Cayen FRC Webinar
March 16, 2016

Registration
Required Information
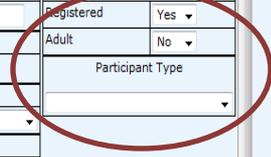
For children ("Adult"= no), complete these fields:	For adults ("Adult"= yes), complete their fields:
- DOB - Primary Language - Fully Immunized - Uninsured - Ethnicity - Race - Grade Level - SASIDs (where applicable)	- Primary Language - Ethnicity - Race **New Items:** - One adult must be designated as Head of House Hold - Detailed pregnancy information

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

- Primary Language
- Ethnicity
- Race
- Children Served*

*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.

- You must provide information for the 'Adult' and 'Participant Type' fields in order to receive credit.

Registration

Pregnancy Status

You must update the pregnancy status for all (female) 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.

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 an erroneous pregnancy status has been entered, you must add/enter the details and then delete the pregnancy details in order to change their status.

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.

- To designate an adult as Head of Household, select their registration record.
- Click "Edit Household" and then "Members".
- Click on the pencil icon to edit.
- Once designated as Head of Household, the icon of a person will appear.

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	7/9/2	Male		Spanish		Child	No	15591	
Ash		Female		English		Adult	No	35053	
Jen	12/16 08	Male	8071 0517	Spanish	01	Child	No	34386	es
Nin	11/16 1	Female		English		Child	No	21621	
Kai		Female				Adult	No	19217	ran
Mic		Male		English		Child	No	19217	ran
Mar		Female		English		Adult	No	16380	
Rac		Female		English		Adult	No	30070	
Kris				English		ECE Provider	No		
Cai	1/29/	Female		English		Adult	No	18884	
Mad n	12/16 0	Female		English		Child	No	18884	
Dor n	12/2/ 3	Male	4641 7316		01	Child	No	35427	
Jae	12/2/ 3	Female	4643 3216	English	01	Child	No	35427	
Lay	4/2/2	Female	2723 7080		01	Child	No	34393	
Aid	2/23/ 0	Male		English		Child	No	28053	
Dar e		Female		English		Adult	No	28053	
Mat y		Male		English		Adult	No	28053	
Jus		Male		English		Adult	No	23213	
Kat		Female		English		Adult	No	23213	
Luc	5/30/ 0	Male		English		Child	No	23213	
Vict		Female		English		Adult	No	27182	
Luis		Male				Adult	No	35660	
Olg	10/3/	Female		Spanish		Adult	No	34348	

Back   Print/Export to Excel   Save and Refresh

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- 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

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. If you have assigned an assessment to multiple family members or have taken multiple assessments for a single family member, you must combine all the data into the assessment for the head of household adult and then inactivate all other assessments for that family.

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 Ran ██████████████ 015
Assessmen ███████████ ment
Enrolled Pro ███████████ rogram
Date Run: Tue ██████████ 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
██ 21527	Ab██	Child	
	Ab██	Adult Participant	Assessment Not Assigned for the Household; Assessment Not Taken for the Household
██ - 27273	Ag██	Adult Participant	Assessment Not Taken for the Household
██vic - 21499	Ah██	Child	
	Ah██a	Adult Participant	Assessment Not Assigned for the Household; Assessment Not Taken for the Household
██ - 19759	Ale██rie	ECE Provider	Assessment Not Assigned for the Household; Assessment Not Taken for the Household; No Adults in the Household
	Or██lias	Child	Assessment Not Assigned for the Household; Assessment Not Taken for the Household; No Adults in the Household
██ - 19760	Dia██	Adult Participant	More Than One Assessment Assigned for the Household
	Dia██	Adult Participant	More Than One Assessment Assigned for the Household
	Dia██	Child	Assigned Assessment Not for Adult; More Than One Assessment Assigned for the Household
██ - 20179	Alv██	Adult Participant	Assessment Not Assigned for the Household; Assessment Not Taken for the Household
	Alv██	Child	
██038	An██)	Adult Participant	More Than One Assessment Assigned for the Household
	Ch██	Child	Assigned Assessment Not for Adult; More Than One Assessment Assigned for the Household
	Ch██	Adult Participant	More Than One Assessment Assigned for the Household
██ - 19762	Aq██	Child	
	Aq██	Adult Participant	Assessment Not Taken for the Household
██34042	Ar██	Child	Assigned Assessment Not for Adult; More Than One Assessment Assigned for the Household
	Ar██	Adult Participant	More Than One Assessment Assigned for the Household
██ - 20335	Ba██	Adult Participant	More Than One Assessment Assigned for the Household
	Ba██	Adult Participant	More Than One Assessment Assigned for the Household
	Be██	Adult Participant	More Than One Assessment Assigned for the Household
██ - 19763	Ba██	Child	Assigned Assessment Not for Adult; More Than One Assessment Assigned for the Household

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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			
Alle 36097	Alle yd	Adult Participant	2.08%	97.92%	0.00%	Yes	06/02/2015	Prior
	Alle	Child						
	Alle	Adult Participant						
Bor 34110	Bo	Child						
	Bo	Adult Participant	2.08%	97.92%	0.00%	Yes	02/17/2015	Prior
Caz 29140	Ca	Child						
	Cu elisha	Adult Participant	2.08%	97.92%	0.00%	Yes	10/15/2014	Prior
Etie 37243	Eti on	Child						
	Etie	Adult Participant	2.08%	97.92%	0.00%	Yes	10/15/2014	Prior
Gor 22587	Go	Child						
	Lar ne	Adult Participant	2.08%	97.92%	0.00%	Yes	05/01/2014	Prior
Her 4111	He	Child						
	He	Adult Participant	0.00%	100.00%	0.00%	Yes	07/20/2015	Current
Kar 29132	Ka y	Child						
	Lav	Adult Participant	2.08%	97.92%	0.00%	Yes	05/02/2014	Prior
Lab ntiago - 33362	Lab o, Adrian	Child						
	Sa alez, Iris	Adult Participant	4.17%	95.83%	0.00%	Yes	10/15/2014	Prior
Moh ed - 29129	Mo cha	Child						
	Mo ffany	Adult Participant	0.00%	100.00%	0.00%	Yes	09/11/2014	Prior
Por 33739	Por erman	Child						
	Por an	Adult Participant						
	Por a	Adult Participant	2.08%	95.83%	2.08%	Yes	11/10/2014	Prior
Red 5629	Re	Adult Participant	0.00%	100.00%	0.00%	Yes	02/18/2015	Prior
	Re	Child						
Wh 34096	Wh	Adult Participant	0.00%	100.00%	0.00%	Yes	06/15/2015	Prior
	Wh ta	Child						
Wii 29149	For	Adult Participant	2.08%	97.92%	0.00%	Yes	10/15/2014	Prior
	Wii e	Child						
Will 324	Sy	Adult Participant	2.08%	97.92%	0.00%	Yes	02/18/2015	Prior
	Wil	Child						
Wo - 21685	Wo en	Child						
	Wo elle	Adult Participant	0.00%	100.00%	0.00%	Yes	10/15/2014	Prior

PAT Services

You should only enroll the family members that you intend to service through home visits.

Documenting:
- PAT goals and home visit schedules
- Home Visits
    NEW- You must record additional family members, guardians and/or caregivers that participate in the home visit.
- Screenings
    It's expected that every child under age 5 that receive services should be screened and documented.
- Referrals
    If the resource referral is generated as a result of the home visit, be sure to document the referral when recording the home visit.
- PAT-Standard Activities/Group Connections

- Click on adult's registration under which you have recorded previous home visits.
- Click on FRC Services.
- Select home visit and click 'edit' associated with each home visit.
- Make necessary updates/changes regarding additional parent/guardian or caregiver participation if applicable.

PAT Standard Group Connection

Activity meets the standard established by PAT:

•Certified parent educator is present during the activity/session; and
•Parents/adults receive instruction during the activity/session.

NEW- You must record additional family members, guardians and/or
caregivers that participate in PAT Standard Group Connection
activities/sessions.
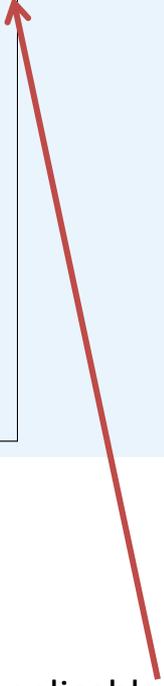
- Click on ATTENDANCE

- Select the Activity, Session and date the activity occurred.

- Add attendance via your preferred method and SAVE.

- Once saved, click on the icon associated with adult and add the details if applicable.

- Click 'Updated and Close'.

Run the PAT Report by click on REPORTS/Family Resource Center/PAT Report by Reporting Period/2015-2016

- Refer to the to the question mark bubbles next to the count for further explanation.

PAT Report by Reporting Period

Navigation sidebar:
- 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
- Participant Information
- Registration Forms/ID Cards
- Staff
- Surveys
- System

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PAT Report 2015-2016
Date Run: Tuesday, March 15, 2016 at 10:31:21 AM (ET)

ID	Question	Count
II-1	In total, how many families did your PAT affiliate serve with at least 1 personal visit this program year	5
II-2	How many families received their first visit this program year?	3
II-2-a	Of those families reported in II.2, how many received their first visit within the past 90 days?	0
II-2-b	Of those families reported in II.2, how many received their first visit more than 90 days ago?	3
II-2-c	Of the families reported in II.2, how many were prenatal clients?	0
II-3-a	Please indicate the number of families with each of the following high need characteristics. Report on the high need characteristics of the families reported in Item II.1. at the time of their enrollment for newly enrolled families and at the beginning of the program year for families that were not newly enrolled during this program year: Teen Parents (Parent(s) under the age of 21 years during the program year)?	1
II-3-b	Please indicate the number of families with each of the following high need characteristics. Report on the high need characteristics of the families reported in Item II.1. at the time of their enrollment for newly enrolled families and at the beginning of the program year for families that were not newly enrolled during this program year: Child with disabilities or chronic health condition (Child being served has a physical, cognitive, emotional or health-related condition or impairment that substantially limits one or more major life activities or qualifies the child for services under IDEA Part C)?	0
II-3-c	Please indicate the number of families with each of the following high need characteristics. Report on the high need characteristics of the families reported in Item II.1. at the time of their enrollment for newly enrolled families and at the beginning of the program year for families that were not newly enrolled during this program year: Parent with disabilities or chronic health condition (Parent has a physical, cognitive or other health-related condition or impairment that substantially limits one or more major life activities)?	0
II-3-d	Please indicate the number of families with each of the following high need characteristics. Report on the high need characteristics of the families reported in Item II.1. at the time of their enrollment for newly enrolled families and at the beginning of the program year for families that were not newly enrolled during this program year: Parent with mental illness (Parent has been diagnosed with a thought, mood, or behavior disorder (or some combination) associated with distress and/or impaired functioning)?	1
II-3-e	Please indicate the number of families with each of the following high need characteristics. Report on the high need characteristics of the families reported in Item II.1. at the time of their enrollment for newly enrolled families and at the beginning of the program year for families that were not newly enrolled during this program year: Low educational attainment (Parent did not complete high school or GED and is not currently enrolled)?	0
II-3-f	Please indicate the number of families with each of the following high need characteristics. Report on the high need characteristics of the families reported in Item II.1. at the time of their enrollment for newly enrolled families and at the beginning of the program year for families that were not newly enrolled during this program year: Low income (Families eligible for Free and Reduced Lunches, Public Housing, Child Care Subsidy, WIC, Food Stamps, TANF, Head Start/Early Head Start, and/or Medicaid)?	2
II-3-g	Please indicate the number of families with each of the following high need characteristics. Report on the high need characteristics of the families reported in Item II.1. at the time of their enrollment for newly enrolled families and at the beginning of the program year for families that were not newly enrolled during this program year: Recent	0

PAT Report

Pay close attention to how different items are calculated on the report.

II-13

- a,b,c,d,e,f,g : Calculate the breakdown of ages. The calculation is done in real time, therefore the counts will differ month to month for children still enrolled in PAT.

- IV -1 & IV- 2: Calculate the number of families that have completed at least 75% of their home visits, based on risk factors.
    - Calculated by the number of visits divided by number of months enrolled.
    - Since home visits are on going, this calculation may not be accurate until June 30.

PAT Report

If your counts are off, ensure the following information:

- Participant information will appear once a home visit is entered for the family in the 2015-2016 program year.

- All eligible family members are enrolled in PAT (at least 1 adult and 1 child).

- Home visits are recorded under the (same) adult in the household.

- Registration records (child and adult) have all of the required demographic information. Children missing 'grade level' will not be counted.

- Children must have all 5 screenings completed; 4 out of 5 screenings is considered a partial screening.

FRC Resources

- We are currently revising the Site Review Protocol – Phase 1 and will reissue the document when completed.

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

FRC 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 or
Gerald Barrett at gbarrett@crec.org