

Mocha Reporting Requirements

General Guidelines

ELS Gap on Title 5 programs must enter and update information in Mocha for *all children*. PFA-only programs must enter and update information in Mocha for PFA children; entering for other children is optional. Providers with only ELS voucher enrollments may use Mocha, but OECE is not yet requiring this.

Mocha will contain enrollment data from both Children’s Council and Wu Yee, so all children receiving ELS vouchers and any other public subsidies will already be in the system.

Child Data

Family:

- Parent/Guardian first and last name
- Relationship to child
- Street address and zip code
- Phone Number
- Homeless or not

Child:

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

Enrollment:

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

Attendance:

- Daily attendance

Screening & Assessments:

- ASQ screening date and referral

Note: Mocha does have a DRDP section that provider should feel free to use, but OECE no longer requires that programs enter this data into City systems.

Session Data

Session Information:

- Session Type
- Teacher Permit Level (*PFA only*)
- Session Time Period (*PFA only*)
- Capacity
- Start Date
- End Date
- Start Time
- End Time
- Session age range (*currently necessary for QRIS*)

Staff Data

Each paid staff is required to create a profile on the CA Workforce Registry at www.caregistry.org.

Questions? Contact the Help Desk

Help Desk

415-343-4669

support@childrenscouncil.org