

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.

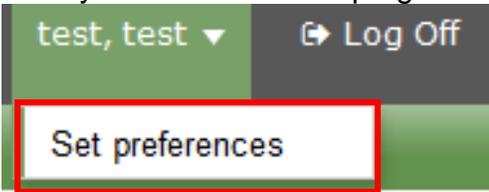
ONE PARENT/GUARDIAN COMPLETES THE WORKFLOW ONCE FOR A CHILD

Log into Aspen

STEP 1 – Set Preferences – 1 time set up

You only need to set these preferences once

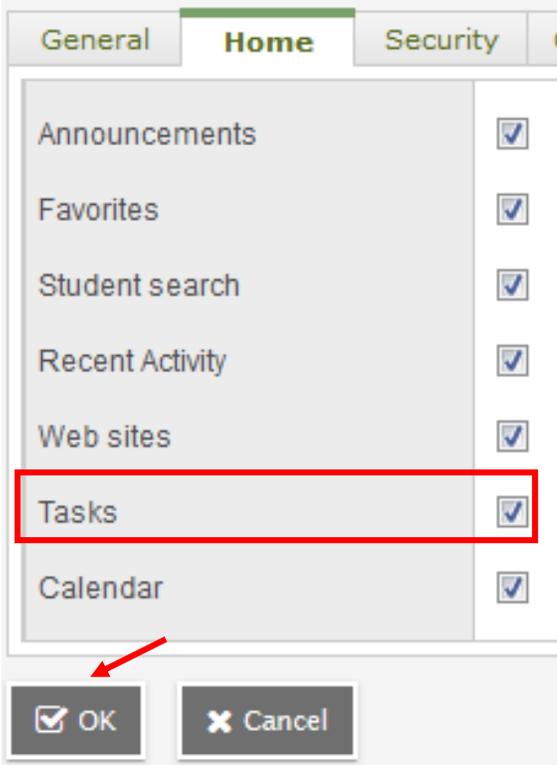
Click your name in the top right corner and click on Set Preferences



Click on the Home tab



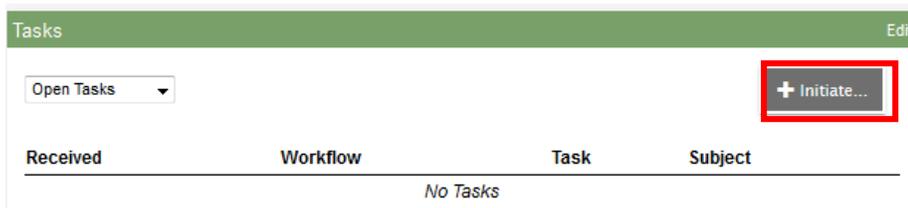
Make sure Tasks is checked off. Click OK



STEP 2 – Initiate Workflow

Find the Tasks Widget on the right side of the page.

Click Initiate.

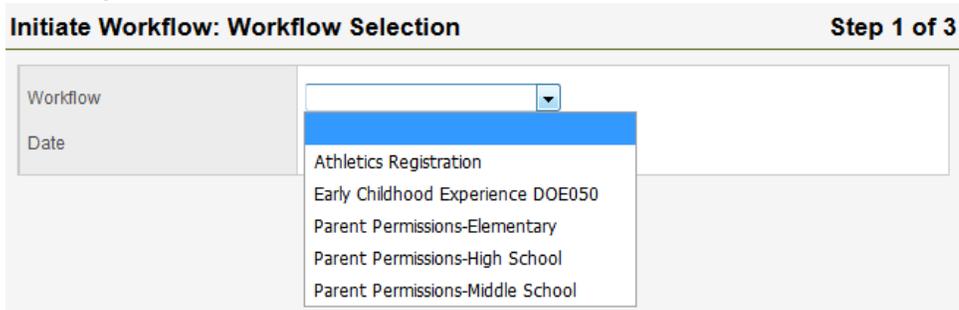


The screenshot shows a 'Tasks' widget with a green header and an 'Edit' button. Below the header is a dropdown menu labeled 'Open Tasks'. To the right of this menu is a button labeled '+ Initiate...' which is highlighted with a red rectangular box. Below the menu and button are four columns: 'Received', 'Workflow', 'Task', and 'Subject'. The text 'No Tasks' is centered below these columns.

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).



The screenshot shows a dialog box titled 'Initiate Workflow: Workflow Selection' with 'Step 1 of 3' in the top right corner. On the left, there are labels for 'Workflow' and 'Date'. A dropdown menu is open, showing a list of workflow options: 'Athletics Registration', 'Early Childhood Experience DOE050', 'Parent Permissions-Elementary', 'Parent Permissions-High School', and 'Parent Permissions-Middle School'. The 'Early Childhood Experience DOE050' option is highlighted in blue.

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



The screenshot shows the same dialog box as above, but now 'Early Childhood Experience' is selected in the dropdown menu. The date field is set to '9/20/2018'. A magnifying glass icon is visible next to the date field, and a red arrow points to it.

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)



The screenshot shows a table with columns for 'Name', 'YOG', and 'Homeroom'. The first row contains the name 'test3, Testella' and the YOG '2031'. A radio button is selected next to the name. Below the table are two buttons: 'OK' and 'Cancel'. The 'OK' button is highlighted with a red rectangular box.

Click **Next** at the bottom of the workflow window.



The screenshot shows a row of four buttons: 'Previous' with a left arrow, 'Next' with a right arrow, 'Finish' with a checkmark icon, and 'Cancel' with an 'X' icon.

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.**

Initiate Workflow: Details **Step 2 of 3**

Early Childhood Experience DOE050 Details for test3, Testella

Early Childhood Experience Parent Survey

The Department of Elementary and Secondary Education (DESE) is requiring all school districts to report early childhood experience for students in Kindergarten. DESE is looking for information regarding the year immediately before kindergarten. Please read the definitions below and then choose an option from the list below.

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.

Possible Codes

01 – No formal early childhood program experience
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08 – Formal: Center Based Program greater than or equal to 20 hours per week
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10 – Formal: BOTH Family Child Care Provider and Center Based Program greater than or equal to 20 hours per week

Type in the 2 digit code, or click the Magnifying Glass to choose a code below

DOE050 *

← Previous Next → Finish Cancel

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

Type in the 2 digit code, or click the Magnifying Glass to choose a code below

DOE050 *

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

Type in the 2 digit code, or click the Magnifying Glass to choose a code below

DOE050 * CBP over 20 hrs/wk

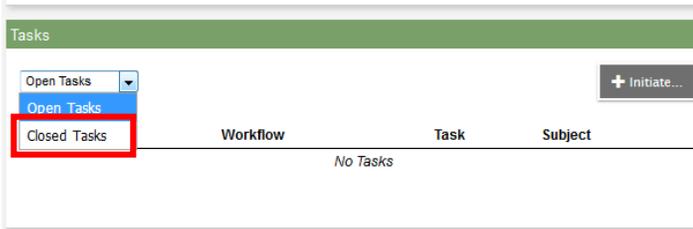
Click Next at the bottom

A confirmation screen pops up, click **Finish**

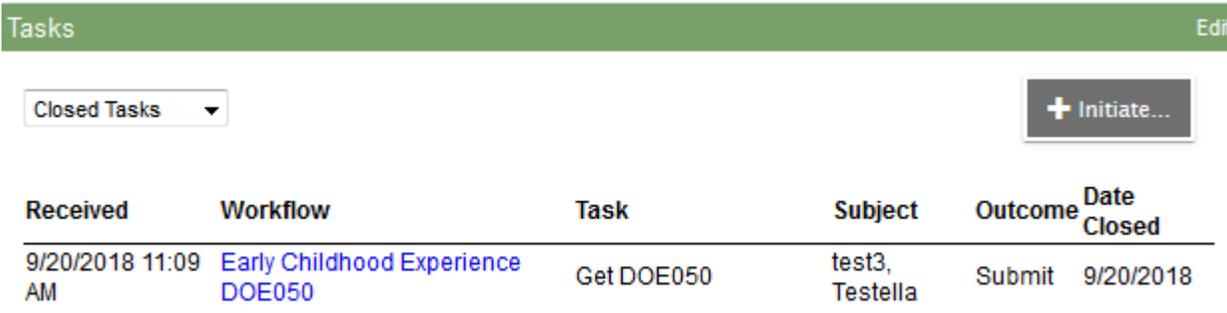
← Previous Next → Finish Cancel

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.



The screenshot shows a 'Tasks' header with a dropdown menu currently set to 'Open Tasks'. The dropdown menu is open, showing 'Open Tasks' and 'Closed Tasks'. The 'Closed Tasks' option is highlighted with a red rectangular box. To the right of the dropdown is a '+ Initiate...' button. Below the dropdown, the table headers 'Workflow', 'Task', and 'Subject' are visible, and the text 'No Tasks' is centered below the table area.



The screenshot shows the 'Tasks' interface with the dropdown menu set to 'Closed Tasks'. A '+ Initiate...' button is visible. Below the dropdown is a table with the following data:

Received	Workflow	Task	Subject	Outcome	Date Closed
9/20/2018 11:09 AM	Early Childhood Experience DOE050	Get DOE050	test3, Testella	Submit	9/20/2018

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