

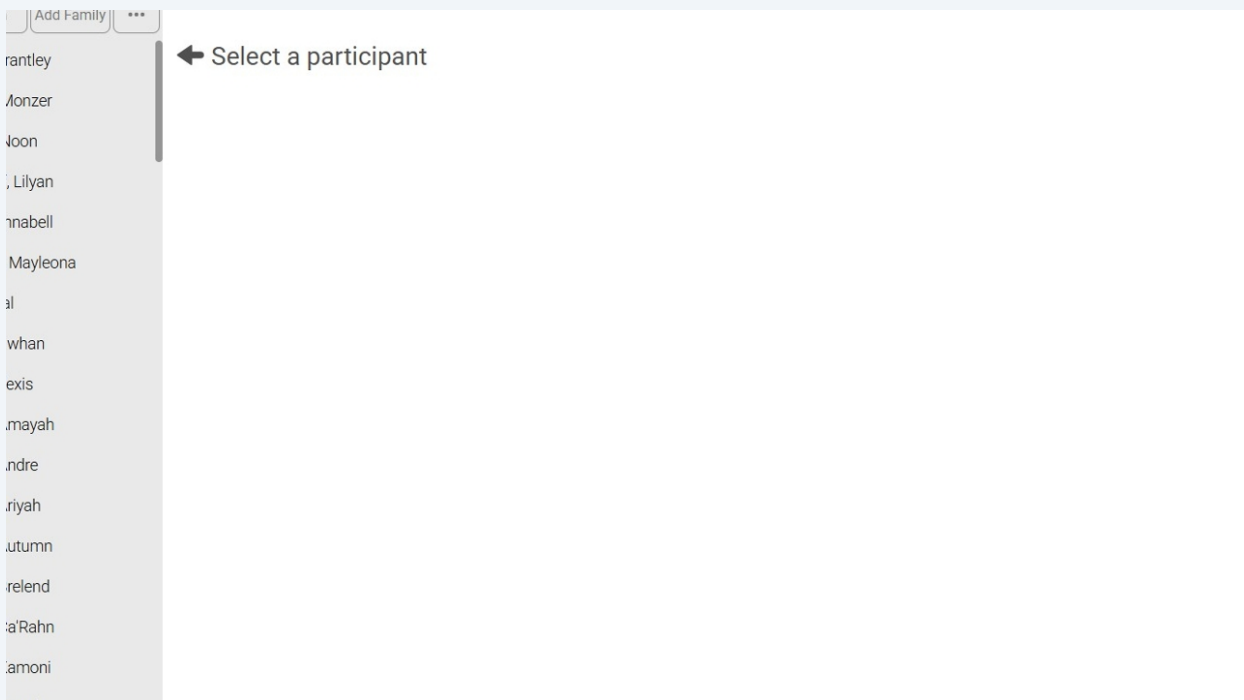
Calculating the PIR in ChildPlus Online



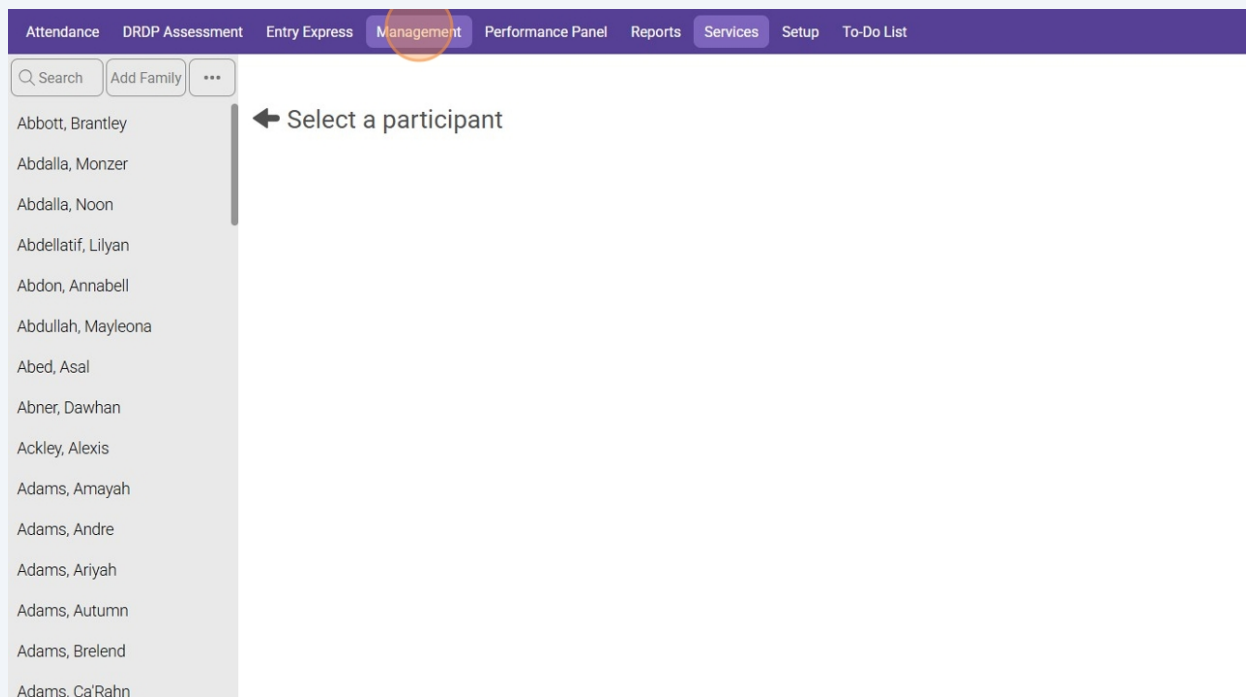
This guide provides a step-by-step process for calculating the Program Information Report (PIR) in ChildPlus Online. By following these instructions, users can efficiently navigate the system and complete the PIR calculations with confidence.

1

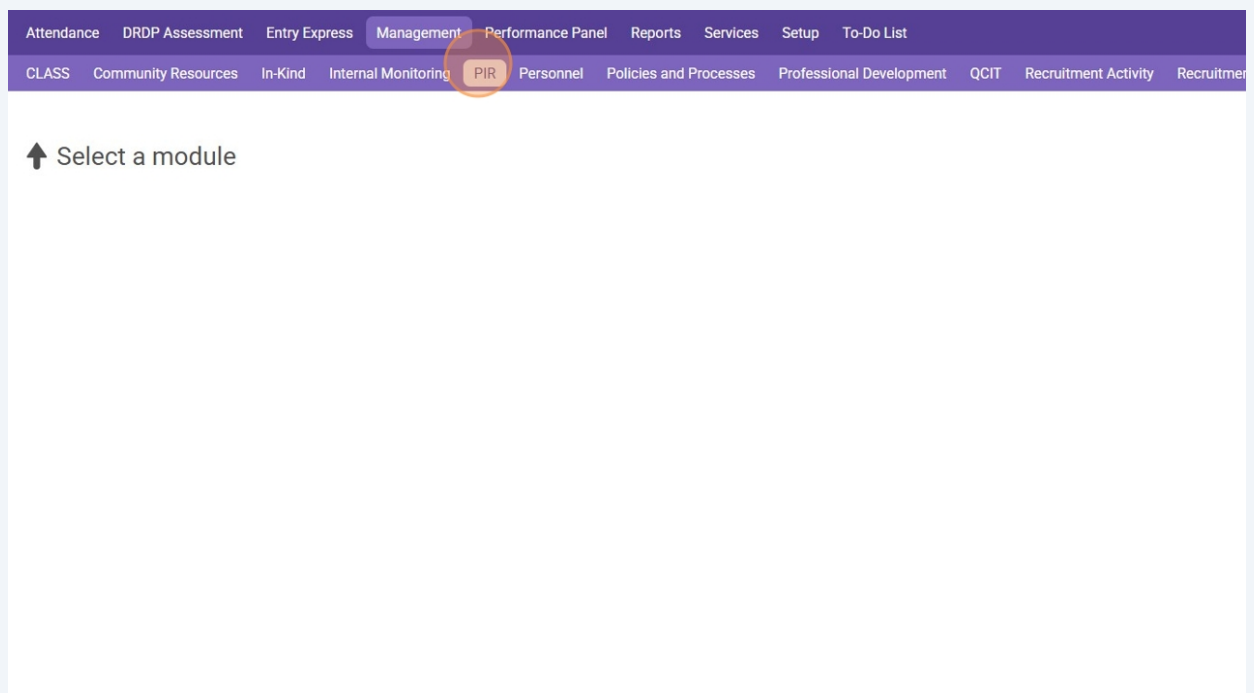
Navigate to ChildPlus Online <https://app.childplus.com/MiamiValley/>



2 Click on the "Management" module



3 Click the "PIR" tab





Alert! You must recalculate the PIR for each program separately

4

Select one of the programs by clicking anywhere on the line

AttendanceDRDP AssessmentEntry ExpressManagementPerformance PanelReportsServicesSetupTo-Do List

CLASSCommunity ResourcesIn-KindInternal MonitoringPIRPersonnelPolicies and ProcessesProfessional DevelopmentQCITRecruitment ActivityRecruitment

PIR

Add New PIR

Name	Program Type	Enrollment Begin Date	Enrollment End Date	Grant Number
24-25 Preschool	Head Start	7/01/2024	6/30/2025	05CH012767
24-25 EHS-CCP	Early Head Start	7/01/2024	6/30/2025	05HP000417
24-25 Early Head Start	Early Head Start	7/01/2024	6/30/2025	05CH012767

Calculating Sections A & B

5

Click into the "Program Year Begin Date" and enter the first day of the current program year

In this example, it is 07/01/2024

chool

nts Section A Section B Section C Section D Setup

Calculate PIR ...

☒ Active

24-25 Preschool	Program Year Begin Date ¹ Required	7/01/2024	
Head Start	Enrollment Begin Date* Required	7/01/2024	
05CH012767	Enrollment End Date* Required	6/30/2025	
000	Public School Cut-off Date	9/30/2024	
J7D6SKA8BLH9	Date Screenings Started ²	7/01/2024	
Head Start • 05CH012767.000 • 29-PS/EHS • Miami Valley Chil...			

Begin Date must be *equal to or earlier* than the Program Term Begin Date.
nd Date must be *equal to or later* than the Program Term End Date.

¹his date will NOT be included in this PIR for questions: B.1, B.2, B.16, B.17, C.19, C.20, C.20.a, C.22, C.24, C.25, C.27.
²his date will NOT be included in this PIR for question C.28.

6

You must click "Save" after making changes to the PIR setup

☒ Active

24-25 Preschool	Program Year Begin Date ¹ Required	7/01/2024	
Head Start	Enrollment Begin Date* Required	7/01/2024	
05CH012767	Enrollment End Date* Required	6/30/2025	
000	Public School Cut-off Date	9/30/2024	
J7D6SKA8BLH9	Date Screenings Started ²	7/01/2024	
Head Start • 05CH012767.000 • 29-PS/EHS • Miami Valley Chil...			

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²his date will NOT be included in this PIR for question C.28.

Save Close CP

7 Click the "Calculate PIR" button

chool

nts Section A Section B Section C Section D Setup

Calculate PIR ...

☒ Active

24-25 Preschool	Program Year Begin Date ¹ Required	7/01/2024	
Head Start	Enrollment Begin Date* Required	7/01/2024	
05CH012767	Enrollment End Date* Required	6/30/2025	
000	Public School Cut-off Date	9/30/2024	
J7D6SKA8BLH9	Date Screenings Started ²	7/01/2024	
Head Start • 05CH012767.000 • 29-PS/EHS • Miami Valley Chil...			

Begin Date must be equal to or earlier than the Program Term Begin Date.
End Date must be equal to or later than the Program Term End Date.

This date will NOT be included in this PIR for questions: B.1, B.2, B.16, B.17, C.19, C.20, C.20.a, C.22, C.24, C.25, C.27.
This date will NOT be included in this PIR for question C.28.

8 Ensure that both "Section A" and "Section B" have a checkbox

24-25 Preschool

General Comments Section A Section B Section C Section D Setup

Calculate PIR ...

☒ Section A
☒ Section B
☒ Section C (Except Questions C.7, C.8, and C.9)
☒ Questions C.7, C.8, and C.9 (could take several minutes to complete)

Calculate Close

* The Enrollment Begin Date must be equal to or earlier than the Program Term Begin Date.
The Enrollment End Date must be equal to or later than the Program Term End Date.

¹Events prior to this date will NOT be included in this PIR for questions: B.1, B.2, B.16, B.17, C.19, C.20, C.20.a, C.22, C.24, C.25, C.27.
²Events prior to this date will NOT be included in this PIR for question C.28.

9 Uncheck the boxes for:

"Questions C.7, C.8, and C.9 (could take several minutes to complete)"

"Section C (Except Questions C.7, C.8, and C.9)"

The screenshot shows a web form for a program. The form fields are as follows:

Field	Value
PIR Name Required	24-25 Preschool
Program Type	Head Start
Grant Number Required	05CH012767
Delegate Required	000
UEI Number	J7D6SKA8BLH9
Funding Required	Head Start • 05CH012767.000 • 29-PS

On the right side, there is a table of dates:

Field	Value
Program Year Begin Date ¹ Required	7/01/2024
Enrollment Begin Date* Required	7/01/2024
Enrollment End Date	6/30/2025
Enrollment End Date	9/30/2024
Enrollment End Date	7/01/2024

A modal titled "Calculate PIR" is open in the center. It contains the following options:

- ☒ Section A
- ☒ Section B
- ☐ Section C (Except Questions C.7, C.8, and C.9)
- ☒ Questions C.7, C.8, and C.9 (could take several minutes to complete)

At the bottom of the modal are two buttons: "Calculate" (green) and "Close" (blue). A red circle highlights the "Calculate" button.

10 Click the "Calculate" button

This screenshot is identical to the one above, showing the same web form and the "Calculate PIR" modal. In this step, a red circle highlights the "Calculate" button, indicating the action to be taken.

Calculating Section C

11 Repeat the process:

Click into the "Program Year Begin Date" and enter the first day of the previous program year

In this example, it is 07/01/2023

chool

nts Section A Section B Section C Section D Setup

Calculate PIR ...

☒ Active

24-25 Preschool	Program Year Begin Date ¹ Required	7/01/2023	
Head Start	Enrollment Begin Date* Required	7/01/2024	
05CH012767	Enrollment End Date* Required	6/30/2025	
000	Public School Cut-off Date	9/30/2024	
J7D6SKA8BLH9	Date Screenings Started ²	7/01/2024	
Head Start • 05CH012767.000 • 29-PS/EHS • Miami Valley Chil...			

Begin Date must be *equal to or earlier* than the Program Term Begin Date.
End Date must be *equal to or later* than the Program Term End Date.

¹his date will NOT be included in this PIR for questions: B.1, B.2, B.16, B.17, C.19, C.20, C.20.a, C.22, C.24, C.25, C.27.
²his date will NOT be included in this PIR for question C.28.

12 You must click "Save" after making changes to the PIR setup

☒ Active

24-25 Preschool	Program Year Begin Date ¹ Required	7/01/2023	
Head Start	Enrollment Begin Date* Required	7/01/2024	
05CH012767	Enrollment End Date* Required	6/30/2025	
000	Public School Cut-off Date	9/30/2024	
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Head Start • 05CH012767.000 • 29-PS/EHS • Miami Valley Chil...			

Begin Date must be equal to or earlier than the Program Term Begin Date.
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²his date will NOT be included in this PIR for question C.28.



13 Click the "Calculate PIR" button

chool

nts | Section A | Section B | Section C | Section D | Setup



☒ Active

24-25 Preschool	Program Year Begin Date ¹ Required	7/01/2023	
Head Start	Enrollment Begin Date* Required	7/01/2024	
05CH012767	Enrollment End Date* Required	6/30/2025	
000	Public School Cut-off Date	9/30/2024	
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Head Start • 05CH012767.000 • 29-PS/EHS • Miami Valley Chil...			

Begin Date must be equal to or earlier than the Program Term Begin Date.
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²his date will NOT be included in this PIR for question C.28.

14 Uncheck the boxes for: "Section A" and "Section B"

The screenshot shows a software interface for calculating a PIR. A modal dialog box titled "Calculate PIR" is open in the center. It contains four checkboxes: "Section A" (unchecked), "Section B" (unchecked), "Section C (Except Questions C.7, C.8, and C.9)" (checked), and "Questions C.7, C.8, and C.9 (could take several minutes to complete)" (checked). The "Section B" checkbox is highlighted with an orange circle. In the background, a form is visible with fields for "PIR Name" (24-25 Preschool), "Program Type" (Head Start), "Grant Number" (05CH012767), "Delegate" (000), "UEI Number" (J7D6SKA8BLH9), and "Funding" (Head Start • 05CH012767.000 • 29-PS). To the right, a table lists dates: "Program Year Begin Date" (7/01/2023), "Enrollment Begin Date" (7/01/2024), "Enrollment End Date" (6/30/2025), and "Program Term End Date" (9/30/2024). The dialog box has "Calculate" and "Close" buttons at the bottom.

15 Check the boxes for:

"Questions C.7, C.8, and C.9 (could take several minutes to complete)"

"Section C (Except Questions C.7, C.8, and C.9)"

This screenshot is similar to the previous one, showing the "Calculate PIR" dialog box. In this state, the "Section A" and "Section B" checkboxes are unchecked, while "Section C (Except Questions C.7, C.8, and C.9)" and "Questions C.7, C.8, and C.9 (could take several minutes to complete)" are checked. The "Section C" checkbox is highlighted with an orange circle. The background form and table are identical to the previous screenshot. The dialog box includes "Calculate" and "Close" buttons.

16 Click the "Calculate" button

Active

24-25 Preschool	Program Year Begin Date ¹ Required	7/01/2023
Head Start	Enrollment Begin Date* Required	7/01/2024
05CH012767	Enrollment End Date* Required	6/30/2025
000	Public School Cut-off Date	9/30/2024
J7D6SKA8BLH9	Date Screenings Started ²	7/01/2024
Head Start • 05CH012767.000 • 29-PS		

Calculate PIR

☐ Section A

☐ Section B

☒ Section C (Except Questions C.7, C.8, and C.9)

☒ Questions C.7, C.8, and C.9 (could take several minutes to complete)

Calculate Close

Save Close

17 Click the "Close" button

Active

24-25 Preschool	Program Year Begin Date ¹ Required	7/01/2023
Head Start	Enrollment Begin Date* Required	7/01/2024
05CH012767	Enrollment End Date* Required	6/30/2025
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Begin Date must be *equal to or earlier* than the Program Term Begin Date.
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This date will NOT be included in this PIR for question C.28.

Save Close