Attendance Module
**what?**

Through the Attendance modules, users can track and enter Attendance and Meal Counts.

* Attendance records can be locked and only edited by users with override access. To lock Attendance records, go to Setup >> System Setup >> Preferences. To allow override access, go to Setup >> Security >> User Security Groups >> Entry Express >> Attendance.

**Create Attendance and Meal Counts - Entry Express**

Navigation at the bottom of the calendar allows users to quickly move between various dates:

- **Next** - selects the next day
- **Prev** - selects the previous day
- **Today** - selects the current date
- **Monday** - selects the Monday of the week
- **1st** - selects the first of the month

The dates on the calendar are color-coded:

- **Green** - status of Open, attendance has been recorded
- **Black** - scheduled day, attendance has not been recorded
- **Red** - weekend
- **Bold Black** - class is not open
- **Gray** - locked
Your system administrator can set the Classroom Status default in Setup>> System Setup>> System Preferences>>Attendance tab.

1. Use the default for the Classroom Status or select from the available drop-down.
2. Attendance status can be selected from the drop-down.
3. Absence Reasons can be selected from the drop-down if the Attendance Code is equal to not present.
4. Attendance Notes - enter details for absences, tardiness or leaving early.
5. Meals, Arrival and Departure Times can be edited as necessary.
6. Attendance status and meals are tallied at the bottom of the attendance list. The codes used are determined by your agency setup, **Setup >> System Setup >> Customize Drop-Down Choices**.

7. When changes are made or a date is added to an attendance record, a user/date/time stamp appears in the bottom right corner of the record noting the date/time the record was added or last modified.

8. Add **Classroom Notes** to explain a status other than Open.

9. **Non-Participant Meals** - for example, teacher’s guests are not CACFP and can be entered here.

If you click on a date where **Attendance** has not been recorded, ChildPlus automatically saves to the defaults as if you recorded **Attendance**. To correct, click **Cancel Add** (top of screen).
Change Settings for an Entire Classroom

Click [Setup].

1. Check **Fields to Change**.
2. Enter the **New Value** for each.
3. Click [Apply to Participants].

Once a user has set the values, ChildPlus saves the settings for the individual user. The user can then select the [Apply] button on the **Attendance** module to apply those settings to multiple classrooms.
**what?**

Make changes to the Classroom Status of multiple classrooms at one time instead of individually changing the status of each classroom.

For example, all classes can be cancelled for specific holidays or certain events and for multiple days.

Click

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**Set Classroom Status for Multiple Classrooms and Days**

This utility allows you to set the classroom status for multiple classrooms and/or days. It is useful, for example, if several centers are closed due to weather or for a holiday.

**Classroom Status**

What do you want the classroom status to be? **Holiday**

**Which date(s) do you want to assign the classroom status for?**

- November 2016

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Add Date(s) to List >>

Dates the status should be set for:
- 11/21/2016 (Monday)
- 11/22/2016 (Tuesday)
- 11/23/2016 (Wednesday)
- 11/24/2016 (Thursday)
- 11/25/2016 (Friday)

<< Remove Date from List

**Select a date from the calendar (select multiple dates by holding down Ctrl key) and then click Add Date to List.**

Which classrooms do you want to set the status for?

- **Little Beginnings Childcare**
  - Administration Office
  - Faith House Center
  - Happy Hearts Center
  - Moving Up Center
  - North Springs Center

- **Little Beginnings Childcare**
  - After School
  - Classroom A
  - Classroom B - HS & Pr...
  - Classroom C - HS or Pr...

Notes typed here will be applied to the Classroom Notes fields

**Set Classroom Status**

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Configure an Audit Report Detailing Attendance Data Entry

Click [Attendance Data Entry Monitoring Report] to create a monthly report of the data entry completed in the Attendance module.

ChildPlus opens the report options for Report 2303 - Attendance Data Entry Monitoring. Select the appropriate report options, including the number of months to view.
The key for the report displays in the footer:

1. Pink Box - no attendance was taken
2. Gray Box - class was not scheduled (i.e. weekends)
3. White Box - class is scheduled
   a. O - Open
   b. C - Closed
   c. H - Holiday
   d. W - Teacher Workday
   e. X - Cancelled

Report 2303 - Attendance Data Entry Monitoring is also accessible from the Reports tab on the main menu.
**what?**

Track follow-up for each participant by clicking the participant's name. ChildPlus opens in the participant's Attendance record.

You can also access Attendance for an individual Participant through Services >> Attendance.

1. **Click** Add Follow Up.
2. **Due Date** - the date follow-up is scheduled to be complete.
3. **Days Left** - the number of days until the follow-up is due.
4. **Follow-up** - select the type of contact from the drop-down.
5. **Completed** - the date the follow-up is completed.

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Attendance Instructions
www.childplus.com
The Attendance Details section:

- displays an 'at-a-glance' look of the participant's attendance for the timeframe selected
- provides instant editing of the attendance taken for the individual participant

The percentages in the Attendance Details window are calculated within the designated timeframe and are dependent on the:

- actual attendance entered in ChildPlus for the individual participant
- Attendance preferences in System Setup
1. The CACFP status defaults from the information in the Add New Family Application; however, this can be changed in this module.

2. Check the days and meals the participant normally eats while in the programs.