WCMCA Head Start Parent Education Documentation Instructions

Entry Express - Log a Communication - Start

1. **Step 1 of 5 - Find Participants Who Meet the Following Criteria**
   a. Make sure your Program Term, Location and Enrollment Status is correct and click Next Step.

2. **Step 2 of 5 - Select Individual Participants**
   a. All of your children are automatically checked so make sure that is what you want and click Next Step

3. **Step 3 of 5 - Select Action Type**
   a. Choose *Monthly Parent Education* and click Next Step

4. **Step 4 of 5 - Enter Default Values**
   a. Action Date
   b. Type of Contact: Message/Flyer
   c. Description: Type in September 2026, October 2026, November 2026, etc.
   d. Status: Action Completed
   e. Case Worker: Make sure your name is listed
   f. Action Notes: Type in the details of what you sent parents during the month (ex. Menu, calendar, newsletter, Energy Assistance info, CD Star breathing, food drop flyer, etc.) and click Next Step

5. **Step 5 of 5 - Edit Value for Individual Participants** – this can be used to modify (individualize) for a specific family.
   a. Click on first child and ensure everything looks accurate and if so, click Create the Records
   b. If you'd like to modify for a specific family, click on that child and edit their values and click on Create the Records

Once you create the records, this will put an event in every child's Communication Log!

