



# Cayen FRC October Webinar New Term Updates & PAT





# Required Registration Fields

For children (“Adult”= no), complete these fields:

- DOB
- Primary language
- Fully immunized
- Uninsured
- Ethnicity
- Race
- Grade level

For adults (“Adult”= yes), complete these fields:

- 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.



# Participant 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.

**Note: If a family member is improperly assigned an assessment, you can “inactivate” their assessment via the FRC Enrollment Management section on the HOME screen.**





## PAT or FIT?

Upon completing a family assessment, FRC and family should discuss service options available, benefits from participation and desired outcomes for family and FRC.

- PAT model – evidence-based, planned services targeted to evolving needs of family/child; intensive home visitation schedule
- FIT model - a restructured version of PAT designed to accommodate family needs and variety of services; less intensive home visitation schedule.

Note: You cannot move a family from PAT to FIT during the program year. Once enrolled, they stay enrolled unless they cease to be eligible. You should continue serving them as PAT even if you are not meeting the essential elements for them.





# 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
- 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



# Documenting PAT Goals and Home Visit Schedule

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**Registration** Attendees: 0 Registered: 4 Total Records: 142

### Save Goals and Schedule

Purpose: To document PAT Family Centered Goals & schedule home visits.  
**Instructions:** To document PAT Family Centered Goals & to schedule home visits, first enter the assessment completion date in the 'Date PAT Family Centered Assessment Completed' field. Next, select the staff member from the 'Staff' drop-down list. Then, select the number of goals established from the 'Number of PAT Family Centered goals Established' drop-down list. Enter the frequency of the home visits by clicking the 'Frequency of Home Visits' drop-down list. Type in the next visit date in the 'Date of Next Visit' field. To document the PAT Outcome, select the number of goals reached by clicking on the 'Number of PAT-Centered Assessment Goals Reached' drop-down list. You may enter any necessary notes about both sections in the 'Notes' field.

#### Document PAT Family Centered Goals & Schedule of Home Visit

Date Initial Assessment Completed:

Date Annual Assessment Completed:

Staff:

Number of PAT Family-Centered Assessment Goals Established:

Frequency of Home Visits:

Date of Next Visit:

#### Document PAT Outcome

Number of PAT Family-Centered Assessment Goals Reached:

Notes

Reg Form

<Prev Close Next> Save

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Complete this section for the same adult in which you will record home visits with.

It is only completed for that one adult in the household.

Remember to update the goals when they are reached or at the end of the year.

# Documenting Screenings

The screenshot displays the CAYEN FRC web application interface. At the top, the logo "CAYEN FRC" is visible on the left, and "Change Credentials" and "Log Out" buttons are on the right. A navigation menu includes "Home", "Site Info", "Activities", "Registration", "Rosters", "Attendance", "Reports", "Search", and "Payments". Below the menu, the "Registration" section shows statistics: "Attendees: 0", "Registered: 33", and "Total Records: 33".

The main content area is titled "FRC Services" and includes instructions: "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 'Add New' button. - If you...".

A "FRC Service Details" modal window is open, showing "FRC Attendance" information. The "Activity" dropdown is set to "Child Screening-Health", and the "Session" dropdown is set to "Child Screening-Developmental". The "Date" dropdown is open, showing options: "Child Screening-Health", "Child Screening-Hearing", "Child Screening-Social / Emotional", and "Child Screening-Vision". Below this, there are fields for "Staff:" and "Child Screening Done By:". A "Notes:" section contains a rich text editor with various formatting and editing tools. At the bottom of the modal, there are fields for "Age of Child:" (set to "(4 Years) 11 Months"), "Child Screening Assessment:", and "Child Screening Results:". "Close" and "Save" buttons are located at the bottom of the modal.

On the left side of the application, a sidebar menu lists various sections: "Participant Info", "Test Data", "Grade Data", "Enrollment", "Notes/Goals", "Surveys", "Behavior", "Absences/Suspensions", "User-Defined Fields", "Referral Documentation", "FRC Services" (highlighted), "Participant Assessment", "Programs Enrolled", and "Document PAT Goals and Home Visit Schedule". At the bottom of the sidebar, there are "Reg Form", "<Prev", "Close", and "Next>" buttons.

Screenings are entered on an individual basis.

Click on the registration record; select "FRC services"; choose "Screenings" from the drop down menu, and; click Add New.

You must enter/record all five screenings for each child enrolled in PAT.

# Documenting a Home Visit

The screenshot shows the CAYEN FRC registration interface. At the top, the logo 'CAYEN FRC' is on the left, and 'Waterbury Public Schools Read School FRC - Admin 2 2015-2016' is on the right with 'Change Credentials' and 'Log Out' buttons. A navigation bar includes 'Home', 'Site Info', 'Activities', 'Registration', 'Rosters', 'Attendance', 'Reports', 'Search', and 'Payments'. Below this, the 'Registration' section shows 'Attendees: 0', 'Registered: 33', and 'Total Records: 33'. A sidebar on the left lists various data entry options, with 'FRC Services' selected. The main content area is titled 'FRC Services' and contains a form for adding or modifying services. A modal window titled 'FRC Service Details' is open, showing 'FRC Attendance' information. The 'Activity' is set to 'Home Visit' and the 'Session' is '\*Home Visit'. A date picker is open, showing 'Oct 2015' with a calendar grid. Below the calendar, the 'Date of Next Visit' field is visible. The 'Resource Referral Needed' dropdown is circled in red and set to 'No'. Other fields include 'Focus of Home Visit', 'Actions and Result of Visit', and 'Notes'. At the bottom of the form are 'Close' and 'Save' buttons.

Participant Info  
Test Data  
Grade Data  
Enrollment  
Notes/Goals  
Surveys  
Behavior  
Absences/Suspensions  
User-Defined Fields  
Referral Documentation  
FRC Services  
Participant Assessment  
Programs Enrolled  
Document PAT Goals and Home Visit Schedule

Reg Form  
<Prev Close Next>

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Home visits must be recorded under one adult in the household.

All members of the same household, also enrolled in PAT, will receive credit for a home visit.

Click on the registration record; select "FRC services"; choose "Home Visit" from the drop down menu, and; click Add New.

**Remember** to reflect if a referral is need as a result of the visit.



# 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.

Both PAT, FIT and Non-enrolled participants can attend these activities/sessions





# 2015-2016 Activities/Sessions

- Cayen rolled over ALL 2014-2015 activities and sessions into the new term, including previously customized sessions.
- You have the ability to edit the session **name and time range** for previously customized sessions ONLY.
- If you need to add or remove a customized session, you must submit that information for review.
  - Contact: Erika Scott Jones at [escottjones@crec.org](mailto:escottjones@crec.org)





# Customized Sessions

When submitting customized sessions, please include: Activity name, session name, and start and end time.

Use this template as a guide:

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



https://aplusct.cayen-server.net/Aplus/

**CAYEN FRC** Change Credentials Log Out

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**Activities & Sessions**

Limited List Full List

Session Name	Start Date	End Date	Start Time	End Time	
Family Connections	7/1/2015	6/30/2016	9:15 AM	10:15 AM	Edit
Thursday Learn and Play	7/1/2015	6/30/2016	9:15 AM	10:15 AM	Edit
Wednesday PAT Play and Learn	7/1/2015	6/30/2016	9:15 AM	10:15 AM	Edit

Session Name: Family Connections  
Time Offered: 9:15 AM - 10:15 AM

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- All customized sessions are set to the default date range: 7/1-6/30.

- Edit the session name and/or time by clicking “Edit”.

- Click “Unlock” to edit the session. The SAVE button will appear after unlocking the session.
- When finished editing the session, click “Lock”. The system will ask you confirm the change before closing.

**CAYEN FRC** Change Credentials Log Out

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Activity: Pat Standard GC-Play and Learn Edit Session: Wednesday PAT Play and Learn

Session Name: Wednesday PAT Play and Learn  
Time: 9:15 AM To 10:15 AM

Cancel Unlock

https://aplusct.cayen-server.net/Aplus/# Copyright Information Client Service Level Agreement Data Stewardship Commitment Barcode Fonts



# Activities/Sessions

- You don't need to add all of your customized activities at one time. You can add them as you go.
- Instead of adding multiple sessions, think about creating multiple group rosters.

## **Example Activity: Play and Learn Group**

### Example 1

**Session:**  
Play & Learn Monday  
Play & Learn Tuesday  
Play & Learn Wednesday

**Group Rosters:**  
Play & Learn Monday  
Play & Learn Tuesday  
Play & Learn Wednesday

### Example 2

**Session:**  
Play and Learn Group (M-W)

**Group Rosters:**  
Play & Learn Monday  
Play & Learn Tuesday  
Play & Learn Wednesday

# Attendance on a Grid

Change CredentialsLog Out

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## Attendance

Step 1. Select a date:

<< ≤ 10/16/2015 ≥ >>>

October 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:

Session:

Save Attendance

Clear Attendance

Add Attendance on Grid

ID	Name
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## Attendance on Grid - Select Sessions

**Instructions: Multiple Session Attendance Grid: A participant will be marked present for every activity/session you choose below. You will not be able to edit attendance with this function. If you need to edit previously entered attendance for any of the activity/sessions, you'll need to use another method or the Single Session Attendance Grid functionality.**

- Take attendance for a single activity  
 Take attendance for multiple activities

### Attendance for Multiple Activities

Timebased:

No

Sessions:

*Hold down the Ctrl (or Apple) key while you click to select more than one.*

Child Screening-Vision/\*Child Screening - Vision  
ECE Provider-PD Personal Visit/\*ECE Provider-PD Personal Visit  
ECE Provider-PD Play and Learn/ Family Friends, and Neighbors Play, Read, and Learn, 1st Friday monthly, 10:00am-11:15am,  
ECE Provider-PD Workshops/Default Session (Customizable)  
Family Connections-Family Literacy/Default Session (Customizable)  
Family Connections-Family Literacy/Tuesday Grandparent/Child Activity Group for Children 1 yr and older (2nd & 4th Tuesday every month)  
Family Connections-Parenting Education/Leadership/Default Session (Customizable)  
Family Connections-Play and Learn/1st and 3rd Tuesday Open Center Activity Groups for Parents & Child Care Providers  
Family Connections-Play and Learn/Thursday Open Center Activity Group # 1 for Parents  
Family Connections-Play and Learn/Thursday Open Center Activity Group #2 for Parents

1. Click "Take attendance for multiple activities".
2. Timebased "NO".
3. Choose ONLY 1 activity/session.
4. Click "Continue" and follow the steps for choosing a date range.

[Back](#)[Continue](#)

### Attendance on Grid - Select Date Range

Instructions: Select a Start Date and an End Date. The attendance grid will display a column for each *scheduled date* for the selected activity/session within the selected date range.

Do not select more than a 2-week date range. Larger date ranges will take longer to process and could result in timeout issues when saving.

Start Date:

End Date:

- Choose a date range; do not select more than a two week range.

### Attendance on Grid - Participants

Instructions: Choose which list of participants you would like to display on the Attendance Grid.

All Participants

Use this group roster:

Include Inactive Participants:

- Choose the appropriate roster to take attendance from.

## Attendance on Grid

Instructions: Filter the list by selecting All, Youth Only, or Adults Only. Choose a Grade Level if it is helpful. Use the checkboxes to mark participants present or enter the number of hours each participant attended for each date shown. Then click Save. Use the Show Criteria/Hide Criteria button to show/hide the session information.

To prevent timeout issues when saving, try to keep the number of new attendances under 10,000. For example, if attendance is being entered for 4 sessions and there are 2,000 boxes checked on this screen, the number of new attendances will be 8,000.

Show Adult/Youth:  Show Grade:

Participant		Fri 5/1	Mon 5/4	Tue 5/5	Wed 5/6	Thu 5/7	Fri 5/8	Mon 5/11	Tue 5/12	Wed 5/13	Thu 5/14	Fri 5/15
Participant	<input checked="" type="checkbox"/>	<input type="checkbox"/>										
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# FRC Webinars/Resources

## Webinar Series (continues)

3<sup>rd</sup> Wednesday of each month at 2:00 p.m.

**Past Webinars and additional resources available at:**

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





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





# FRC Webinars/Resources

## Family Resource Center Listserv

The State Department of Education has activated an e-mail listserv that allows e-mail sent to the listserv to be forwarded to all subscribers of that listserv.

Use of the listserv is restricted and **not** for use by the general public.

Subscribers to the list are not to publicize this list or its access procedures





# Family Resource Center Listserve

## Instructions:

- 1) To subscribe to the list, send a mail message to [listserv@list.ct.gov](mailto:listserv@list.ct.gov) with the following in the body of the message:

**subscribe SDE\_ED1 yourname** (ex. subscribe SDE\_ED1 Jane Doe)

- 2) To send mail to the list send a mail message "To:"

**SDE\_ED1@list.ct.gov**

- 3) To unsubscribe from the list, send a mail message to [listserv@list.ct.gov](mailto:listserv@list.ct.gov) with the following in the body of the message:

**unsubscribe SDE\_ED1**

