

**ROCKY MOUNTAIN DEVELOPMENT COUNCIL, INC. (Rocky)**  
**HEAD START**  
**CHILDPLUS REPORT 1520 (1520) AND CHANGE OF STATUS POLICY AND PROCEDURES**

**POLICY:** Rocky Head Start ensures the safety of all Head Start children. It is the expectation that the Head Start child's parent(s)/guardian(s) will report "emergency contact" and "release to" information changes to Head Start staff immediately. Rocky Head Start staff will update changes on the 1520. It is the expectation of Rocky Head Start that staff and parent(s)/guardian(s) comply with the following Head Start 1520 and Change of Status Procedure.

**PROCEDURES:**

**At time of intake:** the parent(s)/guardian(s) complete an application for Rocky Head Start with an Eligibility Specialist, provide names, and contact information for "emergency contacts" and "release to" person. The ERSEA Family Advocate uploads the information to ChildPlus. The 1520 shows the child's primary and secondary adults and contact information on the top and the name(s) and contact information of the "emergency contacts" and "release to" person(s) on the bottom of the form.

**Initial visit with family after enrollment:** Teacher reviews the 1520 with the parent(s)/guardian(s) and updates information, highlighting all changes on the 1520. Teacher makes copy to retain, delivers original 1520 with changes to Head Start main office and puts it in ERSEA Specialist's mailbox. The Family Advocates and the Support Staff will update information in ChildPlus within two weeks of the start of school. When all 1520s have been updated for a class, Support Service Staff will run new 1520s; two copies for all classrooms, one copy in the Office Assistant mailbox (for Emergency Preparedness Risk Management Plan Notebook), and one copy routed to the School Principal or Building Administrator (when applicable). Scan and email updated 1520s to Townsend, Whitehall and Boulder. File the 1520 with changes noted in child's file at Head Start main office. Shred all outdated 1520s.

**Individual Child Pictures:** Classroom staff will take the child's photo at the Classroom Orientation, Initial Family Visit, or the latest by the 3<sup>rd</sup> day in class. In order for the picture to be used to identify the child, it needs to be a close up of the child from their shoulders up, hats off, and eyes open. Send picture to [change.of.status@rmdc.net](mailto:change.of.status@rmdc.net). The subject line of the email will include the classroom name and child's first and last name. ERSEA Specialist will coordinate with Support Staff and Family Advocates to upload pictures to ChildPlus.

**When changes occur during the school year:**

- Rocky Head Start staff who receive the changes completes and signs a Change of Status Form, notes changes on the child's classroom 1520 and retains copy until receipt of the updated 1520.
- Head Start staff who receive the changes scans and emails the Change of Status to [change.of.status@rmdc.net](mailto:change.of.status@rmdc.net); shred Change of Status form after emailing as a scanned attachment.
- Change of Status regarding **family contact information and emergency contact/ release information:**
  1. Office Assistant, or designee, enters updated information into ChildPlus.
  2. Office Assistant, or designee attaches updated 1520 to an email and emails to the Teacher, the Office Assistant (for the Emergency Preparedness Risk Management Plan Notebook), and the school Principal or Building Administrator (if applicable).
  3. Office Assistant, or designee, attaches Change of Status form to child's ChildPlus file under application.

- Change of Status regarding **changes in family dynamics, employment, or health information:**
  1. Office Assistant attaches Change of Status form to child's ChildPlus file.
  2. Office Assistant forwards Change of Status on to the classroom Family Advocate who completes Family Advocate Change of Status form.
  3. Family Advocate enters updated information into ChildPlus,
  4. Family Advocate emails office assistant completed Change of Status form.
  5. Office Assistant scans and attaches form to child's ChildPlus file under application tab description "change of status".
  6. Office Assistant attaches updated 1520 to an email and emails to the Teacher, the Office Assistant (for the Emergency Preparedness Risk Management Plan Notebook), and the school Principal or Building Administrator (if applicable).
  
- Classroom staff prints updated 1520 and shreds the outdated 1520.

### **Generating 1520 (Contact Information) Reports from ChildPlus**

1. Go to Reports tab in the upper section of screen
2. Select Enrollment under Select a Report OR enter 1520 in the Enter Report # box
3. Select 1520 – Contact Information
4. Select the following under the General Tab:
  - Program Term – (Current Year)
  - Program Option - <ALL>
  - Group - <All Groups>
  - Site – (Specific site)
  - Classroom – (Specific classroom – One at a time)
  - Responsible Staff – Don't filter by responsible staff
  - Status – Enrolled
  - Grouping – Classroom
  - Report Type – Individual
5. Check the following on the right side of screen:
  - Show Secondary Adult
  - Show Release To Contacts
  - Show Do Not Release To Contacts
  - Show Emergency Contacts
    - Show Doctors
    - Show Dentists
  - Show Allergy and Health Notes
  - Show Email Addresses
  - Show Contact/Release To Notes
  - Show participant picture
6. Click Preview in the upper right corner of the screen
7. Using the arrow keys under Select a Report in the upper left corner of the screen, toggle through the pages to ensure that all students each have a page
8. Click the Print icon in the upper right corner of the screen
9. Select All or the specific pages to print
10. Click Print
11. To Generate Next Classroom Report Click Close

12. Return to the 1520 – Contact Information tab
13. Select the desired Site and Classroom
14. Confirm that the Checklist check boxes are marked
15. Print Report