

Staffing and Consultation Guidance for Shine Insight

Check the attendance for the class by going into the attendance module, choosing your classroom and scrolling down to the monthly view.

Central Point, Head Start, 2015-2016 > CP-AM-01 > Attendance Overview

View From: 10/01/2015 Show: All - P/A/L/E

< Previous Month Next Month >

20 Participant(s)	Oct							Nov							Dec							P/A/L/E			
	Th	F	Sa	Su	M	T	W	Th	F	Sa	Su	M	T	W	Th	F	Sa	Su	M	T	W		Th	F	Sa
Coghlin, Emmett	P	P			P	P	P							P	P	P									100% / 0% / 0% / 0%
Coplen, Tristyn	P	P			P	A	P	P						P	P	P	A								80% / 20% / 0% / 0%
Davis, Jason	L	L			A	P	L	L						P	P	P									50% / 10% / 40% / 0%
Fernandez, Piper	P	P			P	P	P							A	A	A	A								60% / 40% / 0% / 0%
Herring, Nevaeh	P	P			P	P	P							P	P	P									100% / 0% / 0% / 0%
Jackson, Athena	P	P			P	P	P							P	P	P									100% / 0% / 0% / 0%
Rios, Macey	P	P			P	P	P							A	P	P									90% / 10% / 0% / 0%
McCary, Jeremiah	A	A			P	P	A	A						P	P	P									60% / 40% / 0% / 0%
Henson, Cotton	P	A			P	P	A							P	P	P									80% / 20% / 0% / 0%
Hieracie, Lyla	P	P			P	P	P							P	P	P									100% / 0% / 0% / 0%
Herritt, Weilan							A	A	A					P	P	P									51% / 43% / 0% / 0%
Ponder, Lyla	P	P			P	P	P							A	P	P									90% / 10% / 0% / 0%
Powers, Nevaeh	P	P			P	P	P							P	P	P									100% / 0% / 0% / 0%
Roby, Ethan	P	P			P	P	P							P	P	P									100% / 0% / 0% / 0%
Showalter, Aiden	P	A			P	P	A							A	P	P									70% / 30% / 0% / 0%
Smith, Jozynn	P	P			P	P	P							P	P	P									100% / 0% / 0% / 0%
Smith, Roseanna	L	P			P	P	P							P	P	P									90% / 0% / 10% / 0%
Spencer, Abigail	P	P			P	P	P							P	P	P									100% / 0% / 0% / 0%
Spencer, Mia	P	P			P	P	P							P	P	P									100% / 0% / 0% / 0%
Waltace, Elizabeth	P	A			P	P	A							P	P	P									80% / 20% / 0% / 0%

Next choose your child from the dashboard start by looking at the generated alerts. Ensure that for each alert that your documentation is current. If it is review the plan and document your follow up.

ALERTS

- Dental Exam Past-Due
- Physical Past-Due
- Need Identified Update Past-Due
- Family Goal Follow-Up Past-Due
- Family Strengths Assessment Coming Due

STATUS OVERVIEW

Goals Progress
1 2 3 4

Strengths Assessment
2/2

Attendance (last 30 days)

*with 2 consecutive absences & 1 late arrivals

Follow the reference guide to complete your staffing for each child

Documenting the Staffing

When you complete the initial staffing start a case conference case note. The body of the casenote should be a brief summary of the discussion.

When you complete the fall, winter and spring staffings you will go to the case conference casenote and add the staffing as a follow up note. Again the note will be a brief summary with the actual documentation and plans documented in the areas of shine indicated on the reference guide

9/24/15 Mom called to cancel. Children are sick; rescheduled for 9/29/15

Case Conference 09/15/2015 Update Delete

Created on 10/27/2015 by Kaycee Cottone

Description: (36 of 2000 Characters)
Reviewed file and completed staffing

PIR Services

mm/dd/yyyy -- Select PIR Service --

mm/dd/yyyy -- Select PIR Service --

mm/dd/yyyy -- Select PIR Service --

Follow Up Notes

New Follow Up Date: mm/dd/yyyy

Referral Given: - Referral Taken: -

Enter follow up description here

Add Follow Up Note

Follow Up - 10/21/2015

Created on 10/27/2015 by Kaycee Cottone

Referral Given: No Referral Taken: No

Follow Up Description: Completed Fall staffing. Martins attendance is 92%. All required follow up and plans are complete.

In the event of a consultation request – email you area manager and create a Need Identified case note. The body of the casenote should state who you would like at the consultation. In this way the system will help us track that consultations are happening and follow up is documented.

insight Pre-enrollment Attendance Batch Entry

Emotional Support	-	-
Family Relationships	-	-
Alcohol and Drug Use	-	-
Total	0	0
FAMILY STRENGTHS ASSESSMENT TOTAL	8	8

(0) Attachments Add New

CASE NOTES Cancel Save

Sort by: Note Date

New Need Identified mm/dd/yyyy

Description: (98 of 2000 Characters)
Consultation Request for Health/Nutrition - Dis/MH and PFCE, and some information that will help

PIR Services

mm/dd/yyyy -- Select PIR Service --

mm/dd/yyyy -- Select PIR Service --

mm/dd/yyyy -- Select PIR Service --

Case Note Closure

Closed:

Reporting to Monitoring Staffings and Consultation Requests

Run a F101 All Case notes report. Filter for Classroom, Case Conference Case Note and date from the beginning of the program year.

Add Follow up Note and Follow up Note date to report from fields.

Case Note Type	Case Note Date	Notes	Number of Follow-Up Notes	Follow-Up Note	Follow-Up Note Date
Case Conference	9/16/2015	Initial staffing: New to program, no medical/dental concerns. No food allergies, drinks milk. Mom has Curtis back in her care and is doing counseling. DHS had removed Curtis due to physical abuse. Mom stated her aunt made false accusations and that is why Curtis was put in foster care. Mom stated she had been abused as a child by her father who is the aunt's brother. She has court in Dec to get full custody back. Mom participated in Love and Logic. Curtis had eval at ECS but did not qualify for services.			
				Full staffing: he has improved following rules and schedule. Will still have some moments defiant behavior where he does not follow rules, routines and can tend to be hard to redirect. Gets along with peers. Teacher and FA discussed getting him an evaluation at Options due to his recent transition back into mom's care. Mom struggles at times with his behavior. As part of getting him back, she did participate in parenting classes. His goals with teacher are to learn some letters of name, counting 1-15 1 w/o skipping, currently he can count to 12 with some errors. He also has a social-emotional goal of self regulation. Curtis is to work on following directions and calm himself without temper tantrums. He eats well, will try new foods. He is good for WCE, needs dental exam, mom has stated she will get name of his dentist from previous foster provider and make an appt. No known disabilities. FA has had HV but mom hasn't turned in questionnaire yet. Mom is switching his childcare and needs him to transfer to FRC. FA sent in request.	10/23/2015 12:00:00 AM