**MISSISSIPPI COUNTY, ARKANSAS, E.O.C.**

**EARLY CHILDHOOD EDUCATION DEPARTMENT**

**1304.51 g**

**ELECTRONIC RECORD-KEEPING SYSTEM DATA ENTR****Y**

**POLICY**:

All Head Start/Early Head Start programs use the electronic record-keeping and reporting system that updates, sorts, and retrieves program data records, in accordance with Confidentiality policies.

**PROCEDURE:**

**1.0 Electronic Record-Keeping System Data Entry**

1.1 Program Data Entry staff and Family Service Advocate enter family information in the electronic record-keeping system from the Application Packet.

1.2 Program Family Service Advocate send the Application Packet directly to the Parent Center Resource Center. ERSEA review all for eligibility verification.

1.3 Program Data Entry/enrollment staff enter information on all fields of all pages of the application within five working days of receiving the complete application packet.

1. The following information is entered within five working days of receiving the information:
2. Immunizations
3. Health
4. Disability
5. Pregnancy
6. Birth History
7. Family Services Events
8. Required Health Events
9. Family Partnership Agreement
10. The following information is entered daily:
11. CACFP totals and CACFP Meal Counts
12. Attendance.

1.4 Program Teaching Staff or Mentor Coach enter Education (Child) Information within three working days of completing each educational process/event.

1.5 Program mental health staff enter mental health data within three working days of receiving the information.