



# Cayen FRC January 2017 Webinar PAT Review





# PAT Report

The PAT Report in the Cayen System does not provide sites with universal “real time” data. Each year’s report must be programmed annually to the apply the new term dates/parameters, etc.

By utilizing other reports that are available, sites can accurately view data that has been entered into the current term to ensure that your final PAT Report data is correctly entered.





# Registration

## PAT – Required Information

<p>For children (“Adult”= no), complete these fields:</p> <ul style="list-style-type: none"> <li>• DOB</li> <li>• Primary Language</li> <li>• Fully Immunized</li> <li>• Uninsured</li> <li>• Ethnicity</li> <li>• Race</li> <li>• Grade Level</li> </ul>	<p>For adults (“Adult”= yes), complete their fields:</p> <ul style="list-style-type: none"> <li>• Primary Language</li> <li>• Ethnicity</li> <li>• Race</li> </ul> <p><b>Other Items:</b></p> <ul style="list-style-type: none"> <li>• One adult must be designated as Head of House Hold</li> <li>• Detailed pregnancy information</li> </ul>
<p>For ECE Providers (“Adult”= yes), complete these fields:</p> <ul style="list-style-type: none"> <li>• Primary Language</li> <li>• Ethnicity</li> <li>• Race</li> <li>• Children Served*</li> </ul> <p>*This field requires a number value to 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.</p>	



# Registration

## Pregnancy Status

You must update the pregnancy status for adults enrolled in PAT with a pregnancy status “yes” in their registration record.

1. Click on the participants registration record.
2. Click on the ‘Pregnancies’ tab located on the left hand column of the registration record.
3. Click **Add New** and enter a start date and end date (if applicable). If the pregnancy was terminated, etc., you must still enter an end date; doing so changes the pregnancy status from ‘yes’ to ‘no’.
4. If the mother has given birth, indicate the end date and click **Save**. In the same screen, click **Add Child** associated with that pregnancy. The system will bring you through the same steps as adding a child to your household; the child’s D.O.B will be the same as the pregnancy end date.\*

\* You must add all newborn children associated with a documented pregnancy this way in order for them to be householded properly.

The screenshot shows the CAYEN FRC Registration interface. At the top, there is a navigation bar with 'Home', 'Site Info', 'Activites', 'Registration', 'Rosters', 'Attendance', 'Reports', 'Search', and 'Payments'. On the right, there are buttons for 'Change Credentials' and 'Log Out'. Below the navigation bar, the 'Registration' section is active, showing 'Attendees: 0', 'Registered: 27', and 'Total Records: 248'. The main content area is titled 'Pregnancies' and includes a purpose statement: 'Purpose: Track, edit, or view pregnancies for this participant. To add a new pregnancy occurrence, click the "Add New" button. To edit or delete a pregnancy occurrence, click the edit or delete links respectively.' A 'Pregnancy Details' form is open, featuring 'Pregnancy Start Date' and 'Pregnancy End Date' fields (highlighted with a red box), a 'Notes' text area, and 'Close' and 'Save' buttons. A red arrow points to the 'Add New' button at the bottom of the page. Another red arrow points to the 'Pregnancies' tab in the left-hand sidebar menu.

1. Click on the participants registration record.
2. Click on the 'Pregnancies' tab located on the left hand column of the registration record.
3. Click **Add New** and enter a start date and end date (if applicable). If the pregnancy was terminated, etc., you must still enter an end date; doing so changes the pregnancy status from 'yes' to 'no'.

**CAYEN FRC**

Change Credentials  
Log Out

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

**Registration**

Attendees: 0 Registered: 27 Total Records: 248

**Pregnancies**

Purpose: Track, edit, or view pregnancies for this participant.  
To add a new pregnancy occurrence, click the "Add New" button. To edit or delete a pregnancy occurrence, click the edit or delete links respectively.

Pregnancy	Pregnancy Start Date	Pregnancy End Date	Notes	Children
1	06/10/2015	03/11/2016		<a href="#">add_child</a> <a href="#">edit</a> <a href="#">delete</a>

Participant Info  
Test Data  
Grade Data  
Enrollment  
Notes/Goals  
Surveys  
Behavior  
Absences/Suspensions  
User-Defined Fields  
Referral Documentation  
FRC Services  
**Pregnancies**  
Participant Assessment  
Programs Enrolled  
Document PAT Goals and Home Visit Schedule

Reg Form

<Prev Close Next>

Add New

1. If the mother has given birth, indicate the end date and click **Save**. In the same screen, click **Add Child** associated with that pregnancy. The system will bring you through the same steps as adding a child to your household; the child's D.O.B will be the same as the pregnancy end date.\*

\* You must add all newborn children associated with a documented pregnancy this way in order for them to be householded properly.



# FRC Reports

**All FRC reports (not including the Cayen Search function) are found in the REPORTS section under *Family Resource Center*.**

- Each report in Cayen has a link to a Report Explanation file that will explain the report and where the data generated are coming from.
- Take time to understand the different filters; run the same report multiple times choosing different filters.
- All reports are able to be viewed in a web viewable format directly on the screen or they can be exported to Excel; you're able to print in either format.

Note: When you save the excel document you must change the file type. Click "Save As" and under the file name, select "Excel Workbook" from the drop down menu entitled "Save as type" .



# FRC Reports

**Review the different reports to ensure you are capturing the various elements of your PAT programming/services.**

- Participant Characteristics
- Search
- Household Enrolled
- Assessment Status
- Child Screening and Referral Detail
- FRC Services



# Participant Characteristics Report

The Participant Characteristics Report displays the number of adults and children in each enrolled program along with age, gender, ethnicity, and race.

- Choosing enrolled/not enrolled gives you a global count of all registered participants.
- You can enter missing age (children only) and gender using the SEARCH function.
- You can enter missing Race or Ethnicity by clicking on Registration tab and selecting Quick Data Entry Tools. Next, click on “Edit Demographics” from the top left hand column. Select either NECES Race or Ethnicity from the drop down menu and it will display the participants (if any) missing that information.
- You are able to add the information and save (if applicable).



# Cayen Search

The Cayen Search function allows you to quickly view participant information for everyone registered at your site. It is accessed from the menu bar at the top of the home page.

- Click Find Records (wait for participant records to load).
- Select Quick Edit/Export Spreadsheet
- Select last name, first name, Date of Birth , Gender, SASID, Primary Language, **Grade Level**, Adult Participant Type, Pregnant, Household ID and Household name
- Select either Print/Export to Excel or View Quick Edit Form (from here, you can make corrections and then print or export)

**Edit the form / Print a report / Export a spreadsheet**

Purpose: Allows easy editing of multiple Registration records at once.

Instructions: Edit the desired information, and click on Save and Refresh to update the Registration records in the database. Click on Print/Export to Excel for a printer-friendly report, or to export the data to Excel.

**Search Criteria**

[ALL]

First Name	Date of Birth	Gender	SASID #	Primary Language	Grade	Participant Type	Pregnant	Household ID	Household Name
Lu	7/5	Male		Spanish		Child	No	15591	H
As		Female		English		Adult	No	35053	A
Je	12/08	Male	8017	Spanish	01	Child	No	34386	Lobles
Ni	11/1	Female		English		Child	No	21621	D
Kr		Female				Adult	No	19217	D-Baran
Mi		Male		English		Child	No	19217	D-Baran
Mi		Female		English		Adult	No	16380	B
Rz		Female		English		Adult	No	30070	B
Kr				English		ECE Provider	No		
Ci	1/20	Female		English		Adult	No	18884	B
Mi	12/0	Female		English		Child	No	18884	B
Di	12/3	Male	4616		01	Child	No	35427	B
Ja	12/3	Female	4616	English	01	Child	No	35427	B
Le	4/2	Female	2730		01	Child	No	34393	Ji
Al	2/20	Male		English		Child	No	28053	Csen
Di		Female		English		Adult	No	28053	Csen
Mi		Male		English		Adult	No	28053	Csen
Ju		Male		English		Adult	No	23213	C
Kr		Female		English		Adult	No	23213	C
Lu	5/30	Male		English		Child	No	23213	C
Vi		Female		English		Adult	No	27182	C
Lu		Male				Adult	No	35660	C
Oi	10/	Female		Spanish		Adult	No	34348	D

Back

Print/Export to Excel | Save and Refresh



Search Criteria

[ALL]

Last Name	First Name	Primary Language	Participant Type	Household ID	Household Name	Head Of Household
A	Eile	English	ECE Provider			
A	List m	English	ECE Provider			
B	Det	English	ECE Provider			
B	Aki	English	Child	34110	Bc	No
B	Tin	English	Adult	34110	Bc	Yes
B	Hog	English	ECE Provider			
C	Elij	English	Child	29140	Ci	No
C	nd Mel	English	Adult	29140	Ci	Yes
Ei	Mar	English	Child	37243	Et	No
Ei	Sal	English	Adult	37243	Et	Yes
Fi	Jan	English	Adult			
G	Fior	English	Child	22587	Gi	No
H	Arii	English	Child	34111	Hi	No
H	Ash	English	Adult	34111	Hi	Yes
Li	Jan	English	Adult	22587	Gi	Yes
Li	Anr	English	ECE Provider			
M	Cla	English	ECE Provider			
M	Rot	English	ECE Provider			
M	ed Tiff	English	Adult	29129	Mi sd	Yes
P	Jon rman	English	Child	33739	Pc	No
P	She	English	Adult	33739	Pc	Yes
P	Tat	Russian	Adult	33739	Pc	No
R	Ale	Bosnian	Adult	35629	Rt	No



- All PAT families must have one parent designated as Head of Household
- Click Search/Find Participants/Quick Edit
- Select First and Last Name, Primary Language, Participant Type, Household ID, Household Name and Head of Household.
- Confirm that one adult in the household is designated as Head of Household



# Household Enrolled Program Report

The Household Enrolled Program Report displays details of participants and their program status.

1. Select and review each program separately (PAT, FIT, OOST, Pre K, ECE Services and Not Enrolled in Any Program).
2. Select “PAT” and review.

**N/A appearing the Household ID column is an indication the participant is not properly householded.**

**Ensure the enrollment dates and exit dates (if applicable) are accurate, especially PAT.**

**NOTE:** All adults and children must be in a HH. A child must be in a HH with an adult. Adults in PAT or FIT must be in a HH with a child. Adults not enrolled in PAT or FIT who are attending sessions that are designed for adults only, e.g., Adult Ed or Parent Education, may be registered without a child and they should be put in a HH by themselves. ECE providers should not be put in any household.

Reports

Academics
Activity Information
Attendance - By Person
Attendance - Totals
Family Resource Center
Services Matrix Report
Blank Participant Assessment
Child Screenings and Referral Detail
Dosage by Program/Activity/Session
Follow-up Report
FRC Services Report
General Resource Referral
<b>Household Enrolled Program</b>
Participant Assessment Results
Participant Characteristics
PAT Report
Upcoming Home Visits
Miscellaneous
Participant Contact Information
Participant Information
Registration Forms/ID Cards
Staff
Surveys
System

**Household Enrolled Program**

Enrolled Programs Summary	
Total Participants Enrolled this Program Year:	8
Total Adult Enrolled:	4
Total Child Enrolled:	4
Total New Participants Enrolled this Program Year:	7
Total New Adult Enrolled:	3
Total New Child Enrolled:	4
Total Participants Not Enrolled this Program Year:	0
Total Families Not Enrolled this Program Year:	0
Total Current Families Enrolled:	6
Total New Families Enrolled:	5
Total Participants Enrolled in One Program:	8
Total Participants Enrolled in Two Programs:	0
Total Participants Enrolled in Three Programs:	0
Total Participants Enrolled in Four Programs:	0

Household ID	Household Name	Name	System ID	SASID	Participant Type	Enrolled Program(s)	Date(s) Enrolled	Date(s) Exited
N/A	N/A	Ap [REDACTED] salee	JC1042851		Adult	PAT	10/31/2014	
33517	[REDACTED]	Ch [REDACTED] na	AJC1014078		Adult	PAT	02/11/2014	
33517	[REDACTED]	Di [REDACTED] na	AJC1067048		Adult	PAT	09/18/2014	
34474	[REDACTED] efee	Ro [REDACTED] Selena	JC1035343		Child	PAT	09/18/2014	
34296	[REDACTED] enet	Me [REDACTED] anika	AJC1072672		Adult	PAT	10/27/2014	
34574	[REDACTED] ra	Mc [REDACTED] iden	JC1089634		Child	PAT	09/22/2014	
34568	[REDACTED] doval	To [REDACTED] gel	JC1003593		Child	PAT	11/10/2014	
		Sm [REDACTED] elle	JC1071644		Child	PAT	10/29/2014	

- “N/A” located within Household ID is an indication that participant is not in a household.
- All adults and children must be in a HH.
- A child must be in a HH with an adult.
- Adults in PAT or FIT must be in a HH with a child.
- Adults not enrolled in PAT or FIT who are attending sessions that are designed for adults only, e.g., Adult Ed or Parent Education, may be registered without a child and they should be put in a HH by themselves.
- ECE providers should not be put in any household.

Total Participants Enrolled in One Program:	35	
Total Participants Enrolled in Two Programs:	0	
Total Participants Enrolled in Three Programs:	0	
Total Participants Enrolled in Four Programs:	0	

Household ID	Household Name	Name	System ID	SASID	Participant Type	Enrolled Program(s)	Date(s) Enrolled	Date(s) Exited
32823	Anc	Aka	AMSS047773		Adult Participant	PAT	12/10/2014	
32823	Anc	tiana	MS!	1	Child	PAT	12/11/2014	
31878	Are	id	MS!	7	Child	PAT	07/27/2016	
31309	Cas	e	AM!	08	Adult Participant	PAT	07/30/2014	
31309	Cas		MS!	3	Child	PAT	07/30/2014	
35787	Ché	cia	AM!	93	Adult Participant	PAT	11/08/2016	
35787	Ché	xander	MS!	7	Child	PAT	11/07/2016	
27298	Dor		AM!	98	Adult Participant	PAT	10/01/2013	
35320	Gal	a	AM!	55	Adult Participant	PAT	02/27/2015	
35320	Gal		MS!	2	Child	PAT	02/27/2015	
27271	Gar	urga	AM!	47	Adult Participant	PAT	05/30/2014	
27271	Gar	arini	MS!	2	Child	PAT	05/30/2014	
24095	Gar	imin	MS!	3	Child	PAT	09/18/2015	
24095	Gar		MS!	5	Child	PAT	06/19/2015	
24095	Gar	eth	AM!	23	Adult Participant	PAT	06/19/2015	
23530	Gav	my	MS!	0	Child	PAT	11/18/2013	
36993	Gui		AM!	14	Adult Participant	PAT	06/11/2015	
31859	L	or	AM!	52	Adult Participant	PAT	09/09/2014	
31859	L	ille	MS!	3	Child	PAT	09/09/2014	
43813	Llar	a	AM!	56	Adult Participant	PAT	11/14/2016	
40358	Miri	il	MS!	3	Child	PAT	07/27/2016	

Last Name	First Name	Adult	Household ID	Head Name	Head Of Household
A	Jo	Yes	40423	Rois	No
A	Lil	No	40423	Rois	No
A	omez	No	13451	Alc	omez
A	D	No	31878	Are	No
A	Jo	Yes	31878	Are	No
A	Mi	Yes	40358	Mir	No
C	Ar	No	43820	Ca	No
C	Na	No	37420	Ca	No
C	Pa	Yes	35787	Ch	No
C	Lu	No	45452	Per	No
C	Mi	Yes	45926	Co	No
C	Mi	Yes	43813	Lla	No
C	Je	Yes	40354	Cu	No
D	Lu	No	26715	De	No
D	Su	Yes	26715	De	No
D	Vi	No	26715	De	No
D	s	Yes	38434	Do	s
D	s	No	38434	Do	s
D	Na	Yes	37420	Ca	Yes
G	Bl	Yes	35320	Gal	Yes
G	Ar	Yes			N/A
G	Be	No	24095	Ga	No
G	Er	No	24095	Ga	No



## FRC 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 Setup section on the HOME screen.**



# FRC Assessment

## **Participant Assessment Status Report**

This report tells you the assessment status of each family and registered participant. The report has two sections: *Participant Assessment Exceptions and Participant Assessments*

## **Participant Assessment Results Report**

This report displays all households that have an assessment started or updated in the current program year. All households should appear on this list by the end of the program year, indicating that you have done an initial assessment for all new families and have updated the assessment for all families carried over from the prior year.

-Select Enrolled/Not Enrolled in any Program to see results for all assessments

# Participant Assessment Status Report

## Participant Assessment Status

Date Range: 10/15/2015 - 10/15/2015  
 Assessment Program: Home Visitation Program  
 Enrolled Program: Home Visitation Program  
 Date Run: Tuesday, 10/15/2015 10:00 AM (ET)

**Number of Assessments Completed: 205**  
**Number of Families Completed: 200**  
**Percent of Families Assessed: 61.54%**

### Participant Assessment Exceptions

Household	Participant	Participant Type	Exception Reasons
[REDACTED] 21527	Ab	Child	
[REDACTED] - 27273	Ab	Adult Participant	Assessment Not Assigned for the Household; Assessment Not Taken for the Household
[REDACTED] - 21499	Ag	Adult Participant	Assessment Not Taken for the Household
[REDACTED] - 19759	Ah	Child	
[REDACTED] - 19760	Ah	Adult Participant	Assessment Not Assigned for the Household; Assessment Not Taken for the Household
[REDACTED] - 19760	Al	ECE Provider	Assessment Not Assigned for the Household; Assessment Not Taken for the Household; No Adults in the Household
[REDACTED] - 19760	Or	Child	Assessment Not Assigned for the Household; Assessment Not Taken for the Household; No Adults in the Household
[REDACTED] - 19760	Di	Adult Participant	More Than One Assessment Assigned for the Household
[REDACTED] - 19760	Di	Adult Participant	More Than One Assessment Assigned for the Household
[REDACTED] - 19760	Di	Child	Assigned Assessment Not for Adult; More Than One Assessment Assigned for the Household
[REDACTED] 20179	Al	Adult Participant	Assessment Not Assigned for the Household; Assessment Not Taken for the Household
[REDACTED] 038	Al	Child	
[REDACTED] 038	An	Adult Participant	More Than One Assessment Assigned for the Household
[REDACTED] - 19762	Ch	Child	Assigned Assessment Not for Adult; More Than One Assessment Assigned for the Household
[REDACTED] - 19762	Ch	Adult Participant	More Than One Assessment Assigned for the Household
[REDACTED] - 19762	Aq	Child	
[REDACTED] 34042	Aq	Adult Participant	Assessment Not Taken for the Household
[REDACTED] 20335	Ar	Child	Assigned Assessment Not for Adult; More Than One Assessment Assigned for the Household
[REDACTED] 20335	Ar	Adult Participant	More Than One Assessment Assigned for the Household
[REDACTED] 19763	Ba	Adult Participant	More Than One Assessment Assigned for the Household
[REDACTED] 19763	Ba	Adult Participant	More Than One Assessment Assigned for the Household
[REDACTED] 19763	Be	Adult Participant	More Than One Assessment Assigned for the Household
[REDACTED] 19763	Ba	Child	Assigned Assessment Not for Adult; More Than One Assessment Assigned for the Household



# Participant Assessment Status Report

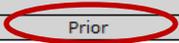
Percent of Families Assessed: 100.00%



## Participant Assessment Exceptions

## Participant Assessments

Household	Participant	Participant Type	Response Distribution			Assessment Taken	Date Last Taken	Current/Prior Program Year		
			Yes	No	Unknown					
A	97	Alli				Yes	06/07	Prior		
		Alli								
		Alli	Adult Participant							
B	10	Bo						Prior		
		Bo	Adult Participant	2.08%	97.92%	0.00%	Yes	02/18	Prior	
C	40	Ca						Prior		
		Cu	lisha	Adult Participant	2.08%	97.92%	0.00%	Yes	10/18	Prior
E	43	Eti						Prior		
		Eti	Adult Participant	2.08%	97.92%	0.00%	Yes	10/18	Prior	
G	37	Go						Prior		
		Lar	a	Adult Participant	2.08%	97.92%	0.00%	Yes	05/07	Prior
H		He						Prior		
		He	Adult Participant	0.00%	100.00%	0.00%	Yes	07/20	Current	
K	32	Ka						Prior		
		Lav	Adult Participant	2.08%	97.92%	0.00%	Yes	05/07	Prior	
L	30 - 33362	La	Adrian	Child				Prior		
		Sa	ez, Iris	Adult Participant	4.17%	95.83%	0.00%	Yes	10/18	Prior
M	29129	Mo	na	Child				Prior		
		Mo	any	Adult Participant	0.00%	100.00%	0.00%	Yes	09/18	Prior
P	39	Poi	rman	Child				Prior		
		Poi	n	Adult Participant						
		Poi		Adult Participant	2.08%	95.83%	2.08%	Yes	11/10	Prior
R	9	Re		Adult Participant	0.00%	100.00%	0.00%	Yes	02/18	Prior
		Re		Child						
W	196	Wh		Adult Participant	0.00%	100.00%	0.00%	Yes	06/18	Prior
		Wh		Child						
W	149	For		Adult Participant	2.08%	97.92%	0.00%	Yes	10/18	Prior
		Wii		Child						
W		Sy		Adult Participant	2.08%	97.92%	0.00%	Yes	02/18	Prior
		Wil		Child						
W	685	Wc	n	Child						
		Wc	le	Adult Participant	0.00%	100.00%	0.00%	Yes	10/18	Prior



# Child Screenings and Referral Detail Report



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## Child Screenings and Referral Detail

Screening Type: All Screening Types  
 Enrolled Programs: PAT  
 07/01/2016 - 01/18/2017  
 Date Run: Wednesday, January 18, 2017 at 10:04:38 AM (ET)

**Reports**

- Academics
- Activity Information
- Attendance - By Person
- Attendance - Totals
- Family Resource Center
- Blank Participant Assessment
- Child Screenings and Referral Detail
- Dosage by Program/Activity/Session
- Follow-up Report
- FRC Services Matrix Report
- FRC Services Report
- General Resource Referral
- Household Enrolled Program
- Participant Assessment Results
- Participant Assessment Status
- Participant Characteristics
- Participant Pregnancy
- PAT - 2011 To 2014
- PAT Report by Reporting Period
- Upcoming Home Visits
- Miscellaneous
- Participant Contact Information

### Screening Information

**District: Stratford Public Schools**  
**Site: Stratford Academy**

Screening Type	Children Screened	Screened (5 and Under)	Percent of Screened (5 and Under)	Delay Noted	Percent of Delay Noted	Delay Noted & Referred	Percent of Delay Noted & Referred	Completed Referral	Percent of Completed Referral
Child Screening-Developmental*	9	9	100.00 %	1	11.11 %	0	0.00 %	0	0.00 %
Child Screening-Health*	8	8	100.00 %	0	0.00 %	0	0.00 %	0	0.00 %
Child Screening-Hearing*	8	8	100.00 %	0	0.00 %	0	0.00 %	0	0.00 %
Child Screening-Social / Emotional*	5	5	100.00 %	1	20.00 %	1	20.00 %	1	20.00 %
Child Screening-Vision*	8	8	100.00 %	0	0.00 %	0	0.00 %	0	0.00 %
<b>Totals:</b>	<b>38</b>	<b>38</b>	<b>100.00 %</b>	<b>2</b>	<b>5.26 %</b>	<b>1</b>	<b>2.63 %</b>	<b>1</b>	<b>2.63 %</b>

### Referral Detail Information

**Based on Completed Referrals, the following indicates the number and percentage of children by Referrals Outcome.**  
**District: Stratford Public Schools**  
**Site: Stratford Academy**

Activity/Session	Number of Children with: Screening Referral: Received treatment	Percent of Children with: Screening Referral: Received treatment
Child Screening-Social / Emotional*/Child Screening - Social / Emotional*	1	100.00%
<b>Total:</b>	<b>1</b>	<b>100.00%</b>

- View the Child Screenings and Referral Detail Report
- Pay close attention to:
  - Number of children screened
  - Delay(s) noted and referred
  - Completed referral(s)
- You can view the individual “attendance”/ screening date in the Services Report by viewing each screening type separately.

# FRC Services Report

## Child Screening - Developmental

FRC Services Report									
Date Range: 07/01/2016 - 01/18/2017									
Activity/Session: Child Screening-Developmental*/Child Screening - Developmental*									
Enrolled Program: PAT									
Date Run: Wednesday, January 18, 2017 at 10:05:34 AM (ET)									
Total Number Receiving Services									
Activity/Session	Children	Adults	Families	ECE Providers					
Child Screening-Developmental* / Child Screening - Developmental*	9	0	7						
Services Details									
Activity/Session	Household	Household ID	Date of Service	Last Name	First Name	Participant ID	SASID	Participant Type	
Screening / Child Screening - Developmental		20335	11/15/2016	B				Child	
Screening / Child Screening - Developmental		20335	11/15/2016	E				Child	
Screening / Child Screening - Developmental		39380	09/27/2016	H				Child	
Screening / Child Screening - Developmental		39468	10/28/2016	Y				Child	
Screening / Child Screening - Developmental		39468	12/01/2016	Y				Child	
Screening / Child Screening - Developmental		39782	09/28/2016	L				Child	
Screening / Child Screening - Developmental		41634	08/30/2016	E				Child	
Screening / Child Screening - Developmental		41635	09/14/2016	C				Child	
Screening / Child Screening - Developmental		41635	09/14/2016	C				Child	
Screening / Child Screening - Developmental		44211	11/17/2016	H				Child	

## Home Visits

FRC Services Report									
Term: 2016-2017									
Date Range: 07/01/2016 - 01/18/2017									
Activity/Session: Home Visit*/Home Visit*									
Enrolled Program: PAT									
Date Run: Wednesday, January 18, 2017 at 10:10:36 AM (ET)									
Total Number Receiving Services									
Activity/Session	Children	Adults	Families	ECE Providers					
Home Visit* / Home Visit*	12	16	9	0					
Services Details									
Activity/Session	Household	Household ID	Date of Service	Last Name	First Name	Participant ID	SASID	Participant Type	
Home Visit / Home Visit		20335	09/27/2016	B				Adult Participant	
Home Visit / Home Visit		20335	09/27/2016	E				Child	
Home Visit / Home Visit		20335	09/27/2016	B				Adult Participant	
Home Visit / Home Visit		20335	09/27/2016	B				Child	
Home Visit / Home Visit		20335	10/27/2016	B				Adult Participant	
Home Visit / Home Visit		20335	10/27/2016	B				Child	
Home Visit / Home Visit		20335	10/27/2016	B				Adult Participant	
Home Visit / Home Visit		20335	10/27/2016	B				Child	
Home Visit / Home Visit		20335	11/06/2016	B				Adult Participant	



# FRC Webinars/Resources

## **Cayen User Guide**

Cayen Website

HELP/General Help/Users' Manuals/**FRC Training Workbook**

## **Past Webinars**

<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 at [Louis.Tallarita@ct.gov](mailto:Louis.Tallarita@ct.gov) or  
Gerald Barrett at [gbarrett@crec.org](mailto:gbarrett@crec.org)