

Help Center

Just a click away!



Performance Panel

e-book

ChildPlus

Online

ChildPlus

by Procare Solutions

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The Help Center and Agency Customization

The articles in the Help Center and videos in the Learning Library are based on the default setup of ChildPlus and assume full security access to all modules, features and fields. If you cannot find or access a feature referenced in an article, be aware that your agency's specific customization of ChildPlus determines:

- Your access to specific modules or features
- Security or location restrictions for your level of access to ChildPlus
- Whether a module or feature has been turned on
- Which fields are available in each module
- The content of drop-down fields

Contact your ChildPlus administrator to verify your security access and the availability of a feature referenced in an article.

If you are a ChildPlus administrator and need to configure security access or turn on a feature, see [User Security Groups](#) in the Help Center or contact us for additional assistance.

Version Updates

The Help Center is continually updated to reflect the current version of ChildPlus. See [What's New in ChildPlus](#) in the Help Center to ensure that you are using the latest version of ChildPlus and referencing an article for the appropriate product. Instructions for modules may differ between ChildPlus Online and ChildPlus Desktop.

- To find out which version of ChildPlus you are using, see [View Software Details](#) in the Help Center.
- For information about the differences between ChildPlus Online and ChildPlus Desktop, see [Platform Comparison](#) in the Help Center.
- For information about the differences between the modules in ChildPlus Desktop and ChildPlus Online, see [Module Comparison](#) in the Help Center.

Table of Contents

Performance Panel	5
Performance Panel Navigation	6
Header Navigation	6
Indicator Navigation	7
Add a New Performance Panel	8
Step 1: Configure the Performance Panel	8
Step 2: Add Indicators to the Performance Panel	8
Indicator Options	9
Add an Indicator to an Existing Performance Panel	9
Rearrange the Order of Indicators	9
Remove an Indicator from a Performance Panel	9
Performance Panel Indicators	10
Attendance Performance Panel Indicators	10
Disability Performance Panel Indicators	11
Education Performance Panel Indicators	12
Enrollment Performance Panel Indicators	13
Family Services Performance Panel Indicators	14
Health Performance Panel Indicators	15
Immunizations Performance Panel Indicator	16
Set a Default Performance Panel	17
Refresh a Performance Panel	18
Export a Performance Panel	19
Export All Data	19
Export Location Data	19
Delete a Performance Panel	20

Performance Panel

The **Performance Panel** provides a visual compilation of your agency's real-time data in one place. You can use the **Performance Panel** to

- view multiple key compliance data indicators, which are aligned with the Head Start Program Performance Standards
- identify trends and concerns with your agency's data
- quickly share information with key stakeholders

Performance Panel Navigation

Header Navigation

Option	Description
Performance Panel Menu 	Click or tap the name of a Performance Panel to - select a different Performance Panel if you have more than one - add a new Performance Panel
School Year	The School Year associated with the Performance Panel displays on the right side of the module header on large devices
Refreshed Time and Date	The date and time the Performance Panel was last refreshed displays on the right side of the module header on large devices
	Access the following options: - Export Performance Panel - Refresh - Set as Default - Settings
Export Performance Panel	Export a Performance Panel to PDF
Refresh	Display the most recent changes to your agency's data
Set as Default	Select the Performance Panel that you want to display when you enter the Performance Panel module
Settings	Select this option to configure the following for a Performance Panel : - Performance Panel Name - Program Term - Location - Time Frame - Indicators

Indicator Navigation

Option	Description
Indicator Menu ▾	When a Performance Panel contains multiple indicators, ChildPlus displays an indicator menu in the header when an indicator is selected. To select a different indicator, click or tap the indicator menu and select a different indicator
	Display an indicator's name and description
	Return to the main module window of the Performance Panel
	Return to the previous window
	Display data for all sites at an agency. ChildPlus displays this option when you navigate from a Performance Panel that displays agency data
	Display data for all classrooms at all sites. ChildPlus displays this option when you navigate from a Performance Panel that displays site data
	Display data for all participants in all locations. ChildPlus displays this option when you navigate from a Performance Panel that displays classroom data
▼ / ▲	Collapse or expand the list of participants

Add a New Performance Panel

Step 1: Configure the Performance Panel

1. Go to **ChildPlus Online >> Performance Panel**.
2. Do one of the following:
 - If you do not have any **Performance Panels** and are creating one for the first time, click or tap **Create a Performance Panel**
 - If you have at least one **Performance Panel** and are adding a new one, click or tap the name of your **Performance Panel** then select **Add Performance Panel**
3. Select one of the following options:
 - **Start with a blank Performance Panel:** create a new **Performance Panel**
 - **Start with a copy of:** copy all settings from an existing **Performance Panel**
4. Click or tap **OK**.
5. Enter a name for the **Performance Panel**.
6. Select the **Program Term** that the **Performance Panel** applies to then click or tap **OK**. A **School Year** and at least one **Program Term** are required in order to use the **Performance Panel**.
7. Select the location(s) that the **Performance Panel** applies to then click or tap **OK**.
8. Select a time frame of data to display then click or tap **OK**:
 - **Current Data:** includes enrolled participants only and compares totals to current enrollment
 - **Year-to-Date Totals:** includes enrolled and dropped participants and compares totals to cumulative enrollment

Step 2: Add Indicators to the Performance Panel

1. Go to **Indicators**.
2. Click or tap **Add Indicator**.
3. Select the indicator(s) to add to the **Performance Panel**. Indicators are grouped by service area.
4. Click or tap **OK**.
5. If you added multiple indicators, you can [rearrange the order of the indicators](#) as needed.
6. Click or tap **Save**. ChildPlus displays the selected indicators on the **Performance Panel**.

Indicator Options

Access the available options for **Performance Panel** indicators.

Add an Indicator to an Existing Performance Panel

1. Go to **ChildPlus Online >> Performance Panel**.
2. Select a **Performance Panel**.
3. Click or tap **More** .
4. Go to **Indicators**.
5. Click or tap **Add Indicator**.
6. Select the indicator(s) to add to the **Performance Panel**. Indicators are grouped by service area.
7. Click or tap **OK**.
8. If you added multiple indicators, you can [rearrange the order of the indicators](#) as needed.
9. Click or tap **Save**. ChildPlus displays the selected indicators on the **Performance Panel**.

Rearrange the Order of Indicators

1. Go to **ChildPlus Online >> Performance Panel**.
2. Select a **Performance Panel**.
3. Click or tap **More** .
4. Select **Settings**.
5. Go to **Indicators**.
6. Click or tap and hold  next to the indicator you want to move.
7. Drag and drop the indicator to a new location. ChildPlus displays a blue line where you can drop the indicator.
8. Repeat steps 6-7 for each indicator you want to move.
9. Click or tap **Save**.

Remove an Indicator from a Performance Panel

1. Go to **ChildPlus Online >> Performance Panel**.
2. Select a **Performance Panel**.
3. Click or tap **More** .
4. Select **Settings**.
5. Go to **Indicators**.
6. Select an indicator.
7. Click or tap **Remove from Performance Panel**.
8. Click or tap **Save**.

Performance Panel Indicators

View descriptions for each **Performance Panel** indicator. Indicators determine the data to display for a selected area.



ChildPlus administrators can configure access to each indicator in **ChildPlus Desktop >> Setup >> Security >> [User Security Groups](#)**.

Attendance Performance Panel Indicators

Indicator	Description
Absence Reasons	The number and percentage of absences by Absence Reason This only includes absences for currently Enrolled participants when Time Frame is set to Current Data. Also includes absences for Dropped participants when Time Frame is set to Year-to-date Totals
Attendance	Participants who are Present, Absent, neither or not entered. Uses the settings in ChildPlus Online >> Setup >> Module Setup >> Attendance to determine which Attendance Codes count as Present, Absent or neither Indicates the previous day's attendance compared to Current Enrollment when Time Frame is set to Current Data Indicates average year-to-date attendance if Time Frame is set to Year-to-date Totals
Chronic Absence	Participants who have been chronically absent as defined by Attendance Works. Participants missing less than 10% (not chronically absent), between 10 and 20% (moderate) and 20% or more (severe chronic absence) of total school days Only includes Enrolled participants when Time Frame is set to Current Data. Also includes Dropped participants if Time Frame is set to Year-to-date Totals
Consecutive Excused Absences	Participants with two or more consecutive absences in the last 30 days Only includes Enrolled participants when Time Frame is set to Current Data. Also includes Dropped participants if Time Frame is set to Year-to-date Totals

Disability Performance Panel Indicators

Indicator	Description
Disability Concerns	Enrolled participants with an open disability Concern Calculations remain the same regardless of the Time Frame setting and the denominator is actual enrollment
Participants with IEP/IFSP	Participants with an active IEP or IFSP If Time Frame is set to Current Data, only Enrolled participants are included in the numerator and the denominator is actual enrollment If Time Frame is set to Year-to-date Totals, Dropped participants are also included in the numerator and the denominator is actual enrollment This aligns with 1302.14(b) in the Head Start Program Performance Standards
Next IEP/IFSP Due	Number of Enrolled participants with an active IEP or IFSP whose next IEP or IFSP is due within 30 days or is past due Only Enrolled participants are included in this indicator regardless of the Time Frame (Current Data or Year-to-date Totals)

Education Performance Panel Indicators

Indicator	Description
45 Day Education Events Needing Follow-Up	Participants with an Education Event associated with a 45-day Requirement that has one of the Needs boxes checked (Referral, Follow-up Assessment, Formal Evaluation or Treatment) regardless of whether the Event has a Closed Date Only Enrolled participants are included in this indicator regardless of the Time Frame (Current Data or Year-to-date Totals)
Education Home Visits	The number of participants and percentage of the total for each Education Home Visit Only includes Enrolled participants when Time Frame is set to Current Data. Also includes Dropped participants if Time Frame is set to Year-to-date Totals
Education Requirements Past Due or Expired	Enrolled participants who are past due on at least one Education Requirement (Entry-Based or Age-Based) or who have an Education Event meeting an expired Entry-Based Requirement Only Enrolled participants are included in this indicator regardless of the Time Frame (Current Data or Year-to-date Totals)
Education Entry-Based Requirements	Complete or incomplete Education Entry-Based Requirements Only includes Enrolled participants when Time Frame is set to Current Data. Also includes Dropped participants if Time Frame is set to Year-to-date Totals
Individualized Curriculum	The number of participants and percentage of the total for each Individualized Curriculum Event Only includes Enrolled participants when Time Frame is set to Current Data. Also includes Dropped participants if Time Frame is set to Year-to-date Totals

Indicator	Description
Parent Conferences	The number and percentage of participants who received each parent conference Only includes Enrolled participants when Time Frame is set to Current Data. Also includes Dropped participants if Time Frame is set to Year-to-date Totals Parent Conference Events occurring up to 30 days prior to the Program Term Begin Date will also be included to account for those done in the days leading up to a new Program Term

Enrollment Performance Panel Indicators

Indicator	Description
Drops	Participants who dropped within the last 30 days and Year-to-Date who did not re-enroll as a percentage of cumulative enrollment during the same periods Calculations for this indicator remain the same regardless of the Time Frame (Current Data or Year-to-date Totals)
Enrollment	The number and percentage of Enrolled participants Only includes Enrolled participants when Time Frame is set to Current Data. Also includes Dropped participants if Time Frame is set to Year-to-date Totals
Enrollment Potential	Participants whose Enrollment Status is Accepted (including Drop/Accept), Waitlisted (including Drop/Wait) or New as a percentage of Funded Enrollment Calculations for this indicator remain the same regardless of the Time Frame (Current Data or Year-to-date Totals)
Income Status	The number and percentage of participants in each Income Status Only includes Enrolled participants when Time Frame is set to Current Data. Also includes Dropped participants if Time Frame is set to Year-to-date Totals

Family Services Performance Panel Indicators

Indicator	Description
Average Family Outcome Gains	Average gains for currently Enrolled participants on Family Outcomes assessments during the school year Calculations for this indicator remain the same regardless of the Time Frame (Current Data or Year-to-date Totals)
Average Family Outcome Score	The average score on the Family Outcomes assessment. Includes a separate chart for each assessment Only includes scores for families of Enrolled participants when Time Frame is set to Current Data. Also includes families of Dropped participants if Time Frame is set to Year-to-date Totals
Family Outcomes	Complete or incomplete Family Outcomes assessment Only includes families of Enrolled participants when Time Frame is set to Current Data. Also includes families of Dropped participants if Time Frame is set to Year-to-date Totals

Health Performance Panel Indicators

Indicator	Description
45 Day Health Events Needing Follow-Up	Enrolled participants with a Health Event associated with a 45-day Requirement with one of the Needs boxes checked (Referral, Follow-up Assessment, Formal Evaluation or Treatment) regardless of whether the Event has a Closed Date Only Enrolled participants are included in this indicator regardless of the Time Frame (Current Data or Year-to-date Totals)
Dental Home	Participants who have a Dental Home (at End of Enrollment) Only includes Enrolled participants when Time Frame is set to Current Data. Also includes Dropped participants if Time Frame is set to Year-to-date Totals
Dental Treatment	Participants needing and receiving Dental Treatment (excludes Health Events if treatment was received prior to the beginning of the Program Term) Only includes Enrolled participants when Time Frame is set to Current Data. Also includes Dropped participants if Time Frame is set to Year-to-date Totals
Health Entry-Based Requirements	Complete or incomplete Health Entry-Based Requirements Only includes Enrolled participants when Time Frame is set to Current Data. Also includes Dropped participants if Time Frame is set to Year-to-date Totals
Health Coverage	Participants who have Health Coverage (at End of Enrollment) Only includes Enrolled participants when Time Frame is set to Current Data. Also includes Dropped participants if Time Frame is set to Year-to-date Totals
Health Events Expiring < 30 Days	Enrolled participants with at least one Health Event that expires within 30 days Only Enrolled participants are included in this indicator regardless of the Time Frame (Current Data or Year-to-date Totals)

Indicator	Description
Medical Home	Participants who have a Medical Home (an ongoing source of medical care) at End of Enrollment Only includes Enrolled participants when Time Frame is set to Current Data. Also includes Dropped participants if Time Frame is set to Year-to-date Totals
Up-to-Date on Health Requirements	Participants who are up-to-date on all Health Requirements Up-to-Date on Entry-Based Requirements means the participant has Health Events that meet the Requirements AND the Health Events are not expired On Age-Based Requirements, it means the participant has met the Requirement for the most recent age interval for each required Event Type Only includes Enrolled participants when Time Frame is set to Current Data. Also includes Dropped participants if Time Frame is set to Year-to-date Totals

Immunizations Performance Panel Indicator

Indicator	Description
Immunization Status	The number and percentage of participants by Immunization Status (at End of Enrollment) Only includes Enrolled participants when Time Frame is set to Current Data. Also includes Dropped participants if Time Frame is set to Year-to-date Totals

Set a Default Performance Panel

If you have multiple **Performance Panels**, you can select one that you want to automatically display when you enter the **Performance Panel** module.

1. Go to **ChildPlus Online >> Performance Panel**.
2. Select a **Performance Panel**.
3. Click or tap **More** .
4. Select **Set as Default**.
5. Click or tap **OK** to close the confirmation message.

Refresh a Performance Panel

Refresh a **Performance Panel** to display the most recent changes to your agency's data.

1. Go to **ChildPlus Online >> Performance Panel**.
2. Select a **Performance Panel**.
3. Click or tap **More** .
4. Select **Refresh**. ChildPlus displays the date and time the **Performance Panel** was last refreshed on the right side of the module header on large devices.

Export a Performance Panel

Export **Performance Panel** data to PDF. You can either export a **Performance Panel** for all indicators or for one indicator.

The data you can export depends on the location(s) selected for a **Performance Panel**. For example, if you selected an agency in the **Performance Panel** location settings, then you can export data for your agency, sites or classrooms. However, if you only selected classrooms in the location settings, then you can only export data for your classrooms.

Export All Data

Export data for all indicators at the highest level of location configured for a **Performance Panel**.

1. Go to **ChildPlus Online >> Performance Panel**.
2. Select a **Performance Panel**.
3. Click or tap **More** .
4. Select **Export Performance Panel**. ChildPlus automatically saves the **Performance Panel** as a PDF in your **Downloads** folder.

Export Location Data

Export a **Performance Panel** for a specific location.

1. Go to **ChildPlus Online >> Performance Panel**.
2. Select a **Performance Panel**.
3. Select an indicator.
4. Select a **Program Term**.
5. Select a location. If applicable, select the next level of location until the **Performance Panel** displays the location(s) with the data you want to export.
6. Click or tap **More** .
7. Select **Export Performance Panel**. ChildPlus automatically saves the **Performance Panel** as a PDF in your **Downloads** folder.

Delete a Performance Panel

1. Go to **ChildPlus Online >> Performance Panel**.
2. Select a **Performance Panel**.
3. Click or tap **More** .
4. Select **Settings**.
5. Click or tap **More** .
6. Select **Delete Performance Panel**.
7. Click or tap **Delete** to confirm that you want to delete the **Performance Panel**.