NC Pre-K APP
APPLICATION
PRIORITIZATION
PLACEMENT

INSTRUCTIONS FOR USE
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INSTRUCTIONS FOR USING NC PRE-K APP

I. Login at https://maf.ad.unc.edu/ncpre-kapp/login.aspx

When you see the screen shown above you’ll need to enter your Login ID and Password. You should use the same login information that you use for KIDS and/or PLAN. If you are not currently a user in KIDS or PLAN you should contact the contract administrator or program contact in your county/region for assistance.

II. Access to Pre-K APP
If you do not have access to Pre-K APP, it can be granted by your contract administrator. You should be given access as shown below (all boxes checked). This is done through the Admin tab/Maintain User function in KIDS. If you need further assistance contact Rachel Kaplan at DCDEE at rachel.kaplan@dhhs.nc.gov

<table>
<thead>
<tr>
<th>NCPK APPLICATION ROLES</th>
<th>Programs user can access</th>
</tr>
</thead>
<tbody>
<tr>
<td>Can Access NC Pre-K Application</td>
<td>NC Pre-K</td>
</tr>
<tr>
<td>Can Edit Child Information</td>
<td>Title 1</td>
</tr>
<tr>
<td>Wait List Administrator</td>
<td>Head Start</td>
</tr>
<tr>
<td>NC Pre-K Application Program Administrator</td>
<td>Childcare Subsidy</td>
</tr>
</tbody>
</table>
III. Adding Children to Pre-K APP

This is the screen that appears when you login to NC Pre-K APP. Your user name and Contract name will appear at the top. Make sure that the correct school year and program are selected from the drop-down boxes.

Then click on “wait list” and select “Add Children”

The “Add Child” screen will appear:
Type in the child’s first name, then last name. Enter the birthdate in the mm/dd/yy format. Then click the blue “add child” box.

Note: if the child is not eligible for the school year you are working in, because of his birthdate, that child will automatically be added to the appropriate school year.
This new screen appears with the child’s name and birthdate already populated. You should now answer all of the applicable questions about the child you are entering.

Depending on your answers, some fields will allow additional information. For example if you select “yes” for employment for the mother or father, you should enter the number of hours per week that person works.

You only have the option to answer the questions that have check boxes, radio buttons, drop-down lists, or fill-in boxes. However, the only fields that are required are the child’s first and last name and date of birth. You can save the record with only these three data elements, and go back later and “edit” to add details.

You will also notice that some of the fields are already pre-filled with default information. For example the answers to the “75% SMI” question and the “Pre-K eligibility” question default to “no”. The income calculation defaults to “0”. Once you have answered all the questions and SAVED the entry, those defaults will change to the appropriate response for that child.

It is important to answer as many questions as possible. Even though some questions are not required for eligibility, they may help determine matching funds for NC Pre-K through TANF or CCDF. Be sure you have adequate documentation to support the information you enter.

At the end of the questions (in the Status category) there is a space to add any additional comments.

### IV. Saving Information

Once you’ve entered all of the data for a new child you should click “Save” or “Save and Add Another”. When you choose “Save” all of the information is saved, calculations are done and the eligibility determination is displayed.

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“Save and Add Another” takes you directly back to the Add Child Screen shown at the top of page 5.

If you need to stop in the middle of adding information for a child, you should “SAVE” wherever you are in the process. You can go back later and finish adding information for that child without having to start over. For your convenience, there is a question at the beginning of the Demographics Category that allows you to indicate whether or not you believe the application is complete. The answer to this question is determined by the person entering data and is not automatically determined by the system.

NOTE: In NC Pre-K KIDS you are not allowed to SAVE and move to the next step if required data is missing. NC Pre-K APP does NOT include that feature.

V. Deleting Children from Pre-K APP

If you find that you have entered a child that should not have been entered, or you’ve entered a duplicate record, it can be deleted.

Find the child’s name by using the “Search” feature on the main screen. Then select the child’s name. Click the blue “Edit Child” box.

This will take you to the “Select Category” option for the child. Choose “Status”.

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Then click the blue “Delete Child” box at the end of the status information.

To prevent an inadvertent deletion, you will be asked to confirm whether or not you really want to delete this child.
VI. Categories

All of the data you need to enter for each child is divided into the categories shown above. You have the option of entering/viewing data one category at the time, or you can select “Display All” at the bottom of the list to see everything together. If you choose to enter data by category, data will automatically be saved when you select the next category. Alternately, you may choose to click the save button before selecting a new category. Whether using “display all” or entering data by category, be sure to SAVE when you get to the end of the last category.

If you need a shortcut to see the income calculations, select “Household Info” and scroll to the bottom of the screen.

If you just want to see whether or not the child is eligible based on the information you entered and saved, click on “Eligibility Factors”.

VII. Editing

Once you have entered and saved data, there may be times when you will need to change some of the information. To do that click on the “Wait List” option and select “View/Reserve”.

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A list of all of the children on the waiting list will appear. By clicking on the headers at the top of the columns, you can sort the list by status, first name, last name, or priority. When you find the child that you want to edit, click anywhere on that row and it will be highlighted in gray. When you have a child highlighted, click the blue “Edit Child” box at the bottom of the screen.

This returns you to the “Select Category” screen for that specific child. As described above, you can “Display All” or select a specific category to edit. You must “Save” your edits when you are finished.
Another option for editing begins with the Main Screen.

You should see a list of children who match the phonetic spelling of the name. To edit a child, click on the child’s name to highlight it, and then click the Edit Child button.
VIII. Reserving and Placing Children

NC Pre-K APP allows you to “reserve” children for a specific time period for a specific program. For example, if a child is reserved for the Pre-K program from May 1, 2013 through May 15, 2013, they cannot be placed in a Head Start program during that time period. Children have to be reserved before they can be placed.

Once you have logged on to APP, you can see the numbers of children on the waiting list, and those that are already reserved or placed in NC Pre-K, Title 1, Head Start, or Childcare Subsidy. If you have accidentally or intentionally added children for other program years, that will also show up here.

To place a child, click on the “Wait List” Tab near the top of the Main screen.
Then select “View/Reserve” from the drop-down menu.

You will now see the list of children on your waiting list. This list does not include children who have already been reserved or placed. You can sort the list by any of the headers at the top by simply clicking on the header. Click the arrow to determine ascending or descending order. In the example below children are sorted in alphabetical order by last name.
From the list, click on the name of a child to reserve. Then click the “Reserve Children” button at the bottom.

Now you will see the “Reserve Children” screen. Be sure that you are reserving the child for the correct school year and correct program, then click the “Reserve” button.
Clicking “Reserve” will take you back to the main screen. The numbers have changed and now show that an additional child has been reserved. You can also see the expiration date of the reservation.

<table>
<thead>
<tr>
<th>NC Pre-K</th>
<th>On Wait List</th>
<th>Reserved</th>
<th>Expiration</th>
<th>Placed</th>
</tr>
</thead>
<tbody>
<tr>
<td>Number of Children</td>
<td>3</td>
<td>2</td>
<td>03-Jan</td>
<td>0</td>
</tr>
<tr>
<td>2013-2014</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2016-2017</td>
<td>1</td>
<td>0</td>
<td></td>
<td>0</td>
</tr>
</tbody>
</table>

When reserving children it is possible to reserve multiple children at the same time. Use the “Ctrl” Key and your mouse to highlight all of the children you want to reserve. Then follow the instructions above. If you do not highlight any children, clicking the “Reserve Children” button will reserve the entire list.

NOTE: Once a child has been reserved, they cannot be returned to the waiting list from the main screen during the reserve period. However, you can release the child back to the waiting list by interrupting the “place child” process. This is done by starting with the “place children” option from the Wait List drop down tab, then choosing the “release child” button instead of “place child.”
You also have the option to “Extend Reserve Date”. If you choose this option you will extend the original reserve date by the number of days in the reserve period. For example, if the original 14 day reservation period ended on November 10 and you decide on November 8 that you want to extend the reserve period, the new expiration date will be 14 days from the day you click the “extend reserve date” button, or until November 22. (To change the number of reserve days for your county from the default of 14, refer to Section XI).

After children have been reserved, they can be placed in a specific site. From the Wait List screen, click the “Wait List” tab, then select “Place Children” from the drop down menu.

This brings you to the “Place Children” screen where you will see a list of all the children who have been reserved but not yet placed. If you want to see the priority order for the children during this placement process, you will need to reconfigure the “place children” grid. Refer to section XI (Customizing APP) for instructions on configuring grid displays.

Initially the view with a “Priority column” added will not show any priority numbers.
In order for the priorities to populate you must click the Admin tab, then select “recalculate priorities”. This must be done every time data is changed in the system that would affect priorities.

Once priorities are recalculated, the number will populate in the priority column.
Placement is NOT done automatically by NC Pre-K APP. Priority numbers are based on the priorities you have chosen. They are used to assist in placement decisions. You may also decide to sort using other criteria. For example you could add another column and use that information to help with your placement decisions, or you could sort by other criteria.

Select the first child to be placed by clicking on the child’s name. A summary of that child’s information will then appear on the right side of the screen. You may have to scroll to the right to see the information.
When you scroll to the bottom of the summary box, you will see options that allow you to place the child, release the child, or extend the reserve date.

To place the child at a specific site, click the “Place Child” button. You will now see a new screen with the child summary on the left and a list of available sites on the right. The list of sites automatically populates based on Site information already in NC Pre-K Plan. The list includes approximate distances from the child’s home address to the site.
address (if you have entered valid home address information). These distances may be used to help you make the placement decision. You can also see the number of children already placed at each site. You may need to scroll up and down using the scroll bar on the right in order to see the entire list.

Select the site where you want to place this child and then click the “Place Child” button at the bottom of the screen.

This takes you back to the “Place Children” page. You will see a message at the top of the screen showing the child placement that you just completed. You are now ready to place another child.
In another option, children can be placed by starting with the Site. To do this from the Wait List screen, click the “Wait List” tab, then select “Site List” from the drop down menu.

This takes you to a list of available sites. Use the scroll bar to see the complete list.
Click on a site. You will see a list of children who are reserved, but not yet placed.

Click on a child’s name, then click the “Place Child” button. (You may also select multiple children and place them at the same time). This takes you back to the “Site List” page. You will see a message at the top of the screen showing the child placement that you just completed. You are now ready to place other children.
IX. Releasing Children
Sometimes you may need to “release” a child who has already been placed. In this process, the child is “un-placed” or removed from placement.

There are two ways to release a child back to the waiting list.

To release a child by name, start on the main page and search for the child by name. You can search by first name, last name, or both, or by a name that is phonetically similar to the name you want.

You may get a list of names (if you searched for John for example) or only the specific name you are looking for.

NOTE: If you cannot find the child using the search option on the main screen, you may have entered the wrong birthdate. Therefore the child may be in a different school year. The display on the main screen shows various years where children have been entered. You might try searching for the missing child in a different program year.

Another possibility for locating a “missing” child is to use the “All Child Data” option on the Admin tab. Refer to section XIII (Viewing Data) for more information.
Click on the child’s name, then click the “Release to Wait List” button. (If the child has not been placed at a site, he/she cannot be released to the waiting list from this screen).

Now you will see a screen asking you to select the reason for the child’s release. You should select only one choice. This release reason will be saved with the child so that other programs can see what has happened in the past with this child. Click on the choice and include details if your choice is “other”. Then click the “release” button.

You will now be taken back to the “Main” screen with the message that the child has been released back to the waiting list.
You may also release a child by starting with the site. This method also gives you the option of releasing the child to the wait list, or putting the child in “reserve” status again.

From the “Main” screen click the “Reports” tab, and then click on the “Site Placement Summary”

You will then need to select a site (or all sites) from the site selection drop down list on the Site Placement Summary screen. Be sure to select a site where children have been placed.
Now you will see a screen with a list of all children placed at the site you selected.

When you click on the name of the child you want to release, another set of choices will pop up on the right side of the screen. You may need to scroll down to see the action choice buttons at the bottom.
Click “Release to Wait List” or “Return to Reserved List”, depending on whether you want the child to be available to other programs or if you want to continue trying to place the child.

If you select “Release to Wait List” you will see the same “Release Child Screen” from above. You should select only one choice. This release reason will be saved with the child so that other programs can see what has happened in the past with this child. Click on the choice and include details if your choice is “other”. Then click the “release” button.

After selecting the “Release” button, you will see the “Site Placement Summary” screen showing that the child has been released back to the waiting list.

As noted above this release reason will be saved with the child so that other programs can see what has previously happened with this child.

To see the status history of a child, refer to the “Status” category on the “Add Child” screen.
X. Sending Children to NC Pre-K Kids

Once you have placed the children, you are now ready to send them to NC Pre-K Kids. To do this, click the “Wait List” tab, then select “Send to NC Pre-K Kids” from the drop-down menu.

You will now see the NC Pre-K Kids Export screen. This screen has several drop-down boxes which allow you to select the appropriate sites, classrooms, and the correct reporting period.
Once you’ve made those choices, and selected the children you are ready to send to NC Pre-K Kids, click the blue “place children” button.

This will create an “in process” form for that child in the selected reporting period in NC Pre-K Kids. If there are multiple children to be placed in the same classroom, just select all of their names and place them all in one step.

XI. Customizing APP
Some functions in NC Pre-K APP are customizable at the local level, and some are standard. Standard functions are set at DCDEE and cannot be changed at the local level. If you are not able to change configurations it is probably because the permissions level of your role does not allow you to make those changes.
Reservation periods are set at 14 days by default for all programs. You can change these reservation periods at the county level. Start by clicking the “Admin” tab, then selecting “program details”.

You will then see a screen that shows the number of days in the current reservation period (check out duration) for each of the four programs. You can change the number of days for any or all of the programs separately. You also have the option of establishing a beginning date for reservations for each program (check out start date). Be sure to click the “Save” button after making desired changes.

You also have the option of changing the appearance of display grids in NC Pre-K APP. Here is a list of grids that you can customize:

<table>
<thead>
<tr>
<th>Grid Name</th>
<th>Grid Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>Child Search</td>
<td>Menu: Main. Displayed when you search for a child by name</td>
</tr>
<tr>
<td>Child Summary</td>
<td>Once you reserve children, on the Wait List, Place Children screen, when you click the name of a child, a summary will show up on the right.</td>
</tr>
<tr>
<td>Place Children</td>
<td>Menu: Wait List, Place Children</td>
</tr>
<tr>
<td>Site List</td>
<td>Menu: Wait List, Site List</td>
</tr>
<tr>
<td>Wait List</td>
<td>Menu: Wait List, View / Reserve</td>
</tr>
</tbody>
</table>
No matter which grid you want to modify, the process is the same for all grids. Start by clicking the “Configure” tab, then select “Grid Columns”.

Then make sure the correct program is selected from the “Program” drop down list in the upper right corner of the screen. NC Pre-K is usually the default program.

In this example, the “Child Search” grid will be used. Here’s what the grid looks like before any modifications are made.

This shows children listed with their first name first, but they are sorted by their last name. If you want the child’s last name to display first, then you would need to change the order of the columns.

Click on “Configure” and “Grid Columns”.

Choose the appropriate grid from the drop down box. In this case “Child Search” is already selected.
To start the edit process, click on the blue “Edit” button. An expanded version of the screen appears with some editing tools in the first column.

To change the order of the “Child’s Last Name” column, simply click on the blue “up arrow” in the row next to the “Child’s Last Name”. Then click the “Save” button.
The child’s last name is now listed in the first column. The order of any of the questions can be modified by using the blue up and down arrows.

Now the grid actually shows the child’s last name in the first column.

Deleting a question from the grid follows a similar process. Click on “Configure” and “Grid Columns”. Choose the appropriate grid from the drop down box. Click the “Edit” button. To delete a column, click the red “X” in the row next to the question that is not needed in the grid. Then click “Save”. In this example the “Alternate Phone Number” will be removed.

To prevent accidental deletions, you will be asked to confirm that you really want to delete this option from the grid.
When “yes” is selected, the question will disappear from the edit screen. Click “Save”.

Now the grid is shown without the “alternate phone” column.

Adding a question to the grid follows a similar process. Click on “Configure” and “Grid Columns”. Choose the appropriate grid from the drop down box. Click the “Edit” button. Click on the green “Plus” symbol directly above the location where you want to add a new question. You will then see a new box:

Then click on the arrow for the drop-down list. You will see a long list (scroll up and down to see the complete list) of possible questions to add to the grid.
Make the selection, then click “Add”. You also have the option to select a sort order and “ascending or descending” when sorting on this column.

The question is now added to the edit screen. Click “Save”.

The child search grid now includes the additional column.
To change the sort order or direction for any grid, start by clicking the “Configure” tab, then select “Grid Columns”. To edit you will need to click the blue “Edit” button.

There may or may not already be selections made in the “sort order” or “sort direction” columns. In the example below you see some questions with selections already made, and some without.
You can add, delete, or change these entries according to your preferences. Don’t forget to save your choices by clicking on the blue “Save” button at the bottom of the screen. When you “save” the ascending or descending choices next to deleted sort orders will disappear.

Now the children are no longer sorted alphabetically, but are in order according to their NC Pre-K priority.
As you view the results of your search in a grid, you can still adjust the order in which you view the results. If for example in the screen shot above you decide you want the results in order by the father’s name you can click on the up/down arrows in the header of the “father” column.

The list will now sort in ascending order by the father’s name.
To sort in descending order, click on the “up” arrow and it will change to a “down” arrow and will sort in descending order. These view sorts, done by clicking on the arrows in the column headers are not saved. The next time you open the grid the order will revert to the sort order choices determined by the grid configurations.

There are two other columns in the edit view for grid configurations. The “Grid Label” is set by the system and cannot be changed.

The final column is for “Options”. Some of the questions available have several options. For example in “relative priority of service” you can choose from NC Pre-K, Title 1, Head Start, of Childcare Subsidy.

Use the drop down list in the option column to choose the category you want to display. Always click the blue “Save” button at the bottom of the screen to save your choice.

**XII. Customizing Priorities**

NC Pre-K APP is already programmed with default priorities for child placement. The default priorities are based on eligibility, income, military service, and additional factors.
Here’s how a group of sample children sort based on these default priorities. All of the children who are at or below 75% of State Median Income (SMI) are at the top of the list. Within that group those with Military status and additional risk factors have higher priority than those with only 75% SMI. For those above 75% SMI, again priorities are for Military and other risk factors. The children at the bottom of the list have no need indicators.

![Table showing sample children and their priorities based on income and military status.]

Note: When priorities are based on income, be aware that when no income information is entered, the system defaults to “0” and prioritizes the family as if there is no income.

To change the priorities for your county, the steps are similar to customizing other grids. Refer to section XI (Customizing APP). Start by clicking the Configure tab, then choosing “Priorities”.

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Then click the blue “Edit” button and rearrange the priority sort fields to meet the needs of your county.

You can customize the priorities for each program (NC Pre-K, Title I, Head Start, Childcare Subsidy) separately. Just select the correct program from the drop down list before you start. NC Pre-K will usually be the default selection unless you previously changed to a different program.

Here’s an example of the same criteria, but in a different order for the Childcare Subsidy Program.
Here’s an example of the new sort order for the same children based on changing the order of the priorities. In the example above, Ellie and Talleah were ranked 20 and 21 in priority order. Now because the military criteria question is above SMI, they have moved up to 4th and 5th place.

<table>
<thead>
<tr>
<th>First Name</th>
<th>75% SMI</th>
<th>Income Yearly</th>
<th>NC Pre K Income</th>
<th>Family Size</th>
<th>POV_STAR</th>
<th>Military</th>
<th>TOTAL_CSS</th>
<th>Priority ChildCare School</th>
</tr>
</thead>
<tbody>
<tr>
<td>Ophella</td>
<td>1</td>
<td>5200</td>
<td>5200</td>
<td>5</td>
<td>Below 100% of poverty</td>
<td>1</td>
<td>4</td>
<td>1</td>
</tr>
<tr>
<td>Jayden</td>
<td>1</td>
<td>1</td>
<td>1</td>
<td></td>
<td>Below 100% of poverty</td>
<td>1</td>
<td>3</td>
<td>2</td>
</tr>
<tr>
<td>Keylase</td>
<td>1</td>
<td>24000</td>
<td>24000</td>
<td>4</td>
<td>Below 100% of poverty</td>
<td>1</td>
<td>2</td>
<td>3</td>
</tr>
<tr>
<td>Ellie</td>
<td>0</td>
<td>78000</td>
<td>78000</td>
<td>9</td>
<td>Between 186-200% of poverty</td>
<td>1</td>
<td>3</td>
<td>4</td>
</tr>
<tr>
<td>Talleah</td>
<td>0</td>
<td>52000</td>
<td>52000</td>
<td>4</td>
<td>Between 201-250% of poverty</td>
<td>1</td>
<td>1</td>
<td>5</td>
</tr>
<tr>
<td>Gabriel</td>
<td>1</td>
<td>1</td>
<td>1</td>
<td></td>
<td>Below 100% of poverty</td>
<td>0</td>
<td>4</td>
<td>6</td>
</tr>
<tr>
<td>Donell</td>
<td>1</td>
<td>38000</td>
<td>38000</td>
<td>6</td>
<td>Below 100% of poverty</td>
<td>0</td>
<td>3</td>
<td>7</td>
</tr>
<tr>
<td>Wesley</td>
<td>1</td>
<td>1</td>
<td>1</td>
<td></td>
<td>Below 100% of poverty</td>
<td>0</td>
<td>2</td>
<td>8</td>
</tr>
<tr>
<td>Varnon</td>
<td>1</td>
<td>6800</td>
<td>6800</td>
<td>3</td>
<td>Below 100% of poverty</td>
<td>0</td>
<td>2</td>
<td>9</td>
</tr>
<tr>
<td>Charity</td>
<td>1</td>
<td>6240</td>
<td>6240</td>
<td>6</td>
<td>Below 100% of poverty</td>
<td>0</td>
<td>2</td>
<td>10</td>
</tr>
<tr>
<td>Sylvie</td>
<td>1</td>
<td>18140</td>
<td>18140</td>
<td>10</td>
<td>Below 100% of poverty</td>
<td>6</td>
<td>2</td>
<td>11</td>
</tr>
<tr>
<td>Isabella</td>
<td>1</td>
<td>12000</td>
<td>12000</td>
<td>2</td>
<td>Below 100% of poverty</td>
<td>0</td>
<td>1</td>
<td>12</td>
</tr>
<tr>
<td>Zonia</td>
<td>1</td>
<td>25000</td>
<td>25000</td>
<td>4</td>
<td>Below 100% of poverty</td>
<td>0</td>
<td>1</td>
<td>13</td>
</tr>
<tr>
<td>Yale</td>
<td>1</td>
<td>15000</td>
<td>15000</td>
<td>4</td>
<td>Below 100% of poverty</td>
<td>0</td>
<td>1</td>
<td>14</td>
</tr>
<tr>
<td>Freida</td>
<td>1</td>
<td>23000</td>
<td>23000</td>
<td>3</td>
<td>Below 100% of poverty</td>
<td>0</td>
<td>0</td>
<td>19</td>
</tr>
<tr>
<td>Ophelia</td>
<td>1</td>
<td>34000</td>
<td>34000</td>
<td>2</td>
<td>Below 100% of poverty</td>
<td>0</td>
<td>0</td>
<td>16</td>
</tr>
<tr>
<td>Luther</td>
<td>1</td>
<td>16200</td>
<td>16200</td>
<td>5</td>
<td>Below 100% of poverty</td>
<td>0</td>
<td>0</td>
<td>17</td>
</tr>
<tr>
<td>Preston</td>
<td>1</td>
<td>1</td>
<td>1</td>
<td></td>
<td>Below 100% of poverty</td>
<td>0</td>
<td>0</td>
<td>18</td>
</tr>
<tr>
<td>April</td>
<td>1</td>
<td>12600</td>
<td>12600</td>
<td>2</td>
<td>Below 100% of poverty</td>
<td>0</td>
<td>0</td>
<td>19</td>
</tr>
<tr>
<td>Brandon</td>
<td>1</td>
<td>26400</td>
<td>26400</td>
<td>4</td>
<td>Below 100% of poverty</td>
<td>0</td>
<td>0</td>
<td>20</td>
</tr>
<tr>
<td>Max</td>
<td>1</td>
<td>10000</td>
<td>0</td>
<td>4</td>
<td>Below 150% of poverty</td>
<td>0</td>
<td>0</td>
<td>21</td>
</tr>
<tr>
<td>Richie</td>
<td>0</td>
<td>60000</td>
<td>60000</td>
<td>5</td>
<td>Between 291-300% of poverty</td>
<td>0</td>
<td>1</td>
<td>22</td>
</tr>
<tr>
<td>Ursula</td>
<td>0</td>
<td>43000</td>
<td>43000</td>
<td>3</td>
<td>Between 291-300% of poverty</td>
<td>0</td>
<td>1</td>
<td>23</td>
</tr>
<tr>
<td>Xanadu</td>
<td>0</td>
<td>43000</td>
<td>43000</td>
<td>3</td>
<td>Between 291-300% of poverty</td>
<td>0</td>
<td>1</td>
<td>24</td>
</tr>
<tr>
<td>Harrison</td>
<td>0</td>
<td>60000</td>
<td>60000</td>
<td>4</td>
<td>Between 201-300% of poverty</td>
<td>0</td>
<td>0</td>
<td>25</td>
</tr>
<tr>
<td>Nathan</td>
<td>0</td>
<td>79000</td>
<td>79000</td>
<td>3</td>
<td>Greater Than 200% of poverty</td>
<td>0</td>
<td>0</td>
<td>26</td>
</tr>
</tbody>
</table>

XIII. Geographical Locations

Mapping is built in to APP to help you determine the physical location of the child and the distance between the child’s location and various site options.
When you select a child from the “Place Children” screen, a box with details about the child appears on the right of the screen. Near the bottom you will see the word **Map** (if a valid address has already been entered in the system). Clicking on this link will take you to an actual map of the child’s location.

<table>
<thead>
<tr>
<th>Family Address</th>
<th>Street 1</th>
<th>Street 2</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>City</strong></td>
<td>Pittsboro</td>
<td></td>
</tr>
<tr>
<td><strong>State</strong></td>
<td>NC</td>
<td></td>
</tr>
<tr>
<td><strong>Zip Code</strong></td>
<td>27312</td>
<td></td>
</tr>
</tbody>
</table>

Mapping is also used to show approximate distances from the child’s location to a specific site.
XIV. Viewing Data

The “Print NC Pre-K Scorecard” option appears on child screens and child summary screens. “Print NC Pre-K Scorecard” allows you to print each child’s scorecard individually for your records. Just click on the blue button and a PDF version of the NC Pre-K Program Eligibility form will appear.
Use the printer icon or the print command from your file menu to send this document to your printer. (This appears as a two page document, so you may want to restrict your options to the page 1 view before printing). After printing just click the in the upper left corner of your browser. This will close the scorecard and return you to the APP screen.

NOTE: You can also print the entire application form for an individual child. When you are in the “display all” view of the application form, just click the printer icon or the print command from the file menu. This will print the 6 page application form and all the data you have entered for that child. To print only a segment of the application form, select the appropriate category (demographics, household info, etc) and then you can print that section.
Many of the grid displays in NC Pre-K APP give you the option to “export to Excel”. This button can be found on various screens including; the Wait List grid, the Place Children grid, and the Site Placement Summary Report. A similar button “New Export to Excel” can be found on the “All Child Data” screen.

To create an Excel spreadsheet, just click on one of these blue buttons. You will then get a message asking if you want to open or save the file. Click “open”.

The data in the APP grid will open in an Excel spreadsheet. You can now sort, search, format and save the data to meet your needs. To create customized spreadsheets, you may first need to refer to section XI (Customizing APP) to include additional data elements in the grid.

If you need to see all the data you have entered for all children, click on the Admin tab. Select “All Child Data”.

This will create a large grid with all of the data elements from the child data form.

Many of the questions in the child application have “yes or no” answers. There are also several multiple choice questions. The responses (or non-responses) to these questions show up on the grid (and the Excel spreadsheet) as code numbers. Here’s a sample key to those codes.

Ethnicity (Is the child Hispanic?)
- 1 = No ANSWER
  0 = NO
  1 = YES

For all similar questions “-1” indicates no response, “0” means NO, and “1” means YES.

**XV. What do the codes mean?**
The symbols that appear next the questions mean:

- **:** Question will transfer to NC Pre-K Kids
- **:** Question is used to calculate the relative priority for a child
- **:** Question is calculated by the system based on the answer to other questions in the Application