Kindergarten COUNTS

Early Kindergarten Transition Program (EKT)

ServicePoint Requirements

CLIENTPOINT

- Find Student in ServicePoint, OR Add them to the system
- Create Household (Include at least 1 parent and one pre-K student)
- Fill out Profile page for each household member red questions are required
- Enroll student and parent in the correct EKT class

ACTIVITYPOINT

Create Activities (following EKT naming conventions)

The names of the activities must include: 'EKT Children's Classroom' and 'EKT Parent Group'

- Activities that do not include this in the name will not report properly. Incorrect activity names include: Kindergarten Transition Parent Program or EKT-Parent Class
- The children's classroom must be a separate activity from the adult parent group.
- Parent orientation should not be a separate activity but should be included as the 1st session in the parent group.
- If you have multiple children's activities or parent groups, you may enter them as different activities (e.g. Classroom A and Classroom B or Parent Group AM and Parent Group PM).

Create EKT activities as you would any other enrollment activity in ServicePoint.

Enrollment

Enroll children who will be entering Kindergarten in the fall in the EKT Children's Classroom activity. Enroll any adults who attend in the EKT Parent Group Meeting activity. Do not enter any siblings of the children entering Kindergarten (e.g. 14 year old big sister) who attend unless they are the primary participant in the parent group (i.e. are standing in for the parent.)

Attendance

Take attendance for your EKT activities as you would any other activity.

All ServicePoint Data for EKT needs to be entered by September 15th

*If you are unable to obtain a student ID (SSID) number by September 15th, you must enter a student ID number for the kindergartener by October 15th

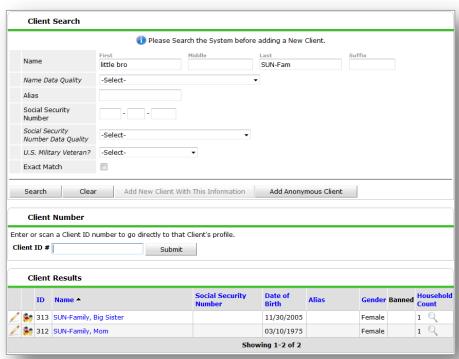
CREATING A NEW CLIENT IN CLIENTPOINT

Every student and adult participating in enrolled activities in a SUN Community School should be entered in ServicePoint.

SEARCHING FOR A CLIENT

- Always search for a participant's name before adding them as a new client. Participants may already be in ServicePoint if they (or their family) have been served in other programs.
- Search by first name, last name, or a portion of either name.
- If a name match is found, check that the DOB also matches. If no match is found, click 'Add New Client with This Information.'

In this example, you've found mom and big sister, but little brother isn't in ServicePoint yet. You'll need to add him as a new client.

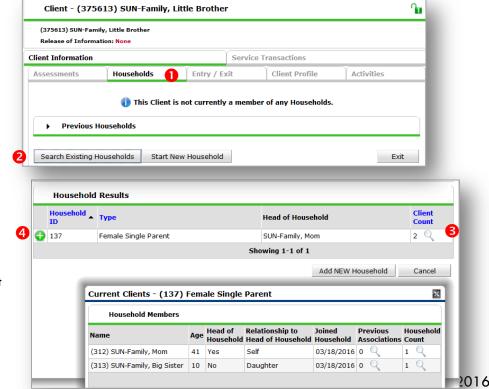


SETTING UP A HOUSEHOLD

Households are required for all child and adult participants in Early Kindergarten Transition (EKT) activities. Beyond that, setting up households in ServicePoint is *OPTIONAL*. Setting up households can be helpful, particularly at elementary and K-8 sites, to track siblings and coordinate their enrollment.

ADDING TO AN EXISTING HOUSEHOLD

- Once inside of the client's record, click on the Households tab
- Click 'Search Existing Households' and search for the other household members
- Click the magnifying glass under client count to see the names of household members



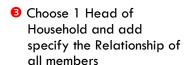
If you find a matching family, click the green plus sign to add the new family member

STARTING A NEW HOUSEHOLD

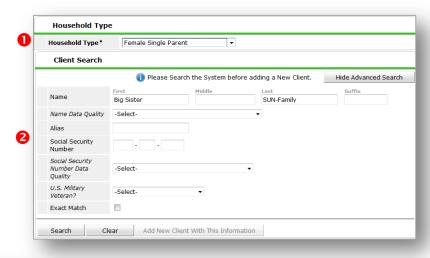
If you didn't find a matching household, click 'Start New Household'

Choose the Household Type

Search for/add any additional household members.



4 Click 'Save & Exit'



June 2016



COMPLETING THE CLIENT PROFILE

Answer All Required Questions (in red): 27 🔵 🐉 G Date of Birth Gender -Select-For ALL Participants: If Other Gender, - DOB specify - Gender Primary Language -Select-- Primary Language: If 'Other,' specify below Primary Language - Inclusive Identity: Click 'Add' and choose all that apply Inclusive Identity (Race/Ethnicity/Origin) For All STUDENTS: Please add all that apply (Race/Ethnicity/Origin): - SSID Number Add - Risk Factors (Y/N) *See List Below - Release Granted by Parent? Answer the Questions Below for ALL STUDENTS - Release Year SSID Number Risk Factor(s)? (Y/N) -Select-For All Early Kindergarten Transition (EKT) Release granted by -Select- 🕶 G **Students:** Answer the questions below for ALL EKT STUDENTS - Did child attend Head Start?: If yes, In the past year, was child involved in any of these programs? provide name Did child attend Head Start? -Select-- Did child attend preschool or If yes, what was the name of the Head Start? kindergarten?: If yes, provide name Did child attend preschool or kindergarten? -Select → G - Child is receiving SPED services? If yes, what was the name of the school? Child is receiving special education services -Select-

*Student Risk Factors Include:

Behavioral Issues Delinquent Behavior

English not Primary Language Family Issues: Alcohol & Drugs Family Issues: Criminality

Family Issues: Discord

Family Issues: Domestic Violence Family Issues: Mental Health

Foster Care

Gang Involvement (or Risk of)

Homelessness

Individualized Education Plan (IEP)

Mental Health

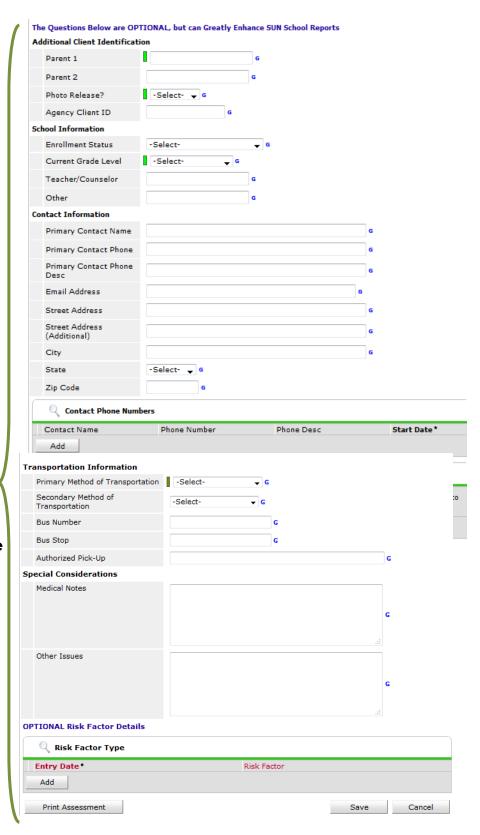
Poor Academic Performance

Poor Class Attendance

Poverty

Substance Abuse Suspension/Expulsion Teen Pregnancy

All other questions are OPTIONAL, but they're very helpful if using ART reports. Be sure to update questions for returning students.



Questions? Contact the Multnomah County ServicePoint helpline at: (503) 970-4408 or servicepoint@multco.us