

Cocoa Reporting Requirements

General Guidelines	
<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>	
Child	Session
<p>Child tab:</p> <ul style="list-style-type: none"> First and Last name Date of birth Gender First Language Ethnicity Identified special need and type <p>Family tab:</p> <ul style="list-style-type: none"> Parent A's first and last name Relationship to child Street address and zip code Phone Number Homeless or not <p>Enrollment tab:</p> <ul style="list-style-type: none"> Classroom Start date Start time End time Days of attendance Funding Source Part Time or Full Time Adjustment age and factor (<i>Title 5 CSPP/CCTR only</i>) <p>Screening & Assessments tab:</p> <ul style="list-style-type: none"> ASQ Screening (<i>Entered by 6/5/2020</i>) First DRDP (<i>Entered by 12/31/2019</i>) Second DRDP (<i>Entered by 6/5/2020</i>) <p>Note: Third DRDP option is provided for Head Start children but is not required for ELS/PFA children.</p>	<p>Session Information:</p> <ul style="list-style-type: none"> Session Type Permit Level (<i>PFA only</i>) Session Time Period (<i>PFA only</i>) Capacity Start Date End Date Start Time End Time
	Staff
	<p>Each paid staff is required to create a profile on the CA Workforce Registry at www.caregistry.org. Entering teachers to Cocoa is optional:</p> <p>Teacher Overview tab:</p> <ul style="list-style-type: none"> First Name Last Name Email address (<i>only needed if they will log in to Cocoa</i>) Allow teacher to login-yes or no Assign to site
	Questions? Contact the Help Desk
	<p>Help Desk</p> <p>415-343-4669</p> <p>support@childrenscouncil.org</p>