Parent Early Childhood Experience Workflow – Instructions for Parents

Massachusetts Department of Elementary and Secondary Education (DESE) is requiring all public school districts to report the type of early childhood education experience a student has in the school year prior to Kindergarten.

If your child was enrolled at Little Mustangs Preschool Academy last year, Norwood Public Schools has completed this field based on your child’s LMPA schedule.

DESE has defined the following for this new reporting element.

Definitions

- **Coordinated Family and Community Engagement (CFCE) Services**: locally based programs serving families with children birth through school age (e.g. parent/child playgroups, parent-child activities).
- **Parent Child Home Program (PCHP)**: home visiting model program funded through the Department of Early Education and Care.
- **Licensed Family Child Care Provider (FCCP)**: refers to EEC licensed child care in a group setting in a home. It may include care in the home of a family member, if the provider is both a relative and an EEC licensed child care provider providing care to children from multiple families.
- **Center-Based Program (CBP)**: refers to care for children in a group setting at an EEC Licensed program, including public and private preschools, Head Start, day care centers, and integrated public preschools.

Early Childhood Experience Codes

- 01 – No formal early childhood program experience
- 02 – Family Support: Coordinated Family and Community Engagement (CFCE)
- 03 – Family Support: Parent Child Home Program (PCHP)
- 04 – Family Support: Both CFCE and PCHP
- 05 – Formal: Licensed Family Child Care Provider less than 20 hours per week
- 06 – Formal: Licensed Family Child Care Provider greater than or equal to 20 hours per week
- 07 – Formal: Center Based Program less than 20 hours per week
- 08 – Formal: Center Based Program greater than or equal to 20 hours per week
- 09 – Formal: BOTH Family Child Care Provider and Center Based Program less than 20 hours per week
- 10 – Formal: BOTH Family Child Care Provider and Center Based Program greater than or equal to 20 hours per week

To help Norwood collect accurate data about your child’s early childhood experience, we’ve create a parent workflow in Aspen for you to use. See the following pages for instructions on how to use the workflow.
Log into Aspen

**STEP 1 – Set Preferences – 1 time set up**

*You only need to set these preferences once*

Click your name in the top right corner and click on Set Preferences

Click on the Home tab

Make sure Tasks is checked off. Click OK
STEP 2 – Initiate Workflow

Find the Tasks Widget on the right side of the page. **Click Initiate.**

Click on the Workflow Drop down to Select the Workflow you want. Choose **Early Childhood Experience DOE050.**

*If you have more than 1 child in Kindergarten, you will need to complete the workflow multiple times (one for each child).*

Click on the **Magnifying Glass** to select your child.

**Select your child from the list** (even if only 1 is listed) and click OK

- You will only see children that meet the criteria for the workflow (i.e. Kindergarten students)

Click **Next** at the bottom of the workflow window.
**STEP 3 – FILL IN EARLY CHILDHOOD EXPERIENCE**

The top of the workflow includes a description of why we are collecting this data, DESE Definitions, and the Codes available.

*If the DOE050 code is already filled in, there are 2 potential reasons*

- NPS filled in experience for LMPA students
- You or another parent/guardian submitted the workflow and the school saved it.
  - You won’t see anything in the workflow until the school saves the data.
  - If the code is already filled in, you can edit the fields and submit again if you want.

<table>
<thead>
<tr>
<th>Early Childhood Experience DOE050 Details for text3, TestTables</th>
</tr>
</thead>
<tbody>
<tr>
<td>Early Childhood Experience Parent Survey</td>
</tr>
<tr>
<td>The Department of Elementary and Secondary Education (DESE) is</td>
</tr>
<tr>
<td>requiring all school districts to report early childhood</td>
</tr>
<tr>
<td>experience for students in kindergarten. DESE is looking for</td>
</tr>
<tr>
<td>information regarding the year immediately before Kindergarten.</td>
</tr>
<tr>
<td>Please read the definitions below and then choose an option</td>
</tr>
<tr>
<td>from the list below.</td>
</tr>
</tbody>
</table>

**Definitions**
- Coordinated Family and Community Engagement (CFCE): Services, locally based programs serving families with children birth through school age (e.g. parent-child playgroups, parent-child activities).
- Parent Child Home Program (PCHP): home visiting model program funded through the Department of Early Education and Care.
- Licensed Family Child Care Provider (FCCP): refers to ECC licensed child care in a group setting in a home. It may include care in the home of a family member if the provider is both a relative and an ECC licensed child care provider providing care to children from multiple families.
- Center-Based Program (CBP): refers to care for children in a group setting at an ECC Licensed program, including public and private preschools, Head Start, day care centers, and integrated public preschools.

**Possible Codes**
- 01 – No formal early childhood program experience
- 02 – Family Support Coordinated Family and Community Engagement (CFCE)
- 03 – Family Support Parent Child Home Program (PCHP)
- 04 – Family Support Both CFCE and PCHP
- 05 – Formal: Licensed Family Child Care Provider less than 20 hours per week
- 06 – Formal: Licensed Family Child Care Provider greater than or equal to 20 hours per week
- 07 – Formal: Center Based Program less than 20 hours per week
- 08 – Formal: Center Based Program greater than or equal to 20 hours per week
- 09 – Formal: BOTH Family Child Care Provider and Center Based Program less than 20 hours per week
- 10 – Formal: BOTH Family Child Care Provider and Center Based Program greater than or equal to 20 hours per week

Once you determine the code from the list, go to the bottom of the form and enter the code.

**A shortened description of the code will fill in on the right**

**Click Next** at the bottom

A confirmation screen pops up, click **Finish**
How do I know if I did it right?

There isn’t an email confirmation, but you can see the Registration by changing your Tasks dropdown to Closed Tasks.

Once you submit the workflow, your School will save the information to the student record.