

# 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 1<sup>st</sup> 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 15<sup>th</sup>

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

## 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.

**Client Search**

Please Search the System before adding a New Client.

Name: First: little bro, Middle: , Last: SUN-Fam, Suffix:

Name Data Quality: -Select-

Alias:

Social Security Number: - - -

Social Security Number Data Quality: -Select-

U.S. Military Veteran?: -Select-

Exact Match:

Search Clear Add New Client With This Information Add Anonymous Client

**Client Number**

Enter or scan a Client ID number to go directly to that Client's profile.

Client ID #: Submit

**Client Results**

ID	Name	Social Security Number	Date of Birth	Alias	Gender	Banned	Household Count
313	SUN-Family, Big Sister		11/30/2005		Female		1
312	SUN-Family, Mom		03/10/1975		Female		1

Showing 1-2 of 2

### 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

**Client - (375613) SUN-Family, Little Brother**

(375613) SUN-Family, Little Brother  
Release of Information: None

Client Information Service Transactions

Assessments **Households** Entry / Exit Client Profile Activities

This Client is not currently a member of any Households.

Previous Households

Search Existing Households Start New Household Exit

**Household Results**

Household ID	Type	Head of Household	Client Count
137	Female Single Parent	SUN-Family, Mom	2

Showing 1-1 of 1

Add NEW Household Cancel

**Current Clients - (137) Female Single Parent**

Household Members

Name	Age	Head of Household	Relationship to Head of Household	Joined Household	Previous Associations	Household Count
(312) SUN-Family, Mom	41	Yes	Self	03/18/2016	0	1
(313) SUN-Family, Big Sister	10	No	Daughter	03/18/2016	0	1

- 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.

- Choose 1 Head of Household and add specify the Relationship of all members

- Click 'Save & Exit'

Name	Age	Head of Household	Relationship to Head of Household	Joined Household *	Previous Associations	Household Count
(312) SUN-Family, Mom	41	Yes	Self	03 / 18 / 2016	0	1
(313) SUN-Family, Big Sister	10	No	Daughter	03 / 18 / 2016	0	1
(311) SUN-Family, Little Brother	14	No	Son	03 / 18 / 2016	0	1

## COMPLETING THE CLIENT PROFILE

Answer All Required Questions (in red):

### For ALL Participants:

- **DOB**
- **Gender**
- **Primary Language:** If 'Other,' specify below
- **Inclusive Identity:** Click 'Add' and choose all that apply

### For All STUDENTS:

- **SSID Number**
- **Risk Factors (Y/N)** \*See List Below
- **Release Granted by Parent?**
- **Release Year**

### For All Early Kindergarten Transition (EKT) Students:

- **Did child attend Head Start?:** If yes, provide name
- **Did child attend preschool or kindergarten?:** If yes, provide name
- **Child is receiving SPED services?**

**\*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.**

The Questions Below are OPTIONAL, but can Greatly Enhance SUN School Reports

**Additional Client Identification**

Parent 1  G

Parent 2  G

Photo Release?  -Select- G

Agency Client ID  G

**School Information**

Enrollment Status  -Select- G

Current Grade Level  -Select- G

Teacher/Counselor  G

Other  G

**Contact Information**

Primary Contact Name  G

Primary Contact Phone  G

Primary Contact Phone Desc  G

Email Address  G

Street Address  G

Street Address (Additional)  G

City  G

State  -Select- G

Zip Code  G

**Contact Phone Numbers**

Contact Name	Phone Number	Phone Desc	Start Date *
Add			

**Transportation Information**

Primary Method of Transportation  -Select- G

Secondary Method of Transportation  -Select- G

Bus Number  G

Bus Stop  G

Authorized Pick-Up  G

**Special Considerations**

Medical Notes  G

Other Issues  G

**OPTIONAL Risk Factor Details**

**Risk Factor Type**

Entry Date *	Risk Factor
Add	

Print Assessment Save Cancel

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