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shine insight

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M

Education

6/11/2014



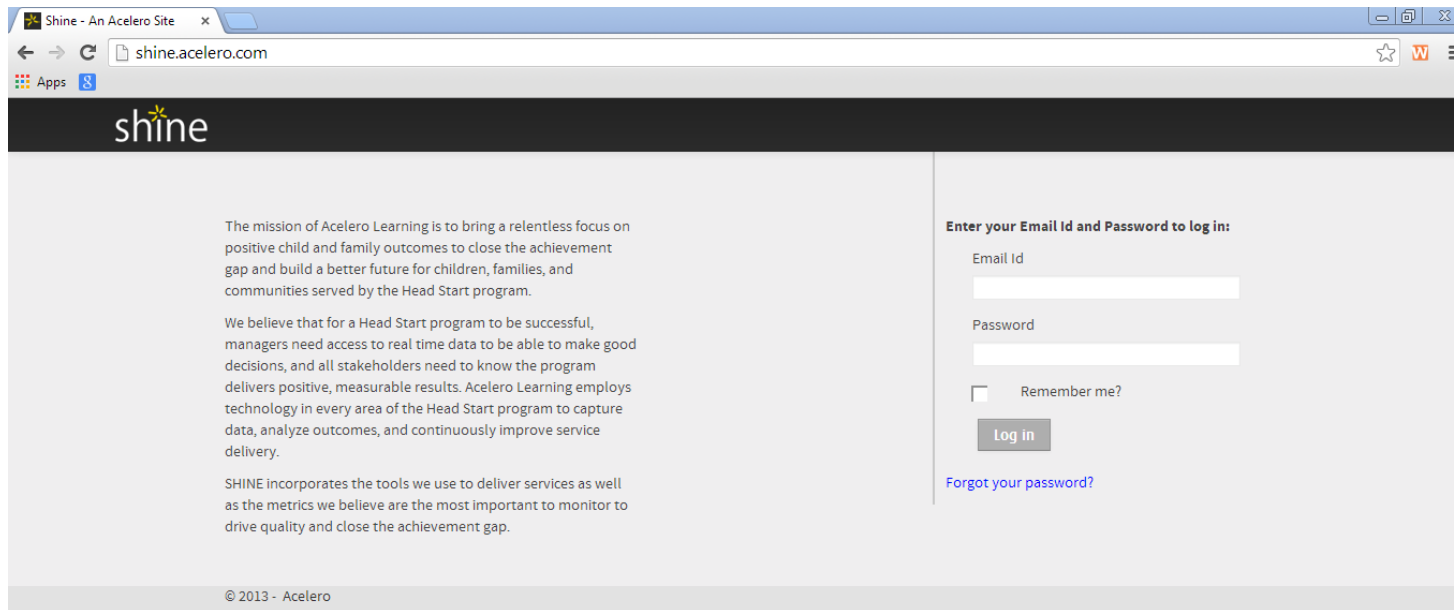
Acelero Learning is proud to present **Shine Insight**, built by Head Start operators for Head Start operators.

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.

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



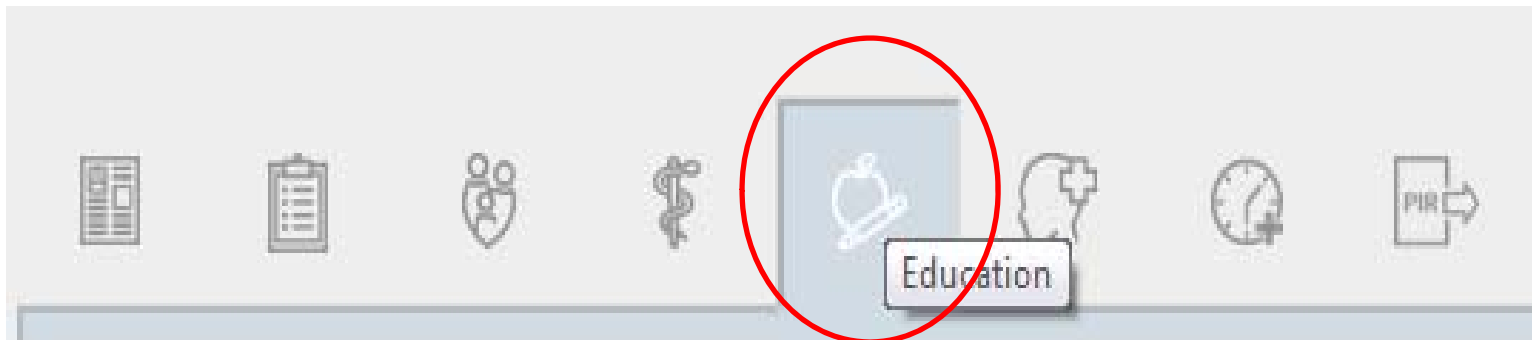


Education Tab

From the Dashboard Portal, click on a child to navigate to Education Tab

The screenshot shows the 'shine' dashboard interface. At the top, there are navigation tabs for 'Pre-enrollment', 'Attendance', 'Reporting', and 'Help'. The user 'Stacy Calabretta' is logged in. Below the navigation, there are filters for 'Centers (all)', 'Coordinators (all)', 'Family Advocates (all)', and 'Classrooms (all)'. The main content area is divided into four sections: 'Attendance' (89%), 'Sections A & B' (69%), 'Sections C & D' (95%), and 'Family Goals' (82%). Each section includes a bar chart and a brief description. Below this, there is a search bar and a list of children's profiles, each with a photo and a name. The children listed are Sally Struggles, Shannon Carnes, Trey Pierce, Jason Elizondo, Taryn Koshack, Casey Wood, Tareq Waheed, Stacie Williams, Jorge Pneumaticos, Jeff Richardson, Anthony Jackson, and Crystal Ford. Each profile has a red notification badge in the top right corner.

Once on the child's page, click on the 5th tab, the Education tab





Education Tab

There are four panels in the Education Tab:

Education Summary

- Use this panel to view a summary of education information.

Education Screenings

- Use this panel to document and monitor completion of required and optional screenings and track attempts to schedule screenings.

Home Visits & Parent Teacher Conferences

- Use this panel to document and monitor completion of education home visits and parent teacher conferences and track attempts to schedule meetings.

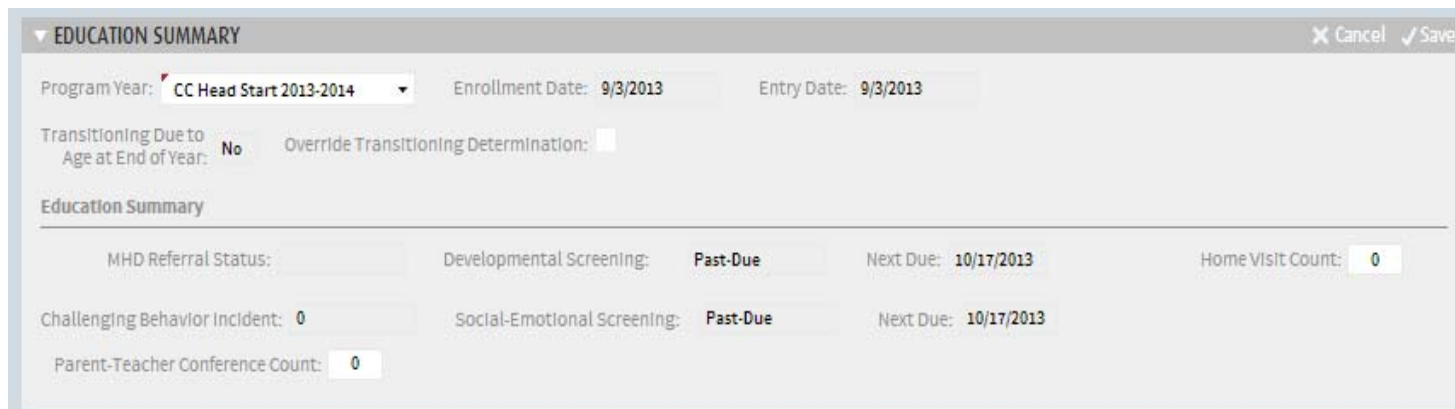
Incidents

- Use this panel to document and monitor any illnesses, accidents, or challenging behaviors that occur in the classroom.

EDUCATION SUMMARY PANEL

First, select the Program Year for which you want to view summary information.

Shine will then display the Enrollment Date, Entry Date, Transitioning status, MHD Referral Status (if applicable), statuses of Developmental and Social-Emotional screenings and date each is next due, and counts of home visits, parent-teacher conferences and challenging behavior incidents.



EDUCATION SUMMARY			
Program Year:	CC Head Start 2013-2014	Enrollment Date:	9/3/2013
		Entry Date:	9/3/2013
Transitioning Due to Age at End of Year:	No	Override Transitioning Determination:	<input type="checkbox"/>
Education Summary			
MHD Referral Status:	Developmental Screening:	Past-Due	Next Due: 10/17/2013
			Home Visit Count: 0
Challenging Behavior Incident: 0	Social-Emotional Screening:	Past-Due	Next Due: 10/17/2013
Parent-Teacher Conference Count: 0			

Note: information in the summary panel is read only – it is displayed based on info entered in the panels below.



Education Tab

EDUCATION SCREENINGS PANEL

The Education Screenings Panel lists all the screenings that are required for a participant, including each screening's completion status and due date.

This list can be sorted alphabetically by screening name or by due date (ascending/descending).

The screenshot shows a web interface for 'EDUCATION SCREENINGS'. At the top, there is a dropdown menu for 'Sort by:' with 'Name - Ascending' selected. Below this, there are two rows of screening information. Each row contains the screening name, its status, and its due date.

EDUCATION SCREENINGS	
Sort by: Name - Ascending	
Developmental - Status: Screening Coming Due / Expiring	Due: 4/26/2014
Social-Emotional - Status: Screening Coming Due / Expiring	Due: 4/26/2014

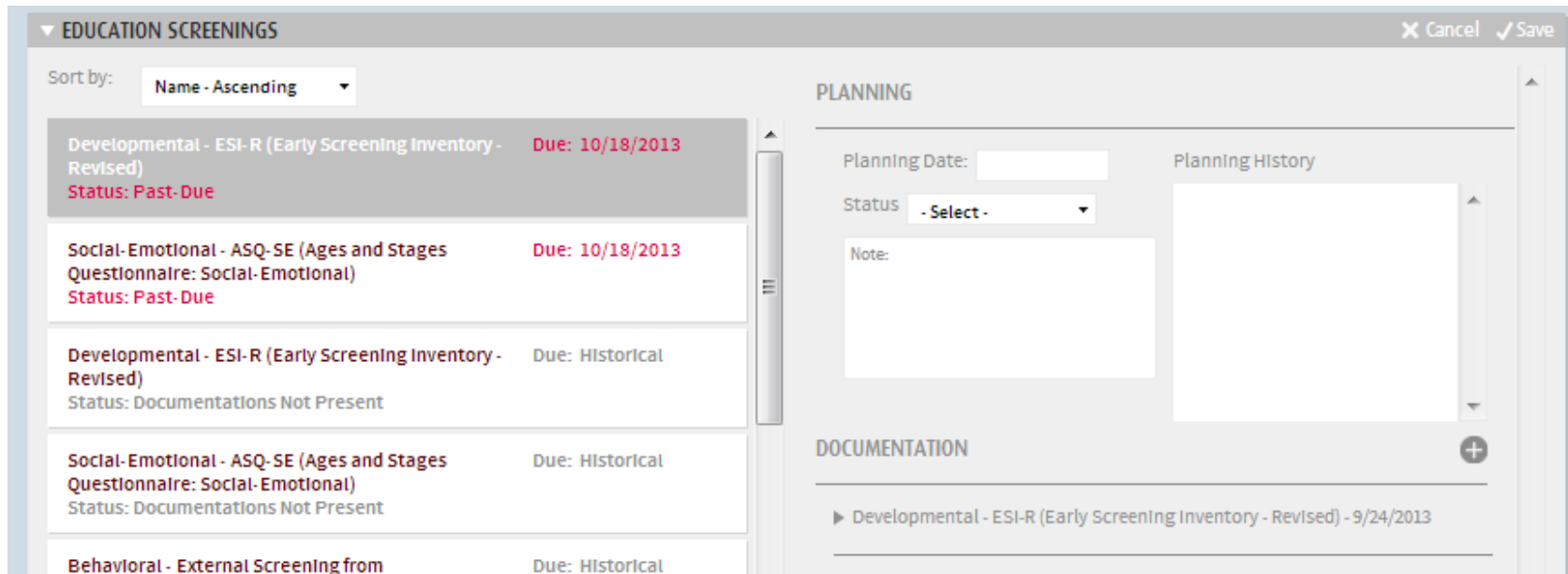
EDUCATION SCREENINGS PANEL

Completion statuses include:

- **Screening Completed:** screening documentation saved, and expiration date >14 days from today.
- **Screening Coming Due / Expiring:** screening due within 14 days from today.
- **Initial Screening Past-Due:** no screening documentation exists and the initial screening is past-due.
- **Screening Expired:** screening documentation has been added, and expiration date is today or in past.
- **Refused Screening:** screening documentation has been added and refusal noted.
- **Screening Exemption:** screening documentation has been added and exemption noted.

EDUCATION SCREENINGS PANEL

Clicking on any of the screenings causes a box to open to the right of the screenings list. This box will be used to monitor and record planning and documentation details specific to that screening.



The screenshot shows a software interface for 'EDUCATION SCREENINGS'. On the left is a list of screenings, and on the right is a detailed view for a selected screening.

Screening Name	Due Date	Status
Developmental - ESI-R (Early Screening Inventory - Revised)	Due: 10/18/2013	Status: Past-Due
Social-Emotional - ASQ-SE (Ages and Stages Questionnaire: Social-Emotional)	Due: 10/18/2013	Status: Past-Due
Developmental - ESI-R (Early Screening Inventory - Revised)	Due: Historical	Status: Documentations Not Present
Social-Emotional - ASQ-SE (Ages and Stages Questionnaire: Social-Emotional)	Due: Historical	Status: Documentations Not Present
Behavioral - External Screening from	Due: Historical	

The detailed view on the right includes:

- PLANNING** section:
 - Planning Date:
 - Status:
 - Note:
 - Planning History:
- DOCUMENTATION** section:
 - ▶ Developmental - ESI-R (Early Screening Inventory - Revised) - 9/24/2013



Education Tab

EDUCATION SCREENINGS PANEL

Planning Fields - These fields are used to track our attempts to complete the screening or to reach out to the family for documentation of a screening.

Planning Date = Date of the screening attempt or contact with the family.

Add the Status from the following options:

- Appointment Scheduled
- Need Appointment
- Need Documentation
- Screening Attempt - *additional fields will appear to capture the Attempt Date and the Attempt Reason (Unable to Complete or Absent)*

PLANNING

Planning Date:

Status:

Note:

Planning History

Cancel Save

Click to save the details of the planning notes in the Planning History section.

Add any relevant notes to the attempt or contact.



EDUCATION SCREENINGS PANEL



How SHINE Shines: In SHINE, planning information is attached to each required screening, so that it can be viewed right along with the documentation history of the screening.



Education Tab

EDUCATION SCREENINGS PANEL

Documentation Fields - Used to capture instances that the screening occurred. Click the + button to add new documentation of a screening.

Refusal: Check this box if the family refuses the screening for a religious reason.

Exemption: Check this box if the child is exempt for the screening for a medical reason or because of an existing IEP/IFSP.

DOCUMENTATION +

▼ Developmental - ESI-R (Early Screening Inventory - Revised) - 9/24/2013

Refusal
 Exemption

Screening Date: Expiration Date:

Is this rescreen? Rescreen Due Date

Conductor:

(0) Attachments [Add New:](#)

Results: Results Status:

Notification Method: On:

User: SHINE Import

9/30/2013 1:26 PM Deborah Josell
Adam scored a 7, however the ESI was administered in English. Adam's primary language is Arabic. He will be rescreened within the week.

► Developmental - ESI-R (Early Screening Inventory - Revised) - 10/1/2013



Education Tab

EDUCATION SCREENING PANEL

Enter the date of the screening completion and attach the scanned paper documentation.

Indicate if this was a rescreen.

Select the name of the person who conducted the screening.

Enter the Results (score) and the Results Status. If not a rescreen, choose from: Passed, Rescreen Required, or Referral to Disabilities. If a rescreen, choose from: Rescreened-Passed or Referral to Disabilities.

Select the method by and date on which we notified the family of the screening results.

DOCUMENTATION +

▼ Developmental - ESI-R (Early Screening Inventory - Revised) - 9/24/2013

Refusal
 Exemption

Screening Date: Expiration Date:

Is this rescreen? Rescreen Due Date

Conductor

(0) Attachments [Add New:](#)

Results Results Status:

Notification Method: On:

User: SHINE Import

9/30/2013 1:26 PM Deborah Josell
Adam scored a 7, however the ESI was administered in English. Adam's primary language is Arabic. He will be rescreened within the week.

► Developmental - ESI-R (Early Screening Inventory - Revised) - 10/1/2013



Education Tab

EDUCATION SCREENING PANEL

Select the method by and date on which we notified the family of the screening results.

In the notes field indicate the name of the screening tool that was used, i.e. ASQ, ESI-R, DECA.

 Save

Click **save** to save the details of the screening results notes in the Documentation section.

DOCUMENTATION


▼ Developmental - ESI-R (Early Screening Inventory - Revised) - 9/24/2013

Refusal
 Exemption

Screening Date: Expiration Date:

Is this rescreen? Rescreen Due Date

Conductor

 (0) Attachments [Add New:](#)

Results Results Status:

Notification Method: On:

User: SHINE Import

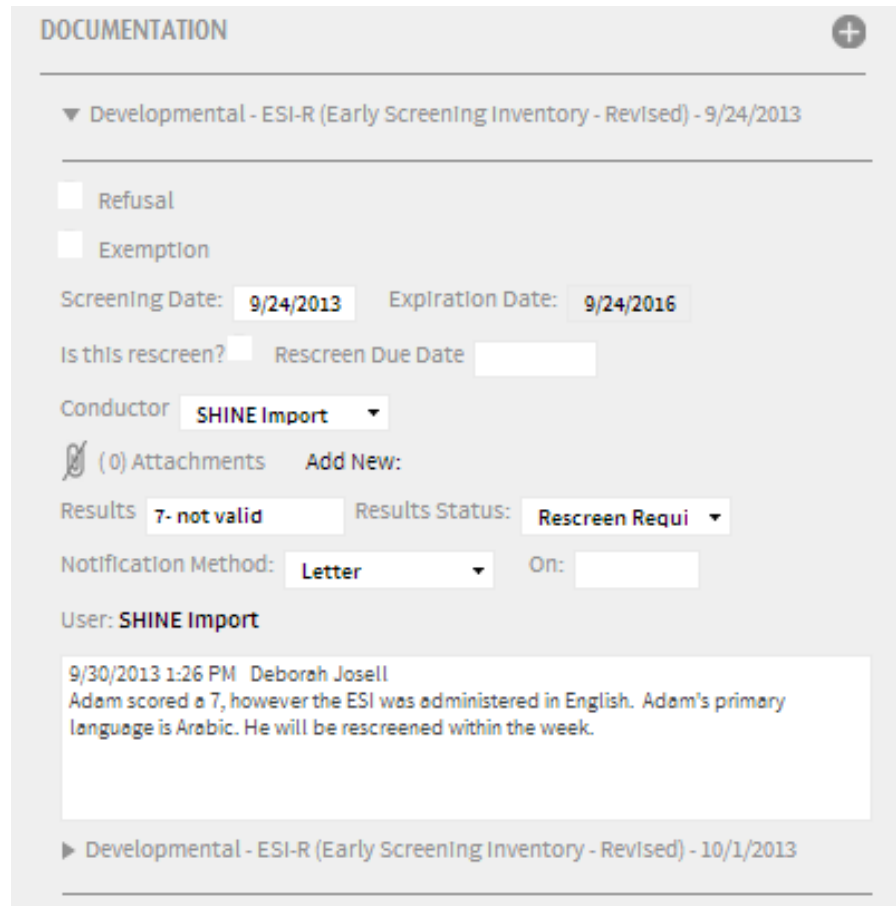
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► Developmental - ESI-R (Early Screening Inventory - Revised) - 10/1/2013

EDUCATION SCREENING PANEL

All saved screenings will appear in the documentation section with the name of the screening and the screening date in the title. Expanding each saved screening will show you the details.

If you indicated that the screening required a Referral to Disabilities, a pop-up appears asking you to complete the referral. (Disabilities and Mental Health tab is in development).



DOCUMENTATION

▼ Developmental - ESI-R (Early Screening Inventory - Revised) - 9/24/2013

Refusal

Exemption

Screening Date: 9/24/2013 Expiration Date: 9/24/2016

Is this rescreen? Rescreen Due Date

Conductor: SHINE Import

(0) Attachments Add New:

Results: 7- not valid Results Status: Rescreen Requi

Notification Method: Letter On:

User: SHINE Import

9/30/2013 1:26 PM Deborah Josell
Adam scored a 7, however the ESI was administered in English. Adam's primary language is Arabic. He will be rescreened within the week.

► Developmental - ESI-R (Early Screening Inventory - Revised) - 10/1/2013

EDUCATION SCREENING PANEL

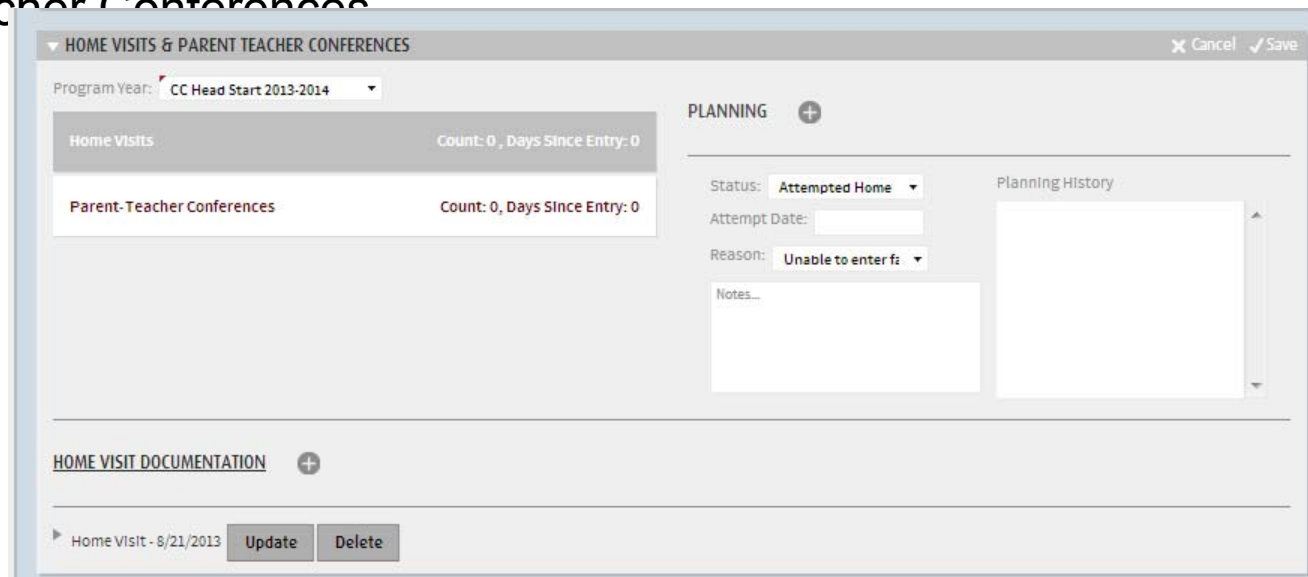


How SHINE Shines: In SHINE, screening due dates and statuses are immediately visible on the **Education Screenings Panel**. Sorting screenings by due date will help you prioritize your follow up, and if you're working with a family, you will be able to use this page to quickly communicate when screenings are due or coming due.

HOME VISITS & PARENT-TEACHER CONFERENCES PANEL

The Home Visits & Parent Teacher Conferences Panel is used to record and monitor planning and documentation for these education requirements.

Select the Program Year for which you want to view or edit education information and then click to highlight either Home Visits or Parent Teacher Conferences



The screenshot shows a software interface for managing home visits and parent-teacher conferences. At the top, there is a title bar with a dropdown arrow, the text "HOME VISITS & PARENT TEACHER CONFERENCES", and buttons for "Cancel" and "Save". Below the title bar, a "Program Year" dropdown menu is set to "CC Head Start 2013-2014". The main area is divided into two sections: "HOME VISITS" and "PARENT-TEACHER CONFERENCES", each with a "Count: 0, Days Since Entry: 0" indicator. To the right, there is a "PLANNING" section with a plus sign, containing a "Status" dropdown (set to "Attempted Home"), an "Attempt Date" field, a "Reason" dropdown (set to "Unable to enter f..."), and a "Notes_" text area. Below this is a "PLANNING HISTORY" section with a scrollable area. At the bottom, there is a "HOME VISIT DOCUMENTATION" section with a plus sign, and a list item "Home Visit - 8/21/2013" with "Update" and "Delete" buttons.

HOME VISITS & PARENT-TEACHER CONFERENCES

PANEL

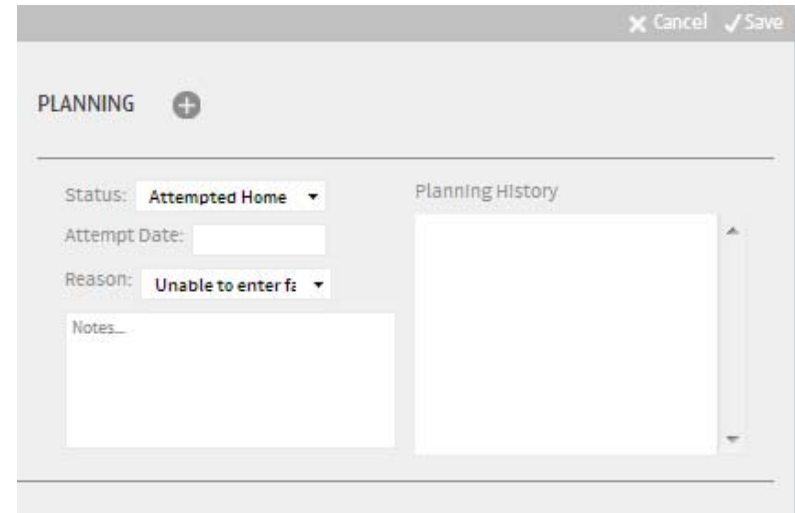
Planning Fields - These fields are used to track our attempts to complete a home visit or to reach out to the family to schedule a HV or PTC.

Add the Status from the following options:

Attempted Home Visit (*also enter the attempt date and reason – could not enter home, or family cancelled*)

Home Visit/PTC Scheduling

Add any relevant notes to the attempt or contact.

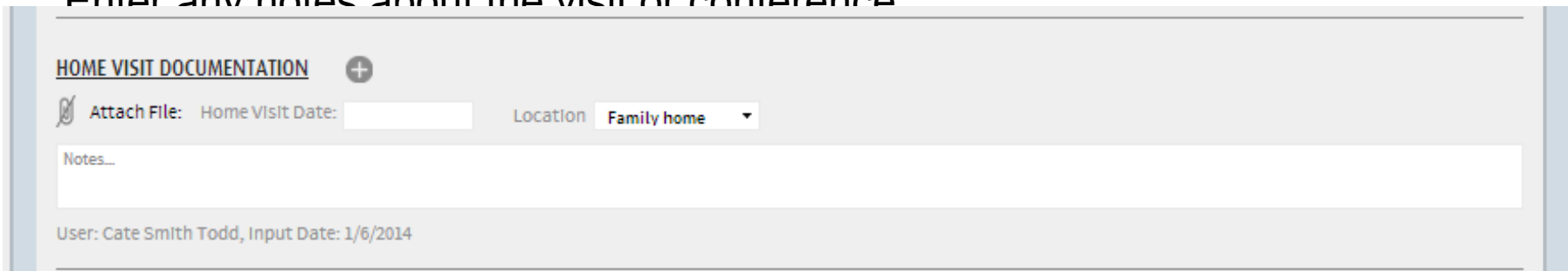


HOME VISITS & PARENT-TEACHER CONFERENCES PANEL

Documentation Fields - These fields are used to capture instances when the visits or conferences occurred. (Click the + button to add new documentation.)

Attach the scanned paper documentation, and enter the date and location of the visit or conference.

Enter any notes about the visit or conference

A screenshot of a web form titled 'HOME VISIT DOCUMENTATION' with a plus sign icon. The form includes an 'Attach File:' button, a 'Home Visit Date:' text input field, a 'Location:' dropdown menu currently set to 'Family home', and a large 'Notes_' text area. At the bottom, it displays 'User: Cate Smith Todd, Input Date: 1/6/2014'.



Education Tab

INCIDENTS PANEL

The Incidents Panel is used to record and monitor illnesses, accidents/injuries, and challenging behaviors that occur at the center.

Select the Program Year for which you want to view or edit incident information.


▼ INCIDENTS: ILLNESS, ACCIDENT / INJURY, CHALLENGING BEHAVIOR ✕ Cancel ✓ Save

Program Year:

INCIDENTS PANEL

Illnesses – click the  + button to add documentation.

Enter the date the illness was first observed, whether the illness needs to be referred to the health team, location the illness was observed, symptoms, witnesses, a description and an actions taken.

ILLNESS DOCUMENTATION 

Date: Refer to Health: Location:

Illness Symptoms: Vomiting Rash Fever Other


Describe...

Witnessed by:


Description:

Actions Taken:

INCIDENTS PANEL

Accidents/Injuries – click the  button to add documentation.

Enter the date the accident occurred, whether the accident needs to be referred to the health team, location the accident occurred, symptoms, witnesses, a description and an actions taken. Also enter details about whether administration and parents were notified.

ACCIDENT/INJURY DOCUMENTATION 


Date: Refer to Health: Location:

Illness Symptoms:	<input type="checkbox"/> Abrasion	<input type="checkbox"/> Burn	<input type="checkbox"/> Head Injury	Witnessed by:	<input type="text" value="Cate Teacher"/>
	<input type="checkbox"/> Allergic Reaction	<input type="checkbox"/> Collision	<input type="checkbox"/> Object in Ear/Nose		<input type="text" value="Katie Connor"/>
	<input type="checkbox"/> Insect Sting/Bite	<input checked="" type="checkbox"/> Nose Bleed	<input type="checkbox"/> Puncture Wound		<input type="text" value="Other 1"/>
	<input type="checkbox"/> Cut/Scrap	<input type="checkbox"/> Eye Injury	<input type="checkbox"/> Seizure		<input type="text" value="Other 2"/>
	<input type="checkbox"/> Bruise	<input type="checkbox"/> Fall	<input type="checkbox"/> Swallowed Object		
	<input type="checkbox"/> Other				


Description:	Actions Taken:
<input type="text" value="Ali got a nosebleed on the slide."/>	<input type="text" value="We called the CD who have ice and called mom."/>

Administration Notified: Parent Notification Via: Notification Date: Notification Time:

INCIDENTS PANEL

Challenging Behaviors – click the  + button to add documentation.

Enter the date the behavior was observed, whether the behavior needs to be reviewed by the center director, location the behavior was observed, what happened immediately prior to the behavior, and what behavior was displayed. Also enter notes, and describe strategies implemented, as well as details about parent notification.

CHALLENGING BEHAVIOR DOCUMENTATION 

Date: Time: Request Center Director Review: Location:

Content of Incident: *Check all information related to what happened before, during & after*

<p>What happened immediately prior:</p> <hr/> <p><input type="checkbox"/> Appeared to be in discomfort</p> <p><input checked="" type="checkbox"/> Asked to do something</p> <p><input type="checkbox"/> Bored - child not engaged</p>	<p>Challenging behavior (s):</p> <hr/> <p><input checked="" type="checkbox"/> Noncompliance/aversion to task</p> <p><input type="checkbox"/> Biting</p> <p><input type="checkbox"/> Physical/verbal aggression</p>
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Education Tab

Incidents Panel




How SHINE Shines: With SHINE, the data fields match what you see on the pages in front of you! SHINE has been built to mirror the Challenging Behavior Tracking Tool to make your lives easier.

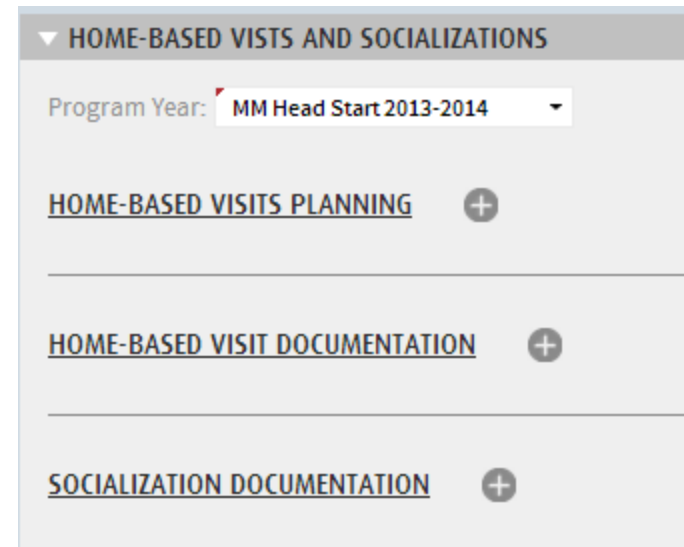


Education Tab

HOME-BASED VISITS & SOCIALIZATIONS PANEL

The Home-Based Visits & Socialization Panel appears only for children enrolled in the home-based program option and is used to record and monitor planning and documentation for these visits.

Select the Program Year  for which you want to view, and click the + to add Home Based Visit Planning, Home Based Visit Documentation, or Socialization Documentation.



HOME BASED HOME VISITS

Home Visit Planning – enter Status:

- Attempted Home Visit (*also enter the attempt date and reason – could not enter home, or family cancelled*)
- Home Visit Scheduling

And notes.

Home Visit Documentation– attach paper documentation, and enter date. Indicate objectives observed, school readiness domains addressed, parent involvement, notes, and any pregnant woman services (if applicable).

Socialization Documentation – enter date, theme and notes.