

# Reporting on Initial Home Visits and Parent-Teacher Conferences Using Shine

December 17, 2014

The purpose of this document is to show teachers and head teachers how to report on Initial Home Visits and Parent-Teacher Conferences for one class. This report will show who is missing a visit or conference and also who is showing too many instances and needs to be cleaned up.

Start by going to the reporting tab at the top of the screen when in Shine. Then choose education reports on the left side of the screen to bring up a list of available education reports.

The screenshot displays the Shine software interface. At the top, there is a navigation bar with the 'shine' logo and tabs for 'Pre-enrollment', 'Attendance', 'Reporting', and 'Help'. The 'Reporting' tab is selected. On the left side, there is a 'Report' sidebar with a search bar and a list of categories. The 'Education' category is highlighted with a red circle. Below the categories, there is a grid of report thumbnails. The 'Ed103 Counts of Parent Teacher Conferences and Home Visits this Program Year' report is highlighted with a red circle and an arrow. Other reports visible include 'Ed101 Accidents and Illnesses', 'Ed102 Challenging Behavior', 'Ed104 Education Home Based Visits', 'Ed105 Screener missing screener', 'Ed107 Education Screenings Due in Date Range - ! - missing some imported screenings', 'Ed108 Education Screenings Expired or Past Due - ! - missing some imported screenings', 'Ed109 Education Screenings With Rescreen Required - ! - missing some imported screenings', 'Ed110 Home Visits', and 'Ed111 Conferences'.

The report you want to run is the Ed103 report. Do this by clicking on the picture of the report.

When you click on the report it will initially run for all centers and classrooms. To focus on just one class choose the class you want at the top of the screen and hit the update button.

shine

Pre-enrollment

Attendance

Reporting

Help

[Log Off]

Ed103 Counts of Parent Teacher Conferences and Home Visits this Program Year (Education)

School Year

2014-2015

Enrollment Status

...

Denied-Ineligible

Enrolled

In Process

Inactive

Program

...

Early Head Start

Head Start

Center

...

Ashland

Central Point

Eagle Point

EHS Cave Junction-Home Based

Classroom

...

ASH-One-AM

ASH-One-PM

CP-One-AM

CP-One-PM

Family Advocate

...

advocate advocate

Amber Dawson

Amy Nolan

Angelica Hull

Home Visits this Program Year

0

1

2

3

4

Parent Teacher Conferences this Program Year

0

1

2

3

7

Number of Days Enrolled

UPDATE RESULTS

Name	Center	Classroom	Enrollment Date	Number of Days Enrolled	Entry Date	Parent Teacher Conferences this Program Year	Home Visits this Program Year
	Ashland	ASH-One-AM	5/9/2014	222	9/23/2014	0	1
	Ashland	ASH-One-AM	5/23/2014	208	9/23/2014	0	2
	Ashland	ASH-One-AM	5/10/2014	221	9/22/2014	0	2
	Ashland	ASH-One-AM	5/9/2014	222	9/23/2014	0	2
	Ashland	ASH-One-AM	5/9/2014	222	9/24/2014	0	2
	Ashland	ASH-One-AM	5/9/2014	222	9/22/2014	0	2
	Ashland	ASH-One-AM	5/9/2014	222	9/23/2014	0	2
	Ashland	ASH-One-AM	5/23/2014	208	9/23/2014	0	3
	Ashland	ASH-One-AM	5/23/2014	208	9/22/2014	0	2
	Ashland	ASH-One-AM	6/17/2014	183	9/22/2014	0	2
	Ashland	ASH-One-AM	11/19/2014	28	12/9/2014	0	1
	Ashland	ASH-One-AM	6/23/2014	177	9/22/2014	0	2
	Ashland	ASH-One-AM	11/5/2014	42	11/18/2014	0	3
	Ashland	ASH-One-AM	9/1/2014	107	9/23/2014	0	2
	Ashland	ASH-One-AM	9/1/2014	107	9/23/2014	0	2
	Ashland	ASH-One-AM	9/1/2014	107	9/22/2014	0	3

From this report you can see who is missing a conference or an initial home visit based on the time of year it is. You can also work out of the report by clicking on the name of a child you need make an entry for. This will open a new tab and take you to the right section that you want to enter in. Simply make your enter then close out of the tab to go back to the report.

You can also sort the report by any of the columns. Do this by clicking on the title of any of the columns and the report will sort by last column smallest to largest, largest to smallest, etc.

 UPDATE RESULTS

Name	Center	Classroom	Enrollment Date	Number of Days Enrolled	Entry Date	Parent Teacher Conferences this Program Year	Home Visits this Program Year ▲
Ashland	ASH-One-AM		12/2/2014	15	12/9/2014	0	1
Ashland	ASH-One-AM		12/2/2014	15	12/16/2014	0	1
Ashland	ASH-One-AM		11/19/2014	28	12/9/2014	0	1
Ashland	ASH-One-AM		5/9/2014	222	9/23/2014	0	1
Ashland	ASH-One-AM		9/9/2014	99	9/23/2014	0	2
Ashland	ASH-One-AM		9/1/2014	107	9/23/2014	0	2
Ashland	ASH-One-AM		9/1/2014	107	9/23/2014	0	2
Ashland	ASH-One-AM		6/23/2014	177	9/22/2014	0	2
Ashland	ASH-One-AM		6/17/2014	183	9/22/2014	0	2
Ashland	ASH-One-AM		5/23/2014	208	9/22/2014	0	2
Ashland	ASH-One-AM		5/9/2014	222	9/23/2014	0	2
Ashland	ASH-One-AM		5/9/2014	222	9/22/2014	0	2
Ashland	ASH-One-AM		5/9/2014	222	9/24/2014	0	2
Ashland	ASH-One-AM		5/9/2014	222	9/23/2014	0	2
Ashland	ASH-One-AM		5/10/2014	221	9/22/2014	0	2
Ashland	ASH-One-AM		5/23/2014	208	9/23/2014	0	2
Ashland	ASH-One-AM		9/1/2014	107	9/22/2014	0	3
Ashland	ASH-One-AM		11/5/2014	42	11/18/2014	0	3
Ashland	ASH-One-AM		5/23/2014	208	9/23/2014	0	3
				2835		0	37

Note that the report also shows the entry date which is helpful in determining how long the child has been in school. This should be a good tool to help monitor your own classroom.