Discharging Enrolled Children in ChildWare 2.0 at the End of the Program Year

As we approach June, you are likely preparing for the end of the PHLpreK program year. One of the activities that you will want to complete is to **discharge all enrolled children**.

*All children need to have a discharge date on their record by May 30th*

This can be done in advance in ChildWare 2.0, which allows you to discharge children with a future discharge date. *The discharge date is the last day of your program.*

**Getting Started:**

Login to ChildWare 2.0 with your username and password.

Click on **Navigation Menu** and Scroll to **Application**.

If you experience difficulty while completing the process above, please use the **bug report feature** or contact us at [helpdesk@phmc.org](mailto:helpdesk@phmc.org) for assistance and additional technical support.

*For PHLpreK Program support contact PHLpreK@PHMC.org*
Creating a list of enrolled children:

Use the Select Query function to limit the list to Enrolled children.

To sort the children alphabetically, click on the Name header.

Click the export icon and select Screen Export. An Excel file will appear at the bottom of your screen (Chrome).

This will produce an excel spreadsheet of all enrolled children. You can save and print this list for reference while you are discharging children.

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With your new list on hand, return to the Application List. You can now use the name or ID#s from the excel list to track children that you need to discharge.

To discharge a child, select the Enroll button from the Application List View to see the details of the child’s enrollment.

From the Enrollment Detail click on the Discharge button.

7. Enter the Discharge Date from the pop-up calendar – choose the appropriate discharge date for your program.

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Choose a reason for the discharge.

Note: for PHLpreK providers, please select “**COMPLETED PROGRAM**,” if you are discharging a child at the end of the PHLpreK program period. Click **ADD** to discharge the child.

You will see a message pop-up: **Discharge**.

Click **YES** to discharge this child.

Then you will receive a success toast to verify the discharge.

The child’s Enrollment Detail will now include the end date of the enrollment. Upcoming enhancements will also display this date on the Application List view.

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Make a note on the excel spreadsheet you printed out to track which children have a completed discharge entered.

Use the main menu to return to the Application List and discharge the next child using the name or ID number from your excel spreadsheet.

**NOTE:** Because the discharge date is in the future, the child will still appear on the Application List as Enrolled, but you will see a discharge date and discharge reason on the child’s record. Once you reach the discharge date, the child’s status will automatically change to DISCHARGE.

**TIP:** If this is a child who will be returning to you for next program year –

REMEMBER – EVERY CHILD NEW or OLD will need a New Application (because PHLpreK Applications change every year). DO NOT try to enroll this returning child from a discharged record.

ADD a NEW APPLICATION for all children.

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