**Maintaining Online Pre-Application Guidance**

\**NMCAA strive to contact families within 10 days of completing the pre-application, to set up a time to complete an application.*

**Online Pre-Application**

When viewing the NMCAA 0-5 Program Interest Form (Responses) on Google Docs, you will view the *Form* *Responses* tab with the completed Online Pre-Applications. To locate pre-applications that are for your program, reference the column*Which Program are you interested in?*

If there is a response for your program, scroll over and reference the columns:

* *First Preference Location* (Head Start and GSRP)
* *Which Location are you interested in?* (Collaborative Center and Early Head Start Expansion)
* *What County do you live in? (EHS Home Based)*

Once you have identified a response for your program, contact the primary adult to schedule an application appointment.

* **If you have tried to contact a family through phone, text and e-mail with no response**,they can stay on the Form Responses tab, indicating the outcome of contact made (examples: left message, phone disconnected, no voice mail setup, etc.), date and initials in the first column. Three attempts should be noted; if there is no response, leave the information to refer to if the family contacts us, but no more attempts need to be made.

* **Once a family has been contacted for an appointment**, in the first column indicate the initials of the staff member completing the application, including the date and time of the appointment. Copy and paste that row into the tab specific to the staff person completing the application. Use the scroll right arrow located on the right of the tabs at the bottom of your screen to be able to scroll. Once the row has been pasted into the tab, return to the Form Responses tab and delete the row that was pasted.

**To copy and paste the row:**

* Hover the cursor arrow over the number on the left-hand side of the row and click the left mouse button once. The row has now been highlighted.
	+ - * Next right click on the number, a menu appears. Move your cursor arrow to the word *copy* and click the left mouse button once. (You have now copied the row.)
			* Move your cursor to the correct tab and left click the mouse button once.
			* Scroll down to the next available blank row. Click and highlight the row. Then press Ctrl + V at the same time to paste. The row that was copied should now appear in the blank row.

**To delete the row:**

* + - * Hover the cursor arrow over the number on the left-hand side of the row and click the left mouse button once. The row has now been highlighted.
			* Next right click on the number, a menu appears. Move your cursor arrow to the words *delete* *row* and click the left mouse button once. (You have now deleted the row.)

**After the appointment with the family**

Add any notes regarding the appointment, for example, waiting on documents, no call show, need to reschedule, etc.

**Once an application has been completed with DocuSign**

Go back to the family’s row, and in the first column, type completed. This will indicate that the application is completed and has been sent to ERSEA manager for verification.

All responses will be used for recruitment efforts and will be saved for one year following the end of the current school year.

2/23 HSPPS: 1302.13 Recruitment of Children