

# (Child) Demographic

## Overview

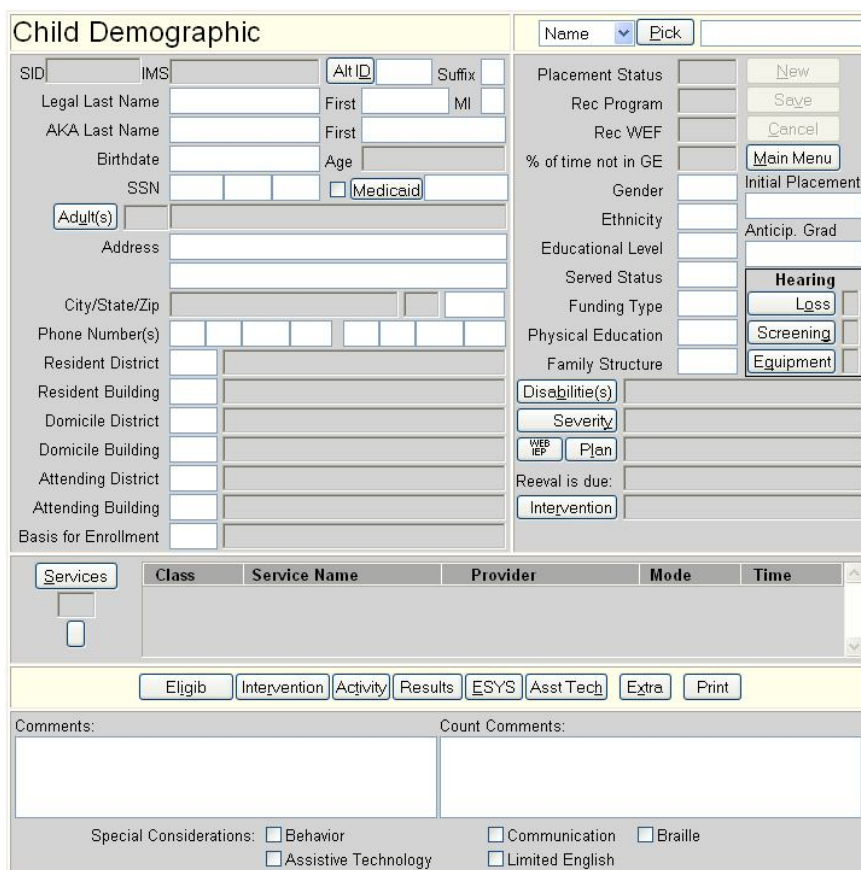
The Child Demographic file (AECHF) contains one record for each child/youth in the database. Each child/youth's file is identified with his/her name and ID number and contains unique information pertinent to that child/youth's current status in each of the named files. Data will be kept current through the use of other screens in the system. Changes initiated through the Child Demographic Screen are **NOT** kept historically.

## Uniform Data Entry Procedure

At this time, there are no Uniform Data Entry Procedures related to the Child Demographic screen.

## Access to Screen

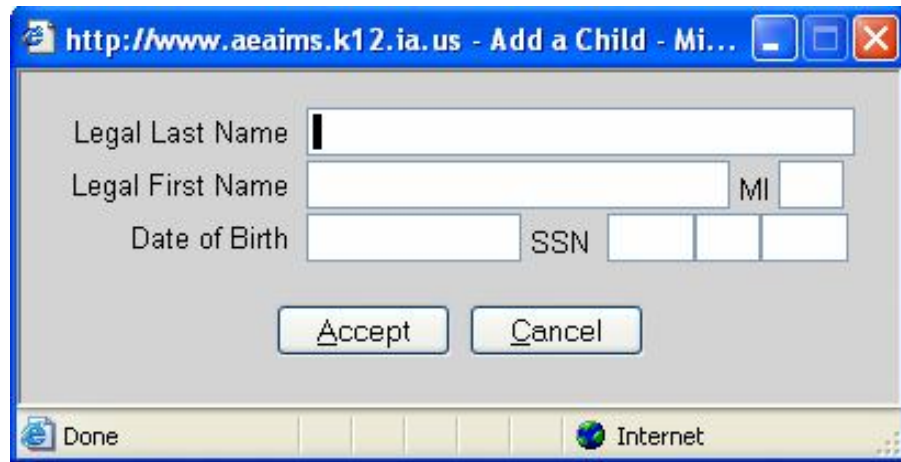
From the Main Menu, select DemographicC under the Child section or select the Demo tab from any other screen.



## Add or Edit a Child/Youth's File

1. Use the Pick feature to locate the child/youth. The pull down next to the pick may be used to search based on name, ID, birth date, SSN, Alt ID or Medicaid.

2. If found, double click on the child/youth, and skip to step 7.
3. If a child/youth is not found, click on the New button to add a new child/youth. The following screen will appear:



4. Enter Last Name, First Name, Date of Birth and Social Security number, if available.
5. Click on Accept.

Note: The system will search the database to make sure there is not a duplicate child/youth. If a child/youth's name appears to be similar to another child/youth's name already in the database (and may be considered a duplicate), the system will present the data entry person with a window titled "Possible Duplicates". If this window does not appear skip to step 7.

6. If the child/youth matches one of the children/youth in the list, double click on the child/youth. Otherwise click on the "Click here to continue adding your student" button.
7. The Child Demographic screen should appear.

## Required Fields

Fields required for the state and federal reports on the Child Demographic screen include:

- Name
- DOB
- District and Building of Residence
- District and Building of Domicile
- Gender
- Ethnicity
- Educational Level
- Served Status

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## Buttons

The Print button, near the bottom of the page, allows the data entry person to see a printable report of all of the child/youth's IMS data.

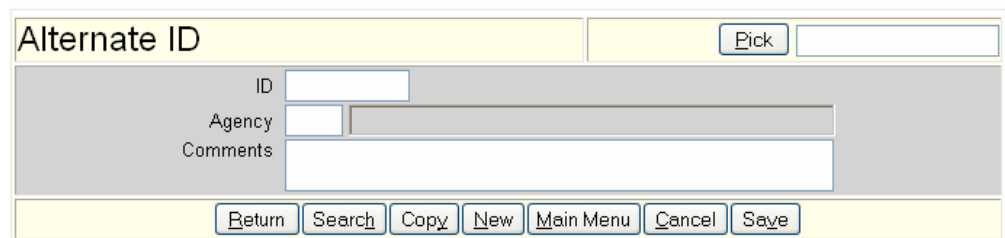
The Extra button, also near the bottom of the page, allows each AEA to have an extra or customized screen in which AEA specific data may be entered.



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## Alternate ID

The alternate ID may be accessed from the Child Demographic screen. The alternate ID is not captured historically. Its use is optional and is used by AEAs to record IDs of local filing systems.

A screenshot of a web form titled 'Alternate ID'. The form has a yellow header bar with the title 'Alternate ID' on the left and a 'Pick' button on the right. Below the header is a grey background area containing three input fields: 'ID', 'Agency', and 'Comments'. The 'ID' field is a small text box. The 'Agency' field is a larger text box with a dropdown arrow. The 'Comments' field is a large text area. At the bottom of the form is a yellow bar containing several buttons: 'Return', 'Search', 'Copy', 'New', 'Main Menu', 'Cancel', and 'Save'.

To add an Alternate ID:

1. From the Child Demographic screen, click on Alt ID.
2. Enter the ID
3. Enter the Agency. This is typically the AEA number in the 92xx format; however this could be a district number as well.
4. Enter comments (optional).
5. Click on the Return button to go back to the Child Demographic screen