

**Task: Monitoring Daily Child Attendance and Providing Family Support (cont'd)**

Task	Person Responsible	Time Frame
<p>10. Monitor absenteeism follow-up and family support by printing and reviewing ChildPlus Report 4110 with the options listed below:</p> <ul style="list-style-type: none"> <li>- Data Options: all events</li> <li>- Types of Events: CP: Chronic Problems/Absenteeism</li> <li>- Initial Date Filter: Beginning; first day of month Ending; last day of month</li> <li>- Report Type: Individual</li> <li>- Report Grouping: Classroom</li> <li>- Status: Enrolled</li> </ul> <p>11. Compare the Classroom Attendance Log and Report 4110 to determine if follow-up and family support case notes have been entered under CP: Chronic Problems for individual children who have missed four or more days.</p>	<p>Center Coord; Area Specialist</p>	<p>Monthly; as needed</p>
<p>12. Follow the procedure 'Managing Irregular Child Attendance and Chronic Absenteeism' to terminate a child.</p>	<p>FSM</p>	<p>As Needed</p>