

Child Count Portal

October Child Count by Funding Source and Demographics

Software Purpose and Overview

The purpose of this software is to collect October 1 child count by funding source along with demographic breakdowns. This portal will replace the Excel-based data collection method utilized by networks when submitting such data to the LDOE. Specifically, the software will collect child counts by funding source for infants, one-year-olds, two-year-olds, three-year-olds, and four-year-olds. The software will also collect demographic/racial breakdowns for these children as well as additional designation counts for ethnicity and background subsets.

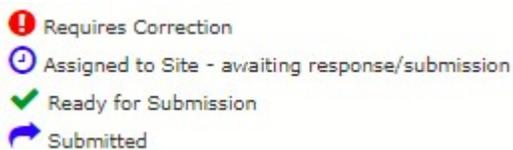
The software will provide a mechanism for the network users to identify and assign one individual per school/site to perform the data entry. Specifically, the network user will maintain a listing of names and e-mail addresses of the selected persons per site. Through this listing, the network user will send an e-mail to each site contact providing them with a unique username and password along with a link to access their unique data entry portal of the software. The data entry portal for each site is very easy to use allowing each site to enter and submit the required counts and demographics by age-level.

It is important to note that the networks will also have the capability to perform the required data entry for some or all their sites in addition to adjusting the collected numbers if they disagree with their individual sites.

Once all data entry for all sites within a network has been completed by either the individual site(s), or by the network itself, the network can then submit all collected data to the LDOE by simply pushing a "Submit" button.

Step-by-Step Instructions for Network User

1. Log into the software site www.ladatareview.net/childcount using your assigned username and password.
2. The software will display the dashboard for the network, providing a listing of the sites within the network along with the real-time data entry results and submission status as shown below. Please see Exhibit 1.



3. Clicking on each site, it will display the specific age-level data entry results and status for the site. Please see Exhibit 2.
4. The network user has the option of assigning the data entry to individual sites. It also has the option of performing the data entry for any, and all its sites.

Network to Assign Data Entry to Individual Sites

5. Utilizing the “Site-level Users” menu item, the network can maintain a listing of site-level users to perform data entry with the action icons shown below. Please see Exhibit 3.
Column A:  Enter/edit the Site-level user information
Column B:  Preview an email to the Site-level User with Login Credentials
Column C:  Site-level User has been assigned the ability to perform data entry (click to unassign)
Column C:  Site-level User does not have the ability to perform data entry (click to assign)
6. Clicking on the  icon for any given site, will open a dialogue allowing you to enter the name and email address of the site-level user who will have access to the data entry portal. Please see Exhibit 4.
7. Pressing the  icon, will generate an e-mail for the site-level user that will provide the user with username (user’s email address) and system-generated unique password, along with the link to the data entry portal. The software generated e-mail will be sent to the user once the “Send E-mail” button is pressed. Please see Exhibit 5.

Important Note: As the generated e-mail will be sent from the MMCS Consulting Mail Server, there is a chance that it could be blocked by site-level user’s firewall/security setting. Therefore, it is recommended to verify with the user to see if they have received the e-mail. If the user did not receive the e-mail, the network user can easily copy and paste the content of the e-mail in his/her own e-mail application and thus send the login credentials through his/her email account, a trusted source.

8. Pressing the icon in Column C, will toggle between assigning/unassigning the user to perform data entry.
9. The site-level user will perform the required data entry as described in the Site-level User Guide. Once data entry is completed, the site-level user will submit its data to the network.
10. The network user can then review the data and will have the ability to adjust the data as necessary. The network user can also re-assign the data entry back to the site-level user if there are issues. The site-level user can then use its previous login credentials to update and re-submit the data.

Network to Perform Data Entry

11. Once a site has been selected from the Dashboard screen, clicking on each row (age-level) will open a window to allow the user to enter the October 1 child counts for each appropriate funding source. It will also require the user to enter the demographics by race. And finally, the user will need to enter the counts by ethnicity and background status subsets. Please see Exhibit 6.
12. Once the required counts have been entered, the user will save the results. The software will ensure that there are no mismatched totals. If the total count by funding source does not equal the demographic total by race, or the numbers in various background status subsets are greater than total counts by either funding source or demographics, the system will display appropriate

error messages for the user and the relevant fields will be highlighted. On the Dashboard screen, the following status icons will show the result of your work:

-  indicates that the data for the age level has been successfully entered and saved.
 -  indicates there is an error requiring correction.
13. If the counts for any age-level happen to be zeros, the user will still be required to open and save the corresponding age-level data entry screen with zero counts.
 14. Once all age-level data have been entered and saved successfully, and all rows have green check marks, the network-level user has completed the data entry for that specific site and can now move on to the next site.

Network to Submit October Child Count to State

15. Once all sites have submitted their data and/or data entry have been completed by the network, the  will be displayed for all sites and the “Submit” button will be enabled. This will allow the network to submit the October 1 child counts for all its sites to the LDOE. Please see Exhibit 7.

Exhibit 1

Sample Network | Home | My Announcements | My Profile | Log Out

CHILD COUNT PORTAL

Community Network

2023-24 / Louisiana / 999 - SAMPLE NETWORK

October Child Count Dashboard

999 - SAMPLE NETWORK

Community Network-level October Child Count Dashboard

Submit October 1 Child Count Numbers to the State

Submit The Child Count numbers for this Network are not ready to be submitted. There are currently 3 sites that have not been properly reviewed.

Dashboard | Expanded View

[Export to Excel](#)

Community Network / Site	Status	October Child Count Totals		All Background Status and Ethnicity Subsets Pass Validity Checks
		by Public Funding Source	by Demographic Race	
999 - SAMPLE NETWORK		0	0	
999001 - Sample Elementary School 1		0	0	
999002 - Sample Elementary School 2		0	0	
999AA1 - Sample Head Start Learning Center A		0	0	

Key

- This number passed the data checks
- This number failed the data checks and needs to be reviewed
- The funding source is not eligible for this age level
- ! Requires Correction
- ⌚ Assigned to Site - awaiting response/submission
- ✓ Ready for Submission
- ➔ Submitted

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Exhibit 2

Sample Network | Home | My Announcements | My Profile | Log Out

CHILD COUNT PORTAL

Community Network

2023-24 / Louisiana / 999 - SAMPLE NETWORK

October Child Count Dashboard

999 - SAMPLE NETWORK

Site-level October Child Count Dashboard

Click on the the age level row to view/edit details.

Dashboard | Expanded View

[Export to Excel](#)

Community Network / Site / Age level	Status	October Child Count Totals		All Background Status and Ethnicity Subsets Pass Validity Checks
		by Public Funding Source	by Demographic Race	
999 - SAMPLE NETWORK		0	0	
999001 - Sample Elementary School 1		0	0	
Infants		0	0	
One-Year-Olds		0	0	
Two-Year-Olds		0	0	
Three-Year-Olds		0	0	
Four-Year-Olds		0	0	

Key

- This number passed the data checks
- This number failed the data checks and needs to be reviewed
- The funding source is not eligible for this age level
- ! Requires Correction
- ⌚ Assigned to Site - awaiting response/submission
- ✓ Ready for Submission
- ➔ Submitted

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Exhibit 3

Sample Network | Home | My Announcements | My Profile | Log Out

CHILD COUNT PORTAL

Community Network

2023-24 / Louisiana / 999 - SAMPLE NETWORK

Site-level Users

999 - SAMPLE NETWORK

Site-level Users

[Export to Excel](#) [Export to PDF](#)

Site	Name	Email / Username	A	B	C
999001 - Sample Elementary School 1	Jane Doe	jane.doe@sampleelementaryschool1.com			
999002 - Sample Elementary School 2					
999AA1 - Sample Head Start Learning Center A					

Key

- Enter/edit the site-level user
- Preview an email to the site-level user with login credentials
- User has been assigned the ability to perform data entry (click to unassign)
- User does not have the ability to perform data entry (click to assign)

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Exhibit 4

Sample Network | Home | My Announcements | My Profile | Log Out

CHILD COUNT PORTAL

Community Network

2023-24 / Louisiana / 999 - SAMPLE NETWORK

Site-level Users

Site-level user for Sample Elementary School 1

999001 - Sample Elementary School 1

Site-level User

Name:

Email/Username:

Password*:

Assigned Data Entry:

*The password will reset automatically when the Save button is pressed if the email address has been changed

Exhibit 5

Sample Network | Home | My Announcements | My Profile | Log Out

CHILD COUNT PORTAL

Community Network

2023-24 / Louisiana / 999 - SAMPLE NETWORK

Site-level Users

Preview email to Jane Doe

999001 - Sample Elementary School 1
Send Email with Login Credentials

To: jane.doe@sampleelementaryschool1.com

CC: SampleNetwork@example.com

Subject: Child Count Portal - Site-level Access for Sample Elementary School 1

Body: Dear Jane Doe,

Use the following link and login credentials to access the Child Count Portal:

Username: jane.doe@sampleelementaryschool1.com
 Password: E9KQYJ8A
 URL: https://www.ladatareview.net/ChildCount/Training/Site_Login.aspx?rid=939609821E51B2CEFFFD6E9CDACA4E9D72C1529

Send Email Close

Exhibit 6

999001 - Sample Elementary School 1 - Three-Year-Olds

October Child Count

Site & Age level

Community Network: SAMPLE NETWORK Age level: Three-Year-Olds
 Site: 999001 - Sample Elementary School 1

Child Counts by Funding Source				Demographics by Race - only count students once	
	General	SPED	Total		
CCAP:	0	0	0	American Indian or Alaska Native:	0
CCAP B-3:	0	0	0	Asian:	0
ECE-Local:	0	0	0	Black or African American:	0
ECE-State:	0	0	0	Native Hawaiian or Pacific Islander:	0
EEF:	0	0	0	White:	0
HS:	0	0	0	Two Or More:	0
IDEA:	0	0	0	Other or Unknown:	0
Local:	0	0	0	TOTAL:	0
NSECD:	0	0	0	Ethnicity Subsets	
PDG B-3:	0	0	0	Hispanic/Latino:	0
Private:	0	0	0	Background Status Subsets	
Private Pay:	0	0	0	Homeless:	0
RST:	0	0	0	Foster:	0
Title I:	0	0	0	Dual Language Learner:	0
TOTAL:	0	0	0		

Save Close

Exhibit 7

Sample Network | Home | My Announcements | My Profile | Log Out

CHILD COUNT PORTAL

Community Network

2023-24 / Louisiana / 999 - SAMPLE NETWORK

October Child Count Dashboard

999 - SAMPLE NETWORK

Community Network-level October Child Count Dashboard

Submit October 1 Child Count Numbers to the State

Submit

All October 1 Child Count numbers have been properly entered and are eligible to be submitted to the State.

[Dashboard](#) | [Expanded View](#)

[Export to Excel](#)

Community Network / Site	Status	October Child Count Totals		All Background Status and Ethnicity Subsets Pass Validity Checks
		by Public Funding Source	by Demographic Race	
999 - SAMPLE NETWORK	✓	637	637	Yes
999001 - Sample Elementary School 1	✓	235	235	Yes
999002 - Sample Elementary School 2	✓	172	172	Yes
999AA1 - Sample Head Start Learning Center A	✓	230	230	Yes

Key

- This number passed the data checks
- This number failed the data checks and needs to be reviewed
- The funding source is not eligible for this age level

- ! Requires Correction
- ⌚ Assigned to Site - awaiting response/submission
- ✓ Ready for Submission
- ➡ Submitted

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