

# Parent Portal Training

by KinderSystems





# Parent Portal Training Agenda

- Parent Portal – Submitting Family Application (Parent View)
- Reviewing the Family Recruitment List (Converting Application to Begin Enrollment Process)
- Current Families and Duplicate Applications





# Parent Portal (Family View)

## **Family Application:**

- Register/Login
- Complete Family Profile
- Adding Child Application
- Submitting Application





# Parent Portal (Family View)

When on the Parent Portal login page, families will have the option to log in if they have created a profile or register if they have not yet done so.

- If they have forgotten their username or password, they should follow the prompts after selecting one of the two options. Please note that COPA Support is unable to reset usernames or passwords.

The image shows a screenshot of the COPA by KinderSystems Parent Portal login and registration page. The page has a blue header with the COPA logo on the left and the word "Español" on the right. The main content area is white. It starts with a welcome message: "Welcome to the 2023-2024 School Year. Please follow the these steps that will assist you with your registration." Below this are two input fields for "Username" and "Password", each with a "Show" or "Hide" toggle. There are three buttons: "Login", "Forgot Password", and "Forgot Username". Below these is a "Register" button. At the bottom, there is a note: "If you do not have an account yet you may create one here." and another note: "If you are interested in enrollment for the current school year please reach out to your nearest school for an application, or apply on line." A mouse cursor is visible near the bottom right of the form.



# Parent Portal (Family View)

After selecting "Register," families will be directed to the Parent Consent page. It is necessary for them to provide consent before proceeding with the registration process.

**Consent of Parent or Guardian**

\*\*\*\*I state that I am the parent or legal guardian of the child I am filling out a preschool application on behalf of.....  
I consent to disclosing my child's name, address and other personal information. This will be used should I need assistance to help me match my child with one or more suitable preschools.  
The consent I am granting here is for assistance to match my child with one or more suitable preschools.

**Consentimiento del Padre o Tutor**

\*\*\*\*Yo certifico que soy el padre o tutor legal del niño para el cual estoy completando esta aplicación. Esto será utilizado si yo necesitara ayuda para encontrar el programa preescolar mas adecuado para mi niño.....  
El consentimiento que estoy otorgando aqui es para asistencia en encontrar el programa preescolar mas adecuado para mi niño. Ni la ciudad, ni las Escuelas Publicas, ni los centros preescolares basados en la comunidad pueden usar la información de mi niño para ningún otro propósito sin obtener mi consentimiento adicional por separado.

I consent/Doy mi consentimiento ☐



# Parent Portal (Family View)

Once consent is obtained, families will be able to proceed with the registration process by creating a profile. Information that is mandatory will be indicated as "required."

- Please be aware that the security questions are crucial for recovering passwords or usernames in the event they are forgotten.

Once all information is entered, families will select “create account”.

### Create your account

**Primary Caregiver/Applicant First Name (Required)**

**Primary Caregiver/Applicant Middle Name**

**Primary Caregiver/Applicant Last Name (Required)**

**Primary Caregiver/Applicant Birth Date (Required)**

**Phone (Required)**

**Verify Phone (Required)**

**Email Address (Required)**

**Verify Email (Required)**

Either a cell phone number or an email address is required to register. We strongly recommend providing an email address so that you can receive notification status and updates directly. If you do not supply an email address, you will be contacted at the phone number provided with instructions on how to retrieve information about your account.

**User ID (Choose something you remember) (Required)**

Username must be at least 8 characters, starting with a letter and may include underscore, period, dash and @ sign.

**Password (Required)**

- Case sensitive and minimum 8 characters in length
- Must start with a letter

**Confirm Password (Required)**

**Security Question #1 (Required)**

What was the make of your first car? ▼

Sentra

**Security Question #2 (Required)**

Please Select ▼

Create Account

# Parent Portal (Family View)



Once the family profile has been registered, users will be directed to the main page of the Parent Portal. The next step is to complete the Family Profile (Update Family Profile).

The screenshot displays the Parent Portal (Family View) interface. At the top, there is a navigation bar with links for Resources, Reports, and Log Out. Below this, a welcome message reads "Welcome, Trisha Martin!". A blue box contains instructions for completing the preschool application. The main section is titled "Family Profile" and contains several input fields: Primary Caregiver Name (Trisha Martin), Date of birth (09-22-1991), Gender, Application Date, Ethnicity / Race, Home Phone ((818) 123-4567), Cell Phone, and Email (kmartinez@kindersystems.com). A red arrow points to the "Update Family Profile" button. Below the Family Profile section are two other sections: "Child Profile" with a "New Child Application" button, and "Family Member Profile" with a "New Family Member" button.

Resources Reports Log Out

Welcome, Trisha Martin! Español

There are three basic steps to completing your child's preschool application:

1. Click "Update Family Profile" and add general info, contact info, and income(s) for the child's caregiver(s).
2. Click "New Child Application" or "New Family Member" button and complete information for the child OR the family member.
3. Click "Finalize and Submit Application."

**Family Profile**

Primary Caregiver Name: Trisha Martin Date of birth: 09-22-1991 Gender: Application Date: --

Ethnicity / Race: Home Phone: (818) 123-4567 Cell Phone: Email: kmartinez@kindersystems.com

Address:

Update Family Profile Finalize and Submit Application

**Child Profile**

New Child Application

**Family Member Profile**

New Family Member



# Parent Portal (Family View)

When updating the Family Profile, families will be required to provide general information about the Primary Caregiver. As with the registration process, mandatory information will be clearly marked as "required".

- Once all information is entered, families can continue to next section or save and finish later.

[Portal](#) / [Primary Caregiver General Info](#) / [Primary Caregiver Contact Info](#) / [Secondary Caregiver General Info](#) / [Family Income Information](#)

Please complete the application by sharing information on your family background, contact information, if there is another caregiver, and all of the income your family receives.  
Please answer to the best of your ability. If you need support filling out this section of the application, please call .....

### Primary Caregiver General Info

First Name Trisha	Middle Name	Last Name Martin	Birth Date <small>Example: 12-05-1989</small> 09-22-1991
Gender Select Gender	Ethnicity Please Select	Race Please Select	Primary Language
Secondary Language	Education Level	Employment Status	Do you have Medical Insurance?
Number in the family (?)	Number in Household (?)	Family Type	Receiving WIC
Housing Status	Receiving Food Stamp / SNAP	Veteran of the United States military Please select	Member of the US military on active duty Please select
Desired Services <small>Required</small> Please select *Employment			

Save and finish later

Save and continue to next page



# Parent Portal (Family View)

The next section of the Family Profile will address the Primary Caregiver Contact Information. Once the information has been entered, the family may proceed to the Secondary Caregiver section or choose to pause at this section and continue later.

Portal / Primary Caregiver General Info / Primary Caregiver Contact Info / Secondary Caregiver General Info / Family Income Information

### Primary Caregiver Contact Info

Street No. <input type="text" value="I"/>	Direction <input type="text" value=""/>	Street Name <input type="text" value=""/>	Type <input type="text" value=""/>
Apt# <input type="text" value=""/>	City <input type="text" value=""/>	State <input type="text" value=""/>	Home Zip Code <input type="text" value=""/>
Cell Phone <input type="text" value=""/>	Text Message Consent <input type="text" value="No"/>	Email Address <input type="text" value="kmartinez@kindersystems.com"/>	

Save and return to profile

Save and Proceed to Secondary Caregiver Info



# Parent Portal (Family View)

The next section of the Family Profile will focus on the Secondary Caregiver. If a family does not have a secondary caregiver, they may select the checkbox indicating this. Once the necessary information is provided, they can proceed to the Family Income Information section.

[Portal](#) / [Primary Caregiver General Info](#) / [Primary Caregiver Contact Info](#) / [Secondary Caregiver General Info](#) / [Family Income Information](#)

### Secondary Caregiver General Info

No secondary caregiver in family ☐

First Name

Middle Name

Last Name

DOB Example: 12-05-1989

Gender

Employment Status



# Parent Portal (Family View)

The Family Income Second will require the family to report any income received or earned. They can indicate whether they are receiving SSI or TANF, as well as confirm if they are not receiving any income. Once the family income has been entered, they will need to save their progress and return to the profile to complete the family profile.

[Portal](#) / [Primary Caregiver General Info](#) / [Primary Caregiver Contact Info](#) / [Secondary Caregiver General Info](#) / [Family Income Information](#)

To the best of your ability, list all incomes you and your family receive. There are separate columns for primary and secondary caregiver – please complete both if applicable. You will submit proof of income later after your child's application is submitted.  
Gross income earned by the child's parents or legal guardians (only) will be included when determining a child's income eligibility.

Gross income is the total income received before taxes or any other deduction (includes earned income, military income, veteran's benefits, social security benefits, unemployment compensation, and public assistance benefits).  
Weekly = Once a week, Bi-Weekly = Every Other Week, Monthly = Once a Month, Semi-Monthly = Twice a Month (1st and 15th of the month OR 16th and 30th of the month), Yearly = Once a Year

Family Income Information

No Income ☐

Do you receive SSI? ☐ No ☐

Do you receive TANF? ☐ No ☐

Income \*\*\*

Wages \*\*\*

Primary / \$  0  Monthly  X  12  per year

Secondary / \$  0  Monthly  X  12  per year

Child Support

Primary / \$  0  Monthly  X  12  per year

Secondary / \$  0  Monthly  X  12  per year

Unemployment

Primary / \$  0  Monthly  X  12  per year

Secondary / \$  0  Monthly  X  12  per year

Medical/Oregon Health Plan (OHP)

Primary / \$  0  Monthly  X  12  per year

Secondary / \$  0  Monthly  X  12  per year

Chash Grants

Primary / \$  0  Monthly  X  12  per year

Secondary / \$  0  Monthly  X  12  per year

DHS employment Related Daycare (ERDC)

Primary / \$  0  Monthly  X  12  per year

Secondary / \$  0  Monthly  X  12  per year

Other income (enter label):

Primary / \$  0  Monthly  X  0  per year

Secondary / \$  0  Monthly  X  0  per year

Exclusion income label

Primary / \$  0  Monthly  X  per year

Total Per Year

\$0.00

\$0.00

Comments

Save and return to profile



# Parent Portal (Family View)

Once the family updates the Family Profile and returns to the Parent Portal main page, they can proceed to add a child or another family member to be included in their profile.

- In this example, we will focus solely on adding a child.

The screenshot displays the Parent Portal (Family View) interface. At the top, there are navigation links for Resources, Reports, and Log Out, along with a language toggle for Español. A welcome message reads "Welcome, Trisha Martin!". Below this, a blue box contains instructions for completing a child's preschool application. The main section is titled "Family Profile" and contains several input fields: Primary Caregiver Name (Trisha Martin), Date of birth (09-22-1991), Gender (Female), Application Date (12-14-2023), Ethnicity / Race (Non-Hispanic/Non-Latino, Other), Home Phone, Cell Phone ((818) 112-3456), Email (kmartinez@kindersystems.com), and Address (1234 Lake St. CA 91340). Below these fields are two buttons: "Update Family Profile" and "Finalize and Submit Application". The next section is titled "Child Profile" and contains a green button labeled "New Child Application", which is highlighted by a red arrow. The final section is titled "Family Member Profile" and contains a blue button labeled "New Family Member".

Resources Reports Log Out Español

Welcome, Trisha Martin!

There are three basic steps to completing your child's preschool application:

1. Click "Update Family Profile" and add general info, contact info, and income(s) for the child's caregiver(s).
2. Click "New Child Application" or "New Family Member" button and complete information for the child OR the family member.
3. Click "Finalize and Submit Application."

**Family Profile**

Primary Caregiver Name: Trisha Martin

Date of birth: 09-22-1991

Gender: Female

Application Date: 12-14-2023

Ethnicity / Race: Non-Hispanic/Non-Latino, Other,

Home Phone:

Cell Phone: (818) 112-3456

Email: kmartinez@kindersystems.com

Address: 1234 Lake St. CA 91340

Update Family Profile Finalize and Submit Application

**Child Profile**

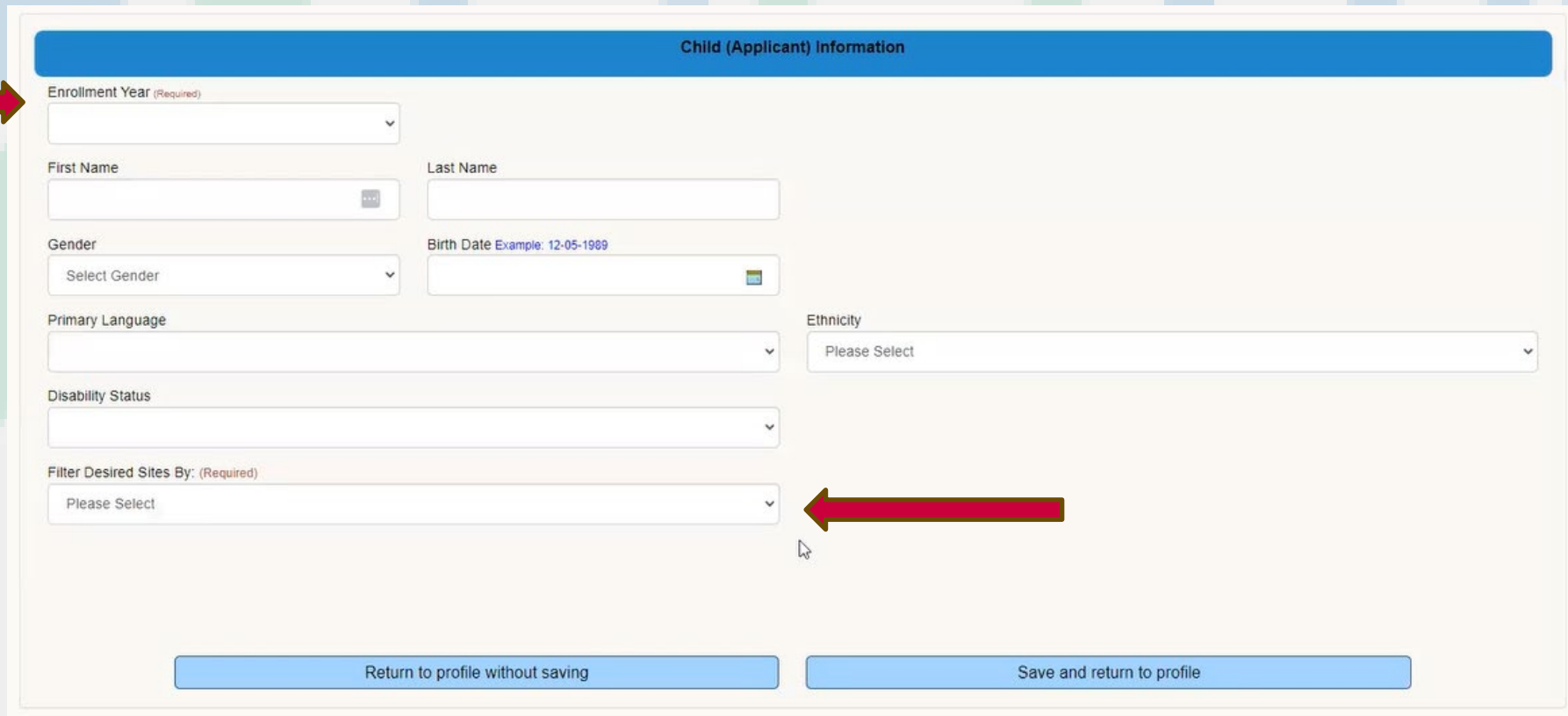
New Child Application

**Family Member Profile**

New Family Member

# Parent Portal (Family View)

After selecting "New Child Application," the family will be prompted to provide information concerning the child. They will see that the required information includes the Enrollment Year, which can be either the current year or the next school year, as well as the "Filter Desired Site By:" option.

A screenshot of a web form titled "Child (Applicant) Information". The form contains several input fields: "Enrollment Year (Required)" with a dropdown arrow, "First Name" and "Last Name" text boxes, "Gender" with a dropdown menu showing "Select Gender", "Birth Date" with a text box and a calendar icon, "Primary Language" with a dropdown arrow, "Ethnicity" with a dropdown menu showing "Please Select", "Disability Status" with a dropdown arrow, and "Filter Desired Sites By: (Required)" with a dropdown menu showing "Please Select". At the bottom, there are two blue buttons: "Return to profile without saving" and "Save and return to profile". Two red arrows point to the "Enrollment Year" dropdown and the "Filter Desired Sites By" dropdown.



# Parent Portal (Family View)

The "Filter Desired Site By:" option enables families to navigate the variety of childcare sites using filters to identify their preferred site. They can filter options by **agency, home zip code, or site/school name**. Once the filter is applied, they can select from the available options that meet their criteria.

- To return to the main page, users will have the choice to save the entered information or return without saving.

Filter Desired Sites By: (Required)

Agency

Select Agency 1 :

Child Care Program for Early Education

Select 1st Choice :

ASHLAND

Select Agency 2 :


Child Care Program for Early Education

Select 2nd Choice :

MULINO HS

Return to profile without saving

Save and return to profile





# Parent Portal (Family View)

Once the Child's Profile has been successfully saved and the user returns to the main page, the child's application will be visible under the Child Profile section. After the family has completed all required information, entered their children/family members, and is prepared to submit their application, they can select "Finalize and Submit Application."

- Please be aware that the family can continue to edit the information provided up to this stage.

The screenshot displays the Parent Portal (Family View) interface. At the top, there's a navigation bar with "Resources", "Reports", and "Log Out" links. Below this, a welcome message "Welcome, Trisha Martin!" is shown. A blue box contains instructions for completing the preschool application. The main content area is divided into two sections: "Family Profile" and "Child Profile". The "Family Profile" section includes fields for Primary Caregiver Name (Trisha Martin), Date of birth (09-22-1991), Gender (Female), Application Date (12-14-2023), Ethnicity / Race (Non-Hispanic/Non-Latino, Other), Home Phone, Cell Phone ((818) 112-3456), and Email (kmarinez@kindersystems.com). There are buttons for "Update Family Profile" and "Finalize and Submit Application". A red arrow points to the "Finalize and Submit Application" button. The "Child Profile" section includes fields for Name (Martin, Ines), Application ID (9000195), Birthdate (05-20-2020), Applicant for (2023-24), Desired Location 1 (Child Care Program for Early Education / ASHLAND), and Desired Location 2 (Child Care Program for Early Education / MULINO HS). There is an "Application" button with an "Edit" link. At the bottom, there's a "New Child Application" button. The footer section is titled "Family Member Profile" and has a "New Family Member" button.



# Parent Portal (Family View)

Before the family submits their application, they will be informed that once the application is submitted, they will not have the ability to edit it.

CC Consents and Affirmations

☐ I Agree

[Agree and Submit Application](#) [Go Back](#)

You cannot change any information regarding your family and / or children after finalizing and submitting your application.

Once the application is submitted, families will no longer be able to edit their profiles or application. They will, however, have access to view notifications, resources, access reports, upload documents, and complete assessments.

Welcome, Trisha Martin!

There are three basic steps to completing your child's preschool application:

1. Click "Update Family Profile" and add general info, contact info, and income(s) for the child's caregiver(s).
2. Click "New Child Application" or "New Family Member" button and complete information for the child OR the family member.
3. Click "Finalize and Submit Application."

**Family Profile**

Primary Caregiver Name Trisha Martin	Date of birth 09-22-1991	Gender Female	Application Date 12-14-2023
Ethnicity / Race Non-Hispanic/Latino, Other	Home Phone	Cell Phone (818) 112-3456	Email kmartinez@kindersystems.com
Address 1234 Lake St. CA 91340			

Thank you for your application! This is a confirmation that your online preschool application has been submitted. You will receive more information via email regarding the status of your child's application.

If you have any questions, you can contact our hotline at .....

**Child Profile**

Name Martin, Ines	Application ID 9000195	Birthdate 05-20-2020	Applicant for 2023-24
Desired Location 1 Child Care Program for Early Education / ASHLAND	Desired Location 2 Child Care Program for Early Education / MULINO HS	Application Submitted 12-14-2023	<a href="#">Assessment</a>

**Family Member Profile**

# Parent Portal (Family View)



Families will receive a confirmation page that includes the following information:

**IMPORTANT:** Please upload the following required documents after completing your online application.

- Birth certificate
- Updated Vaccination Record (complete record from birth)
- EPSDT (doctor's child's physical fitness)
- Copy of Medicaid card/Insurance Card (if applicable)
- Proof of Income (W2 most recent pay stubs)
- Proof of Residence



# Family Recruitment List

## **Parent Portal Applications:**

- **Reviewing Submitted Family/Child Applications**
- **Converting Parent Portal Applications**





# Family Recruitment List

The family's submitted application will now be included on the Family Recruitment List within COPA. Access to this list can be obtained by logging into COPA and selecting the "Enrollment" tab to view the drop-down menu.

The screenshot shows the COPA Administrator's Dashboard. The top navigation bar includes links for Assessment, Grant Application, CAP, eDocs, Inventory, Monitoring, DMR, Fees, Sign-in, Family, Child, and Enrollment. The Enrollment tab is highlighted with a red box. A dropdown menu is open for the Enrollment tab, showing various options including Recruitment Child Smart Search, Recruitment Family Smart Search, Recruitment Advocate Caseload, Recruitment Form, Family Recruitment List, 1102 - Recruitment Duplicate Family List, 1150 - Child Recruitment and Allocation Report, 1152 - Recruitment Duplicate Children List, 1153 - COPA Children Duplicates in Recruitment List, 975 - Slot Allocation Report By Site, 975S-Slot Allocation Statistics Report, Elig. Application, Eligibility Waiting List, Eligible/Accepted List, Inelig./Terminated List, Pre-enrolled List, Assign Advocate, Assign Family Advocate, and Assign Child Advocate. A red arrow points to the 'Family Recruitment List' option.

**COPA Administrator's Dashboard**

My Quick Links \*c

Management By Information (MBI) Child Info \*c

Enrollment

Expand all Collapse all

	Current Enrollment + Preg. Moms	Enrollment Percentage	Funded / Capacity	Vacancy
ALL / Grantee	28	2.30%	1220	1192

Portlet Notes

- 1- Click on the portlet's header or the down arrow to expand the portlet. Depending on the data size, it may take a few seconds.
- 2- Click on the Arrow next to Agency or Site name to see sub-data.
- 3- Use drop down to see other MBI portlets.
- 4- Health screening Numbers are Calculated based on the Last Exam Date and is not limited to current year.

Management By Information (MBI) Family Info \*c

CREATED BY COPA -- www.mycopa.com



# Family Recruitment List

When reviewing the Family Recruitment List, you will have the opportunity to view the application submitted by the family. You will notice an icon under the “More” column, which provides a menu of quick links to add notes and view children's and family profiles prior to converting the application.

Calendar

Notifications

myDashboard

Support

Tutorials

Admin

Sign Out

Assessment

Grant Application

CAP

eDocs

Inventory

Monitoring

DMR

Fees

Sign-in

Family

Child

Enrollment

Agency

Reports

Enrollment Page

Recruitment

Elig\_Application

Eligibility Waiting List

Eligible/Accepted List

Inelig./Terminated List

Pre-enrolled List

Assign Advocate

Filtering

Enrolling Agency

All Agencies

Application Date From

To

Service Category

Please Select

Display Duplicate Flag

Display All Families

Family Last Name

Martin

Family First Name

Family ID

Child Lookup

Max Results/Page

50

Filter

View All

Convert Recruitment Forms to Regular Application

Delete

Note: Application Dates displayed in RED font are more than 90 days old. Children who are not applicants for the selected school year, are not clickable.

Family Recruitment List (1 records)

Applicants for Current Year 2023-24

	More	Family Name	Family / Applicant ID	Application Date	Email	Child Name	Child ID	Child DOB	Days on List	Desired Agency	Desired Site	Elig. Points	More
<input type="checkbox"/>		<a href="#">Martin, Trisha</a>	9000376	12-14-2023	kmartinez@kindersystems.com	<a href="#">Martin, Ines</a>	9000195	05-20-2020	0	Child Care Program for Early Education Child Care Program for Early Education	ASHLAND MULINO HS	30	

# Family Recruitment List



The first set of quick links are regarding the family profile while the second set is regarding the child(ren) profile.

- **Notes** – Entering Family/Children Case Notes
- **Income** – View Family's Income
- **Missing Info.** – View Missing Information that needs to be entered prior to converting application
- **Documents** – View family uploaded Documents
- **Assessment** – Access Assessment page for Children/Family
- **Checklist** – View child checklist
- **Email** – Send notification to family

The screenshot shows the COPA by KinderSystems web application. At the top, there's a navigation bar with links like "Calendar", "Notifications", "myDashboard", "Support", "Tutorials", "Admin", and "Sign Out". Below this is a sub-navigation bar with tabs: "Enrollment Page", "Recruitment", "Elig\_Application", "Eligibility Waiting List", "Eligible/Accepted List", "Inelig/Terminated List", "Pre-enrolled List", and "Assign Advocate". The main area has a "Filtering" section with dropdowns for "Enrolling Agency" (All Agencies), "Enrolling Site" (All Sites), "Application Date From" and "To", "Service Category" (Please Select), and "Applicant For" (Current Year 2023-24). There are also checkboxes for "Display Duplicate Flag" and "Display All Families". A "Family Last Name" field contains "Martin", and a "Family First Name" field is empty. A "Family ID" field is also empty. A "Max Results/Page" dropdown is set to "50". Action buttons include "Filter", "View All", "Convert Recruitment Forms to Regular Application", and "Delete". A note states: "Note: Application Dates displayed in RED font are more than 90 days old. Children who are not applicants for the selected school year, are not clickable." Below this is a table titled "Family Recruitment List (1 records)" for "Applicants for Current Year 2023-24". The table has columns: Family Name, Family / Applicant ID, Application Date, Email, Child Name, Child ID, Child DOB, Days on List, Desired Agency, Desired Site, Elig. Points, and More. A row is visible for "Martin, Ines" with application date 12-14-2023, email kmartinez@kindersystems.com, child ID 9000195, and child DOB 05-20-2020. A tooltip is visible over the "More" column, showing icons for Notes, Missing Info, Income, Documents, and Assessment.

<input type="checkbox"/>	More	Family Name	Family / Applicant ID	Application Date	Email	Child Name	Child ID	Child DOB	Days on List	Desired Agency	Desired Site	Elig.	More
<input type="checkbox"/>		Martin, Trisha	9000376	12-14-2023	kmartinez@kindersystems.com	Martin, Ines	9000195	05-20-2020	0	Child Care Program for Early Education Child Care Program for Early Education	ASHLAND MULINO HS	30	



# Family Recruitment List

If you would like to convert the application, please ensure that all required information is complete by reviewing the list under the "*Missing Info*" icon. Once you have entered all necessary details, you can proceed with the conversion by checking the box next to the family's name and selecting "Convert Recruitment Forms to Regular Application".

If you wish to delete a family application, please check the box next to the respective family name and click "Delete".

# Family Recruitment List



Note: Application Dates displayed in RED font are more than 90 days old. Children who are not applicants for the selected school year, are not clickable.

Family Recruitment List (1 records) Applicants for Current Year: 2023-24													
<input type="checkbox"/>	More	Family Name	Family / Applicant ID	Application Date	Email	Child Name	Child ID	Child DOB	Days on List	Desired Agency	Desired Site	Elig. Points	More
<input type="checkbox"/>		Martin, Trisha	900376	12-14-2023	kmartinez@kindersystems.com	Martin, Ines	9000195	05-20-2020	0	Child Care Program for Early Education Child Care Program for Early Education	ASHLAND MULINO HS	30	

To review any potentially missing information for a family or child, please click on the "More" icon to access the "Missing Info" list.

**COPA by KinderSystems**

Calendar | Notifications | myDashboard | Support | Tutorials | Admin | Sign Out

Assessment - Grant Application - CAP - eDocs - Inventory - Monitoring - DMR - Fees - Sign-in - Family - Child - Enrollment - Agency - Reports

Enrollment Page | Recruitment - | Elig. Application | Eligibility Waiting List | Eligible/Accepted List | Inelig./Terminated List | Pre-enrolled List | Assign Advocate

**Family Data Sheet (Classic View)** Spanish

Delete Record | Primary Caregiver General Information | **Recruitment Form**

No Secondary Caregiver

First Name	Trisha	M. Initial	
Last Name	Martin	Lineage	
Application Date	12-14-2023	* Birth Date	09-22-1991
Gender	Female	SSN	
* Receiving WIC	Yes	Family ID	9000376
Also available in Income page			
Family Other ID		TANF #	
* Languages	English	* Other Language	
* Ethnicity		* Race	Other
* SNAP/Food Stamp	No	SNAP/Food Stamp # or Comment	
Also available in Income page			
* Education Level	Bachelor or Advanced Degree	Education Completion Date	
Completed a job training program, professional certificate, or license.		Program Completion Date	
* Employment Status	Employed full-time	Employer/School Name	
Average # of Hours/Week			
* Member of US military on active duty		* Veteran of the United States military	
Email	kmartinez@kindersystems.com	Consents to Receive Text Messages	No
Phone(home)		Ext.	
Home Number	1234	Direction	
Type	St.	Home Address (Street)	Lake
County		City	Township
Zip Code		Zip Code +4	
Work Zip Code		Zip Code +4	
Other Address		Address Type	
* Family Structure		* Parent(s) / Guardian(s) Best Descriptor	
Family Type		* # in Family	
		* # in Household	

After reviewing the list, select the family name, which will take you to the recruitment form for editing and updates. If there are no missing information, you can continue to the converting process.

ie Select

Family Housing Information

ie Select

Housing Cost: \$

Update General Information

Missing Mandatory Fields and Errors for Trisha Martin (9000376)

Missing Mandatory Fields & Errors

Primary Caregiver  
Address - township  
Address - county  
SSN  
City  
Parent(s) / Guardian(s) Best Descriptor  
Marital Status

Child ID 9000195  
Martin, Ines  
SSN  
Speak English at home  
Relation to Primary Caregiver  
School District



# Family Recruitment List

Once the application has been converted, the system will notify you that the selected families and children have been successfully converted. You will have the option to return to the Family Recruitment List. The selected children are now on the waitlist, and you may proceed with the standard enrollment process.



# Family Recruitment List



If a family has submitted an application and you are unable to access or view it on the Family Recruitment List, please contact COPA Support.

- When reaching out to COPA Support, kindly specify that you are unable to access the family's submitted application and provide both the Primary Caregiver's name and the Child's name.

by KinderSystems



# Existing Families and Duplicate Applications

- **Current Families Submitting Applications**
- **Duplicate Applications**





# Existing Families and Duplicate Applications

In the case that an existing family has submitted a Recruitment application, please search for the family on the Family Recruitment list. Ensure that you select "Display Duplicate Flag," as this will indicate any duplicate families by presenting a duplicate icon above the Family/Applicant ID.

Assessment | Grant Application | CAP | eDocs | Inventory | Monitoring | DMR | Fees | Sign-in | Family | Child | Enrollment | Agency | Reports

Enrollment Page Recruitment Elig\_Application Eligibility Waiting List Eligible/Accepted List Inelig/Terminated List Pre-enrolled List Assign Advocate

Filtering Customize Sort

Enrolling Agency: All Agencies Enrolling Site: All Sites

Application Date From: To: Applicant For: Current Year 2023-24

Service Category: Please Select

☒ Display Duplicate Flag ☐ Display All Families

Family Last Name: Family First Name: Eileen Family ID: Child Lookup

Filter View All Convert Recruitment Forms to Regular Application Delete

Note: Application Dates displayed in RED font are more than 90 days old. Children who are not applicants for the selected school year, are not clickable.

Family Recruitment List (1 records)										
Applicants for Current Year 2023-24										
	More	Family Name	Family / Applicant ID	Application Date	Child Name	Child ID	Desired Agency	Desired Site	Elig. Points	More
<input type="checkbox"/>		<a href="#">Foster, Eileen</a>	9000375	12-14-2023	<a href="#">Foster, Patricia</a>	9000194	Child Care Program for Early Education Child Care Program for Early Education	ASHLAND MULINO HS	200	



# Existing Families and Duplicate Applications

Due to recent updates within COPA, the process of comparing and copying information prior to converting recruitment applications to regular applications is now restricted.

- To process duplicate applications, please contact COPA Support (kindly provide the Primary Caregiver's and/or child's name when submitting your request and specify that this is a duplicate application.)

**arkansas.mycopa.com says**

Access to Compare and Copy Info page is restricted to Grantee Level Admin Users Only.

OK



## Questions?

If you are experiencing issues within COPA, please contact COPA Support  
([copasupport.mailaccount@ade.arkansas.gov](mailto:copasupport.mailaccount@ade.arkansas.gov)).