

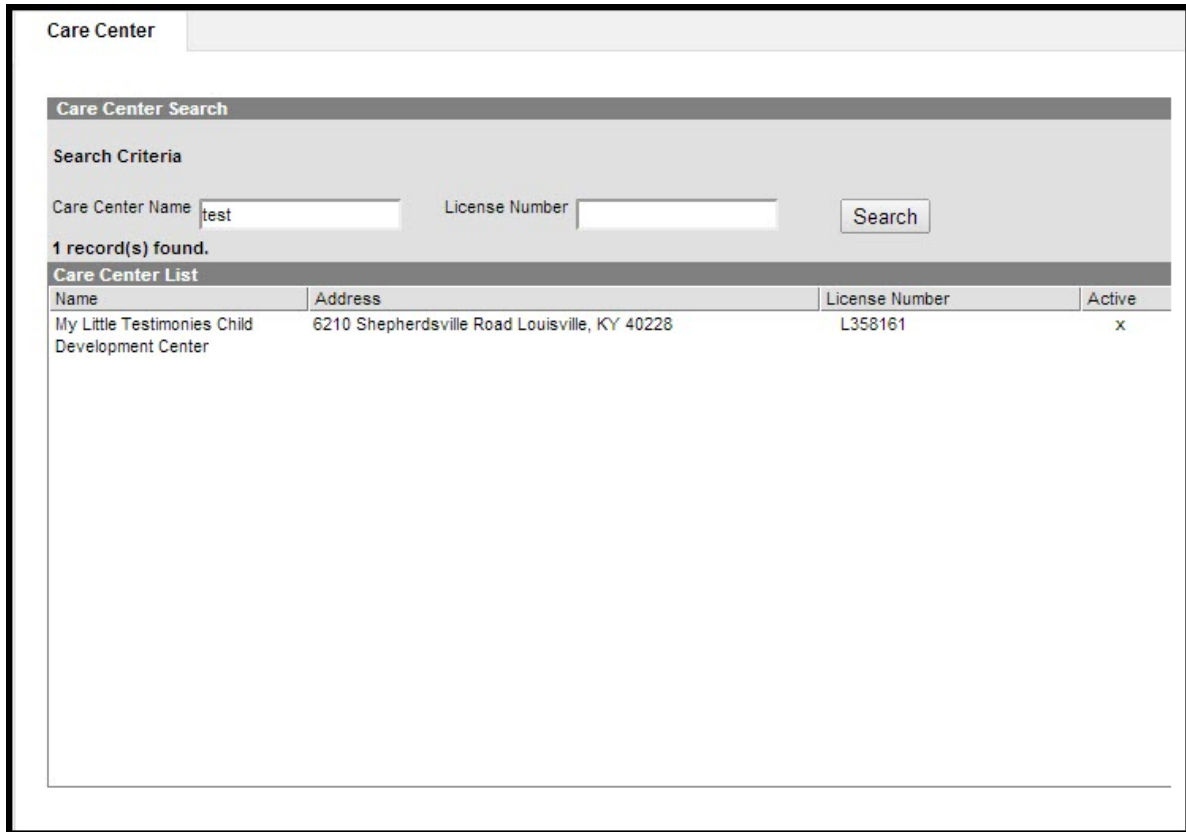
Care Center (Kentucky)

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Tool Search: Care Center

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



The screenshot shows the 'Care Center' tool interface. At the top, there is a 'Care Center Search' section with a 'Search Criteria' area. This area contains two input fields: 'Care Center Name' (with the text 'test' entered) and 'License Number'. A 'Search' button is located to the right of these fields. Below the search criteria, it states '1 record(s) found.' and then displays a 'Care Center List' table.

Name	Address	License Number	Active
My Little Testimonies Child Development Center	6210 Shepherdsville Road Louisville, KY 40228	L358161	x

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

Care Center Search

Search Criteria

Care Center Name

test

License Number

Search

1 record(s) found.

Care Center List

Name	Address	License Number	Active
My Little Testimonies Child Development Center	6210 Shepherdsville Road Louisville, KY 40228	L358161	x

Care Center Detail

*Type

05: Child Care

☐ Inactive

*Name

My Little Testimonies Child

*License Number

L358161

Address Information

Number

6210

Prefix

*Street

Shepherdsville

Tag

Road

Direction

*City

Louisville

State

KY

Zip

40228

Image 2: Searching for and Viewing a Care Center

Create a New Care Center

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

State Edition users can create Care Centers which are published down to districts for use within [Early Learning/Prior Settings](#) records.

Care Center

+ New **Save**

Care Center Search

Search Criteria

Care Center Name License Number **Search**

Care Center List

Name	Address	License Number	Active
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Care Center Detail

*Type ☐ Inactive

*Name

*License Number

Address Information

Number

Prefix

*Street

Tag

Direction

*City

State

Zip

Image 3: Creating a New Care Center

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
Type	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.
Tag	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 License Number **Search**

2 record(s) found.

Care Center List

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

Once the Care Center is created at the State Level it is sent down to DIS-linked districts for use within Early Learning/Prior Settings records.

Early Learning/Prior Settings

+ Add Early Learning/Prior Setting **Save**

Early Learning/Prior Settings List

Type	Name	Address	Start Date	End Date

Early Learning/Prior Settings Detail

*Type

*Name

Address

License

*Start Date

End Date

Comment

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

Inactivate a Care Center

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 Development Center	6210 Shepherdsville Road Louisville, KY 40228	L358161	x
Test Care Center	123456 Fake Street Blaine , MN 12345	124354	x

Care Center Detail

*Type

03: Head Start

Inactive

*Name

Test Care Center

*License Number

124354

Address Information

Number

123456

Prefix

*Street

Fake Street

Tag

Direction

*City

Blaine

State

MN

Zip

12345

Image 5: Inactivating a Care Center

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	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

