



shine insight

SHINE.ACELERO.CO

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Basic Login and Navigation

6/11/2014



Acelero Learning is proud to present **Shine Insight**, built by Head Start operators for Head Start operators.

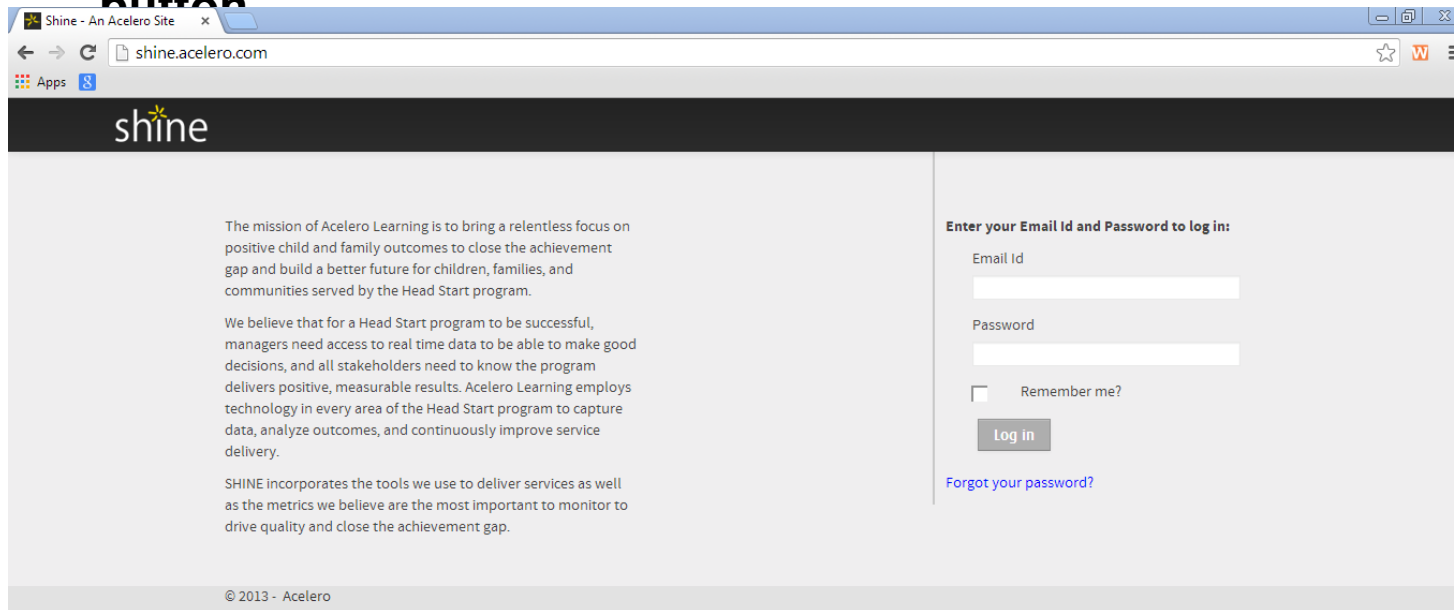
After 10 years of trying to customize other data systems to collect and distribute the information that we believe is required to live up to the promise of Head Start to support each child and family...we give up!

Today we embark on a new path with Acelero's own **Shine Insight**.

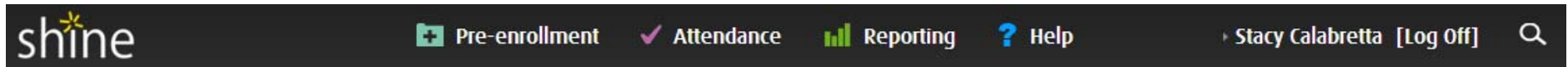
Shine Insight is designed to provide you with the right information at the right time in the right place. The system **Shines** a spotlight on the important work you do with our children and families.

LOGIN

- 1) Open the Google Chrome browser on your computer
- 2) Go to shine.acerero.com
- 3) Enter your email address and password. Click the Log in button

A screenshot of a web browser displaying the login page for shine.acerero.com. The browser's address bar shows the URL. The page has a dark header with the "shine" logo. The main content area is split into two columns. The left column contains three paragraphs of text describing the mission and goals of Acelero Learning. The right column contains a login form with the heading "Enter your Email Id and Password to log in:". The form includes input fields for "Email Id" and "Password", a "Remember me?" checkbox, a "Log in" button, and a link for "Forgot your password?". The footer of the page shows the copyright notice "© 2013 - Acelero".

NAVIGATION

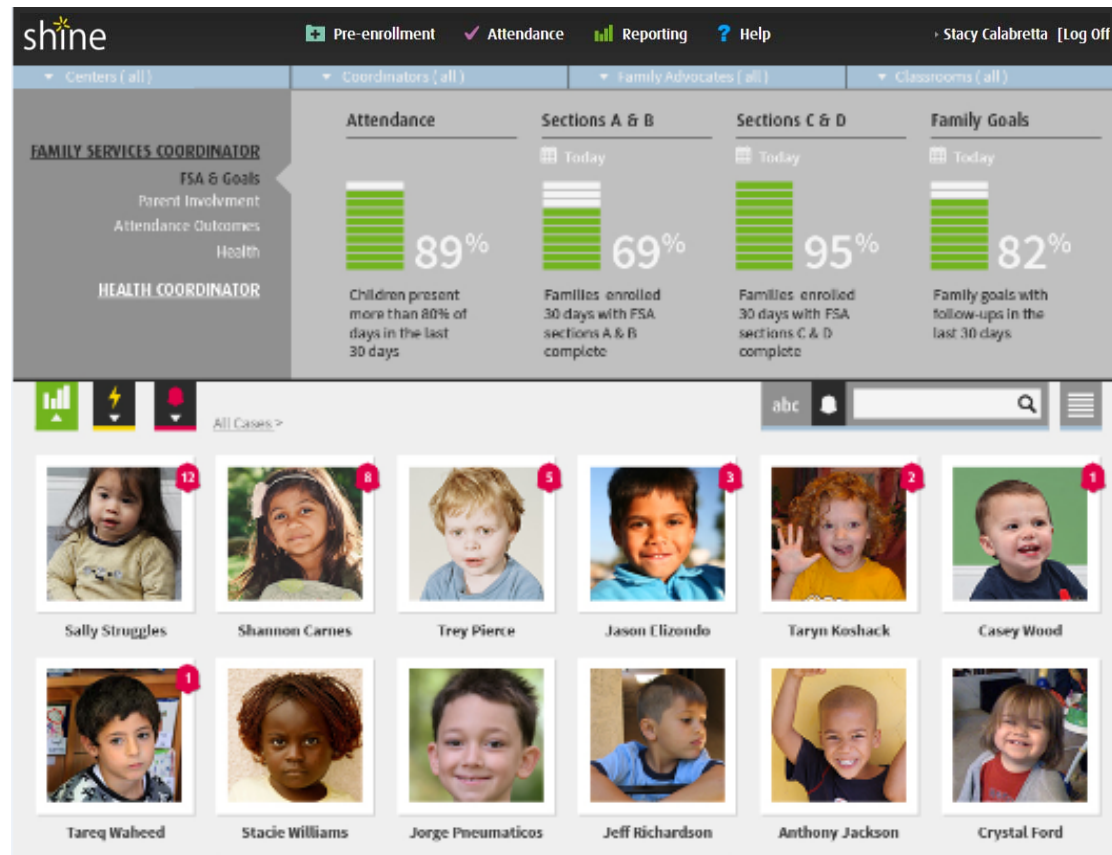


The black panel at the top of every **Shine** page takes you to the different portals:

- **Shine logo** – brings you back to the dashboard
- **Pre-Enrollment** – participants who are not yet enrolled (pre-applications through active waitlist)
- **Attendance** – attendance entry and monitoring
- **Reporting** – reports
- **Help** – more information, short videos, enter and monitor help tickets
- **Your name** – log out of the system
- **Advanced Search** – search by name, guardian, and other characteristics

NAVIGATION

When you log in to **Shine**, you will arrive at the Dashboard Portal, which is customized for your position and caseload.

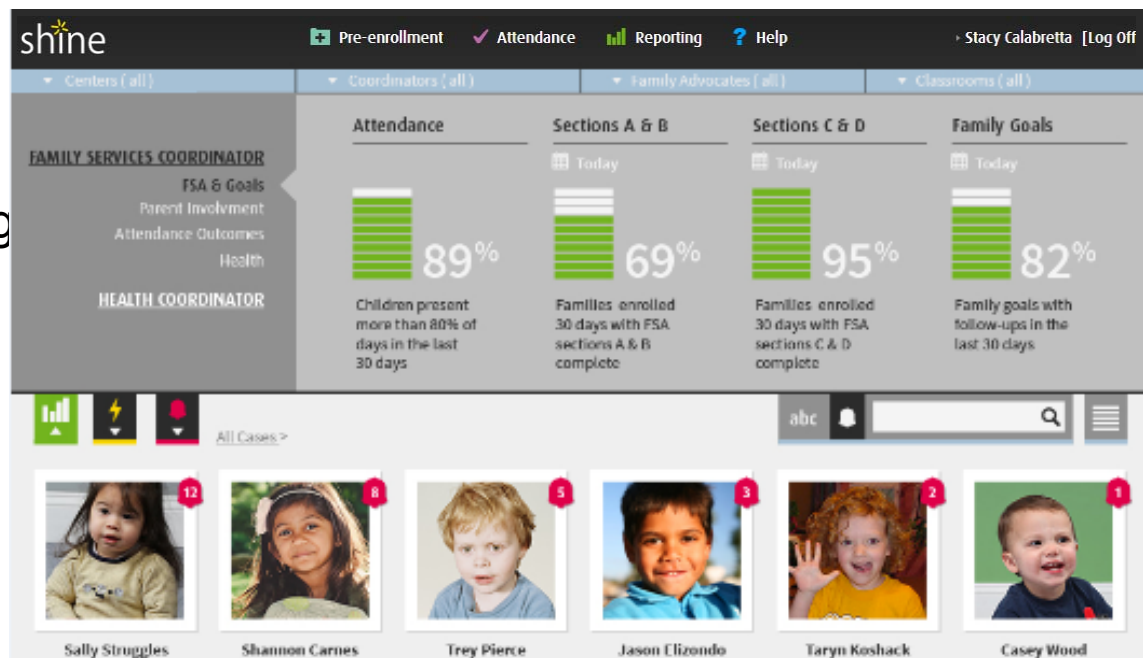


NAVIGATION

Narrow your list of participants using the filters at the top of the dashboard.

Search for a specific participant using the search field. (Enter first or last names or some combination of both.)

Participants are automatically sorted by alert points. You can change to sort by last name by clicking “abc”. Sort by alerts again by clicking the bell.



NAVIGATION

The Advanced Search (accessible via the magnifying glass at the top right of your navigation bar) can also be used to find children using as many or as few criteria as you'd like. Click on the child's name to access the [Child Page](#)

Advanced Child Search x

Criteria

First Name <input type="text" value="Semaj"/>	Last Name <input type="text"/>
Date of Birth <input type="text"/>	Phone Number <input type="text"/>
Guardian First Name <input type="text"/>	Guardian Last Name <input type="text"/>
Programs <input type="text"/>	Statuses <input type="text"/>
Centers <input type="text"/>	Classrooms <input type="text"/>
Health Concerns <input type="text"/>	Health Concern Status <input type="text"/>

Results- Count of Children: 6

Child Name	Date of Birth	Program	Center	Classroom	Entry Date
Semaj Banks	09/02/2010	CP Head Start	CP - St. Elizabeth's 2	Classroom 2-3	09/11/2013
Semaj Caine	04/13/2010	WI Head Start	WI - NZ - Teutonia		
Semaj Harris(T)	01/03/2010	CP Head Start	CP - St. Elizabeth's 3	Classroom 3-5	02/24/2014
Semaj Miguel Reid-Portalatin	03/29/2011	MM Early Head Start	SZ-Asbury Park		
Semaj Stevenson	11/04/2008	CP Head Start	CP - St. Elizabeth's 3	Classroom 3-6	09/10/2012
Semaj White	10/21/2008	CP Head Start	CP - St. Elizabeth's 2	Classroom 2-5	09/09/2013

MONITORING

Shine Insight gives you immediate access to information about the work you've done, as well as any work that is still outstanding. From the home page, this is done in two ways:

Dashboards: At the top of the top of the page, you will see a number of metrics that are both **role** and **caseload** specific. For example, as a member of the Health Services team, you would see stats on completion of EPSDT requirements and follow up on health concerns for the children on your caseload.

Alerts: Next to each child's picture, you will see a red bell with a number. This number is the child's alert points, which correspond to items or needs that are outstanding or up-coming. These alerts are also **role** and **caseload** specific. The children on the dashboard are automatically sorted based on their alert points—the child with the most points appears first—which allows for quick prioritization of your workload.

MONITORING

Full list of dashboard, sub-dashboards , and metrics



Full list of alerts per user

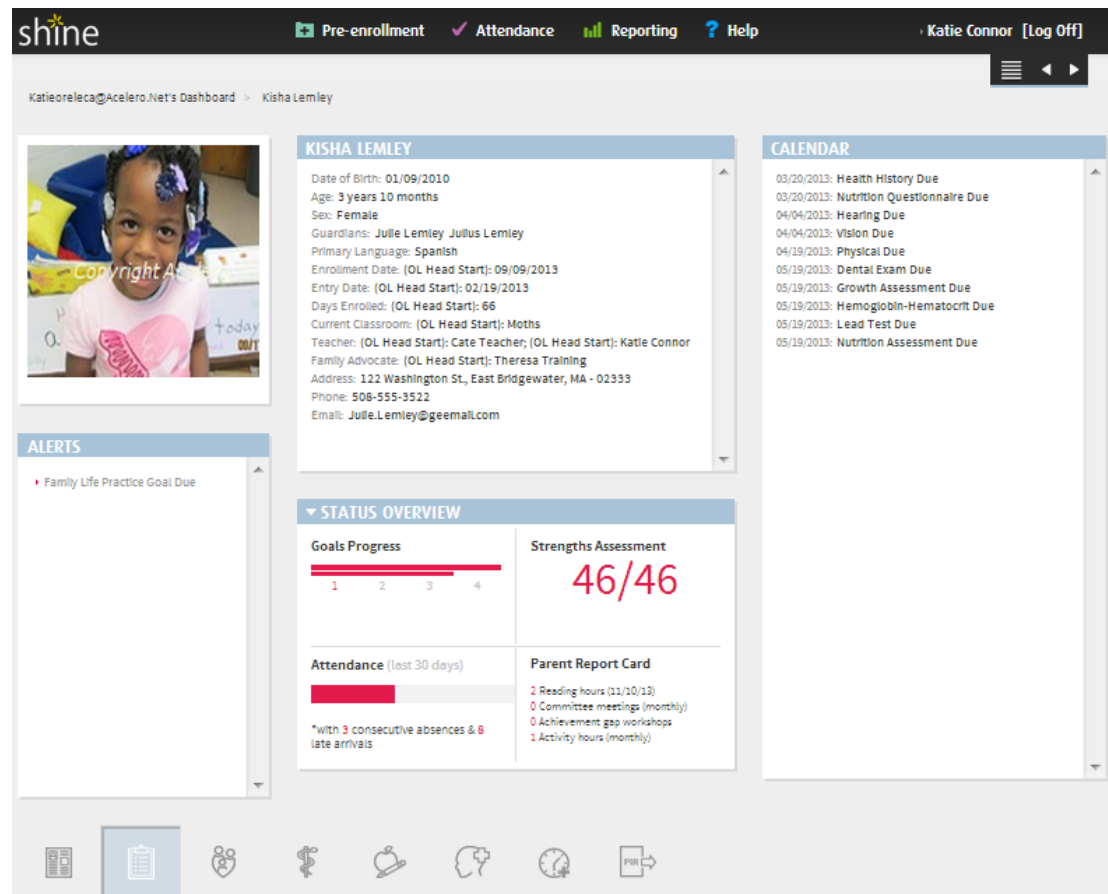


Child Page

Clicking on a child from the dashboard brings you to the child page.

The child's picture and 4 main panels appear at the top of every page for this child.

Navigate the service areas in the tabs below.



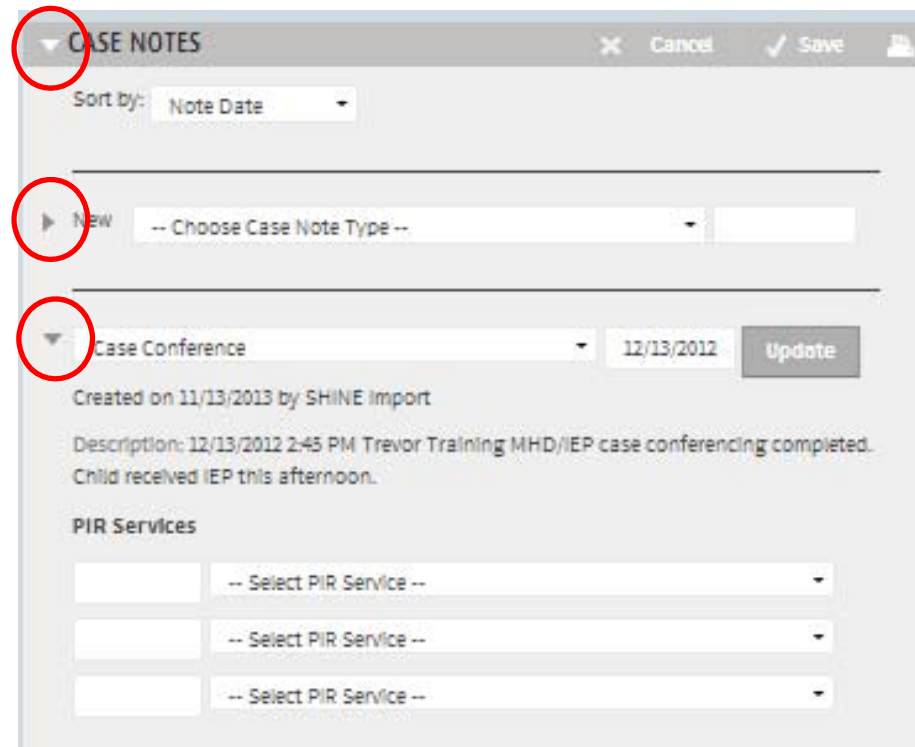
The screenshot shows the Shine Basics interface for a child named Kisha Lemley. The page is divided into several sections:

- Navigation Bar:** Includes 'Pre-enrollment', 'Attendance', 'Reporting', and 'Help' tabs, along with a user profile for 'Katie Connor [Log Off]'.
- Child Information:** A photo of Kisha Lemley is shown on the left. To its right, a panel lists her details:
 - KISHA LEMLEY**
 - Date of Birth: 01/09/2010
 - Age: 3 years 10 months
 - Sex: Female
 - Guardians: Julie Lemley Julius Lemley
 - Primary Language: Spanish
 - Enrollment Date: (OL Head Start): 09/09/2013
 - Entry Date: (OL Head Start): 02/19/2013
 - Days Enrolled: (OL Head Start): 66
 - Current Classroom: (OL Head Start): Moths
 - Teacher: (OL Head Start): Cate Teacher; (OL Head Start): Katie Connor
 - Family Advocate: (OL Head Start): Theresa Training
 - Address: 122 Washington St., East Bridgewater, MA - 02335
 - Phone: 508-555-3522
 - Email: Julie.Lemley@gmail.com
- CALENDAR:** A list of upcoming due dates:
 - 03/20/2013: Health History Due
 - 03/20/2013: Nutrition Questionnaire Due
 - 04/04/2013: Hearing Due
 - 04/04/2013: Vision Due
 - 04/19/2013: Physical Exam Due
 - 05/19/2013: Dental Exam Due
 - 05/19/2013: Growth Assessment Due
 - 05/19/2013: Hemoglobin-Hematocrit Due
 - 05/19/2013: Lead Test Due
 - 05/19/2013: Nutrition Assessment Due
- ALERTS:** A section titled 'Family Life Practice Goal Due'.
- STATUS OVERVIEW:** A summary section with four panels:
 - Goals Progress:** A progress bar showing 4 out of 4 goals completed.
 - Strengths Assessment:** A score of 46/46.
 - Attendance (last 30 days):** A bar chart showing attendance levels, with a note: '*With 3 consecutive absences & 8 late arrivals'.
 - Parent Report Card:** A list of activities:
 - 2 Reading hours (11/10/13)
 - 0 Committee meetings (monthly)
 - 0 Achievement gap workshops
 - 1 Activity hours (monthly)

At the bottom of the page, there is a navigation bar with icons for various services: Home, Documents, People, Finance, Alerts, Health, and PIR.

Navigation Tips

By pressing the triangular buttons, the fields underneath will appear. Press the button again to close/hide the fields.



The screenshot shows a software interface for 'CASE NOTES'. At the top, there is a title bar with 'CASE NOTES', 'Cancel', and 'Save' buttons. Below the title bar, there is a 'Sort by:' dropdown menu set to 'Note Date'. A horizontal line separates this from the main content area. The first section is a 'New' button followed by a dropdown menu labeled '-- Choose Case Note Type --'. A second horizontal line follows. The second section is a dropdown menu labeled 'Case Conference', a date field showing '12/13/2012', and an 'Update' button. Below this, there is a text area containing the following information: 'Created on 11/13/2013 by SHINE Import', 'Description: 12/13/2012 2:45 PM Trevor Training MHD/IEP case conferencing completed. Child received IEP this afternoon.', and a section titled 'PIR Services' with three dropdown menus, each labeled '-- Select PIR Service --'. Three red circles are drawn around the triangular collapse/expand buttons: one on the 'CASE NOTES' title bar, one on the 'New' button, and one on the 'Case Conference' dropdown arrow.



PIR fields

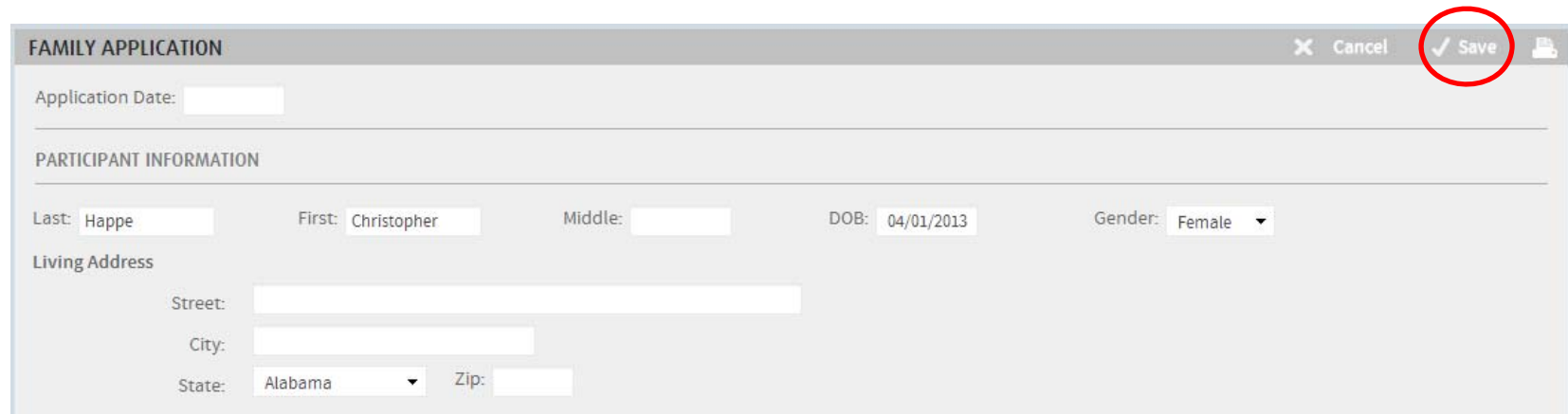
Data fields that are required for the Program Information Report (PIR) have been flagged with a red tab in the corner of the field.

A screenshot of a web form field labeled "Ethnicity:". The dropdown menu is open, showing the selected option "Hispanic". A small red tab is visible in the top-left corner of the dropdown box, indicating that this field is a required PIR field.

Although all the information in SHINE is important, it is absolutely essential that the data in PIR fields is COMPLETE and ACCURATE.

Important Notes

Every time you enter information into a panel you must click **SAVE** at the top of that panel to ensure that the information is saved into the system.

A screenshot of a web form titled 'FAMILY APPLICATION'. The form has a grey header bar with 'Cancel' and 'Save' buttons. The 'Save' button is circled in red. Below the header, there is a section for 'PARTICIPANT INFORMATION' with fields for Last, First, Middle, DOB, and Gender. Below that is a 'Living Address' section with fields for Street, City, State, and Zip. The 'Save' button is located in the top right corner of the form's header area.



Important Notes

Shine will lock you out of the system after 12 hours of inactivity.