

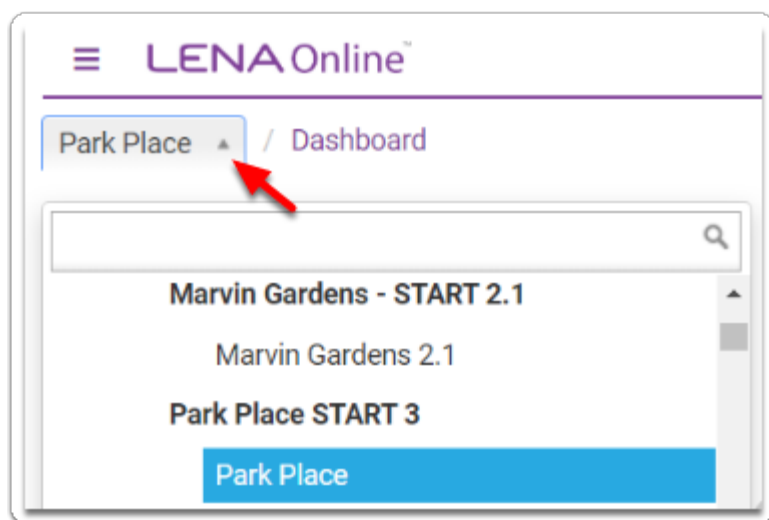
Add a Start participant and caregiver

Follow these steps to add a new child and caregiver to an existing LENA Start [group](#).

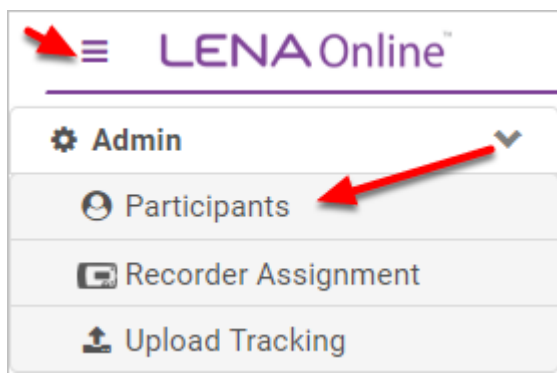
You will need:

- permission to view names in the group where you're adding the child
- child's completed consent form, including caregiver information
- about 5 minutes per child

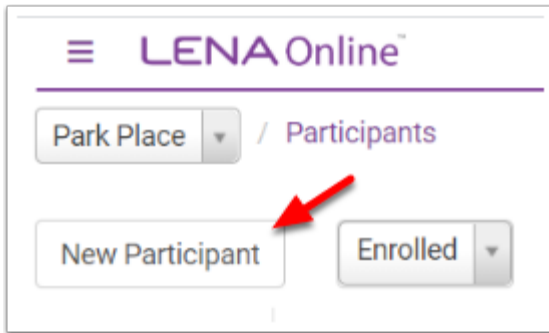
1. Select the child's group in the context menu drop-down.



2. From the main menu, click Admin and then choose Participants.

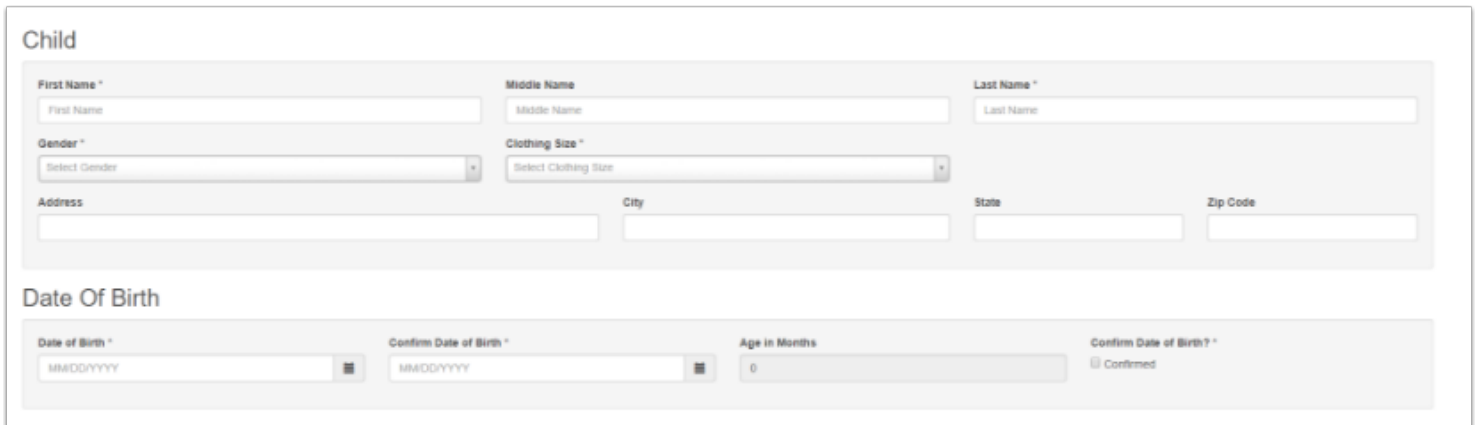


3. Click New Participant.



The screenshot shows the LENA Online interface. At the top, there is a logo and a navigation bar. Below the navigation bar, there is a dropdown menu labeled 'Park Place' and a link labeled 'Participants'. Below these, there are two buttons: 'New Participant' and 'Enrolled'. A red arrow points to the 'New Participant' button.

4. Enter child data.



The screenshot shows the 'Child' data entry form. It contains several fields for entering child information:

- First Name ***: Text input field.
- Middle Name**: Text input field.
- Last Name ***: Text input field.
- Gender ***: Dropdown menu with 'Select Gender'.
- Clothing Size ***: Dropdown menu with 'Select Clothing Size'.
- Address**: Text input field.
- City**: Text input field.
- State**: Text input field.
- Zip Code**: Text input field.
- Date Of Birth**: Section containing:
 - Date of Birth ***: Text input field with 'MM/DD/YYYY' placeholder.
 - Confirm Date of Birth ***: Text input field with 'MM/DD/YYYY' placeholder.
 - Age in Months**: Text input field with '0' placeholder.
 - Confirm Date of Birth? ***: Text input field with 'Confirmed' placeholder.

Click each section below for specific instructions:

Participant information

Child's **First Name** and **Last Name** are mandatory, but real names are not. You may use initials or an ID code instead, if required by your program. *The information you enter here is displayed on the parent reports and in parent texts.*

The child's **gender** and **clothing size** are also required.

Date of birth



Important! LENA processing and reports are highly dependent on the child's age in months.

Compare against the child's application/consent form, and carefully verify both **Date of Birth** and **Age in Months**.

Caregivers



The "primary caregiver" will receive the Parent Survey and Snapshot texts. These pre-post measures that *must* be completed by the same individual at each measurement point.

You can [edit which caregiver is primary](#) later, but *be sure it's correct before Session 1*.

Caregiver #1 - Primary

First Name *
First Name

Middle Name
Middle Name

Last Name *
Last Name

Relationship *
Relationship

Preferred Language *
Select Language

Texting Number
USA (201) 553-0123

Email
Enter Email

Caregiver #2

First Name
First Name

Middle Name
Middle Name

Last Name
Last Name

Relationship
Relationship

Preferred Language
Select Language

Texting Number
USA (201) 553-0123

Email
Enter Email

At least one caregiver must be entered.

Caregiver's **First Name** and **Last Name** are mandatory, but real names are not. You may use initials or an ID code instead, if required by your program.

Relationship to participant - for example: mother, father, grandmother, aunt, guardian

Preferred Language - choose English or Spanish to set the language for texts and reports provided to this family

Texting Number ensures the caregiver receives reminders, can report Reading Minutes, and can complete Snapshot and view reports via text message links.

- A welcome text will be sent to this number as soon as the record is saved.
- If the child does not have a caregiver with a textable phone number, you can enter the caregiver's email address instead in order to send links to fill out Snapshots by computer. Otherwise, Snapshots can be filled out on paper.

Help - the screen says the caregiver's texting number is already in use, and I can't save the information.

Save the participant and caregiver without a texting number, and then [use these steps to sort out the right solution](#).

Demographics

Fill out with the information collected on the Application and Informed Consent form.

Enrollment

Organization will be pre-filled, but double check that it's correct.

Functional Group will be filled in if you began by selecting the group in the context menu. Double check that the correct group is listed here, or choose the group from the drop-down list.

Enrolled Date is the date from the consent form, or the date the child is entered in LENA Online.

Other

External Reference ID is an optional field that can be used to enter an ID from a different database or record to facilitate matching up LENA exports with other related records.

! *Do not enter confidential information or names in this field, as the field will be displayed in place of the child's name for some user types.*

5. Click Submit

Warning: Possible Duplicate Participant

×

Possible Duplicate Participant

The following similar participant(s) exist(s) in the system:

FirstName24970 LastName24970, DOB: 06/26/2017 - Enrolled

Are you sure you wish to continue?

Close

Confirm

If a participant with the same name and date of birth already exists in the same suborganization, LENA flags it as a potential duplicate. In most cases, you should:

1. Click **Close** to return to the participant entry screen.
2. Click **Back** to exit without saving.
3. With the *organization* in the context menu, search the enrolled, completed, and dropped participant lists for the existing child.

When you find the existing child, determine next steps - for example, check with your program manager about why the child is already in the system, move him to his new group, and/or change his enrollment status as needed.

6. Repeat with additional children.