



Cayen FRC January Webinar Mid- Year Review





Registration

PAT – Required Information

<p>For children (“Adult”= no), complete these fields:</p> <ul style="list-style-type: none"> • DOB • Primary language • Fully immunized • Uninsured • Ethnicity • Race • Grade level 	<p>For adults (“Adult”= yes), complete these fields:</p> <ul style="list-style-type: none"> • Primary language • Ethnicity • Race <p>* NEW - One adult in the household must be designated as Head of Household</p>
<p>For ECE Providers, (“Adult”= yes), complete these fields:</p> <ul style="list-style-type: none"> • Primary language • Ethnicity • Race • ECE Provider Category • Children Served. This field requires a number value be entered that reflects the number of children receiving services from an ECE Provider at the time of registration. This field must be updated at least once per program year, or anytime there is a substantial change in the number of children served. 	



Cayen Search

The Cayen Search function allows you to quickly view participant information for everyone registered at your site. It is accessed from the menu bar at the top of the home page.

- Click Find Records (wait for participant records to load).
- Select Quick Edit/Export Spreadsheet
- Select last name, first name, Date of Birth , Gender, SASID, Primary Language, **Grade Level**, Adult Participant Type, Pregnant, Household ID and Household name
- Select either Print/Export to Excel or View Quick Edit Form (from here, you can make corrections and then print or export)

Edit the form / Print a report / Export a spreadsheet

Purpose: Allows easy editing of multiple Registration records at once.

Instructions: Edit the desired information, and click on Save and Refresh to update the Registration records in the database. Click on Print/Export to Excel for a printer-friendly report, or to export the data to Excel.

Search Criteria

[ALL]

First Name	Date of Birth	Gender	SASID #	Primary Language	Grade	Participant Type	Pregnant	Household ID	Household Name
Luis	7/9/2	Male		Spanish		Child	No	15591	Herralez
Ash		Female		English		Adult	No	35053	Alla
Jen	12/16/08	Male	8071 0517	Spanish	01	Child	No	34386	Loprotobles
Nin	11/16	Female		English		Child	No	21621	Des
Kari		Female				Adult	No	19217	D'A...a-Baran
Mic		Male		English		Child	No	19217	D'A...a-Baran
Mar		Female		English		Adult	No	16380	Barl
Rac		Female		English		Adult	No	30070	Bloc
Kris				English		ECE Provider	No		
Cai	1/29/0	Female		English		Adult	No	18884	Bou...d
Mac	12/16/0	Female		English		Child	No	18884	Bou...d
Dor	12/2/03	Male	4641 7316		01	Child	No	35427	Bry...
Jae	12/2/03	Female	4643 3216	English	01	Child	No	35427	Bry...
Lay	4/2/2	Female	2723 7080		01	Child	No	34393	Jaqu
Aid	2/23/0	Male		English		Child	No	28053	Chr...nsen
Dar		Female		English		Adult	No	28053	Chr...nsen
Mat		Male		English		Adult	No	28053	Chr...nsen
Jus		Male		English		Adult	No	23213	Clul
Kat		Female		English		Adult	No	23213	Clul
Luc	5/30/0	Male		English		Child	No	23213	Clul
Vict		Female		English		Adult	No	27182	Cor
Luis		Male				Adult	No	35660	Cor
Olg	10/3/	Female		Spanish		Adult	No	34348	Delg...

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Print/Export to Excel Save and Refresh



Search Criteria

[ALL]

Last Name	First Name	Primary Language	Participant Type	Household ID	Household Name	Head Of Household
Alla	Ella	English	ECE Provider			
Ave	Lisa	English	ECE Provider			
Bar	De	English	ECE Provider			
Bor	Ak	English	Child	34110	Borders	No
Bor	Tir	English	Adult	34110	Borders	Yes
Br	Ho	English	ECE Provider			
Caz	Eli	English	Child	29140	Cazeau	No
Cur	Me	English	Adult	29140	Cazeau	Yes
Eti	Ma	English	Child	37243	Etienne	No
Eti	Sa	English	Adult	37243	Etienne	Yes
Flex	Jan	English	Adult			
Gor	Fi	English	Child	22587	Gordon	No
Hen	An	English	Child	34111	Henry	No
Hen	As	English	Adult	34111	Henry	Yes
Lan	Jan	English	Adult	22587	Gordon	Yes
Lew	An	English	ECE Provider			
Mac	Cl	English	ECE Provider			
Mck	Ro	English	ECE Provider			
Moh	Tif	English	Adult	29129	Mohammed	Yes
Pon	Jon	English	Child	33739	Ponder	No
Pon	Sh	English	Adult	33739	Ponder	Yes
Pon	Ta	Russian	Adult	33739	Ponder	No
Red	Al	Bosnian	Adult	35629	Redzic	No



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Print/Export to Excel

- All PAT families must have one parent designated as Head of Household
- Click Search/Find Participants/Quick Edit
- Select First and Last Name, Primary Language, Participant Type, Household ID, Household Name and Head of Household.
- Confirm that one adult in the household is designated as Head of Household



[Home](#) [Site Info](#) [Activities](#) [Registration](#) [Rosters](#) [Attendance](#) [Reports](#) [Search](#) [Payments](#)

[Links](#) [Help](#)

Registration

Attendees: 0 Registered: 30 Total Records: 30

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

Household

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

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

Step 1: Find Participants

Search for Household by Member:

 Search for Household by ID:

Step 3: Household Details

Details Members

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

Close Save

Add Members	
Name	Adult
Akira	
Tina	X

[Add HH member](#)
[Edit Household](#)

- To designate an adult as Head of Household, select their registration record.
- Click "Edit Household" and then "Members".
- Click on the pencil icon to edit.
- Once designated as Head of Household, the icon of a person will appear.



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.

- Choosing enrolled/not enrolled gives you a global count of all registered participants.
- You can enter missing age (children only) and gender using the SEARCH function.
- You can enter missing Race or Ethnicity by clicking on Registration tab and selecting Quick Data Entry Tools. Next, click on “Edit Demographics” from the top left hand column. Select either NECES Race or Ethnicity from the drop down menu and it will display the participants (if any) missing that information.
- You are able to add the information and save (if applicable).



Household Enrolled Program Report

The Household Enrolled Program Report displays details of participants and their program status.

1. Select and review each program separately (PAT, FIT, OOST, PreK, ECE Services and Not Enrolled in Any Program).
2. Select “Enrolled in Any Program” and review.

N/A appearing the Household ID column is an indication the participant is not properly householded.

Ensure the enrollment dates and exit dates (if applicable) are accurate, especially PAT.

NOTE: All adults and children must be in a HH. A child must be in a HH with an adult. Adults in PAT or FIT must be in a HH with a child. Adults not enrolled in PAT or FIT who are attending sessions that are designed for adults only, e.g., Adult Ed or Parent Education, may be registered without a child and they should be put in a HH by themselves. ECE providers should not be put in any household.

Reports

Academics
Activity Information
Attendance - By Person
Attendance - Totals
Family Resource Center
Services Matrix Report
Blank Participant Assessment
Child Screenings and Referral Detail
Dosage by Program/Activity/Session
Follow-up Report
FRC Services Report
General Resource Referral
Household Enrolled Program
Participant Assessment Results
Participant Characteristics
PAT Report
Upcoming Home Visits
Miscellaneous
Participant Contact Information
Participant Information
Registration Forms/ID Cards
Staff
Surveys
System

Household Enrolled Program

T 15
Enrolled PAT
Date Run: Wednesday at 12:04:05 PM (ET)

Enrolled Programs Summary	
Total Participants Enrolled this Program Year:	8
Total Adult Enrolled:	4
Total Child Enrolled:	4
Total New Participants Enrolled this Program Year:	7
Total New Adult Enrolled:	3
Total New Child Enrolled:	4
Total Participants Not Enrolled this Program Year:	0
Total Families Not Enrolled this Program Year:	0
Total Current Families Enrolled:	6
Total New Families Enrolled:	5
Total Participants Enrolled in One Program:	8
Total Participants Enrolled in Two Programs:	0
Total Participants Enrolled in Three Programs:	0
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
N/A	N/A	Ap [redacted] salee	JC1042851		Adult	PAT	10/31/2014	
33517	[redacted]	Ch [redacted] na	AJC1014078		Adult	PAT	02/11/2014	
33517	[redacted]	Di [redacted] na	AJC1067048		Adult	PAT	09/18/2014	
34474	[redacted]	Ro [redacted] Selena	JC1035343		Child	PAT	09/18/2014	
34296	[redacted]	Me [redacted] anika	AJC1072672		Adult	PAT	10/27/2014	
34574	[redacted]	Mc [redacted] iden	JC1089634		Child	PAT	09/22/2014	
34568	[redacted]	To [redacted] gel	JC1003593		Child	PAT	11/10/2014	
	[redacted]	Sm [redacted] elle	JC1071644		Child	PAT	10/29/2014	

- “N/A” located within Household ID is an indication that participant is not in a household.
- All adults and children must be in a HH.
- A child must be in a HH with an adult.
- Adults in PAT or FIT must be in a HH with a child.
- Adults not enrolled in PAT or FIT who are attending sessions that are designed for adults only, e.g., Adult Ed or Parent Education, may be registered without a child and they should be put in a HH by themselves.
- ECE providers should not be put in any household.



FRC Assessment

- You must complete an assessment for every family.
 - One assessment per family.
 - The assessment must be assigned to an adult.
- Make sure to update assessments for families carried over to the current term.
 - Make sure to always update the original assessment.
 - Do not create a new assessment for a family that had one in a previous term.
- Run the Participant Assessment Results Report to ensure your families have a completed assessment.

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



FRC Assessment

Participant Assessment Status Report

This report tells you the assessment status of each family and registered participant. The report has two sections: *Participant Assessment Exceptions and Participant Assessments*

Participant Assessment Results Report

This report displays all households that have an assessment started or updated in the current program year. All households should appear on this list by the end of the program year, indicating that you have done an initial assessment for all new families and have updated the assessment for all families carried over from the prior year.

-Select Enrolled/Not Enrolled in any Program to see results for all assessments

Participant Assessment Status Report

Participant Assessment Status

Date Range: [REDACTED] 2015
 Assessment Program: [REDACTED]
 Enrolled Program: [REDACTED] program
 Date Run: Tuesday, [REDACTED] AM (ET)

Number of Assessments Completed: 205

Number of Families Completed: 200

Percent of Families Assessed: 61.54%

Participant Assessment Exceptions

Household	Participant	Participant Type	Exception Reasons
[REDACTED] 21527	[REDACTED]	Child	
[REDACTED]	[REDACTED]	Adult Participant	Assessment Not Assigned for the Household; Assessment Not Taken for the Household
[REDACTED] - 27273	[REDACTED]	Adult Participant	Assessment Not Taken for the Household
[REDACTED] vic - 21499	[REDACTED]	Child	
[REDACTED]	[REDACTED]	Adult Participant	Assessment Not Assigned for the Household; Assessment Not Taken for the Household
[REDACTED] - 19759	[REDACTED]	ECE Provider	Assessment Not Assigned for the Household; Assessment Not Taken for the Household; No Adults in the Household
[REDACTED]	[REDACTED]	Child	Assessment Not Assigned for the Household; Assessment Not Taken for the Household; No Adults in the Household
[REDACTED] - 19760	[REDACTED]	Adult Participant	More Than One Assessment Assigned for the Household
[REDACTED]	[REDACTED]	Adult Participant	More Than One Assessment Assigned for the Household
[REDACTED]	[REDACTED]	Child	Assigned Assessment Not for Adult; More Than One Assessment Assigned for the Household
[REDACTED] - 20179	[REDACTED]	Adult Participant	Assessment Not Assigned for the Household; Assessment Not Taken for the Household
[REDACTED]	[REDACTED]	Child	
[REDACTED] 038	[REDACTED]	Adult Participant	More Than One Assessment Assigned for the Household
[REDACTED]	[REDACTED]	Child	Assigned Assessment Not for Adult; More Than One Assessment Assigned for the Household
[REDACTED]	[REDACTED]	Adult Participant	More Than One Assessment Assigned for the Household
[REDACTED] - 19762	[REDACTED]	Child	
[REDACTED]	[REDACTED]	Adult Participant	Assessment Not Taken for the Household
[REDACTED] 34042	[REDACTED]	Child	Assigned Assessment Not for Adult; More Than One Assessment Assigned for the Household
[REDACTED]	[REDACTED]	Adult Participant	More Than One Assessment Assigned for the Household
[REDACTED] - 20335	[REDACTED]	Adult Participant	More Than One Assessment Assigned for the Household
[REDACTED]	[REDACTED]	Adult Participant	More Than One Assessment Assigned for the Household
[REDACTED]	[REDACTED]	Adult Participant	More Than One Assessment Assigned for the Household
[REDACTED] - 19763	[REDACTED]	Child	Assigned Assessment Not for Adult; More Than One Assessment Assigned for the Household

Participant Assessment Status Report

Percent of Families Assessed: 100.00%



Participant Assessment Exceptions

Participant Assessments

Household	Participant	Participant Type	Response Distribution			Assessment Taken	Date Last Taken	Current/Prior Program Year
			Yes	No	Unknown			
Alleyne - 36097	Alleyne, Lesloyd	Adult Participant	2.08%	97.92%	0.00%	Yes	06/02/2015	Prior
	Alleyne, Quinn	Child						
	Alleyne, Susan	Adult Participant						
Borders - 34110	Borders, Akira	Child						
	Borders, Tina	Adult Participant	2.08%	97.92%	0.00%	Yes	02/17/2015	Prior
Cazeau - 29140	Cazeau, Elijah	Child						
	Cumberland, Melisha	Adult Participant	2.08%	97.92%	0.00%	Yes	10/15/2014	Prior
Etienne - 37243	Etienne, Madison	Child						
	Etienne, Sally	Adult Participant	2.08%	97.92%	0.00%	Yes	10/15/2014	Prior
Gordon - 22587	Gordon, Fiona	Child						
	Lancaster, Janine	Adult Participant	2.08%	97.92%	0.00%	Yes	05/01/2014	Prior
Henry - 34111	Henry, Aria	Child						
	Henry, Ashante	Adult Participant	0.00%	100.00%	0.00%	Yes	07/20/2015	Current
Kamola - 29132	Kamola, Harvey	Child						
	Laws, Serena	Adult Participant	2.08%	97.92%	0.00%	Yes	05/02/2014	Prior
Laboy-Santiago - 33362	Laboy-Santiago, Adrian	Child						
	Santiago-Gonzalez, Iris	Adult Participant	4.17%	95.83%	0.00%	Yes	10/15/2014	Prior
Mohammed - 29129	Mohammed, Micha	Child						
	Mohammed, Tiffany	Adult Participant	0.00%	100.00%	0.00%	Yes	09/11/2014	Prior
Ponder - 33739	Ponder, Jon-Sherman	Child						
	Ponder, Sherman	Adult Participant						
	Ponder, Tatiana	Adult Participant	2.08%	95.83%	2.08%	Yes	11/10/2014	Prior
Redzic - 35629	Redzic, Alena	Adult Participant	0.00%	100.00%	0.00%	Yes	02/18/2015	Prior
	Redzic, Leila	Child						
Wheeler - 34096	Wheeler, Patty	Adult Participant	0.00%	100.00%	0.00%	Yes	06/15/2015	Prior
	Wheeler, Renata	Child						
Williams - 29149	Ford, Desiree	Adult Participant	2.08%	97.92%	0.00%	Yes	10/15/2014	Prior
	Williams, Ry'lee	Child						
Willis - 35324	Sykes, Tiffani	Adult Participant	2.08%	97.92%	0.00%	Yes	02/18/2015	Prior
	Willis, Rhyleigh	Child						
Woodson - 21685	Woodson, Caiden	Child						
	Woodson, Nichelle	Adult Participant	0.00%	100.00%	0.00%	Yes	10/15/2014	Prior



FRC Reports

All FRC reports (not including the Cayen Search function) are found in the REPORTS section under *Family Resource Center*.

- Each report in Cayen has a link to a Report Explanation file that will explain the report and where the data generated are coming from.
- Take time to understand the different filters; run the same report multiple times choosing different filters.
- All reports are able to be viewed in a web viewable format directly on the screen or they can be exported to Excel; you're able to print in either format.

Note: When you save the excel document you must change the file type. Click "Save As" and under the file name, select "Excel Workbook" from the drop down menu entitled "Save as type" .



FRC Reports (cont.)

Review the different reports to ensure you are capturing the various elements of your programming/services.

- Participant Characteristics
- Household Enrolled
- Assessment Status
- Child Screening and Referral Detail
- FRC Services
- General Resource Referral



FRC Webinars/Resources

New User Trainings

January 25th - 9 a.m. to 12:30 p.m.

Contact marie.Aligata@ct.gov

Past Webinars

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



FRC Webinars/Resources

Contact Cayen:

- You are unable to save a registration record.
- The system takes an extraordinary amount of time to load a report.
- You are unable to view some items/areas within the system.

Do NOT contact Cayen:

- If you have questions about registration vs. enrollment in a program.
- With Specific PAT questions.

Direct questions to: Louis Tallarita at Louis.Tallarita@ct.gov or
Gerald Barrett at gbarrett@crec.org