

PIR Guide



ChildPlus

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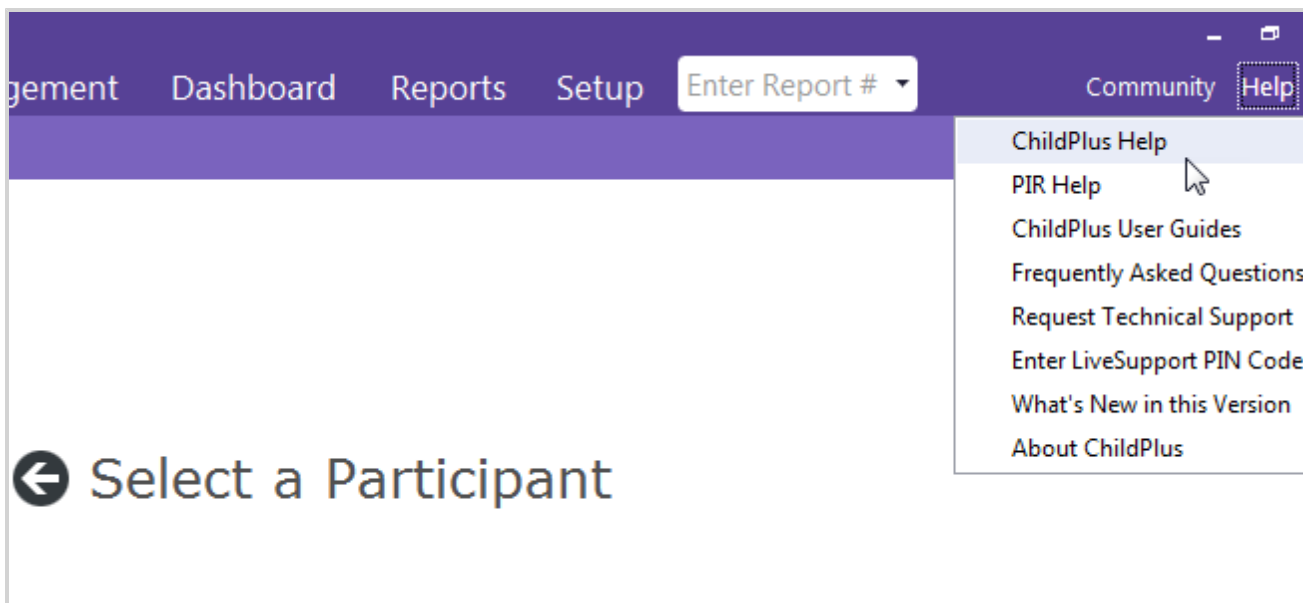
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Welcome to ChildPlus!

Welcome to ChildPlus! Whether you are a new user or a seasoned ChildPlus veteran, we've designed this guide to help familiarize with the process of completing and calculating your PIR in ChildPlus.

Additional Resources

In addition to this guide, you can also access this information through the **Help** menu in ChildPlus by clicking **Help > ChildPlus Help**:



ChildPlus and the PIR

The fields that ChildPlus uses to calculate your PIR are easily identifiable in both this guide and within ChildPlus because they have a red ^{PIR} label next to them. Within ChildPlus, you can click on these red ^{PIR} labels to find out how ChildPlus uses the field to calculate the PIR.

PIR

The **PIR** module in ChildPlus assists you in preparing the annual Program Information Report (PIR). When you complete a PIR in ChildPlus, you can:

- Extract your PIR information from ChildPlus
- Compile your statistical data in a format that allows you to edit it
- Print a hard copy of the PIR report
- Transmit your PIR data to the **HSES**

While the primary purpose of this module is to assist you in producing your annual PIR report, ChildPlus Software recommends that you use it throughout the year to check for data problems before the PIR is due.



To fully understand the PIR questions and answers, you should have a copy of the ChildPlus **PIR Calculation Guide** and the actual **PIR** on hand when compiling your PIR. You can view and print the this guide at: <https://www.childplus.net/Help/pirguide46.pdf>.



For more information about completing you PIR in ChildPlus, please refer to the **ChildPlus PIR Guide**.

PIR - Family Services

The following table lists each field available in the **Family Services** section of the **PIR** screen and the PIR question(s) it corresponds to. In addition, these fields are also all available in the **Family Services** module.



If you answer *Yes* to a family-related question, then ChildPlus will count the entire family towards that question.

If you answer *No* for a family-related question for one participant in a family and answer *Yes* for another participant in the same family, then ChildPlus will count the entire family towards that question.

PIR Field	PIR Question #
Homeless Family	C.53 - C.55
Acquired housing during the program year?	C.55
Referred for services by child welfare agency	C.57
Foster care during program year	C.56
Program receives a child care subsidy for this child	A.24
At least one parent/guardian is an active duty member of the United States military	C.40.a
At least one parent/guardian is a veteran of the United States military	C.40.b
Receiving Supplemental Nutrition Assistance Program (SNAP)	C.44
WIC	C.43
Emergency	C.50.a
Crisis Assistance	C.50.a
Food	C.50.a
Clothing	C.50.a
Housing Assistance	C.50.b
Mental Health Services	C.50.c
English as a Second Language	C.50.d
Adult Education	C.50.e
Job Training	C.50.f
Substance Abuse Prevention	C.50.g
Substance Abuse Treatment	C.50.h
Child Abuse and Neglect Services	C.50.i
Domestic Violence Services	C.50.j

PIR Field	PIR Question #
Child Support Assistance	C.50.k
Health Education (including Prenatal)	C.50.l
Assistance to Families of Incarcerated	C.50.m
Parenting Education	C.50.n
Marriage Education	C.50.o
Asset Building Services	C.50.p

PIR - Health

The following table lists each field available in the **Health** section of the **PIR** screen and the PIR question(s) it corresponds to. In addition, this table lists if you can find this field on any other screens in ChildPlus.

PIR Field	PIR Question #	Available on Another ChildPlus Screen
Primary Health Coverage	<p>For children: At enrollment: C.1(1) At end of enrollment: C.1(2)</p> <p>For pregnant women: At enrollment: C.3(1) At enrollment: C.3(2)</p>	Add New Family Application & Health/Health Information
Immunization Status	At enrollment: C.11(1) - C.12(1) At end of enrollment: C.11(2) - C.12(2)	Add New Family Application & Immunizations
Does the child have an ongoing source of continuous accessible health care?	At enrollment: C.5(1) At end of enrollment: C.5(2)	Health/Health Information
Does the child receive medical services through the Indian Health Service?	At enrollment: C.6(1) At end of enrollment: C.6(2)	Health/Health Information
Does the child receive medical services through a migrant community health center?	At enrollment: C.7(1) At end of enrollment: C.7(2)	Health/Health Information
Does the child have an ongoing source of continuous, accessible dental care provided by a dentist?	At Enrollment: C.17(1) Current: C.17(2)	Health/Health Information

PIR Field	PIR Question #	Available on Another ChildPlus Screen
Did the child receive preventive dental care?	C.18	Health/Health Information
Did the child receive medical treatment for:		
Anemia	C.9.a	Health/Health Information
Hearing Difficulties	C.9.c	Health/Health Information
Vision Problems	C.9.d	Health/Health Information
Asthma	C.9.b	Health/Health Information
Diabetes	C.9.f	Health/Health Information
High Lead Levels	C.9.e	Health/Health Information
PIR C.8		
How should question C.8 (at Enrollment) be calculated?	C.8	Health/Health Information
How should question C.8 (at End of Enrollment) be calculated?	C.8	Health/Health Information
If the participant is counted for question C.8 , how should question C.8.a be calculated?	C.8.a	Health/Health Information
If the participant is counted for question C.8.a , how should question C.8.a.1 be calculated?	C.8.a.1	Health/Health Information

PIR - Mental Health

The following table lists each field available in the **Mental Health** section of the **PIR** screen and the PIR question(s) it corresponds to. In addition, this table lists if you can find this field on any other screens in ChildPlus.

PIR Field	PIR Question #	Available on another ChildPlus Screen
Did a mental health professional consult with program staff about the child's behavior/mental health?	C.23.a	Mental Health/Mental Health Info
Did a mental health professional provide 3 or more consultations with staff during program year?	C.23.a(1)	Mental Health/Mental Health Info
Did a mental health professional consult with par-	C.23.b	Mental Health/Mental Health Info

PIR Field	PIR Question #	Available on another ChildPlus Screen
ent/guardian about the child's behavior/mental health?		
Did a mental health professional provide 3 or more consultations with parent/guardian during program year?	C.23.b(1)	Mental Health/Mental Health Info
Did a mental health professional provide an individual mental health assessment?	C.23.c	Mental Health/Mental Health Info
Did a mental health professional facilitate a referral for mental health services?	C.23.d	Mental Health/Mental Health Info
Was the child referred for services outside of the program during the year?	C.24	Mental Health/Mental Health Info
If so, did the child receive mental health services during the program year?	C.24.a	Mental Health/Mental Health Info

Running a PIR in ChildPlus

You can use the **PIR** module in ChildPlus to prepare your program's annual PIR. Preparing a PIR actually involves a series of steps, each of which are covered in this topic.

Before you Begin

Before you begin, you should verify that all of your funding sources have been set up properly. Funding sources link funding for programs to funding for program participants, program personnel, and in-kind transactions. ChildPlus requires that you set up a program's funding sources before you can generate a PIR for the program. For more information on funding sources, see [Associating Funding Sources with Programs](#).

Setting up a PIR in ChildPlus

The following steps guide you through how to add and set up a new PIR in ChildPlus.

1. Click **Management > PIR**.
2. Click **Add New PIR**.
3. Assign a name for the PIR in the **PIR Name** field.
4. Select the program type (for example, Head Start, Early Head Start, Migrant).
5. Enter your Grant Number, Delegate ID, and DUNS number (this field is optional).
6. Enter the date that last year's PIR was reported.
7. Select each funding source associated with the program.
8. Enter the begin and end dates of the program's PIR enrollment year.



Head Start and Early Head Start Programs:

Ideally, your PIR enrollment year's **Begin Date** should be the same as the program term's **Begin Date** (you can check it by clicking **Setup > Agency Configuration > Program Info**).

Your PIR enrollment year's **End Date** must be within 12 months of your PIR enrollment year's **Begin Date**. Ideally, it should be the same as your program term's **End Date** (you can check it by clicking **Setup > Agency Configuration > Program Info**).

Attention Migrant Programs:

Because some questions are calculated based on the year the program ends, the **End Date** for your **PIR Enrollment Year** needs to occur in the same year that you submit your PIR. For example, if your migrant program ended on November 1, 2017 and you submit your PIR in 2018 then your **End Date** needs to be set to a 2018 date (for example, 1/1/18).

9. The program’s public year school cut-off date. This date determines the class age (question A.10 *ACTUAL ENROLLMENT BY CHILD AGE*).
10. Enter the date that health screenings started for this PIR year. ChildPlus will not count any health event that occurred prior to this date towards question C.29 on the PIR.
11. Set up each of the following PIR questions:

Mapping the PIR	
A.25, B.12	Map which race you want to participants and staff members with a race of <i>Hispanic/Latino</i> to be counted as.
A.27, B.15	Map the different languages in the Language column to those in the PIR Category column. For example... <i>if you map Bosnian to Western European, any family with Bosnian as their Primary Language at Home will count towards PIR question number A.27.i.</i>
A.19	Select each of the drop codes that you <i>do not</i> want to count as dropped on the PIR. For example, if you check Finished Program then any participant who has a drop code of Finished Program will not be counted for PIR question A.19.
A.20	Select each of the drop codes that you <i>do not</i> want to count as dropped on the PIR. For example, if you check Finished Program then any participant who has a drop code of Finished Program will not be counted for PIR question A.20.
A.21	Select each drop code that you <i>do not</i> want to count as dropped on the PIR. Any pregnant mother who has this drop code will not count for question A.21 on the PIR.
A.23	Select each of the drop codes that you <i>do not</i> want to count as dropped on the PIR. For example, if you check Finished Program then any participant who has a drop code of Finished Program will not be counted for PIR question A.23.
B.1	Map the different codes in the Employment Status column to those in the PIR Category column.
B.2.a	Select each of the volunteer type(s) that you want to count as being a Parent/Former Parent for PIR question B.2.a.
B.16 B.20	Map the codes in the Personnel Termination Codes column to those in the PIR Category column.
C.36, C.37, C.43 & C.44	Map the codes in the Description of Adult’s Occupation column to those in the PIR Category column. Mapping these drop codes will assist ChildPlus in calculating questions C.36, C.37, C.43 and C.44.
C.45	Map the codes in the Education of the Adult column to those in the PIR Category column.

12. Click **Save**.

Calculating a PIR in ChildPlus

Once you have set up and saved your PIR in ChildPlus, your next step is to calculate it. To calculate a PIR in ChildPlus, click **Calculate PIR Answers**. Where can I find this button? **Calculate PIR Answers** is located at the bottom of the screen in the **PIR** module.

As you go through the process of preparing your PIR in ChildPlus, it is likely that you will have to calculate your PIR answers multiple times. Each time you calculate your answers, you will have the option of choosing which section you want to calculate. You can either calculate one section at a time or all sections at once, depending on your preferences. Why would I want to only calculate one section at a time? *For example, say you have already calculated the entire PIR, however, after running an audit report realize that you need to make some adjustments to Section B. Once you have made your changes, you can choose just to calculate Section B again since this is the only area where you made changes to.*

Viewing and Overriding Calculations

Once you have calculated a PIR, you can view and edit the results in Sections A, B, C, and General Comments. In addition, you can edit any calculated value on the PIR by entering an alternate value in the **Override** field.

Although ChildPlus performs the majority of PIR calculations for you, some of the PIR fields are **manual entry** and will have to be completed by a staff member at your agency. Once you calculate a PIR, you can easily identify these manual entry fields because they will not contain any data. See *Manual Entry PIR Fields on page 15* to view a list of the manual entry fields in ChildPlus.



If you need help verifying or troubleshooting calculated values, you can run **PIR Audit Reports**.

Running PIR Audit Reports

You can use PIR Reports to verify and troubleshoot the calculated values on your PIR. See page 19 to view a list of each of the PIR Reports available in ChildPlus.

Printing a PIR

Once you have calculated your PIR, you can print a copy of it to review your calculations and verify that you have completed all of the **manual entry fields**. You can print a copy of the PIR directly from the **PIR** module by clicking on the **Print** button.



You also have the option of printing a copy of the PIR from the **Reports** tab. How do I print a copy of a PIR from the Reports tab? *Click on the Reports tab, click on PIR and select 9700 - PIR Report.*

Exporting PIR Data

Once you have completed your PIR in ChildPlus, you can export it from the **PIR** module by clicking **Export PIR Data**. See page 18 to learn more.



When you click **Export PIR Data**, you will be able to designate a name for the export file and choose the location where you want to save it on your computer.

Importing a PIR into HSES

Once you have exported your data from ChildPlus, you can then import your PIR into the **HSES**.

PIR Resources

To fully understand PIR questions and answers, please visit **Office of Head Start Program Information Report Homepage** where you can download a copy of the official **PIR** as well as additional supporting documentation.

For specific details on how ChildPlus calculates your PIR, please refer to the **ChildPlus PIR Calculation Guide** at <https://www.childplus.net/Help/pirguide46.pdf>.

After you submit your PIR

The first thing you should do after you submit your PIR is **create an archive**. After you create an archive, you can use the **Prepare for Next Program Term** utilities to prepare your system for another program term. You can access the entire suite of **Prepare for Next Program Term** utilities via **Setup > Data Utilities > Prepare for Next Program Term**.

Funding Source

Before you can assign a funding source to a specific program, individual, or in-kind transaction you have to set up each of the different funding sources that you want to be able to choose from when making these assignments.

1. Click **Setup > Agency Configuration > Funding Source**.
2. Click **Add New Funding Source**.
3. Type the name of the funding source in the **Funding Source Name** box. What should I name the funding source? *Funding Source Name typically refers to the funder of the grant. For example, ACF.*
4. Click **Add Grant**.
5. Complete each of the **fields** that are applicable to the grant.

Item	Description
Grant Name	Type the name you want to assign to the funding grant. For example, <i>Head Start Grant</i> .
Active	Check this box if you want the grant to be active. If you uncheck this box, you will not be able to choose this grant from system drop-down lists.
Grant Number or Funding ID	Enter the number assigned to the funding grant. For example, 2008-001
Award Amount	Enter the amount of the grant award.
Funded Enrollment	Enter the number of enrolled participants that the grant funds.
Begin Date	Enter the date that the grant takes effect.
End Date	Enter the date that the grant expires.

6. Click **Save**.



If the funding source has multiple grants, click Add Grant and repeat step 6 for each grant.

Associating Funding Sources with Programs

Funding sources are an important part of running your PIR because they link funding for programs to funding for individuals, program personnel, and in-kind transactions.



You cannot assign funding for programs until you have set up each of your **funding sources** and **programs** in ChildPlus.

Follow these steps to assign a funding source:

1. Click **Setup > Agency Configuration > Agency Info**.
2. Select the agency that offers the program that you want to associate with a funding source.
3. Click on the **Funding** tab.
4. Click **Add Grant or Other Funding**.
5. Select the funding source that you want to associate with the program from the **Grant or Other Funding** list. *Do you need to add a funding source to the list? Click on **Agency Configuration** tab and select **Funding Source**. Then, click on **Add New Funding Source**.*
6. Complete each of the applicable **fields** on the screen.

Item	Description
Delegate ID	The identification number for the delegate.
Program	Select the program that this funding source is associated with.
Amount	Amount of the grant for the program.

Item	Description
Funded Enrollment	The number of enrolled participants that the grant funds.
Begin Date	Date that the grant for the program takes effect.
End Date	Date that the grant for the program expires.
Director	Name of the director for the program.

7. Click **Save**.



It is possible for a program to have multiple funding sources. To add an additional funding source for a program or to set up funding for additional programs, click on the **Add Grant or Other Funding** button and repeat step numbers 6-8.

Calculating a PIR

Once you have set up and saved your PIR in ChildPlus, your next step is to calculate it. To calculate a PIR in ChildPlus, click **Calculate PIR Answers**. Where can I find this button? **Calculate PIR Answers** is located at the bottom of the screen in the PIR module.

The screenshot shows the ChildPlus PIR module interface. At the top, there are navigation tabs: Services, To-Do List, Entry Express, Management, Dashboard, Reports, and Setup. Below these are sub-tabs: Personnel, Professional Development, Community Resources, In-Kind, PIR, Internal Monitoring, Fees, and CLASS. The main content area is titled 'PIR' and features a green 'Calculate PIR' button with a calculator icon, which is pointed to by a red arrow. Other buttons include 'Export PIR Data', 'Delete PIR', and 'Print'. Below the main title, there are buttons for 'PIR Setup', 'Section A', 'Section B', 'Section C', and 'General Comments'. A 'General Setup' section is expanded, showing a 'PIR Name' field with the value 'LBC EHS 2015-2016' and an 'Active' checkbox. The 'Program Type' section has radio buttons for 'Head Start', 'Early Head Start' (which is selected), and 'Migrant'.

As you go through the process of preparing your PIR in ChildPlus, it is likely that will have to calculate your PIR answers multiple times. Each time you calculate your answers, you will have the option of choosing which section you want to calculate. You can either calculate one section at a time or all sections at once, depending on your preferences. Why would I want to only calculate one section at a time? *For example, say you have already calculated the entire PIR, however, after running an audit report realize that you need to make some adjustments to Section B. Once you have made your changes, you can choose just to calculate Section B again since this is the only area you made changes to.*



To fully understand the PIR questions and answers, you should have a copy of the ChildPlus **PIR Calculation Guide** and the actual **PIR** on hand when compiling your PIR. You can view and print the this guide at: <https://www.childplus.net/Help/pirguide46.pdf>.

Viewing and Overriding PIR Calculations

Once you have calculated a PIR, you can view and edit the results in Sections A, B, C, and General Comments. In addition, you can edit any calculated value on the PIR by entering an alternate value in the **Override** field.

Although ChildPlus performs the majority of PIR calculations for you, some of the PIR fields are **Manual Entry PIR Fields** (see page 15) and will have to be completed by a staff member at your agency. Once you calculate a PIR, you can easily identify these manual entry fields because they will not contain any data.

Manual Entry PIR Fields

While ChildPlus performs the majority of PIR calculations for you, some of the PIR fields are manual entry and will have to be completed by a staff member at your agency. Why doesn't ChildPlus calculate these questions based on my system data? *Because many manual entry fields are designed to hold comments and notes relating to specific PIR items.* Once you calculate a PIR, you can easily identify these manual entry fields because they will not contain any data. You can also use the following table as a reference:

Section	Question #
A	A.1.a - A.1.b
	A.2.a - A.2.c
	A.9
	A.10
	A.17
	A.25.g.1
	A.25.h.1
	A.26.m
	A.27
	A.28
	A.28.a
	A.29
	A.30
	A.30.a - A.30.c

Section	Question #
B	B.3.a - B.3.g
	B.4.a - B.4.d
	B.9.a.8.1
	B.9.b.7.1
	B.9.c.7.1
	B.9.d.5.1
	B.10.a - B.10.e
	B.11.a - B.11.d
	B.12.g.1
	B.12.h.1
	B.14.j.1
	B.16.c.1
	B.17
	B.20.c.1
	B.21
	B.24
	B.28

Section	Question #
C	C.1.d.1
	C.3.d.1
	C.8.b
	C.19.b
	C.22
	C.30
	C.31
	C.32.a - C.32.d
	C.33
	C.34.a - C.34.c
	C.36.e.1
	C.37.f.1
	C.58
	C.58.a
	C.59
	C.60.a - C.60.b
	C.61
	C.61.a
	C.62
	C.62.a
C.63	
C.63.a	

Printing a PIR

Once you have calculated your PIR, you can print a copy of it to review your calculations and verify that you have completed all of the **Manual Entry PIR Fields** (see page 15) . You can print a copy of the PIR directly from the **PIR** module by clicking on the **Print** button.



You also have the option of printing a copy of the PIR from the **Reports** tab. How do I print a copy of a PIR from the Reports tab? *Click on the Reports tab, click on PIR and select 9700 - PIR Report.*

Exporting PIR Data

Once you have completed your PIR in ChildPlus, you can export it by clicking on the **Export PIR Data** button.



When you click **Export PIR Data**, you will be able to designate a name for the export file and choose the location where you want to save it on your computer.

To export PIR Data from ChildPlus:

1. Click **Management > PIR** to open the **PIR** module in ChildPlus.
2. Click **Create Export File**.
3. Click **OK** to confirm.
4. Type the name that you want to assign to the PIR in the **File Name** field.
5. Click **Save**.



Once you have created an export file, you will be able to import it to the **HSES**.

Importing PIR Data

Once you have created a PIR export file, you are ready to import your PIR data into the **Head Start Enterprise System (HSES)**.

PIR Reports

You can use PIR Reports to verify and troubleshoot calculated values on your PIR. The following table summarizes the PIR reports that are available in ChildPlus:

Report Number	PIR Report Name	Used for Question(s)
9701	Enrollment, Turnover (Grid)	A.15, A.19, A.20, A.23
9702	Age, Eligibility, Prior Enrollment (Grid)	A.13, A.16, A.18
9703	Race, Ethnicity (Grid)	A.25
9704	Language (Grid)	A.26
9705	Subsidy, Transportation, Fathers, Homeless (Grid)	A.24, A.27.a, C.52a-e, C.54
9706	Health Insurance (Grid)	C.1, C.2
9707	Health Services (Grid)	C.5, C.6, C.7, C.8, C.9
9708	Immunizations and Dental Services (Grid)	C.11, C.12, C.17, C.18, C.19, C.20
9709	Mental Health Services and Referrals (Grid)	C.23, C.24, C.29
9710	Disability Services	C.25, C.26, C.27
9711	Children Not Counted for C.8	C.8
9712	Children Not Counted for C.19	C.19
9713	Children Not Counted for C.20 (Grid)	C.20
9714	Developmental Screenings for Newly Enrolled Children (Grid)	C.29
9715	Classrooms, Centers (Grid)	A.12, B.6, B.7
9716	Pregnant Mothers Insurance	C.3, C.4
9720	Child Development Staff - Count, Ethnicity, 2nd Language (Grid)	B.1, B.12
9721	Child Development Staff - Associate Degree (Grid)	B.5.c, B.8.c
9722	Child Development Staff - Baccalaureate Degree	B.5.b, B.8.b
9723	Child Development Staff - CDA, Advanced Degree	B.5.a, B.5.d, B.8.a, B.8.d

Report Number	PIR Report Name	Used for Question(s)
9724	Child Development Staff - No Degree	B.5.e, B.8.e
9725	Child Development Staff - Classroom Teacher and Home-based Visitor Turnover	B.15 -B.22
9726	Program Staff - Family Workers and FCP Supervisory Staff (Grid)	B.24, B.24.a, B.25, B.26
9727	Program Staff - Staff and Qualifications - Category (Grid)	B.5, B.8
9728	Program Staff - Language	B.13, B.14
9729	Child Development Staff - Home-based and FCC	B.9
9730	Family - Employment/Job Training, Education, TANF, SSI, FCP	C.35, C.38, C.39, C.45, C.46, C.49
9731	Family - Type, Assistance, Services, Military	C.36, C.40-44, C.47, C.48, C.50, C.51, C.53, C.55
9740	Pregnant Women, Insurance, Services	A.14, C.14, C.15, C.16, C.21
9741	Pregnant Mothers, Turnover	A.21, A.22
9750	Volunteers (Grid)	B.2
9760	BMI, Immunization Exemptions, Foster Status, Referral	C.10, C.13, C.56, C.57
9770	Education and Child Development Staff Qualifications	B.27
9910	PIR Addendum Worksheet	N/A
9913	PIR Addendum Worksheet - Health	N/A
9914	PIR Addendum Worksheet - Mental Health	N/A
9800	PIR Answers (Grid)	N/A
9801	PIR Calculation Settings (Grid)	N/A
9807	PIR Pregnancy Health (Grid)	N/A
9808	PIR Answers - Personnel (Grid)	N/A

PIR Report (9700)

Once you have calculated your PIR, you can print a copy of it to review your calculations and verify that you have completed all of the Manual Entry PIR Fields (see page 15). You can print a copy of the PIR in the **PIR** module or from the **Reports** tab.

Follow these steps to run Report 9700 - PIR:

1. Click on the **Reports** tab.
2. Click on the **PIR** tab and select report 9700 - PIR.
3. Select the **PIR** that you want to run from the list.



If you want to print a copy of an old or inactive PIR, check the **Include Inactive PIRs** box. Once you check this box, you will be able to choose from inactive PIRs as well.

4. Click on the **Preview** button to view your PIR in ChildPlus or click **Print** to send a copy of the report to your printer.

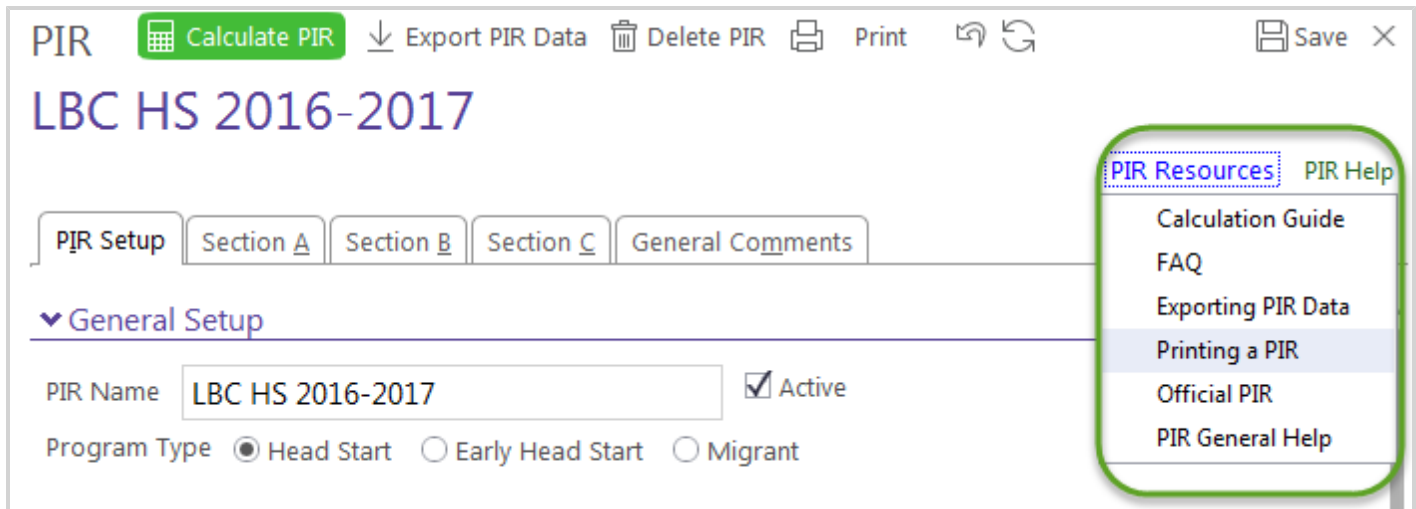


See *PIR Reports on page 19* to view the **PIR Audit Reports** that are available in ChildPlus.

PIR Frequently Asked Questions

To help you find the answer you're looking for, our Technical Support Representatives have compiled a list of the most frequently asked PIR questions in ChildPlus.

Tip: You can access important PIR Resources directly in the **PIR** module by clicking **PIR Resources**.



If my program term is year round, how do I specify a Begin and End date?

According to PIR guidelines, full-year options should begin between August 1st and September 15th and should not exceed 12 months. If your program is year round, you can set up your program terms so they run back-to-back. For example, the **Begin Date** would be 9/1/2017 and the **End Date** would go to 8/31/2018, then next year's **Begin Date** would be 9/1/2018, and so on.

How do PIR Begin and End Dates work?

Your PIR enrollment year's **Begin Date** and **End Date** should always encompass the program term that participants apply to. For example, if the program term runs 8/15/17 until 5/31/18, then the PIR **Begin Date** must be on or a little before 8/15/17, and the **End Date** must be on or after 5/31/18. Otherwise, not all of your participants will be tracked on the PIR.

Important: Ideally, your PIR enrollment year's **Begin Date** should be the same as the program term's **Begin Date** (you can check it by clicking **Setup > Agency Configuration > Program Info**).



Your PIR enrollment year's **End Date** must be within 12 months of your PIR enrollment year's **Begin Date**. Ideally, it should be the same as your program term's **End Date** (you can check it by clicking **Setup > Agency Configuration > Program Info**).

What are the different sections in the PIR?

The PIR is divided into three sections: A, B and C. We've summarized the information collected in each section below:

PIR Section	Description
A	Section A focuses on Program Information. In this section, you'll find questions about: Enrollment Year, Funded Enrollment, Centers and Classes, Cumulative Enrollment and Transportation.
B	Section B focuses on Program Staff and Qualifications. In this section, you'll find questions about: Total Staff, Total Volunteers, Management Staff, Child Development Staff, Non-Supervisory Child Development Staff and Family & Community Partnerships Staff.
C	Section C focuses on Child & Family Services. In this section, you'll find questions about: Health Services, Mental Health Services, Disabilities Services, Education and Family & Community Partnerships.

How does ChildPlus calculate PIR questions?

To fully understand how ChildPlus calculates your PIR data, you should have a copy of the ChildPlus **PIR Calculation Guide** and the actual **PIR** on hand while working on your PIR. Because these documents change every year, you should always check to make sure you are working with the most recent versions that are available.

How does A.14 calculate?

In order for children or pregnant women to be included in calculations for A.14, they must have an **Enrollment Date** that occurs between the **PIR enrollment year's Begin Date** and **End Date**. In addition, they need to have the correct **funding source** and cannot have a drop reason of *No Show (do not count on PIR)*.

How does A.16 calculate?

Question A.16 is calculated based on the **Income Status** field in the **Eligibility** section of the **Enrollment** module.

Joey Abner x +

Joey Abner

Male DOB: 4/23/14 3y 6m CPID: 222330

New 10/12/17 • Year 2 (+3)

Flags Send Message

Application Enrollment Family Services Health Immunizations Disability Mental Health Birth Transportation Education Fee

Enrollment

Attachments (1)

Pre-Enrollment Checklist

Current Year	HS 17-18	New 10/12/17	Little Beginnings Childcare • < No Site > • < No Classro
Last Year	HS 16-17	Accepted 7/31/17	New Hope Childcare Center • Calloway Gardens • Classro
Last Year	EHS 15-16	Completed 8/1/16	Little Beginnings Childcare • North Springs Center • Class
Prior Year	Early Head Start 2014-2015	Completed 8/1/15	Little Beginnings Childcare • North Springs Center • Class

▼ Eligibility

Application Date	<input type="text"/>	Eligibility Date	<input type="text"/>
Application Status	<input type="text"/>	Number in Family	0
Application Number	<input type="text"/>	Eligibility Income	\$0.00
Participation Year ^{PIR}	2		

This child is eligible to participate in the program

Type of eligibility interview conducted

Income Status ^{PIR}

Documentation used to determine eligibility

Documentation of no income

How does C.8 calculate?

In order for a participant to be counted towards C.8, participants need to have met all requirements that are marked to count for C.8 AND the date for each event that fulfills these requirements must occur prior to August 31, 2018 (the date the PIR is due). You can override the way ChildPlus calculates this question for each

participant in the **Calculation Preferences for C.8, C.29** section of the **Health** module. For more information on how ChildPlus calculates this question, please refer to the **ChildPlus PIR Calculation Guide**.

Joey Abner x +



Joey Abner

Flags Send Message Print Refresh Save

Male DOB: 4/23/14 3y 6m CPID: 222330

New 10/12/17 • Year 2 (+3)

HS 17-18 • Little Beginnings Childcare • < No Site > • < No Classroom > • < none >

Application Enrollment Family Services Health Immunizations Disability Mental Health Birth Transportation Education Fees Attendance PIR

PIR Attachments (0)

Participation Records

Current Year	HS 17-18	New 10/12/17	Little Beginnings Childcare • < No Site > • < No Classroom >
Last Year	HS 16-17	Accepted 7/31/17	New Hope Childcare Center • Calloway Gardens • Classroom A
Last Year	FHS 15-16	Completed 8/1/16	Little Beginnings Childcare • North Springs Center • Classroom C FHS

How should this participant be counted for the following PIR questions?

- Auto ▼ C.8(1) - Up-to-date on health care (at enrollment) PIR
- Auto ▼ C.8 (2) - Up-to-date on health care (at end of enrollment) PIR
- Auto ▼ C.8.a - Needs treatment for a chronic condition PIR
- Auto ▼ C.8.a.1 - Received treatment for a chronic condition PIR
- Auto ▼ C.9.a - Received treatment for Anemia PIR
- Auto ▼ C.9.b - Received treatment for Asthma PIR
- Auto ▼ C.9.c - Received treatment for Hearing Difficulties PIR
- Auto ▼ C.9.d - Received treatment for Vision Problems PIR
- Auto ▼ C.9.e - Received treatment for High Lead Levels PIR
- Auto ▼ C.9.f - Received treatment for Diabetes PIR
- Auto ▼ C.10 - BMI Weight Category PIR
- Auto ▼ C.18 - Received preventative dental care PIR
- Auto ▼ C.19 - Completed a professional dental exam PIR
- Auto ▼ C.19.a - Needs dental treatment PIR
- Auto ▼ C.19.a.1 - Received dental treatment PIR
- Auto ▼ C.20 - Up to date on preventative and primary oral health care PIR
- Auto ▼ C.28 - Newly Enrolled PIR

If the participant is counted for question C.28, how should question C.29 be calculated? PIR

Auto ▼

What is the difference between Questions C.8 and C.9?

Questions C.8.a.1 and C.9 are frequently lumped together, however, keep in mind that they are separate questions. **Question C.8.a.1** asks for the number of children counted for C.8.a, the number who have received or are receiving medical treatment. **Question C.9** asks for the number of children diagnosed by a health care professional who received medical treatment for the following chronic health conditions, regardless of when the condition was first diagnosed by a health care professional: Anemia, Asthma, Hearing Difficulties, Vision Problems, High Lead Levels and Diabetes.

How do C.19 and C.20 calculate?

Dental Exams (C.19 for HS or C.20 for EHS) are set up by checking the appropriate boxes on the **Health Event Setup** screen and adding them to your requirements set. The PIR counts dentals towards questions C.19 and/or C.20 as long as the participant had one done prior to the date the PIR is due (for example, August 31, 2018).

Health Events ↶ ↷

Health Event Types

- Accident
- Allergy
- Behavioral Screening
- Blood Pressure
- Dental - Hlth Stat
- Dental Exam

[Add Event Type](#) [Delete Event Type](#)

Health Event Type Name

Accident

e.g. Vision Screening

Active

Standard

Standard with Sub-events

Growth Assessment

How long is this Event Type valid?

Program	Valid Mo...

[Add Program](#) [Delete Program](#)

How should this Event Type be counted on the PIR?

- Professional Dental Exam (PIR C.19) ^{PIR}
- Oral Health Screening (PIR C.20) ^{PIR}
- Professional Oral Exam (PIR C.20) ^{PIR}
- Sensory - Auditory Screening (PIR C.29) ^{PIR}
- Sensory - Visual Screening (PIR C.29) ^{PIR}
- Developmental Screening (PIR C.29) ^{PIR}
- Behavioral Screening (PIR C.29) ^{PIR}

How does ChildPlus calculate C.28?

PIR question C.28 specifically asks for *the number of all newly enrolled children since last year's PIR was reported*. For more information on how to use this field, choose the situation that best applies to your agency:

Your agency is new to ChildPlus

If the 2017-2018 school year was your agency's first year using ChildPlus, this field will help you calculate question C.28. Unless you indicate otherwise, ChildPlus will count all of your participants as newly enrolled for C.28.

If you don't want a participant to count as newly enrolled for C.28, simply select **Do Not Count** in the **How should question C.28 (Newly Enrolled) be calculated** field in **Health**. The good news is that you will only have to do this once. Next year, ChildPlus will automatically calculate this question for you.

▼ Calculation Preferences for C.8, C.28, C.29

How should this participant be counted for the following PIR questions?

C.8 (at Enrollment) ^{PIR}	Let ChildPlus.net calculate answer using Health Events ▼
C.8 (at End of Enrollment) ^{PIR}	Let ChildPlus.net calculate answer using Health Events ▼
C.8a ^{PIR}	Let ChildPlus.net calculate answer using Health Events ▼
C.8.a.1 ^{PIR}	Let ChildPlus.net calculate answer using Health Events ▼
C.28 (Newly Enrolled) ^{PIR}	Let ChildPlus.net calculate the answer ▼

Your agency used ChildPlus for your PIR last year

You won't need to use this field unless 2017-2018 was your agency's first year using ChildPlus. Instead, ChildPlus will automatically decide whether a participant should be counted towards C.28 by determining whether a participant has an enrollment record for a previous program term.

If you don't want ChildPlus to decide whether or not a participant should be counted towards C.28, you can always select *Newly Enrolled* or *Not Newly Enrolled* in the **How should this participant be counted for C.28 (Newly Enrolled)** field in **Health**.

How does ChildPlus calculate C.29

In order to be counted towards this question, participants need to be *newly enrolled* or *newly re-enrolled*. ChildPlus considers participants *newly enrolled* if they have never been enrolled in the PIR program that they are being counted for before. For example, if a participant was enrolled in Early Head Start last year but is enrolled in Head Start this year, they would be considered *newly enrolled* in the Head Start program because they have never been enrolled in a Head Start program before. In order to be considered newly re-enrolled, the participant must have been dropped and then re-enrolled in the same program and program term. When a participant re-enrolls, your agency will have 45 days from the date the participant re-enrolls to complete their required screenings.

In addition to being *newly enrolled* or *newly re-enrolled*, participants also need to have a health event that qualifies as a **Developmental Screening, Behavioral Screening, Sensory – Auditory Screening** or **Sensory – Visual Screening** event that occurs after the date specified in the Date screening started for this PIR year field on the **PIR Setup** tab.

You can have a single event set up to meet all four of the criteria above or you could have 2, 3, or 4 individual health events meet the requirement. As long as some valid combination meets the four screenings, the child will count for C.29. We recommend running 9714 to find a list of children not counting for C.29 and the reason

(s) why. This report can then be compared to report 9709, which shows the children counting for C.29 for the PIR year.

You can override the way ChildPlus calculates this question for each participant in the **Calculation Preferences for C.8, C.28 C.29** section of the **Health** module. For more information on how ChildPlus calculates this question, please refer to the **ChildPlus PIR Calculation Guide**.

Joey Abner x +

Male DOB: 4/23/14 3y 5m CPID: 222330
New 10/12/17 • Year 2 (+3) HS 17-18 • Little Beginnings Childc

Application Enrollment Family Services Health Immunizations Disability Mental Health Birth Transportation

Events Requirements Health Information Attachments (1) Allergy Plan Dental Exam Health History

▼ Calculation Preferences for PIR, Health, and Education Requirements

How should this participant be counted for the following PIR questions?
Note: If you select "Auto", ChildPlus will calculate the answer automatically using information from Health Events, He

Auto	C.8(1) - Up-to-date on health care (at enrollment) PIR
Auto	C.8(2) - Up-to-date on health care (at end of enrollment) PIR
Auto	C.8.a - Needs treatment for a chronic condition PIR
Auto	C.8.a.1 - Received treatment for a chronic condition PIR
Auto	C.9.a - Received treatment for Anemia PIR
Auto	C.9.b - Received treatment for Asthma PIR
Auto	C.9.c - Received treatment for Hearing Difficulties PIR
Auto	C.9.d - Received treatment for Vision Problems PIR
Auto	C.9.e - Received treatment for High Lead Levels PIR
Auto	C.9.f - Received treatment for Diabetes PIR
Auto	C.10 - BMI Weight Category PIR
Auto	C.18 - Receive preventative dental care PIR
Auto	C.19 - Completed a professional dental exam PIR
Auto	C.19.a - Needs dental treatment PIR
Auto	C.19.a.1 - Received dental treatment PIR
Auto	C.20 - Up to date on preventative and primary oral health care PIR
Auto	C.28 - Newly Enrolled PIR

If the participant is counted for question C.28, how should question C.29 be calculated? PIR

Auto

Setting up your PIR

You can use the **PIR Setup** tab to tell ChildPlus how you want it to handle certain codes found throughout the system on the PIR. See *Running a PIR in ChildPlus on page 9* to learn more about setting up your PIR.

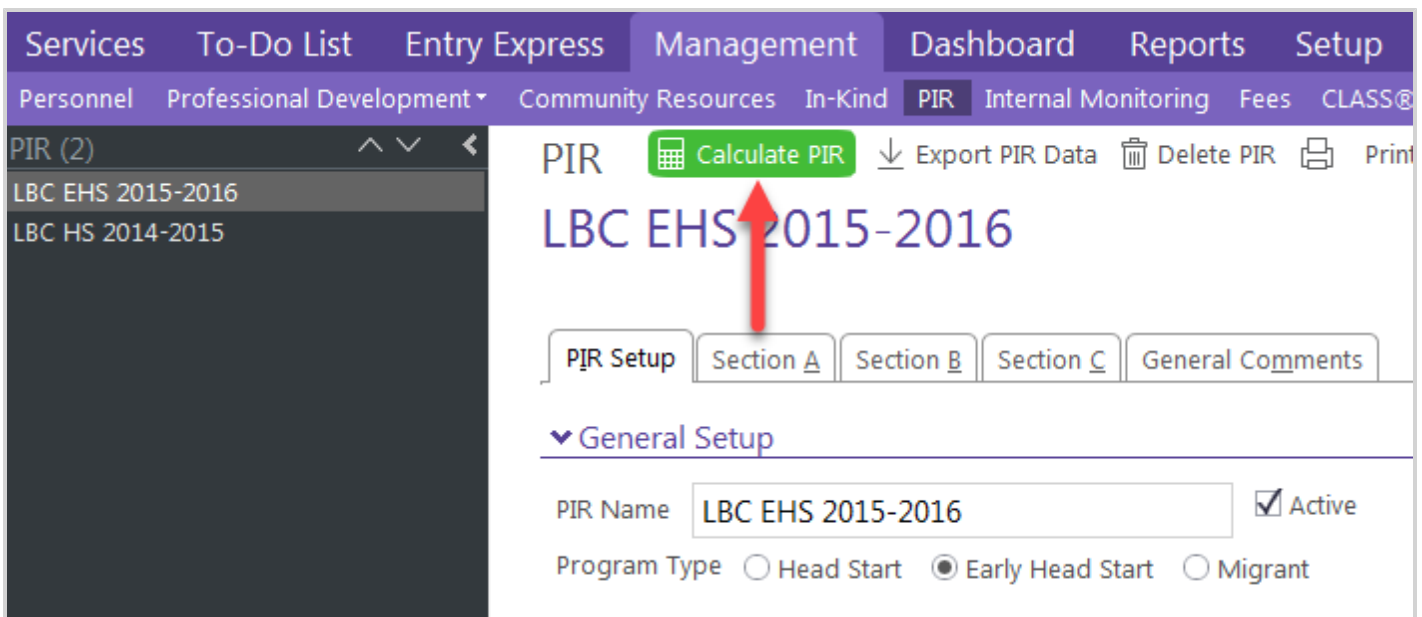
Mapping the PIR		
Code Type	PIR Question	Description
Hispanic/Latino	A.25, B.12	Map which race you want to participants and staff members with a race of <i>Hispanic/Latino</i>

Mapping the PIR		
		to be counted as.
Language	A.26, B.14	Map the different languages in the Language column to those in the PIR Category column. For example, <i>if you map Bosnian to Western European, any family with Bosnian as their Primary Language at Home will count towards PIR question number A.27.i.</i>
Participant Drop Codes	A.19, A.20, A.21	Select each code that you <i>do not</i> want to count as <i>dropped</i> on the PIR. For example, <i>if you select Finished Program on this screen, any participant with a drop code of Finished Program will not be counted as being dropped for PIR question A.19, A.20 or A.21.</i>
Pregnant Mother's Drop Code	A.21	Select each drop code that you <i>do not</i> want to count as <i>dropped</i> on the PIR. For example, <i>if you select Finished Program, then ChildPlus will not count any participant who has a drop code of Finished Program towards PIR question A.21.</i>
Migrant Drop Code	A.23	Select each drop code that you <i>do not</i> want to count as <i>dropped</i> on the PIR. For example, <i>if you select Finished Program, then ChildPlus will not count any participant who has a drop code of Finished Program towards PIR question A.23.</i>
Employment Status	B.1	Map the different codes in the Employment Status column to those in the PIR Category column.
Parent/Former Parent	B.2.a	Select each of the volunteer types that you want to count as being a Parent/Former Parent for PIR question B.2.a.
Personnel Termination Codes	B.16 B.20	Map the codes in the Personnel Termination Codes column to those in the PIR Category column.
Service Amount	C.25.b, C.26.b, C.27	Map the codes in the Service Amount column to those in the PIR Category column.
Adult Occupation	C.36, C.37, C.43, and C.44	Map the codes in the Description of Adult's Occupation column to those in the PIR Category column.
Adult Education	C.45	Map the codes in the Education of the Adult column to those in the PIR Category column.

How to calculate the PIR

Once you have set up and saved your PIR in ChildPlus, your next step is to calculate it. To calculate a PIR in ChildPlus, click on the **Calculate PIR Answers** button located at the bottom of **PIR** module. When you click on this button, ChildPlus will generate your PIR based on the information stored in your database.

As you go through the process of preparing your PIR in ChildPlus, it is likely that will have to calculate your PIR answers multiple times. Each time you calculate your answers, you will have the option of choosing which section you want to calculate. You can either calculate one section at a time or all sections at once, depending on your preferences. Why would I want to only calculate one section at a time? *For example, say you have already calculated the entire PIR, however, after running an audit report realize that you need to make some adjustments to Section B. Once you have made your changes, you can choose just to calculate Section B again since this is the only area you made changes to.*



How often should I calculate my PIR?

ChildPlus Software recommends that you should calculate your PIR throughout the school year to check for potential data problems.

Is running PIR report 9700 the same as calculating a PIR?

No, running PIR report 9700 is not the same as calculating your PIR. Report 9700 only reflects data that has already been calculated. When you run other PIR reports in ChildPlus, however, the data displayed on the report will reflect what's currently stored in your database.

Submitting your PIR using the Head Start Enterprise System (HSES)?

Once you have completed your PIR in ChildPlus, you can export it by clicking on the **Export PIR Data** button.

1. Open the **PIR** module in ChildPlus. How do I do this? *Click on the Management tab and select PIR. Choose the PIR that you want to export from the PIR list on the left side of the screen.*
2. Click **Export PIR Data**.
3. Type the name that you want to assign to the PIR in the **File Name** field. Once you have created an export file, you will be able to import your PIR data into the **Head Start Enterprise System (HSES)**



After you submit your PIR, make sure that you **create an archive**. This way, you can keep a permanent record of how your data looked on the day that you turned in your PIR.

Why does ChildPlus not calculate certain fields?

ChildPlus does not track data for all of the questions on the PIR. See *Manual Entry PIR Fields on page 15* to view a list of all the questions you will need to manually complete.

Migrant PIR's

To calculate a PIR for a migrant program, choose **Migrant** as the **Program Type** option. Migrant program PIR's include data for both Preschool and EHS programs.

The screenshot shows the 'PIR Setup' section of the ChildPlus software. At the top, there are navigation tabs: 'ind', 'PIR', 'Internal Monitoring', 'Fees', 'CLASS™', and 'Professional Development'. Below these are action buttons: 'Calculate PIR', 'Export PIR Data', 'Delete PIR', 'Print', and a refresh icon. The main title is 'LBC HS 2014-2015'. Underneath are sub-sections: 'PIR Setup', 'Section A', 'Section B', 'Section C', and 'General Comments'. The 'General Setup' section is expanded, showing:

- PIR Name: LBC HS 2014-2015
- Active:
- Program Type: Head Start, Early Head Start, Migrant (circled in green)
- Grant Number: 04CH1300
- Enrollment Begin Date: (empty)
- Delegate: 000
- Enrollment End Date: (empty)

Important PIR Definitions

We've put together a list important PIR definitions. You can also access these definitions through the *Glossary* available in ChildPlus Help

Assistant Teachers - For infant and toddler classes, this refers to the third paid staff in a center- based class working as a teacher aide.

At Enrollment - The status of the individual enrollee at the time of his or her enrollment (i.e. include the status of children who were enrolled during the enrollment year).

At End of Enrollment - The status of each enrollee at the end of his or her enrollment in the program. Include the status of those who left the program during the enrollment year.

Center-based option - Services provided to children primarily in classroom settings.

Children's Health Insurance Program - A federal-state partnership administered by the state under broad federal guidelines. The program may be known as "CHIP" or function under a different name.

CHIP enrolled - The child has been officially certified as eligible to receive services covered by the Children's Health Insurance Program. Include children enrolled in CHIP for any length of time.

Chronic Condition - Health conditions that continue over a long period of time. Examples include: allergies, asthma, hearing loss, diabetes, etc.

Class - A group of children that functions as a single unit, including preschool, infants/toddlers, and mixed-age groupings.

Classroom Teachers - Includes all lead teachers and co-lead teachers. Each center-based infant and toddler class must provide one teacher for each group of four children, with a total group size of no more than eight infants and/or toddlers. All infant and toddler classrooms must be staffed by two teachers.

Combination option - Services provided to children in both a center setting and through intensive work with the child's parents and family at home.

Dental Home - An ongoing source of continuous, accessible dental care provided by a dentist.

Dental Services - Includes enrollees who left the program, those that re-enrolled, and late enrollees if they have completed a professional dental examination since last year's PIR was reported.

Dental Treatment - Includes restoration, pulp therapy, or extraction. It does not include fluoride application or cleaning.

Double session option/class - Option or class in which a single teacher is employed to work with one group of children in the morning and a different group of children in the afternoon.

Early Childhood Education Degree - Is an associate, baccalaureate, or advanced degree in early childhood education.

Families - Families will be included only once on the PIR if they have at least one child enrolled under a funding selected on the **PIR Setup** tab. Children in dual custody situations will have both families show up on the PIR.

Family child care option - Services provided to children receiving child care primarily in the home of a family child care provider or other family-like setting.

Family Child Care Providers - Includes the provider of services in his or her place of residence or in another family-like setting.

Family Child Care Specialist - A child development specialist or other Head Start or delegate agency staff member with responsibilities related to the provision of comprehensive Head Start and Early Head Start services delivered in the family child care option.

Full-calendar year - All of the days of the year other than Saturday, Sunday, and a legal public holiday.

Full-day enrollment - Services provided for more than 6 hours per day.

Full-working-day enrollment - Services provided for not less than 10 hours per day as permitted by State law (including regulation) for the provision of services.

Hispanic/Latino or Latino origin - A person of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture or origin, regardless of their race.

Home-based option - Services provided to children, primarily in the child's home, through intensive work with the child's parents and family as the primary factor in the growth and development of the child.

Home-based Visitors - Includes home visitors providing child development services in the home-based option only, whether or not they also function as family service workers. Family & community partnerships staff are reported in a separate section.

Homeless - The lack of a fixed, regular, and adequate nighttime residence.

Infant and Toddler Child Development Staff - Refers to child development staff serving Early Head Start program children, child development staff serving Migrant and Seasonal Head Start program infants and/or toddlers, and, where applicable, staff serving pregnant women.

Locally designed option - Services provided through an alternative program variation that has been formally approved by the Office of Head Start.

Medicaid enrolled - The child or pregnant woman has been officially certified as eligible for Medicaid paid services. The term does not include children or pregnant women who are thought to be eligible but have not been officially certified. Include children or pregnant women enrolled in Medicaid for any length of time since last year's PIR was reported.

Medical Home - An ongoing source of continuous, accessible health care.

Medical Treatment - Any service that is required to improve the physical condition of the child, including all forms of medical follow-up.

Part-day enrollment - Services provided for 6 hours a day or less.

Participants - Children that were enrolled at any time during the PIR **Begin Date** and **End Date** will be counted only once towards any question on the PIR. Additionally, participants will only be included if their funding matches a funding picked in the **PIR Setup**. You can update the funding for a participant by editing the enrollment details in the **Enrollment** module for the participant, or by using the **Enrollment Utility** to modify the funding for a group of participants.

Personnel - Staff members will be included in the PIR if their initial hire date is filled in, and they have no termination date OR if they are terminated, their **Termination Date** is between the **Date last year's PIR was reported** and the **PIR Enrollment Year End Date**. Also, the personnel must have a funding record equal to a funding selected in the **PIR Setup**. You can add a funding to a personnel record via the wage allocation box on the **Employment** tab in the **Personnel** module.


Pregnant Women - Pregnant Women will be included in the PIR if they meet the criteria for participants above, and their **Expected delivery date** or **Actual delivery date** is between the enrollment year begin and nine months after the enrollment year end date. Questions that state "Children Only" will exclude pregnant women from the count.

Preventive Care - Includes fluoride application, cleaning, sealant application, etc.

How does ChildPlus handle Hispanic/Latino participants on the PIR?

Typically, ChildPlus uses the **Hispanic/Latino field** to calculate ethnicity for question A.24. You can choose *Yes* if the participant is of Hispanic/Latino or Latino descent or *No* if they are not. If *Hispanic/Latino* is available to users as a choice in the **Race** field (*how could this be available as a choice* *Hispanic/Latino can be a choice if it's an active **Validation Code***), then you can map which race you want to participants and staff members with a race of *Hispanic/Latino* to be counted as in the **PIR Setup**.

Joey Abner x +



Joey Abner

Male DOB: 4/23/14 3y 6m CPID: 222330






New 10/12/17 • Year 2 (+3)

Flags Send Message Print Application Save

HS 17-18 • Little Beginnings Childcare • < No Site > • < No Classroom > • < none >

Application Enrollment Family Services Health Immunizations Disability Mental Health Birth Transportation Education Fees Attendance PIR

Family Members

Family Information		FamilyID	30584
 Sena Whyte	Primary Adult Female	DOB	6/02/86 CPID: 84270 More In-Kind
 Molly Abner	Other Adult Adult	DOB	4/19/81 CPID: 236780 More In-Kind
 Kimbery M Abner	7y 10m Child Female	DOB	12/06/09 CPID: 94808 More
 Felton Addison	5y 5m Child Male	DOB	4/30/12 CPID: 162239 More
 Joey Abner	3y 6m Child Male	DOB	4/23/14 CPID: 222330 More

Add an Adult
Add a Child

Joey Abner
Attachments (2)

Section 1 2 3 4 5 6 7 8

General Information

Adult or Child ^{PIR} Child

First Name Joey

Middle Name

Last Name Abner

Suffix

Nickname

ChildPlus ID 222330

Birthday 4/23/14

Gender Male

SSN 027-00-4325

Alternate ID

Race ^{PIR} Other

Hispanic/Latino ^{PIR} Yes

Photo

Using the PIR Module

The **PIR** module allows you to collect and view PIR data for participants throughout the school year. This module is divided into 4 different sections that you can use collect PIR information about each participant.

Once you submit your PIR, you can start using the **Prepare for Next Program Term** tools to get ready for your next program term. Just make sure that you make an archive before using any of the **Prepare for Next Program Term** tools.

PIR Questions for EHS Programs and Pregnant Women

PIR Questions Specifically for EHS Programs:

A.20
B.8
C.20
C.26

PIR Questions Specifically for Pregnant Mothers:

A.9
A.14
A.21
A.22
C.3
C.4
C.14
C.15
C.16
C.21
C.32.d

Are disabilities tracked on the PIR for Early Head Start Programs?

Preschool disability Services (C.25) and Primary Disabilities (C.27) are only tracked for Head Start and Migrant Programs (for children over 3). The PIR, however, does track Infant and Toddler Part C Early Intervention Services in question C.26.


IFSP's & IEP's

Typically, infants and toddlers (birth - 3) have IFSP's while children aged 3-5 have IEP's. ChildPlus looks at the child's age at the time of the IFSP/IEP when determining whether a participant should be counted towards questions related to disability services (C.25-27).

How does ChildPlus calculate single-parent and two-parent families on the PIR?

ChildPlus determines the number of single-parent and two-parent families based on the information in the **Parental Status** field. **Parental Status** is available in the **Family Information** portion of the **Application module**. This information is used to calculate questions C.35, C.36, C.37, C.43 and C.44.

Joey Abner
[Flags](#) [Send Message](#) [Print](#)



Joey Abner

Male DOB: 4/23/14 3y 6m CPID: 222330

New 10/12/17 • Year 2 (+3) HS 17-18 • Little Beginnings Childcare • < No Site

Application
Enrollment
Family Services
Health
Immunizations
Disability
Mental Health
Birth
Transportation
Education

Family Members

Family Information							FamilyID	30584
	Sena Whyte	Primary	Adult	Female	DOB	6/02/86	CPID	84270 More
	Molly Abner	Other Adult	Adult		DOB	4/19/81	CPID	236780 More
	Kimbery M Abner	7y 10m	Child	Female	DOB	12/06/09	CPID	94808 More
	Felton Addison	5y 5m	Child	Male	DOB	4/30/12	CPID	162239 More
	Joey Abner	3y 6m	Child	Male	DOB	4/23/14	CPID	222330 More

Family Information

Attachments (0)

Fam Health History

General Information

Parental Status PIR

One Parent Family

Number in Household 4

Primary Language PIR
At Home

English

Number in Family 5

What about Primary and Secondary Adults?

Each adult must have an **Adult Status** of either *Primary Adult* or *Secondary Adult* in order to be counted towards PIR questions C.36, C.37, C.43 and C.44.

How does ChildPlus count dual custody families on the PIR?

If you have any **dual custody** children in your system, both families will be counted towards questions in section C of the PIR. ChildPlus knows if children are **dual custody** if they have been added as a member of more than one family.

Are inactive staff members counted on the PIR?

Yes, even if you have a staff member who is no longer **Active** in your system then he/she will still be counted on the PIR provided their **Termination Date** is between the **Date last year's PIR was reported** and the **PIR Enrollment Year End Date**.

Archiving PIR Data

Once you submit your PIR, you will need to **create an archive**. An archive will provide you with a permanent record of how your data looked on the day that your PIR was submitted.

What should I do after I submit my PIR?

The first thing you should do after you submit your PIR is **create an archive**. After you create an archive, you can use the **Prepare for Next Program Term** utilities to prepare your system for another program term. You can access the entire suite of **Prepare for Next Program Term** utilities via **Setup > Data Utilities > Prepare for Next Program Term**.