

## Cocoa Reporting Requirements

### General Guidelines

ELS Reserved, ELS Moderate, and ELS Gap providers must enter and update information in Cocoa for *all children*. PFA only providers must enter and update information in Cocoa for PFA children. Entering non-PFA children in Cocoa is *optional*.

The below data must be entered and certified by *the 3<sup>rd</sup> working day of each month*:

### Child Information

#### Child tab:

- First and Last name
- Date of birth
- Gender
- First Language
- Ethnicity
- Identified special need and type

#### Family tab:

- Parent A's first and last name
- Relationship to child
- Street address and zip code
- Phone Number
- Homeless or not
- Family fee amount and status of payment  
(not for PFA)

#### Enrollment tab:

- Classroom
- Start date
- Start time
- End time
- Days of attendance (daily)
- Funding Source

#### Screening & Assessments tab:

- Screening type
- ASQ type\*
- Screening completion date
- Result in Referral
- First DRDP\*
- Second DRDP\*\*

Note: Third DRDP option is provided for Head Start children.

### Teacher Information

#### Teacher tab:

- First Name
- Last Name
- Email address (only needed if they will log in to Cocoa)
- Assign to site

#### Education Profile tab:

- Permit level
- Permit Expiration Date

### Questions

For assistance, please contact Cocoa Helpdesk:

415-343-3358

[ekraybill@childrenscouncil.org](mailto:ekraybill@childrenscouncil.org)

\*For annual activities that happen during the first half of the year, data must be entered by December 31, 2017.

\*\*Second DRDP must be entered by June 5, 2018.