Cayen FRC

2016-2017
New Term Instructions & Reminders

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.

Review, add and edit APlus user information for each System Type

Purpose: This function is used by the state administrator to set up district-level logins and by district administrators to set up at least one Site administrator's login, specifying the database system he or she manages. If someone manages more than one database, enter the information again for the second System Type.

Instructions: To sort the list, click on any blue column heading. Click on Add New to enter a new user, Edit to change the information shown or Delete to delete the user.

Login	First Name	Last Name	Last Login	Agency	Security Level	Status		
S			6/21/2013 10:09 AM		FRC - Admin 1	Expired	View	
b			Never		FRC - Admin 2	Expired	Edit	Delete
jc			1/30/2013 10:15 AM		FRC - Admin 2	Expired	Edit	Delete
sz			6/7/2016 12:40 PM		FRC - Admin 2	Expired	Edit	Delete
m			2/19/2014 8:26 AM		FRC - Admin 2	Disabled	Edit	Delete
b		er	10/17/2016 1:58 PM		FRC - Admin 2	Approved	Edit	Delete
c		ero	10/18/2016 12:34 PM		FRC - Admin 2	Approved	Edit	Delete
sj		son	10/14/2016 10:13 AM		FRC - Admin 2	Approved	Edit	Delete
n		rdo	12/16/2015 1:09 PM		FRC - Admin 2	Approved	Edit	Delete

Filter By: All

Add New

"Users" tab in the HOME screen

- Manage user accounts.
- Reset passwords.
- Set inactivity and password expiration limits.
- Disable user accounts by clicking on "edit" associated with their credentials and change their "Approval Status" to "Disabled."

2016-2017 Term

- Registering participants from a prior term:
    - Make sure you are logged in to the 2016-2017 term
    - Click on the REGISTRATION tab
    - Click on QUICK DATA ENTRY TOOLS
    - Click REGISTER STUDENTS FROM A PRIOR TERM
    - Select the 2015-2016 term and click ALL
    - Select/check off the participants that you would like to roll over to the current term and click REGISTER SELECTED

Registration
PAT – 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	• Primary Language • Ethnicity • Race **Other 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.

Registration

Pregnancy Status

You must update the pregnancy status for 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'.

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.

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, Pre-K, 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.

Activities/Sessions

- Cayen rolled 2015-2016 activities into the 2016-2017 term.

- All prior customizable sessions have been deleted and replaced with 5 customizable default sessions for each session that sites are now allowed to customize.

- Customizable activities do not have an asterisk (e.g., PAT Standard GC – Family Literacy can have customized sessions.) Any activities listed with an asterisk (e.g., Out of School Time – After School*) have only fixed sessions that cannot be edit at all.

- Any summer programs/services that were provided on or after July 1, 2016 should be included in the current 2016-2017 term.

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.

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
Assessme██████████████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

Participant Assessment Status Report

Participant Assessments

Household	Participant	Participant Type	Response Distribution			Assessment Taken	Date Last Taken	Current/Prior Program Year
			Yes	No	Unknown			
Ba...	Ba... min	Adult Participant						
	Ba...	Child						
	Ba...	Adult Participant	0.00%	100.00%	0.00%	Yes	09/08/2016	Current
	Ba... na	Child						
Be... 4	Be... y	Child						
	Be... eth	Adult Participant	2.08%	97.92%	0.00%	Yes	09/12/2016	Current
	Be...	Child						
	Be...	Child						
Bo... 611	Bo... ha	ECE Provider						
Ca... 204	Ca... ley	Adult Participant	2.08%	25.00%	72.92%	Yes	09/12/2016	Current
	Ca... nna	Child						
	Jor...	Child						
Co...	Co...	Child						
	Co...	Adult Participant	2.08%	6.25%	91.67%	Yes	09/06/2016	Current
Cu... 9867	Cu... a	Child						
	Cu... n	Child						
	Cu... nifer	Adult Participant	0.00%	45.83%	54.17%	Yes	05/21/2014	Prior
	Ho...	Adult Participant	0.00%	16.67%	83.33%	Yes	09/09/2016	Current
Da... 8	Da...	Child						
	Da... ine	Adult Participant	6.25%	18.75%	75.00%	Yes	09/26/2016	Current
	Da...	Child						
De... 3	De... na	Adult Participant	6.25%	29.17%	64.58%	Yes	09/12/2016	Current
	De... a	Child						
Di...	Dia... a	Adult Participant	2.08%	95.83%	2.08%	Yes	09/12/2016	Current
	Dia...	Adult Participant						
	Dia...	Child						
Di...	DiL... n	Child						
	DiL...	Adult Participant	12.50%	85.42%	2.08%	Yes	09/02/2016	Current
	DiL...	Child						
	DiL...	Adult Participant						
Do...	Do...	Child						
	Do...	Adult Participant	2.08%	37.50%	60.42%	Yes	09/12/2016	Current

CSDE
CONNECTICUT STATE
DEPARTMENT OF EDUCATION

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