

Care Center (Kentucky)

Last Modified on 10/22/2022 10:22 am CDT

Viewing Care Centers | Creating a New Care Center | Inactivating a Care Center

PATH: *System Administration > Resources > Care Center*

The Care Center tool allows users to view, create and inactivate care centers used in Early Learning/Prior Settings records.

| Index Search | Help < | Care Center | | | |
|------------------------|-----------------|-------------------------------------|---|---------------------------|--------|
| ▼Resources Resource | s | Care Center Search | | | |
| Care Cen | ter | Search Criteria | | | |
| Counties | | Care Center Name test | License Number | Search | |
| District C | ounties | 1 record(s) found. | 1 | Coulon | |
| District Inf | formation | Care Center List | Address | License Number | Active |
| Grade Le | vel Definitions | Name My Little Testimonies Child | 6210 Shepherdsville Road Louisville, KY 40228 | License Number L358161 | X |
| Override 1 | Гуре | Development Center | | | |
| School | | | | | |
| ▶ Reports | 3 | | | | |
| ▶ School Choid | ce | | | | |
| ▹ Special Ed | | | | | |
| ▶ Student | | | | | |
| ▶ Student Portf | olio | | | | |
| ▶ Surveys | | | | | |
| ▶ Transportation | n | | | | |
| ▶ User Security | / | | | | |
| ▶ Course Code | es | | | | |
| ► FRAM | | | | | |
| ► Messenger | | | | | |

Image 1: Care Center Tool (District View)

Viewing Care Centers

The Care Center tool is read-only for district users. To view what Care Centers are available for use within Early Learning/Prior Settings records, enter the **Care Center Name** and/or **License Number** and click the **Search** button. Search results will appear in the Care Center list (see Image 2).

District users are only able to view Care Centers. State users can modify and save existing Care Centers.



| Care Center Search | | | | |
|--|--|--------------------|----------------|--------|
| Search Criteria | | | | |
| Care Center Name test | License Num | ber | Search | |
| 1 record(s) found. | | | | |
| Care Center List Name | Address | v | License Number | Active |
| My Little Testimonies Chi Development Center | | uisville, KY 40228 | L358161 | X |
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| | • | | _ | |
| *Туре | 05: Child Care | Inactive | | |
| *Туре | 05: Child Care My Little Testimonies Child | Inactive | | |
| *Type *Name | | Inactive | | |
| *Type *Name *License Number | My Little Testimonies Child | ☐ Inactive | | |
| *Type *Name *License Number Address Information | My Little Testimonies Child | Inactive | | |
| *Type *Name *License Number Address Information Number | My Little Testimonies Child L358161 | Inactive | | |
| *Name *License Number Address Information Number | My Little Testimonies Child L358161 | Inactive | | |
| *Type *Name *License Number Address Information Number Prefix | My Little Testimonies Child L358161 6210 | ☐ Inactive | | |
| *Type *Name *License Number Address Information Number Prefix *Street Tag | My Little Testimonies Child L358161 6210 Shepherdsville | □ Inactive | | |
| *Type *Name *License Number Address Information Number Prefix *Street Tag Direction | My Little Testimonies Child L358161 6210 Shepherdsville Road | ☐ Inactive | | |
| *Type *Name *License Number Address Information Number Prefix *Street Tag Direction *City | My Little Testimonies Child L358161 6210 Shepherdsville Road Louisville | □ Inactive | | |
| *Type *Name *License Number Address Information Number Prefix *Street Tag Direction | My Little Testimonies Child L358161 6210 Shepherdsville Road | □ Inactive | | |

Image 2: Searching for and Viewing a Care Center

Creating a New Care Center

Care Centers can only be created within the Kentucky State Edition of Campus.



| 🕀 New 🕒 Save | | | |
|---|--------------------------------------|----------------|--------|
| Care Center Search | | | |
| | | | |
| Search Citeria | | | |
| Care Center Name | License Number | Search | |
| Care Cen er List | | | _ |
| Name | Address | License Number | Active |
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| | | | |
| Care Center Detail | | | |
| *Туре | 03: Head Start | Inactive | |
| *Type *Name | 03: Head Start ▼ Test Care Center | ☐ Inactive | |
| *Туре | | ☐ Inactive | |
| *Type *Name *License Number Address Information | | ☐ Inactive | |
| *Type *Name *License Number | | Inactive | |
| *Type *Name *License Number Address Information | | ☐ Inactive | |
| *Type *Name *License Number Address Information Number | Test Care Center | ☐ Inactive | |
| *Type *Name *License Number Address Information Number Prefix | | ☐ Inactive | |
| *Type *Name *License Number Address Information Number Prefix *Street Tag | Test Care Center | ☐ Inactive | |
| *Type *Name *License Number Address Information Number Prefix *Street Tag Direction | Test Care Center | ☐ Inactive | |
| *Type *Name *License Number Address Information Number Prefix *Street Tag | Test Care Center | Inactive | |

Image 3: Creating a New Care Center

Infinite Campus

To create a new Early Learning/Prior Settings record:

- 1. Select the **New** icon. The Care Center Detail editor will appear below (see Image 3).
- 2. Select a **Type** (State Funded Preschool, Head Start or Child Care).
- 3. Enter the care center's License Number.
- 4. Enter the care center's address Number (optional).
- 5. Enter the care center's **Prefix** (optional).
- 6. Enter the care center's **Street**.
- 7. Enter the care center's **Tag** (optional).
- 8. Enter the care center's **Direction** (optional).
- 9. Enter the **City** where the care center is located.



- 10. Enter the **State** where the care center is located (optional).
- 11. Enter the care center's **Zip** (optional).
- 12. Select the **Save** icon.

| Field | Description |
|-------------------|--|
| Туре | The type of care center (State Funded Preschool, Head Start or Child Care). |
| Name | The name of the care center. |
| License Number | The care center's state License Number. |
| Number | The number of the care center's address. For example, 7750 South Barstow St, where 7750 is the number. |
| Prefix | The direct of the street in the address. For example, South Barstow Street, where South is the prefix. |
| Street | The name of the street where the care center is located. |
| Тад | The label of the entered street (i.e., Avenue, Street, Blvd., etc.). |
| Direction | Direction indicating the placement of the street within the city limits. |
| City | The city in which the care center is located. |
| State | The state in which the care center is located. |
| Zip | The zip code of the care center. |
| Inactive | If marked, the care center is no longer active and can no longer be assigned to student Early Learning/Prior Settings records. Existing records with a care center made inactive will continue to exist within Campus for historical reporting purposes. |

Once a care center is created at the State level it is sent down to all DIS-linked districts for use within student Early Learning/Prior Settings records (see Image 4).

| Care Center | | | | | | | |
|---|---|-----------------------|---|--|----------------------------|------------|--------------------|
| New Save | | | | | | | |
| Care Center Search | | | | | | | |
| Search Criteria | | | | | | | |
| Care Center Name test | | License Nur | mhar | | | | |
| , | | License Nu | | Searc | ch | | |
| 2 record(s) found. Care Center List | | _ | _ | | _ | | |
| Name | Address | | | License N | lumber | Active | |
| My Little Testimonies Child Development Center | 6210 She | pherdsville Road Lo | ouisville, KY 40228 | L35816 | 1 | x | |
| Test Care Center | 123456 F | ake Street Blaine , N | IN 12345 | 124354 | | x | |
| | | | | | | | |
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| | | | Once the Care | | | | |
| | | | at the State Lev | vel it is sent down | | | |
| Vaiver Records Tr | ansfer (| Gifted & Talented | at the State Lev to DIS-linked | | e 1 Services | Early Lear | ning/Prior Setting |
| | | | at the State Lev to DIS-linked within Early I | vel it is sent down districts for use | e 1 Services | Early Lear | ning/Prior Setting |
| Add Early Learning/F | Prior Setting | Gifted & Talented | at the State Lev to DIS-linked within Early I | vel it is sent down districts for use Learning/Prior | e 1 Services | Early Lear | ning/Prior Setting |
| Add Early Learning/F Early Learning/Prior Setti | Prior Setting | | at the State Lev to DIS-linked within Early Settings | vel it is sent down districts for use Learning/Prior | e 1 Services Start Date | Early Lear | ning/Prior Setting |
| Add Early Learning/F | Prior Setting | | at the State Lev to DIS-linked within Early I | vel it is sent down districts for use Learning/Prior | | | ning/Prior Setting |
| Add Early Learning/F | Prior Setting | | at the State Lev to DIS-linked within Early Settings | vel it is sent down districts for use Learning/Prior | | | ning/Prior Setting |
| Add Early Learning/F Early Learning/Prior Setti | Prior Setting | | at the State Lev to DIS-linked within Early Settings | vel it is sent down districts for use Learning/Prior | | | ning/Prior Setting |
| Add Early Learning/F Early Learning/Prior Setti | Prior Setting | | at the State Lev to DIS-linked within Early Settings | vel it is sent down districts for use Learning/Prior | | | ning/Prior Setting |
| Add Early Learning/Prior Setti Type | Prior Setting ngs List Name | | at the State Lev to DIS-linked within Early J Settings | vel it is sent down districts for use Learning/Prior | | | ning/Prior Setting |
| Add Early Learning/Prior Setti Type Early Learning/Prior Setti Type 03 | Prior Setting ngs List Name ings Detail Head Start | | at the State Lev to DIS-linked within Early Settings | vel it is sent down districts for use Learning/Prior | | | ning/Prior Setting |
| Add Early Learning/Prior Setti Type Early Learning/Prior Setti Type 03: Name Tes | Prior Setting ngs List Name ings Detail Head Start t Care Center | Save | at the State Lev to DIS-linked within Early Settings | vel it is sent down districts for use Learning/Prior | | | ning/Prior Setting |
| Add Early Learning/Prior Setti Type Early Learning/Prior Setti Type Early Learning/Prior Setti Type 03: Name Tes Address 123 | Prior Setting ngs List Name ings Detail Head Start t Care Center | | at the State Lev to DIS-linked within Early Settings | vel it is sent down districts for use Learning/Prior | | | ning/Prior Setting |
| Add Early Learning/Prior Setti Type 03: "Name Tes Address 123 License 124 | Prior Setting ngs List Name ings Detail Head Start t Care Center | Save | at the State Lev to DIS-linked within Early Settings | vel it is sent down districts for use Learning/Prior | | | ning/Prior Setting |
| Add Early Learning/Prior Setti Type Early Learning/Prior Setti Type O33 Name Tes Address 123 | Prior Setting ngs List Name ings Detail Head Start t Care Center 456 Fake Street | Save | at the State Lev to DIS-linked within Early Settings | vel it is sent down districts for use Learning/Prior | | | ning/Prior Setting |
| Add Early Learning/Prior Setti Type 03: "Name Tes Address 123 License 124 | Prior Setting ngs List Name ings Detail Head Start t Care Center 456 Fake Street 354 | Save | at the State Lev to DIS-linked within Early Settings | vel it is sent down districts for use Learning/Prior | | | ning/Prior Setting |

Image 4: Example of a State-published Care Center Being Used within a Early Learning/Prior Settings Record

Inactivating a Care Center

Infinite 🗠 🦯

Care Centers can only be made inactive within the Kentucky State Edition of Campus.

Care centers cannot be deleted but can be made inactive. To inactivate a care center, select the care center from the Care Center List, mark the **Inactive** checkbox and click the **Save** icon (see Image 5).

| Care Center | | | |
|--|---|----------------|--------|
| 🕂 New 🗈 Save | | | |
| Care Center Search | | | |
| Search Criteria | | | |
| | | | |
| Care Center Name test | License Number | Search | |
| 2 record(s) found. | | | |
| Care Center List Name | Address | License Number | Active |
| My Little Testimonies Child | 6210 Shepherdsville Road Louisville, KY 40228 | Litense Number | X |
| Development Center | | 101051 | |
| Test Care Center | 123456 Fake Street Blaine , MN 12345 | 124354 | x |
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| Core Cortes Datail | | | |
| Care Center Detail | 03: Head Start | ctive | |
| *Туре | 03: Head Start | ctive | |
| *Type *Name | 03: Head Start ▼ Test Care Center | ctive | |
| *Type *Name *License Number | | ctive | |
| *Type *Name *License Number Address Information | Test Care Center | ctive | |
| *Type *Name *License Number | Test Care Center | ctive | |
| *Type *Name *License Number Address Information | Test Care Center 124354 | ctive | |
| *Type *Name *License Number Address Information Number | Test Care Center 124354 | ctive | |
| *Type *Name *License Number Address Information Number Prefix | Test Care Center 124354 123456 | ctive | |
| *Type *Name *License Number Address Information Number Prefix *Street | Test Care Center 124354 123456 | ctive | |
| *Type *Name *License Number Address Information Number Prefix *Street Tag Direction | Test Care Center 124354 123456 Fake Street | ctive | |
| *Type *Name *License Number Address Information Number Prefix *Street Tag Direction *City | Test Care Center 124354 123456 Fake Street Blaine | ctive | |
| *Type *Name *License Number Address Information Number Prefix *Street Tag Direction | Test Care Center 124354 123456 Fake Street | ctive | |

Image 5: Inactivating a Care Center

Infinite Campus

Once a care center is made inactive, the X within the Active column will be removed (Image 6) and district users can no longer assign this care center to Early Learning/Prior Settings records. Existing records assigned this care center will remain within Campus for historical reporting purposes.

| Care Center List | | | | | |
|---|---|----------------|--------|--|--|
| Name | Address | License Number | Active | | |
| My Little Testimonies Child Development Center Test Care Center | 6210 Shepherdsville Road Louisville, KY 40228 | L358161 | x | | |
| Test Care Center | 123456 Fake Street Blaine , MN 12345 | 124354 | | | |

Image 6: Example of a Care Center Made Inactive

