Socializations:
Entry Express

*For Home Base Educators Only*
BEFORE you begin, complete the paper Socialization form to show your intentional planning, parent signatures, and follow up.

You will only enter the families that attended the socialization into ChildPlus.

Turn in ALL paper socialization forms to the office.
*Click on Entry Express at the top of the screen.
*From the menu choice that appears, click on “Family Services”.

*Scroll down the drop down menu and click on “Family Service Events”.
*Check to make sure all data selections are correct: the current program year, your site, classroom, and only children with an enrolled status.

*Then click “Find” at the bottom right corner of the screen.
*All children enrolled in your site will appear in the Participants list with a checkmark in the box next to their name.

*Click on that box for all children that did NOT attend the socialization event to uncheck their names.
*Enter the date the event occurred in the “Initial Date” box.

*Click on the Event Type box.

*Scroll down the dropdown menu and click on “Socialization”.
*Type the title of your event in the Description box.

<table>
<thead>
<tr>
<th>Participant Name</th>
<th>Family Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>Doe, John</td>
<td>Doe</td>
</tr>
<tr>
<td>Holmes, Jillian</td>
<td>Holmes</td>
</tr>
<tr>
<td>Johnson, Grace</td>
<td>Johnson</td>
</tr>
</tbody>
</table>

**Default Values**

All events start with these values but individual events can be changed on the next screen.

- **Initial Date**: 7/24/18
- **Event Type**: Socialization
- **Description**: Fun at the Farm Family Day
*Click in the Service Area box.

*Choose from the dropdown menu the main area of focus for the event.

*Click on your choice.
*Click in the Family Outcome box.

*Choose from the dropdown menu the main PFCE outcome area of focus for the event.

*You will need to offer at least one event from each outcome area within the program year.
<table>
<thead>
<tr>
<th>Head Start Parent and Family Engagement Outcomes</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>1. FAMILY WELL-BEING</strong></td>
</tr>
<tr>
<td>Parents and families are safe, healthy, and have increased financial security.</td>
</tr>
<tr>
<td><strong>2. POSITIVE PARENT-CHILD RELATIONSHIPS</strong></td>
</tr>
<tr>
<td>Beginning with transitions to parenthood, parents and families develop warm relationships that nurture their child’s learning and development.</td>
</tr>
<tr>
<td><strong>3. FAMILIES AS LIFELONG EDUCATORS</strong></td>
</tr>
<tr>
<td>Parents and families observe, guide, promote, and participate in the everyday learning of their children at home, school, and in their communities.</td>
</tr>
<tr>
<td><strong>4. FAMILIES AS LEARNERS</strong></td>
</tr>
<tr>
<td>Parents and families advance their own learning interests through education, training and other experiences that support their parenting, careers, and life goals.</td>
</tr>
<tr>
<td><strong>5. FAMILY ENGAGEMENT IN TRANSITIONS</strong></td>
</tr>
<tr>
<td>Parents and families support and advocate for their child’s learning and development as they transition to new learning environments, including EHS to IHS, EHS/HS to other early learning environments, and HS to kindergarten through elementary school.</td>
</tr>
<tr>
<td><strong>6. FAMILY CONNECTIONS TO PEERS AND COMMUNITY</strong></td>
</tr>
<tr>
<td>Parents and families form connections with peers and mentors in formal or informal social networks that are supportive and/or educational and that enhance social well-being and community life.</td>
</tr>
<tr>
<td><strong>7. FAMILIES AS ADVOCATES AND LEADERS</strong></td>
</tr>
<tr>
<td>Parents and families participate in leadership development, decision-making, program policy development, or in community and state organizing activities to improve children’s development and learning experiences.</td>
</tr>
</tbody>
</table>

*Use the Parent, Family, & Community Engagement Outcomes definitions to help guide your choices.*
*Leave the Family Members box blank at this point, as it will be different for each family.

*Event notes are not required, unless you offer transportation or interpretive services.

*Enter event notes at this time only if it pertains to all families that attended.

*Click on the green “Next Step” button at the bottom of the screen.
*The first name in your participants list will be highlighted gray.

*The name that is highlighted is the record that you will be updating.
*In the Family Members box, enter the names of those who attended the event.

*Ensure you are entering the names of family members of the enrollee’s name that is highlighted gray.
*Enter any notes that pertain to this family.

*Remember to use the date and user stamp that looks like a clock and spell check.
*Click on the next name in your participants list.

*The name of the participant will then change near the top of the screen.
*Enter the names of those who attended from this family.

*Enter any notes that pertain to this family.

*Remember to use the date and user stamp that looks like a clock and spell check.
*Repeat until you have entered information for all families in attendance.

*Once you have entered information for all families that were in attendance, click the green “Create Family Service Events” button at the bottom of the screen.
ChildPlus

The family service events have been successfully created.

*Click the “OK” button and the event will be created for all enrollees that were in the participants list.
*The socialization will be listed on the Family Services Events tab.

*Multiple Socializations can be listed individually on this tab.
Questions?

Contact your supervisor for additional guidance.