

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.

Step-by-Step Instructions for Site-level User







1. Site-level user will log into the data entry portal using the provided link along with the username (user's e-mail address) and system-generated password.
2. The data entry portal will display the dashboard for the site, providing a listing of the early childhood ages from infants through 4-year-olds. There is also a Status Column which will indicate the status of the entered data for each age level. As data is entered and saved for each age level, the Status Column could have the following icons as shown on Exhibit 1:
 -  Requires Correction
 -  Ready for Submission
 -  Submitted
3. 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 2.
4. 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.
5. 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.
6. Once all age-level data have been entered and saved successfully, and all rows have green check marks, the site-level user can then submit its data to the Network by pressing the enabled "Submit" button as shown on Exhibit 3.
7. Once the data have been submitted successfully, the submitted icon  will be displayed for the site as shown on Exhibit 4.

Exhibit 1

CHILD COUNT PORTAL
Jane Doe | Log Out

2023-24 / Louisiana / 999 - SAMPLE NETWORK / 999001 - Sample Elementary School 1

October Child Count Dashboard

999001 - Sample Elementary School 1

Site-level October Child Count Dashboard

Submit October 1 Child Count Numbers to the Network

The Child Count numbers for this Site are not ready to be submitted. There are currently 5 age levels that have not been properly reviewed.

Click on the the age level row to view/edit details. Dashboard | Expanded View

Site / Age level	Status	October Child Count Totals		All Background Status and Ethnicity Subsets Pass Validity Checks
		by Public Funding Source	by Demographic Race	
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
- Ready for Submission
- Submitted

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Exhibit 2

999001 - Sample Elementary School 1 - Three-Year-Olds
Sample Network | Home | My Account | My Dashboard | Log Out

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

	General	SPEL	Total
CCAP:	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
CCAP B-3:	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
ECE-Local:	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
ECE-State:	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
EEF:	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
HS:	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
IDEA:	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
Local:	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
NSECD:	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
PDG B-3:	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
Private:	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
Private Pay:	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
RST:	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
Title I:	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
TOTAL:	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>

Demographics by Race - only count students once

American Indian or Alaska Native:

Asian:

Black or African American:

Native Hawaiian or Pacific Islander:

White:

Two Or More:

Other or Unknown:

TOTAL:

Ethnicity Subsets

Hispanic/Latino:

Background Status Subsets

Homeless:

Foster:

Dual Language Learner:

Exhibit 3

Jane Doe | Log Out

CHILD COUNT PORTAL

2023-24 / Louisiana / 999 - SAMPLE NETWORK / 999001 - Sample Elementary School 1

October Child Count Dashboard

999001 - Sample Elementary School 1

Site-level October Child Count Dashboard

Submit October 1 Child Count Numbers to the Network

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

Click on the the age level row to view/edit details. Dashboard | Expanded View

Site / Age level	Status	October Child Count Totals		All Background Status and Ethnicity Subsets Pass Validity Checks
		by Public Funding Source	by Demographic Race	
999001 - Sample Elementary School 1	✓	235	235	Yes
Infants	✓	20	20	Yes
One-Year-Olds	✓	40	40	Yes
Two-Year-Olds	✓	50	50	Yes
Three-Year-Olds	✓	60	60	Yes
Four-Year-Olds	✓	65	65	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

✓ Ready for Submission

↩ Submitted

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Exhibit 4

Jane Doe | Log Out

CHILD COUNT PORTAL

2023-24 / Louisiana / 999 - SAMPLE NETWORK / 999001 - Sample Elementary School 1

October Child Count Dashboard

999001 - Sample Elementary School 1

Site-level October Child Count Dashboard

Submit October 1 Child Count Numbers to the Network

You have read-only access and cannot edit or submit the Child Count numbers.

Click on the the age level row to view/edit details. Dashboard | Expanded View

Site / Age level	Status	October Child Count Totals		All Background Status and Ethnicity Subsets Pass Validity Checks
		by Public Funding Source	by Demographic Race	
999001 - Sample Elementary School 1	↩	235	235	Yes
Infants	↩	20	20	Yes
One-Year-Olds	↩	40	40	Yes
Two-Year-Olds	↩	50	50	Yes
Three-Year-Olds	↩	60	60	Yes
Four-Year-Olds	↩	65	65	Yes

Key

■ This number passed the data checks

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