

Arkansas Better Chance (ABC) Required COPA Fields

Primary Caregiver Information

- ☐ First name
- ☐ Last name
- ☐ Gender
- ☐ Application date (date caregiver signed application)
- ☐ Birthdate
- ☐ Language
- ☐ Other language (if caregiver is bilingual)
- ☐ Ethnicity (if Hispanic) or Race (if non-Hispanic)
- ☐ Education level
- ☐ Employment status
- ☐ Employer name (if applicable)
- ☐ Home, mobile, work phone (if applicable)
- ☐ Address (city, county, state, zip)
- ☐ Family structure
- ☐ Parent/Guardian best descriptor
- ☐ Family type
- ☐ # in family
- ☐ # in household
- ☐ Marital status
- ☐ Disabled (yes/no)
- ☐ Medical insurance (yes/no)
- ☐ Name of medical insurance provider for child

Secondary Caregiver Information

- ☐ First name
- ☐ Last name
- ☐ Gender
- ☐ Birthdate
- ☐ Language
- ☐ Other language (if caregiver is bilingual)
- ☐ Ethnicity (if Hispanic) or Race (if non-Hispanic)
- ☐ Education level
- ☐ Employment status
- ☐ Employer name (if applicable)
- ☐ Home, mobile, work phone (if applicable)
- ☐ Address – check box next to “Home address”

Caregiver Income Information

- o Enter yearly income for both primary and secondary caregivers
- o Unemployment income (if applicable)
- o If family has no earned income, check “No Income” box at bottom of screen

Child Enrollment Information

- o Agency
- o Site
- o First name
- o Last name
- o Application date (date parent signed the application for child’s first year in program)
- o Gender
- o Birthdate
- o Primary language
- o Secondary language (if child is bilingual)
- o Speak English at home (yes/no)
- o English skills
- o Ethnicity (if Hispanic) or Race (if non-Hispanic)
- o Social Security number
- o Relation to primary caregiver
- o Program model
- o Program option
- o Current school district (district where child resides)

Child Growth Assessment Information

- o Weight
- o Date
- o Height (in inches)
- o Due date (2 years from date performed)
- o Performed by

Child Vision and Hearing Screenings

- o Performed by
- o Treatment status
- o Exam date
- o Next exam due (2 years from exam date)
- o Ensure that “Screening” is checked instead of “Assessment”

Child Physical

- o Performed by

- o Exam date
- o Next exam due (2 years from exam date)
- o Treatment status

Child Developmental Screening (enter under “Development Screening (Locally Designed Models)

- o Screening date
- o Screening result
- o Screening decision
- o Re-screen date (1 year from screening date)
- o Performed by
- o Instrument and Assessment date (choose from drop-down lists)
- o Check box if referral needed

Child Referral (if applicable)

- o Date referred
- o Requested by
- o Referral reason
- o Screening (choose screening from drop-down list)
- o Referral reason
- o Referred to

Child Disability information (if applicable)

- o Diagnosis/Eligibility determination date
- o Disability status
- o Qualified (yes/no)
- o Primary condition broad category

Staff Personal Information-Demographics

- o First name
- o Last name
- o Employee ID (this will be their PDR #)
- o Home, work, mobile phone (if applicable)
- o Social Security number
- o Gender
- o Date of birth
- o Language
- o Ethnicity (if Hispanic) or Race (if non-Hispanic)

Staff Salary and Funding Source

- o Note: This information will appear under “Personal Information” when adding new staff. When updating this information, it will be under the “Employment Info” tab.
- o Select “Funding Source” from drop-down menu
- o Enter % of salary paid from selected funding source

Staff Employment Information

- o Employment agency
- o Employment site
- o Initial hire date with agency
- o Start date (in **current** ABC position)
- o Effective date (in **current** ABC position)
- o Position
- o Classification
- o Employment type
- o Hours/Week
- o Salary (must be **yearly** salary)
- o Salary type (must be **yearly** salary)
- o Fringe
- o **Always “Save as New Record”** – this ensures the staff history is saved.

Staff Credentials

- o Education Level/Degree (highest completed)
- o Major
- o Enrolled toward next degree
- o Next Major
- o Years of experience working/teaching Preschool-age children
- o Years of experience teaching infants and/or toddlers (if applicable)