Division of Child Development and Early Education
NC Pre-K APP (Application, Prioritization, Placement)

Q & A

TRAINING SESSIONS: JANUARY 23, 24, 27 and 28 2014

1. How do I access NC Pre-K APP?
https://maf.ad.unc.edu/ncpre-kapp/login.aspx

2. How do I get a user ID and Password?
You should use the same ID and Password that you already use to access NC Pre-K PLAN and NC Pre-K Kids. If you need to update your access, that can be done by the contract administrator at the local level using the Admin tab in NC Pre-K Kids.

3. I'm using the correct link and the correct ID and Password and I still can't get into APP.
You (or your local contract administrator) should check to be sure your rights and roles have been updated (through the Admin tab in NC Pre-K Kids) to include APP functions. These are shown in a separate box on the right side of the user profile screen.

4. Where are the instructions for using APP?
They will soon be posted on the Pre-K page of the DCDEE website.

5. Why does APP sometimes show an approximate distance to a site even when no child has been entered?
Sometimes if no information is given, APP calculates the approximate distance as the distance to 0 latitude, 0 longitude.

6. Is there a way to include the parent's choices of sites?
We are working on this with our programmer.

7. When will the scorecard and Table A functionality be updated?
The scorecard in the production version of APP is dated June 5, 2013. It is the electronic version that is equivalent to the August 12 hard copy and it meets the scorecard requirement. Table A is functioning correctly in production. The scorecards can be printed for your files. There is no longer any need to fill out scorecards manually.

8. Prior Placement lists 1 & 2 star as a separate option from "regulated care". What should we choose if a child is in a 1 or 2 star regulated facility?

These choices are confusing, but need to remain the same for evaluation purposes over time. If a child is currently in a 1 or 2 star facility choose that option. If the child is currently in other regulated care, choose one of the regulated care options (with or without subsidy).

9. Will the system alert me if a child is NOT eligible?

If a child is NOT ELIGIBLE the system will show a "NO" answer in the eligibility factors category of the questionnaire. However, there is no specific ALERT to show that the child is not eligible, or to prevent you from placing that child.

10. In our county, academic need, using Title 1 multi-criteria score, is used to determine priorities for eligible children. Can those scores be used in APP?

Based on feedback received at the training sessions, we are exploring adding one or two sortable score fields (educational or developmental scores, or transportation codes) that would address this issue.

11. Can you add a feature to show sites and children on a map of the county, and print this out with the list of children and site names?

This suggestion is being considered.

12. Please explain the basis for the assignment of priority numbers.

Children with the exact same eligibility information are prioritized in random order.

13. Is there any way to prevent adding the same child twice?

If you attempt to enter a child with the same name, the system will produce a warning prompt asking if this child is the same as another child already in the system. It will not prevent adding the child because there are rare situations in which two children do have the same name.

14. Can younger siblings be put in APP? For the next year or beyond?

Yes. The system will automatically put the child in the correct program year based on their birthdate.

15. Is there a way to print scorecards for all as well as individual scorecards?

Currently there is not a way to "print all" for a group of score cards. We are exploring that possibility.

16. Is there a way to set up system defaults such as "county" or "citizenship" so those answers don't have to be typed in individually for each child?

We are exploring that possibility.

17. Once a child is added and reserved for a particular program, can that child be considered for another program?

While a child is reserved they cannot be placed in another program. However, they can be "released" from a reservation and then reserved by another program, or they are available to other programs if the reservation period ends without a placement.

18. Why is there not an error message when you skip a field?

The only required fields are first name, last name and birthdate. Since other fields are not required, it is not an "error" to skip them, thus no error message.

19. Can I place multiple children at the same site at the same time?

Yes, this is done by using the "Site List" option. Instructions are found on pages 21-22 in the APP user guide.

20. Can an option be added to search by parents' names, addresses, or phone numbers?

It is already possible in APP to sort by any data field including these. To actually search for a specific name, address, or phone number, you can export the data to an Excel spreadsheet and use the search features in Excel.

21. What if a parent has a varying income from week to week or month to month?

APP does not change anything about how income is calculated. Parents whose income varies would be handled the same way that you have handled them in the past.

22. What Prioritization criteria are used within APP.?

APP first looks to see which children are eligible. Of those eligible children, those at or below 75% SMI have the highest priority. Within that group, those with Military Status and additional risk factors have a higher priority than those with only 75% SMI. The priority order can be customized by following the instructions in Section XII in the APP user guide.