



Cayen FRC March Webinar Data Review Protocol Phase 1





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" .





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
Luis	7/9/2012	Male	[REDACTED]	Spanish		Child	No	15591	Herandez
Ashley		Female		English		Adult	No	35053	Alla
Jensen	12/16/2008	Male	800517	Spanish	01	Child	No	34386	Lopez-Robles
Nina	11/16/2011	Female		English		Child	No	21621	Des
Kaitlin		Female				Adult	No	19217	D'Arsa-Baran
Michael		Male		English		Child	No	19217	D'Arsa-Baran
Mary		Female		English		Adult	No	16380	Barbur
Rachel		Female		English		Adult	No	30070	Blo
Kris				English		ECE Provider	No		
Caitlyn	1/29/1980	Female		English		Adult	No	18884	Bouard
Madelyn	12/16/2010	Female		English		Child	No	18884	Bouard
Donovan	12/2/2008	Male	4007316		01	Child	No	35427	Bryant
Jae'Lee	12/2/2008	Female	4002216	English	01	Child	No	35427	Bryant
Laylani	4/2/2008	Female	2007080		01	Child	No	34393	Jaqu
Aiden	2/23/2010	Male		English		Child	No	28053	Christensen
Danielle		Female		English		Adult	No	28053	Christensen
Matthew		Male		English		Adult	No	28053	Christensen
Justin		Male		English		Adult	No	23213	Clu
Katie		Female		English		Adult	No	23213	Clu
Lucas	5/30/2010	Male		English		Child	No	23213	Clu
Victoria		Female		English		Adult	No	27182	Con
Luis		Male				Adult	No	35660	Con
Olga	10/3/1971	Female		Spanish		Adult	No	34348	Delgado

[Back](#)

[Print/Export to Excel](#) | [Save and Refresh](#)



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).





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, PreK, ECE Services and Not Enrolled in Any Program).
2. Select “Enrolled in Any Program” 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
- Household Enrolled Program**
- 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



Term: 2014-2015
 Enrolled Program(s): PAT
 Date Run: Wednesday, March 25, 2015 at 12:04:05 PM (ET)

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	
33520	[redacted]	Cr [redacted] na	AJC1014078		Adult	PAT	02/11/2014	
33517	[redacted]	Di [redacted] na	AJC1067048		Adult	PAT	09/18/2014	
33517	[redacted]	Ro [redacted] Selena	JC1035343		Child	PAT	09/18/2014	
34474	[redacted] efee	Me [redacted] anika	AJC1072672		Adult	PAT	10/27/2014	
34296	[redacted] enet	Mc [redacted] iden	JC1089634		Child	PAT	09/22/2014	
34574	[redacted] ra	To [redacted] gel	JC1003593		Child	PAT	11/10/2014	
34568	[redacted] doval	Sm [redacted] elle	JC1071644		Child	PAT	10/29/2014	

