MAFKids 2009-2010 USER GUIDE

http://maf.ad.unc.edu/moreatfour20092010/logon.aspx

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Important Highlights

The More at Four Reporting System consists of two main parts, MAFPlan and MAFKids. Most program information concerning your contract, sites and classrooms for 2009-10 resides only in MAFPlan, while information related to the children served in the More at Four Program is housed in MAFKids. Changes to most of the information related to contracts, sites and classrooms are all handled in MAFPlan through the Change Request process. Child level data continue to be reported monthly, along with related site and classroom operation information. Helpful tips regarding the monthly reporting system are outlined below:

The MAFKids monthly Service Reports are due by the 10th business day of each month following the reporting month (e.g., monthly reports for September are due October 15th)

- New sites and classrooms that are added to MAFPlan through the Change Request process automatically feed over to MAFKids; sites and classes that have never served children and are deactivated in MAFPlan will not appear in the listings in MAFKids
- Home/Community setting visits should be coded as Operation Days on the Site form for reporting purposes
- **New in 2009-10!!** The option to enter Operation Days and Teacher Workdays for all sites at once for any given month is now available on the Site form
- **New in 2009-10!!** Identification numbers for children will no longer be collected in MAFKids
- MAFKids will calculate eligibility for free or reduced priced lunch based on the poverty level entered
- A section on the "Review/Submit" page shows information regarding forms from previous months that were not submitted, so that these forms may be submitted or deleted, as appropriate

- Exit children in the month when they last attended in a particular classroom
- After the first month of operation, the names of all newly enrolled children in a given month will be listed on the Attendance Report
- **New in 2009-10!!** All teachers must be in place and visible on the Classroom Attendance Report prior to reimbursement
- Attendance Reports only include children whose forms are in "Ready to Submit" or "Submitted" status
- There is an option to "Print All" on the Classroom Attendance Report page that allows for all Classroom Attendance Reports to be printed with one click
- The Reports page now has an additional option for a Cumulative Child Data Report, which will display the latest information entered on all children served in a particular contract

Software Requirements

To use MAFKids your computer must support Internet Explorer version 6 or higher. If you have an older version of this browser, free downloads are available at the following site:

Internet Explorer 7: http://www.microsoft.com/windows/downloads/ie/getitnow.mspx

To view and print Attendance Reports, you now need to use Adobe Acrobat Reader. If you need to download this software utility, free downloads are available at the following site:

Acrobat Reader: http://www.adobe.com/products/acrobat/readstep2.html

Additional Assistance

- If you have followed the instructions in this User Guide and you need further technical assistance, please call or email the MAFKids coordinator, KC Elander, at (919) 981-7302 or kc.elander@ncmail.net (Office of School Readiness). If she is not available, contact the State More at Four Office at (919) 981-5300 or moreatfour@ncmail.net
- For all questions about More at Four Program Policy, including program guidelines and requirements and fiscal and contractual issues, contact the State More at Four Office: 919-981-5300 or moreatfour@ncmail.net

Overview of More at Four Reporting Requirements in a School Year

This chart is designed to help you understand More at Four reporting requirements, describing due dates and system for submission.

What	When	How
County/Region Plans with 09-10 updates are due to the State More at Four Office	**Slot Placement: August 21, 2009** **Teachers: Sept. 4, 2009**	MAFPlan system
County/Region Plan Changes	**As needed**	Change Requests in MAFPlan
Monthly Service Report Forms	**The 10th business day of the month following each month of More at Four service**	MAFKids system
Monthly Attendance Reports and **Summary of Attendance Reports** are due to the State More at Four Office	**The 10th business day of the month following each month of More at Four service**	MAFKids and paper submission

Overview of Monthly Reporting Requirements

First Month of Service	**Page in User Guide**
Enter Children's Names by Classroom	**13**
Create All Forms	**15**
Enter Site Operation Days and Teacher Workdays	**21**
Enter Classroom Payment Rate and Class Size	**22**
Enter Child Attendance on Classroom Grid	**22**
Enter Child Data on Demographics, Risk Factors, Service Priority, Household Info and Disability panels	**25**
Make all Forms Ready to Submit	**30**
Submit Forms Online	**32**
Print Monthly Attendance Report and Summary of Attendance Report	**34**

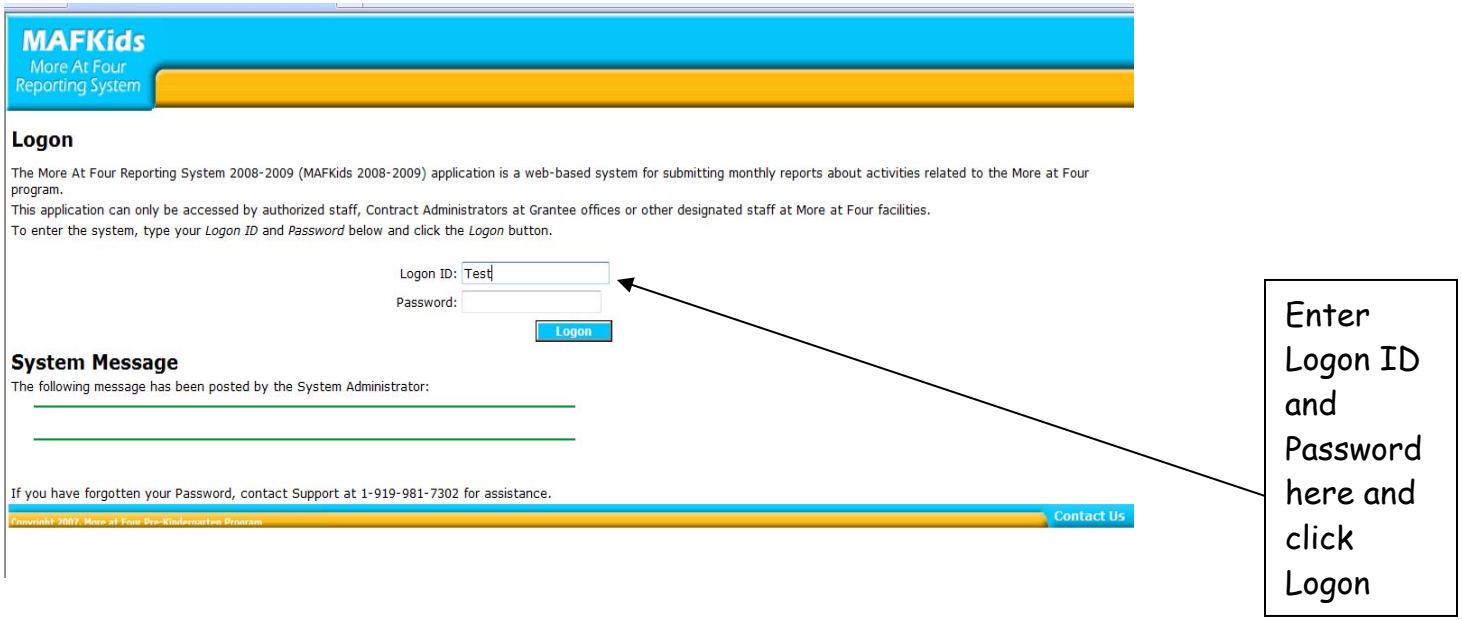
Subsequent Months of Service	**Page in User Guide**
Create all Forms	**15**
Enter Site Operation Days and Teacher Workdays	**21**
Edit Classroom Payment Rate and Class Size if needed	**22**
Enter Child Attendance on Classroom Attendance Grid	**22**
Edit child forms as necessary to reflect exit dates or changes in disability status or Smart Start subsidy amounts	**25**
Make all forms Ready to Submit	**30**
Submit Forms Online	**32**
Print Monthly Attendance Report and Summary of Attendance Report	**34**

Getting Started

- **Access the MAFKids website at mafreporting.org.**
- Your existing user ID and password will access MAFKids and archived MAFPlan/MAFKids databases. For Plan Administrators, this ID and password will also access MAFPlan.
- If you do not have a user ID and password, please contact your contract administrator or program contact for assistance. Any contract administrator or program contact who does not have a user ID or password should contact the MAFKids coordinator, KC Elander, at (919) 981-7302 or kc.elander@ncmail.net (Office of School Readiness).
- MAFKids includes information about Sites, Classrooms/Teachers, and Children that make up the monthly Service Reports. Each month, Service Reports will contain separate forms for each site, classroom and child participating in More at Four. More at Four monthly Service Reports are submitted online and due by the 10th business day of each month following the reporting month (e.g., monthly reports for September are due October 15th).
- The system also generates printable monthly attendance reports, which are due to the State More at Four Office by the 10th business day of each month following the service month. For further information on Monthly Attendance Reports, visit the OSR website: http://www.osr.nc.gov/.
- This User Guide is available from the OSR web site: http://www.osr.nc.gov/MoreFour/index.asp (click on "Log on to MAFPlan and MAFKids Databases").
- This User Guide is also available from the FPG More at Four Evaluation Team web site: http://www.fpg.unc.edu/~mafeval (click on "More at Four Reporting System").

Logging On

Type "mafreporting.org" into your web browser and when the MAFKids Logon screen shown below appears, type in your Logon ID and Password and then click the "Logon" button.



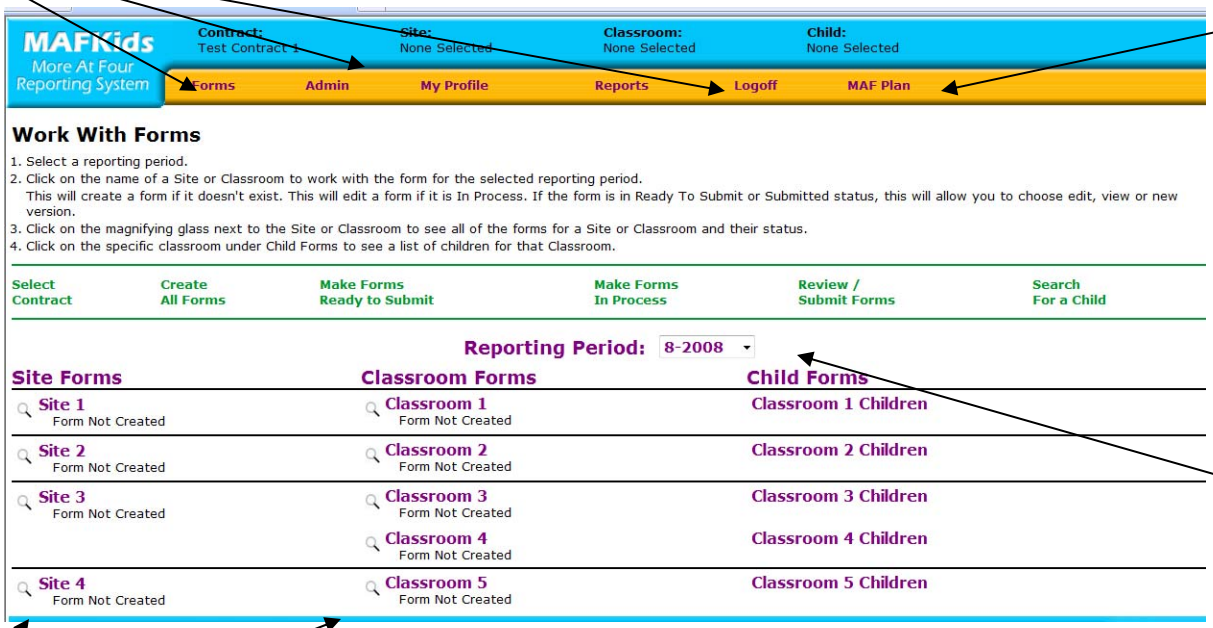
Note: The screen shots in this User Guide were made in a test environment. Terms such as "QA", "Test", and various names and dates of Sites, Classrooms and Children that appear on these screen shots will not show in the actual MAFKids system.

Home Screen

A successful logon will bring you to the MAFKids "Work with Forms" screen, the Home Page of MAFKids, shown below.

The navigation links are very useful to go from panel to panel, but will not save your work; only the Save, Next and Previous buttons shown on each form page will save work

Link to MAFPlan for Plan Administrators

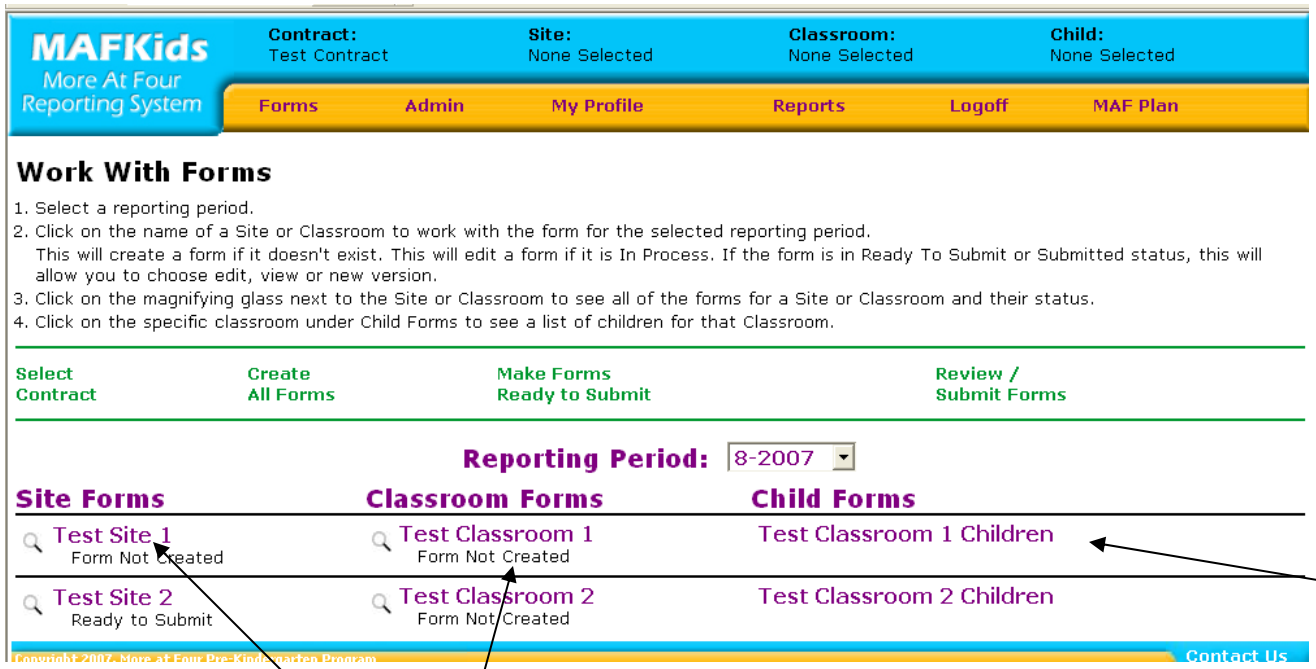


When you log on to MAFKids, all of your approved Sites and Classrooms will appear on the Home Page

Select the Reporting Period you want to work with prior to navigating through MAFKids

First Month of Service

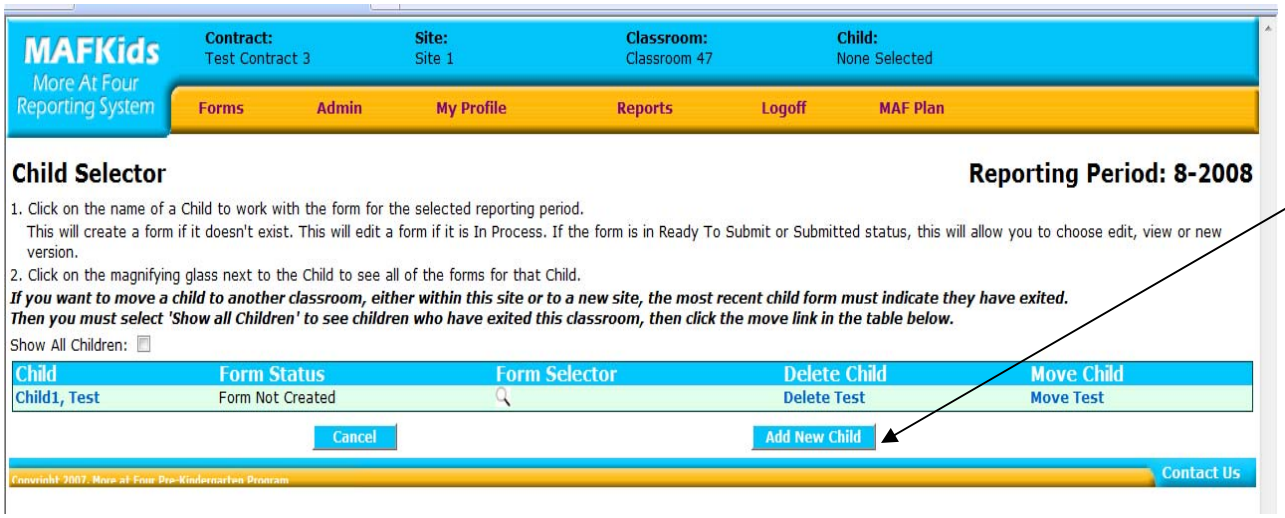
When you begin MAFKids Service Reports for the first month of the school year, you will need to create child records for all the children served by More at Four. Make sure that all your sites and classes fed over to MAFKids from MAFPlan by checking the list on the Forms page and then begin to add new child records.



Click on classroom name under "Child Forms" to add children

Check to make sure that all your approved Sites and Classes are listed here

Entering New Child Record

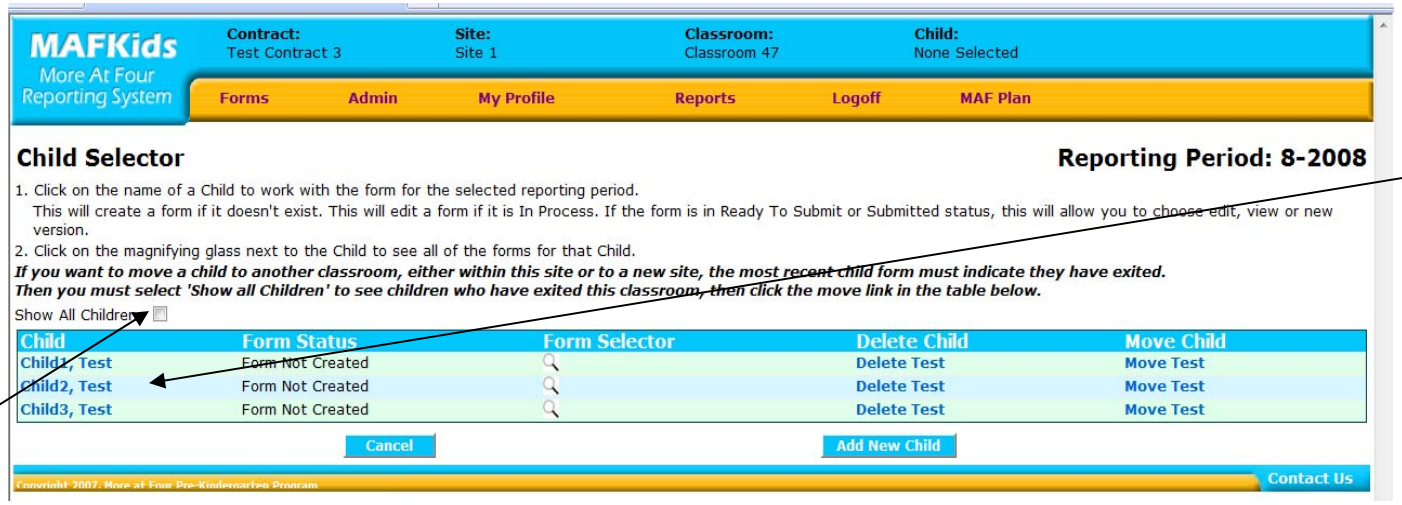


Click on "Add New Child" button to add individual children

After selecting a classroom from the Child Forms list (shown on previous page), click on "Add New Child", and then enter the Child's name in the boxes provided. Click OK when you are done (or Cancel if you change your mind). The Child's name will then be displayed in the Child Selector (see next page). Note that the "Delete" option (in the Delete Child column) will be available only when no forms have been submitted in any month for this child.

Child Selector Screen

To see all children, including those with exit dates, select the "Show All Children" box



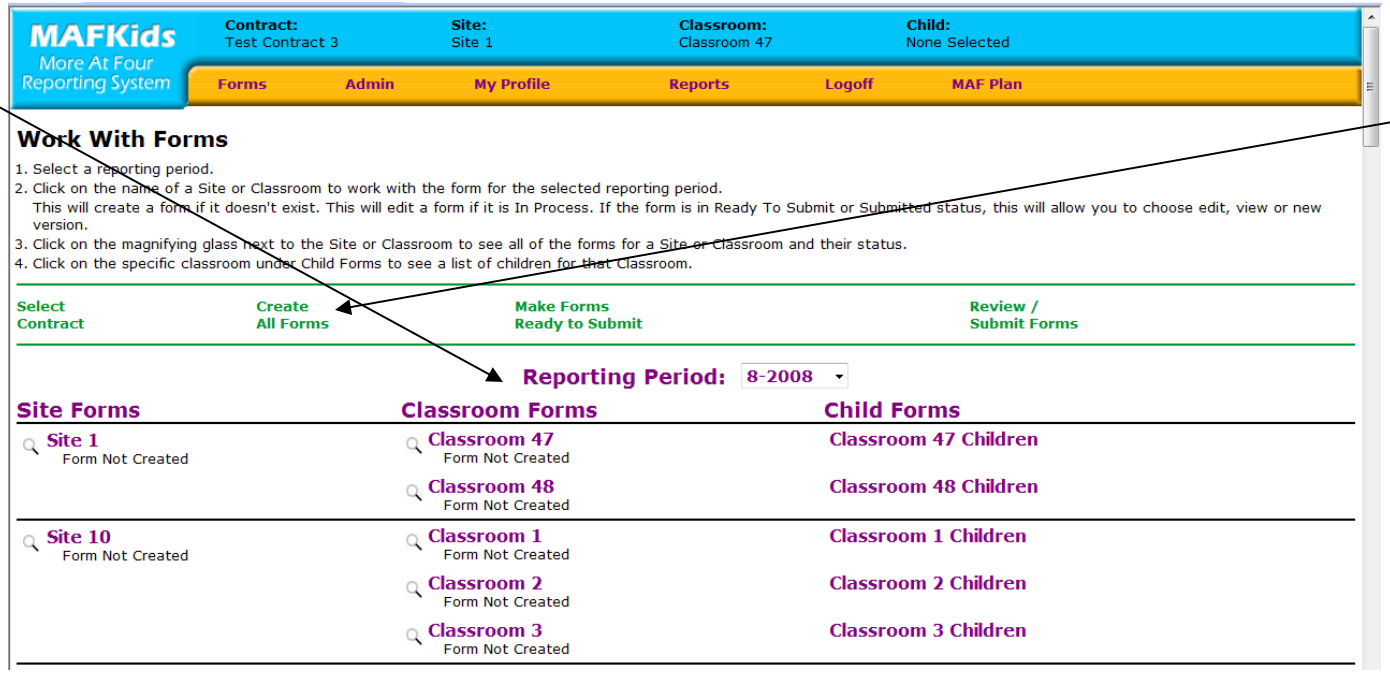
New Child Records

From this screen, continue to add children to a classroom by selecting the "Add New Child" button until all children are entered. This process will need to be repeated for each classroom. The Child Selector screen only displays the names of children who are currently enrolled in More at Four when the "Show All Children" box is not checked (the default setting). If you would like to see ALL children (both enrolled and exited), check the "Show All Children" box. After you have entered all the children for a classroom, click on "Forms" on the yellow bar to return to the "Work with Forms" page, where you can "Create All Forms" (see next page).

Creating all Forms

After you have created a list of all children for your contract, you can create all of your monthly forms with just a few clicks.

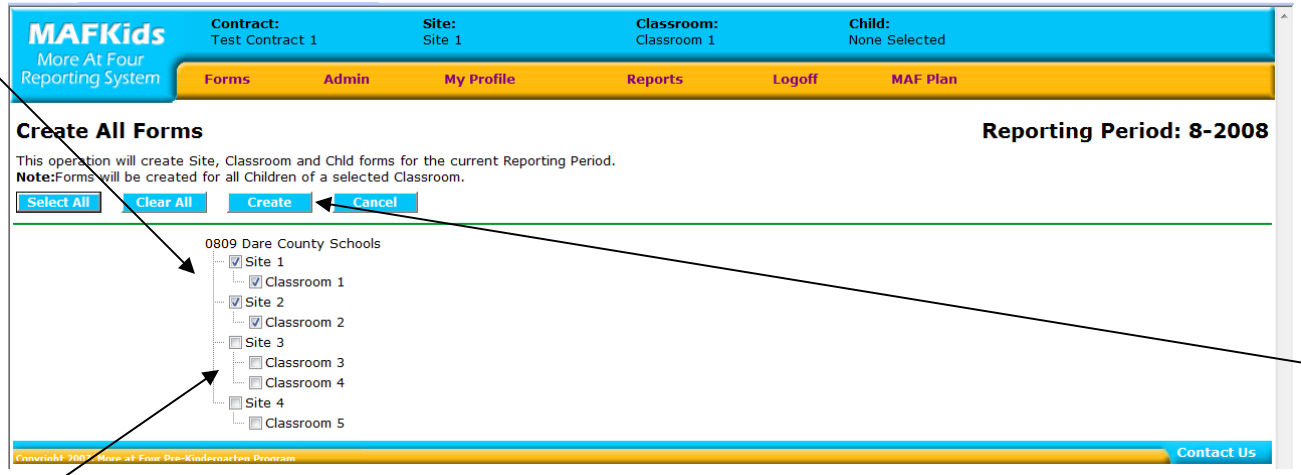
First, select appropriate Reporting Period…



…next, select "Create all Forms" to create all Site, Classroom and Child forms at the same time

Create All Forms Screen

Confirm that all forms you want to create are selected



If a site or classroom is not operating in a given month, uncheck the box beside the name and the form will not be created

Select "Create" and all forms that are checked will be created

After the system has completed creating forms, you will get a Form Creation Results page, showing which forms were successfully created and an error message for any forms that had been created previously (see next page).

*Note: If you inadvertently create a large number of forms that you do not need, please contact KC Elander at (919)981-7302 or kc.elander@ncmail.net for assistance deleting them.

Forms Creation Results Screen

Forms that were successfully created

MAFKids
More At Four Reporting System

Contract: Test Contract | Site: Test Site 1 | Classroom: Test Class 1 | Child: None Selected

Forms | Admin | My Profile | Reports | Logoff | MAF Plan

Select Other Forms To Create | OK

Forms(s) Created	
SITE: Test Site 1	Success
SITE: Test Site 2	Success
CHILD: Child1, Test	Success
CHILD: Child2, Test	Success
CHILD: Child3, Test	Success
CLASSROOM: Test Class 2	Success

Forms(s) not created	
CLASSROOM: Test Class 1	Error: Classroom form for this period already exists

Form that was not created because it already exists; click "OK" and you will return to the "Forms Page"

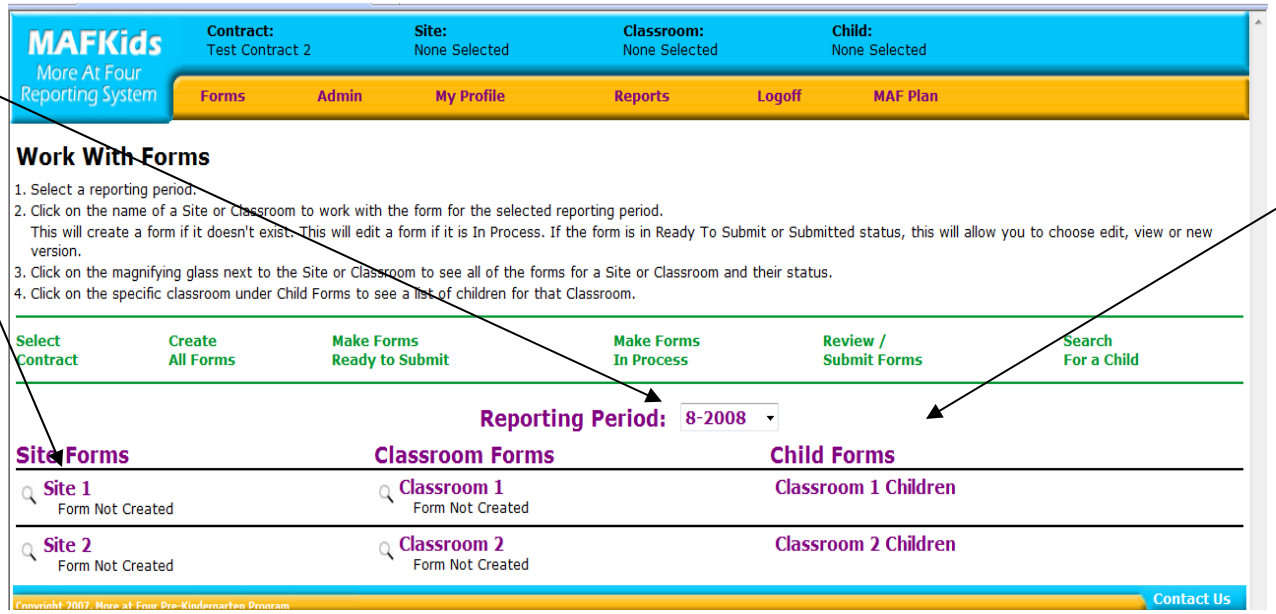
All forms that are created using the "Create all Forms" option will be in "In Process" status and will need additional data to be complete. You will need to fill in some recurrent data each month, including indicating relevant changes. Recurrent data each month will include: reporting site operation and teacher work days on the site form, updating any changes in class size or funds paid to the provider and reporting child attendance on the classroom form, and updating any changes in child level data (such as Smart Start subsidy amount) as appropriate on the child forms. You also have the option of creating each form manually (see next page).

Creating a Form Manually

If you choose to create your forms manually or "one-by-one", you may do so from the Forms page.

First, select Reporting Period….

To create a site or classroom form manually, simply click on the name. This creates a new form for the reporting period you have selected



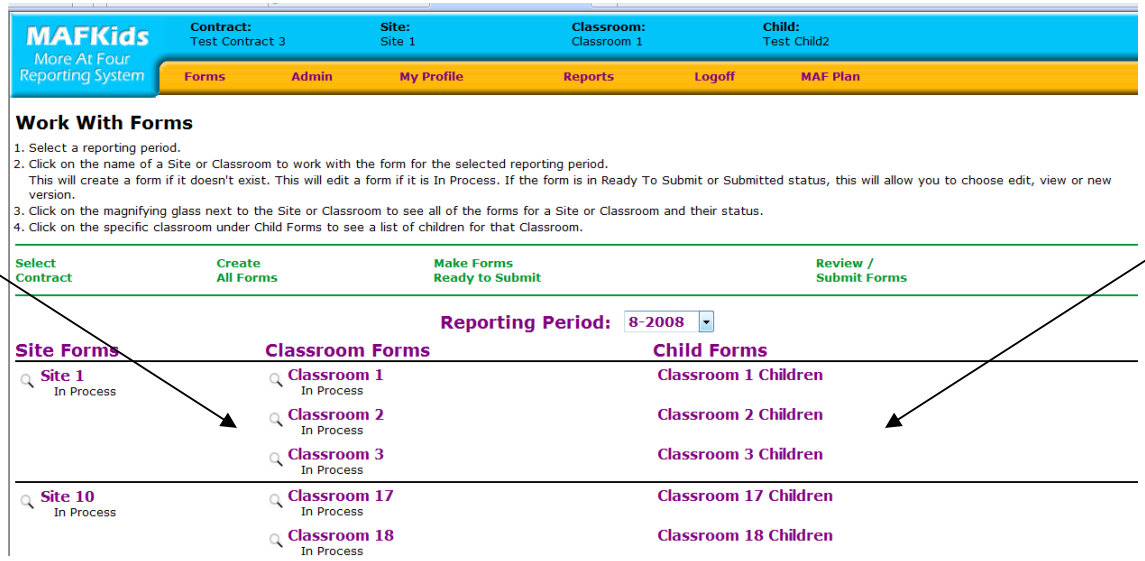
To create a child form manually, click the appropriate classroom name under "Child Forms" and then select the name of the child you wish to work with from the list provided

Editing Forms

After you have created your forms in MAFKids, you need to edit them to add information each month. You will need to complete the Site and Classroom forms with information not housed in MAFPlan. To edit a Classroom or Site form, go to the Forms screen, select the appropriate reporting period and then click on the name of the site or classroom.

Child level data are not stored in MAFPlan, so the first month you will need to add all information for all children. For all child data for subsequent months, data will feed over from the previous month's MAFKids forms. To edit a Child Form, click on the classroom name under "Child Forms" for a list of children and select the form you need to edit.

Click the name of the "In Process" site or classroom form to edit (if the form is in "Ready to Submit" status, you have the option to view or edit)



To edit a child form in the reporting period selected, click the appropriate classroom name under "Child Forms" and then select the name of the child you wish to work with from the list provided

To edit previous records, click on the magnifying glass beside the name of the Site or Classroom for a complete list or choose a specific Reporting Period and click on the Site or Classroom name. To edit a Site or Classroom form from a previous month that is in "Ready to Submit" or "Submitted" status, check the "Show All Report Periods" box on the selector page. To access previous child forms, click the appropriate classroom listed on the Forms page,

under Child Forms. When the list of children appears, click the magnifying glass in the form selector column for that child.

Guidelines and Information about Editing all Types of Forms

- For each month of service, you need to create, edit and submit a site form for each site participating in More at Four, a classroom form for each classroom participating in More at Four, and forms for all children participating in More at Four
- All items require a response (even if it is "NA" or "Do Not Know")
- If you need more information about how to answer the form questions or what the questions mean, please visit the State More at Four web site at: http://www.osr.nc.gov/MoreFour/maf.asp
- Be sure to use the "Save" and "Next" or "Previous" buttons when entering or editing data in order to save your data. **Changes will not be saved if you move through the panels using the panel buttons**
- You may delete any form that is "In Process" or "Ready to Submit" with the delete option available by clicking on the magnifying glass near all form names. **Forms that are in "Submitted" status cannot be deleted by users**. If you have submitted a form in error and need assistance, please contact the MAFKids coordinator, KC Elander, at (919) 981-7302 or kc.elander@ncmail.net (Office of School Readiness)
- If you have already submitted a form and realize that one or more of the entries need to be corrected, you can create a "New Version" for that form by clicking on the magnifying glass. After you make the correction, put the form in "Ready to Submit" status and submit again for the month affected
- The last panel of every form is the "Form Status" panel. On this page:

  The system indicates on the Form Status page for each form if there are any form errors, such as missing or incomplete data. After the form is listed as complete on this page, you can change its status to "Ready to Submit". There is more than one way to change a form status to "Ready to Submit"—either change each form individually on the Forms Review/Submit page, or use the "Make Forms Ready to Submit" feature (see page 30)

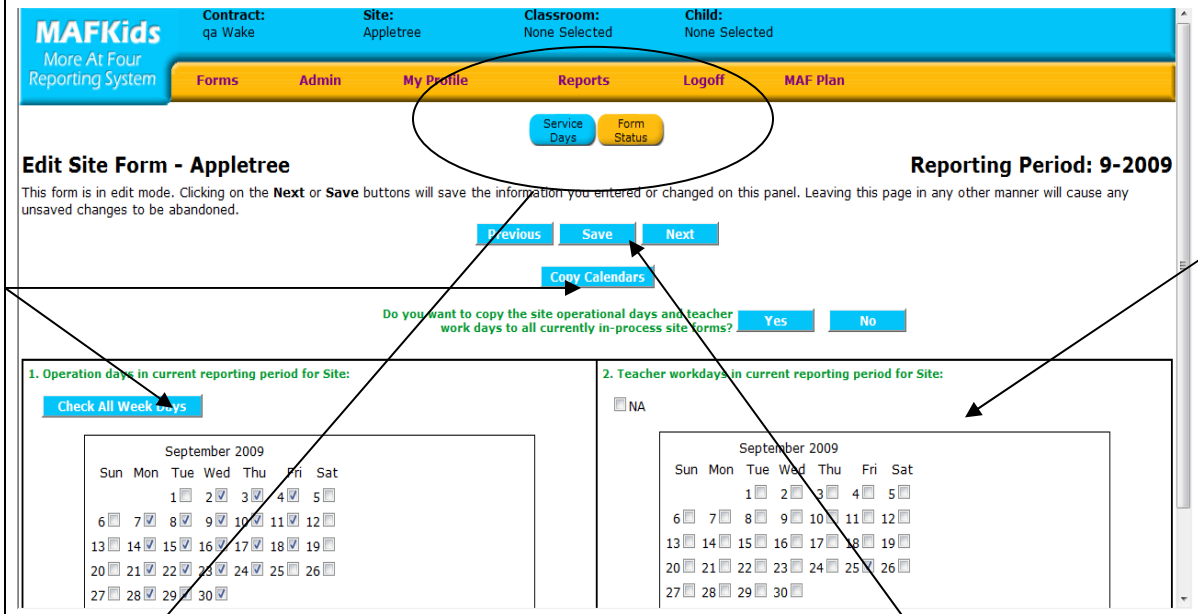
  - You can generate an "Answer Sheet" for any form from the "Form Status" page (see page 41 of this User Guide for more information about Answer Sheets)

Editing the Site Form

Each operating month you need to edit the Site Form to add Site Operation Days and Teacher Workdays. To edit the Site form, click the name of the Site form from the Forms page to bring up the Site form for the selected reporting period. Operation Days are days when children attended the More at Four program or Home Visit days. Teacher Workdays are when the teachers are working, but no students are in attendance. Teacher Workdays and Operation Days are mutually exclusive and cannot overlap. After Site Operation Days and Teacher Work Days are selected and saved, they may be copied to all Sites using the Copy Calendars button on the Site form.

Note: All days when Home/Community setting visits are coded as Operation Days for reporting purposes.

Select "Check All Weekdays" to select every weekday and uncheck any day the site did not serve children. After selecting Operation Days and Teacher Work Days, click the "Copy Calendars" button to copy Site Operation Days and Teacher Work Days to all sites



Select any Teacher Workdays that occurred during the month; if there were none, check the NA box. Remember, Teacher Workdays and Operation Days are mutually exclusive

Using Panel Buttons to navigate will not save your work

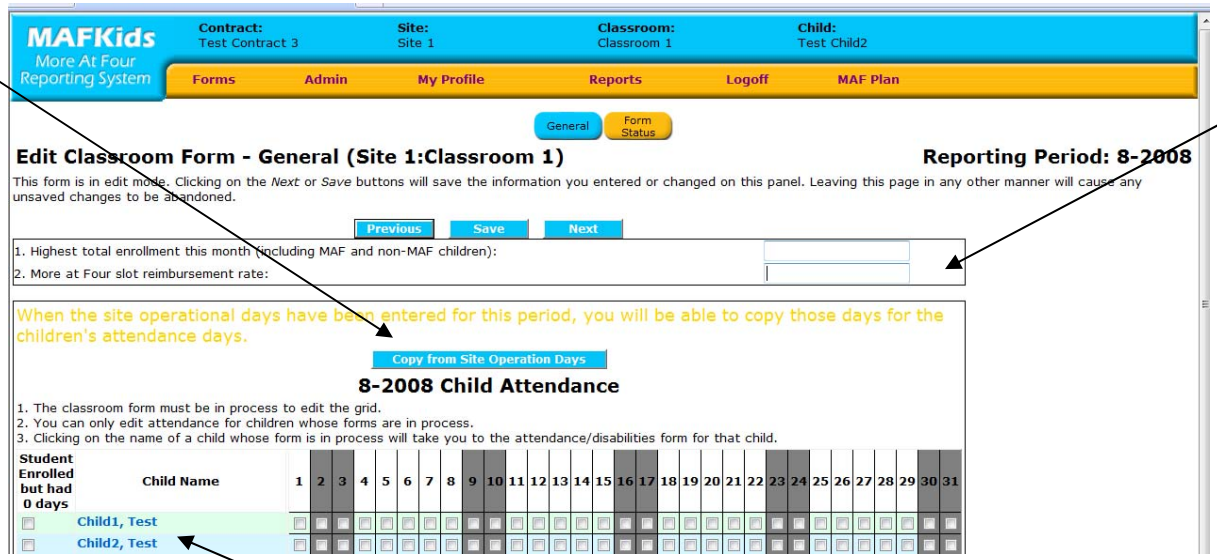
Don't forget to Save your work!

Editing the Classroom Form

Each operating month, you need to edit the Classroom Form to enter attendance data for the children in that class. To edit the class form, click the name of the Classroom from the Forms page to bring up the Classroom form for the reporting period.

The Classroom Form includes information about class size, State More at Four funds paid to provider and the child attendance grid. On this screen you can enter attendance for all children in a class by using the Attendance Grid (highly recommended). You may also edit attendance on each individual child form, but recording attendance on the Attendance Grid is usually more efficient. You also need to update the Classroom Form if the maximum total class size changes from the previous month or if the monthly funds paid to the provider per slot change.

Use this button to copy Site Operation Days which you have already entered on the Site form and then "unclick" any days that a child was absent



Update class size and More at Four funds as needed

All children who have monthly forms "In Process" will appear on the classroom attendance grid. You may have to scroll down to see all children.

Check here if the child did not attend this month, but is still enrolled

To edit an individual child form, click directly on the Child's name, which is a link to that Child's Attendance panel on the Child form (see screen on the next page). Note: If a Child Form is in "Ready to Submit" Status, edits to attendance must be done on the Child Form itself.

MAFKids
More At Four Reporting System

Contract: Test Contract 3 | Site: Site 1 | Classroom: Classroom 1 | Child: Test Child1

Forms | Admin | My Profile | Reports | Logoff | MAF Plan

Demo-graphics | Risk Factors | Service Priority | Assessment Evaluation | Household Info | Attendance/ Disabilities | Form Status

Edit Attendance/Disabilities **Reporting Period: 8-2008**

This form is in edit mode. Clicking on the **Next** or **Save** buttons will save the information you entered or changed on this panel. Leaving this page in any other manner will cause any unsaved changes to be abandoned.

Back to Classroom Attendance | Previous | Save | Next

17. The cost (in dollars and cents) of serving this child during this reporting period paid for with Smart Start funds: $ 0.00

18. Did child withdraw from More at Four this reporting period? Yes No

If yes, indicate reason for withdrawal:
- End of program year
- Child moved out of service area
- Child moved to another More at Four classroom
- Child moved to a non-More at Four pre-K setting
- Disruptive behavior: Child moved to an alternate setting
- Disruptive behavior: Child expelled
- Parent choice
- Transportation problem
- Do not know
- Other (specify below)
- NA

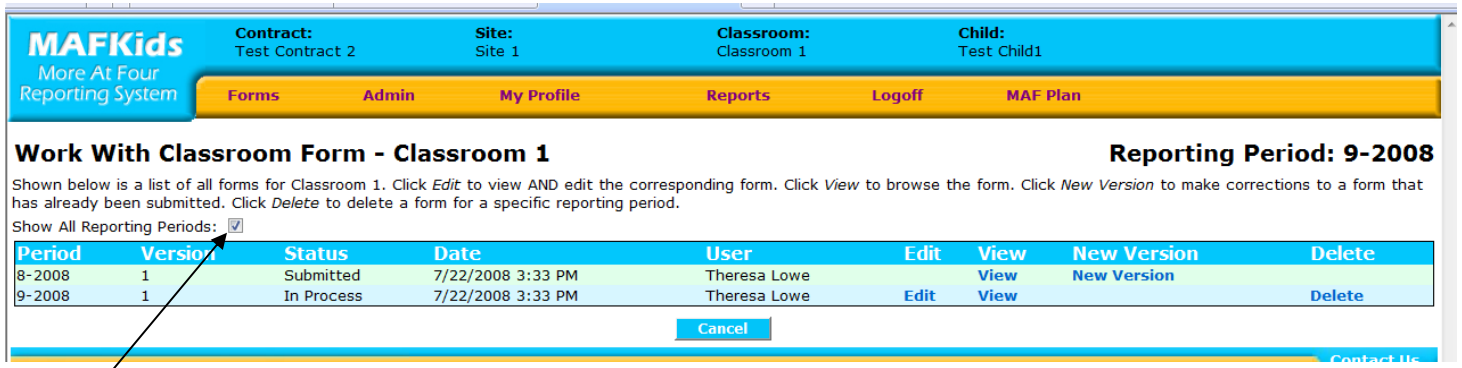
After you have edited the Child's form, click the "Back to Classroom Attendance" button and you will be taken back to the Classroom Attendance form

When you click on a Child's name on the Attendance Grid, it will link directly to the screen above, the Attendance/Disabilities panel for that Child for the appropriate month. This feature is particularly helpful if you need to exit a child in a given month. If any edit to a particular child's attendance could affect past reimbursement, please contact OSR.

Keep in mind that you must exit a child in the month of last his/her attendance day.

Editing Previous Months' Site and Classroom Forms

If you need to edit a previous month's form that is "In Process", either change the Reporting Period or click on the magnifying glass next to the Site or Classroom name. If you need to edit a "Ready to Submit" or a "Submitted" site or classroom form from previous months, click the "Show All Report Periods" box that is available on the "Forms Selector" page. This brings you to a Forms Selector page that lists all available forms and their status. Select View, Edit or New Version depending on the status of the form and your needs.

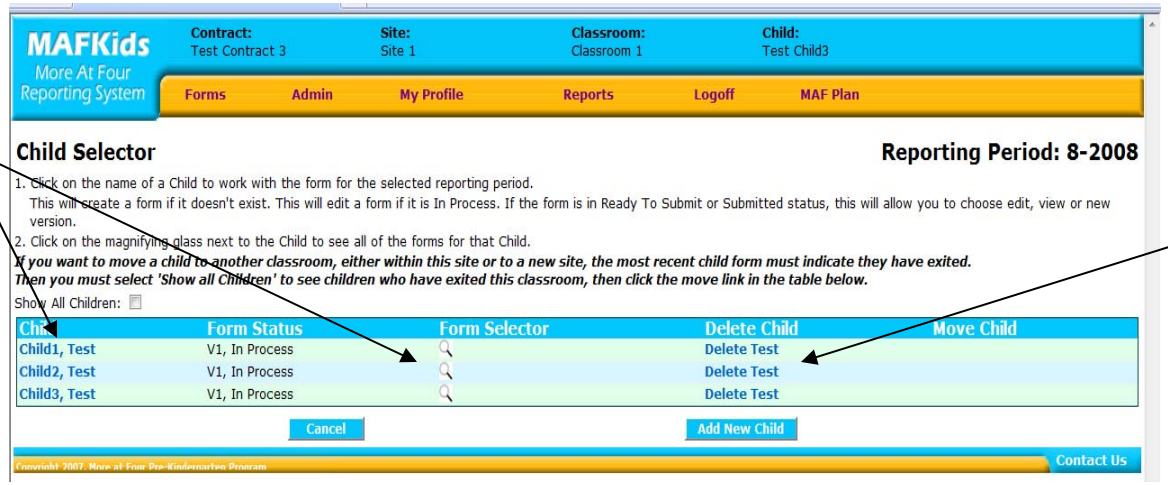


Click the "Show All Reporting Periods" box to see all available forms and their status

Editing the Child Form

To edit the Child Form, click on the classroom name under "Child Forms" on the Work with Forms page. To edit the currently selected month's form for a child, first click on the name of the child. After you enter all the child data for the first month of service, the data will feed over when you create forms for subsequent months. If there are no updates to a child's information (other than attendance) in a given month and you have used the Attendance Grid to enter attendance, you do not need to edit the individual child form. To edit/view/create a new version of a previous month's form, click on the magnifying glass by the child's name.

Click on the child's name in the selector list for the current month's form; to edit/view previous months' data, click on the magnifying glass



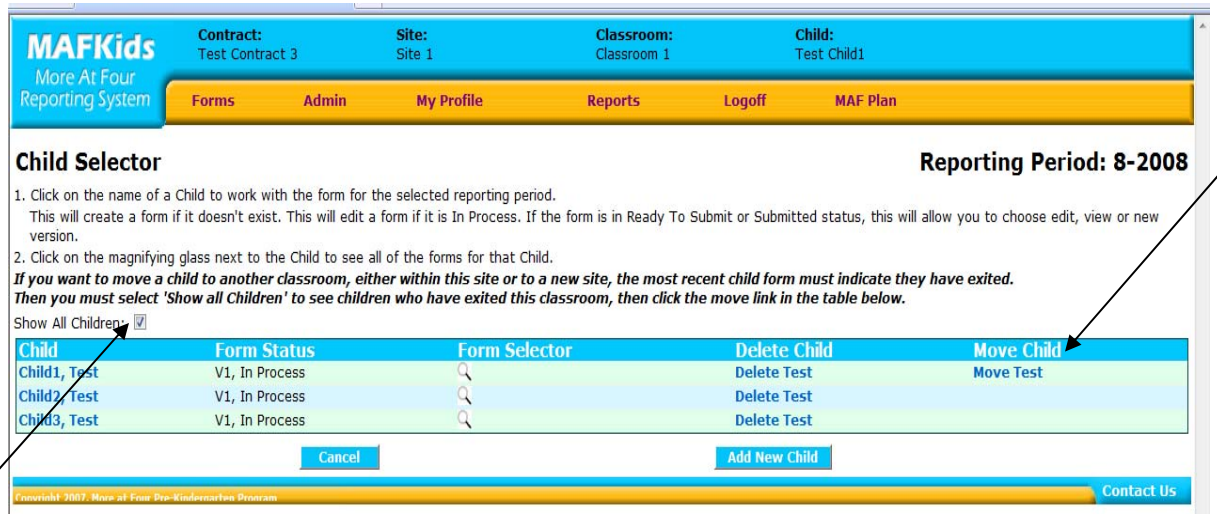
You may also delete a child from this screen, if you determine that they are not part of the More at Four program. You will only have this option when the child has no forms submitted; if you need to delete a child after a child form is submitted, contact the MAFKids coordinator at (919) 981-7302

Child Forms make up the majority of the collected information for MAFKids 2009-10. All Child Form panels and questions are listed in the appendix of this User Guide (see page 47).

Moving an Existing Child to Another Classroom

You may move an existing child in MAFKids to another Classroom without re-entering the child level data. This move must be initiated through the MAFKids report for the original classroom. To begin a move, you must first select "yes" to Question #18 on the Child Form in the original classroom. Once this is done, the child's name then appears in the Child selector list (after "Show All Children" is checked) in the "Move Child" column with a "Move" option beside it.

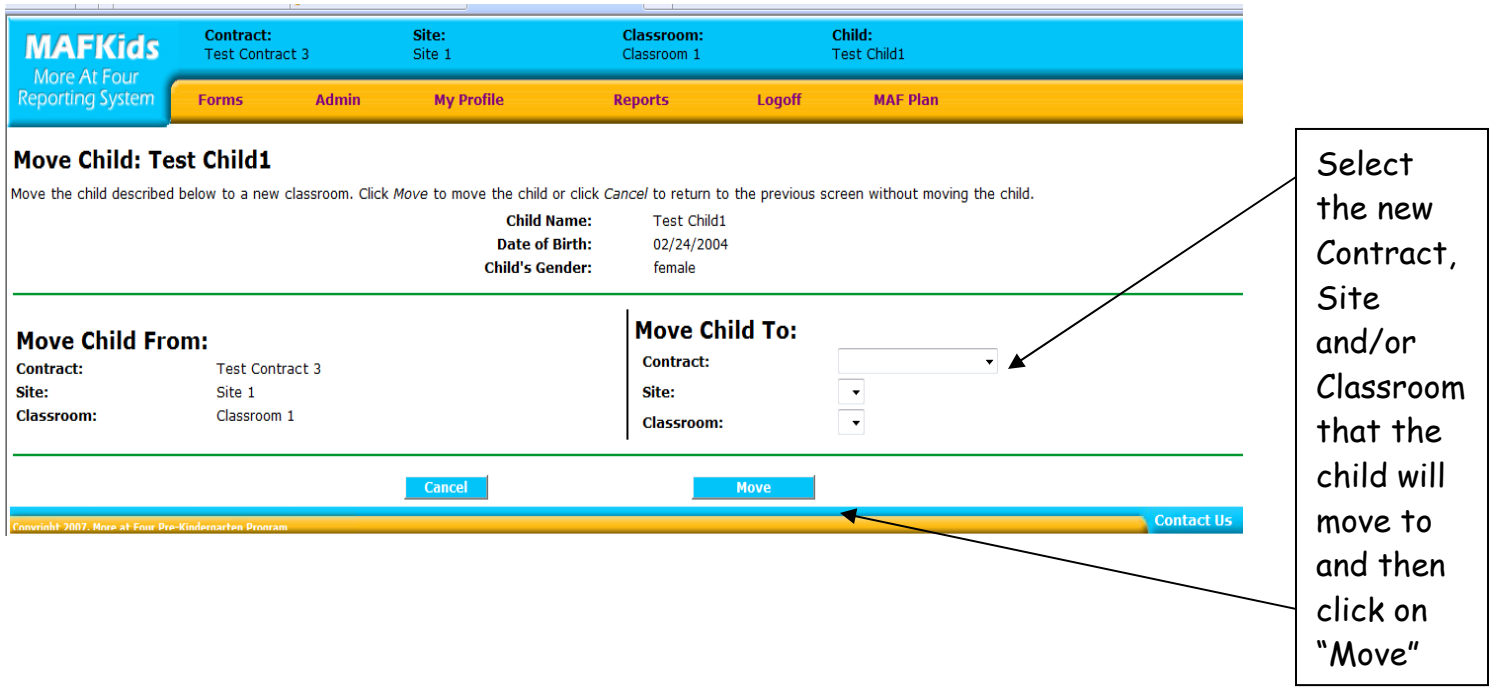
Check the "Show all Children" box to show all children who have been served in this classroom, including those who have been exited



The "Move" option is available because "Test Child1" is shown as exited in Question #18 on the Child Form

Select the "Move Child" option corresponding to the child's name. You will be taken to the screen on the next page.

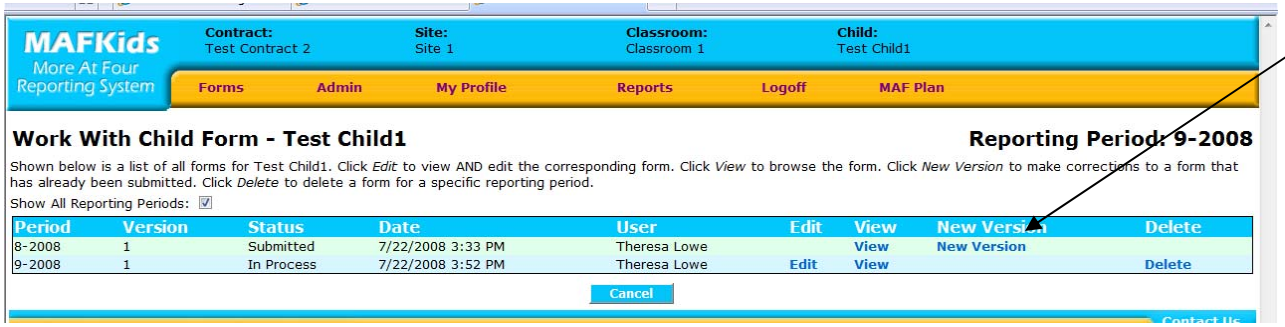
Here, you select the site and classroom information that corresponds to child's new location from the drop down menu and then select the "Move" button.



After these steps are completed, the child appears in the selector list for the new classroom and a form may be started. Note: Overlapping attendance days cause an error in your forms, so make sure the child's last attendance day in the original classroom and first attendance day in the new classroom do not overlap. Also, the child will appear on the attendance reports for both classrooms if the child attended days in both classrooms that month.

Exiting a Child from MAFKids

To exit a child, s/he must have at least 1 attendance day in the same month as the exit date. If you discover that a child has left the program after submitting the forms for that month, create a "new version" of the Child Form for the last month the child attended. The "new version" option is shown on the Form Selector screen when you click on the magnifying glass next to the child's name (see screen shot below). Change the answer to question #18 in the new version of the Child form to "yes, the child has left the program", choose the reason, save your changes, put the form in Ready to Submit status and re-submit for that month. The child's attendance during the month exited will still be included on the attendance report for that month.

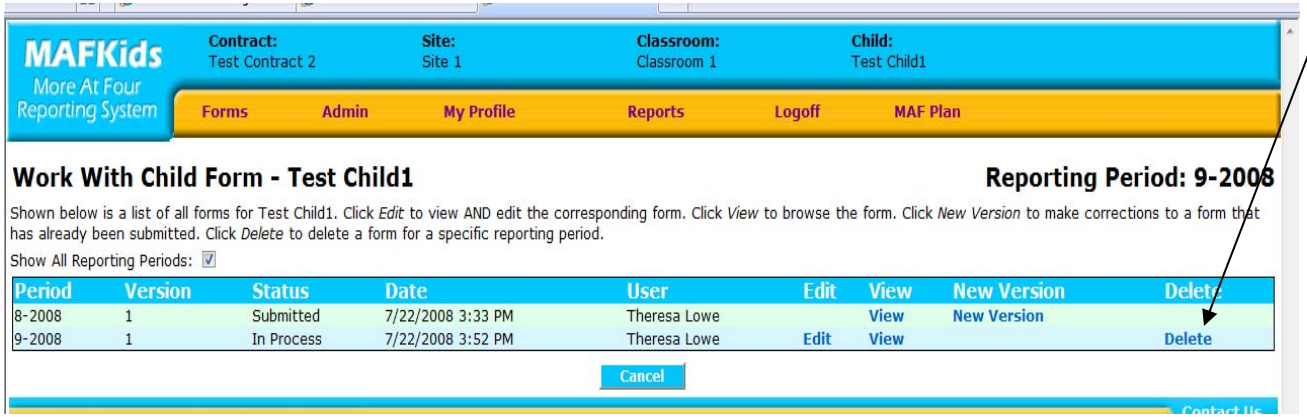


Click on "New Version" to edit a form that has previously been submitted

To exit a child from the More at Four program prior to submitting that month's forms, simply answer question #18 on the Child form "yes", select the reason that best fits the child's reason for leaving and proceed with your form submission as usual.

Deleting Forms

You can delete a Site, Classroom or Child form only if it is in "In Process" or "Ready to Submit" status. Forms that are in "Submitted" status cannot be deleted. To delete a form, go to the Forms screen and click on the magnifying glass next to the type of form you wish to delete. On the screen below, the classroom magnifying glass for Test Class 1 was clicked and the screen shows all available forms for that classroom.

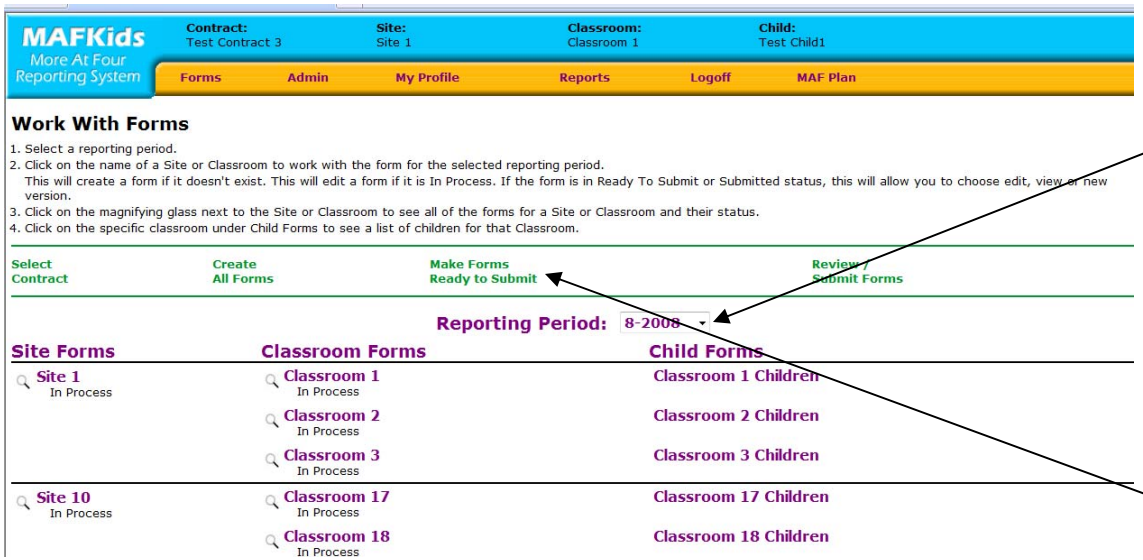


To delete any of the forms shown, click on the delete option in the far right column and then click delete again (or cancel if you change your mind) when the confirmation screen appears

*Note: If you have a large number of forms that need to be deleted, please contact KC Elander at (919)981-7302 or kc.elander@nmail.net for assistance.

Making all Forms Ready to Submit

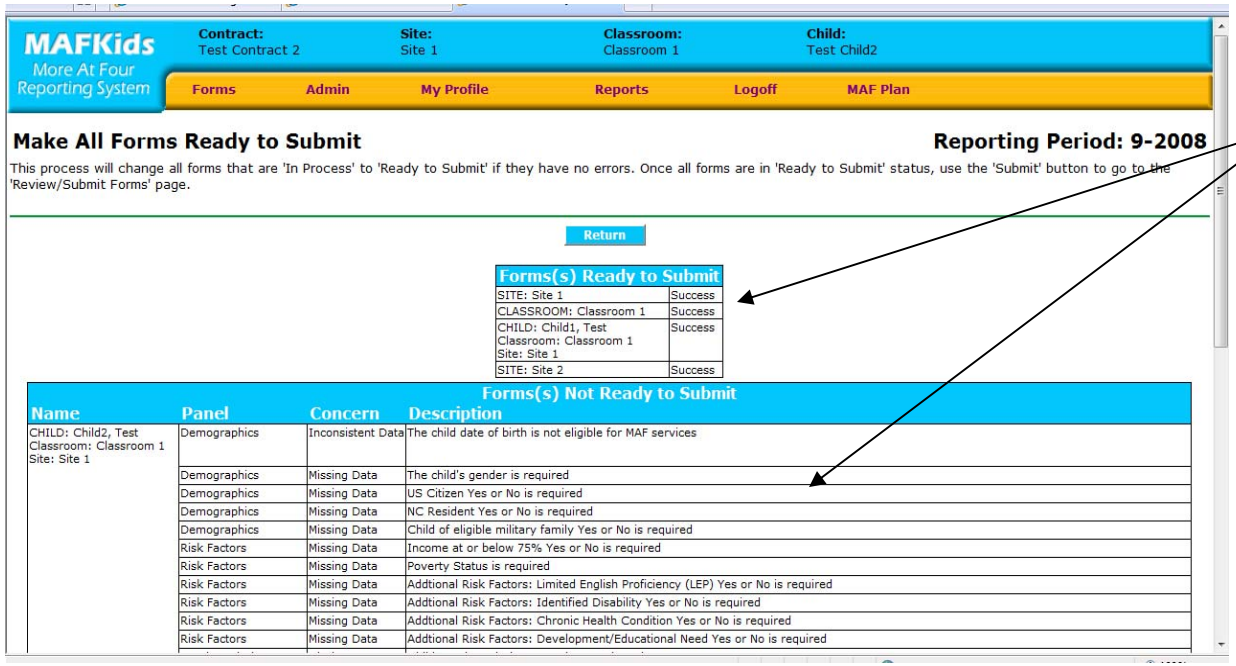
There is a feature in MAFKids that allows you to change the status of a batch of forms within the same reporting period from "In Process" status to "Ready to Submit" status, provided that there are no missing data or other form errors.



From the Forms page, select the Reporting Period and then select "Make Forms Ready to Submit"

Click "OK" on the next screen and wait patiently while the system processes all of the forms. A results page will be displayed, showing which forms were changed to Ready to Submit and any errors for forms that could not be changed.

Processed Forms Results Screen



This list shows all Site and Classroom forms that have been made "Ready to Submit" and a list of errors for forms that could not be changed to "Ready to Submit"

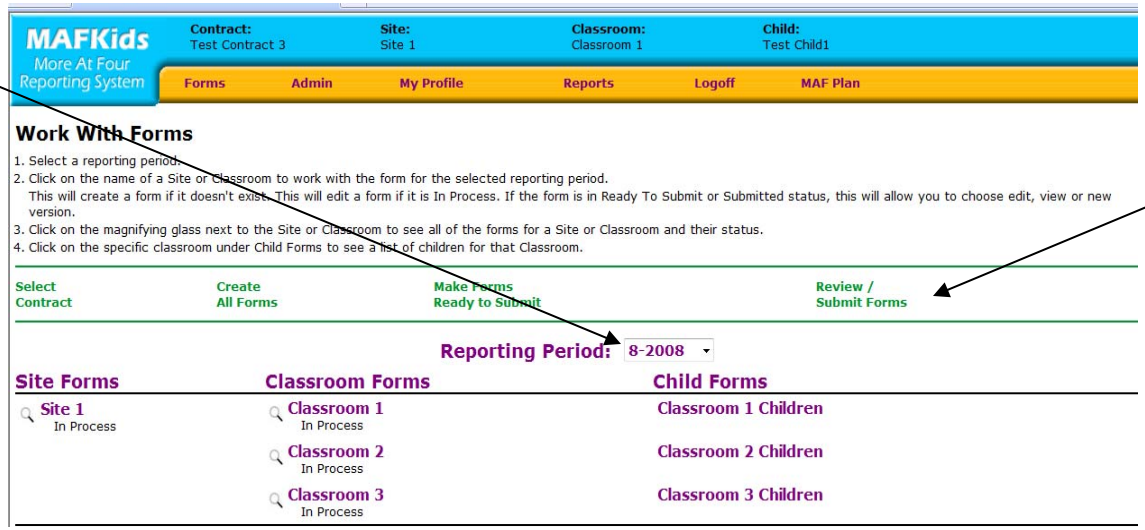
If forms are listed with errors/missing information, you will need to return to those forms to complete them. See page 19 of this User Guide for information on "Editing Forms."

After you batch-process forms so they are "Ready to Submit" and if there are no errors, a Submit button which links to the Form Review/Submit page will appear on this page.

Reviewing and Submitting Forms

Only a user who has Contract Administrator rights can submit forms (see page 43 of this User Guide for information about Roles and Rights).To submit forms, go to the Forms screen, select the reporting period you wish to review and then click "Review/Submit Forms".

Select the appropriate Reporting Period…



…then select "Review/Submit Forms"

In order to submit the forms for a contract, all associated Site, Classroom, and Child forms must be in "Ready to Submit" status. In fact, you will not even see the "Submit" button until all forms are "Ready to Submit". When the system recognizes that you have a complete set of forms ready to submit, the "Submit" button appears (see next page). Click the Submit button to electronically send your monthly service reports to the State More at Four office.

This section shows any forms from previous months that were not submitted; select the Reporting Period indicated to Submit or Delete these forms as appropriate

Submit Page

SUBMISSION SUMMARY

Form Type	In Process	Ready To Submit	Submitted	Selected Period Total	Previous Period Total	Change from Previous Period
Site	0	1	0	1	36	-35
Classroom	0	1	0	1	62	-61
Child	0	2	0	2	3	-1

PREVIOUS REPORTING PERIODS WITH FORMS TO SUBMIT

Previous reporting periods have forms that are In Process or Ready to Submit status. Please use the Reporting Period selector at the top of this screen to change to the reporting period (s) listed below to see which specific forms have not been submitted and submit/delete those forms as appropriate.

Reporting Period	Number of Forms In Process or Ready to Submit
7-2008	1
8-2008	101

FORM DETAILS

Type	Site	Classroom	Child	Version	Status	Date	User	Edit	View
Site	Site 1			1	Ready to Submit	22Jul08	Elizabeth Santana	Edit	View
Classroom	Site 1	Classroom 1		1	Ready to Submit	22Jul08	Elizabeth Santana	Edit	View
Child	Site 1	Classroom 1	Child1, Test	1	Ready to Submit	22Jul08	Elizabeth Santana	Edit	View
Child	Site 1	Classroom 1	Child2, Test	1	Ready to Submit	22Jul08	Elizabeth Santana	Edit	View

COMMENT:

Submit Cancel

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Contact Us

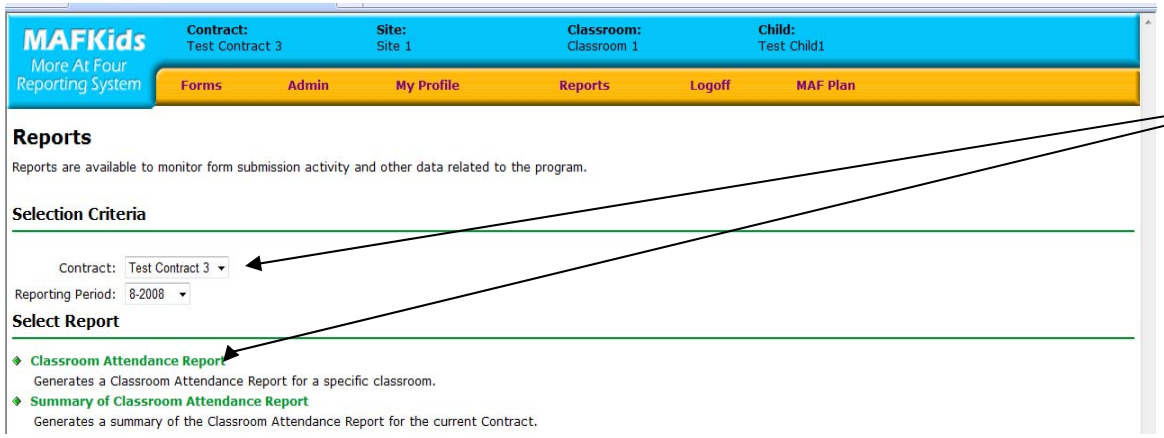
Once all forms are in "Ready to Submit" status, you will see a "Submit" button at the bottom of the page; hit the "Submit" button to submit monthly Service Reports

Attendance Reports

At the conclusion of each month of service, Monthly Classroom Attendance Reports and Summary of Attendance Reports are generated from the MAFKids system. After entering the complete month's attendance for each child in the classroom and putting the forms in "Ready to Submit" status, these reports can be generated by the user. Note that users will only be able to generate and print reports for classrooms and sites for which they have access. Note: To view and print Attendance Reports, you now need to use Adobe Acrobat Reader. If you need to download this free software utility, please visit http://www.adobe.com/products/acrobat/readstep2.html

Classroom Attendance Report

Click Reports from the Forms Screen to go the Reports screen, shown here:

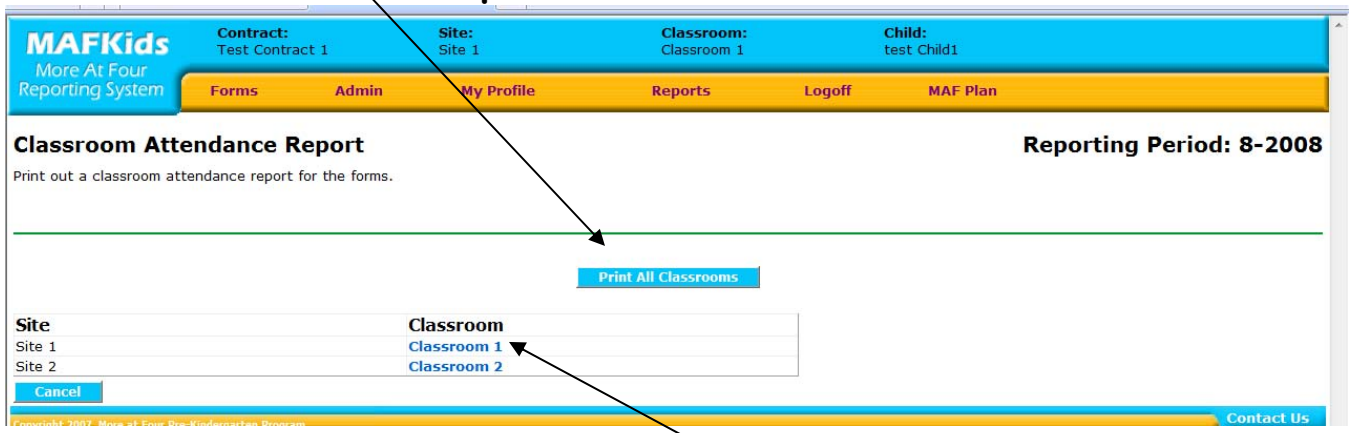


Confirm Contract and Report Period, then select Classroom Attendance Report

This brings up the screen on the next page:

You may print all your Classroom Attendance Reports at once with the "Print All Classrooms" button…..

Classroom Attendance Report Selector Screen



…or select the classroom name for individual Attendance Reports you need to generate

Attendance Report Screen

After you review the report, select File/Print from your menu bar or click on the printer icon in the File tool bar

Contract Number is automatically printed on form

MAFKids Master Page | http://maf.med.unc.ed...

Save a Copy | Search | Select | 100% | Page

Pages | Attachments | Comments

More at Four
pre-kindergarten program

Monthly Attendance Report

No Teachers were found for this classroom. Please use the County Plan web site to confirm last year's teachers or add new teachers.

General Information

Attendance Report printed on: 07/22/2008 05:13:19 PM
Service Period: 9-2008
Number of Allocated Slots: 18
Number of Children Attended: 3
Attended at least 4 days: 3
Number of TANF Attended: 1
Attended at least 4 days: 1
Class Reimbursement per Slot: $450.00

Site Information

Facility/Site Name: Site 1
Classroom: Classroom 1
Teacher Names:
Site Director Name: Principal or Administrator
Signature of Site Director**: _____
Date: _____

Contract Information

More at Four Contract: Test Contract 3
Contract Administrator Name: Pamela J. Dandy
Contract Number: 0084-09
Site Operational Days: 19
Signature of Contractor: _____
Date: _____

Days Attended this Report Period

First Name	MI	Last Name	DOB	Exit Date	TANF Elig.	01	02	03	04	05	06	07	08	09	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	Total Days
*Test		Child1	02/24/2004		Yes	n	n	Y	Y	Y	n	n	Y	Y	Y	Y	Y	n	n	Y	Y	Y	Y	Y	n	n	Y	Y	Y	Y	Y	n	n	n	Y	Y	19
*Test		Child2	07/17/2004		No	n	n	Y	Y	Y	n	n	Y	Y	Y	Y	Y	n	n	Y	Y	Y	n	n	n	n	Y	Y	Y	Y	Y	n	n	n	Y	Y	17
*Test		NewforSept.	03/23/2004		No	n	n	n	n	n	n	n	n	n	n	n	n	n	n	n	n	n	n	n	n	n	n	n	Y	Y	Y	n	n	n	Y	Y	5
					Number in Attendance Daily:	0	0	2	2	2	0	0	2	2	2	2	2	0	0	2	2	2	1	1	0	0	2	2	3	3	1	0	0	3	3	

This month, the children listed below are newly enrolled with the More at Four Program:
Test NewforSept.

Shaded calendar days indicate when the site was not operational. A dash (-) indicates that the child was not enrolled on that calendar day.
An asterisk (*) next to a "Y" indicates that the child was not enrolled on that calendar day, but has been marked as having attended that day.
An asterisk (*) next to First Name indicates a date for either a Health Assessment and/or a Developmental Screening has not been indicated for this child.

In order to be counted toward TANF MOE, a child must meet certain criteria including 1) be a US Citizen, 2) be a North Carolina resident, 3) be eligible for free lunch or eligible for reduced priced lunch 4) the Primary caregiver must be employed and 5) the child must live with child an adult blood relative or with a non-relative who has legal custody or guardianship. Note that TANF MOE criteria are different than More at Four eligibility criteria.

** Site Director signature certifies each child's attendance and that the classroom is in compliance with the More at Four Pre-Kindergarten requirements.

1 of 1

Children who are newly enrolled in More at Four in a given month will be shown on the Monthly Attendance Report in this section

Only children whose forms are in "Ready to Submit" or "Submitted" Status will appear on this report. An asterisk by a child's first name indicates that a date for a Health Assessment and/or Developmental Screening has not been provided; see questions #11 and #12 (on the Assessment Evaluation panel) of the Child Form. Please enter this information as it becomes available throughout the year for each child

After you review the Attendance Report for accuracy and print it, be sure to get signatures of the site director and the contractor before making a copy to send to the State More at Four office, along with the Summary of Attendance Report (see next page). Note: Teachers names must appear on Classroom Attendance Report before reimbursement from OSR will be made.

Summary of Classroom Attendance Report

After all attendance information has been entered for each site, the user will create the Summary of Classroom Attendance Report.

Select Summary of Classroom Attendance Report

MAFKids More At Four Reporting System

Contract: Test Contract 3 | Site: Site 1 | Classroom: Classroom 1 | Child: Test Child1

Forms | Admin | My Profile | Reports | Logoff | MAF Plan

Reports

Reports are available to monitor form submission activity and other data related to the program.

Selection Criteria

Contract: Test Contract 3

Reporting Period: 8-2008

Select Report

- **Classroom Attendance Report**
  Generates a Classroom Attendance Report for a specific classroom.
- **Summary of Classroom Attendance Report**
  Generates a summary of the Classroom Attendance Report for the current Contract.

After you review the report, select File/Print from your menu bar or click on the printer icon in the File tool bar

Be sure to sign and date the Summary of Classroom Attendance Report before sending the original to State Office

Summary of Classroom Attendance

More at Four pre-kindergarten program

For Reporting Period: 8-2008

Contract: Test Contract 3
Contractor Name: Dowdy Pamela J.
Contractor Number: 0084-09
Contractor Signature: _____ **Date:** _____

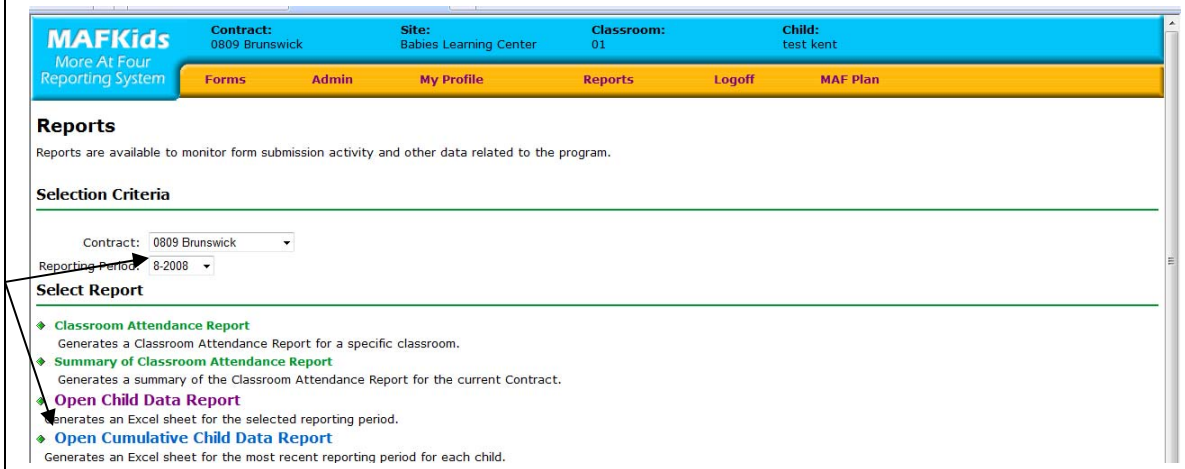
Facility/Site Name	Classroom	Teacher Names	Allocated Slots (from County Plan)	Number of Slots for Reimburse.
Site 1	Classroom 1		18	
Site 1	Classroom 2		18	
Site 1	Classroom 3		18	
Site 10	Classroom 17		18	

The Classroom Attendance Reports require the signatures of the Site Director and the Contract Administrator. The Summary of Attendance Report requires the signature of the Contractor. The original of the Summary of Attendance Report (with original signature) and a copy of the Classroom Attendance Report, along with the Request for Payment, are sent to the State More at Four office. See the More at Four Pre-kindergarten Program Budget, Financial and Contract Manual for more information: (http://www.osr.nc.gov/MoreFour/manuals.asp).

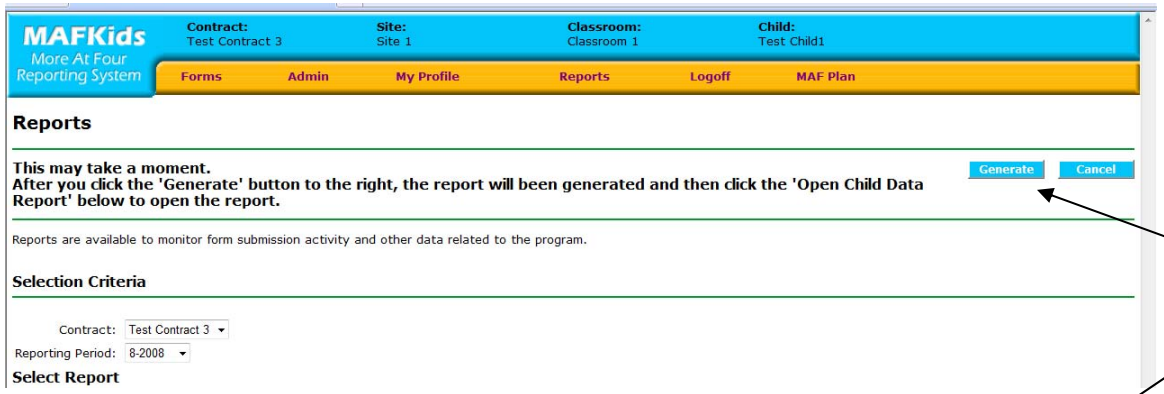
Child Data Reports

Child Data Reports, which provide information taken from the Child forms for your contract are available on the Reports page of MAFKids. The links for the Child Data Report and the cumulative Child Data Report are found directly under the Classroom Summary Report, as shown below:

Select a Reporting Period and click either Child Data Report Links; the Cumulative Child Data Report will show the latest information entered for ALL children served

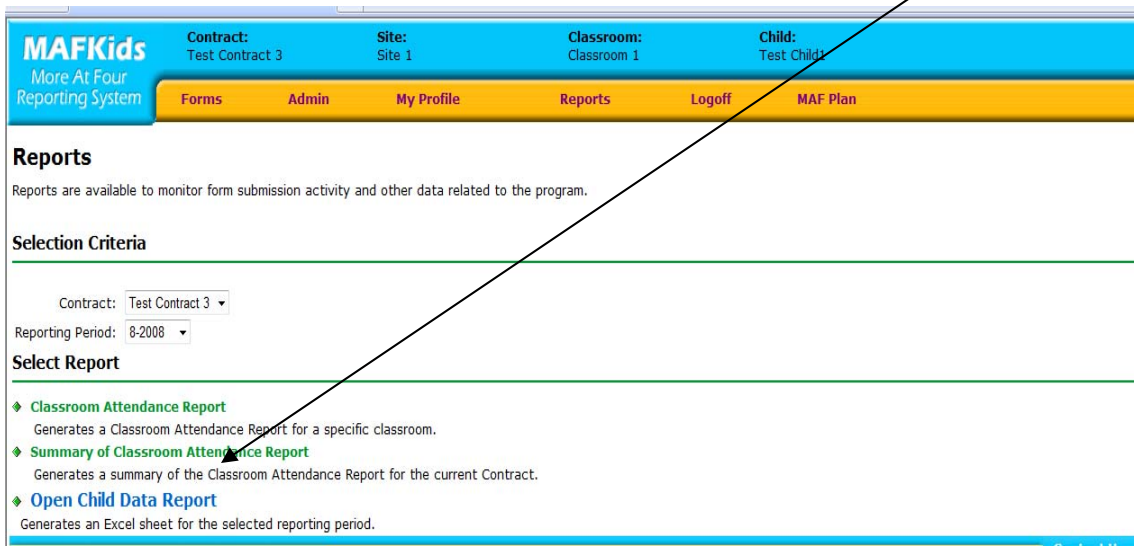


Once you click on either of the "Child Data Reports", this screen will be displayed:



Click on the "Generate" button to display the Report selection screen below:

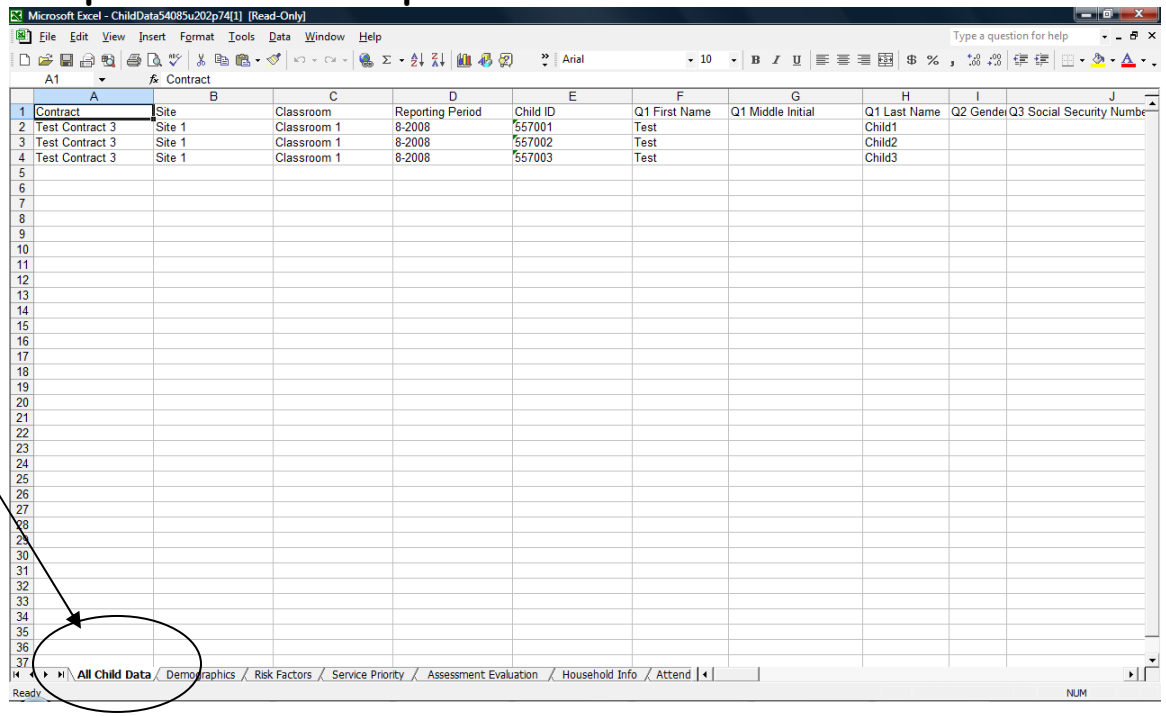
Click on the Generate button to get to the screen below, which displays the "Open Child Data Report" or the "Open Cumulative Child Data Report" link:



Click on "Open Child Data Report" to access the information shown below:

Sample Child Data Report

To see complete data for all children in a given contract, choose the "All Child Data" tab

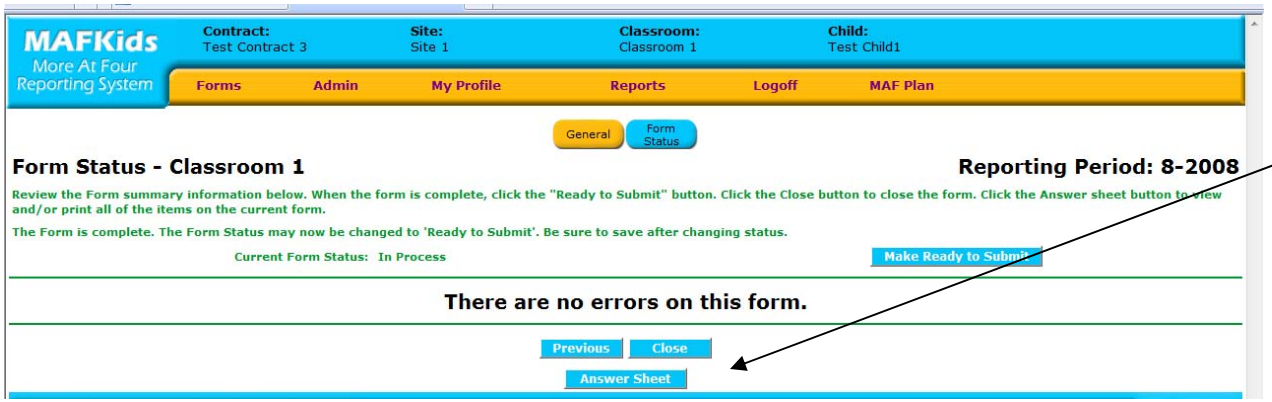


Contract	Site	Classroom	Reporting Period	Child ID	Q1 First Name	Q1 Middle Initial	Q1 Last Name	Q2 Gender	Q3 Social Security Numbe
Test Contract 3	Site 1	Classroom 1	8-2008	557001	Test		Child1		
Test Contract 3	Site 1	Classroom 1	8-2008	557002	Test		Child2		
Test Contract 3	Site 1	Classroom 1	8-2008	557003	Test		Child3		

The tabs in the Excel Workbook correspond to the panels on the Child Form. Click on the "All Child Data" tab to see all child level information in your contract printed on one page, or click on other tabs to access information specific to the corresponding panel.

Answer Sheets

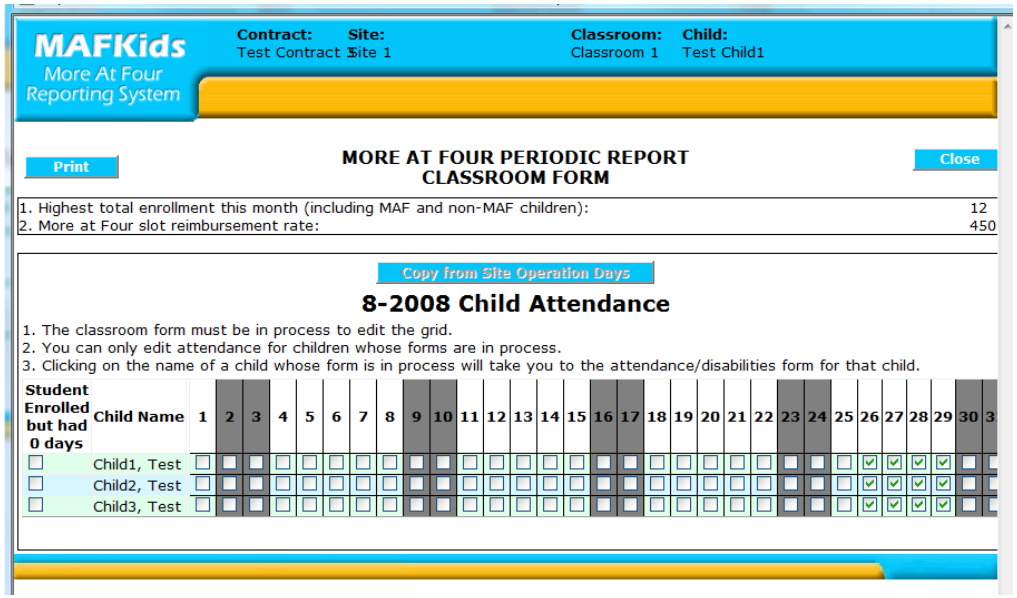
For each complete form, you may pull up a printable "Answer Sheet": a listing of each item on the form and the response that was entered. The Answer Sheet button is on the "Form Status" panel of each form.



The Form Status page of a Classroom Form is shown…click on the Answer Sheet button to pull up the Answer Sheet for this form

The Answer Sheet prints out existing data for that form, so you'll want to make sure that you have all the data entered before you generate an Answer Sheet.

Answer Sheet for Classroom Form



MAFKids
More At Four Reporting System

Contract: Test Contract 3 Site: Site 1 Classroom: Classroom 1 Child: Test Child1

Print

MORE AT FOUR PERIODIC REPORT
CLASSROOM FORM

Close

1. Highest total enrollment this month (including MAF and non-MAF children): 12
2. More at Four slot reimbursement rate: 450

Copy from Site Operation Days

8-2008 Child Attendance

1. The classroom form must be in process to edit the grid.
2. You can only edit attendance for children whose forms are in process.
3. Clicking on the name of a child whose form is in process will take you to the attendance/disabilities form for that child.

Student Enrolled but had 0 days	Child Name	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	3
☐	Child1, Test	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☑	☑	☑	☑	☐	☐
☐	Child2, Test	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☑	☑	☑	☑	☐	☐
☐	Child3, Test	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☑	☑	☑	☑	☐	☐

Users' Rights and Roles

Your Logon ID restricts the areas of MAFKids that you can access. Contract/Site/Classroom Administrator Roles give a user the ability to create, view, and edit Forms within their assigned access area. For example, a user who is assigned the role of Classroom Administrator for "Classroom A" in "Cardinal Elementary School" of "Cardinal County" may only create or view forms for children in that classroom within that site within that contract. The User Administrator role, shown under Other Administrator Roles below, gives a user the ability to add new or edit existing users for the Contract. The following table shows all possible Administrator Roles and Access Rights:

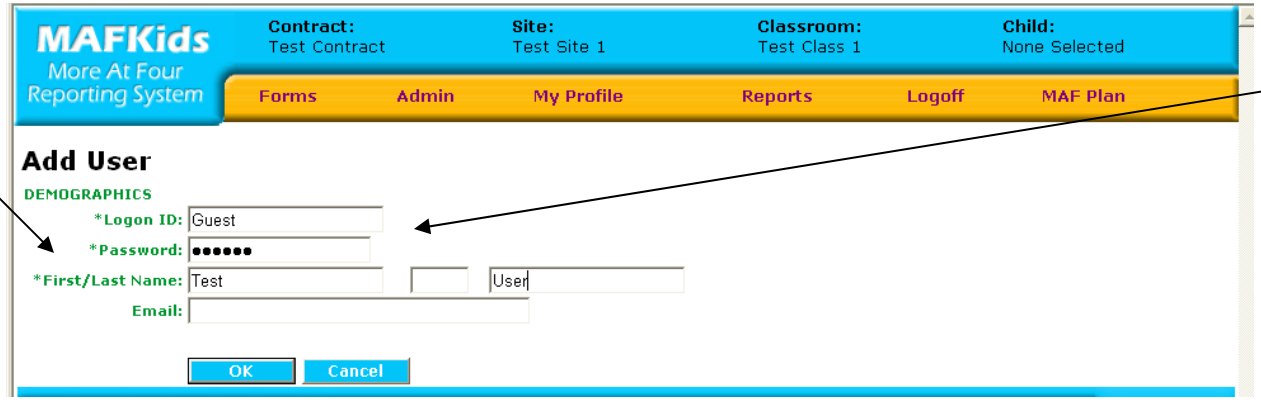
Administrator Role:	***Allows Access Rights to create/edit/view/delete Forms:***
Contract Administrator	Contract for your County/Region *Only Contract Administrators may Submit Forms and Change Requests.*
Site Administrator	One or more Sites in the selected Contract
Classroom Administrator	One or more Classrooms (and associated Children) in the selected Contract and Site
Other Administrator Role:	***Allows User to:***
User Administrator	Create or Edit user information for other Users in their Contract. A User Administrator can only assign Roles and Access Rights at or below their own Access Rights level.
Plan Administrator	Log in to the MAFPlan system (to view and to change your County/Region Plan).

Adding and Maintaining Users

If you are a User Administrator, you can add New Users and edit User information (change a User's Password or assign/change their Roles and Access Rights). To add a New User:

- Go to the "Admin" screen.
- Click "Add User".

Enter the New User demographic information (required fields are marked with an asterisk *)



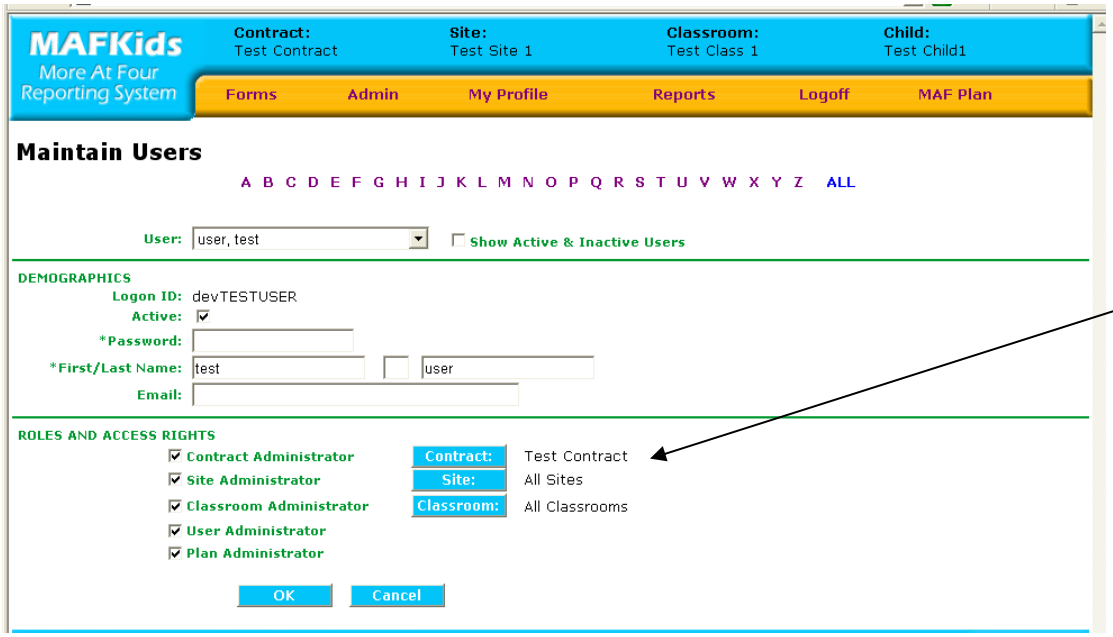
Make a note of the password you select so you won't forget it

- Be sure you click OK to save the Demographics record; after you click OK, you will be prompted to enter more information in the "Maintain User" screen. Here, the important section is called "Rights and Roles". (Refer to the table on page 39 to learn more about user rights and roles.)
    - If you want this user to be a Contract Administrator, put a checkmark in that box.
    - If you want this user to be a Site Administrator, put a checkmark in that box. Then click on the word Site. Choose *All Sites, one specific Site, or multiple Sites* (using the control button) which you want this person to be able to have access to. After you make each selection, it will bring you back to the Maintain User page and display what you just chose.
      If you want this user to be a Classroom Administrator, put a checkmark in that box. Then click the word Classroom. Choose *All Classrooms, one specific Classroom, or multiple Classrooms* (using the

control button) that you want this person to be able to access. After you make your selection, it will bring you back to the Maintain User page and display what you just chose.
If you want this user to be a User Administrator, put a checkmark in that box.

- You will only be allowed to assign new users in your Contract *at* or *below* your rights and roles level.
- Enter any other information about the User (optional).

Click the OK button at the bottom of the screen to save the settings and leave this area.



This user has access to All Sites and All Classrooms (and children in those classrooms) for Test Contract

Changing a User's Password

There are two ways to change a password. Use Method 1 if you are changing your own; use Method 2 if you are a User Administrator and you are changing another user's password.

Method 1: Go to "My Profile". Delete the contents of the Password box, type in the new password, then click the OK button to save.
Method 2: Go to "Admin" and click "Maintain User". Select the username from the drop-down list. Delete the contents of the Password box, type in the new password, then click the OK button to save. Remember to tell the person their new password!

Inactivating a User

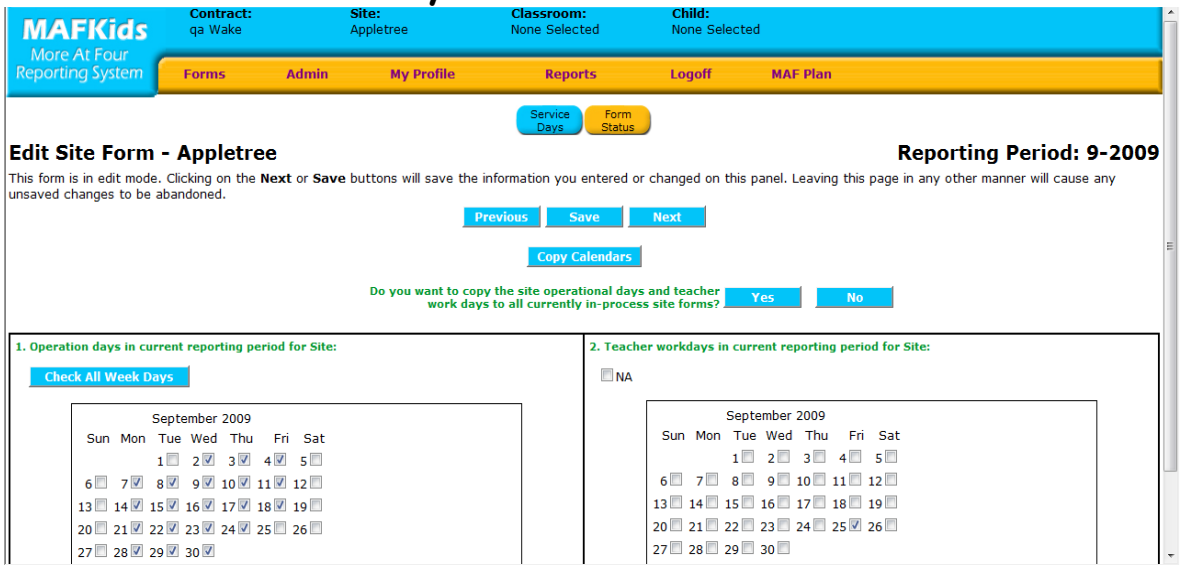
You may inactivate a User Logon ID, so that it will no longer provide access to the MAFKids system. To inactivate a user: Go to the "Admin" screen and click "Maintain User." Select the username from the drop-down list. Remove the checkmark from the box next to the word "Active".

Archived Data

MAFKids holds forms and data for the *current school year only*. Users may access previous years' data at the following websites:
2008-2009: http://maf.med.unc.edu/moreatfour20082009/mafLogon.aspx
2007-2008: http://maf.med.unc.edu/moreatfour20072008/mafLogon.aspx
2006-2007: http://maf.med.unc.edu/moreatfour20062007/mafLogon.aspx
2005-2006: http://maf.med.unc.edu/moreatfour20052006/mafLogon.aspx
2004-2005: http://maf.med.unc.edu/moreatfour20042005/maflogon.aspx
2003-2004: http://maf.med.unc.edu/moreatfour20032004/mafLogon.aspx
2002-2003: http://maf.med.unc.edu/moreatfour20022003/mafLogon.aspx

Appendix Screen Shots and Questions: MAFKids 2009-10

Site Form: Service Days

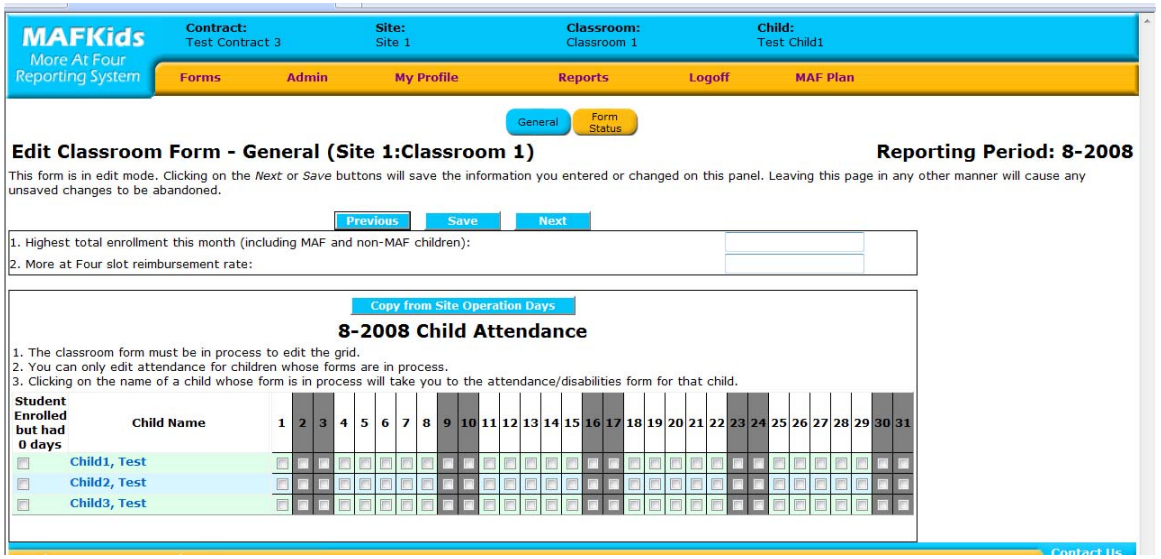


1. **Operation days in current reporting period for Site**: Check the box next to each day that this Site was in operation serving children this report period. Operation days are defined as days when children attended the More at Four Program or when home/community setting visit occurred. (Note that all days when Home/Community setting visits occurred are reported as Operation days, not Teacher Workdays). For convenience, you can use the "Check <u>All</u> Week Days" utility and remove the check mark from the unwanted days. Do not check a box if the site was not serving any children that day (for example, do not check box for a teacher workday or for a holiday).

2. **Teacher workdays in current reporting period for Site**: Check the box next to each day that was a teacher workday at this Site (teachers were working but children were not in attendance). * Check the NA box if there were no teacher workdays that month. After Site Operation and Teacher Work Days are selected and saved, they may be copied to all Sites for any given month, using the Copy Calendar button.

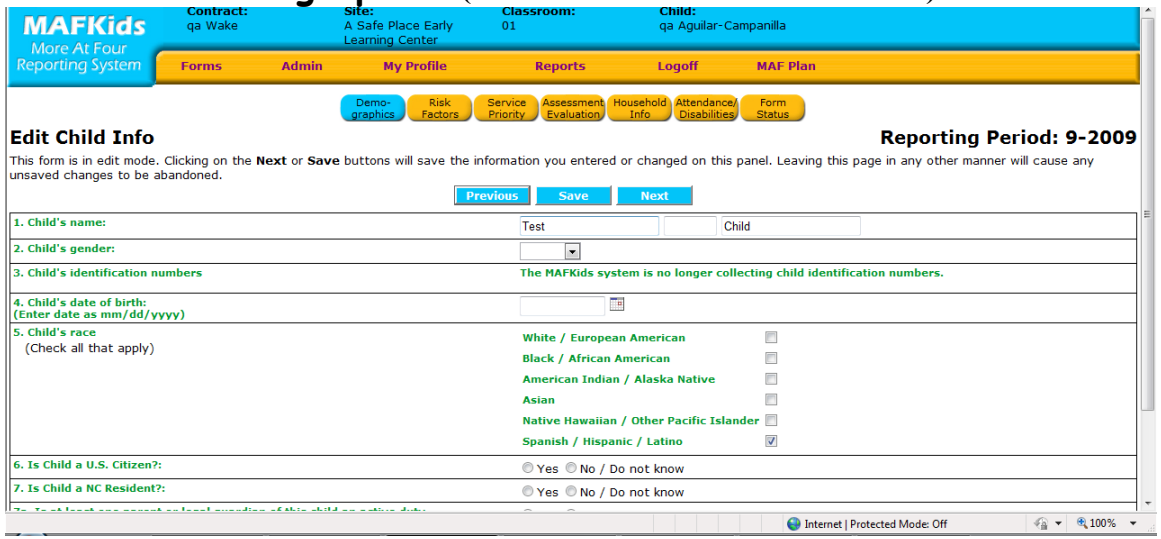
*Note that operation days and teacher workdays are mutually exclusive; that is, a given day cannot be listed as both. If an operation day and a teacher workday are in conflict with each other, you will get an error message when you click on the Form Status panel. For non-operational days or holidays, simply leave the box blank. Home visit days are to be reported as operation days.

Classroom Form: General



1. Highest total enrollment this month (including More at Four and non-More at Four children): Enter the highest total class size for this classroom. This item is counting "slots", not specific children. If two children share one slot, count this as one slot for class size. See Program Guidelines for more information: http://www.osr.nc.gov/MoreFour/manuals.asp.
2. State More at Four Funds paid per slot to provider: Enter rate for each More at Four slot filled for this Classroom. See Program Guidelines for more information: http://www.osr.nc.gov/MoreFour/manuals.asp.
3. The attendance grid shows the names of all the children in this Classroom who have a form IN PROCESS for the month, and all the calendar days in the selected reporting month. If a Site Form has been completed for this month, the Copy Site Operation Days button will be activated. Click this button to select all days that this Site was in operation as attendance days for each Child's attendance record. Then you can make adjustments for individual children's actual attendance by removing check marks from the days they were absent. The box on the left labeled "Student Enrolled but had 0 Days" should be selected if the child had no attendance days, but is still enrolled. (If the child has exited the program, be sure to indicate that on question #18 on the child form). Be sure to click Save when you are done. (If you leave the page by clicking Back, you will lose any changes.)

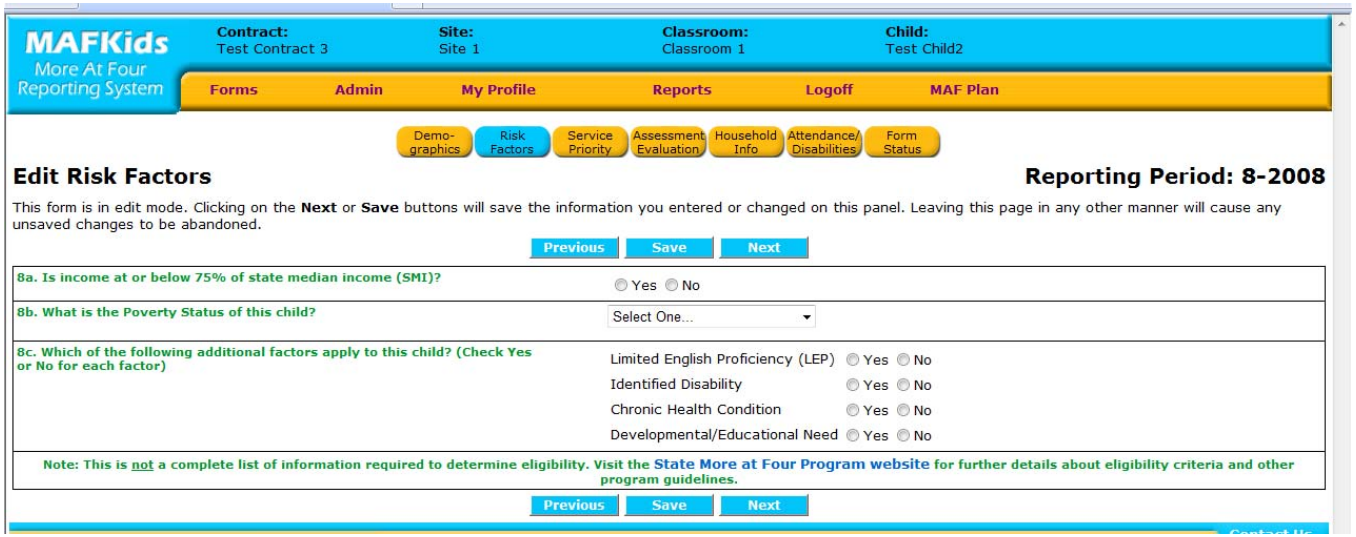
Child Form: Demographics (entire screen not shown here)



1. **Child's name:** (information is drawn from another form or source in the system, but can be edited here).
2. **Child's gender:** Select male or female from the drop-down box.
3. **Child's identification numbers:** Child identification numbers are no longer collected in MAFKids.
4. **Child's date of birth:** Type in date as mm/dd/yyyy or use calendar icon to select a date (note that default is current year).
5. **Child's race:** Check all that apply to indicate Child's race. (These are race categories as they appear on the US census).
6. **Is Child a U.S. Citizen?:** Choose Yes if you know child is a U.S. Citizen; otherwise, choose No/Do not know. Note: US Citizenship is not required for participation in More at Four.
7. **Is Child a NC Resident?:** Choose Yes if you know child is a resident of NC; otherwise, choose No/Do not know. Note: NC residency is not required for participation in More at Four.

7a. **Is at least one parent or legal guardian of this child an active duty member of the military, or was a parent or legal guardian of this child seriously injured or killed while on active duty?**: Choose Yes if you know parent or legal guardian of child is an active member of the military; otherwise, choose No/Do not know.

Child Form: Risk Factors

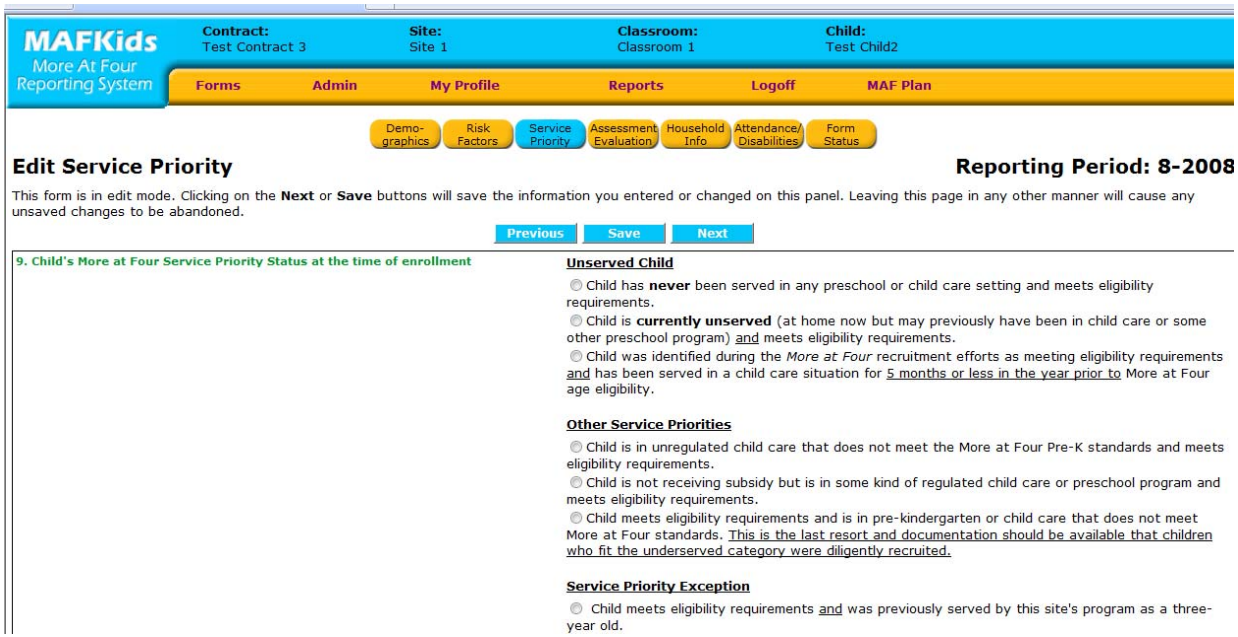


8a. Is income at or below 75% of state median income (SMI)?: Indicate Yes or No.

8b. What is the Poverty Status of this child?: Select poverty status range from drop down box. When this panel is saved, the child's eligibility for free or reduced price lunch is automatically determined and specified. For additional information, please see Program Guidelines: http://www.osr.nc.gov/MoreFour/manuals.asp.

8c. Which of the following additional factors apply to this child?: Indicate Yes or No for each of the additional factors that could apply to this child. See Program Guidelines for more information.

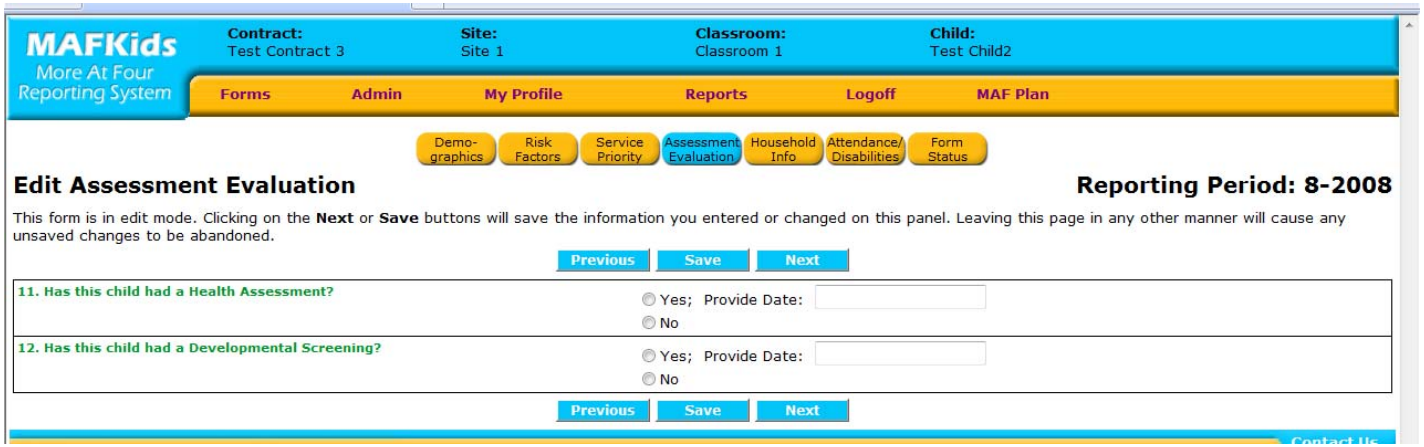
Child Form: Service Priority



9. **Child's More at Four Service Priority Status at the time of enrollment:** Select the appropriate description for each child. See Program Guidelines for more information: http://www.osr.nc.gov/MoreFour/manuals.asp.

10. **Has the Child previously been served in a licensed or regulated child care setting?:** Check Yes or No to indicate whether or not this Child has ever been served in a licensed or regulated child care.

Child Form: Assessment Evaluation



11. **Has this child had a Health Assessment?:** Select Yes or No; if Yes, provide date of assessment (type in date as mm/dd/yyyy or use calendar icon to select a date and note that default is current year). If "No" or date not known, enter this date in a subsequent month when child is assessed or date is known.

12. **Has this child had a Developmental Screening?:** Select Yes or No; if Yes, provide date of screening (type in date as mm/dd/yyyy or use calendar icon to select a date and note that default is current year). If "No" or date not known, enter this date in a subsequent month when child is assessed or date is known.

Child Form: Household Information

MAFKids
More At Four Reporting System

Contract: Test Contract 3 | Site: Site 1 | Classroom: Classroom 1 | Child: Test Child2

Forms | Admin | My Profile | Reports | Logoff | MAF Plan

Demo-graphics | Risk Factors | Service Priority | Assessment Evaluation | Household Info | Attendance/ Disabilities | Form Status

Edit Household Info **Reporting Period: 8-2008**

This form is in edit mode. Clicking on the **Next** or **Save** buttons will save the information you entered or changed on this panel. Leaving this page in any other manner will cause any unsaved changes to be abandoned.

Previous | Save | Next

13. Does the child live with an adult blood relative or with a non-relative who has legal custody or guardianship?	Yes No Do not know
14. Family size: Number of parent(s)/guardian(s) and the number of children for whom they have responsibility (include More at Four child in this number)	
15. Child's county of residence:	
16. Is child's parent/guardian employed?:	Yes No Do not know

Previous | Save | Next

Contact Us

13. **Does the child live with an adult blood relative or with a non-relative who has legal custody or guardianship?:** Select Yes, No or Do not know. See Program Guidelines for more information: http://www.osr.nc.gov/MoreFour/manuals.asp.

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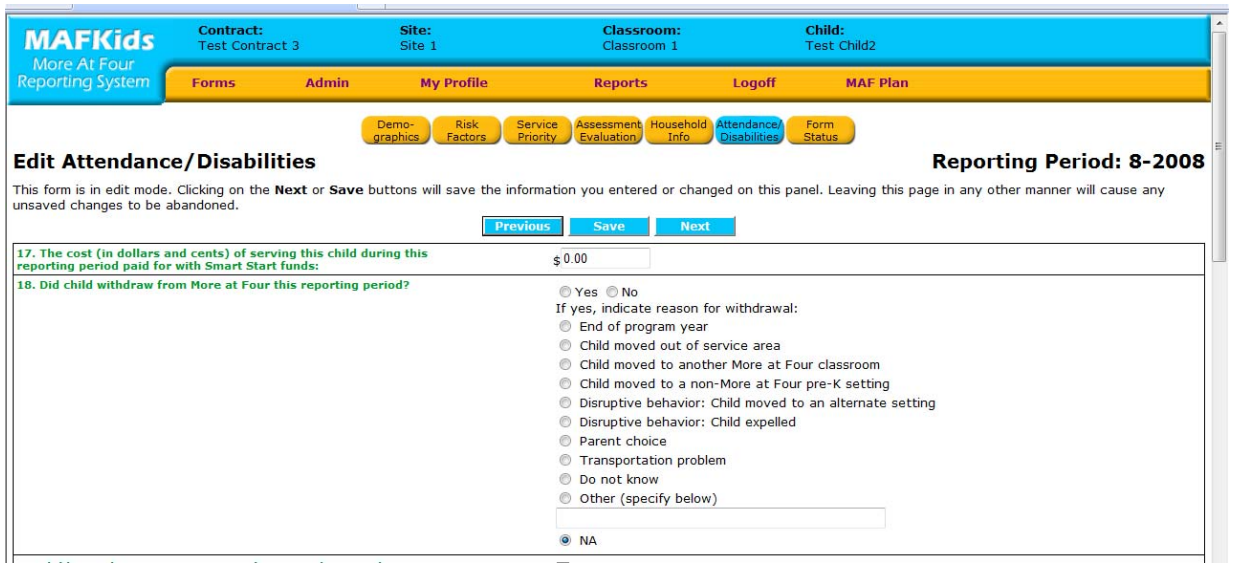
14. **Family Size:** Type in the number of Parent(s)/Guardian(s) and the number of children for whom they have responsibility (include More at Four Child in this number).

15. **Child's county of residence:** Select name of county in which this Child's household is currently located.

16. **Is child's parent/guardian employed?:** Select Yes, No or Do not know. See Program Guidelines for more information: http://www.osr.nc.gov/MoreFour/manuals.asp.

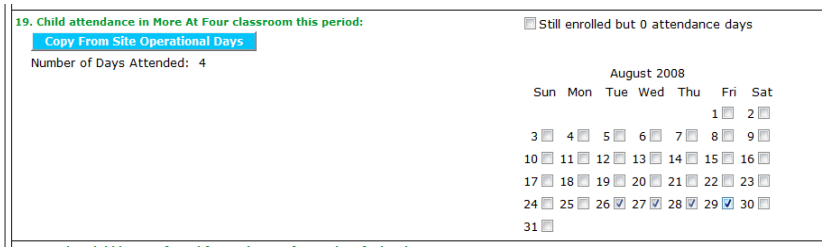
Child Form: Attendance/Disability (entire form not shown here)



17. **The cost (in dollar and cents) of serving this child during this reporting period paid for with Smart Start funds:** Highlight this field and enter this number in the form "nnn.nn". The dollar sign does not need to be entered. This field may need to be updated monthly, if the Smart Start funds change. If you have any questions about what this amount should be, please contact your local Smart Start partnership.

18. **Did child withdraw from More at Four this reporting period?:** Select Yes or No. If Yes, check one box to indicate reason Child withdrew from More at Four. If "Other", specify reason. If Child is still enrolled, NA should remain selected.

19. **Child attendance in More at Four Classroom this period (mm-yyyy):** If you have already filled out attendance on the classroom attendance grid, this calendar appears complete. If not, indicate, with a check mark all the days that the Child attended the More at Four Classroom this month. For convenience, you may FIRST click the "Copy from Site Operation Days" button, and then make adjustments for that particular child. Note that the system will warn you (at the Form Status Panel) if the child attendance days are inconsistent with Site Operation days.



20. **Has this child been referred for evaluation or identified with a disability?:** Check one box to indicate if this child has been referred for evaluation for a disability or identified with a disability. If Yes, enter date of referral in the appropriate box - prior to More at Four entry or after More at Four entry. If the referral date is not known, click Date Unknown. If child has not been referred, select No and skip to the end of the form.

20a. **What was the decision from the disability evaluation for this child?:** Check one box to indicate the decision status of this child's disability evaluation. If No disability was identified or if the evaluation decision is still in process, select appropriate response and skip to the end of the form.

20b. **Type of identified disability(ies) for this child:** Check all that apply to indicate type of disability(ies) with which this child has been identified.

20c. **Does this child have an active IEP?:** Check one box to indicate whether or not this child has an active IEP (Individualized Education Plan). If No, skip to the end of the form.

20d. **Has this child been referred for services related to disability?:** Check one box to indicate whether or not this child has been referred for services related to her/his identified disability. If No is selected, skip to the end of the form.

20e. Is this child receiving services related to disability?: Check one box to indicate whether or not this child has received services related to her/his identified disability. If services have been received, specify type of service(s) if known.

Notes about this Child Form (optional): If desired, write in any notes about this Child Form here.