



# Cayen FRC August Webinar

## Agenda

- Updates
- New Term
- Reminders





# Cayen Updates

Choosing a Security Level (Revised Options):

- FRC Admin – 2
- FRC Site - 1





Section	Functionality	FRC Admin 2	FRC Site 1	
<b>Home</b>	Access all Districts			
	Access all Sites within a District	x	x	
	Add Users (of same or lower security level)	x		
	Edit Users (of same or lower security level)	x		
	Assign Participant Assessments	x	x	
	Edit District Data Entry Values	x	x	
	Set up Terms	x		
	Define District Required Registration Fields	x		
	<b>Site Info</b>	Add/Edit Site Staff	x	
		Edit Site Calendar	x	x
<b>Activities</b>	Add/Edit Activities			
	Add/Edit All Sessions			
	Lock Sessions	x		
	Edit Customizable Sessions	x		
<b>Registration</b>	Add Participants	x	x	
	Add/Edit Households	x	x	
	Edit Registration Records	x	x	
	Record FRC Services	x	x	
	Enter Participant Assessments	x	x	
	Enroll in Programs	x	x	
	Document PAT Goals and Home Visit Schedule	x	x	
	<b>Rosters</b>	Build Rosters for Groups	x	x
Build Rosters for Sessions		x	x	
Print Rosters		x	x	
<b>Attendance</b>	Add/Edit/Delete Attendance	x	x	
	Copy Attendance to another Activity/Session	x	x	
	Add Attendance on Grid	x	x	
<b>Reports</b>	Generate and Print Reports	x	x	
<b>Search</b>	Execute searches	x	x	
	Print Mailing Labels	x	x	
	Print File Folder Labels	x	x	
	Quick Edit/Export Spreadsheet	x		





# Security Recommendations

- Restrict user access;
- Monitor user activity;
- Use strong passwords;
- Don't share passwords;
- Don't leave passwords where others can find them;
- Change passwords regularly; and
- Never send them in email or post them anywhere online.





# Security Recommendations

Here are tips for selecting strong passwords:

- At least 8 characters long;
- A mixture of at least 3 of the following: upper case letters, lower case letters, digits and symbols;
- Not listed in a dictionary of any major language.





# 2014-2015 Term

- Registering participants from a prior term:
  - Make sure you are logged in to the 2014-2015 term
  - Click on the REGISTRATION tab
  - Click on QUICK DATA ENTRY TOOLS
  - Click REGISTER STUDENTS FROM A PRIOR TERM
  - Select the 2013-2014 term and click ALL
  - Select/check off the participants that you would like to roll over to the current term and click REGISTER SELECTED





# 2015-2016 Term

Items/areas to be updated for participants rolled over from a prior term:

- Participant information.
- Enrollment – Participants must be re-enrolled in FIT, OOST, Pre-K, and ECE Provider Sustained Services.
- Participant Assessments- You must update the existing assessment (that was carried over). Do NOT create a new one.





# Required Registration Fields

For children (“Adult”= no), complete these fields:

- DOB
- Primary language
- Fully immunized
- Uninsured
- Ethnicity
- Race
- Grade level

For adults (“Adult”= yes), complete these fields:

- Primary language
- Ethnicity
- Race

For ECE Providers, (“Adult”= yes), complete these fields:

- Primary language
- Ethnicity
- Race
- ECE Provider Category
- Children Served. This field requires a number value be entered that reflects the number of children receiving services from an ECE Provider at the time of registration. This field must be updated at least once per program year, or anytime there is a substantial change in the number of children served.



# 2015-2016 Activities/Sessions

- Cayen rolled over ALL 2014-2015 activities and sessions into the new term, including previously customized sessions.
- You have the ability to edit the session **name and time range** for previously customized sessions ONLY.
- If you need to add or remove a customized session, you must submit that information for review.
  - Contact: Erika Scott Jones at [escottjones@crec.org](mailto:escottjones@crec.org)





# Customized Sessions

When submitting customized sessions, please include: Activity name, session name, and start and end time.

Use this template as a guide:

Activity	Session	Start Time	End Time
PAT-Standard-GC Play and Learn	M-F Play Group	11:00AM	12:00PM
OOST- Enrichment	4 <sup>th</sup> Grade Enrichment	3:45PM	4:45PM
Family Connections- Family Literacy	Family Reading Nights	6:00PM	7:00PM



Stafford Public Schools  
West Stafford School  
FRC - Admin 2  
2015-2016

Change Credentials  
Log Out

Home Site Info Activities Registration Rosters Attendance Reports Search Payments Links Help

### Activities & Sessions

ECE Provider-PD Workshops St63  
Family Connections-Family Literacy St63  
Family Connections-Parenting Education/Leadership St63  
Family Connections-Play and Learn St63  
Home Visit St63  
OOST Extended Day St63  
Out of School Time-After School St63  
Out of School Time-Before School St63  
Out of School Time-Enrichment St63  
Out of School Time-PYD St63  
Out of School Time-School Vacation St63  
Out of School Time-Summer St63  
Out of School Time-Tutoring St63  
Pat Standard GC-Play and Learn St63  
PAT-Standard GC-Family Literacy St63  
PAT-Standard GC-Parenting Education/Leadership St63  
Pre-K St63  
Related ECE Activities St63

Limited List Full List

Session Name	Start Date	End Date	Start Time	End Time	
Family Connections	7/1/2015	6/30/2016	9:15 AM	10:15 AM	Edit
Thursday Learn and Play	7/1/2015	6/30/2016	9:15 AM	10:15 AM	Edit
Wednesday PAT Play and Learn	7/1/2015	6/30/2016	9:15 AM	10:15 AM	Edit

Session Name: Family Connections  
Time Offered: 9:15 AM - 10:15 AM

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- All customized sessions are set to the default date range: 7/1-6/30.

- Edit the session name and/or time by clicking “Edit”.

- Click “Unlock” to edit the session. The SAVE button will appear after unlocking the session.
- When finished editing the session, click “Lock”. The system will ask you confirm the change before closing.

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2015-2016

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Registration Quick D  
Entry Tools  
Activity Quick Edit

Activity: Pat Standard GC-Play and Learn Edit Session: Wednesday PAT Play and Learn

Session Name: Wednesday PAT Play and Learn  
Time: 9:15 AM To 10:15 AM

Cancel Unlock

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# Activities/Sessions

- You don't need to add all of your customized activities at one time. You can add them as you go.
- Instead of adding multiple sessions, think about creating multiple group rosters.

## **Example Activity: Play and Learn Group**

### Example 1

**Session:**  
Play & Learn Monday  
Play & Learn Tuesday  
Play & Learn Wednesday

**Group Rosters:**  
Play & Learn Monday  
Play & Learn Tuesday  
Play & Learn Wednesday

### Example 2

**Session:**  
Play and Learn Group (M-W)

**Group Rosters:**  
Play & Learn Monday  
Play & Learn Tuesday  
Play & Learn Wednesday



## Participant Assessment

- You must complete an assessment for every family.
  - One assessment per family.
  - The assessment must be assigned to an adult.
- Make sure to update assessments for families carried over to the current term.
  - Make sure to always update the original assessment.
  - Do not create a new assessment for a family that had one in a previous term.
- Run the Participant Assessment Results Report to ensure your families have a completed assessment.

**Note: If a family member is improperly assigned an assessment, you can “inactivate” their assessment via the FRC Enrollment Management section on the HOME screen.**





# FRC Webinars/Resources

## **New User Trainings**

September 2<sup>nd</sup> - 9 a.m. to 12:30 p.m.

September 23<sup>rd</sup> - 12:30 p.m. to 4 p.m.

Contact [marie.Aligata@ct.gov](mailto:marie.Aligata@ct.gov)

<http://www.crec.org/sfcp/index.php>





# FRC Webinars/Resources

**Webinar Series (continues)**  
**3<sup>rd</sup> Wednesday of each month at 2:00 p.m.**

**NO SEPTEMBER WEBINAR**

**Past Webinars and additional resources available at:**

<http://www.crec.org/sfcp/index.php>





## FRC Webinars/Resources

Contact Cayen:

- You are unable to save a registration record.
- The system takes an extraordinary amount of time to load a report.
- You are unable to view some items/areas within the system.

Do NOT contact Cayen:

- If you have questions about registration vs. enrollment in a program.
- With Specific PAT questions.

Direct questions to: Louis Tallarita or Gerald Barrett





# FRC Webinars/Resources

## Family Resource Center Listserv

The State Department of Education has activated an e-mail listserv that allows e-mail sent to the listserv to be forwarded to all subscribers of that listserv.

Use of the listserv is restricted and **not** for use by the general public.

Subscribers to the list are not to publicize this list or its access procedures





# Family Resource Center Listserve

## Instructions:

- 1) To subscribe to the list, send a mail message to [listserv@list.ct.gov](mailto:listserv@list.ct.gov) with the following in the body of the message:

**subscribe SDE\_ED1 yourname** (ex. subscribe SDE\_ED1 Jane Doe)

- 2) To send mail to the list send a mail message "To:"

**SDE\_ED1@list.ct.gov**

- 3) To unsubscribe from the list, send a mail message to [listserv@list.ct.gov](mailto:listserv@list.ct.gov) with the following in the body of the message:

**unsubscribe SDE\_ED1**





## Upcoming...

PD and TA Survey (feedback, recommendations)

Improved T/A protocol

Revised Handbook (Spring)

