, enter a new value in the corresponding value's **Override** field
 - To edit a manual entry field, enter a new value in the field



For more information, see [Manual Entry PIR Fields](#) on page 31.

4. Save.



Use PIR Reports to verify and troubleshoot calculated values on your PIR.

Print a PIR

Once you have calculated your PIR, you can print a copy of it to review calculations and verify that all manual entry fields have been completed.

To print a PIR in ChildPlus Desktop:

1. Go to **ChildPlus Desktop >> Management >> PIR**.
2. Select a PIR.
3. Click **Print**.



You can also print a copy of the PIR form in **Reports >> Report 9700 - PIR Report (precalculated values and overrides)**.

Create a PIR Export File

Once you have completed your PIR in ChildPlus, you can create an export file that you can import directly to the [HSES](#).

To create an export file in ChildPlus Desktop:

1. Go to **ChildPlus Desktop >> Management >> PIR**.
2. Select a PIR.
3. Click **Export PIR Data**.
4. Click **Create Export File**. ChildPlus displays a message recommending that you create an archive of your finalized PIR.
5. Click **OK**.
6. Enter a name to assign to the file.
7. Select a folder to save the file to.
8. Click **Save**.