Maintaining Online Pre-Application Guidance

**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’s**:

*Which County/Location are you interested in?* (EHS Home Based)

*Which Program are you interested in?* (Collaborative Center and Early Head Start Expansion)

*First Preference Location* (Head Start and GSRP)

* 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 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 Notes column.

* + **Once a family has been contacted for an appointment**, in the Notes column indicate who the appointment is scheduled with including the date and time. Copy and paste their row into the tab titled *Scheduled and Not Completed* that is specific to your program. To scroll to your programs tab, use the scroll right arrow located on the right of the tabs at the bottom of your screen. Once the row has been pasted into the Scheduled and Not Competed 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 your programs tab Scheduled and Not Completed and left click the mouse button once.
			* Scroll down to the next available blank row. Hover over the number in the left column and right click your mouse button once, a menu appears.
			* Hover your cursor arrow over the words *paste special* and a new menu appears. In the new menu hover your cursor over *paste all except borders* and click the left mouse button once. (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.)
	+ **Once an application has been completed with DocuSign,** the line can be copied and pasted from the Scheduled and Not Completed tab into the *Completed Applications* tab that is specific to your program.  Under the *Application Completion Date and Recipient* column document the application completion date and recipient of the application. Example 1-21 TBA, 1-21 EHS Expansion, 1-21 MCC.

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

1/2021