

## Cocoa Reporting Requirements

<b>General Guidelines</b>	
<p>ELS Reserved and ELS Gap on Title 5 programs must enter and update information in Cocoa for <i>all children</i>. PFA only programs must enter and update information in Cocoa for PFA children; entering for other children is optional.</p>	
<b>Child</b>	<b>Session</b>
<p><b>Child tab:</b></p> <ul style="list-style-type: none"> <li>First and Last name</li> <li>Date of birth</li> <li>Gender</li> <li>First Language</li> <li>Ethnicity</li> <li>Identified special need and type</li> </ul> <p><b>Family tab:</b></p> <ul style="list-style-type: none"> <li>Parent A's first and last name</li> <li>Relationship to child</li> <li>Street address and zip code</li> <li>Phone Number</li> <li>Homeless or not</li> </ul> <p><b>Enrollment tab:</b></p> <ul style="list-style-type: none"> <li>Classroom</li> <li>Start date</li> <li>Start time</li> <li>End time</li> <li>Days of attendance</li> <li>Funding Source</li> <li>Part Time or Full Time</li> <li>Adjustment age and factor (<i>Title 5 CSPP/CCTR only</i>)</li> </ul> <p><b>Screening &amp; Assessments tab:</b></p> <ul style="list-style-type: none"> <li>Screening type</li> <li>ASQ type (<i>once a year</i>)</li> <li>Screening completion date</li> <li>Result in Referral</li> <li>First DRDP (<i>once a year</i>)</li> <li>Second DRDP (<i>once a year</i>)</li> </ul> <p>Note: Third DRDP option is provided for Head Start children but is not required for ELS/PFA children.</p>	<p><b>Session Information:</b></p> <ul style="list-style-type: none"> <li>Session Type</li> <li>Permit Level (<i>PFA only</i>)</li> <li>Session Time Period (<i>PFA only</i>)</li> <li>Capacity</li> <li>Start Date</li> <li>End Date</li> <li>Start Time</li> <li>End Time</li> </ul>
	<b>Staff</b>
	<p>Each paid staff is required to create a profile on the CA Workforce Registry at <a href="http://www.caregistry.org">www.caregistry.org</a>. Entering teachers to Cocoa is optional:</p> <p><b>Teacher Overview tab:</b></p> <ul style="list-style-type: none"> <li>First Name</li> <li>Last Name</li> <li>Email address (<i>only needed if they will log in to Cocoa</i>)</li> <li>Allow teacher to login-yes or no</li> <li>Assign to site</li> </ul>
	<b>Questions? Contact the Help Desk</b>
	<p><b>Help Desk hotline:</b> 415-343-4669</p> <p>support@childrenscouncil.org</p>