Cayen FRC
Closing Out 2014-2015
&
New Term Instructions

FRC Webinars/Resources

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

PAT Report

Run the PAT Report by Reporting Period – Select *2014-2015*

Common areas that create discrepancies in the data:
- Required registration information (especially for children).
- Screening information.
    - Completion of all 5 screenings.
    - Ensuring that a screening result value is selected. Note: Selecting a value of *"Screening in progress"* or *"Screening conducted by partner; need to obtain results"* will result in an incomplete screen. Once the results are obtained, you must update the record.

Utilize the help feature embedded in the PAT report. Click on the question mark 🔵 for further explanation on how that element is calculated.

Required Registration Fields

For children ("Adult"= no), complete these fields:	For adults ("Adult"= yes), complete these fields:
- DOB - Primary language - Fully immunized - Uninsured - Ethnicity - Race - Grade level	- 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.
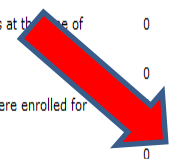
Change Credentials
Log Out

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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		
Household Enrolled Program		
Participant Assessment Results		
Participant Assessment Status		
Participant Characteristics		
PAT - 2011 To 2014		
PAT Report by Reporting Period		
Upcoming Home Visits		
Miscellaneous		
Participant Contact Information		
Participant Information		
Registration Forms/ID Cards		
Staff		
Surveys		
System		

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II-13-g — Please report the ages of the children reported in item II.9. For children still enrolled, report their ages at the time you fill out this report; for children who exited during the year, report their ages at the time of exit. (**Note:** Unborn children are counted under prenatal; II.13.a. through II.13.h. should equal II.9.). How many children were: 48 to 59 months? — 3

II-13-h — Please report the ages of the children reported in item II.9. For children still enrolled, report their ages at the time you fill out this report; for children who exited during the year, report their ages at the time of exit. (**Note:** Unborn children are counted under prenatal; II.13.a. through II.13.g. should equal II.9.). How many children were: 5 years old (60+ months)? — 0

II-14 — As of this reporting, what % of children who have been enrolled for at least 90 days AND are between the ages of 19 and 35 months are fully immunized? Include in this calculation children who exited during the program year if at the time of exit they were fully immunized, between 19 and 35 months of age and enrolled for at least 90 days. — 100

II-15 — How many of the children served during the program year (reported in Item II.9.) are currently uninsured (child does not have health coverage)? — 0

III-1 — How many of the families that received at least 1 personal visit (reported in item II.1.) had a comprehensive family-centered assessment completed and documented during this program year?* — 10

III-2 — How many of the **newly enrolled** families reported in item II.2.b. had an **initial**, comprehensive family-centered assessment completed and documented within 90 days of program enrollment this year?* — 0

III-4 — How many families that received at least 1 personal visit this program year and have been enrolled for more than 90 days as of this reporting (or were enrolled for more than 90 days prior to exit) had at least 1 goal documented with their parent educator during the program year?* — 10

III-4-a — How many of these families _met_ at least 1 goal by the end of the program year?* — 10

IV-1 — How many families with 1 or fewer high need characteristics received a — 8

IV-2 — How many families with 2 or more high need characteristics received a — 2

IV-8 — Indicate the total # of PAT personal visits delivered to families (those — 115

IV-8-a — For how many of the total number of personal visits delivered to famili — 4

V-1 — How many group connections were delivered by your affiliate this prog — 100

V-2 — How many families (of the number reported in II.1.) attended at least 1 — 10

V-2-a — How many fathers attended at least 1 group connection this program year — 0

VI-1 — How many children whose families received at least 1 personal visit (re ... ng includes developmental screening using PAT approved screening tools, along with completion of a health review which includes a record of hea — 11

VI-2 — How many of the children newly enrolled this program year prior to age ... rt (or if the child has exited, they were at least 7 months at the ... e of exit)?* — 0

VI-2-a — How many of these children (reported in VI.2.) received a complete, in — 0

VI-3 — How many of the newly children enrolled this program year at 4 month ... completed this report (or if the child has exited, they were enrolled for more than 90 days prior to exit)?* — 0

VI-3-a — How many of these children (reported in VI.3.) received a complete, in — 0

VI-4 — How many children received either a **partial or complete** screening ... reported in VI.1.) AND children that received some, but not all, parts of a complete screening (general health, hearing, vision, developmental). — 11

VI-5 — How many children who received a partial or complete screening were — 1

VI-6 — How many children who were referred for further assessment (reported — 1

VI-7 — Of the children who received a **partial or complete** screening this pro ... th problems? — 1

VI-7-a — Of the children who received a **partial or complete** screening this pro ... ealth problems? Indicate the # newly identified with a possible: developmental problems? — 0

VI-7-b — Of the children who received a **partial or complete** screening this pro ... ealth problems? Indicate the # newly identified with a possible: social-emotional problems? — 0

VI-7-c — Of the children who received a **partial or complete** screening this pro ... ealth problems? Indicate the # newly identified with a possible: hearing problems? — 1

Help Content

VI-1) This is the count of enrolled children that had a complete screening during the program year. _A complete screening includes developmental screening using PAT approved screening tools, along with the completion of a health review which includes a record of hearing, vision, and general health status. Developmental domains that require screening include language, intellectual, social-emotional and motor development._

In order to set a screening as completed, navigate to **REGISTRATION** and click the **Services** tab. Ensure that the **Screenings** activity group is selected and click the Add New button. The Child Screening Results values of Screening in progress or Screening conducted by partner; need to obtain results must not be selected for a screening to be considered completed.

Close

Services.

a Service Grouping fro
ting service, please cli
service, please click th
rvice, please click the

Date
12/17/2014
10/15/2014
10/3/2014
10/3/2014
10/3/2014

: has not been administere
nd has been administered.
 has been administered ar

FRC Service Details

FRC Attendance

FRC Attendance Information:

Activity: Child Screening-Developmental

Session: *Child Screening - Developmental
Date: 10/15/2014

issues with clarity.

Age of Child: (4 Years) 2 Months ▼

Child Screening Assessment: For Developmental: ASQ-3 ▼

Child Screening Results:

Possible concern; further assessment needed
Possible concern; wait and watch
Possible concern; rescreen before next required screening
Screening in process
Screening conducted by partner; need to obtain results
No Issues Detected

Delay Noted: Yes ▼

Referral Needed: Yes ▼

Have Parent/Guardian Approval for Referral: Yes ▼

Closing Out 2014-2015

- Exit PAT participants that you know will not be enrolled in PAT next year.

- Cayen will automatically exit anyone enrolled in: FIT, Out of School Time, Pre-K, and ECE Provider Sustained Services.

Creating A New Term

- Cayen will create a new term (school year) for every site.

- The new term will be set up by July 8th.

- How will you know if your 2015-2016 term is set up?
    - It (2015-2016) will appear in the top right hand corner of your screen.
    - 2015-2016 will be the default program year when you click on 'Change Credentials'.

2015-2016 Activities/Sessions

- Cayen will automatically rollover ALL 2014-2015 activities and sessions into the new term, including previously customized sessions.

- Once the new term is created you will have the ability to edit the session **name, time and date range** for previously <u>customized sessions ONLY</u>. If you need to add or remove a customized session, you must submit that information for review.
    - Bennett Pudlin
    - Gerald Barrett
    - Louis Tallarita
    - Ron Shack

Activities/Session

Activity	Session	Start Time	End Time	Start Date	End Date
PAT-Standard-GC Play and Learn	M-F Play Group	11:00AM	12:00PM	9/1/14	6/30/15
OOST-Enrichment	4th Grade Enrichment	3:45PM	4:45PM	9/1/14	6/30/15
Family Connections-Family Literacy	Family Reading Nights	6:00PM	7:00PM	11/1/14	6/30/15

2015-2016 Term

- Registering participants from a prior term:
  - Make sure you are logged in to the 2015-2016 term.
  - Click on the REGISTRATION tab.
  - Click on QUICK DATA ENTRY TOOLS.
  - Click REGISTER STUDENTS FROM A PRIOR TERM.
  - Select the 2014-2015 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.