Cayen FRC
May 2016 Webinar

Cayen Updates

Choosing a Security Level (Revised Options):

- FRC Admin – 2
  - FRC Site - 1

Section	Functionality	FRC Admin 2	FRC Site 1
Home	Access all Districts		
	Access all Sites within a District	x	x
	Add Users (of same or lower security level)	x	
	Edit Users (of same or lower security level)	x	
	Assign Participant Assessments	x	x
	Edit District Data Entry Values	x	x
	Set up Terms	x	
	Define District Required Registration Fields	x	
Site Info	Add/Edit Site Staff	x	
	Edit Site Calendar	x	x
Activities	Add/Edit Activities		
	Add/Edit All Sessions		
	Lock Sessions	x	
	Edit Customizable Sessions	x	
Registration	Add Participants	x	x
	Add/Edit Households	x	x
	Edit Registration Records	x	x
	Record FRC Services	x	x
	Enter Participant Assessments	x	x
	Enroll in Programs	x	x
	Document PAT Goals and Home Visit Schedule	x	x
Rosters	Build Rosters for Groups	x	x
	Build Rosters for Sessions	x	x
	Print Rosters	x	x
Attendance	Add/Edit/Delete Attendance	x	x
	Copy Attendance to another Activity/Session	x	x
	Add Attendance on Grid	x	x
Reports	Generate and Print Reports	x	x
Search	Execute searches	x	x
	Print Mailing Labels	x	x
	Print File Folder Labels	x	x
	Quick Edit/Export Spreadsheet	x	

Security Recommendations

- Restrict user access;
- Monitor user activity;
- Use strong passwords;
- Don't share passwords;
- Don't leave passwords where others can find them;
- Change passwords regularly; and
- Never send them in email or post them anywhere online.

Security Recommendations

Here are tips for selecting strong passwords:

- At least 8 characters long;
- A mixture of at least 3 of the following: upper case letters, lower case letters, digits and symbols;
- Not listed in a dictionary of any major language.

Q1. If families choose not to reveal their race or ethnic background on one of our registration forms, but we know that they are particular race, is it okay for us to denote that in Cayen?
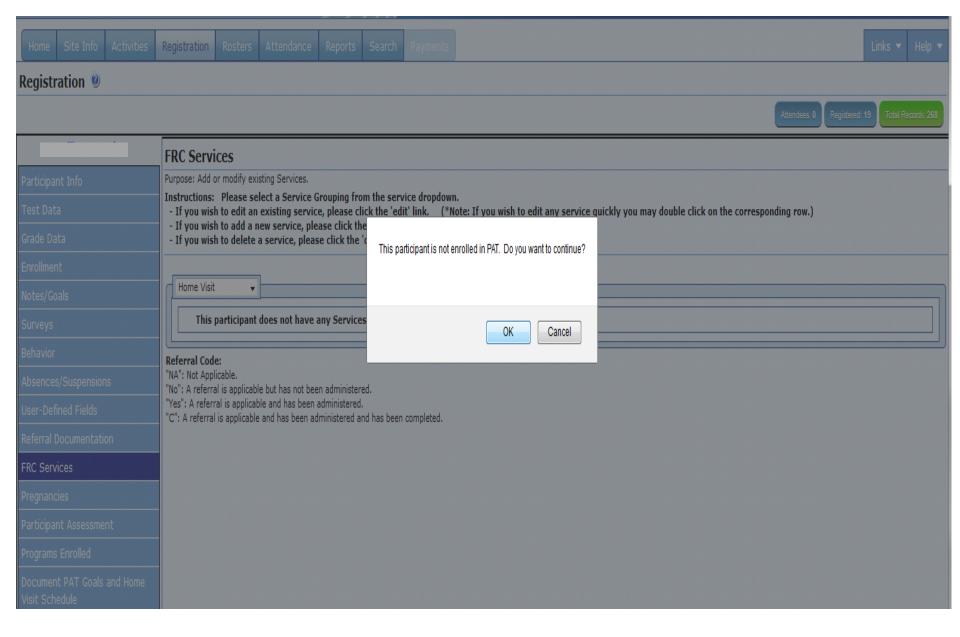
Q2. How can we assure a client of confidentiality in the context of information entered in the data base and what kinds of security measures are in place with regards to a breach of security, similar to what happened with Anthem last year?

Q3. How do we record FIT visits?

Registration ⓘ

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.   (*Note: If you wish to edit any service quickly you may double click on the corresponding row.)
 - If you wish to add a new service, please click the
 - If you wish to delete a service, please click the 'd

Home Visit ▼

This participant does not have any Services

This participant is not enrolled in PAT. Do you want to continue?

[OK] [Cancel]

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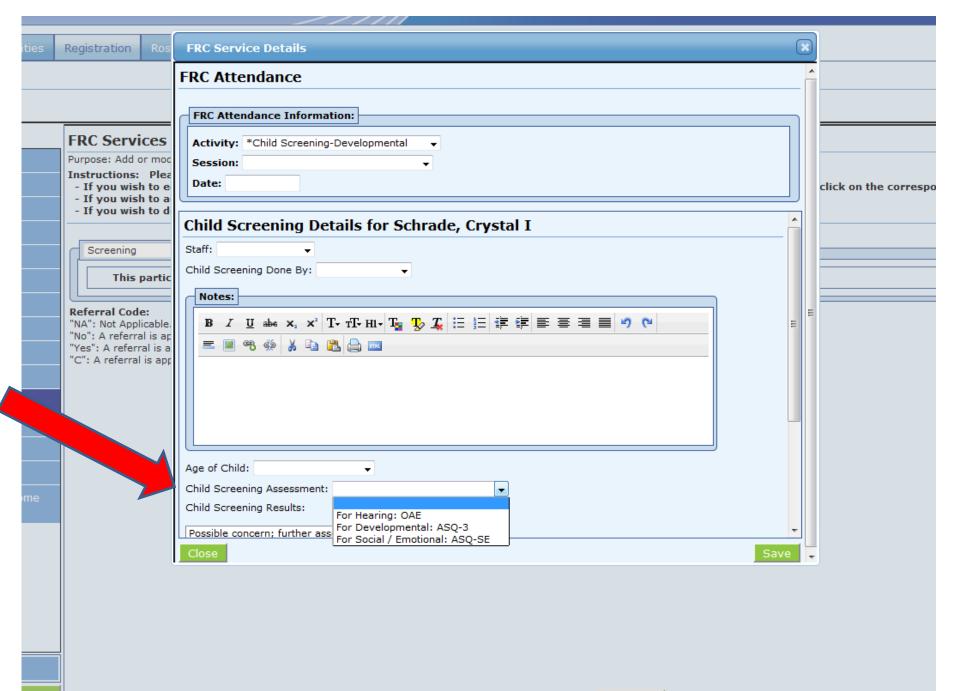"C": A referral is applicable and has been administered and has been completed.

Q4. When recording a Child Screening - Health or a Child Screening - Vision which option do we choose under child screening assessment? The only options that come up are For hearing, Developmental or social/emotional.

FRC Service Details

FRC Attendance

FRC Attendance Information:

Activity: *Child Screening-Developmental

Session:

Date:

FRC Services

Purpose: Add or mod
Instructions: Plea
- If you wish to e
- If you wish to a
- If you wish to d

click on the correspo

Screening

This partic

Referral Code:
"NA": Not Applicable.
"No": A referral is ap
"Yes": A referral is a
"C": A referral is app

Child Screening Details for Schrade, Crystal I

Staff:

Child Screening Done By:

Notes:

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Age of Child:

Child Screening Assessment:

Child Screening Results:

Possible concern; further ass

For Hearing: OAE
For Developmental: ASQ-3
For Social / Emotional: ASQ-SE

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Add New

Q5. The PAT Report question IV-8-b: Is this question calculating # of families or total # of visits?

Reports ❔

Left 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

[Back] [Print]

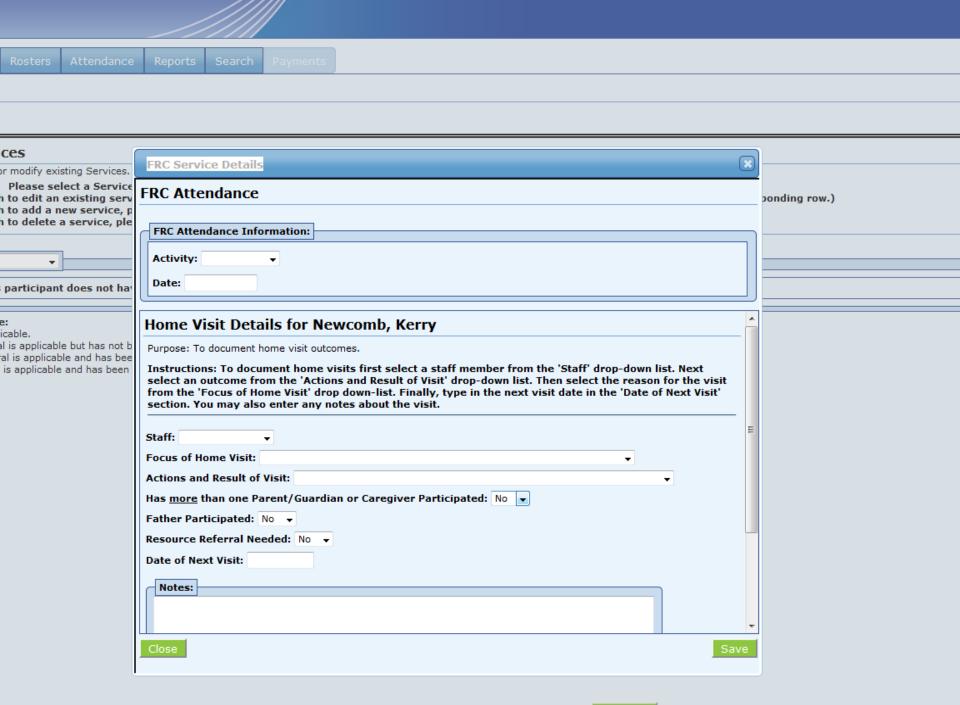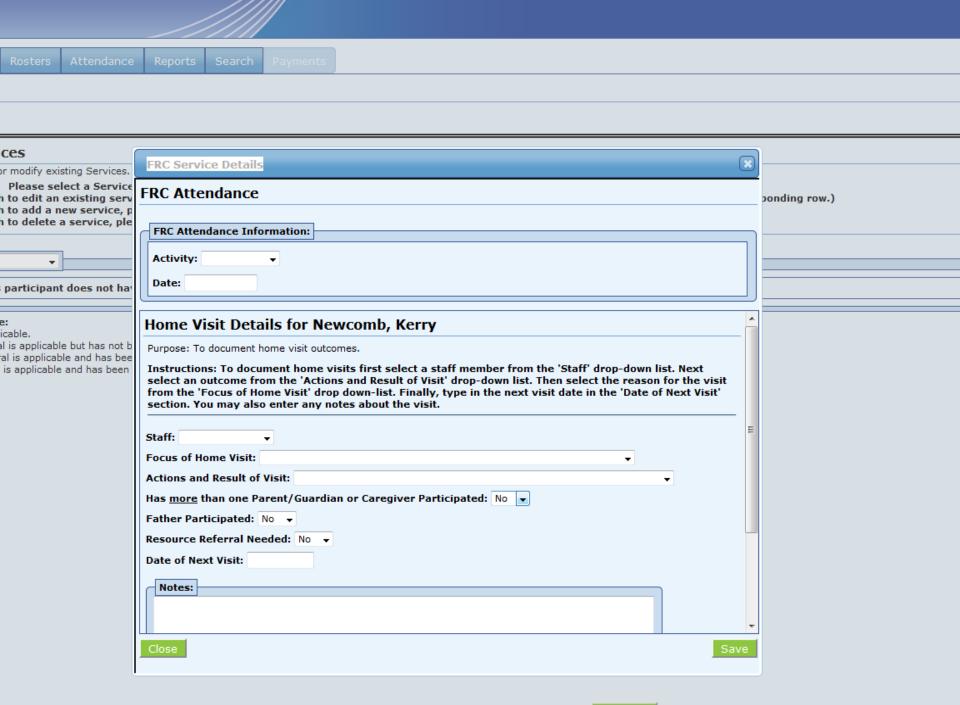| ID	Question	Value	
	were: 4 year olds (48-59 months):		
II-13-g	Please report the ages of the children reported in item II.7. For children still enrolled at the end of the program year, report their ages as of this report. For children who exited during the year, report their ages at the time of exit. How many children were: 5 year olds (60+ months):	1	❔
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?	100	❔
II-15	How many of the children served during the program year (reported in Item II.7.) are currently uninsured (child does not have health coverage)?	0	❔
III-1	How many of the families that received at least 1 personal visit and have received services for more than 90 days have had a comprehensive family-centered assessment completed and documented as of this reporting?	6	❔
III-2	How many of the new families who received their first visit more than 90 days ago as reported in item II.2b. had an *initial*, comprehensive family-centered assessment completed and documented within 90 days of program enrollment this year?	3	❔
III-4	How many families that received at least 1 personal visit this year had at least 1 goal documented as of this reporting?	5	❔
III-4-a	How many of these families *met* at least 1 goal during the program year (or by the time of exit if they exited during the program year)	4	❔
IV-1	How many families with 0 (zero) or 1 high need characteristics received at least 75% of the required visits during the program year?	2	❔
IV-2	How many families with 2 or more high need characteristics received at least 75% of the required visits during the program year?	0	❔
IV-8	Indicate the total # of PAT personal visits delivered to families (those reported in II.1.) during this program year:	34	❔
IV-8-a	In how many of the total number of personal visits delivered to families did more a father (biological, adopted) participate?	13	❔
IV-8-b	In how many of the total number of personal visits delivered to families did more than one parent, guardian or caregiver participate?	2	❔
V-1	How many group connections were delivered by your affiliate this program year?	46	❔
V-2	How many families (of the number reported in II.1.) attended at least 1 group connection this program year?	4	❔
V-2-a	In how many of the group connections delivered to families did more than one parent, guardian or caregiver participate?	0	❔
V-3	How many fathers participated in at least one group connection during the 2015-2016 program year? (optional question)	0	❔
VI-1	How many children whose families received at least 1 personal visit (reported in item II.7.) had a **complete** screening conducted during this program year?* A complete screening includes developmental screening using PAT approved screening tools, along with completion of a health review which includes a record of hearing, vision, and general health status. **(Note: children must be at least 4 months old for valid use of PAT approved screening tools).**	2	❔
VI-2	How many of the children newly enrolled this program year prior to age 4 months (reported in item II.9.a.) were at least 7 months of age as of the time you completed this report (or if the child has exited, they were at least 7 months of age at the time of exit)?	1	❔
VI-2-a	How many of these children (reported in VI.2.) received a complete, initial screening prior to 7 months of age?	0	❔
VI-3	How many of the children newly enrolled this program year at 4 months of age or older (reported in item II.9.b – II.9.g.) were enrolled for more than 90 days as of the time you completed this report (or if the child has exited, they were enrolled for more than 90 days prior to exit)?	3	❔
VI-3-a	How many of these children (reported in VI.3.) received a complete, initial screening within 90 days of their enrollment?	0	❔
VI-4	How many children received either a **partial or complete** screening during the program year? *Note*: this number should include children that received a complete screening (reported in VI.1.) AND children that received some, but not all, parts of a complete screening (general health, hearing, vision, developmental).	4	❔
VI-5	How many children who received a **partial or complete** screening were referred for further assessment based on screening results?	0	❔
VI-6	How many children who were referred for further assessment (reported in Item VI.5.) received follow-up services?	0	❔
VI-7	Of the children who received a **partial or complete** screening this program year, how many were newly identified with possible developmental, vision, hearing or physical health problems?	0	❔
VI-7-a	Of the children who received a **partial or complete** screening this program year, how many were newly identified with possible developmental, vision, hearing or physical health problems? Indicate the # newly identified with a possible: Developmental problem (language, intellectual or motor):	0	❔
VI-7-b	Of the children who received a **partial or complete** screening this program year, how many were newly identified with possible developmental, vision, hearing or physical health problems? Indicate the # newly identified with a possible: Social-Emotional problem:	0	❔
VI-7-c	Of the children who received a **partial or complete** screening this program year, how many were newly identified with possible developmental, vision, hearing or physical health problems? Indicate the # newly identified with a possible: Hearing problem:	0	❔
VI-7-d	Of the children who received a **partial or complete** screening this program year, how many were newly identified with possible developmental, vision, hearing or physical health problems? Indicate the # newly identified with a possible: Vision	0	❔

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FRC Service Details ✕

FRC Attendance

FRC Attendance Information:

Activity: [dropdown]

Date: [   ]

Home Visit Details for Newcomb, Kerry

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: [dropdown]

Focus of Home Visit: [dropdown]

Actions and Result of Visit: [dropdown]

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

Father Participated: No [dropdown]

Resource Referral Needed: No [dropdown]

Date of Next Visit: [   ]

Notes:

[   ]

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Q6. When a father participates in a home visit, they are marked "yes" in the home visit detail screen. Should the question about "more than one caregiver participating" also be marked "yes" when a father participates in addition to the mother?

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or modify existing Services.

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FRC Service Details ✕

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Activity: [▼]

Date: [ ]

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Staff: [▼]

Focus of Home Visit: [▼]

Actions and Result of Visit: [▼]

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

Father Participated: [No ▼]

Resource Referral Needed: [No ▼]

Date of Next Visit: [ ]

Notes:

[ ]

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onding row.)

Q7. Is there any way to make the enrolled/not enrolled function on the dosage reports work correctly? It is a pain to have to run multiple reports for the same activity just to capture everyone in attendance.

Q8. Are there any reports that are not in the FRC reports section that run accurately to reflect our data?

Q9. Should data reports be able to be accessed accurately for past years? For example, when we try to run last years PAT report, the numbers are different then they were at the end of the 2014-2015 term. Next year, will we be able to log back into this term and run accurate reports in order to compare data between terms

Q10. When will our data be checked? What reports will be run to see our progress and that our data is entered correctly? Will we receive any feedback so we know what we are doing is correct?

Q11. Once a second ASQ developmental screening is entered into cayen, the PAT Report picks up the second ASQ date instead of the first ASQ screening date, and the child is then considered to not have had a complete screening within 90 days. Should we not be inputting a second ASQ developmental screening if one is done?

Q12. Are than any reports that are able to run a count of how many times a particular service took place in a month? For example, how many playgroups took place in March? We can gather who attended from the dosage reports, but we want to know how many took place.

Q13. When entering attendance for PAT Standard GC- Parenting Education/Leadership, should both children's and adult's attendance save, or just adults? Two of our sites are able to save children's names and one of our sites can only save adults. Sometimes we offer workshops to parents that involve parenting education information to both parents and children.

Q14. Is there a way to use the search function so that we can find which families are missing ASQ and ASQ/SE's and/or which families still need follow-ups on referrals?

Q15. The program allows us to take attendance on people who have registered, but not enrolled in a program. Is there any way to block attendance taking until a registered family is enrolled in a program?)

Q16. It would save us one step if the report generated the age of the child as soon as a birthday is entered.

Q17. For the 2015-2016 PATS report will CAYEN be able to generate information for the Kindergarten supplemental report that the APR requires?

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 or
Gerald Barrett at gbarrett@crec.org

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