

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 3rd 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

Enrollment tab:

- Classroom
- Start date
- Start time
- End time
- Days of attendance
- Funding Source
- Part Time or Full Time
- Adjustment age and factor (Title 5 CSPP/CCTR only)

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

Note: PFA Permit Level must be added to Session Record in addition to teacher profile

Questions

For assistance, please contact Cocoa Helpdesk:
415-343-3358
ekraybill@childrencouncil.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.