



# Cayen FRC Webinar

March 16, 2016





# Registration Required Information

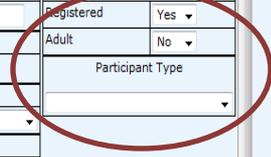
<p>For children (“Adult”= no), complete these fields:</p> <ul style="list-style-type: none"> <li>• DOB</li> <li>• Primary Language</li> <li>• Fully Immunized</li> <li>• Uninsured</li> <li>• Ethnicity</li> <li>• Race</li> <li>• Grade Level</li> <li>• SASIDs (where applicable)</li> </ul>	<p>For adults (“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>New 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

Attendees: 0 Registered: 0 Total Records: 248

**New Person**

Last Name	First Name	Middle	Nickname	Participant ID	SASID #	<b>Registration Status</b>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	Registered Yes <input type="checkbox"/>
Date of Birth	Age		Gender			Adult No <input type="checkbox"/>
<input type="text"/>	<input type="text"/>		<input type="text"/>		<input type="text"/>	Participant Type <input type="text"/>
Primary Language <input type="text"/>						
Head Of Household <input type="text"/>						
Fully Immunized <input type="text"/>						
Pregnant <input type="text"/>			Uninsured <input type="text"/>			
NCES Ethnicity <input type="text"/>			NCES Race <i>Hold down Ctrl (or Apple) key while you click to select more than one</i>			
<input type="text"/>			<input type="checkbox"/> American Indian or Alaska Native <input type="checkbox"/> Asian <input type="checkbox"/> Black or African American <input type="checkbox"/> Native Hawaiian or Other Pacific Islander <input type="checkbox"/> White			
Address/Phone last updated: 3/16/2016 11:32:19 AM						
<b>Home Address</b>						
Address <input type="text"/>						
City <input type="text"/>			State <input type="text"/>	Zip <input type="text"/>	Phone <input type="text"/>	E-mail <input type="text"/>
<b>Mailing Address</b> <a href="#">Copy Home Address</a>						
Address <input type="text"/>						
City <input type="text"/>			State <input type="text"/>	Zip <input type="text"/>	<input type="text"/>	<input type="text"/>
School Attending During Day <input type="text"/>			Grade <input type="text"/>		Lives With <input type="text"/>	
<a href="#">Request New School</a>			<input type="text"/>		<input type="text"/>	
Elem. Homeroom Teacher <input type="text"/>		MS/HS Math Teacher <input type="text"/>		MS/HS English Teacher <input type="text"/>		Homeroom <input type="text"/>



- 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.

**CAYEN FRC**

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 Details**

**Pregnancy**

Pregnancy Start Date

Pregnancy End Date

Notes:

Close Save

Reg Form

<Prev Close Next>

Add New

Copyright Information Client Service Level Agreement Data Stewardship Commitment Barcode Fonts

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.

The screenshot shows the CAYEN FRC Registration interface. The top navigation bar includes Home, Site Info, Activities, Registration, Rosters, Attendance, Reports, Search, and Payments. The Registration section is active, showing statistics for Attendees (0), Registered (27), and Total Records (248). The Pregnancies section is selected in the left sidebar. The main content area displays a table with one pregnancy record. A red arrow points to the 'add\_child' link in the 'Children' column of the first row.

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>

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.

CATEN FRC

2015-2016

Log Out

Home Site Info Activities Registration Rosters Attendance Reports Search Payments

Links Help

Registration ?

Attendees: 0 Registered: 30 Total Records: 30

Last Name	First Name	Middle	Nickname	Participant ID	SASID #	Registration Status
Bo	a					Registered

**Household**

**Household** ?

Purpose: Add, modify or review household details and members.

Instructions: Search for a participant. Select a participant from the list to view the household details that they are associated with. Within the details, the user can modify or add household details and members. Select the name of a member within the household to view their details.

**Step 1: Find Participants**

Search for Household by Member:

Search for Household by ID:

**Step 2: Search Results**

**Step 3: Household Details**

Details Members

Add New

Last Name	First Name	Head of Household
Borden	Akira	<input type="checkbox"/>
Borden	Tina	<input checked="" type="checkbox"/>

Close Save

Add HH member Edit Household

1 2 3

- 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	is
Nin	11/16	Female		English		Child	No	21621	
Kari		Female				Adult	No	19217	ran
Mic		Male		English		Child	No	19217	ran
Mar		Female		English		Adult	No	16380	
Rac		Female		English		Adult	No	30070	
Krie				English		ECE Provider	No		
Cai	1/29/0	Female		English		Adult	No	18884	
Mac	12/16/0	Female		English		Child	No	18884	
Dor	12/2/03	Male	4641 7316		01	Child	No	35427	
Jae	12/2/03	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		Female		English		Adult	No	28053	
Mat		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	
Vic		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



Search Criteria

[ALL]

Last Name	First Name	Primary Language	Participant Type	Household ID	Household Name	Head Of Household
Alla	Elia	English	ECE Provider			
Ave	Lisa	English	ECE Provider			
Bar	De	English	ECE Provider			
Bor	Ak	English	Child	34110	Bor	No
Bor	Tin	English	Adult	34110	Bor	Yes
Br	Ho	English	ECE Provider			
Caz	Eli	English	Child	29140	Caz	No
Cur	Me	English	Adult	29140	Cur	Yes
Eti	Ma	English	Child	37243	Eti	No
Eti	Sal	English	Adult	37243	Eti	Yes
Flex	Jar	English	Adult			
Go	Fic	English	Child	22587	Go	No
Her	An	English	Child	34111	Her	No
Her	As	English	Adult	34111	Her	Yes
Lan	Jar	English	Adult	22587	Lan	Yes
Lew	An	English	ECE Provider			
Mac	Cl	English	ECE Provider			
Mck	Ro	English	ECE Provider			
Moh	Tif	English	Adult	29129	Moh	Yes
Pon	Jon	English	Child	33739	Pon	No
Pon	Sh	English	Adult	33739	Pon	Yes
Pon	Tas	Russian	Adult	33739	Pon	No
Rec	Ale	Bosnian	Adult	35629	Rec	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



# 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 Range: 10/15/2015 - 10/15/2015  
 Assessment: Assessment  
 Enrolled Program: Enrolled 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
██████████ - 21527	Ab	Child	
██████████ - 27273	Ab	Adult Participant	Assessment Not Assigned for the Household; Assessment Not Taken for the Household
██████████ - 21499	Ag	Adult Participant	Assessment Not Taken for the Household
██████████ - 19759	Ah	Child	
██████████ - 19760	Ah	Adult Participant	Assessment Not Assigned for the Household; Assessment Not Taken for the Household
██████████ - 19759	Ale	ECE Provider	Assessment Not Assigned for the Household; Assessment Not Taken for the Household; No Adults in the Household
██████████ - 19760	Or	Child	Assessment Not Assigned for the Household; Assessment Not Taken for the Household; No Adults in the Household
██████████ - 19760	Di	Adult Participant	More Than One Assessment Assigned for the Household
██████████ - 19760	Di	Adult Participant	More Than One Assessment Assigned for the Household
██████████ - 19760	Di	Child	Assigned Assessment Not for Adult; More Than One Assessment Assigned for the Household
██████████ - 20179	Al	Adult Participant	Assessment Not Assigned for the Household; Assessment Not Taken for the Household
██████████ - 038	Al	Child	
██████████ - 038	An	Adult Participant	More Than One Assessment Assigned for the Household
██████████ - 038	Ch	Child	Assigned Assessment Not for Adult; More Than One Assessment Assigned for the Household
██████████ - 038	Ch	Adult Participant	More Than One Assessment Assigned for the Household
██████████ - 19762	Aq	Child	
██████████ - 19762	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
██████████ - 34042	Ar	Adult Participant	More Than One Assessment Assigned for the Household
██████████ - 20335	Ba	Adult Participant	More Than One Assessment Assigned for the Household
██████████ - 20335	Ba	Adult Participant	More Than One Assessment Assigned for the Household
██████████ - 20335	Ba	Adult Participant	More Than One Assessment Assigned for the Household
██████████ - 19763	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



# 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 [redacted]	Adult Participant	2.08%	97.92%	0.00%	Yes	06/02/2015	Prior
	Alle [redacted]	Child						
	Alle [redacted]	Adult Participant						
Bor 34110	Bor [redacted]	Child						
	Bor [redacted]	Adult Participant	2.08%	97.92%	0.00%	Yes	02/17/2015	Prior
Ca 29140	Ca [redacted]	Child						
	Cu [redacted] elisha	Adult Participant	2.08%	97.92%	0.00%	Yes	10/15/2014	Prior
Eti 37243	Eti [redacted] on	Child						
	Eti [redacted]	Adult Participant	2.08%	97.92%	0.00%	Yes	10/15/2014	Prior
Go 22587	Go [redacted]	Child						
	La [redacted] ne	Adult Participant	2.08%	97.92%	0.00%	Yes	05/01/2014	Prior
He 4111	He [redacted]	Child						
	He [redacted]	Adult Participant	0.00%	100.00%	0.00%	Yes	07/20/2015	Current
Ka 29132	Ka [redacted] y	Child						
	La [redacted]	Adult Participant	2.08%	97.92%	0.00%	Yes	05/02/2014	Prior
La [redacted] - 33362	La [redacted] o, Adrian	Child						
	La [redacted] alez, Iris	Adult Participant	4.17%	95.83%	0.00%	Yes	10/15/2014	Prior
Mo [redacted] - 29129	Mo [redacted] cha	Child						
	Mo [redacted] fany	Adult Participant	0.00%	100.00%	0.00%	Yes	09/11/2014	Prior
Por 33739	Por [redacted] erman	Child						
	Por [redacted] an	Adult Participant						
	Por [redacted] a	Adult Participant	2.08%	95.83%	2.08%	Yes	11/10/2014	Prior
Re 5629	Re [redacted]	Adult Participant	0.00%	100.00%	0.00%	Yes	02/18/2015	Prior
	Re [redacted]	Child						
Wh 34096	Wh [redacted]	Adult Participant	0.00%	100.00%	0.00%	Yes	06/15/2015	Prior
	Wh [redacted] ca	Child						
Wi 29149	Wi [redacted]	Adult Participant	2.08%	97.92%	0.00%	Yes	10/15/2014	Prior
	Wi [redacted] e	Child						
Wi 324	Wi [redacted] y	Adult Participant	2.08%	97.92%	0.00%	Yes	02/18/2015	Prior
	Wi [redacted]	Child						
Wo [redacted] - 21685	Wo [redacted] en	Child						
	Wo [redacted] 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



Registration

Attendees: 0 Registered: 21 Total Records: 248

- 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

### FRC Services

Purpose: Add or modify existing Services.

**Instructions:** Please select a Service Grouping from the service dropdown.

- If you wish to edit an existing service, please click the 'edit' link.
- If you wish to add a new service, please click the 'Add New' button.
- If you wish to delete a service, please click the 'delete' link.

Activity Group	Date
Home Visit	1/6/2016
Home Visit	11/23/2015
Home Visit	10/20/2015
Home Visit	9/28/2015
Home Visit	9/16/2015

**Referral Code:**  
 \*NA\*: Not Applicable.  
 \*No\*: A referral is applicable but has not been administered.  
 \*Yes\*: A referral is applicable and has been administered.  
 \*C\*: A referral is applicable and has been administered and has been completed.

### FRC Service Details

#### FRC Attendance

**FRC Attendance Information:**

Activity: Home Visit  
 Session: \*Home Visit  
 Date: 1/6/2016

#### Home Visit Details fo [Name]

Purpose: To document home visit outcomes.

**Instructions:** To document home visits first select a staff member from the 'Staff' drop-down list. Next select an outcome from the 'Actions and Result of Visit' drop-down list. Then select the reason for the visit from the 'Focus of Home Visit' drop down-list. Finally, type in the next visit date in the 'Date of Next Visit' section. You may also enter any notes about the visit.

Staff: [Blank]

Focus of Home Visit: Development-centered parenting/Family well-being/Parent-child interaction

Actions and Result of Visit: Accomplished visit objectives

Has more than one Parent/Guardian or Caregiver Participated: No

Father Participated: No

Resource Referral Needed: No

Date of Next Visit: 2/22/2016

Notes: [Text Area]

#### Details

[edit](#) [delete](#)

[edit](#) [delete](#)

[edit](#) [delete](#)

[edit](#) [delete](#)

[edit](#) [delete](#)

- 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.

Attendance

Step 1. Select a date:

<< 12/09/2015 >>

December 2015						
S	M	T	W	R	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

Today

Step 2. Scan Session Bar Code:  Or

Activity: PAT-Standard GC-Play and Learn

Session: 2 ... rents an...

Save Attendance Clear Attendance

Fill Attendance List From Roster

Copy This Attendance To Another Activity/Session

Add Attendance on Grid

Instructions:  
 Names in GREEN will be seen.  
 Names in RED will be shed.  
 Names in GRAY are OK.

Total Attendance: 6

Attendance Objectives

ID	Name
AS147093068	
St47046467	
St470	
AS1470	
AS1470	
AS1470	

Step 3. Scan or type a person's name:

Add names as I type

ID	Name

Add Attendee

Attendance Details - Mozilla Firefox

https://aplusct.cayen-server.net/Aplus/AttendanceDetails.asp?RegistrationID=557407&

Attendance Details for ,

2nd ... 12/9/2015

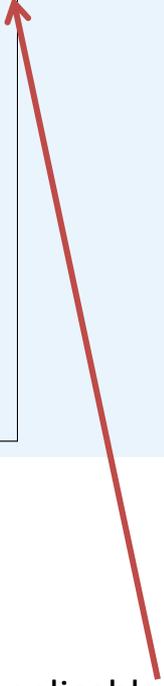
Notes:

150 Character(s) Remaining

Has more than one Parent/Guardian or Caregiver Participated: No

Father Participated: No

Close Update and Close



- 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.

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

## PAT Report by Reporting Period

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

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 <u>number of families</u> 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 ( <i>Parent(s) under the age of 21 years during the program year</i> )?	1	?
II-3-b	Please indicate the <u>number of families</u> 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 ( <i>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</i> )?	0	?
II-3-c	Please indicate the <u>number of families</u> 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 ( <i>Parent has a physical, cognitive or other health-related condition or impairment that substantially limits one or more major life activities</i> )?	0	?
II-3-d	Please indicate the <u>number of families</u> 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 ( <i>Parent has been diagnosed with a thought, mood, or behavior disorder (or some combination) associated with distress and/or impaired functioning</i> )?	1	?
II-3-e	Please indicate the <u>number of families</u> 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 ( <i>Parent did not complete high school or GED and is not currently enrolled</i> )?	0	?
II-3-f	Please indicate the <u>number of families</u> 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 ( <i>Families eligible for Free and Reduced Lunches, Public Housing, Child Care Subsidy, WIC, Food Stamps, TANF, Head Start/Early Head Start, and/or Medicaid</i> )?	2	?
II-3-g	Please indicate the <u>number of families</u> 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	?

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