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The Arc

Articles and information about *Mental Retardation and Related Topics* are available on their website www.thearc.org

Follow this path for this one article on ADA:

Select Information List of Topics, select Americans with Disabilities Act, select Child Care Settings and the ADA (red), the article is called *Child Care Settings and the Americans with Disabilities Act*.

** This article is included in your manual**

National Network for Child Care

You can go to their website www.nncc.org to find articles on **children with special needs**.

Here are a few suggested articles:

Under their website select Articles and Resources (green), select Children with Special Needs (from here you can select either of the 2 options below:

- ❑ Behavioral Delays, then scroll down, select Programming Resource, the article is called *Caring for Children with Special Needs Challenging Behaviors*.
** This article is included in your manual**
- ❑ Laws and Public Policy, scroll down, select Programming Resources, the article is called *Caring for Children with special needs Americans with Disabilities Act*.
** This article is included in your manual**

Child Care Plus +

The Center on Inclusion in Early Childhood

You can go to their website <http://www.ccplus.org/> to find information and articles about Inclusion in early childhood settings.

There are several very interesting and informative articles under the section called **Inclusion Tip Sheets**.

Go to this website <http://www.ccplus.org/TipSheet.html>

Some of the articles are:

Americans with Disabilities Act (ADA) is good news for child care!

What's Your Attitude Toward Inclusion?

Kids with AD/HD in Child Care? Yes!

Working with Parents: Do's and Don'ts

A Sign of the Times: Sign Language in Child Care

There is an additional article on Inclusion in child care under this website <http://www.ccplus.org/Products.html>. This is a one-page, colorful fact sheet. Under Products and Resources scroll down to the section called Inclusion Resources. It is the first article called

What is inclusion in child care?.... FREE!

They also have a section that lists other resources on inclusion called **Related Links**: Go to this website <http://www.ccplus.org/RelatedLinks.html>

National Child Care Information Center

Their website www.nccic.org has publications and resources about accessing high-quality comprehensive child-care.

This section on Inclusion provides a list of publications and links.

Choose Selected Resource Lists from the purple section of their home page then select Inclusion from the list with the diamonds.

Data Entry Tip Sheets

Applies to Client/ Provider/ Community

1. **On the Search screen in the Data Entry Section:** To retrieve a list using a partial name or number, type the known items followed by an asterisk (*) and all the names or numbers matching the pattern that you entered will be returned. For example: If you wanted to search on all records with the First Name beginning with "TH", you would need to enter in the First Name field the following: Th*

Simply click the <Search> button to produce a browse list of all records in the database.

2. **Navigation**

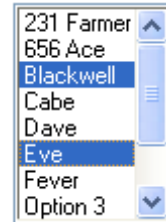
Navigation is best done using your mouse. Just click the left mouse button on the field you want to enter and start typing for text fields, or make a selection from the drop down list or check boxes. As an alternative, you can use the <Tab> key to move to the next field, or <Shift> <Tab> to move back one field. Use Arrow up and down keys to change drop down lists and use the Space bar to select and deselect check boxes. To view or select from the drop down list, move your cursor to the down arrow to the right of the list and left click.

3. **Dates**

Enter dates as MM/DD/YY, MM-DD-YY, MM/DD/YYYY, or MM-DD-YYYY, except when building queries. **When building queries, use all four digits for the year.**

4. **Pick Lists**

Pick lists are created when there are many options for the user to choose from, and a check box area would be too lengthy. Users may choose multiple options in the pick list by holding the shift button to click multiple options that are immediately next to each other, or holding the <Ctrl key> and clicking multiple items that are not immediately next to each other.



5. **Deleting Text**

Deleting characters or fields must be done using the <Delete> key or the <Backspace> key. Simply highlighting an item using your mouse and pressing the <Space Bar> will not work from within NACCRRAware.

6. Saving Between Pages

NACCRRAware saves data on the data entry screens of Provider, Client and Community in several ways. With the exception of the Action log screen, if the user clicks on the save button at the bottom of a data entry page, the data on that page is saved and the user is moved to the next page in the record. On the Action log page, when save is clicked, the user remains on this page until another menu item or data entry page is chosen.

It is also possible to click on the menu items at the side of the data entry page. Clicking any menu item on the side of the page will save the data on the current page and move to the chosen page. This allows the user to move randomly through the data entry screens.

Last, when the user hits the <Enter> button on the keyboard, the data will be saved and the user moved to the next data entry page, except on the Action Log page. On the Action Log page, if a user hits save, the data is saved and the user remains on the Action Log page until another menu item or data entry page is chosen.

7. **ID Code:** This is automatically assigned in each record. Do not enter an ID code for a new record. When you create a new record, this field will be blank and the software will assign a record ID code when the record is saved.
8. **BACK button:** Use any internal NACCRRAware Back button supplied in the software. If there is not one available, then use the browser BACK button.
9. **Use all Caps** when entering Name, Addresses, City, State and County. This is for consistency in the database and for all data to be standard across the state.
10. **Deleting Records:** User with a higher security level assigned will see the <DELETE> button on certain screens. DO NOT delete a record unless you are absolutely sure it should be deleted. (example: a junk record). If you are unsure, check with the Data Specialist at your site.
11. **Region:** Enter as a two-digit number for your SDA . For SDA's wishing to designate sub areas (neighborhoods, etc.) leave a space and enter an alpha abbreviation for the sub area. (Alpha abbreviations are designated at the local level.)
12. **Action Logs:** Actions listed in the manual (statewide established fields) are **REQUIRED** to be saved in the action log if that action was completed by a staff person. This is important to obtain a clear picture of actions done for reporting purposes. (Example: Complete updates in Provider, Follow ups in Client)