

Family Resource Centers

FRC Data Collection Handbook and Data System Users' Guide

Revision 2.2

January 8, 2021

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I. Introduction

The FRC Data Collection Handbook and Data System Users' Guide (Handbook) provides FRC site administrators with information about program rules and procedures as they are reflected in the Cayen data system created for FRC data collection and reporting. The Handbook integrates instructions for entering data with discussions of each data element. Also included are Topics, discussion of issues that are usually programmatic and are broader than just a single data element.

The FRC data system is designed to capture the data needed for comprehensive FRC reporting at the local and state levels, as well as for PAT reporting. The system also contains features that are designed to facilitate case management by the FRC sites. Because PAT is the only universal core service provided by all FRC sites and because PAT accounts for such a significant portion of FRC funding, the system was built around PAT data collection and reporting requirements, as well as PAT essential program elements. At the same time, the system collects data on all other FRC services and activities in a way that supports uniform statewide reporting and the aggregation of data at the state level.

The Handbook is organized by section and sub-section based on the major program elements and processes. Each section generally has a narrative description of the functions, followed by instructions for data entry and navigation (including screen shots). After the instructions, there are tables discussing each data element in the function along with broader topics.

The FRC data system remains a work in progress that may require additional changes based on user experiences and needs. FRC administrators will receive updates of individual sections or sub-sections by e-mail as soon as they are available, and the entire Handbook will be revised periodically as required. The revision number and date on the cover will always reflect the current version of the Handbook.

II. Getting Started

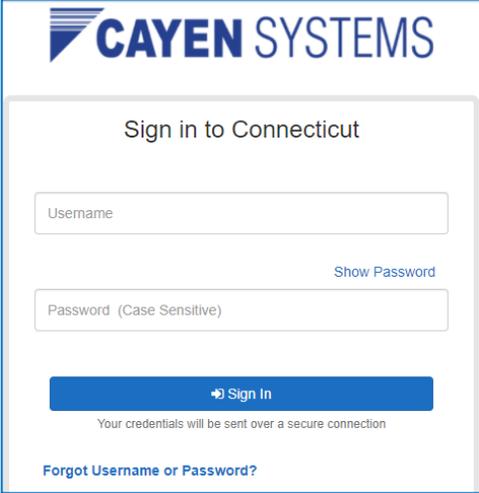
II.1 Browsers and Disabling Pop-up Blockers

The FRC data system is compatible with the most recent versions of Google Chrome, Microsoft Edge, and Mozilla Firefox. However, in order to see and access all the functionality of the system, you must turn off pop-up blockers on your browser. Tool bars have their own pop-up blockers. If you are running additional tool bars, it may be necessary to turn them off as well. To do so, right click on the tool bar. A box will open showing you which additional tool bars are running. Uncheck these tool bars to disable them during your session.

II.2 Login

To login into the system, open an Internet browser, and enter your site address.

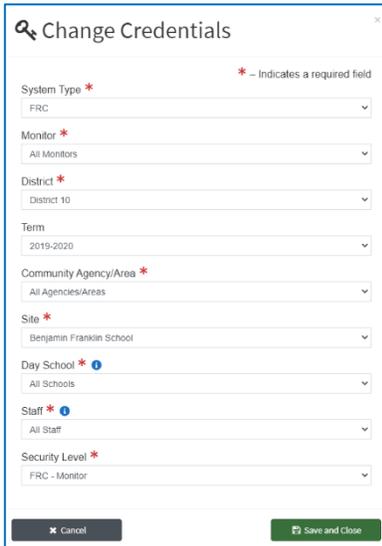
Enter your username and password, and then click Login.



The screenshot shows the Cayen Systems login interface. At the top is the Cayen Systems logo. Below it is the heading "Sign in to Connecticut". There are two input fields: "Username" and "Password (Case Sensitive)". A "Show Password" link is located to the right of the password field. A blue "Sign In" button is positioned below the fields. Underneath the button, a small note states "Your credentials will be sent over a secure connection". At the bottom left, there is a link that says "Forgot Username or Password?".

Click your name at the top right of the screen, click Change Credentials. This button allows you to quickly change your login settings (switch to a prior term to enter or view information from the past, switch to a different District or school, or possibly even switch your security level if available). If you are authorized to access more than one FRC site, you will need to use the drop-down to select the site you want to work on. Once you have updated your settings, click Save and Close.

Note: You must be careful to select the appropriate program year for which you wish to enter new data or for which you wish to run a report. The details for each participant are stored under the relevant program year. The Change Credentials window defaults to the current program year.



The screenshot shows the "Change Credentials" window. It contains several dropdown menus for selection. The fields are: "System Type" (set to FRC), "Monitor" (set to All Monitors), "District" (set to District 10), "Term" (set to 2019-2020), "Community Agency/Area" (set to All Agencies/Areas), "Site" (set to Benjamin Franklin School), "Day School" (set to All Schools), "Staff" (set to All Staff), and "Security Level" (set to FRC - Monitor). A legend at the top right indicates that a red asterisk (*) denotes a required field. At the bottom, there are two buttons: "Cancel" and "Save and Close".

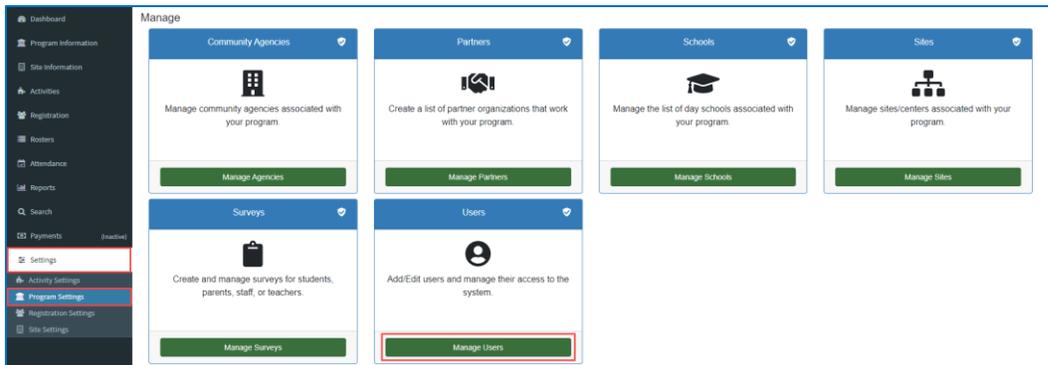
II.3 Data System Security

It is essential that FRC Administrators model and enforce good data security practices. Following these few simple rules will help to ensure the security of FRC data:

- Restrict user access to staff that need access. Inactivate an account as soon as a user leaves your program or no longer needs access. Do not give anyone higher access than necessary. Use FRC Site 1 access rather than FRC administrator 2 access wherever possible.
- Monitor user activity regularly. Know who is on the site and what they are doing.
- Use strong passwords:
 - At least 8 characters long
- A mixture of all three of the following: upper case letters, lower case letters, digits and symbols
- Not listed in a dictionary of any major language
- Never share passwords. Each user must have and use only his or her own password. Sharing passwords is a serious security breach.
- Protect passwords; do not leave them where others can find them. Never send passwords in e-mail or post them anywhere online.
- Change passwords regularly and set them to expire monthly.
- Do not leave your computer screen active when you are not at your desk
- Most important, protect the underlying data. Do not leave sensitive hard copy information lying around where unauthorized people may see it and lock it in a secure file cabinet when is not being used.

II.4 Adding and Managing Users

Step 1: In your left-hand menu, Click 'Settings' → 'Program Settings'. Locate the 'Users' card and click 'Manage Users'.



Step 2: Click 'Add New' at the top of the screen. Enter the person's username, email, and name. Click 'Next'.

Step 3: Set the Status information and add any Optional Information. Click 'Save and Next'.

Step 4: Select the appropriate system type, district (if applicable), site (if applicable), and security level for the user, based on their job function/responsibility.

****TIPS****

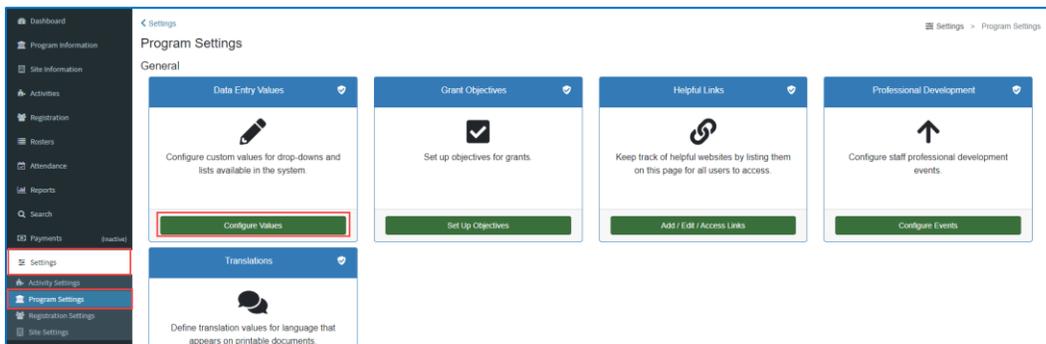
Be sure to include an accurate e-mail address so the User is able to retrieve their information if needed.

II.5 Data Entry Values

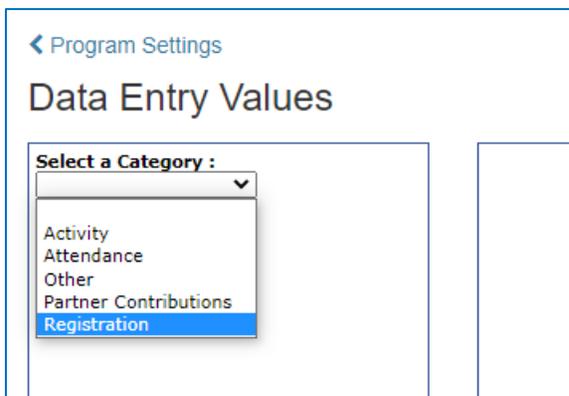
The FRC system allows you to standardize the entries recorded for registration, activity, attendance, partner contributions, and other categories. The state values are the data system values used when a report is generated. These values cannot be changed, and you must select from the pre-defined values in the drop-down list on each specific category.

How to Access Data Entry Values

In your left-hand menu click ‘Settings’ → ‘Program Settings’. Locate the Data Entry Values card and click ‘Configure Values’.



This will take you to the Administrative Tables page, where you will click on the drop-down menu and select the category of your choice. At this time, FRC site administrators have limited choices for Data Entry Values. Many of the values have been defined by SDE because of its need for consistent reporting of data. For example, all of the drop-down values for child screening, referrals, and home visits have been standardized in order to comply with PAT reporting requirements.



Each of the categories will allow you to edit drop-down values using the instructions provided on that page. For example, if you would like to access the ‘Registration’ data values, click on Registration in the Administrative Tables drop-down list.

II.5.1 Data Entry Values: Registration Example

Using the ‘Registration’ category as an example, this section will show you how to modify data entry values for Service Partner. You will access this category using the instructions provided in the How to Access Data Entry Values section above.

On the Administrative Tables page, you will click on the Registration option. This will give you all the options available to FRC site administrators for registration.

Standardize the entries recorded for Service Partner

Purpose: APlus allows the state to report and analyze data across all districts. To standardize data for this purpose, the state supplies the wording that will be used to describe activity types, ethnicity, etc. A district can create additional terminology for its own purposes.

Instructions: First, copy state values into place. (Even if a district will accept all values provided by the state, it still needs to copy them into place for each database system managed by APlus.) Edit the district-wide value or add a new one as needed. To add a new value, move to the bottom of the list and begin typing in the first blank line (marked with an asterisk). Link each value to a state value.

Copy State Values

District-wide Value	System Type	State Value	Code	Delete
211 Childcare	FRC	211 Childcare		<input type="checkbox"/>
Birth to 3	FRC	Birth to 3		<input type="checkbox"/>
DCF	FRC	DCF		<input type="checkbox"/>
DDS	FRC	DDS		<input type="checkbox"/>
DMHAS	FRC	DMHAS		<input type="checkbox"/>
DSS	FRC	DSS		<input type="checkbox"/>
HUSKY	FRC	HUSKY		<input type="checkbox"/>
Local	FRC	Local		<input type="checkbox"/>
WIC	FRC	WIC		<input type="checkbox"/>
*	FRC			

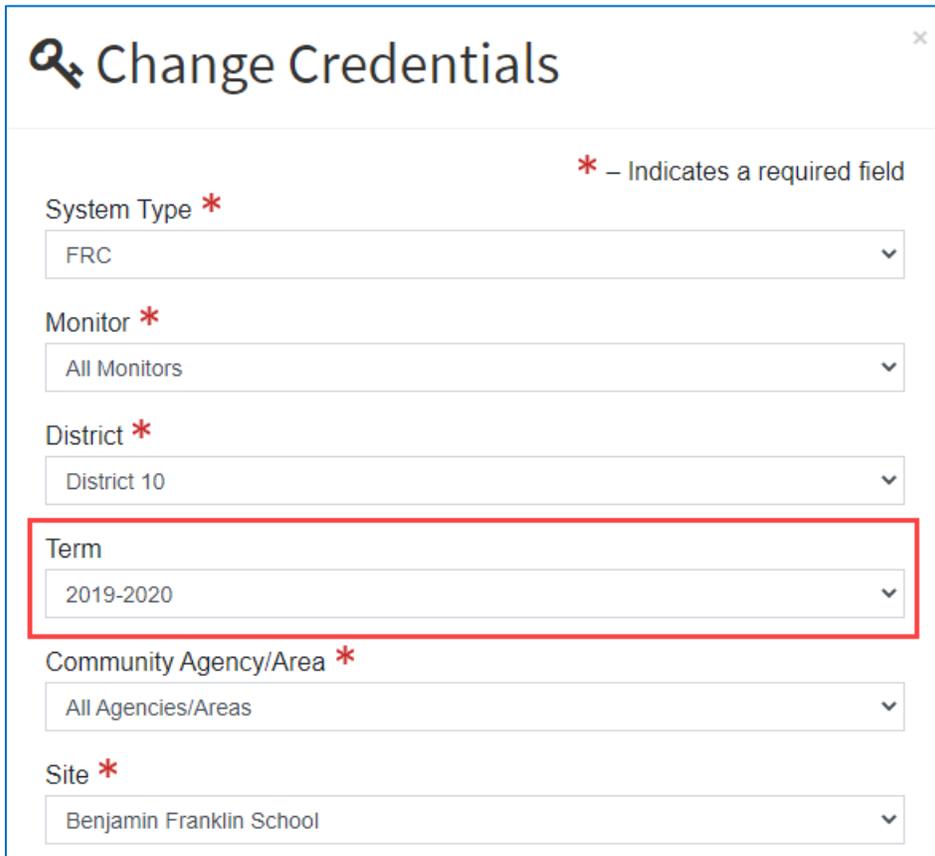
Save

Click ‘Service Partner’ to add local service providers for general resource referrals and child screening referrals. The state values have already been entered and copied onto the screen as District-wide values. You cannot delete or edit these. To add your own local values, follow these steps:

1. In the last row on the screen (the one with the asterisk), enter the name of a specific service provider. Use specific names, not general categories.
2. In the drop-down field for State Value, select ‘Local.’
3. Ignore the field for Code.
4. Click ‘Save’. Your new provider will be added to the list alphabetically and a new blank row with an asterisk will appear.
5. Enter another local provider if you wish.

II.6 Creating a New Term

For FRCs, the term in the data system is the program or school year, July 1-June 30. At the beginning of each program year, the data system will automatically create a new term that will become the default value in the dropdown on the home page under Change Credentials.



Change Credentials ×

* – Indicates a required field

System Type *
FRC

Monitor *
All Monitors

District *
District 10

Term
2019-2020

Community Agency/Area *
All Agencies/Areas

Site *
Benjamin Franklin School

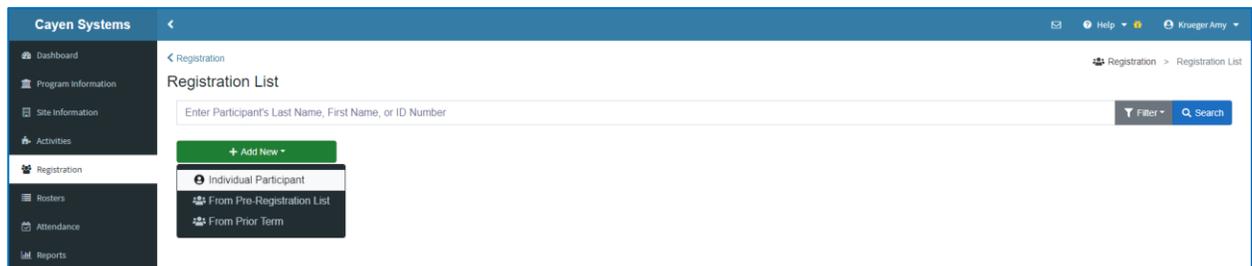
At the same time, the system will automatically exit participants enrolled in all programs, except PAT, with an exit date of June 30. You must not change this exit date; doing so can cause participants who are no longer receiving services to show up on current FRC reports. If these participants are continuing to receive FRC services, you will need to re-register them (see Section III.3) and re-enroll them if appropriate. (See Section V.)

III. Registering Participants

III.1 Registration/Participant Info: Children and Adults

Before you can record any services for an individual, you must first register him or her as a participant. In the FRC system it is possible to register three types of participants: Child, Adult, and ECE Provider. (A fourth participant type, School Staff, is reserved for future use and is not currently described in the Handbook.) To add a participant, click 'Registration' in the left-hand menu. Locate the Registration List card and click 'Manage Participants'. Click the 'Add New' button and select 'Individual Participant'. Whenever you register a child, you must also register at least one adult and link that adult to the child in a household, even if that adult does not receive any services. Adding the adult is necessary for the customer satisfaction survey and for the FRC Family/Child Assessment. Adults may be registered without children and should be placed in a household by themselves. ECE Providers are registered only without children and are never placed in a household. See Section III.4.

Note: In Change Credentials, be sure you have selected the program year and the FRC site for which you wish to add registrations.



After clicking ‘Add New’, you will be taken to the next Registration page, which will allow you to first search the existing database for the participant that you would like to add. Enter all or part of the participant’s Last and First Name, Student ID, and Date of Birth (if available). Click ‘Search’.

Registration List > Registration > Registration List > Add Individual Participant

Add Individual Participant

* – Indicates a required field

Search

Student ID: Enter Student ID

Last Name *: SMITH

First Name *: ROBERT

Date of Birth: Enter Date of Birth

Buttons: Cancel, Search

If the desired Participant shows in the Search results, click ‘Use this Record’.
 Review and update the Registration record and click ‘Save’.
 If the desired Participant is not displayed, click ‘No Match – Create New Record’.
 Enter the participant’s information then click ‘Save’.

Participant Search Results

Show 25 entries

Exact Match: Green Partial Match: Yellow No Match: Red Not Searched: Gray

Showing 1 to 3 of 3 entries

Select	Student ID	Last Name	First Name	Date Of Birth	Gender	Grade Level	School	Data Source	Site	Record Date
<input checked="" type="checkbox"/> Use this Record	444062612	SMITH	SARAH		F	5	Adair County Elementary	Registration (2015-2016)	Adair Co. Elementary	06/08/2015
<input checked="" type="checkbox"/> Use this Record	444034891	SMITH	SMYRNA	11/04/2009	F	5	Adair County Elementary	Registration (2020-2021)	Adair Co. Elementary	06/01/2020
<input checked="" type="checkbox"/> Use this Record	A444026323	SMITH	STELLA					Registration (2014-2015)	Adair Co. Elementary	06/16/2014

Showing 1 to 3 of 3 entries

Buttons: Previous, 1, Next

Button: + No Match - Create New Record

Enter all of the relevant information for the new participant; then click on the ‘Participant Type’ drop- down list and select the type of participant. You must also select Adult Yes/No under Registration Status. The default for this field is No. You must change it to Yes whenever you register an Adult.

Access the scroll bar to view and fill the additional required fields.

These fields are mandatory for the data system; you may not save a registration record without selecting a value:

- Date of birth (mandatory for child only)
- Gender
- Grade (mandatory for child only)
- Primary language
- Ethnicity
- Fully immunized (mandatory for child only)
- Participant type
- Race
- Uninsured (mandatory for child only)

Participant Information

New Person

Last Name	First Name	Middle	Nickname	Participant ID	SASID #	Registration Status
Thomas	Frieda					
Date of Birth		Age	Gender			Registered <input type="checkbox"/> Yes <input type="checkbox"/> No
Primary Language						Adult <input type="checkbox"/> No <input type="checkbox"/> Yes
Head Of Household		No				Participant Type
Fully Immunized	Dentist Check-Up	Medical Care Source	Dental Care Source	Pregnant	Uninsured	Adult Participant
				N/A		Child
NCES Ethnicity		NCES Race <i>Hold down CTRL (or Command) Key to select more than one</i>				ECE Provider
		American Indian or Alaska Native				School Staff
		Asian				
		Black or African American				
		Native Hawaiian or Other Pacific Islander				
		DNVR				

Address/Phone last updated: 1/11/2021 1:32:52 PM

Home Address

Address

City State Zip Phone E-mail

Mailing Address [Copy Home Address](#)

Address

City State Zip

School Attending During Day Grade Lives With

[Request New School](#)

Elem. Homeroom Teacher MS/HS Math Teacher MS/HS English Teacher Homeroom

Transportation Home Bus Route Corner Bus Stop Pick-up Restrictions

Does child have special needs or restrictions on activity? Explain below. No Yes

Form signed date Signed by?

Contacts (List primary contact first)

Last Name	First Name	Relationship	Home Phone	Can Pick Up?	Parent/Guardian	Lives With	Emergency Contact	Work Phone	Alt/Cell Phone
*				No	No	No	No		
*				No	No	No	No		
*				No	No	No	No		
*				No	No	No	No		
*				No	No	No	No		

Close

Save

III.1.1 Registration Screen

	Data Element	Issues and Discussion
1	Last Name	Last name required. This information, together with mailing address, will be used to send letters and any surveys required by the program
2	First Name	First name required
3	Middle	Leave blank if no middle initial
4	Nickname	Optional
5	Participant ID	System generated
6	SASID	Need to obtain from school system; used to match against SDE records to obtain student outcomes; required for all grades K and above and all children in state or federally funded pre-K.
7	Date of Birth	Mandatory for all children. It is not necessary to record date of birth for the adult younger than 20
8	Age	System-generated once date of birth entered
	Gender	Mandatory for all participants.
9	Primary Language	Mandatory for all registered participants; select primary language spoken by the registrant.
10	Head of Household	For PAT reporting and for case management purposes; essential that one adult in the household be designated as the head. This will usually be the person in the household with whom you have the most regular contact. For the PAT report, the language primarily spoken by this person will be recorded as the family's language.
11	Fully Immunized	Mandatory for all children
	Pregnant	This field is system generated by the Pregnancy function on the left side of the Registration page. It will display 'Yes' only while the participant is pregnant
12	Uninsured	Mandatory for all children
13	Registration Status	The field for 'Adult' in Registration Status governs edits and reporting in the data system. It is defaulted to 'No,' which is the proper value for registering a child
14	Registered	This field is not used by FRCs
15	Adult	It is essential that you change the dropdown to 'Yes' when registering an adult or an ECE provider; when registering a child, leave the field defaulted to 'No'
16	Participant Type	Mandatory for all registered participants. There are four categories of registered individuals, children, adults (parents/guardian), school staff (not currently used; reserved for future use), and ECE providers. You must register an adult for each child participant even if the adult is not a participant in a program him or herself (i.e., received no reportable services).
17	NCES Ethnicity	Ethnicity is a voluntary, self-report item, but you must ask each registered participant. Ethnicity is independent

	Data Element	Issues and Discussion
		of race. Entering a value is mandatory; use DNVR (Did not voluntarily report) if the participant refuses to provide a response or provides a response other than those listed.
18	NCES Race	Race is a voluntary, self- report item, but you must ask each registered participant. Indicate all that apply, regardless of the response to ethnicity. Entering a value is mandatory; use DNVR (Did not voluntarily report) if the participant refuses to provide a response or provides a response other than those listed. You may select multiple races by holding Ctrl and clicking on the values.
19	Address	Enter the street number and name of residence in this field. A complete mailing address is required for the mailing of surveys. If the mailing address is different, use fields 23-26
20	City	Required
21	State	Required
22	Zip	Required
23	Phone	Optional
24	Email	Optional
25	Mailing Address	Required
26	City	Required
27	State	Required
28	Zip	Required
29	School Attending During the Day	For elementary school and middle school children only
30	Grade	Grade is mandatory for all registered children regardless of whether they are attending school
31	Lives with	In case of divorce or separation, list the custodial parent, use judgment
32	Elementary School Teacher	Optional, as needed
33	MS/HS Math Teacher	Optional, as needed
34	MS/HS Reading Teacher	Optional, as needed
35	Homeroom	Optional, as needed
36	Transportation Home	Optional, as needed
37	Bus Route	Optional, as needed
38	Corner Bus Stop	Optional, as needed
39	Pick Up Restrictions	Optional, as needed
40	Special Needs or Restrictions on Activity	Optional, as needed
41	Date Signed Form	If you have an enrollment form that you have the parent sign, this is where you will indicate that you have a signed form and who signed it.
42	Signed by	Enter the date on which the enrollment form was signed
43	Contacts	Optional, as needed

III.2 Household Members

III.2.1 Add a new participant to a household

All registered children and adults must be in households. A child must always be in a household with at least one adult. This means that you must register an adult for each child you serve even if you are not providing any services to that adult. An adult can be registered without a child, e.g., if the adult is participating in Adult Ed or ESL; in that case, the adult must be put in a household by himself or herself.

If you need to register a new participant and add that participant in a household with an existing participant, you can follow the directions below to quickly add the new participant.

The screenshot shows a web-based form titled "Participant Information" for a participant named Lee, LeeAnne. The form is divided into several sections: "Participant Info", "Test Data", "Grade Data", "Enrollment", "Notes/Goals", "Surveys", "Behavior", "Absences/Suspensions", "User-Defined Fields", "Referral Documentation", "PRC Services", "Pregnancies", "Participant Assessment", "Programs Enrolled", and "Document PAT Goals and Home Visit Schedule". The "Registered" sidebar on the right contains a "Registered Status" section with a "Registered" dropdown set to "Yes", an "Adult" dropdown set to "No", and a "Participant Type" dropdown set to "Child". Below these are fields for "Record last changed:", "Last date attended:", "Original record created:", "Intake Date:", and "Last Edited by:". A green button labeled "Add HH member" and a red button labeled "Edit Household" are visible in the sidebar. At the bottom of the form, there are buttons for "< Prev", "Close", "Next >", and "Save".

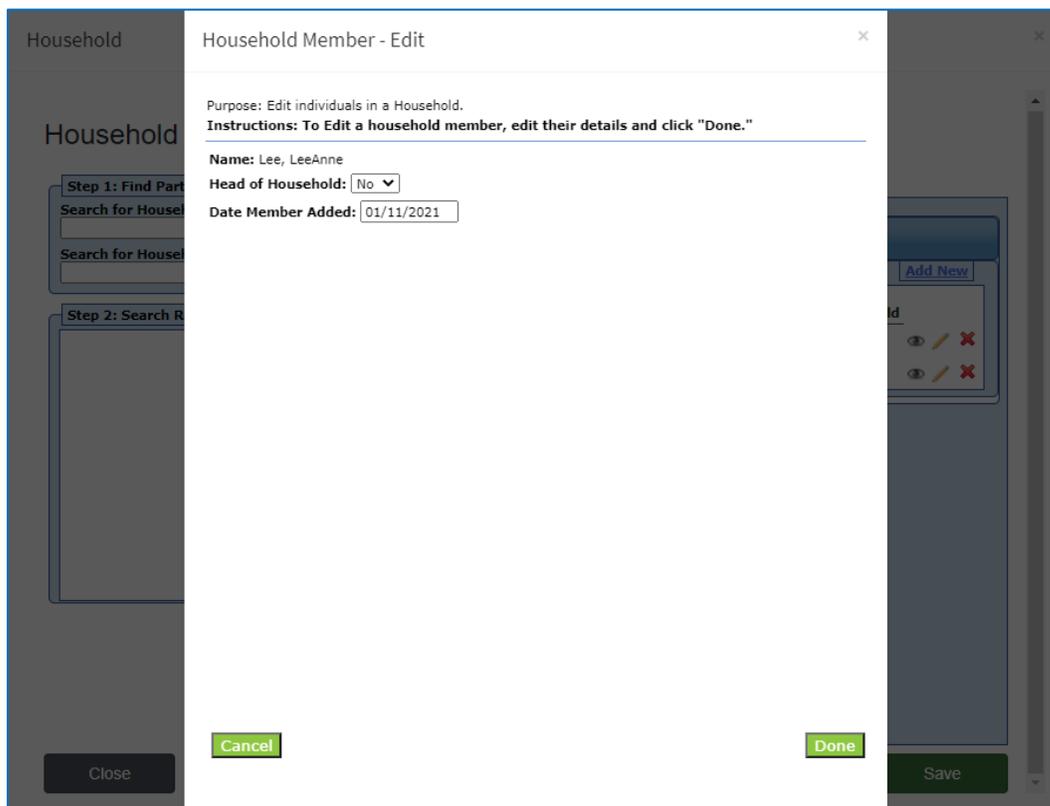
1. Start from within the current record of the registered person in the same household.
2. Click Add HH Member in the menu at the right of the Registration screen to create a new record in the database associated with the current participant.
3. Use the search process to conduct a search to determine if the new participant is already in your site's database.
4. If the search returns the participant you want, double click the name of the person to be added.
5. If the new participant is not found, click Add New.

6. Basic information -- address, contact information, and phones numbers – has been copied from the original participant’s record for this household. Add any additional information, scroll down, and click Save and Close.

The new household member has now been added to the participant’s household list.

In order to identify children newly added to a PAT household, e.g., naturally born, adopted, in foster care, you must make sure the date added to HH is accurate. The data system will automatically use the date of data entry as the date on which the child was added to the household. For most children, this date will be within the current term and will be sufficiently accurate for PAT purposes; however, if the child actually entered the household on an earlier date, especially a date prior to the July 1 start of the current term, you must over-write the system-generated date with the correct date.

To change the date on which the child was added to the HH, go to the registration record for any member of the HH, and click Edit Household on the right hand side of page under Household Members. The Household Details screen will show; click the Members tab. Click the pencil next to a member and view the date that the child was added, update the date as needed. Click Done to save your changes.



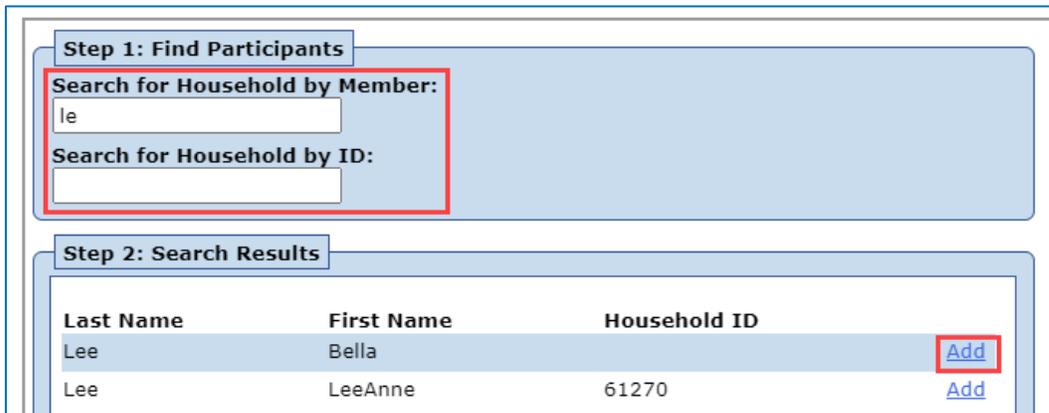
III.2.2 Add an existing participant to a household

If you have already registered a participant and discover the need to add that participant to a HH, go to Registration → Registration List → Manage Participants and find the participant.

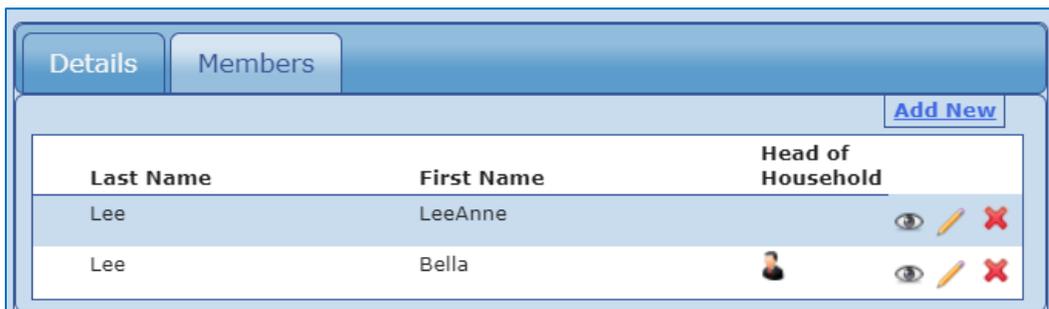
1. Click the edit button to the left of the participant name.
2. Click 'Edit Household' on the right of the screen. Click the Members tab. Then click 'Add New'.



3. Search for the participant that you wish to add to the HH. The Search Results will display. Click Add next to the participant that you wish to add.



4. Update the Head of Household and Date Member Added fields as needed. Click 'Add Member'. Click 'Save' at the bottom of the screen. The newly added member will now show in the HH Members list.



III.2.3 Delete a household member

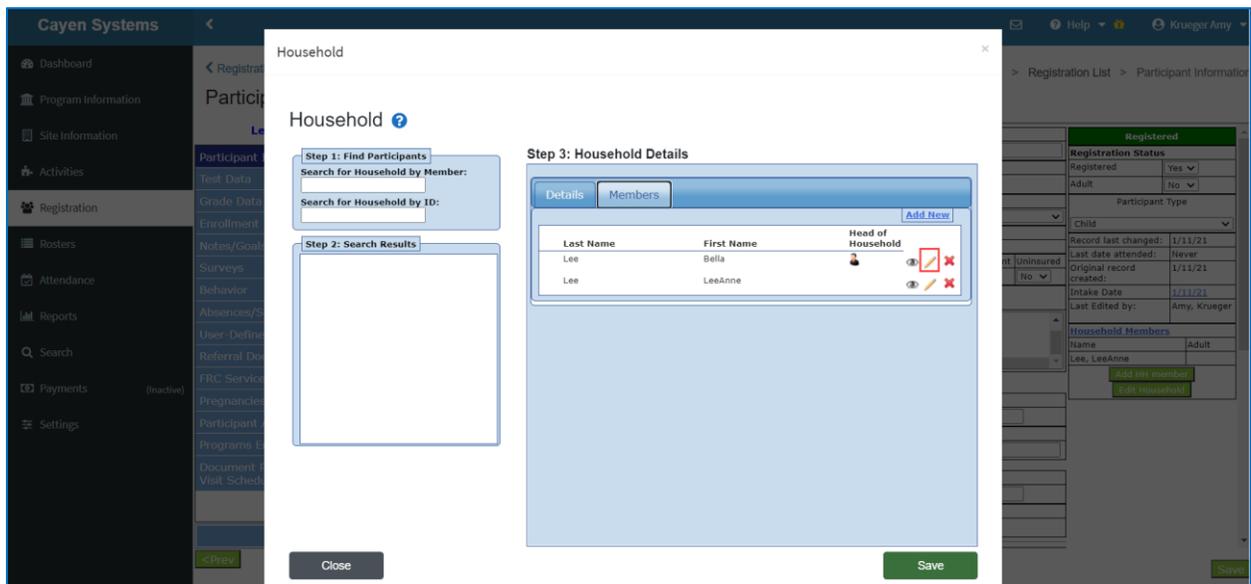
1. Click 'Edit Household'. The household list will open up with the participant's current household listed under the 'Details' tab and the household members list under the 'Members' tab.
2. From the list of names of those under the 'Members' tab, locate a household member's name and click the red 'X' to the right of it.

The household member has now been removed from the list.

III.2.4 Designate a head of household

You must designate an adult as the head of each household. This is required for the FRC Assessment and for reporting to PAT. The head of household should be the adult with whom you have the most contact and with whom the child resides. An adult in a household by himself or herself should also be designated as the head of household.

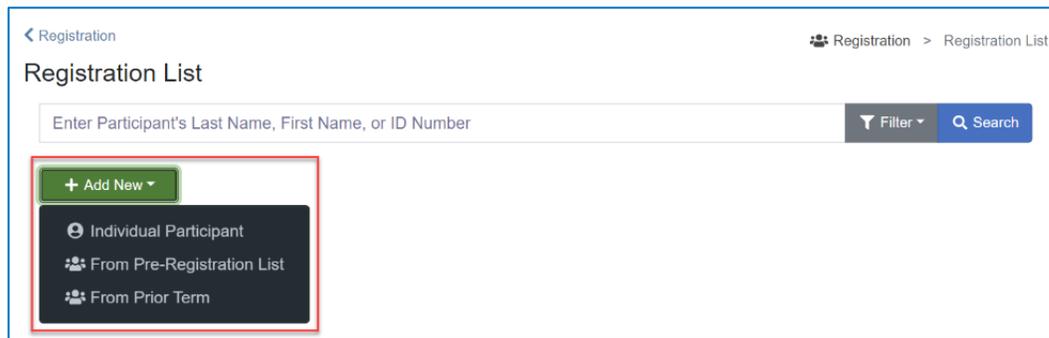
To designate the head of HH, go to the registration record of the individual and click 'Edit Household' on the right-hand side of page under Household Members. The Household Details screen will show; click the 'Members' tab. Click the pencil next to a member and select 'Yes' from the dropdown next to Head of Household. Click 'Done'. Click 'Save'.



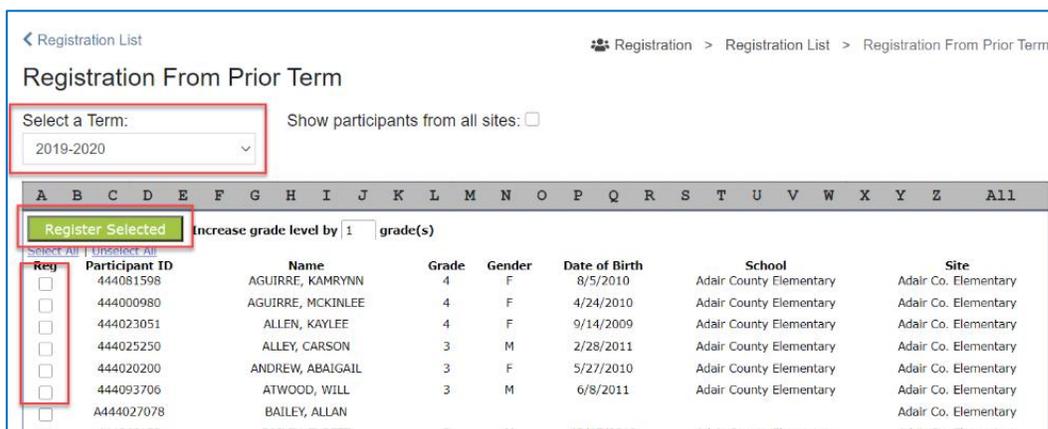
III.3 Re-registering Participants from a Prior Term

Before registering participants from a prior term, click your name at the top-right of the screen and make sure you are logged in for the current term.

1. In your left-hand navigation menu, click 'Registration'.
2. Click 'Manage Participants' in the Registration List card.
3. Click 'Add New' then 'From Prior Term'.



4. Select the Term from the drop-down and click 'All' on the alphabet bar. A list of participants from the term selected will appear.
5. Check the boxes for the participants that you would like to bring to the new term.
6. Click 'Register Selected' once you have selected the participants you wish to register.



****TIP****

Some demographic information may need to be updated after participants are registered in the new term.

If registering participants from a prior term, you may modify the 'Increase grade level by 1 grade(s)' field accordingly.

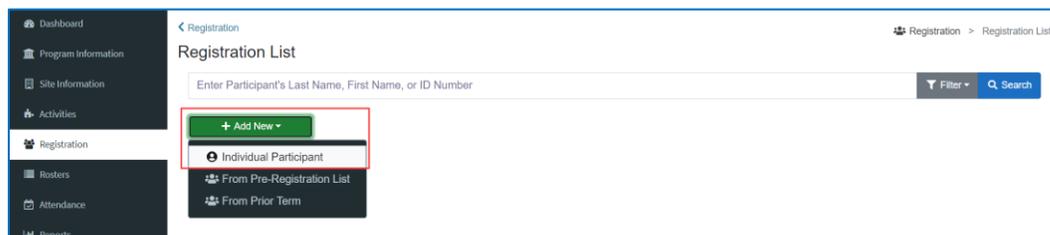
1. All relevant information should be copied over, including Participant Type. Add or correct any information as needed.
2. Click 'Save' when done.
3. You will now need to go the Enrolled Programs tab on the registration screen for this participant to add the enrolled programs for the new program year even if they are the same as the programs for the prior year. See the instructions in Section IV. You will also need to update the existing FRC Assessment for the family if any member of that family is carried over to a new term. See Section VI.

III.4 Registration/Participant Info: ECE Provider

As is true for any customer, you need to register ECE providers into the FRC data system before you can record any services provided. This is true whether you enroll the provider in a formal program (see Section V) or just provide occasional services to the provider. To identify a participant as an ECE Provider, simply select that option in the Participant Type dropdown; by doing so you will have two additional fields available in Registration to document the ECE Provider category and the number of children served by the provider. ECE providers should not be householded.

If an individual is both an ECE Provider and a member of the household of a registered child, you must register the individual with two different Participant Types, once as an adult who is linked to the child's household and once as an ECE Provider with no household. You must take care to enter attendance for this individual under the correct registration and only record ECE Provider services under the ECE Provider registration.

To add a participant who is an ECE Provider, click on the 'Registration' on the left hand of the screen. Locate the Registration List card and click 'Manage Participants'. Click 'Add New' and select 'Individual Participant'.



After clicking 'Add New', you will be taken to the next Registration page, which will allow you to first search the existing database for the participant that you would like to add. If the person is not in the database, you can add him or her.

Fill in the new participant's Last Name, First Name, and/or Date of Birth.

If the participant shows in the Search Results click 'Use This Record'.

If the participant does not show, click 'No Match-Create New Record'.

The screenshot shows a search interface with the following elements:

- Search Section:** Includes input fields for Student ID (placeholder: Enter Student ID), Last Name (placeholder: Doe, marked with a red asterisk), First Name (placeholder: Jane, marked with a red asterisk), and Date of Birth (placeholder: 01/01/1990). There are 'Cancel' and 'Search' buttons.
- Participant Search Results Section:** Features a legend: Exact Match:Green, Partial Match:Yellow, No Match:Red, Not Searched:Gray. It shows 'Showing 0 to 0 of 0 entries' and a table with columns: Select, Student ID, Last Name, First Name, Date Of Birth, Gender, Grade Level, School, Data Source, Site, Record Date. The table contains the text 'No data available in table'.
- Footer:** A green button with a plus sign and the text '+ No Match - Create New Record' is highlighted with a red box.

Enter the new participant's info, then click on the Participant Type drop-down list and select 'ECE Provider'.

When you select ECE Provider from the Participant Type dropdown, the bottom of the Registration screen expands to show two additional fields. For ECE Provider Category, you must select one of these values:

- Licensed Child Day Care Centers
- Licensed Group Day Care Homes
- Licensed Family Day Care Homes
- Relatives, In-Home Care Providers and Other Types of Unlicensed Providers
- Unlicensed Public Schools

For Children Served, enter the number of children served by the ECE provider at the time of registration.

ECE Providers should not be placed into households.

Jane, Doe		Participant Type		
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 Reg Form <Prev Close Next>	Primary Language	English		
	Head Of Household	No		
	Fully Immunized	Dentist Check-Up	Medical Care Source	Dental Care Source
				Pregnant
				Uninsured
	NCES Ethnicity	NCES Race <i>Hold down CTRL (or Command) Key to select more than one</i> Not Hispanic or Latino Asian Black or African American Native Hawaiian or Other Pacific Islander DNVR White		
	Address/Phone last updated: 1/12/2021 2:20:23 PM			
	Home Address			
	Address			
	444 Main St			
City	State	Zip	Phone	
Milwaukee	WI	44444	444-444-4444	
Mailing Address Copy Home Address				
Address				
444 Main St				
City	State	Zip		
Milwaukee	WI	44444		
Staff Information				
School		Grade		
ECE Provider Category		Children Served		
Licensed Child Day Care Centers		12		
Add HHI member Edit Household Save				

IV. Pregnancy

In order to record service to pregnant women and prenatal children and to report accurately to PAT, it is necessary to record the start and end dates of all pregnancies and to link newborn children to their mothers' households. The Pregnancies function on the left side of the Registration screen is where you record start and end dates for each pregnancy of a registered woman. This function is also the best way to register a newborn child and add the child to the mother's household after a pregnancy has been recorded.

Once you have entered a start date for a pregnancy, the Pregnancy indicator on the Registration screen will automatically display 'Yes' until you enter an end date for the pregnancy.

Lee, Bella		Pregnancies				
Participant Info		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.				
Test Data						
Grade Data						
Enrollment						
Notes/Goals						
Surveys						
Behavior						
Absences/Suspensions						
User-Defined Fields						
Referral Documentation						
FRC Services						
Pregnancies						
Participant Assessment						
Pregnancy	Pregnancy Start Date	Pregnancy End Date	Notes	Children		
1	05/12/2020	12/28/2020		add child	edit	delete

See Section XII.12 for an explanation of the FRC Pregnancy report.

V. Programs Enrolled

The system contains four types of enrolled programs for children and families: PAT, FIT, Pre-school, and Out of School Time. There is a fifth enrolled program for ECE Providers: ECE Provider Sustained Services. These five categories are used to facilitate PAT and FRC reporting. Participants can receive services (activities and sessions) without being enrolled in any program. Generally, the use of an enrolled program category should be reserved for a series of planned, structured activities and services geared to accomplish a major goal or objective of the FRC.

While the activities/services administered as an enrolled program may vary, each enrolled program must provide sufficient intensity in hours and duration to make sustainable changes in a participant's wellbeing and should involve an evidenced-based curriculum, goals, and measurable outcomes.

- *PreK*. High-quality education programs for children age three and older that support children's ability to begin kindergarten with the knowledge, skills and behaviors needed for success in school. The Pre-K program/activity must be provided by the FRC as one or more of the following:
 - school-day/school-year programs providing services for 7 hours per day for at least 180 consecutive days; may also be used for full-day, year around programs providing services for as much as 10 hours per day and 52 weeks per year
 - part-day/part-year programs providing services for at least 2.5 hours per day for up to 180 days; or
 - extended-day programs providing services for extended hours, days and/or weeks of programming for children in a separate part-time program, in order to provide those children with a combined full-time experience of up to 10 hours per day.

Sites should only use the PreK Enrolled Program if the preponderance of these factors applies:

- Not withstanding tuition or fees collected, the FRC grant is the primary funding source that largely supports a PreK classroom
- The FRC formally directs, manages and supervises the operations of the PreK classroom
- The FRC uniformly and uniquely tracks by SASID children served in the Pre-K classroom in another data collection system (e.g., PSIS or PKIS) required by another primary funder. (If duplicate data entry by the FRC and another funder would be required, FRCs should contact the FRC advisor at CSDE.)
- *Out of School Time (OOST)*. High-quality programs, outside of regular school hours, that provide students with both academic enrichment opportunities and activities designed to complement their regular school program. There are minimum requirements for the hours of operation for out of school time enrolled programs:

- Before school: It must last for at least one hour or must start by 7 am each day.
- After school: It must last for at least two hours or must not end before 6 pm each day.
- School vacations and summer: Both must last for at least 4 hours.

OOST is reserved for school aged children, K-12. Pre-school aged children should be enrolled in PreK and should have attendance taken for the appropriate session, e.g., PreK Extended Day.

Sites should only use the OOST Enrolled Program if the preponderance of these factors applies:

- Notwithstanding tuition or fees collected, the FRC grant is the primary funding source that largely supports the OOST program/activity
- The FRC formally directs, manages and supervises the operations of the OOST program/activity
- The FRC is the only entity collecting registration and/or attendance information for the specific OOST activity/service. (If duplicate data entry by the FRC and another funder would be required, FRCs should contact the FRC advisor at CSDE.)
- *Parents as Teachers (PAT)*. High-quality, affiliated program that operates year-round, providing parents/families with monthly visits, child screenings and group connections, throughout pregnancy until their children enter kindergarten. The program must be focused on parent-child interaction, development-centered parenting, and family well-being and must meet PAT essential elements.
- *Families in Training (FIT)*. High quality, community support services to families that provide parent education, regular home visits and ongoing supports to families. Generally, FIT programs follow the model of the PAT program but lack the level of intensity reserved for PAT families recognized with higher needs. FIT must involve at least one other service in addition to home visits.

A family may be enrolled in either PAT or FIT, but not both. A child may be part of a PAT or FIT family and may also be enrolled in Pre-school or Out of School Time. Assignment of participants to activities and sessions is completely independent of what programs they may be enrolled in. A family may move from FIT to PAT if the frequency of home visits and the quality of other essential services meet the PAT standards.

- *ECE Provider Sustained Services*. High-quality training and supports administered to both licensed and unlicensed childcare providers where the focus is on improving provider skills and knowledge through reflection and interaction. The enrolled program is only selected when the FRC has an ongoing, coordinated series of services for the ECE provider throughout the program year. If the ECE provider merely attends random activities, the attendance at those activities can be captured, but the enrolled program should not be designated.

When you first register a participant, you should immediately enter their enrolled program if applicable. You access the enrollment screen through Programs Enrolled on the left side of the Registration screen.

To access the Enrolled Program information for someone you registered previously, click Registration → Registration List and click Manage Participants. Locate the participant using the search bar or click ‘Search’ with no value in the search bar to see all participants

After you find the participant you are looking for, click ‘Edit’ under the Action column next to their name. This will take you to the Registration screen. Click on the ‘Programs Enrolled’ tab. On this screen you have the option to add, track, edit, or view enrollment data for participants. This is where you also enter exit information.

Enrollments are based on a program year. The FRC application was first available for entering participants' records for the 2010-2011 program year. When you first enroll a participant, you should complete the process by going to the Programs Enrolled screen and entering the program in which your new participant is enrolled. All participants are automatically exited from enrolled programs, except for PAT, on June 30 each year. Therefore, you must re-enroll a reregistered participant even if the participant was registered in the prior program year.

This screen will also allow you to enter prior enrollment history for a participant you enrolled in any program year without having to go back and create a complete record for the participant. Whenever possible, you should attempt to enter all the information on this screen; at a minimum, you must enter the enrolled program and the program year. For PAT participants, you must enter the date of first enrollment. Because PAT serves families, you must also register and enroll each PAT-eligible member of the household. Each household member may have a different date of first enrollment.

To add a new program enrolled:

1. Click Add New.
2. On the 'Programs Enrolled-Edit' pop-up, fill in the appropriate fields and click 'Save & Close'.

Special rule for PAT participants:

Once PAT families leave the program, you must enter on this screen their exit date and reason for leaving the program. This information is required for PAT reporting. Be careful, however, not to enter any exit date in the future; if you enter a date after June 30 of the current program year, the participant will be counted as having been registered in the next program year and will be reflected on the PAT and some FRC reports as not having received services in the new program year.

The data system will automatically exit all individuals in enrolled programs other than PAT on June 30 of each year. You may also enter an exit date and reason for these non-PAT enrolled programs before June 30 if you wish.

Programs Enrolled - Edit

Programs Enrolled - Lee, Bella

Enrolled Program: PAT
 Program Year Enrollment: 2020
 Date Enrolled: FIT
 Date Exited:
 Reason for Exiting:
 Notes:

Close Save & Close

Programs Enrolled - Edit

Programs Enrolled - Lee, Bella

Enrolled Program: PAT
 Program Year Enrollment: 2019-2020
 Date Enrolled: 10/01/2020
 Date Exited: 01/13/2021
 Reason for Exiting:
 Notes:

Reason for Exiting dropdown options:
 Child too old or family completed service cycle
 Family or child transitioned to another early childhood or family support program
 Child/family moved out of the service area
 Family regularly missed scheduled personal visits
 Family could not be located
 Z-DO NOT USE-Family was dissatisfied with program
 Family left program for other reasons/reasons unknown
 Family no longer wants to receive services

Close Save & Close

Programs Enrolled

Purpose: Track, edit, or view enrolled program data for participants.
 To add a new enrolled program, click on the "Add New" button. To edit an existing program enrollment record, click on the [edit](#) link. To delete an Enrolled Program, click on the [delete](#) link.

Enrolled Program	Program Year Enrollment	Date Enrolled	Date Exited	Reasons for Exiting	
PAT	2019-2020	10/1/2020	1/13/2021	Child/family moved out of the service area	edit delete

V.1 Programs Enrolled Screen

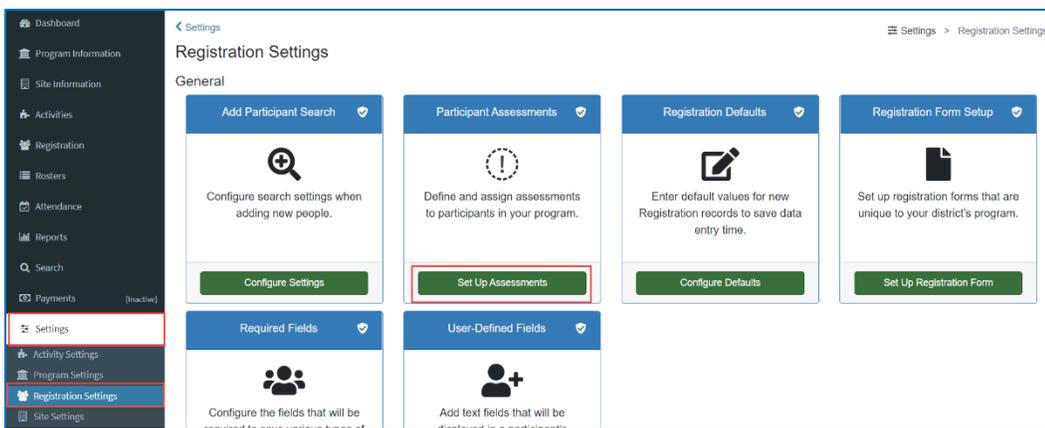
	Data Element	Issues and Discussion
1	Enrolled Program	Enrolled programs include PAT, FIT, Pre-School, Out of School Time, and ECE Provider Sustained Services
2	Program Year Enrollment	The program year in which the enrollment occurred
3	Date Enrolled	For PAT, enter the date on which the participant was <u>first enrolled</u> . Each member of the household may have a different date of enrollment.
4	Date Exited	For PAT, the date on which the individual exits the program is required. This is the date after which the individual no longer receives services under the PAT program or is otherwise exited from the program. In some cases, the entire family will exit on the same date, e.g., the family moved out of the service area. In other cases, one individual may exit, e.g., a child may enter kindergarten, but the remaining members of the family remain enrolled because there is a younger child in the family. For other programs, you may enter the exit date but are not required to. All FRC reporting is based on participation during the program year.
5	Reason for Exiting	For PAT families, the APR requires one of the exit reasons in the drop-down
6	Notes	For optional case notes

VI. FRC Family/Child Assessment

You can document new Family/Child Assessments or review and edit an existing Family/Child Assessment. Assessments are associated with a household. Before you can complete an assessment for a household, you must first select one and only one household member to link the assessment to. You must have a parent or guardian registered for all children even if the parent or guardian is not enrolled in any program. You should assign the assessment to one adult in the household, typically the head of household. You will do only one assessment per household no matter how many children you have enrolled or registered. If you register an adult without a child, you should put that adult into a household alone and do an assessment for that adult. Do not do assessments for ECE providers.

VI.1 How to Assign Assessments

From the left-hand menu click Settings → Registration Settings. Locate the Participant Assessments card and click Set Up Assessments.



Note: The Participant Type and Household Name-ID will appear for each participant assigned. Use this information to deactivate an assessment that was assigned to multiple family members.

Step 1: To assign assessments to your participants, click the 'Assign Assessments' button on the left.

Step 2: Select the FRC Family/ Child Assessment from the drop-down. Once you select the assessment, a list will appear displaying all participants to whom the assessment has already been assigned.

Step 3: To assign the assessment to additional participants, click the green button. This will take you to the Search section.

Step 4: Click 'Edit Search Criteria' and enter criteria in the fields to limit the set of participants you wish to locate. Click 'Find Records' to locate these participants. If you leave all fields blank, you will get a list of all participants.

Search Results: 47 Found

Student ID	Student Name	Birthdate	Gender	Add
ABFS08891	ALLEN, ALEXANDRA	3/10/2015	F	<input checked="" type="checkbox"/>
ABFS00094	ANZIANO, IRVIA		F	<input checked="" type="checkbox"/>
ABFS003718	AYALA, NICOLAS	2/27/2015	M	<input checked="" type="checkbox"/>
ABFS042724	BARCZYSHYN, BRYAN		M	<input checked="" type="checkbox"/>
ABFS098707	BENNETT, ENZO	4/24/2015	M	<input checked="" type="checkbox"/>
ABFS051889	BENTLEY, NUBE		F	<input checked="" type="checkbox"/>
ABFS049228	BOODOO, TIFFANY		F	<input checked="" type="checkbox"/>
ABFS007412	CAMPBELL, KIMBERLY		F	<input checked="" type="checkbox"/>
ABFS029036	CARNEGIE, KIMBERLY		F	<input checked="" type="checkbox"/>
ABFS000136	CLINTON, VIVIANA		F	<input checked="" type="checkbox"/>
ABFS029008	CORREA, ELIZABETH	1/22/2016	F	<input checked="" type="checkbox"/>
ABFS041262	COTTO, DESTINY		F	<input checked="" type="checkbox"/>
ABFS038047	CRESPO, LAUREN		F	<input checked="" type="checkbox"/>
ABFS092921	DAVIS, MELISSA		F	<input checked="" type="checkbox"/>

Search Criteria:
[ALL]

- Edit Search Criteria
- Clear Search Criteria/Results
- Print Demographics Report
- Generate Survey Links Report
- Print Mailing Labels
- Print File Folder Labels
- Add Checked Results to Assessment**
- Quick Edit/Export Spreadsheet

Step 5: A checkbox will appear next to each participant's name once the search is complete. Uncheck any participants you would like to exclude from the assessment and then click 'Add Checked Results to Assessment'.

The Participant Assessment Status report shows when an assessment was last taken for a family, the progress made on that assessment, and which families do not have any assessment or have errors in the assignment of their assessment. See Section XIII.10.

VI.2 Completing Assessments

1. Review the list of participant names that you have associated with the Assessment. When you are done, continue to the Registration page of the participant for which you wish to complete an Assessment.
2. From the menu on the left side of the page, click Participant Assessment.
3. Click 'Add New' at the bottom of the screen. Select FRC Family/Child Assessment from the drop-down and click 'Continue'.

Participant Information
Lee, LeeAnne

Participant Assessment
Purpose: Document and review Participant Assessments.
Instructions: To document a Participant Assessment for the first time click 'Add New'. Once an assessment is documented it will no longer be available. To update and review an existing assessment click the pencil icon. To print the most recently taken assessment click the printer icon.

Participant Assessment Select
Please select an Assessment to enter:
FRC Family/Child Assessment

Buttons: Cancel, Continue, Add New

4. Enter the answers into the assessment using the corresponding drop-down list for each question. All values are defaulted to 'Unknown' and should be changed to 'Yes' or 'No' as you complete the assessment. In the FRC Assessment Status Report, a report will not be identified as current unless at least one item has been coded as 'Yes' or 'No'. An asterisk indicates that the risk factor is required for PAT.

The screenshot shows a web-based interface for a 'Participant Assessment'. At the top, there is a blue header bar with the title 'Participant Assessment'. Below the header, there are two main steps: 'Step 1. Enter Criteria' and 'Step 2. Document Assessment'. Under 'Step 1', there is a 'Date Taken' field with the value '1/14/2021'. 'Step 2' is titled 'FRC Family/Child Assessment' and is divided into two sections: 'I. Risk Factors Involving Enrolled Child:' and 'II. Risk Factors Involving Sibling(s) of Enrolled Child:'. Each section contains a list of risk factors, each followed by a dropdown menu currently set to 'Unknown'. The risk factors in section I include: Chronic Health Problems, e.g., asthma, obesity*; Chronic school or preschool attendance problems; Developmental delays; Disabilities*; Frequently changed schools within short periods of time; Very low birth weight*; Low birth weight; Premature birth; Reading or other academic challenges; Serious behavior concerns; Suspended or expelled from early care or early education; and Serious oral health problems. The risk factors in section II include: Chronic health problems, e.g., asthma, obesity*; Chronic school or preschool attendance problems; Developmental delays; Disabilities*; and Frequently changed schools within short periods of time. At the bottom of the form, there are two buttons: 'Cancel' on the left and 'Save and Close' on the right.

5. If you wish to edit the assessment, or print it out afterwards, go to the Participant Assessment screen and click the appropriate icon.

Participant Assessment 

Purpose: Document and review Participant Assessments.

Instructions: To document a Participant Assessment for the first time click 'Add New'. Once an assessment is documented it will no longer be available. To update and review an existing assessment click the pencil icon. To print the most recently taken assessment click the printer icon.

Participant Assessment	Date Taken	
FRC Family/Child Assessment	1/14/2021	 

This participant has taken all available assessments. Please edit an existing one.

VI.2.1 FRC Family/Child Assessment Screen

	Risk Factors	Issues and Discussion
Form Heading	Participant Assessment	<p>The questions in the FRC Family/Child Assessment should be answered at initial enrollment and should be updated throughout the year as additional information becomes available. If any member of family is enrolled in the next school year, the assessment must be completely updated at the beginning of the new year. <u>Do not complete a new assessment for any member of the family.</u></p> <p>Only one assessment can be done for a family. The assessment should be assigned to an adult in the family. You must assign the assessment to the participant before you can fill it out.</p> <p>Answer the questions based on conversation with the family and not in a unilateral, subjective fashion. The ‘anchor’ for the assessment should be one of the children. If there is more than one child in the same family, select one, and respond to questions regarding additional children in the sibling section.</p> <p>In the discussions below, ‘PAT APR:’ indicates the PAT definition of the data element</p>
Form Heading	Risk Factors Involving Enrolled Child	The assessment asks about the enrolled child, any siblings, and the parents/family.

	Risk Factors	Issues and Discussion
1	Chronic Health Problems, e.g., Asthma, Obesity*	PAT APR: Child being served has a physical, cognitive, emotional or health-related condition or impairment that has lasted or is expected to last for at least 6 months
2	Chronic school or preschool attendance problems	Use judgment based on situation; usually missing more than 10% of the days during a school year (18) is considered a chronic attendance problem
3	Developmental delays	Have any development delays been noted for the child, based upon prior or current screenings?
4	Disabilities*	PAT APR: Child being served has a chronic 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
5	Frequently changed schools within short periods of time	Use judgment based upon situation. Usually changing schools more than once during a school year or more than 3 times since child began attending school is considered frequent
6	Very low birth weight*	PAT APR: Birth weight is under 1500 grams or 3.3 lbs.
7	Low birth weight	Low birth weight is under 2500 grams, or 5.8 lbs.
8	Premature birth	Birth at less than 37 weeks is considered premature
9	Reading or other academic challenges	Is child reading below grade level or developmental expectation? Does child have other noted academic challenges?
10	Serious behavior concerns	If school age, has child been expelled or suspended from school? Have there been multiple documented incidents of misbehavior? Has a teacher or other care provider raised a behavior concern?
11	Suspended or expelled from early care or early education	Has child been expelled or suspended from ECE?
12	Serious oral health problems	Has a serious oral health problem been noted by parent or via a prior or current dental screening?
Form Heading	Risk Factors Involving Siblings of Enrolled Child	
13	Chronic Health Problems, e.g., Asthma, Obesity*	PAT APR: Child being served has a physical, cognitive, emotional or health-related condition or impairment that has lasted or is expected to last for at least 6 months
14	Chronic School or preschool attendance	Use judgment based on situation; usually missing more than 10% of the days during a school year (18) is considered a chronic attendance problem.

	Risk Factors	Issues and Discussion
	problems	
15	Developmental delays	Have any development delays been noted for the child, based upon prior or current screenings?
16	Disabilities*	PAT APR: Child being served has a chronic 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
17	Frequently changed schools within short periods of time	Use judgment based upon situation. Usually changing schools more than once during a school year or more than 3 times since child began attending school is considered frequent
18	Low birth weight	Low birth weight is under 2500 grams, or 5.8 lbs.
19	Very low birth weight*	PAT APR: Birth weight is under 1500 grams or 3.3 lbs.
20	Premature birth	Birth at less than 37 weeks is considered premature
	Risk Factors	Issues and Discussion
21	Reading or other academic challenges	Is child reading below grade level or developmental expectation? Does child have other noted academic challenges?
22	Serious behavior concerns	If school age, has child been expelled or suspended from school? Have there been multiple documented incidents of misbehavior? Has a teacher or other care provider raised a behavior concern?
23	Suspended or expelled from early care or early education	Has child been expelled or suspended from ECE?
24	Serious oral health problems	Has a serious oral health problem been noted by parent or via a prior or current dental screening?
Form Heading	Family or Parent Risk Factors (Enrolled and Unenrolled)	
25	Abuse or neglect*	PAT staff are mandated reporters. Use this field to indicate if you have reported the family to DCF for potential abuse or neglect. PAT APR: Suspected or substantiated abuse/neglect of child or sibling
26	Chronic unemployment or underemployment	This question, and the subsequent questions, should be answered based on conversation with the family and not in a unilateral, subjective fashion.
27	Death of parent or other family member*	PAT APR: The death of the child, parent or sibling

	Risk Factors	Issues and Discussion
28	Divorce or estrangement of parent	
29	Domestic violence*	PAT APR: Parent is involved in intimate partner violence
30	Involved with multiple health/social service agencies	
31	Foster parents, court appointed guardians*	PAT APR: Child has court-appointed legal guardians or is in foster care
32	Grandparent/other relative is primary caregiver	
33	High crime neighborhood	
34	Homeless or numerous family relocations*	PAT APR: Lives in emergency/transitional housing or in a place not intended for regular housing and/or moved more than twice in the past year due to housing problems
35	Low educational attainment*	PAT APR: Parent did not complete high school or GED and is not currently enrolled
36	Low income*	PAT APR: Families eligible for Free and Reduced Lunches, Public Housing, Child Care Subsidy, WIC, Food Stamps, TANF, Head Start/Early Head Start, and/or Medicaid
37	Immigrant or refugee status*	PAT APR: One or both parents are foreign- born and entered the country within the past 5 years
38	Multi-sibling family	
39	Military family*	PAT APR: Parent/guardian is currently deployed or is within 2 years of returning from a deployment as an active duty member of the armed forces. 'Deployment' is defined as any current or past event or activity that relates to duty in the armed forces that involves an operation, location, command or duty that is different from his/her normal duty assignment.
40	Parent in active duty	
41	Parent incarcerated*	PAT APR: Parent(s) is incarcerated in federal or state prison or local jail or was released from incarceration with the past year
42	Parent with disabilities*	PAT APR: Parent being served has a chronic physical, cognitive, emotional or health-related condition or impairment that substantially limits one or more major life activities.

	Risk Factors	Issues and Discussion
43	Parent with chronic health problems*	PAT APR: Parent being served has a physical, cognitive, emotional or health-related condition or impairment that has lasted or is expected to last for at least 6 months
44	Parent with chemical dependencies*	PAT APR: Parent has used or is currently using substances despite negative social, interpersonal, legal, medical or other consequences. Affiliates have discretion in determining how far back in time is relevant in terms of current impact on parenting, family well-being, or the parent-child relationship. PATNC recommends including this as a risk factor if substance abuse has occurred at any point during the enrolled child's lifetime (including prenatal)
45	Single parent household	
46	Speakers of other languages (ELL)	
47	Teen parents*	PAT APR: Parent(s) under the age of 21 years during the program year
48	Parent with mental illness*	PAT APR: Parent has been diagnosed with a thought, mood, or behavior disorder (or some combination) associated with distress and/or impaired functioning

VII. Activities and Sessions

VII.1 Activities and Sessions

In the FRC system, activities are the services or cluster of services that FRCs provide to participants. In some cases, activities provide details for enrolled programs like Out-of-School Time; in other cases, activities are specific services provided within an enrolled program, e.g., Home Visits are a component of PAT. All activities have been defined; if none of the existing activities is appropriate for a service you offer, contact the FRC System Administrator to have a new activity entered.

All activities must have at least one associated session. In cases where the activity and the session are one and the same, e.g., Home Visit or Screening, the name of the session is the same as the name of the activity, and there is nothing more the user needs to or can do.

In the case of Pre-K, Out-of-School Time-School Vacation, and Out-of-School Time-Summer, the session has been defined as the time of day, and you must select the appropriate session that the child is attending.

All of the activities listed above are noted with an asterisk (*) when accessed in the system. This symbol means that you must not change the activity or session in any way. If you do not think the existing activities or sessions meet your needs, you must ask the FRC System Administrator to create a new one.

For the three PAT-Standard Group Connections activities (Out-of-School Time-PYD, Out-of-School Time-Tutoring, Out-of-School Time-Enrichment), the three Family Connections, and the Related ECE Activities, the five sessions listed at the beginning of the program year are just placeholders. These activities are not marked with an asterisk. The placeholder sessions can be edited with the name of the particular service being provided and the start and end times of the service. Additional sessions for additional specific services can also be added as needed. You can edit these fields of the placeholder sessions yourself, but you will need to contact the FRC System Administrator to edit other fields of the session or to add new customizable sessions.

Note: Activities and session are completely independent of enrolled programs. Participants enrolled in non-PAT programs can still be assigned to activities that satisfy PAT essential program requirements. Conversely, PAT participants can be assigned to activities that do not meet PAT requirements. For example, you may run a Family Connection play group that does not meet the PAT standard because it is not conducted in the presence of a certified parent educator or does not provide PAT-required parent instruction. Both PAT and non-PAT participants may be assigned to this activity.

ECE Provider Activities. Attendance may be taken at the three activities below only for ECE providers who are so designated on the Registration screen by their participant type. Attendance may be taken for both enrolled and non-enrolled ECE Providers. Do not use these activities for regular adults, e.g., parents or guardians of registered children. If children and their parents attend one of these activities along with the ECE provider, record attendance for the children and adults in the

appropriate activity that is not designated for ECE providers, e.g., PAT-Standard Group Connection-Play and Learn.

- ECE Provider- PD Workshops. Default Session Customizable
- ECE Provider-PD Play and Learn. Default Session Customizable
- ECE Provider-Personal Visit*. Fixed session

As with Home Visits for PAT, the activity for ECE Provider-Personal Visits has a single fixed session that cannot be altered. At this time, however, the data system does not capture the details of a personal visit provided to ECE providers. You should take attendance for the ECE provider each time you do a personal visit. The other two activities for ECE providers have customizable sessions for which you can designate a descriptive name of the service, as well as the start and end time of the service.

Each activity and session is restricted to specified participant types. See the table in Section VII.1.2 below. You will not be able to take attendance for a participant type other than those listed in the table.

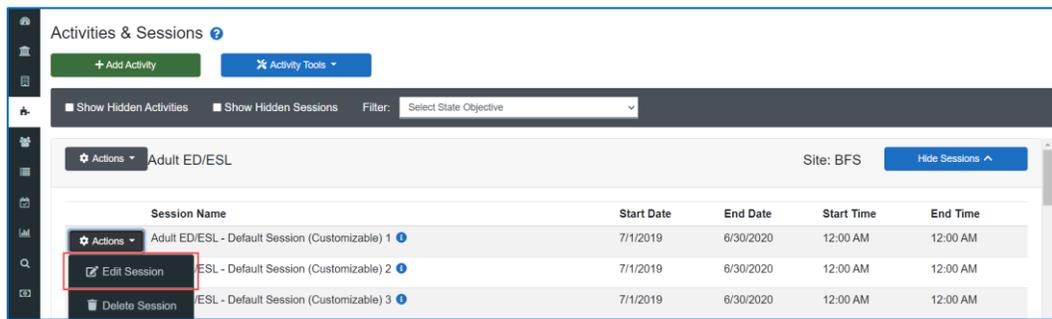
VII.2 How to Modify Sessions

All activities and sessions are established by the FRC data system administrators. All activities are uniform throughout the state, as are the sessions for those activities with an asterisk (*).

The asterisk means that you must use the session exactly as it appears and that you cannot alter it in any way. Activities that do not have an asterisk next to them are 'customizable'. That means new, individualized sessions may be added for an FRC and existing sessions can be modified by the FRC at any time.

The data system creates default customizable sessions for each activity without an asterisk. These default sessions are placeholders and should not be used to take attendance until they have been customized. When you are first ready to provide a service under an activity without an asterisk, you must customize the session to ensure that the services you provide are properly recorded in the system and are reflected in the relevant FRC reports.

At the beginning of a new term or program year on July 1, all activities with an asterisk from the prior term and their associated sessions are automatically carried over to the new term. All activities without an asterisk are also carried over, but all of their associated sessions from the prior term are replaced by five new customizable default sessions. FRCs must change the name and the start and end times of any customizable session they wish to use. The data system will automatically calculate the duration of the session from the start and end times. If you need any other changes made to an existing session, a new session added, or an old session deleted, you must contact your system administrator.



To modify an existing session

Step 1: From the menu on the left-hand of the screen click Activities.

Step 2: Find the Activity and click ‘Show Sessions’.

Step 3: Click ‘Actions’ to the left of the Session, select Edit Session.

Step 4: You may now enter the customized session name. Use a name that is descriptive of the particular session if you want to be able to report on it separately from similar sessions run at different times. You can also customize a new session for the same service that is offered on a different day of the week or at a different time if it is important to distinguish between these services.

Step 5: You must also add the start and end times for this session. The data system will calculate the duration of the session, and this time will be entered each time you take attendance for this session.

Note: By default, all sessions are non-time-based. This means that the session does not allow for a time in and time out to be entered when taking attendance in the data system. Instead, the dosage is calculated from the time entered when the session was created or modified. The system will assign the same dosage to each participant who attends based on the start and end times used in the session setup.

If you need to record different times for different participants, your FRC system administrator can change the session to be time-based. This means that you must enter a time in and a time out for each participant for whom you take attendance, and the dosage will be based on those times.

Step 6: Click the green ‘Save and Close’ button.

II.2.1 Activities and Session Screen

	Element	Participant Type	Issues and Discussion
Section Heading	Activities and Sessions		Activities may be entered for any participant receiving services, whether enrolled in a program or not.
1	Adult Ed/ESL	Adult	This activity is for parents and other adults attending Adult Ed/ESL training provided by the FRC
2	Child Screening-Developmental*	Child	This activity includes developmental screening at appropriate times for children. Includes screening required for PAT but may also include others not enrolled in PAT. A developmental screening must include a social/emotion screening, which must be separately entered into the data system.

	Element	Participant Type	Issues and Discussion
3	Child Screening-Health*	Child	This activity includes health screening at appropriate times for children. Includes screening required for PAT but may also include others not enrolled in PAT.
4	Child Screening-Hearing*	Child	This activity includes hearing screening at appropriate times for children. Includes screening required for PAT but may also include others not enrolled in PAT.
5	Child Screening-Social/Emotional*	Child	This activity includes social-emotional screening at appropriate times for children. Includes screening required by PAT but may also include others not enrolled in PAT.
6	ECE Provider-PD Personal Visit*	ECE Provider	This activity is for a personal visit conducted with an ECE Provider.
7	ECE Provider-PD Play and Learn	ECE Provider	This activity is for a play and learn session attended by an ECE Provider and children emphasizing interactive play among adults and children. Some training must be provided to the provider. Attendance for this activity is only taken for the ECE provider. Any parents or children attending have their attendance taken under the appropriate Group Connection or Family Connection session.
8	ECE Provider-PD Workshops	ECE Provider	This activity is for any professional development workshops provided to an ECE Provider.
Topic	Family Connections		<u>The three activities below should be used for activities that do not meet the PAT standard.</u> See the Topic discussion of PAT Standard Group Connections and elements 21-23 below. Both PAT and non-PAT participants can attend these activities.
9	Family Connections-Family Literacy	Adult, Child	This activity includes group activities attended by parents and children that emphasize family literacy. Please note that these should not be one-time events, but a scheduled series of workshops/meetings or other ongoing activities.
10	Family Connections-Parenting Education and Leadership	Adult	This activity includes group activities attended by parents that emphasize parent education and leadership. Please note that these should not be one-time events, but a scheduled series of workshop/meetings or other ongoing activities
11	Family Connections-Play and Learn	Adult, Child	This activity includes group activities attended by parents and children emphasizing interactive play among parents and children. Please note that these should not be one-time events, but a

	Element	Participant Type	Issues and Discussion
			scheduled series of meetings or other ongoing activities
12	Home Visits*	Adult	This activity is for visiting the family at home or for personal visits with the family at other locations. PAT requires that the family receive regular home visits in order to be considered enrolled in PAT. Attendance is only taken for one adult in the family, usually the head of household. PAT requires reporting if the father was present during the home visit and if more than one caregiver was present.
13	OOST Extended Day*	Child	This activity (mornings or afternoons) during the school year extends the hours, days and/or weeks of programming for school aged children that attend a part-day school program in order to provide those children with a full-day schedule. Note that Out of School Time – Summer, Out of School Time – School Vacation, and PreK each have extended day sessions. These sessions are to provide children who also attend another school or pre-school program with a full-day schedule.
Topic	Out of School Time (OOST) and School Age Child Care (SACC)		SACC must be offered directly through or in collaboration with the FRC; must be made available to families after school, before school, school vacations, and summer; and must be recorded as one of the four non-customizable sessions for the Out of School Time activity. These four sessions are designed for services that are conducted for school aged students (k-12) beyond formal ‘classroom’ time, or compulsory instruction time, and may include FRC-provided services during the regular day outside of the classroom, e.g., lunch, assembly. They may not include any classroom activities led by the classroom teacher. However, you can use one of the three customizable sessions, e.g., Out of School Time -Tutoring, for such classroom services.
14	Out of School Time – After School*	Child	This activity is for regular after school care for children. It must last for at least two hours or must not end before 6 pm each day. May include some enrichment or positive youth development activities, but the focus is the after school care itself. The other services that may be conducted during after-school care should be

	Element	Participant Type	Issues and Discussion
			recorded as separate activities.
15	Out of School Time -- Before School*	Child	This activity is for before school care of children. It must last for at least one hour or must start by 7 am each day. May include positive youth development or enrichment activities, but the focus is the before school care itself. The other services that may be conducted during before-school care should be recorded as separate activities.
16	Out of School Time -- Enrichment	Child	This activity includes any enrichment activities that are stand-alone, e.g., not automatically part of pre-school, after-school, or before-school care. May include arts, crafts, music, dance, advanced academic, or other types of enrichment.
17	Out of School Time -- PYD	Child	This activity includes any kind of stand-alone positive youth development activity, not automatically part of pre-school, after-school, or before-school care. May include scouting, team building, or other character development sessions.
18	Out of School Time -- School Vacation*	Child	This is for any out-of-school vacation programming where the emphasis is on the care of the child. It must last for at least 4 hours per day.
19	Out of School Time --Summer*	Child	This is for any out-of-school summer programming where the emphasis is on the care of the child. It must last for at least 4 hours per day.
20	Out of School Time --Tutoring	Child	This activity includes any out-of-school academic tutoring (not just routine homework assistance provided as a regular part of out-of-school care). It must be provided one-on-one or in a small group and must be focused on a specific academic area or areas, e.g., reading, math, science
Topic	PAT-Standard GC (due to character limitations, these titles are abbreviated: GC stands for Group Connections)		Use these activities only if they meet the standards established by PAT, e.g., a certified parent educator is present and parents receive instruction during the activity. Both PAT and non-PAT participants can attend these activities.
21	PAT-Standard GC-- Family Literacy	Adult, Child	This activity includes group activities attended by parents and children that emphasize family literacy. Please note that these should not be

	Element	Participant Type	Issues and Discussion
			one-time events, but a scheduled series of workshops/meetings or other ongoing activities.
22	PAT-Standard GC -- Parenting Education and Leadership	Adult	This activity includes group activities attended by parents that emphasize parent education and leadership. Please note that these should not be one-time events, but a scheduled series of workshop/meetings or other ongoing activities
23	PAT-Standard Group Connections--Play and Learn	Adult, Child	This activity includes group activities attended by parents and children emphasizing interactive play among parents and children. Please note that these should not be one-time events, but a scheduled series of meetings or other ongoing activity
24	Pre-K*	Child	This activity includes pre-school child care.
25	Related ECE Activities	Child	This activity is for services to pre-school age children who do not meet the requirements for the enrolled program Pre-K. A curriculum delivered to 3 and 4 year old children at a local library or at a non-FRC Pre-K class would be included in this activity. If the services are provided to both children and parents, do not use this activity. Instead use PAT or FIT family literacy or play and learn

VIII. Recording Services and Taking Attendance

To associate a participant with an activity or service and to enter detailed information about the activity or service, you must take attendance for that participant. For services that are specific to an individual participant, like Referral Documentation (general resource referral), Child Screening, Participant Assessment, and Document PAT Goals and Home Visit Schedule, the easiest way to take attendance and record the details, is to use the **FRC Services** function, which is accessed from the menu at the left of the **Registration** screen for the individual participant. You must use the **Attendance** function in the menu on the left-hand of the screen to record services for any group of participants, e.g., group connections; you may also use **Attendance** for recording service to an individual.

VIII.1 FRC Services

FRC Services is a functionality that allows you to enter a new service for a particular participant or edit the details of a previously entered service from the Registration page for that participant. The FRC Services function is an alternative to entering activities through the Attendance function. See Section VIII.2 below.

To access this function, go to the **Registration** page for a participant and select **FRC Services** from the menu on the left side of the page. The screen will show you all services currently entered for that participant. You can edit or delete any of the existing services. To enter a new service, use the dropdown menu to select the service, and then click 'Add New.'

The screenshot displays the 'FRC Services' interface. On the left is a navigation menu with options like 'Participant Info', 'Test Data', 'Grade Data', 'Enrollment', 'Notes/Goals', 'Surveys', 'Behavior', 'Absences/Suspensions', 'User-Defined Fields', 'Referral Documentation', 'FRC Services' (highlighted), 'Pregnancies', 'Participant Assessment', 'Programs Enrolled', and 'Document PAT Goals and Home Visit Schedule'. At the bottom of the menu are 'Reg Form', '<Prev', 'Close', and 'Next>' buttons.

The main content area is titled 'FRC Services' and includes instructions: 'Purpose: Add or modify existing Services.' and 'Instructions: Please select a Service Grouping from the service dropdown.' It also provides three key actions: '- 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.', and '- If you wish to delete a service, please click the 'delete' link.'

Below the instructions is a table with a dropdown menu for 'All Services'. The table has columns for 'Date', 'Activity', 'Session', 'Delay', 'Referral', and 'Details'. The 'Details' column contains 'add' and 'delete' links for each row.

Date	Activity	Session	Delay	Referral	Details
31/2019	Pre-K**	Morning Pre-K**	NA	NA	add delete
30/2019	Pre-K**	Morning Pre-K**	NA	NA	add delete
29/2019	Pre-K**	Morning Pre-K**	NA	NA	add delete
28/2019	Pre-K**	Morning Pre-K**	NA	NA	add delete
24/2019	Pre-K**	Morning Pre-K**	NA	NA	add delete
10/23/2019	Pre-K**	Morning Pre-K**	NA	NA	add delete
10/22/2019	Pre-K**	Morning Pre-K**	NA	NA	add delete
10/21/2019	Pre-K**	Morning Pre-K**	NA	NA	add delete
10/17/2019	Pre-K**	Morning Pre-K**	NA	NA	add delete
10/16/2019	Pre-K**	Morning Pre-K**	NA	NA	add delete
10/15/2019	Pre-K**	Morning Pre-K**	NA	NA	add delete
10/10/2019	Pre-K**	Morning Pre-K**	NA	NA	add delete
10/8/2019	Pre-K**	Morning Pre-K**	NA	NA	add delete
10/7/2019	Pre-K**	Morning Pre-K**	NA	NA	add delete
10/3/2019	Pre-K**	Morning Pre-K**	NA	NA	add delete
10/2/2019	Pre-K**	Morning Pre-K**	NA	NA	add delete
10/1/2019	Pre-K**	Morning Pre-K**	NA	NA	add delete
9/30/2019	Pre-K**	Morning Pre-K**	NA	NA	add delete
9/26/2019	Pre-K**	Morning Pre-K**	NA	NA	add delete

At the bottom right of the table area is an 'Add New' button.

VIII.2 Entering Attendance for a Participant

You must use the **Attendance** function in the main menu on the left-hand of the screen to record services for any group of participants, e.g., group connections; you may also use **Attendance** for recording service to an individual. Select **Attendance** from the left-hand menu, locate the 'Classic Attendance Card' and click 'Enter Attendance'.

Step 1: Select the date of the attendance from the calendar on the screen.

Step 2: Select the Activity and Session for which you are entering attendance.

The screenshot shows the 'Classic Attendance' form. On the left is a navigation menu with 'Attendance' highlighted. The form has three main steps: 'Step 1. Select a date:' with a date field containing '12/07/2020'; 'Step 2. Scan Session Bar Code:' with an empty field and an 'Or' option; and 'Step 3. Scan or type a person's name:' with an empty text input field. Below Step 3 is a checkbox 'Add names as I type' which is checked. To the right of Step 3 are two dropdown menus for 'Activity:' and 'Session:', both set to 'Out of School Time - After School*'. At the bottom right are two buttons: 'Fill Attendance List From Roster' (blue) and 'Copy to Other Session(s)' (blue). Below these are two buttons: 'Save Attendance' (green) and 'Clear Attendance' (red). At the very bottom, a 'Total Attendance: 0' field is visible. On the right side, there are instructions: 'Names in GREEN will be seen. Names in RED will be shed. Names in GRAY are OK.'

Step 3: Scan or type in the person's name **OR** click Fill Attendance List from Roster.

If you scan or type in the person's name:

Type in the participant name and hit Enter or Tab on the keyboard. All matching records will show below in the box below Step 3. Click the participant to have it appear in green in the center of the attendance screen. Click 'Save Attendance'.

This screenshot shows the same 'Classic Attendance' form as above, but with search results. The 'Step 3. Scan or type a person's name:' field now contains 'Lee, LeeAnne'. Below this field is a table of search results:

ID	Name
ABF5065517	Lee, Bella
BF5066386	Lee, LeeAnne

The 'Save Attendance' button is now highlighted with a red border. Below the search results, the text 'Last Added: Lee, LeeAnne' is displayed. Below that is a section titled 'Attendance Objectives' with a sub-section 'Added Names' containing a table:

ID	Name
BF5066386	Lee, LeeAnne

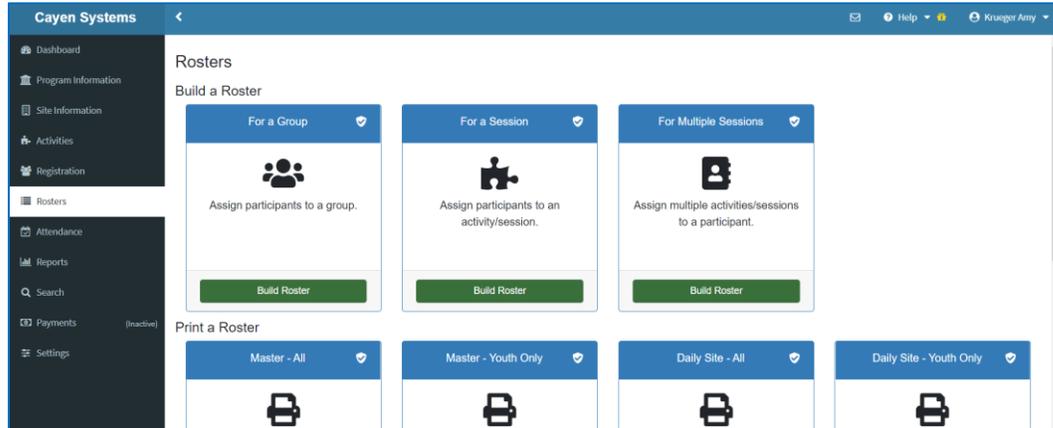
The row in this table is highlighted in green. The 'Save Attendance' button is also highlighted in green. The 'Clear Attendance' button is red. The 'Total Attendance' field now shows '1'. The instructions on the right remain the same.

The participant's date of attendance for this activity is now saved. A green + sign to the right of the name means that no details have yet been entered for this activity. Click on this icon to add the details. If you do not do so, the activity will not be reflected in the PAT and FRC reports.

VIII.3 Rosters: Adding a Roster for a Group or Activity

VIII.3.1 If You Click 'Fill Attendance List from Roster for an Activity/Session'

In **Rosters**, you will create attendance lists for recording participant attendance. From the left-hand menu, click **ROSTERS**. Locate the 'For a Session' card and click 'Build Roster'.



1. Select the Activity and Session for which you would like to build the roster from the drop-downs. Click 'Select Participants'.

2. Select participants using the options at the top of the screen. (By Name or Barcode, From Registration List, From Session Roster, From Group Roster, or By Search). Click 'Review Roster'.

3. Click 'Save Roster'.

Now that the Roster is created, it can be used when recording attendance.

Step 1: Click Attendance on the Navigation Menu. Select a date, Activity, and Session.

Step 2: Click 'Fill Attendance List from Roster'.

Classic Attendance ⓘ

Step 1. Select a date: 12/01/2020

Step 2. Scan Session Bar Code: [] Or []

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

Activity: Out of School Time-After School*

Session: Out of School Time - After School*

Fill Attendance List From Roster (highlighted)

Copy to Other Session(s)

Instructions: Names in GREEN will be seen.

Step 3: Review the list of participants. Uncheck the boxes if a participant did not attend. Click 'Add Attendance'.

If necessary, repeat the above steps with all rosters containing attendance for the selected Date and Activity/Session (or Group). Once you are done, click 'Close'.

Fill Attendance From Roster

From Activity/Session

From Group

Activity: Out of School Time-After School*

Session: Out of School Time - After School*

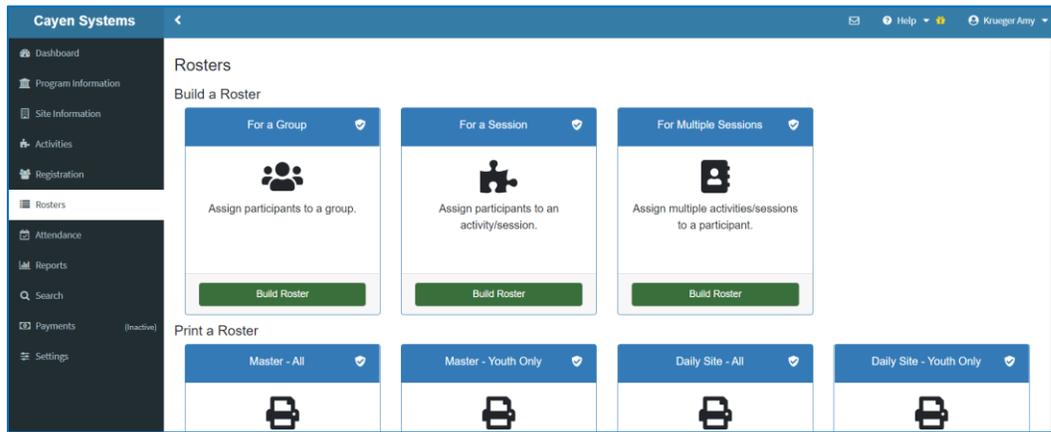
Name	Participant ID	Grade	Add
Lee, LeeAnne	BFS066386		<input checked="" type="checkbox"/>
LOPEZ, THEODORE	BFS095896	Pre-K	<input checked="" type="checkbox"/>
RETAMAR, NARJIS	BFS056494	Pre-K	<input checked="" type="checkbox"/>

Close

+ Add Attendance (highlighted)

Step 4: Click 'Save Attendance'.

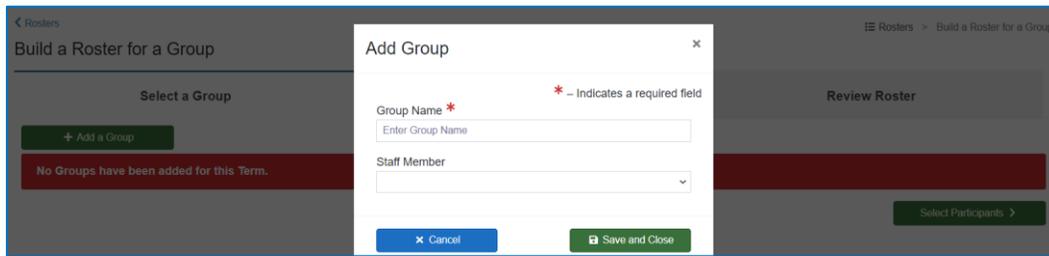
VIII.3.2 Building a Roster for a Group



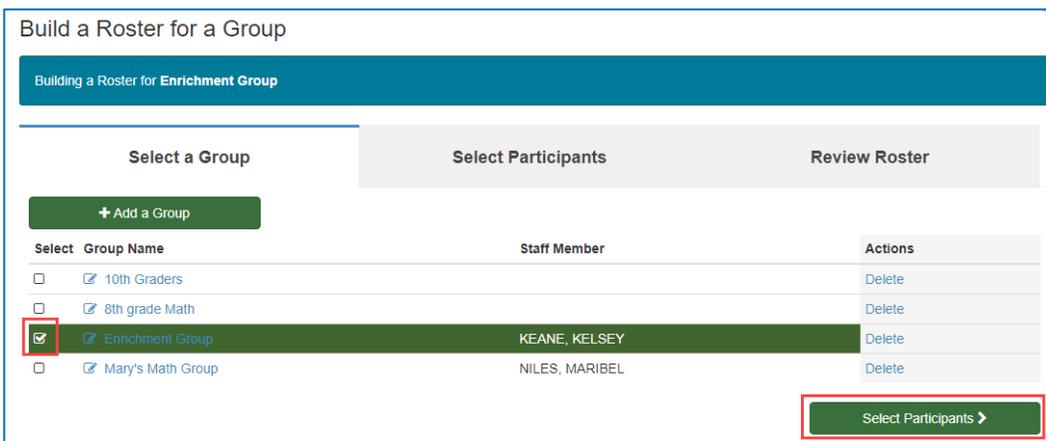
To build a roster for a group, you may select an existing group roster or add a new one.

To add a Group:

1. Click 'Add a Group'. Enter the Group Name and Staff Member. Click 'Save and Close'. Your new group will now appear in the Group list at the bottom of the screen.



2. Check the box to select the Group for which you wish to build a roster. Click 'Select Participants'. Select participants, review roster and save.



VIII.4 Reviewing and Updating Attendance Records

Go to Reports in the left-hand menu. Click ‘Attendance – By Person’ and select the ‘Export Attendance and Demographics Information’.

The screenshot shows a web application interface for generating reports. On the left is a dark sidebar menu with options: Dashboard, Program Information, Site Information, Activities, Registration, Rosters, Attendance, Reports (highlighted), Search, Payments (Inactive), and Settings. The main content area is titled 'Reports' and contains a sub-menu on the left with options like 'Attendance - By Person' (highlighted) and 'Export Attendance and Demographics Information' (highlighted). The main panel is titled 'Export Attendance and Demographics Information' and includes a description, a note about the date range, and a 'Report Explanation File' link. Below this are four numbered steps: 1. 'Enter a Date Range:' with input fields for '07/01/2019' and '01/15/2021'; 2. 'Select an Activity and Session to limit the results. (optional)' with dropdown menus for 'Activity:' (Home Visit*) and 'Session:' (Home Visit*); 3. 'Select which demographic fields you would like to show:' with checkboxes for 'Date of Birth', 'Ethnicity', 'Gender', 'Participant ID', and 'Grade Level', and a 'Set All:' checkbox; 4. 'Show Time:' with a dropdown menu set to 'No'. A 'View Report' button is located at the bottom right.

Select a Start and End date. Select an Activity and All Sessions or a specific Session. Click ‘View Report’.

You will then be able to download the file to an Excel spreadsheet and view the attendance for each person.

The report will include a list of each participant along with the dates of attendance for the selected session(s). You will then be able to review those attendance records under the Attendance tab and verify that the required details have been added:

Step 1. Select the date of the attendance record you wish to review.

Step 2. Select the activity and session that you are reviewing for this participant on this date.

Step 3. The names of all participants who had attendance taken for this activity on this date will appear in the attendance box in the middle of the screen. A pencil next to a name indicates that some details have already been entered into the attendance record. A green + sign next to the pencil means that only the date of attendance has been recorded and no details have been entered. In order to be credited for the activity and all its related elements, click on the icon and enter all relevant information on this attendance.

Classic Attendance ?

Step 1. Select a date:

12/03/2020

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

|

Add names as I type

ID	Name
----	------

Step 2. Scan Session Bar Code:

Or

Activity:

Child Screening-Developmental*

Session:

Child Screening - Developmental*

Save Attendance

Clear Attendance

Total Attendance: 2

[Attendance Objectives](#)

ID	Name
BFS066386	Lee, LeeAnne
BFS056494	RETAMAR, NARJIS



IX. General Resource Referrals: Referral Documentation

The FRC system has two kinds of referrals: general resource referrals of adults; and screening referrals of children. A general referral of an adult may be on behalf of that adult, any individual member of the household of that adult, including children, or the family as a whole.

IX.1 For an Adult Participant

The Referral Documentation screen allows you to add, edit, or delete a general resource referral documentation record. It also permits you to edit or delete a child screening referral record, but you cannot add a new child screening referral from this menu item.

To view the referral documentation records, click the Registration tab and select a participant; then using the menu on the left, click ‘**Referral Documentation**’ as shown below:

Participant Information

Lee, Bella

Referral Documentation

Instructions: To add a new referral documentation, click on the "Add New" button. To edit an existing referral documentation record, click on the [edit](#) link. To delete a referral documentation, click on the [delete](#) link.

Referral Date	Referring Person	Service Partner	Follow-up Scheduled	Follow-up Completed	Reason of Referral	
12/1/2020	Amy, Krueger	Local	1/29/2021	No	Resource Referral -- Community/Civic Engagement	edit delete

<Prev Close Next>

Add New

To add a new Referral for an adult, click ‘Add New’ and the screen below will appear:

Referral Documentation Details

Referral Documentation for - Lee, Bella

Date of Referral:

Staff Name:

Staff Phone:

Staff E-Mail:

Reason For Referral:

Service Partner:

Subject of Referral:

Follow-up Scheduled:

Notes:

Did family follow up on referral:

Follow-up Completed:

Outcome of Referral:

Participant's Phone Number:

Although the general referral is only associated with the specific adult selected in the Registration tab, the drop-down menu for Subject of Referral will list all members of the household, as well as the ‘family’ as a whole. This allows you to designate on whose behalf the referral is made. When you enter a date for ‘follow-up Scheduled’, the referral will appear on the Follow-up Report.

Enter the required information and then click ‘Save and Close’.

Note: You should return to this screen when you have done the follow-up for the referral to enter the date of follow-up completion and the outcome. If ‘Yes’ is selected for the ‘Follow-up Completed’ drop-down, the referral will no longer appear on the Follow-up Report.

IX.1.1 Referral Documentation Screen

	Element	Issues/Discussion
1	Type of Referral	Choose from drop-down menu to indicate type of referral
2	Date of Referral	Use actual date on which referral was made, as opposed to the date the need for the referral was identified
3	Staff Name	Enter name of staff person making referral
4	Staff Phone	Enter staff phone number as appropriate
5	Staff Email	Enter staff e-mail as appropriate
6	Reason for Referral	Choose reason for referral from drop-down list.
7	Service Partner	Indicate service partner to whom referral was made. See Section II.5.1 for adding additional service providers.
8	Follow-up Scheduled	Indicate date upon which staff will follow up on referral. When you enter this date, the follow-up will appear on the follow-up report. See Section XIII.4
9	Notes	For case notes
10	Did Family Follow Up on Referral	Indicate whether family acted upon referral
11	Follow-up Completed	Indicate whether follow-up was completed or additional follow-up is required. If 'Yes' is selected, the referral will no longer appear on the Follow-up Report. If 'No' is selected, you may want to enter a new date for Follow-up Scheduled
12	Outcome of Referral	Choose outcome of referral from drop-down
13	Participant's Phone Number	List participant's phone number for follow-up

IX.2 For a Child Participant

You can enter a referral of an adult through the Referral Documentation where the child is the Subject of Referral. This will enable you to enter any child referrals EXCEPT referrals for child screening. You will not be able to enter a new referral of a child screening through the Referral Documentation section in Registration. (The process for entering child screening referrals is described in Section X below.) You are only able to edit or delete an existing child screening referral from the Referral Documentation page. Click 'edit' and the following screen will appear:

The screenshot shows a web form titled "Referral Documentation Details" for a referral for "Lee, Bella". The form contains the following fields and values:

- Date of Referral: 12/1/2020
- Staff Name: Amy, Krueger
- Staff Phone: (empty)
- Staff E-Mail: apptest@cayen.net
- Reason For Referral: Resource Referral -- Community/Civic Engagement
- Service Partner: Local
- Subject of Referral: Family
- Follow-up Scheduled: 1/29/2021
- Notes: (empty text area)
- Did family follow up on referral: Yes
- Follow-up Completed: Yes
- Outcome of Referral: Resource Referral: Received needed services
- Participant's Phone Number: (empty)

At the bottom of the form, there are two buttons: "Close" on the left and "Save & Close" on the right.

This is where you can record the date on which the follow-up was completed and the outcome of the referral. Make any changes to the referral and then click 'Save and Close'.

The data elements for the Child Referral screen are the same as those for the Referral Documentation Screen in Section IX.1.1

Note: If 'Yes' is selected for the 'Follow-up Completed' drop-down, the referral will no longer appear on the Follow-up Report.

X. Child Screenings

You may enter child screenings through the FRC Services function on the Registration page or through Attendance.

X.1 Adding Screening from FRC Services or Attendance

From FRC Services:

1. On the Registration screen for the child, Click FRC Services
2. On the FRC Services page, select Screening from the dropdown, and click Add New at the bottom of the screen

Participant Information

Lee, LeeAnne

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 'Add New' button.
- If you wish to delete a service, please click the 'delete' link.

Screening

Activity Group	Date	Activity	Session	Delay	Referral	Details
Screening	12/3/2020	Child Screening-Developmental*	Child Screening - Developmental*	No	No	edit delete

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.

Reg Form

<Prev Close Next> Add New

3. From the FRC Service Details screen, select the type of child screening from the dropdown for Activity
4. Follow the instructions in Section X.2 for entering screening details and Section X.3 for adding child screening referrals.

FRC Service Details

FRC Attendance

FRC Attendance Information:

Activity:
 Date:
 Child Screening-Developmental*
 Child Screening-Health*
 Child Screening-Hearing*
 Child Screening-Safety*
 Child Screening-Social / Emotional*
 Child Screening-Vision*

Child S **LeeAnne**

Staff:
 Child Screening Done By:

Notes:

Age of Child:
 Child Screening Assessment:

Child Screening Results:

Possible concern; further assessment needed
 Possible concern; wait and watch
 Possible concern; rescreen before next required screening
 Screening in progress

From Attendance:

1. Click the ATTENDANCE tab in the left-hand menu. Locate the ‘Classic Attendance’ card and click ‘Enter Attendance’.
2. Select a date of the screening using the calendar on the left (Step 1)
3. Select the specific screening Activity and Session using the drop-downs (Step 2)
4. Enter any part of the participant’s name in the blank text box on the left (Step 3)
5. Hit tab. The name you entered will appear below the text box.
6. Select the participant from the list that appears in gray; once you click on a participant, that name will appear in green under ‘Added Names’ in the center of the page

Dashboard > Attendance > Classic Attendance

Classic Attendance

Step 1. Select a date: 01/01/2021
 Step 2. Scan Session Bar Code: Or
 Step 3. Scan or type a person's name:
 Add names as I type

ID	Name
8883065517	Lee, Bella
8883066386	Lee, LeeAnne

Activity: Child Screening Health*
 Session: Child Screening - Health*

Last Added: Lee, LeeAnne
[Attendance Objectives](#)

ID	Name
8883065517	Lee, Bella
8883066386	Lee, LeeAnne

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

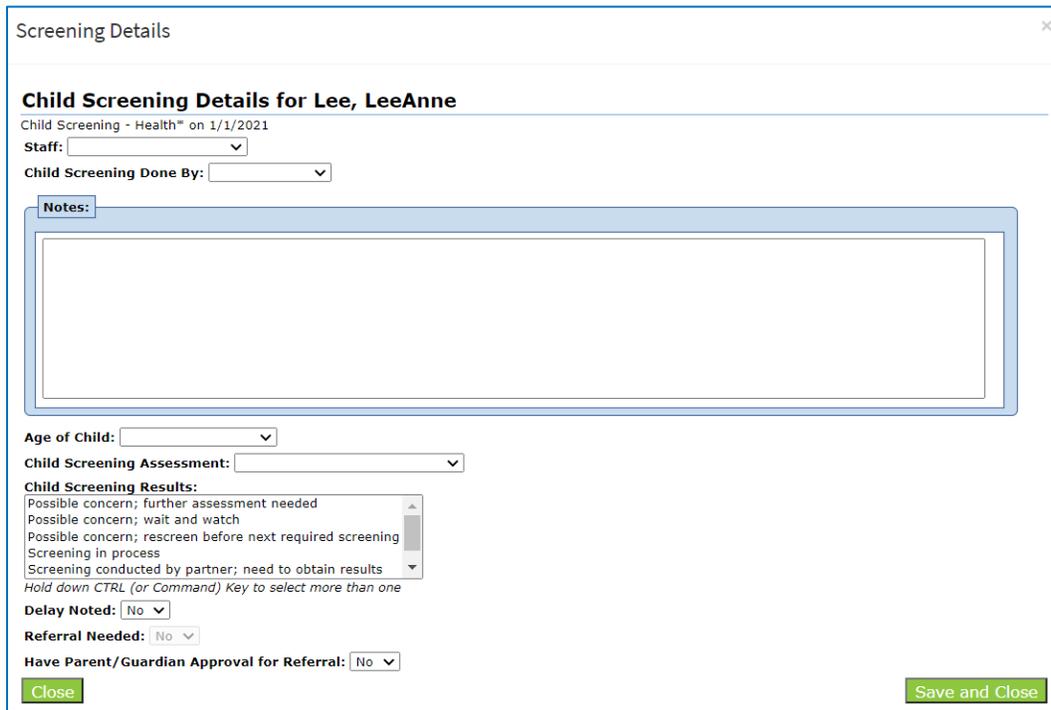
7. You can continue adding more participants, or click 'Save Attendance' and the participant's name will now appear in gray indicating that the record has been saved and the screen will appear as shown below:

The screenshot shows the 'Classic Attendance' interface. At the top left, there is a back arrow and the text 'Attendance'. Below this is the title 'Classic Attendance' with a help icon. The interface is divided into several sections:

- Step 1. Select a date:** A date input field containing '01/01/2021'.
- Step 2. Scan Session Bar Code:** An empty input field followed by the word 'Or'.
- Step 3. Scan or type a person's name:** An empty input field.
- Buttons:** 'Fill Attendance List From Roster' (blue), 'Copy to Other Session(s)' (blue), 'Save Attendance' (green), and 'Clear Attendance' (red).
- Activity and Session:** Two dropdown menus, both currently set to 'Child Screening-Health*'.
- Instructions:** Text explaining color coding: 'Names in GREEN will be seen.', 'Names in RED will be shed.', and 'Names in GRAY are OK.'.
- Table:** A table with columns 'ID' and 'Name'. It shows one record: ID 'BFS066386' and Name 'Lee, LeeAnne'. The row is highlighted in gray. Above the table, it says '1 records updated.' and there is a link for 'Attendance Objectives'.
- Checkboxes:** A checked checkbox labeled 'Add names as I type'.

X.2 Adding Screening Details

To add screening details, after an attendance record has been created, click the icon next to the participant's name and the following screen will appear:



The screenshot shows a window titled "Screening Details" with a close button (X) in the top right corner. The main heading is "Child Screening Details for Lee, LeeAnne". Below this, it says "Child Screening - Health* on 1/1/2021". There are two dropdown menus: "Staff:" and "Child Screening Done By:". A large text area labeled "Notes:" is highlighted with a blue border. Below the notes area are several more dropdown menus: "Age of Child:", "Child Screening Assessment:", "Child Screening Results:" (with a list of options: "Possible concern; further assessment needed", "Possible concern; wait and watch", "Possible concern; rescreen before next required screening", "Screening in process", "Screening conducted by partner; need to obtain results"), "Delay Noted:" (with "No" selected), "Referral Needed:" (with "No" selected), and "Have Parent/Guardian Approval for Referral:" (with "No" selected). At the bottom left is a "Close" button and at the bottom right is a "Save and Close" button.

Enter the information using the drop-down menus and the notes section; then when you are finished click 'Save and Close'.

Note: The Age of Child is the only required field. However, you must select a result in order to get credit for the screening. The last two values for screening results – screening in process and screening conducted by partner; need to obtain results – are not considered completed screenings and will not show up on the PAT or Child Screening and Referral Detail reports.

X.3 Adding Child Referrals through Screening Details Page

If you would like to add a child screening referral, on the Screening Details page, click ‘Yes’ on the drop-down list for ‘Delay Noted’ and click ‘Yes’ on the drop-down list for ‘Referral Needed.’

The screenshot shows a web form titled "Screening Details" for a child named Lee, LeeAnne. The form includes the following fields and options:

- Child Screening - Health*** on 1/1/2021
- Staff:** [Dropdown menu]
- Child Screening Done By:** [Dropdown menu]
- Notes:** [Large empty text area]
- Age of Child:** [(3 Years) 10 Months]
- Child Screening Assessment:** [For Social / Emotional: ASQ-SE]
- Child Screening Results:** [List of options: Possible concern; further assessment needed, Possible concern; wait and watch, Possible concern; rescreen before next required screening, Screening in process, Screening conducted by partner; need to obtain results]
- Delay Noted:** [Yes] (highlighted with a red box)
- Referral Needed:** [Yes] (highlighted with a red box)
- Have Parent/Guardian Approval for Referral:** [No]
- Buttons:** Close, Save and Close

Click ‘Save and Close’. This will take you to the Referral Documentation Details page.

X.3.1 Screening Details Screen

	Element	Issues and Discussion
Section Heading	Screening Details	PAT requires an initial screening within 90 days, based upon age, and annually thereafter. All 5 mandated screenings must be conducted annually. (PAT requires that a social-emotional screening be done as part of a developmental screening; however, the results are reported separately.)
1	Staff	Select the staff who conducted or verified the child screening.
2	Screening Done by	Indicate if the screening was done by a third party or by the FRC
3	Notes	For case notes
4	Age of Child	Indicate the age of the child in months at the time the screening was conducted from the drop-down list.
5	Screening Assessment	This field is no longer required by PAT and may be left blank.
6	Screening Results	Choose the result or status of the screening from the drop-down menu. You will not receive credit for the screening unless a result is entered. The last two values for screening results – screening in process and screening conducted by partner; need to obtain results – are not considered completed screenings and will not show up on the PAT or Child Screening and Referral Detail reports.
7	Delay Noted	Select yes if a delay is noted.
8	Referral Needed	If a referral is needed, this item opens a referral screen.
9	Have Parent/Guardian Approval for Referral	Indicate whether the parent or guardian has approved a referral made as a result of this screening. This field is optional

On the Referral Documentation screen, fill in the required fields for the referral and click ‘Save and Close’. For the discussion of the data elements for Referral Documentation for a child screening, see Section IX.1.1, Referral Documentation Screen.

Referral Documentation Details	
Referral Documentation for - Lee, LeeAnne	
Type of Screening:	Child Screening - Health*
Date of Referral:	<input type="text"/>
Staff Name:	Amy, Krueger
Staff Phone:	<input type="text"/>
Staff E-Mail:	apptest@cayen.net
Reason For Referral:	<input type="text" value="v"/>
Service Partner:	<input type="text" value="v"/>
Follow-up Scheduled:	<input type="text"/>
Notes:	<div style="border: 1px solid black; height: 50px;"></div>
Did family follow up on referral:	<input type="text" value="No v"/>
Follow-up Completed:	<input type="text" value="No v"/>
Outcome of Referral:	<input type="text" value="v"/>
Parent's Phone Number:	<input type="text"/>
<input type="button" value="Close"/>	<input type="button" value="Save & Close"/>

XI. Data Entry and Reporting for PAT

The FRC data system has been designed to document all of the PAT essential program elements and to collect all of the data required for the Affiliate Performance Report (APR). The starting point for PAT documentation is to enter PAT as an enrolled program for each family member when you first register them. For existing PAT families, be sure to use Programs Enrolled to capture all program years of enrollment along with the date of initial enrollment. Some PAT reporting items require information that crosses program years. See Section V.

The core of PAT is home visits. The next sections explain how to set up and document home visits.

XI.1 Documenting PAT Family Centered Goals & Schedule of Home Visits

This section allows you to save PAT Family-Centered Assessment goals and schedule home visits. You may also document outcomes and enter any relevant notes. You must complete this screen before you can enter any information about home visits conducted.

To access the screen for documenting PAT family-centered goals and home visit schedule, go to the Registration screen of an adult in the enrolled PAT family. From the menu at the left of the Registration screen, click on ‘Document PAT Goals and Home Visits.’

The screenshot shows a web-based form titled "Participant Information" for a participant named "Lee, Bella". The form is divided into several sections:

- Participant Info:** A sidebar menu on the left lists various data entry options such as "Test Data", "Grade Data", "Enrollment", "Notes/Goals", "Surveys", "Behavior", "Absences/Suspensions", "User-Defined Fields", "Referral Documentation", "FRC Services", "Pregnancies", "Participant Assessment", "Programs Enrolled", and "Document PAT Goals and Home Visit Schedule".
- Save Goals and Schedule:** The main section contains instructions and a form with the following fields:
 - Date Initial Assessment Completed: [Text Input]
 - Date Annual Assessment Completed: [Text Input]
 - Staff: [Dropdown Menu]
 - Number of PAT Family-Centered Assessment Goals Established: [Dropdown Menu]
 - Frequency of Home Visits: [Dropdown Menu]
 - Date of Next Visit: [Text Input]
- Document PAT Outcome:** A section with a dropdown menu for "Number of PAT Family-Centered Assessment Goals Reached".
- Notes:** A large text area for entering notes.

At the bottom of the form, there are navigation buttons: "<Prev", "Close", "Next>", and "Save".

To document PAT Family Centered Goals/Schedule of Home Visits:

1. Enter the PAT Family-Centered Assessment completion date for the initial or annual assessment as appropriate. Note: This assessment is different from the FRC Family Assessment required of all households.
2. Select the staff member from the 'Staff' drop-down list.
3. Select the number of goals established from the 'Number of PAT Family-Centered Goals Established' drop-down list.
4. Enter the frequency of the home visits by clicking the 'Frequency of Home Visits' drop-down list.
5. Type in the next visit date in the 'Date of Next Visit' field. This may be the first home visit that you will conduct.

To document PAT Outcome at the conclusion of the program year or at the time the family exits PAT if that occurs before the end of the program year:

Lee, Bella

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

Select the number of goals reached by clicking the 'Number of PAT Family-Centered Assessment Goals Reached' drop-down list.

XI.1.1 Document PAT Family Centered Goals and Schedule of Home Visits Screen

	Data Element	Issues and Discussion
1	Date Initial Assessment Completed	The date the initial PAT Family-Centered Assessment was completed. This should be within 90 days of enrollment.
2	Date annual Assessment Completed	The date the annual PAT assessment was completed. After the initial assessment, new assessments must be done each program year.
3	Staff	The name of the staff member completing the assessment.
4	Number of PAT Family Centered Assessment Goals Established	The number of PAT Family Centered Assessment Goals established for this program year.
5	Frequency of Home Visits	Enter the frequency of home visits from the drop-down menu. Families with 0 or 1 risk factors should receive at least one home visit each month. Families with 2 or more risk factors should receive at least two home visits each month.
6	Date of Next Visit	Enter the date of the next scheduled home visit. When you enter a date in this field, the next home visit will show up on the scheduled home visit report. See Section XIII.4
7	Number of Family Centered Assessment Goals Reached	Enter the number of PAT Family-Centered Assessment Goals reached this program year or at exit, whichever is earlier.
8	Notes	For case notes

XI.2 Documenting Home Visit Actions and Results

This section allows you to record the focus of a home visit, document the actions and results of the home visit, and establish the next visit. You may also record any relevant notes in this section.

To record a Home Visit and access the Home Visits Details screen:

From FRC Services

1. On the Registration screen for the adult, Click FRC Services. Use the same adult to whom you assigned the PAT family-center goals and home visit schedule.
2. On the FRC Services page, select Home Visit from the dropdown and click 'Add New' at the bottom of the screen.

The screenshot displays the 'FRC Services' interface for a participant named 'Lee, Bella'. On the left is a vertical navigation menu with options: Participant Info, Test Data, Grade Data, Enrollment, Notes/Goals, Surveys, Behavior, Absences/Suspensions, User-Defined Fields, Referral Documentation, FRC Services (highlighted), Pregnancies, Participant Assessment, Programs Enrolled, Document PAT Goals and Home Visit Schedule, and Reg Form. The main content area is titled 'FRC Services' and includes a purpose statement, instructions for editing, adding, and deleting services, a dropdown menu currently set to 'Home Visit', and a message box stating 'This participant does not have any Services associated to this Activity Group.' Below this are 'Referral Code' definitions for 'NA', 'No', 'Yes', and 'C'. At the bottom of the screen are navigation buttons: '< Prev', 'Close', 'Next >', and 'Add New'.

3. The Home Visit Details screen for the participant will pop-up.

From Attendance:

1. Click the ATTENDANCE tab.
2. Select a date of the home visit using the calendar on the left (Step 1)
3. Select Home Visit as the Activity and Session using the drop-downs (Step 2). At this time, there is only one option.
4. Enter any part of the participant's name in the blank text box on the left (Step 3). Use the same adult to whom you assigned the PAT family-center goals and home visit schedule.
5. Hit tab. The name you entered will appear below the text box.
6. Select the participant from the list that appears in gray; once you click on a participant, that name will appear in green under 'Added Names' in the center of the page.
7. Click 'Save Attendance' and the participant's name will now appear in gray indicating that the record has been saved and the screen will appear as shown above.
8. Click on the pencil image next to the participant's name.
9. The Home Visit Details screen for the participant will pop-up.

Note: You can only access the pop-up for home visit details after you have entered the PAT family-center goals and home visit schedule.

To document a specific home visit:

Home Visit Details

Home Visit Details for Lee, Bella

Home Visit™ on 1/15/2021

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: *

Focus of Home Visit:

Actions and Result of Visit:

Has PAT milestones record been reviewed/updated?

Has more than one Parent/Guardian or Caregiver Participated:

Father Participated:

Resource Referral Needed:

Date of Next Visit: *

Notes:

1. Select a staff member from the ‘Staff’ drop-down list.
2. Select the focus of the visit from the ‘Focus of Visit’ drop-down list.
3. Select the appropriate value from the ‘Actions and Results’ drop-down list.
4. Indicate whether more than one parent/guardian or caregiver was present.
5. Regardless of how many parents/guardians were present, indicate whether the father was present for this home visit.
6. For the ‘Resource Referral Needed’ field, click ‘Yes’ or ‘No’ from the drop-down list.
7. Enter the date of the next visit in the ‘Date of Next Visit’ field.
8. Click ‘Save and Close’.

If you selected ‘Yes’ for ‘Resource Referral Needed’, you will get the following pop-up when you click ‘Save and Close’.

Referral Documentation Details

Referral Documentation for - Lee, Bella

Date of Referral:

Staff Name:

Staff Phone:

Staff E-Mail:

Reason For Referral:

Service Partner:

Subject of Referral:

Follow-up Scheduled:

Notes:

Did family follow up on referral:

Follow-up Completed:

Outcome of Referral:

Participant's Phone Number:

Follow the instructions for Resource Referral in Section IX.1.

XI.2.1 Home Visit Details Screen

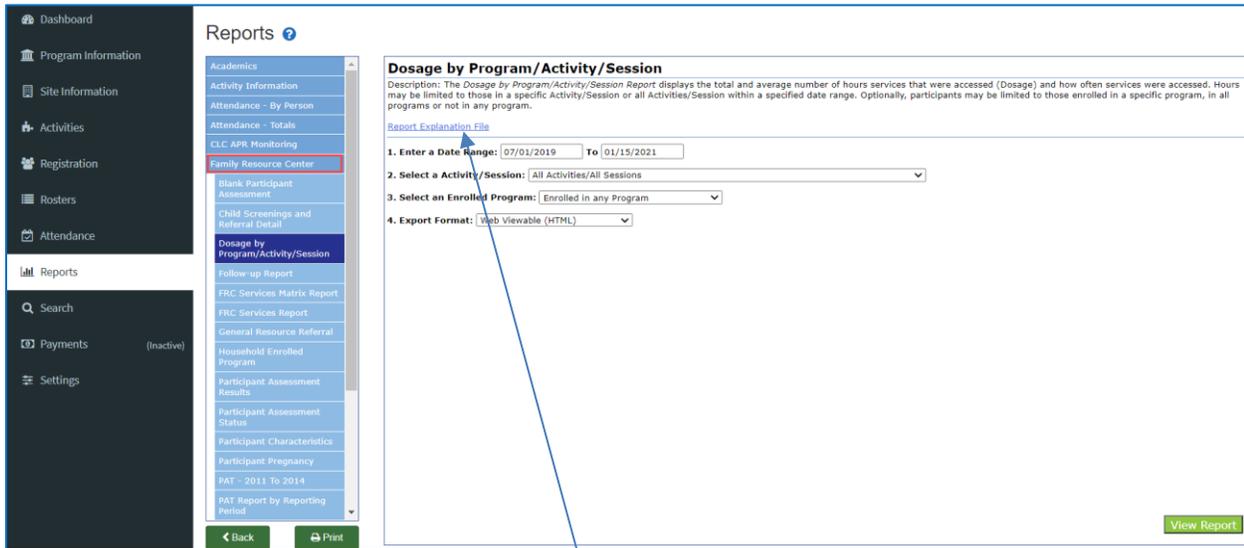
	Data Element	Issues/Discussion
Section Heading	Home Visit Details	Home visits are critical to PAT reporting because they define PAT participation in the program year.
1	Staff	Indicate the staff conducting the specific instance of the home visit. PAT requires home visits to be conducted by certified staff.
2	Focus of Home Visit	Choose the focus of the home visit from the drop-down list.
3	Actions and Result of Visit	Choose the actions and results of the home visit from the drop-down list.
4	More Than One Parent/Guardian Participated	Indicate whether more than one parent/guardian or caregiver participated in the home visit
5	Father Participated	Regardless of your answer to #4, indicate whether the father participated in the home visit.
6	Resource Referral Needed	If referral is needed, this item will open a general resource referral screen. PAT requires that the need for resource referral be assessed at each home visit.
7	Date of Next Visit	This item allows for the scheduling of the next home visit and will populate the Home Visit tickler report.

XI.3 Child Screenings and Group Connections for PAT Families

PAT essential program elements also include screening for all children under the age of five and group connections for all families. Instructions for entering Child Screenings are found in Section IX.1. Group Connections are among the activities discussed in Section VII.2.1

XIII. Family Resource Center Reports

To view the Family Resource Center reports, click the REPORTS tab, select Family Resource Center from the menu on the left, and then click the desired report.



Each FRC report in the data system has a link to a Report Explanation file that will explain the report and where the data generated are coming from.

Dosage by Program/Activity/Session

Sample Report

Report Header

Dosage by Program/Activity/Session
Hillendale School District
South Side School
Term: 2011 - 2012
 Date Range: 01/01/2012 - 03/01/2012
 Activity/Session: All Activities/All Sessions
 Enrolled Program: PAT
 Data Run: Friday, March 30, 2012 at 11:11:52 AM (ET)

Report Body

Dosage Information			
Participant	Total Attendance	Total Dosage (in Hours)	Average Dosage (in Hours) ¹
1	1	1.00	1.00
1	1	1.00	1.00
1	1	1.00	1.00
Total:	3	3.00	1.00

¹ The Average Dosage (in Hours) only includes attendance transactions for timebased sessions with both an in/out time or for non-timebased sessions with both a session start/end time.

Location: Reports/Family Resource Center/Dosage By Program/Activity/Session

Description

The *Dosage by Program/Activity/Session Report* displays the total and average number of hours services that were accessed (Dosage) and how often services were accessed. Hours may be limited to those in a specific Activity/Session or all Activities/Sessions within a specified date range. Optionally, participants may be limited to those enrolled in a specific program, in all programs or not in any program.

XIII.1 Blank Participant Assessment

The *Blank Participant Assessment Report* produces a blank copy of the FRC Family/Child Assessment that you can print and use to capture the assessment information during an interview with the participant. You can then enter the information into the Cayen FRC system.

Reports ?

<ul style="list-style-type: none"> Academics Activity Information Attendance - By Person Attendance - Totals CLC APR Monitoring 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 	<div style="text-align: center;"> <h3>FRC Family/Child Assessment</h3> <p>Date Run: Friday, January 15, 2021 at 4:10:56 PM (ET)</p> </div> <hr/> <p>I. Risk Factors Involving Enrolled Child:</p> <table style="width: 100%; border-collapse: collapse;"> <tr><td>Chronic Health Problems, e.g., asthma, obesity*</td><td style="text-align: right;">Yes / No / Unknown</td></tr> <tr><td>Chronic school or preschool attendance problems</td><td style="text-align: right;">Yes / No / Unknown</td></tr> <tr><td>Developmental delays</td><td style="text-align: right;">Yes / No / Unknown</td></tr> <tr><td>Disabilities*</td><td style="text-align: right;">Yes / No / Unknown</td></tr> <tr><td>Frequently changed schools within short periods of time</td><td style="text-align: right;">Yes / No / Unknown</td></tr> <tr><td>Very low birth weight**</td><td style="text-align: right;">Yes / No / Unknown</td></tr> <tr><td>Low birth weight</td><td style="text-align: right;">Yes / No / Unknown</td></tr> <tr><td>Premature birth</td><td style="text-align: right;">Yes / No / Unknown</td></tr> <tr><td>Reading or other academic challenges</td><td style="text-align: right;">Yes / No / Unknown</td></tr> <tr><td>Serious behavior concerns</td><td style="text-align: right;">Yes / No / Unknown</td></tr> <tr><td>Suspended or expelled from early care or early education</td><td style="text-align: right;">Yes / No / Unknown</td></tr> <tr><td>Serious oral health problems</td><td style="text-align: right;">Yes / No / Unknown</td></tr> </table> <p>II. Risk Factors Involving Sibling(s) of Enrolled Child:</p> <table style="width: 100%; border-collapse: collapse;"> <tr><td>Chronic health problems, e.g., asthma, obesity*</td><td style="text-align: right;">Yes / No / Unknown</td></tr> <tr><td>Chronic school or preschool attendance problems</td><td style="text-align: right;">Yes / No / Unknown</td></tr> <tr><td>Developmental delays</td><td style="text-align: right;">Yes / No / Unknown</td></tr> <tr><td>Disabilities*</td><td style="text-align: right;">Yes / No / Unknown</td></tr> <tr><td>Frequently changed schools within short periods of time</td><td style="text-align: right;">Yes / No / Unknown</td></tr> <tr><td>Very low birth weight**</td><td style="text-align: right;">Yes / No / Unknown</td></tr> <tr><td>Low birth weight</td><td style="text-align: right;">Yes / No / Unknown</td></tr> <tr><td>Premature birth</td><td style="text-align: right;">Yes / No / Unknown</td></tr> <tr><td>Reading or other academic challenges</td><td style="text-align: right;">Yes / No / Unknown</td></tr> <tr><td>Serious behavior concerns</td><td style="text-align: right;">Yes / No / Unknown</td></tr> <tr><td>Suspended or expelled from early care or early education</td><td style="text-align: right;">Yes / No / Unknown</td></tr> <tr><td>Serious oral health problems</td><td style="text-align: right;">Yes / No / Unknown</td></tr> </table> <p>III. Family or Parent Risk Factors (Enrolled and Unenrolled)</p> <table style="width: 100%; border-collapse: collapse;"> <tr><td>Abuse or neglect*</td><td style="text-align: right;">Yes / No / Unknown</td></tr> <tr><td>Chronic unemployment or underemployment</td><td style="text-align: right;">Yes / No / Unknown</td></tr> <tr><td>Death of parent or other family member**</td><td style="text-align: right;">Yes / No / Unknown</td></tr> <tr><td>Divorce or estrangement of parent</td><td style="text-align: right;">Yes / No / Unknown</td></tr> <tr><td>Domestic violence**</td><td style="text-align: right;">Yes / No / Unknown</td></tr> <tr><td>Involved with multiple health / social service agencies</td><td style="text-align: right;">Yes / No / Unknown</td></tr> <tr><td>Foster parents, court-appointed guardians*</td><td style="text-align: right;">Yes / No / Unknown</td></tr> </table>	Chronic Health Problems, e.g., asthma, obesity*	Yes / No / Unknown	Chronic school or preschool attendance problems	Yes / No / Unknown	Developmental delays	Yes / No / Unknown	Disabilities*	Yes / No / Unknown	Frequently changed schools within short periods of time	Yes / No / Unknown	Very low birth weight**	Yes / No / Unknown	Low birth weight	Yes / No / Unknown	Premature birth	Yes / No / Unknown	Reading or other academic challenges	Yes / No / Unknown	Serious behavior concerns	Yes / No / Unknown	Suspended or expelled from early care or early education	Yes / No / Unknown	Serious oral health problems	Yes / No / Unknown	Chronic health problems, e.g., asthma, obesity*	Yes / No / Unknown	Chronic school or preschool attendance problems	Yes / No / Unknown	Developmental delays	Yes / No / Unknown	Disabilities*	Yes / No / Unknown	Frequently changed schools within short periods of time	Yes / No / Unknown	Very low birth weight**	Yes / No / Unknown	Low birth weight	Yes / No / Unknown	Premature birth	Yes / No / Unknown	Reading or other academic challenges	Yes / No / Unknown	Serious behavior concerns	Yes / No / Unknown	Suspended or expelled from early care or early education	Yes / No / Unknown	Serious oral health problems	Yes / No / Unknown	Abuse or neglect*	Yes / No / Unknown	Chronic unemployment or underemployment	Yes / No / Unknown	Death of parent or other family member**	Yes / No / Unknown	Divorce or estrangement of parent	Yes / No / Unknown	Domestic violence**	Yes / No / Unknown	Involved with multiple health / social service agencies	Yes / No / Unknown	Foster parents, court-appointed guardians*	Yes / No / Unknown
Chronic Health Problems, e.g., asthma, obesity*	Yes / No / Unknown																																																														
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Foster parents, court-appointed guardians*	Yes / No / Unknown																																																														

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XIII.2 Child Screening and Referral Detail Report

The Child Screenings and Referral Detail Report displays child screening and referrals details. See Section IX.2.

Reports ?

- Academics
- Activity Information
- Attendance - By Person
- Attendance - Totals
- CLC APR Monitoring
- 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

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Child Screenings and Referral Detail

District: District 10
Site: Benjamin Franklin School
Term: 2019-2020
 Screening Type: All Screening Types
 Enrolled Programs: Enrolled in any Program
 07/01/2019 - 01/15/2021
 Date Run: Friday, January 15, 2021 at 4:13:07 PM (ET)

Screening Information

District: District 10
Site: Benjamin Franklin School

Screening Type	Children Screened ?	Screened (5 and Under) ?	Percent of Screened (5 and Under) ?	Delay Noted ?	Percent of Delay Noted ?	Delay Noted & Referred ?	Percent of Delay Noted & Referred ?	Completed Referral ?	Percent of Completed Referral ?
Child Screening-Developmental**	1	1	100.00 %	0	0.00 %	0	0.00 %	0	0.00 %
Child Screening-Health**	16	16	100.00 %	0	0.00 %	0	0.00 %	0	0.00 %
Child Screening-Hearing**	16	16	100.00 %	0	0.00 %	0	0.00 %	0	0.00 %
Child Screening-Vision**	16	16	100.00 %	0	0.00 %	0	0.00 %	0	0.00 %
Totals:	49	49	100.00 %	0	0.00 %	0	0.00 %	0	0.00 %

Referral Detail Information

No Records to Display

XIII.3 Dosage by Program/Activity/Session

The *Dosage by Program/Activity/Session Report* displays the total and average number of hours of services that were accessed (Dosage) and how often services were accessed. Hours may be limited to those in a specific Activity/Session or all Activities/Sessions within a specified date range. Optionally, participants may be limited to those enrolled in a specific program, in all programs, or not in any program.

Reports ?

- Academics
- Activity Information
- Attendance - By Person
- Attendance - Totals
- CLC APR Monitoring
- Family Resource Center
- Blank Participant Assessment
- Child Screenings and Referral Detail
- Dosage by Program/Activity/Session**
- Follow-up Report
- FRC Services Matrix Report
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- Household Enrolled Program
- Participant Assessment Results
- Participant Assessment Status
- Participant Characteristics
- Participant Pregnancy
- PAT - 2011 To 2014
- PAT Report by Reporting Period

Dosage by Program/Activity/Session
District 10
Benjamin Franklin School
Term: 2019-2020
 Date Range: 07/01/2019 - 01/15/2021
 Activity/Session: All Activities/All Sessions
 Enrolled Program: Enrolled in any Program
 Date Run: Friday, January 15, 2021 at 4:15:38 PM (ET)

Participant	Total Attendance	Total Dosage (in Hours)	Average Dosage (in Hours) ¹
	33	0.00	N/A
	36	0.00	N/A
	4	6.00	1.50
	36	0.00	N/A
	3	4.50	1.50
	6	9.00	1.50
	3	4.50	1.50
	36	0.00	N/A
	36	0.00	N/A
	34	0.00	N/A
	4	6.00	1.50
	36	0.00	N/A
	36	0.00	N/A
	1	0.00	N/A
	35	0.00	N/A
	35	0.00	N/A
	36	0.00	N/A
	4	6.00	1.50
	35	0.00	N/A
	36	0.00	N/A
	2	3.00	1.50

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XIII.4 FRC Services Matrix Report

The *FRC Services Matrix Report* displays the number of participants who have received selected services in a matrix that lists the same selected services along the top and left side. For each row, the numbers in the cells show the count of participants who have received the services listed in that row along with each of the services listed in each of the columns.

Reports ⓘ

- Academics
- Activity Information
- Attendance - By Person
- Attendance - Totals
- CLC APR Monitoring
- 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

FRC Services Matrix Report
District 10
Benjamin Franklin School
Enrolled in any Program
Report Date Range: 07/01/2019 - 01/15/2021
Date Run: Friday, January 15, 2021 at 4:28:19 PM (ET)

	Child Screening - Developmental	Child Screening - Health
Child Screening - Developmental	1	1
Child Screening - Health	1	16

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XIII.5 FRC Services Report

The *FRC Services Report* displays summary information and details of the selected Activities and Sessions. The detailed report lists each individual activity that a participant attended, along with the date of attendance. Records may be limited to those in a specific Activity/Session or all Activities/Sessions within a specified date range. Optionally, participants may be limited to those enrolled in a specific program, in all programs, or not in any program.

Reports ?

- Academics
- Activity Information
- Attendance - By Person
- Attendance - Totals
- CLC APR Monitoring
- 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

FRC Services Report

District 10
Benjamin Franklin School
Term: 2019-2020

Date Range: 07/01/2019 - 01/15/2021
 Activity/Session: All Activities/All Sessions
 Enrolled Program: Enrolled in any Program
 Date Run: Friday, January 15, 2021 at 4:31:13 PM (ET)

Participants Served/Not Served : Enrolled in any Program					
	Children	Adults	Families	ECE Providers	Totals
Total Served	16	11	25	0	27
Total Not Served	0	0	0	0	0
Totals	16	11	25	0	27

Total Number Receiving Services					
Activity/Session	Children	Adults	Families	ECE Providers	
Child Screening-Developmental* / Child Screening - Developmental*	1	0	1	0	
Child Screening-Health* / Child Screening - Health*	16	0	16	0	
Child Screening-Hearing* / Child Screening - Hearing*	16	0	16	0	
Child Screening-Vision* / Child Screening - Vision*	16	0	16	0	
Family Connections-Family Literacy / Conscious Discipline	0	7	6	0	
Family Connections-Family Literacy / Raising Readers	0	4	4	0	
Home Visit* / Home Visit*	0	1	1	0	
Pre-K* / Morning Pre-K*	16	0	16	0	

Services Details								
Activity/Session	Household	Household ID	Date of Service	Last Name	First Name	Participant ID	SASID	Participant Type
Family Connections / FC - Family Literacy	ANZIANO	60144	10/01/2019	RUGH	LUIS	ABFS012619		Adult Participant
Family Connections / FC - Family Literacy	ANZIANO	60144	10/08/2019	RUGH	LUIS	ABFS012619		Adult Participant

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XIII.6 General Resource Referral Report

The *General Resource Referral Report* displays details on resource referrals by subject of referral, referral reason, referral completed and referral outcome. Resource referrals may be limited to participants who are registered in a specific District/Site and who are enrolled in a selected program within the Term selected on Change Credentials. Only resource referrals with a date of referral within the start/end dates are included in the report.

Reports ?

- Academics
- Activity Information
- Attendance - By Person
- Attendance - Totals
- CLC APR Monitoring
- 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

General Resource Referral

District: District 10
Site: Benjamin Franklin School
Term: 2019-2020
 Date Range: 07/01/2019 - 01/15/2021
 Enrolled Program: Enrolled in any Program
 Date Run: Friday, January 15, 2021 at 4:33:58 PM (ET)

Subject of Referral		
	Family	Total
	2 (100.00%)	2
Total:	2 (100.00%)	2

Referral Reason			
	Resource Referral -- Community/Civic Engagement	Resource Referral -- Early Care and Education	Total
	1 (50.00%)	1 (50.00%)	2
Total:	1 (50.00%)	1 (50.00%)	2

Referral Completed		
	NotCompleted	Total
	2 (100.00%)	2
Total:	2 (100.00%)	2

Referral Outcome
No Records to Display

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XIII.7 Household Enrolled Program Report

The *Household Enrolled Program Report* displays details of participants within a program. Participants may be limited to those registered in a specific District/Site and who are enrolled in the selected program within the Term selected in Change Credentials.

Reports ?

Household Enrolled Program

District: District 10
Site: Benjamin Franklin School
Term: 2019-2020

Enrolled Program(s): Enrolled in any Program
 Date Run: Friday, January 15, 2021 at 4:38:17 PM (ET)

Enrolled Programs Summary		
Total Participants Enrolled this Program Year:	90	🔍
Total Adult Participant Enrolled:	37	🔍
Total Child Enrolled:	53	🔍
Total New Participants Enrolled this Program Year:	27	🔍
Total New Adult Participant Enrolled:	11	🔍
Total New Child Enrolled:	16	🔍
Total Participants Not Enrolled this Program Year:	0	🔍
Total Families Not Enrolled this Program Year:	0	🔍
Total Current Families Enrolled:	55	🔍
Total New Families Enrolled:	25	🔍
Total Participants Enrolled in One Program:	74	🔍
Total Participants Enrolled in Two Programs:	12	🔍
Total Participants Enrolled in Three Programs:	4	🔍
Total Participants Enrolled in Four Programs:	0	🔍

Household ID	Household Name	Name	System ID	SASID	Participant Type	Enrolled Program(s)	Date(s) Enrolled	Date(s) Exited
					Adult Participant	PAT	11/14/2014	
					Child	PAT	02/03/2015	
					Adult Participant	PAT	02/03/2015	
					Child	Pre-K	09/03/2019	
					Adult Participant	FIT	10/01/2019	
					Adult Participant	FIT	10/01/2019	
					Child	Pre-K	08/27/2018	
					Child	Pre-K	09/03/2019	

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XIII.8 Participant Assessment Results

The *Participant Assessment Results Report* displays the participant assessment questions and answers and the number of responses for each question/answer. Participant responses may be limited to participants in a specific District/Site. Responses are also limited to those on the selected assessment that are completed within the specified date range.

Reports ?

- Academics
- Activity Information
- Attendance - By Person
- Attendance - Totals
- CLC APR Monitoring
- Family Resource Center
- Blank Participant Assessment
- Child Screenings and Referral Detail
- Dosage by Program/Activity/Session
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- 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

Participant Assessment Results

District 10
Benjamin Franklin School
 Date Range: 07/01/2019 - 01/15/2021
 Assessment: FRC Family/Child Assessment
 Enrolled Program: Enrolled in any Program
 Date Run: Friday, January 15, 2021 at 4:41:35 PM (ET)

Number of Assessments Completed: 7
Number of Families Completed: 7
Percent of Families Assessed: 28.00%

Group / Questions / Answers	Benjamin Franklin School
I. Risk Factors Involving Enrolled Child:	
Chronic Health Problems, e.g., asthma, obesity (Reported on APR)	
Yes	0
No	0
Unknown	7
Chronic school or preschool attendance problems	
Yes	0
No	0
Unknown	7
Suspended or expelled from early care or early education	
Yes	0
No	0
Unknown	7
Serious oral health problems	
Yes	0
No	0
Unknown	7
Reading or other academic challenges	
Yes	0
No	0
Unknown	7

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XIII.9 Participant Assessment Status Report

The Participant Assessment Status Report displays anomalies with Participant Assessments. The report also shows a summary of the Participant Assessments.

Reports 🔍

- Academics
- Activity Information
- Attendance - By Person
- Attendance - Totals
- CLC APR Monitoring
- 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

Participant Assessment Status

District 10
Benjamin Franklin School
 Enrollment Date Range: 07/01/2019 - 01/15/2021
 Assessment: FRC Family/Child Assessment
 Enrolled Program: Enrolled in any Program
 Date Run: Friday, January 15, 2021 at 4:46:49 PM (ET)

Number of Assessments Completed: 130
Number of Families Completed: 128
Percent of Families Assessed: 95.52%

Participant Assessment Exceptions

Household	Participant	Participant Type	Exception Reasons
		Adult Participant	More Than One Assessment Assigned for the Household
		Child	Assigned Assessment Not for Adult; More Than One Assessment Assigned for the Household
		Adult Participant	More Than One Assessment Assigned for the Household
		Adult Participant	More Than One Assessment Assigned for the Household; More Than One Assessment Taken for the Household
		Adult Participant	More Than One Assessment Assigned for the Household; More Than One Assessment Taken for the Household
		Child	Assigned Assessment Not for Adult; More Than One Assessment Assigned for the Household
		Adult Participant	More Than One Assessment Assigned for the Household
		Child	
		Adult Participant	Assessment Not Assigned for the Household; Assessment Not Taken for the Household
		Child	Assigned Assessment Not for Adult; More Than One Assessment Assigned for the Household
		Adult Participant	More Than One Assessment Assigned for the Household
		Adult Participant	More Than One Assessment Assigned for the Household
		Child	Assigned Assessment Not for Adult; More Than One Assessment Assigned for the Household
		Adult Participant	More Than One Assessment Assigned for the Household
		Child	Assigned Assessment Not for Adult; More Than One Assessment Assigned for the Household
		Adult Participant	More Than One Assessment Assigned for the Household

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XIII.10 Participant Characteristics Report

The *Participant Characteristics Report* displays the number of adults and children in each enrolled program, along with age, gender, ethnicity, and race. Optionally, participants may be limited to those enrolled in a specific program, in all programs, or not in any program.

Reports ?

- Academics
- Activity Information
- Attendance - By Person
- Attendance - Totals
- CLC APR Monitoring
- Family Resource Center
- Blank Participant Assessment
- Child Screenings and Referral Detail
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- Participant Assessment Results
- Participant Assessment Status
- Participant Characteristics**
- Participant Pregnancy
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- PAT Report by Reporting Period

Participant Characteristics
District 10
Benjamin Franklin School
2019-2020
07/01/2019 - 01/15/2021
Enrolled in any Program
Date Run: Friday, January 15, 2021 at 4:50:01 PM (ET)

Section 1: Total Participants

Enrolled in Any Program

Adult Participant Count	Adult Participant Percent	Child Count	Child Percent
11	40.74%	16	59.26%
Enrolled in Any Program Cumulative Total: 27			

FIT

Adult Participant Count	Adult Participant Percent	Child Count	Child Percent
10	100%	0	0%
FIT Cumulative Total: 10			

PAT

Adult Participant Count	Adult Participant Percent	Child Count	Child Percent
1	100%	0	0%
PAT Cumulative Total: 1			

Pre-K

Adult Participant Count	Adult Participant Percent	Child Count	Child Percent
0	0%	16	100%
Pre-K Cumulative Total: 16			

Section 2: Age of Children

Enrolled in Any Program

4 years to less than 5	5 years to less than 6	Average Age
3	13	5.36
Enrolled in Any Program Cumulative Total: 16		

FIT

4 years to less than 5	5 years to less than 6	Average Age
No Records to Display		
FIT Cumulative Total: 16		

PAT

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XIII.11 Pregnancy Report

The *Participant Pregnancy Report* displays information about the participants' pregnancy.

Reports ?

- Academics
- Activity Information
- Attendance - By Person
- Attendance - Totals
- CLC APR Monitoring
- Family Resource Center
 - Blank Participant Assessment
 - Child Screenings and Referral Detail
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 - Participant Characteristics
 - Participant Pregnancy**
 - PAT - 2011 To 2014
 - PAT Report by Reporting Period

Participant Pregnancy
District 10
Benjamin Franklin School
Enrollment Date Range: 07/01/2019 - 01/15/2021
Enrolled Program: Enrolled in any Program
Date Run: Friday, January 15, 2021 at 4:55:07 PM (ET)

Household	Participant	Participant Type	Participant ID	Pregnancy Start Date	Pregnancy End Date	Children
Lee - 61270	Lee, Bella	Adult Participant	ABFS065517	05/12/2020	12/28/2020	

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XIII.12 PAT 2011-2014 Report

The *PAT 2011-2014 Report* contains historical data for the annual APR required by PAT for the 2011-2015 program years. It uses the numbering and labels of the APR for those years.

The screenshot displays the 'Reports' section of a web application. The navigation menu on the left includes categories like Academics, Attendance, Family Resource Center, and Miscellaneous. The 'PAT - 2011 To 2014' report is selected. The main content area shows the report title 'PAT - 2011 To 2014 Bloomfield Public Schools Laurel School 2015-2016' and a table of questions and answers. A pop-up window shows a detailed view of the report for 9/11/2016.

Item	Question	Answer
II-1	In total, how many families did your PAT affiliate serve with at least 1 personal visit this program year	
II-2	How many families received their first visit this program year?	
II-2-a	Of those families reported in II.2, how many received their first visit within the past 90 days?	
II-2-b	Of those families reported in II.2, how many received their first visit more than 90 days ago?	
II-2-c	Of the families reported in II.2, how many were prenatal clients?	
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)?	
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: Parent 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)?	
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 mental illness (Parent has been diagnosed with a thought, mood, or behavior disorder (or some combination) associated with distress and/or impaired functioning)?	
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: Low educational attainment (Parent did not complete high school or GED and is not currently enrolled)?	
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 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)?	
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: Recent immigrant or refugee family (One or both parents are foreign-born and entered the country within the past 5 years)?	
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 immigrant or refugee family (One or both parents are foreign-born and entered the country within the past 5 years)?	

XIII.13 PAT Report by Reporting Period

The *PAT Report* shows the items in the PAT APR that are collected in the FRC data collection system. This report should be run in order to complete the PAT APR that you submit to SDE and the PAT program.

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Reports

- Family Resource Center
- Blank Participant Assessment
- Dosage by Program/Activity/Session
- Follow-up Report
- General Resource Referral
- Household Enrolled Program
- Participant Assessment Results
- PAT Report**
- Screenings and Referral Detail
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- Participant Contact Information
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- Registration Forms/ID Cards
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PAT Report
Bristol Public Schools
C. T. OConnell Elementary School
2011-2012
 PAT Report 2011-2012
 Date Run: Tuesday, July 10, 2012 at 10:12:49 AM (ET)

II-1	How many total families did your PAT affiliate serve with at least 1 personal visit this program year (Note: Unless otherwise noted, reporting of service delivery to families focuses on those families with children ages prenatal through kindergarten entry that received at least 1 personal visit during the program year.)?*	1	
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PAT Report
Bristol Public Schools
C. T. OConnell Elementary School
2011-2012
 PAT Report 2011-2012
 Date Run: Tuesday, July 10, 2012 at 10:12:49 AM (ET)

II-1	How many total families did your PAT affiliate serve with at least 1 personal visit this program year (Note: Unless otherwise noted, reporting of service delivery to families focuses on those families with children ages prenatal through kindergarten entry that received at least 1 personal visit during the program year.)?*	1	
II-2	How many families reported in II.1. were <u>newly</u> enrolled in your affiliate this year? (Note: Count only those families that enrolled on or after your beginning date for this report. Enrolled means they received their 1st personal visit this program year.)*	1	
II-2-a	How many of these newly enrolled families have been in the program <u>for 90 days or less</u> as of this reporting?*	0	
II-2-b	How many of these newly enrolled families have been in the program <u>for more than 90 days</u> as of this reporting?*	1	
II-3	How many CHILDREN have enrollment dates <u>during this program year</u> (a child is considered enrolled if they are a member of a new family reported in II.2. or they are new children (born, adopted, etc.) added to existing families)?*	1	
II-4-a	How old were the children you reported in II.3 <u>at the time of their enrollment?</u> (Note: Children of pregnant mothers should be counted under prenatal). How many children were: Prenatal?	0	
II-4-b	How old were the children you reported in II.3 <u>at the time of their enrollment?</u> (Note: Children of pregnant mothers should be counted under prenatal). How many children were: 0-3 months?	0	
II-4-c	How old were the children you reported in II.3 <u>at the time of their enrollment?</u> (Note: Children of pregnant mothers should be counted under prenatal). How many children were: 4-11 months?	0	
II-4-d	How old were the children you reported in II.3 <u>at the time of their enrollment?</u> (Note: Children of pregnant mothers should be counted under prenatal). How many children were: 1 year old (12-23 mos)?	1	
II-4-e	How old were the children you reported in II.3 <u>at the time of their enrollment?</u> (Note: Children of pregnant mothers should be counted under prenatal). How many children were: 2 years old (24-35 mos)?	0	
II-4-f	How old were the children you reported in II.3 <u>at the time of their enrollment?</u> (Note: Children of pregnant mothers should be counted under prenatal). How many children were: 3 years old (35-47 mos)?	0	
II-4-g	How old were the children you reported in II.3 <u>at the time of their enrollment?</u> (Note: Children of pregnant mothers should be counted under prenatal). How many children were: 4 years old (48-59 mos)?	0	
II-4-h	How old were the children you reported in II.3 <u>at the time of their enrollment?</u> (Note: Children of pregnant mothers should be counted under prenatal). How many children were: 5 years old (60+ mos)?	0	
II-4-i	How old were the children you reported in II.3 <u>at the time of their enrollment?</u> (Note: Children of pregnant mothers should be counted under prenatal). How many children were: Total?	1	
II-5-a	Please indicate the <u>number of families</u> with each of the following high need characteristics (report only on families counted in Item II.1.): Teen Parents (Parent(s) under the age of 20 years during the program year)?	0	
II-5-b	Please indicate the <u>number of families</u> with each of the following high need characteristics (report only on families counted in Item II.1.): 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-5-c	Please indicate the <u>number of families</u> with each of the following high need characteristics (report only on families counted in Item II.1.): Parent with disabilities or chronic health	0	

XIII.14 Upcoming Home Visits Report

The *Upcoming Home Visits Report* displays a list of the name of each participant with a pending home visit, the staff involved, and the scheduled date of the next home visit. Once you mark the home visit as complete, the participant's name will no longer appear on the report.

Note: You should always schedule a new home visit unless the participant is exiting PAT. If the participant is still active in PAT and you do not schedule a next home visit, the report will display this message in the Date of Next Visit field, 'No exit/No next visit,' to remind you that you must take some action.

Reports ?

- Keterrai 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

Upcoming Home Visits
District 10
Benjamin Franklin School
2019-2020
Date Run: Friday, January 15, 2021 at 7:09:50 PM (ET)

Participants Name	Staff	Date of Next Visit
Lee, Bella	-	1/15/2021

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