

NCPRE-KKids 2015-2016 USER GUIDE

Revised October 2014

https://maf.ad.unc.edu/ncpre-kkids_1516/logon.aspx

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Important Highlights

The NCPre-K Reporting System consists of three main parts, NCPre-KPlan, NCPre-KKids and NC Pre-K APP. Most program information concerning your contract, sites and classrooms for 2014-2015 resides only in NCPre-KPlan, while information related to the children served in the NC Pre-Kindergarten Program (NCPre-K) is entered in NC Pre-K APP, then housed in NCPre-KKids. Changes to most of the information related to contracts, sites and classrooms are all handled in NCPre-KPlan through the Change Request process. Child level data continue to be reported monthly, along with related site and classroom operation information. Helpful tips regarding the monthly reporting system are outlined below:

The NCPre-KKids monthly Service Reports are due by the 10^{th} business day of each month following the reporting month (e.g., monthly reports for September are due October 14th)

- New sites and classrooms that are added to NCPre-KPlan through the Change Request process
 automatically feed over to NCPre-KKids; sites and classes that have never served children and are
 deactivated in NCPre-KPlan will not appear in the listings in NCPre-KKids
- Home/Community setting visits should be coded as Operation Days on the Site form for reporting purposes
- NCPre-KKids will calculate eligibility for free or reduced priced lunch based on the household income and family size entered
- All forms must be submitted or deleted prior to printing attendance report.
- Exit children in the month when they last attended in a particular classroom
- Be aware that Question 17 on the Child Form refers to SMART START funds only, not to NCPre-K dollars and may not be applicable to all children. Leave blank as appropriate
- After the first month of operation, the names of all newly enrolled children in a given month will be listed on the Attendance Report



- All teachers must be in place and visible on the Classroom Attendance Report prior to reimbursement
- Attendance Reports only include children whose forms are in "Ready to Submit" or "Submitted" status
- There is an option to "Print All Classrooms" on the Classroom Attendance Report page that allows for all Classroom Attendance Reports to be printed with one click
- The Reports page has options for a Child Data Report and a Cumulative Child Data Report, specific to your county, which will display the latest information entered on all children served in a particular contract.
- When you click Save on each child form, you will either receive an itemized list of issues for that form or NCPre-KKids will inform you there are no issues for that form. The Forms Status is still available to itemize issues on each form.

New in 2014-2015!

- Child data is entered in NC Pre-K APP, then sent to NCPre-KKids electronically
- https://maf.ad.unc.edu/ncpre-kkids_1415/logon.aspx

REMINDER: Please review User Rights and Roles in this Guide as there have been many staff changes at the Contractor and Site level.

Software Requirements

To use NCPre-KKids your computer must support Internet Explorer version 6 or higher. If you have an older version of this browser, free downloads are available at the following site:

Internet Explorer 7, 8, & 9: http://www.microsoft.com/windows/downloads/ie/getitnow.mspx

To view and print Attendance Reports, you now need to use Adobe Acrobat Reader. If you need to download this software utility, free downloads are available at the following site:

Acrobat Reader: http://www.adobe.com/products/acrobat/readstep2.html

Additional Assistance

- If you have followed the instructions in this User Guide and you need further technical assistance, please call or email the NCPre-KKids coordinator, Rachel Kaplan, at (919) 527-6548 or rachel.kaplan@dhhs.nc.gov (Division of Child Development and Early Education).
- NC Pre-K Contract Administrators should refer to the <u>DCDEE Early Education Unit roles and contact list chart</u> to determine the appropriate person to contact with any other questions.

Overview of NCPre-K Reporting Requirements in a School Year

This chart is designed to help you understand NC Pre-Kindergarten reporting requirements, describing due dates and system for submission.

What	When	How
County/Region Plans with current year updates are due to the State NC Pre-Kindergarten Office	Child Placement: Teachers:	NCPre-KPlan system
County/Region Plan Changes	As needed	Change Requests in NCPre-KPlan
Monthly Service Report Forms	The 10 th business day of the month following each month of NC Pre-Kindergarten service	NCPre-KKids system
Financial Status Report (FSR), Monthly Attendance Reports and Summary of Attendance Reports are due to the State NCPre-K Office	The 10 th business day of the month following each month of NC Pre-Kindergarten service	NCPre-KKids and paper submission

Overview of Monthly Reporting Requirements

First Month of Service	Page in User Guide
Enter Children's Names by Classroom	13
Create All Forms	15
Enter Site Operation Days and Teacher Workdays	21
Enter Class Size	22
Enter Child Attendance on Classroom Grid	22
Enter Child Data on Demographics, Household Info, Eligibility	25
Factors, Prior Placement, Assessment Evaluation and	
Attendance/Disability panels	
Make all Forms Ready to Submit	30
Submit Forms Online	32
Print Monthly Attendance Report and Summary of Attendance	34
Report	

Subsequent Months of Service	Page in User Guide
Create all Forms	15
Enter Site Operation Days and Teacher Workdays	21
Edit Class Size if needed	22
Enter Child Attendance on Classroom Attendance Grid	22
Edit child forms as necessary to reflect exit dates or changes	25
in disability status or Smart Start subsidy amounts	
Make all forms Ready to Submit	30
Submit Forms Online	32
Print Monthly Attendance Report and Summary of Attendance	34
Report	

Getting Started

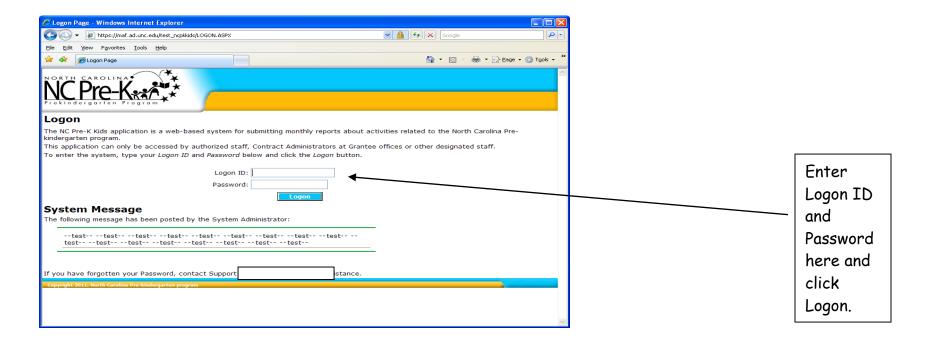
- Access the NCPre-KKids website at https://maf.ad.unc.edu/ncpre-kkids_1415/logon.aspx
- Your existing user ID and password will access NCPre-KKids. For Plan Administrators, this ID and password will also access NCPre-KPlan. The same ID and password are used in NC Pre-K APP.
- If you do not have a user ID and password, please contact your contract administrator or program contact for assistance. Any contract administrator or program contact who does not have a user ID or password should contact Rachel Kaplan at (919) 527-6548 or rachel.kaplan@dhhs.nc.gov with the Division of Child Development and Early Education.
- NCPre-KKids includes information about Sites, Classrooms/Teachers, and Children that make up the monthly Service Reports. Each month, Service Reports will contain separate forms for each site, classroom and child participating in NC Pre-K. NC Pre-K monthly Service Reports are submitted online and due by the 10th business day of each month following the reporting month (e.g., monthly reports for September are due October 14th).

The system also generates printable monthly attendance reports, which are due to the State NC Pre-K Office by the 10^{th} business day of each month following the service month. For further information on Monthly Attendance Reports, visit the DCDEE website: http://ncchildcare.nc.gov.

• This User Guide is available from the Instruction Page of the NCPre-KPlan 2014-2015 or the DCDEE web site http://ncchildcare.nc.gov.

Logging On

Type https://maf.ad.unc.edu/ncpre-kkids_1415/logon.aspx into your web browser and when the NCPre-KKids Logon screen shown below appears, type in your Logon ID and Password and then click the "Logon" button.

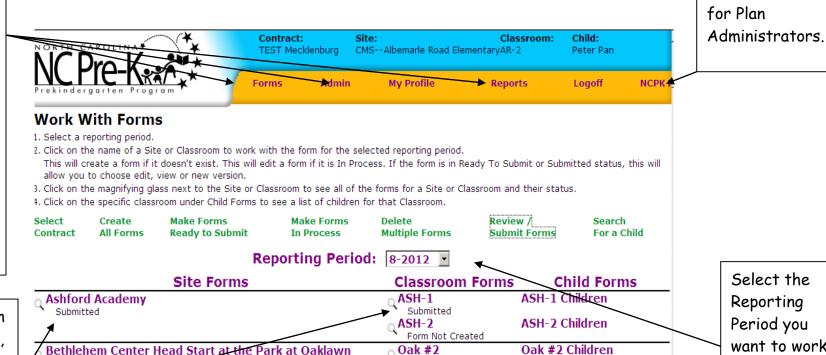


Note: The screen shots in this User Guide were made in a test environment. Terms such as "QA", "Test", and various names and dates of Sites, Classrooms and Children that appear on these screen shots will not show in the actual NCPre-KKids system.

Home Screen

A successful logon will bring you to the NCPre-KKids "Work with Forms" screen, the Home Page of NCPre-KKids, shown below.

The navigation links are very useful to go from panel to panel, but will not save your work; only the Save, Next and Previous buttons shown on each form page will save work.



Form Not Created

Form Not Created

Submitted QAR-3

AR-2 Children

AR-3 Children

AR-2

When you log on to NCPre-KKids. all of your approved Sites and Classrooms will appear on the Home Page.

Form Not Created

CMS--Albemarle Road Elementary

Select the

Reporting

Period you

want to work

with prior to

NCPre-KKids.

navigating

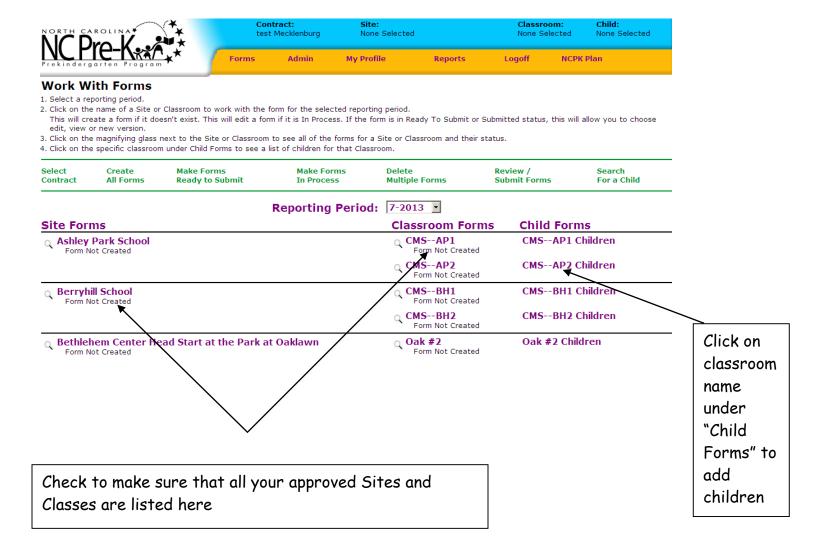
through

Link to

NC Pre-KPlan

First Month of Service

When you begin NCPre-KKids Service Reports for the first month of the school year, you will need to verify child records for all the children served by NC Pre-K. Beginning in 2014, child data is sent from NC Pre-K APP. Make sure that all your sites and classes fed over to NCPre-KKids from NCPre-KPlan by checking the list on the Forms page and then begin to add new child records.



Entering New Child Record



Adding a new child will only be necessary if a child was not already entered and sent from NC Pre-K APP. If you must add a new child: After selecting a classroom from the Child Forms list (shown on previous page), click on "Add New Child", and then enter the Child's name in the boxes provided. Click OK when you are done (or Cancel if you change your mind). The Child's name will then be displayed in the Child Selector (see next page). Note that the "Delete" option (in the Delete Child column) will be available only when no forms have been submitted in any month for this child.

Child Selector Screen

New Child Records

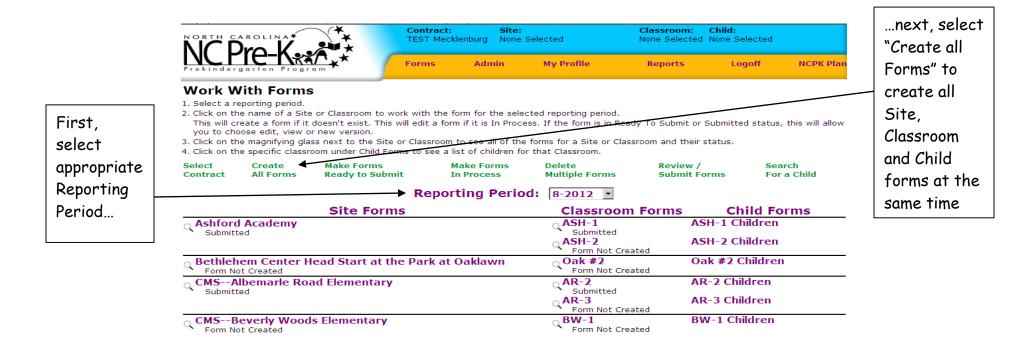
To see all children, including those with exit dates, select the "Show All Children"



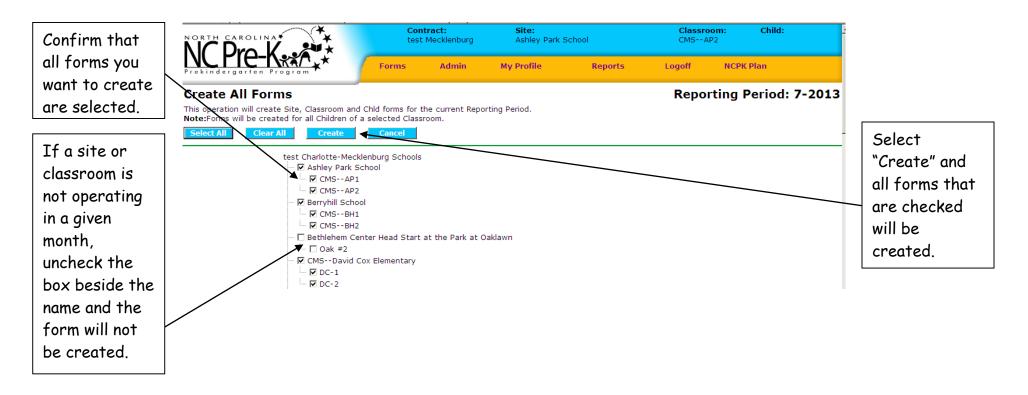
If needed, continue to add children to a classroom by selecting the "Add New Child" button until all children are entered. This process will need to be repeated for each classroom only for children not sent from NC Pre-K APP. The Child Selector screen only displays the names of children who are currently enrolled in NC Pre-K when the "Show All Children" box is not checked (the default setting.) If you would like to see ALL children (both enrolled and exited), check the "Show All Children" box. After you have entered all the children for a classroom, click on "Forms" on the yellow bar to return to the "Work with Forms" page, where you can "Create All Forms" (see next page).

Creating all Forms

After you have created a list of all children for your contract, you can create all of your monthly forms with just a few clicks.



Create All Forms Screen



After the system has completed creating forms, you will get a Form Creation Results page, showing which forms were successfully created and an error message for any forms that had been created previously (see next page).

*Note: If you inadvertently create a large number of forms that you do not need, please contact Rachel Kaplan at (919) 527-6548 or Rachel.kaplan@dhhs.nc.gov for assistance deleting them.

Forms Creation Results Screen



All forms that are created using the "Create all Forms" option will be in "In Process" status and will need additional data to be complete. You will need to fill in some recurrent data each month, including indicating relevant changes. Recurrent data each month will include: reporting site operation and teacher work days on the site form, updating any changes in class size or funds paid to the provider and reporting child attendance on the classroom form, and updating any changes in child level data (such as Smart Start subsidy amount) as appropriate on the child forms. You also have the option of creating each form manually (see next page).

Creating a Form Manually

Select

If you choose to create your forms manually or "one-by-one", you may do so from the Forms page.

First, select Reporting Period....



Work With Forms

- 1. Select a reporting period.
- Click on the name of a Sits or Classroom to work with the form for the selected reporting period.
 This will create a form if it doesn't exist. This will edit a form if it is In Process. If the form is in Ready To Submit or Submitted status, this will allow you to choose edit, view or new version.
- 3. Click on the magnifying glass next to the Site or Classroom to see all of the forms for a Site or Classroom and their status.

Make Forms

4. Click on the specific classroom under Child Forms to see a list of children for that Classroom.

Make Forms

To create a site or classroom form manually, simply click on the name. This creates a new form for the reporting period you have selected

Contract	All Forms	Ready to Submit	In Process	Multiple Forms Su	ıbmit Forms	For a Child	
		Re	porting Perio	od: 8-2012 🔽			
		Site Forms		Classroom Forn	ns Chi	ld Forms	/
Ashford	d Academy			QASH-1 Submitted	ASH-1 Chi	ldren	
				CASH-2 Form Not Created	ASH-2 Chi	ldren	
	nem Center Hot Created	ead Start at the Par	k at Oaklawn	Oak #2 Form Not Created	Oak #2 Ch	nildren	
CMSA Submitt		nd Elementary		QAR-2 Submitted	AR-2 Child	Iren	_
					AR-3 Child	Iren	
	Severly Wood	s Elementary		QBW-1 Form Not Created	BW-1 Child	dren	

Delete

Review /

Search

To create a child form manually, click the appropriate classroom name under "Child Forms" and then select the name of the child you wish to work with from the list provided

Editing Forms

After you have created your forms in NCPre-KKids, you need to edit them to add information each month. You will need to complete the Site and Classroom forms with information not housed in NCPre-KPlan. To edit a Classroom or Site form, go to the Forms screen, select the appropriate reporting period and then click on the name of the site or classroom.

Child level data are not stored in NCPre-KPlan, so the first month you will need to add all information for all children. For all child data for subsequent months, data will feed over from the previous month's NCPre-KKids forms. To edit a Child Form, click on the classroom name under "Child Forms" for a list of children and select the form you need to edit.

Contract: Classroom: Child: Click the name test Mecklenburg Berryhill School CMS--BH1 of the "In **NCPK Plan** Admin My Profile Reports Logoff Process" site Work With Forms or classroom 2. Click on the name of a Site or Classroom to work with the form for the selected reporting period. form to edit (if This will create a form if it doesn't exist. This will edit a form if it is In Process. If the form is in Ready To Submit or Submitted status, this will allow you to choose the form is in 3. Click on the magnifying glass next to the Site or Classroom to see all of the forms for a Site or Classroom and their status . Click on the specific classroom under Child Forms to see a list of children for that Classroom. "Ready to Select Create Make Forms Make Forms Delete Review / Search Submit" status Contract All Forms Ready to Submit In Process **Multiple Forms Submit Forms** For a Child you have the Reporting Period: 7-2013 option to view Site Forms **Child Forms** Classroom Forms Ashley Park School CMS--AP1 Children CMS--AP1 or edit) In Process In Process Q CMS--AP2 CMS--AP2 Children

To edit a child form in the reporting period selected, click the appropriate classroom name under "Child Forms" and then select the name of the child you wish to work with from the list provided

To edit previous records, click on the magnifying glass beside the name of the Site or Classroom for a complete list or choose a specific Reporting Period and click on the Site or Classroom name. To edit a Site or Classroom form from a previous month that is in "Ready to Submit" or "Submitted" status, check the "Show All Report Periods" box on the selector page. To access previous child forms, click the appropriate classroom listed on the Forms page, under Child Forms. When the list of children appears, click the magnifying glass in the form selector column for that child.

Guidelines and Information about Editing all Types of Forms

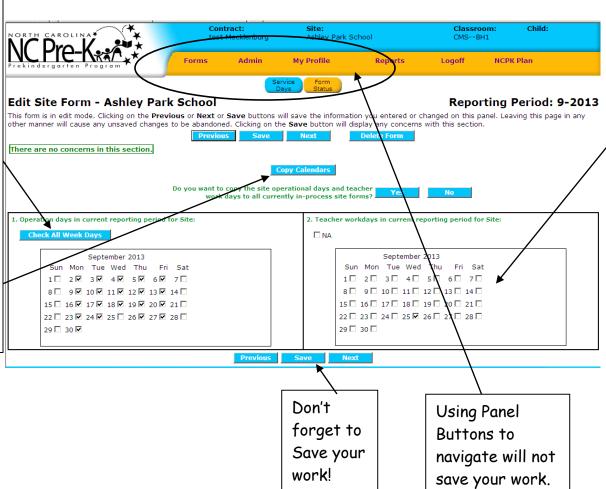
- For each month of service, you need to create, edit and submit a site form for each site participating in NCPre-K, a classroom form for each classroom participating in NCPre-K, and forms for all children participating in NCPre-K
- All items require a response (even if it is "NA" or "Do Not Know")
- If you need more information about how to answer the form questions or what the questions mean, please visit the State NCPre-K web site at: http://ncchildcare.nc.gov
- Be sure to use the "Save" and "Next" or "Previous" buttons when entering or editing data in order to save your data. Changes will not be saved if you move through the panels using the panel buttons
- When you click "Save" on each child form, you will either receive an itemized list of issues for that form or NCPre-KKids will inform you there are no issues for that form. The last panel is the "Forms Status" panel- the system lists any errors, such as missing data. After all forms are listed as complete, you can change its status to "Ready to Submit". You may also change each form status individually on the Forms Review/Submit page or use "Make Forms Ready to Submit"
- You may delete any form that is "In Process" or "Ready to Submit" with the delete option available by clicking on the magnifying glass near all form names. Forms that are in "Submitted" status cannot be deleted by users. If you have submitted a form in error and need assistance, please contact the NCPre-KKids coordinator, Rachel Kaplan, at (919) 527-6548 or rachel.kaplan@dhhs.nc.gov (Division of Child Development and Early Education)
- If you have already submitted a form and realize that one or more of the entries need to be corrected, you can create a "New Version" for that form by clicking on the magnifying glass. After you make the correction, put the form in "Ready to Submit" status and submit again for the month affected
- You can generate an "Answer Sheet" for any form from the "Form Status" page (see page 42 of this User Guide for more information about Answer Sheets)

Editing the Site Form

Each operating month you need to edit the Site Form to add Site Operation Days and Teacher Workdays. To edit the Site form, click the name of the Site form from the Forms page to bring up the Site form for the selected reporting period. Operation Days are days when children attended the NCPre-K program or Home Visit days. Teacher Workdays are when the teachers are working, but no students are in attendance. Teacher Workdays and Operation Days are mutually exclusive and cannot overlap. After Site Operation Days and Teacher Work Days are selected and saved, they may be copied to all Sites using the Copy Calendars button on the Site form.

Note: All days when Home/Community setting visits are coded as Operation Days for reporting purposes.

Select "Check All Weekdays" to select every weekday and uncheck any day the site did not serve children. After selecting Operation Days and Teacher Work Days, click the "Copy Calendars" button to copy Site Operation Days and Teacher Work Days to all sites.

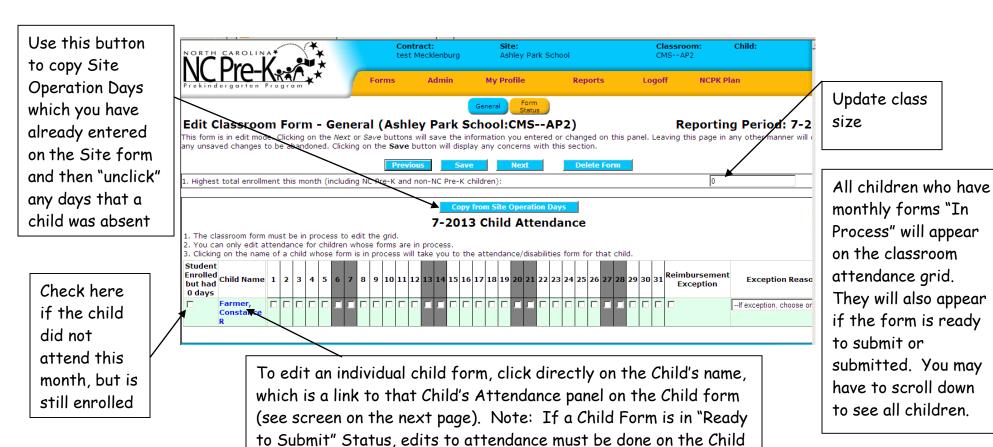


Select any Teacher Workdays that occurred during the month; if there were none, check the NA box.
Remember,
Teacher Workdays and Operation Days are mutually exclusive.

Editing the Classroom Form

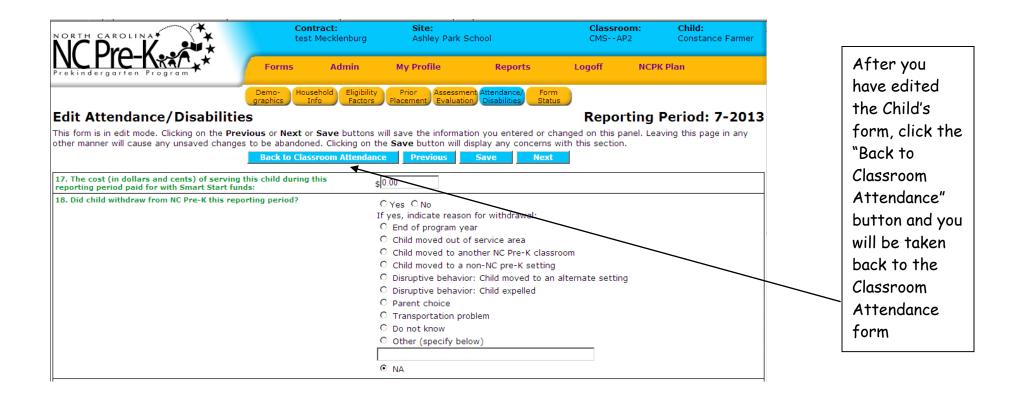
Each operating month, you need to edit the Classroom Form to enter attendance data for the children in that class. To edit the class form, click the name of the Classroom from the Forms page to bring up the Classroom form for the reporting period.

The Classroom Form includes information about class size and the child attendance grid. On this screen you can enter attendance for all children in a class by using the Attendance Grid (highly recommended). You may also edicattendance on each individual child form, but recording attendance on the Attendance Grid is usually more efficient. You also need to update the Classroom Form if the maximum total class size changes from the previous month.



Form itself.

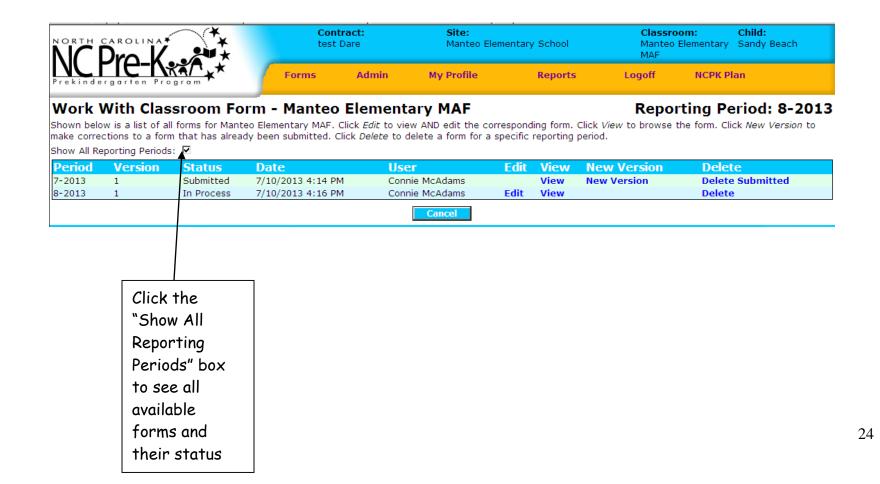
Editing the Classroom Form contd.



When you click on a Child's name on the Attendance Grid, it will link directly to the screen above, the Attendance/Disabilities panel for that Child for the appropriate month. This feature is particularly helpful if you need to exit a child in a given month. If any edit to a particular child's attendance could affect past reimbursement, please contact Max Perry at 919-527-6539 or Max.Perry@dhhs.nc.gov
Keep in mind that you must exit a child in the month of last his/her attendance day.

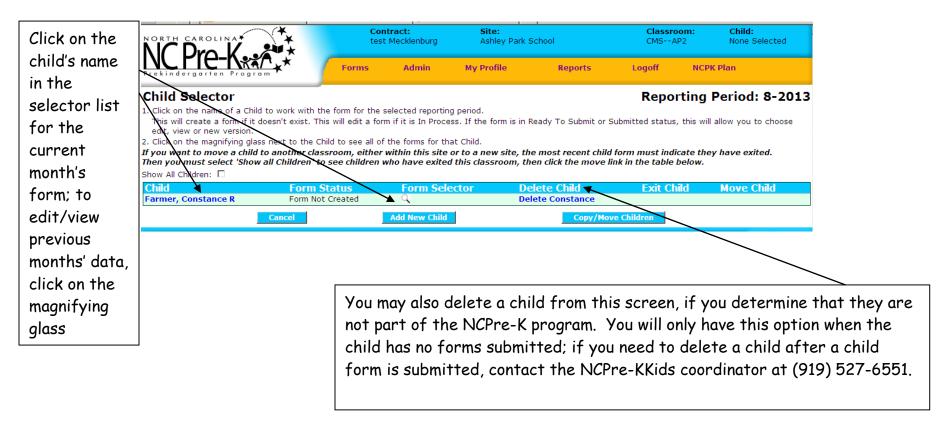
Editing Previous Months' Site and Classroom Forms

If you need to edit a previous month's form that is "In Process", either change the Reporting Period or click on the magnifying glass next to the Site or Classroom name. If you need to edit a "Ready to Submit" or a "Submitted" site or classroom form from previous months, click the "Show All Report Periods" box that is available on the "Forms Selector" page. This brings you to a Forms Selector page that lists all available forms and their status. Select View, Edit or New Version depending on the status of the form and your needs.



Editing the Child Form

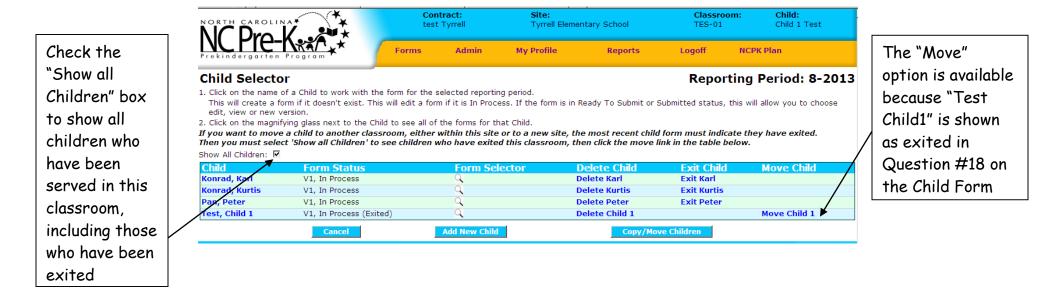
To edit the Child Form, click on the classroom name under "Child Forms" on the Work with Forms page. To edit the currently selected month's form for a child, first click on the name of the child. After you enter all the child data for the first month of service, the data will feed over when you create forms for subsequent months. If there are no updates to a child's information (other than attendance) in a given month and you have used the Attendance Grid to enter attendance, you do not need to edit the individual child form. To edit/view/create a new version of a previous month's form, click on the magnifying glass by the child's name.



Child Forms make up the majority of the collected information for NCPre-KKids. All Child Form panels and questions are listed in the appendix of this User Guide (see page 48).

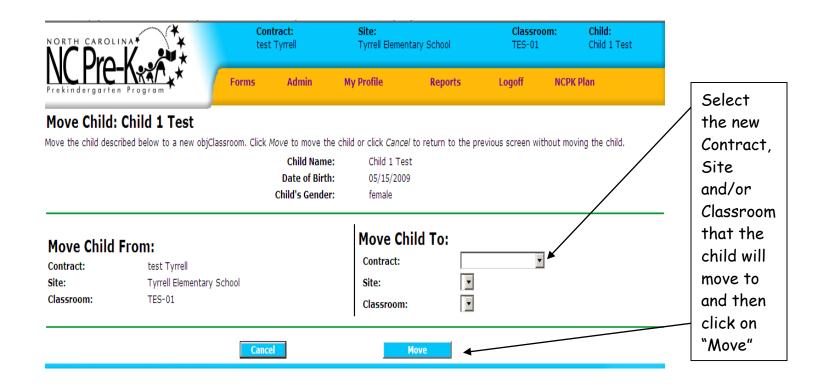
Moving an Existing Child to Another Classroom

You may move an existing child in NCPre-KKids to another Classroom without re-entering the child level data. This move must be initiated through the NCPre-KKids report for the original classroom. To begin a move, you must first select "yes" to Question #18 on the Child Form in the original classroom. Once this is done, the child's name then appears in the Child selector list (after "Show All Children" is checked) in the "Move Child" column with a "Move" option beside it.



Select the "Move Child" option corresponding to the child's name. You will be taken to the screen on the next page.

Here, you select the site and classroom information that corresponds to child's new location from the drop down menu and then select the "Move" button.



After these steps are completed, the child appears in the selector list for the new classroom and a form may be started. Note: Overlapping attendance days cause an error in your forms, so make sure the child's last attendance day in the original classroom and first attendance day in the new classroom do not overlap. Also, the child will appear on the attendance reports for both classrooms if the child attended days in both classrooms that month.

Exiting a Child from NCPre-KKids

To exit a child, s/he must have at least 1 attendance day in the same month as the exit date. If you discover that a child has left the program after submitting the forms for that month, create a "new version" of the Child Form for the last month the child attended. The "new version" option is shown on the Form Selector screen when you click on the magnifying glass next to the child's name (see screen shot below). Change the answer to question #18 in the new version of the Child form to "yes, the child has left the program," choose the reason, save your changes, put the form in Ready to Submit status and re-submit for that month. The child's attendance during the month exited will still be included on the attendance report for that month.



To exit a child from the NC Pre-K program prior to submitting that month's forms, simply answer question #18 on the Child form "yes", select the reason that best fits the child's reason for leaving and proceed with your form submission as usual.

Deleting Forms

You can delete a Site, Classroom or Child form only if it is in "In Process" or "Ready to Submit" status. Forms that are in "Submitted" status cannot be deleted. To delete a form, go to the Forms screen and click on the magnifying glass next to the type of form you wish to delete. On the screen below, the classroom magnifying glass for CCDC Classroom was clicked and the screen shows all available forms for that classroom.

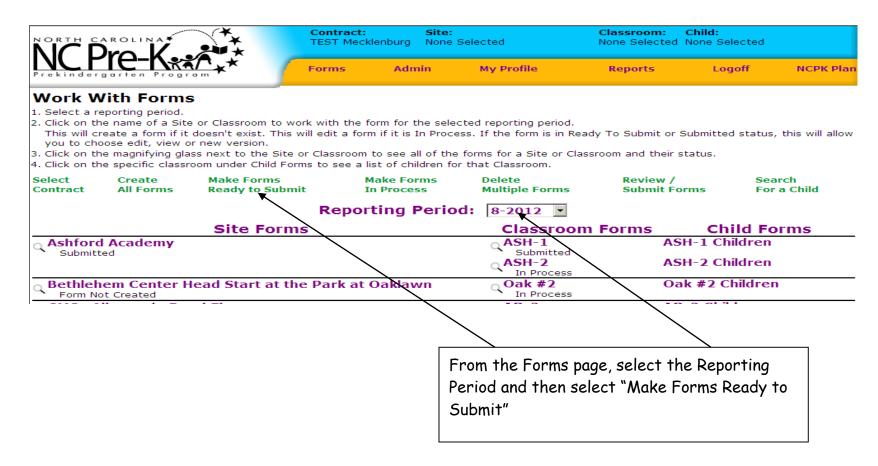


To delete any of the forms shown, click on the delete option in the 'Delete' column and then click delete again (or cancel if you change your mind) when the confirmation screen appears

*Note: If you have a large number of forms that need to be deleted, please contact Rachel Kaplan, at (919) 527-6548 or Rachel.kaplan@dhhs.nc.gov for assistance.

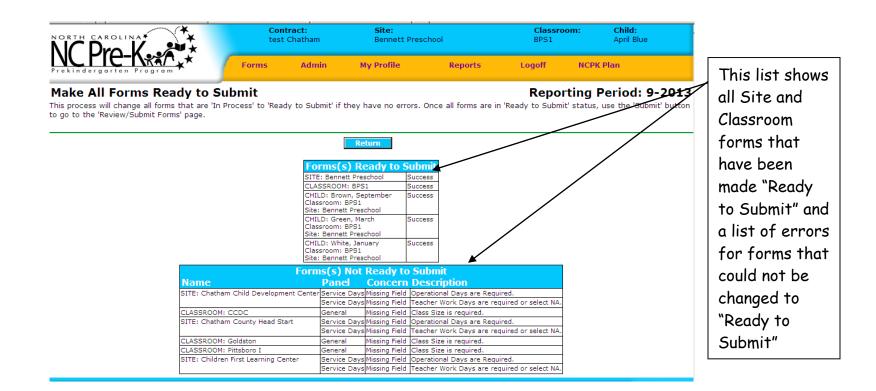
Making all Forms Ready to Submit

There is a feature in NCPre-KKids that allows you to change the status of a batch of forms within the same reporting period from "In Process" status to "Ready to Submit" status, provided that there are no missing data or other form errors.



Click "OK" on the next screen and wait patiently while the system processes all of the forms. A results page will be displayed, showing which forms were changed to Ready to Submit and any errors for forms that could not be changed.

Processed Forms Results Screen

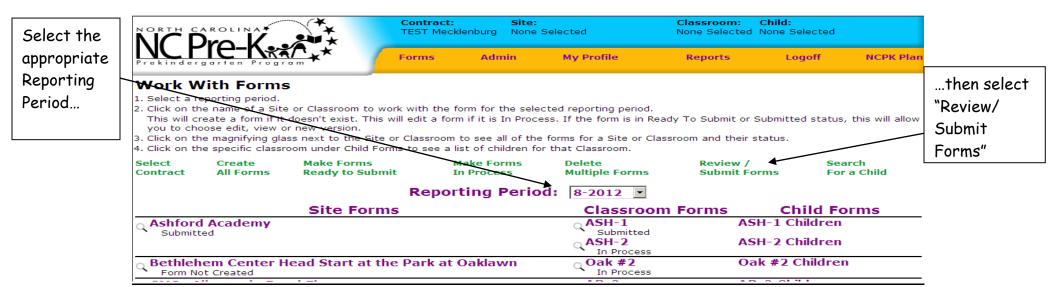


If forms are listed with errors/missing information, you will need to return to those forms to complete them. See page 19 of this User Guide for information on "Editing Forms."

After you batch-process forms so they are "Ready to Submit" and if there are no errors, a Submit button which links to the Form Review/Submit page will appear on this page.

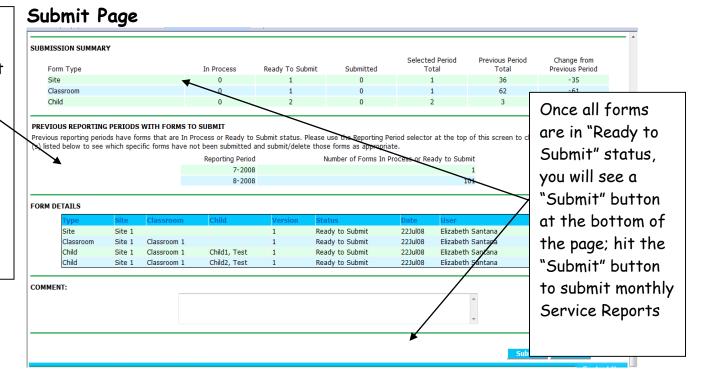
Reviewing and Submitting Forms

Only a user who has Contract Administrator rights can submit forms (see page 44 of this User Guide for information about Roles and Rights). To submit forms, go to the Forms screen, select the reporting period you wish to review and then click "Review/Submit Forms."



In order to submit the forms for a contract, all associated Site, Classroom, and Child forms must be in "Ready to Submit" status. In fact, you will not even see the "Submit" button until all forms are "Ready to Submit". When the system recognizes that you have a complete set of forms ready to submit, the "Submit" button appears (see next page). Click the Submit button to electronically submit your monthly service reports.

Select the
Reporting Period
indicated to Submit
or Delete these
forms as
appropriate. This
section will no
longer show any
forms from
previous months
that were not
submitted.

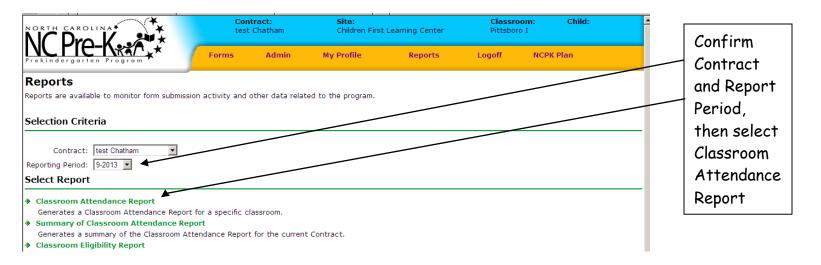


Attendance Reports

At the conclusion of each month of service, Monthly Classroom Attendance Reports and Summary of Attendance Reports are generated from the NCPre-KKids system. After entering the complete month's attendance for each child in the classroom and putting the forms in "Ready to Submit" status, these reports can be generated by the user. Note that users will only be able to generate and print reports for classrooms and sites for which they have access. Note: To view and print Attendance Reports, you now need to use Adobe Acrobat Reader. If you need to download this free software utility, please visit http://www.adobe.com/products/acrobat/readstep2.html

Classroom Attendance Report

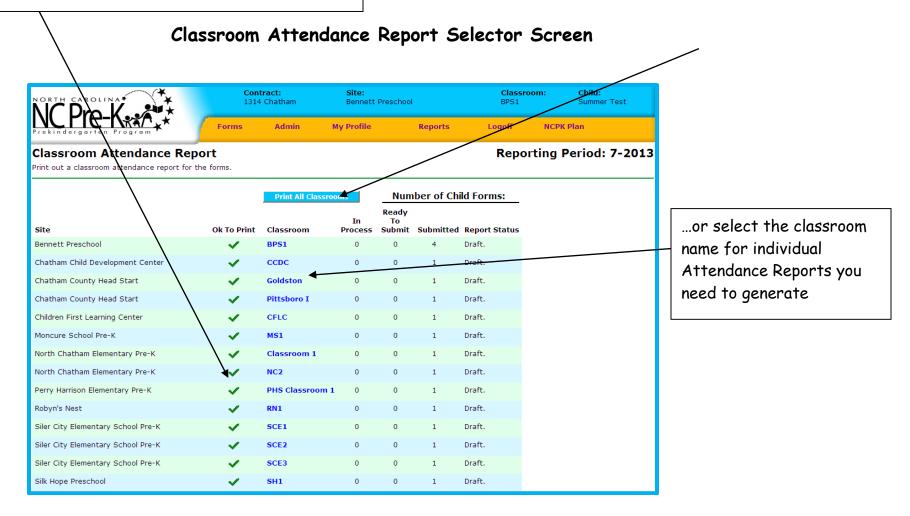
Click Reports from the Forms Screen to go the Reports screen, shown here:



This brings up the screen on the next page:

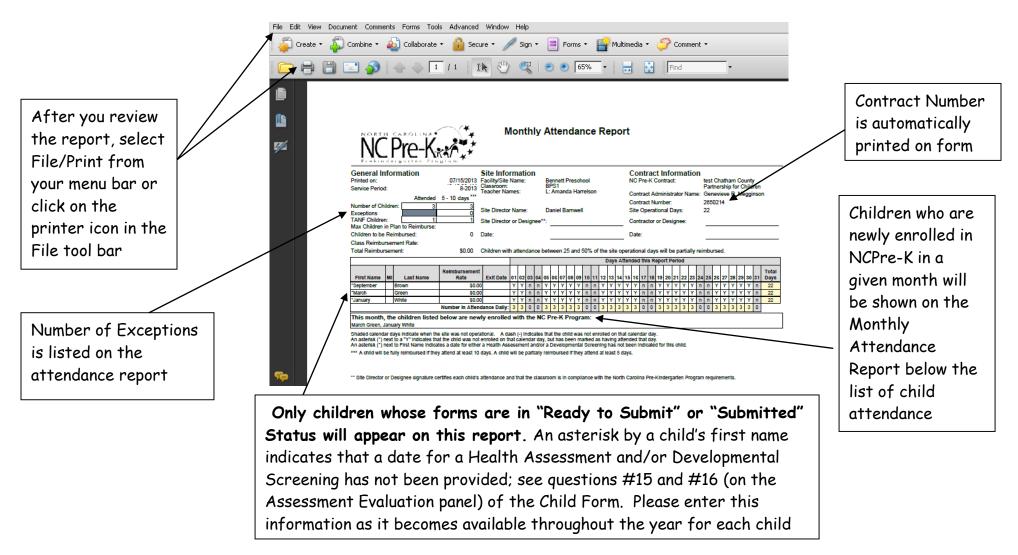
When you print your Classroom Attendance Reports they will be in draft form. They will remain in draft form until they are submitted to DCDEE. When The status under "Ok to Print" will be a green check mark if all the forms are ready to print.

A yellow warning sign will show if there are child forms that are in process.



Classroom Attendance Reports will not be generated until all forms have been "Submitted".

Attendance Report Screen



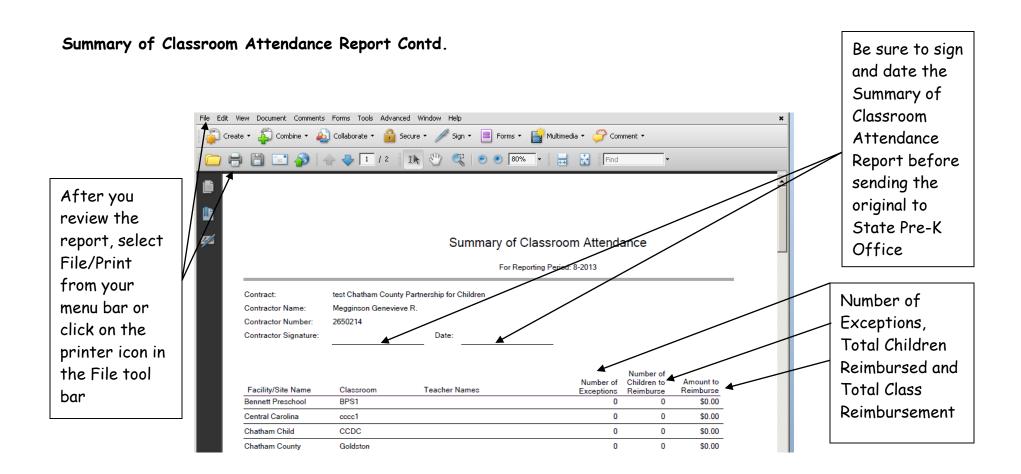
After you review the Attendance Report for accuracy and print it, be sure to get signatures of the site director and the contractor before making a copy to send to the State NCPre-K office, along with the Summary of Attendance Report (see next page). Note: Teachers names must appear on Classroom Attendance Report before reimbursement from DCDEE will be made.

Summary of Classroom Attendance Report

After all attendance information has been entered for each site, the user will create the Summary of Classroom Attendance Report.



Select Summary of Classroom Attendance Report

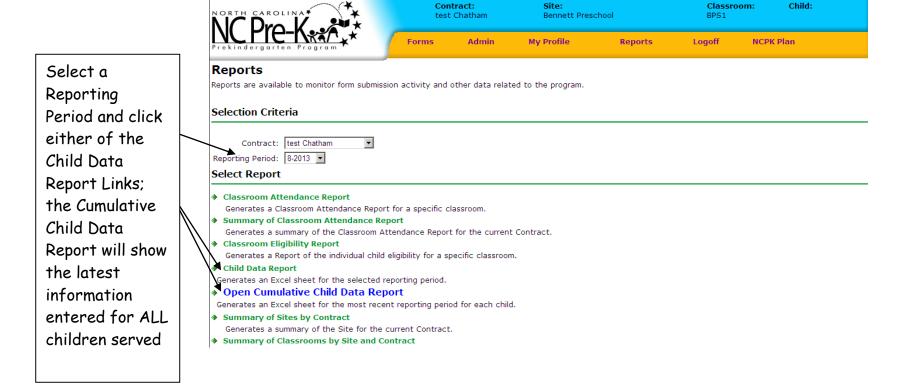


The Classroom Attendance Reports require the signatures of the Site Director and the Contract Administrator. The Summary of Attendance Report requires the signature of the Contractor. The original of the Summary of Attendance Report (with original signature) and a copy of the Classroom Attendance Report, along with the Financial Status Report (FSR), are sent to the State NCPre-K office. See the NC Pre-Kindergarten Program Fiscal and Contract Manual for more information.

This report has been revised to include number of exceptions.

Child Data Reports

Child Data Reports, which provide information taken from the Child forms for your contract are available on the Reports page of NCPre-KKids. The links for the Child Data Report and the cumulative Child Data Report are found directly under the Classroom Summary Report, as shown below:



Once you click on either of the "Child Data Reports", the following screen will be displayed:

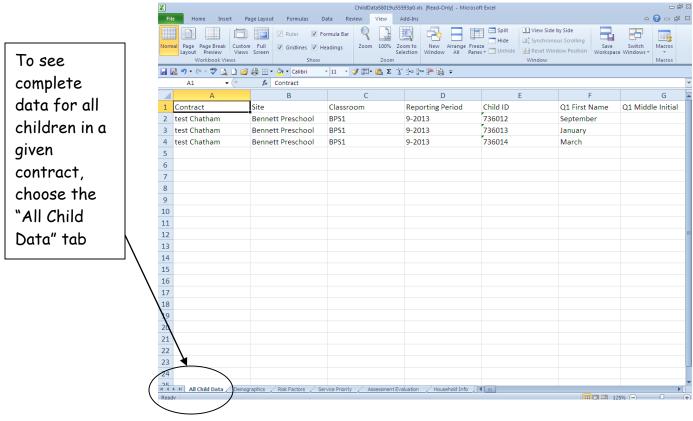
NORTH CAROLINA		tract: Chatham	Site: Bennett Preso	chool	Classro BPS1	oom: Child:	· ·	
Prekindergarten Program	Forms	Admin	My Profile	Reports	Logoff	NCPK Plan		
Reports								Click on the "Generate"
This may take a moment. After you click the 'Generate' butt Child Data Report' below to open t		nt, the repo	rt will been gene	rated and then	click the 'Op	Generate	Cancel	button to display the
eports are available to monitor form submiss	ion activity and	other data rela	ted to the program.					Report
Selection Criteria								selection
Contract: test Chatham								screen below:
Reporting Period: 8-2013								
Select Report							I	

Click on the Generate button to get to the screen below, which displays the "Open Child Data Report" or the "Open Cumulative Child Data Report" link:

NORTH CAROLINAT		tract: Chatham	Site: Bennett Pres	chool	Classro BPS1	oone. Child:	
Prekindergarten Program	Forms	Admin	My Profile	Reports	Logofi	NCPK Plan	
Reports				,			
This may take a moment. After you click the 'Generate' butt Child Data Report' below to open t	on to the rigl he report.	nt, the repo	rt will been gene	rated and then o	lick the 'Op	Generate en	Cancel
Reports are available to monitor form submiss	ion activity and	other data rela	ted to the program.				
Selection Criteria							
Contract: test Chatham							
Reporting Period: 8-2013							
Select Report							
Classroom Attendance Report Generates a Classroom Attendance Repor Summary of Classroom Attendance Re Generates a summary of the Classroom At Classroom Eligibility Report Generates a Report of the individual child Child Data Report Generates an Excel sheet for the selected in Open Cumulative Child Data Rep	port tendance Report eligibility for a sp eporting period.	t for the curren					

Click on "Open Child Data Report" to access the information shown below:

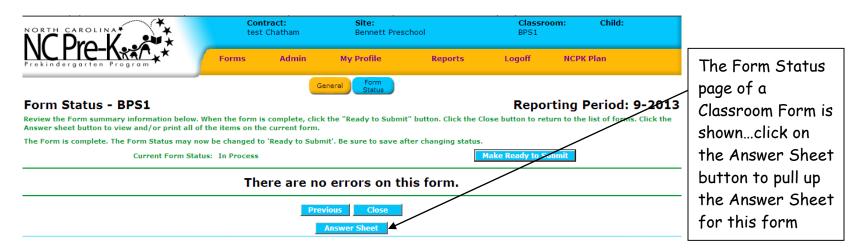
Sample Child Data Report



The tabs in the Excel Workbook correspond to the panels on the Child Form. Click on the "All Child Data" tab to see all child level information in your contract printed on one page, or click on other tabs to access information specific to the corresponding panel.

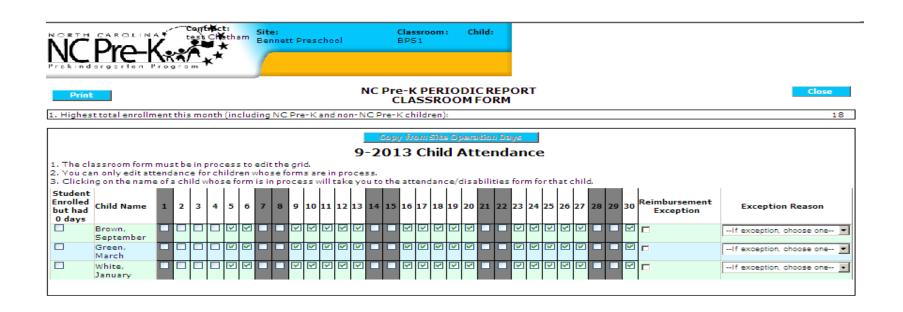
Answer Sheets

For each complete form, you may pull up a printable "Answer Sheet": a listing of each item on the form and the response that was entered. The Answer Sheet button is on the "Form Status" panel of each form.



Answer Sheet for Classroom Form

The Answer Sheet prints out existing data for that form, so you'll want to make sure that you have all the data entered before you generate an Answer Sheet.



Users' Rights and Roles

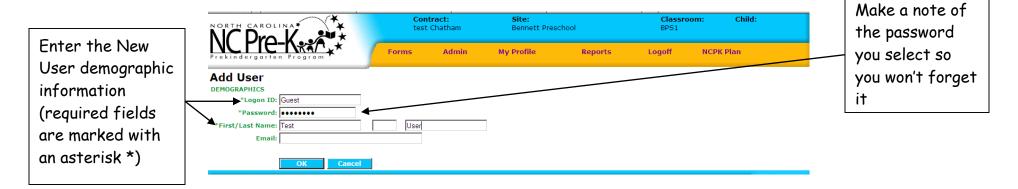
Your Logon ID restricts the areas of NCPre-KKids that you can access. Contract/Site/Classroom Administrator Roles give a user the ability to create, view, and edit Forms within their assigned access area. For example, a user who is assigned the role of Classroom Administrator for "Classroom A" in "Cardinal Elementary School" of "Cardinal County" may only create or view forms for children in that classroom within that site within that contract. The User Administrator role, shown under Other Administrator Roles below, gives a user the ability to add new or edit existing users for the Contract. The following table shows all possible Administrator Roles and Access Rights:

Administrator Role:	Allows Access Rights to create/edit/view/delete Forms:
Contract Administrator	Contract for your County/Region Only Contract Administrators may Submit Forms and Change Requests, and grant reimbursement exceptions.
Site Administrator	One or more Sites in the selected Contract
Classroom Administrator	One or more Classrooms (and associated Children) in the selected Contract and Site
Other Administrator Role:	Allows User to:
User Administrator	Create or Edit user information for other Users in their Contract. A User Administrator can only assign Roles and Access Rights at or below their own Access Rights level.
Plan Administrator	Log in to the NCPre-KPlan system (to view and to change your County/Region Plan).

Adding and Maintaining Users

If you are a User Administrator, you can add New Users and edit User information (change a User's Password or assign/change their Roles and Access Rights). To add a New User:

- ♦ Go to the "Admin" screen.
- ♦ Click "Add User".



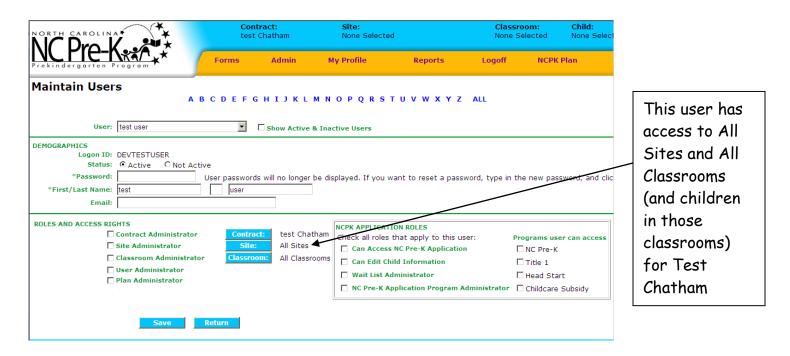
- ♦ Be sure you click OK to save the Demographics record; after you click OK, you will be prompted to enter more information in the "Maintain User" screen. Here, the important section is called "Rights and Roles". (Refer to the table on page 44 to learn more about user rights and roles.)
 - o If you want this user to be a Contract Administrator, put a checkmark in that box.
 - o If you want this user to be a <u>Site Administrator</u>, put a checkmark in that box. Then click on the word Site. Choose *All Sites*, one specific Site, or multiple Sites (using the control button) which you want this person to be able to have access to. After you make each selection, it will bring you back to the Maintain User page and display what you just chose.

If you want this user to be a <u>Classroom Administrator</u>, put a checkmark in that box. Then click the word Classroom. Choose <u>All Classrooms</u>, one <u>specific Classroom</u>, or <u>multiple Classrooms</u> (using the control button) that you want this person to be able to access. After you make your selection, it will bring you back to the <u>Maintain User page</u> and display what you just chose.

If you want this user to be a <u>User Administrator</u>, put a checkmark in that box.

- ♦ You will only be allowed to assign new users in your Contract at or below your rights and roles level.
- Enter any other information about the User (optional).

Click the OK button at the bottom of the screen to save the settings and leave this area.



Note: This screen is also be used to grant access for NC Pre-K APP users.

Changing a User's Password

There are two ways to change a password. Use Method 1 if you are changing your own; use Method 2 if you are a User Administrator and you are changing another user's password.

Method 1: Go to "My Profile". Delete the contents of the Password box, type in the new password, and then click the OK button to save.

Method 2: Go to "Admin" and click "Maintain User". Select the username from the drop-down list. Delete the contents of the Password box, type in the new password, and then click the OK button to save. Remember to tell the person their new password!

Inactivating a User

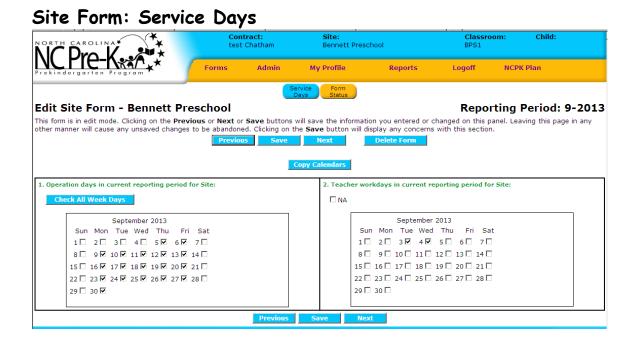
You may inactivate a User Logon ID, so that it will no longer provide access to the NCPre-KKids system. To inactivate a user: Go to the "Admin" screen and click "Maintain User." Select the username from the drop-down list. Remove the checkmark from the box next to the word "Active".

Archived Data

NCPre-KKids holds forms and data for the *current school year only*. Users may access previous years' data at the following websites:

2011-2012	MAFKids	http://maf.ad.unc.edu/MoreAtFour20112012/Logon.aspx
2012-2013	NC Pre-KKids	http://maf.ad.unc.edu/ncpre-kkids_1213/logon.aspx
2013-2014	NC Pre-KKids	https://maf.ad.unc.edu/ncpre-kkids_1314/logon.aspx

Appendix Screen Shots and Questions: NC Pre-KKids 2014-2015



1. Operation days in current reporting period for Site: Check the box next to each day that this Site was in operation serving children this report period. Operation days are defined as days when children attended the NC Pre-Kindergarten Program or when home/community setting visit occurred. (Note that all days when Home/Community setting visits occurred are reported as Operation days, not Teacher Workdays). For convenience, you can use the "Check All Week Days" utility and remove the check mark from the unwanted days. Do not check a box if the site was not serving any children that day (for example, do not check box for a teacher workday or for a holiday).

2. Teacher workdays in current reporting period for Site: Check the box next to each day that was a teacher workday at this Site (teachers were working but children were not in attendance). * Check the NA box if there were no teacher workdays that month. After Site Operation and Teacher Work Days are selected and saved, they may be copied to all Sites for any given month, using the Copy Calendar button.

*Note that operation days and teacher workdays are mutually exclusive; that is, a given day cannot be listed as both. If an operation day and a teacher workday are in conflict with each other, you will get an error message when you click on the Form Status panel. For non-operational days or holidays, simply leave the box blank. Home visit days are to be reported as operation days.

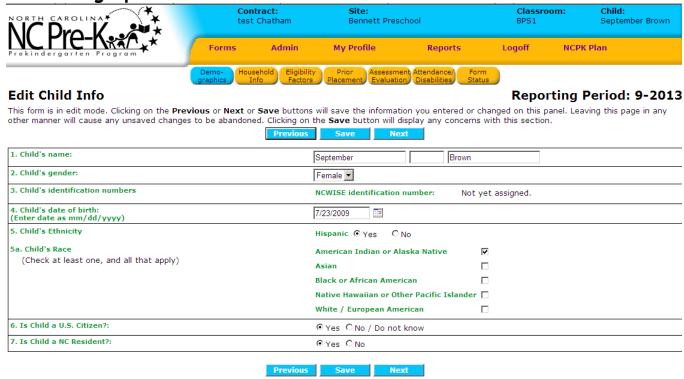
Classroom Form: General

	•					•••	•		• • •	•			•••					Ger	nera			Form												
View	Classro	on	ı F	oı	m	۱ -	G	en	er	al	(1	Ве	nn	et	t I	Pro	es	ch	100	ol:		PS	_)								Report	ting	g Period: 8-20
	is in edit mod unsaved cha																														nel.	. Leaving this pa	ge in	any other manner will
													P	revi	ious				Nex	xt				De	lete	Fo	rm							
1. Highest	t total enrollm	ent	thi	s m	ont	h (i	incl	udin	g N	C Pi	re-k	(an	d n	on-	NC I	Pre-	Κ¢	chile	dren	1):														
																Co	py 1	iron	n Si	ite (Ope	erati	on l	Day	/5									
														8	3-2	20	13	3 (hi	ild	Α	tt	en	da	an	ce								
2. You ca	assroom form an only edit a g on the name	tter	ıdar	nce	for	chi	ildre	n w	hos	e fo	orm:	s ar					th	ie a	ittei	ndai	nce	e/dis	abil	litie	s fo	rm	for t	:hat	t ch	ild.				
Student Enrolled but had 0 days		1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29 3	0 3	Reimbursem Exception		Exception Reason
	Brown, September	V	>			V	<u>~</u>	~	V	V			~	~	V	<u> </u>	V			V	>	~	✓	V			~	~	V		2			If exception, choose one-
	Green, March	~	>			V	<u>~</u>	<u>~</u>	V	<u>~</u>			<u>~</u>	<u>~</u>	V	V	✓			V	V	V	<u>~</u>	~			~	~	V	<u> </u>	7			If exception, choose one-
	White,	V	>			V	~	V	~	~			~	~	~	~	V			~	V	~	V	V			~	~	~	~	2			If exception, choose one-

1. Highest total enrollment this month): Enter the highest total class size for this classroom. (including NCPre-K and non-NCPre-K children

The attendance grid shows the names of all the children in this Classroom who have a form IN PROCESS for the month, and all the calendar days in the selected reporting month. If a Site Form has been completed for this month, the Copy Site Operation Days button will be activated. Click this button to select all days that this Site was in operation as attendance days for each Child's attendance record. Then you can make adjustments for individual children's actual attendance by removing check marks from the days they were absent. The box on the left labeled "Student Enrolled but had 0 Days" should be selected if the child had no attendance days, but is still enrolled. (If the child has exited the program, be sure to indicate that on question #18 on the child form). Be sure to click Save when you are done. (If you leave the page by clicking Back, you will lose any changes.) Reimbursement Exceptions can be granted from this screen by the Contract Administrator (after receiving a written request and applicable verification documentation from the classroom or site). Click the check box as appropriate and select the reason from the drop-down list. When an exception is granted, that child will be reimbursed in full, regardless of their attendance.

2. Child Form: Demographics



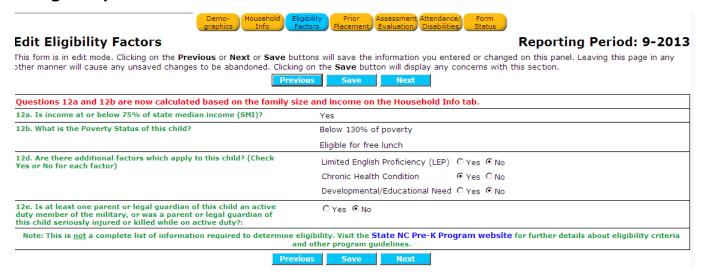
- 1. Child's name: (information is drawn from another form or source in the system, but can be edited here).
- 2. Child's gender: Select male or female from the drop-down box.
- 3. Child's identification numbers: Child identification numbers are no longer collected in NCPre-KKids.
- 4. Child's date of birth: Type in date as mm/dd/yyyy or use calendar icon to select a date (defaults to current year).
- 5. Child's Ethnicity: Check Yes or No
- 5a. Child's Race: Check all that apply to indicate Child's race. (These are race categories as they appear on the US census).
- 6. Is Child a U.S. Citizen?: Choose Yes if you know child is a U.S. Citizen; otherwise, choose No/Do not know. Note: US Citizenship is not required for participation in NCPre-K.
- 7. **Is Child an NC Resident?:** Choose Yes if you know child is a resident of NC; otherwise, choose No. Note: NC residency is not required for participation in NCPre-K.

Child Form: Household Information

Edit Household Info			Reportin	g Perio	d: 9-2013
This form is in edit mode. Clicking on the Previous or Next or Save bu other manner will cause any unsaved changes to be abandoned. Clickin				Leaving this	page in any
Prev	ious Save Next				
8. Does the child live with an adult blood relative or with a non- relative who has legal custody or guardianship?	⊙Yes CNo				
9. Family size: Number of parent(s)/guardian(s) and the number of children for whom they have responsibility (include NC Pre-K child in this number)	5				
10. Child's county of residence:	Cherokee				
11a. Answer all of the following questions concerning the child's parent/guardian: (Check Yes or No for each factor)		Mother/Fe	emale Guardian	Father/M	ale Guardian
parent/guardian. (check res of No for each factor)	Employed?	Yes	C No	CYes	No
	Seeking Employment?	O Yes	⊙ No	Cyes	No
	In post-secondary education?	O Yes	No No	Cyes	No No
	In high school or in a GED program?	Oyes	⊙ No	O Yes	⊙ No
	In job training?	O Yes	⊙ No	O Yes	⊙ No
	Other?	CYes	No No	C Yes	⊙ No
11b. What is countable family gross income?:	Income: 1,500.00 © Mon	/			
	Total Calculated Yearly Income: 18	,000.00			
Prev	ious Save Next				

- 8. Does the child live with an adult blood relative or with a non-relative who has legal custody or guardianship?: Select Yes or No. See NC Pre-K Program Requirements for more information.
- 9. Family Size: Type in the number of Parent(s)/Guardian(s) and the number of children for whom they have responsibility (include NCPre-K Child in this number).
- 10. Child's county of residence: Select name of county in which this Child's household is currently located.
- 11a. Answer all of the following questions concerning the child's parent/guardian: Check yes or no for each factor: Employed, Seeking Employment, In post secondary education, In high school or in a GED program and In job training and Other as applicable to the Mother and/or Father. If "Other is checked please describe. (i.e. Disabled)
- 11b. What is countable family gross income? Income, Monthly or Yearly: Enter family gross income by either monthly or yearly amount. Click Monthly or Yearly for applicable entry. See NC Pre-K Program Requirements for more information.

Child form: Eligibility Factors



- 12a. Is income at or below 75% of state median income (SMI)? NCPre-KKids automatically calculates this response based on family size and income on the Household Info panel.
- 12b. What is the Poverty Status of this child? NCPre-KKids automatically calculates this response based on family size and income on the Household Info panel. See NC Pre-K Program Requirements for more information.
- 12d. Are there additional factors which apply to this child? Check Yes or No for each factor: Select Yes or No for each of the additional factors that could apply to this child. See NC Pre-K Program Requirements for more information.
- 12e. Is at least one parent or legal guardian of this child an active duty member of the military, or was a parent or legal guardian of this child seriously injured or killed while on active duty? Choose Yes if you know parent or legal guardian of child is an active member of the military; otherwise, choose No.

Child Form: Prior Placement



- 13. Child's Prior Placement at the time of enrollment: Prior Placement: Select the appropriate description for each child. See NC Pre-K Program Requirements for more information.
- 14. Was the child previously served by this site's program as a three-year-old? Select Yes or No.

Child Form: Assessment Evaluation



- 15. Has this child had a Health Assessment?: Select Yes or No; if Yes, provide date of assessment (type in date as mm/dd/yyyy or use calendar icon to select a date and note that default is current year). If "No" or date not known, enter this date in a subsequent month when child is assessed or date is known.
- 16. Has this child had a Developmental Screening?: Select Yes or No; if Yes, provide date of screening (type in date as mm/dd/yyyy or use calendar icon to select a date and note that default is current year). If "No" or date not known, enter this date in a subsequent month when child is assessed or date is known.

Child Form: Attendance/Disabilities

17. The cost (in dollars and cents) of serving this child during this reporting period paid for with Smart Start funds:	\$0.00
18. Did child withdraw from NC Pre-K this reporting period?	O Yes ● No If yes, indicate reason for withdrawal: ○ End of program year ○ Child moved out of service area ○ Child moved to another NC Pre-K classroom ○ Child moved to a non-NC pre-K setting ○ Disruptive behavior: Child moved to an alternate setting ○ Parent choice ○ Transportation problem ○ Do not know ○ Other (specify below)
	NA
19a. Should this child receive an exception for this month and receive full reimbursement? If so, please specify why. You must be a Contract Administrator to grant an exception.	Check box to grant exception: Specify reason for exception:If exception, choose one

- 17. The cost (in dollars and cents) of serving this child during this reporting period paid for with Smart Start funds: Highlight this field and enter this number in the form "nnn.nn". The dollar sign does not need to be entered. This field may need to be updated monthly, if the Smart Start funds change. If you have any questions about what this amount should be, please contact your local Smart Start Partnership.
- 18. Did child withdraw from NCPre-K this reporting period? Select Yes or No. If Yes, check one box to indicate reason Child withdrew from NCPre-K. If "Other", specify reason. If Child is still enrolled, NA should remain selected.
- 19a. Should this child receive an exception for this month and receive full reimbursement? Only a contract administrator has the right to grant exceptions. Check the box if applicable, then select the appropriate reason from the drop down list. Once the exception is granted, that child will be reimbursed in full regardless of their attendance. Classroom or Site administrators can see question 19a, but are prevented from being able to check the box. The drop down list does not show for Classroom or Site Administrators.

Child Form: Attendance/Disabilities (cont'd)

19b. Child attendance in NC Pre-K classroom this period: Copy From Site Operational Days	\square Still enrolled but 0 attendance days
Number of Days Attended: 18	September 2013 Sun Mon Tue Wed Thu Fri Sat 1
20. Has this child been referred for evaluation for or identified with a disability?	No (skip to end of form) Yes, prior to NC Pre-K entry (enter date in box below, as mm/dd/yyyy) Yes, after NC Pre-K entry (enter date in box below, as mm/dd/yyyy) Date of referral: Date unknown
20a. What was the decision from the disability evaluation for this child?	C No disability identified (skip to end of form) C Evaluation decision in process (skip to end of form) C One or more disabilities identified C Do not know NA

19b. Child attendance in NCPre-K

Classroom this period (mm-yyyy): If you have already filled out attendance on the classroom attendance grid, this calendar appears complete. If not, indicate, with a check mark all the days that the Child attended the NCPre-K Classroom this month. For convenience, you may FIRST click the "Copy from Site Operation Days" button, and then make adjustments for that particular child. Note that the system will warn you (at the Form Status Panel) if the child attendance days are inconsistent with Site Operation days.

- 20. Has this child been referred for evaluation or identified with a disability? Check one box to indicate if this child has been referred for evaluation for a disability or identified with a disability. If Yes, enter date of referral in the appropriate box prior to NCPre-K entry or after NCPre-K entry. If the referral date is not known, click Date Unknown. If child has not been referred, select No and skip to the end of the form.
- 20a. What was the decision from the disability evaluation for this child? Check one box to indicate the decision status of this child's disability evaluation. If No disability was identified or if the evaluation decision is still in process, select appropriate response and skip to the end of the form.

Child Form: Attendance/Disabilities (cont'd)

Deaf-blind Speech/language impaired Behaviorally/emotionally disabled Severe/profound mentally disabled Educable mentally disabled Trainable mentally retarded Hearing impaired Visual impaired Specific learning disabled Traumatic brain injured Multi-handicapped Preschool development delayed Other health impaired Other h		☐ Autistic	Orthopedically impaired
Behaviorally/emotionally disabled			
Hearing impaired		☐ Behaviorally/emotionally disabled	
Specific learning disabled		☐ Educable mentally disabled	☐ Trainable mentally retarded
Multi-handicapped Preschool development delayed		☐ Hearing impaired	☐ Visual impaired
Other health impaired OYes ONO ONA An IEP does not automatically ensure that a child is eligible for NC Pre-K. 20d. Has this child been referred for services related to disability? OYes ONO ONA OYes ONO ONA OYes ONO ONA (if yes, then specify type of services:)		Specific learning disabled	Traumatic brain injured
20c. Does this child have an active IEP? Ores One on automatically ensure that a child is eligible for NC Pre-K. 20d. Has this child been referred for services related to disability? Ores One on A		☐ Multi-handicapped	· · · · · · · · · · · · · · · · · · ·
An IEP does not automatically ensure that a child is eligible for NC Pre-K. 20d. Has this child been referred for services related to disability? 20e. Is this child receiving services related to disability? (if yes, then specify type of services:)		☐ Other health impaired	✓ NA
disability? 20e. Is this child receiving services related to disability? (if yes, then specify type of services:)	20c. Does this child have an active IEP?		e that a child is eligible for NC Pre-K.
(if yes, then specify type of services:)		CYes CNo ®NA	
	disability?		
about this child form (optional):	<u> </u>	Cyes CNo ®NA	
	20e. Is this child receiving services related to disability?	OYes ONo ®NA	
	20e. Is this child receiving services related to disability? (if yes, then specify type of services:)	CYes CNo ©NA	
	20e. Is this child receiving services related to disability? (if yes, then specify type of services:)	CYes CNo ©NA	
	20e. Is this child receiving services related to disability? (if yes, then specify type of services:)	CYes CNo ©NA	

- **20b**. **Type of identified disability(ies) for this child**: Check all that apply to indicate type of disability(ies) with which this child has been identified.
- 20c. Does this child have an active IEP? Check one box to indicate whether or not this child has an active IEP (Individualized Education Plan). An IEP does not automatically ensure that a child is eligible for NC Pre-K. If No, skip to the end of the form.
- 20d. Has this child been referred for services related to disability? Check one box to indicate whether or not this child has been referred for services related to her/his identified disability. If No is selected, skip to the end of the form.
- 20e. Is this child receiving services related to disability? Check one box to indicate whether or not this child has received services related to her/his identified disability. If services have been received, specify type of service(s) if known.

Notes about this Child Form (optional): If desired, write in any notes about this Child Form here.