

Cayen FRC March Webinar Data Review Protocol Phase 1





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".





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

First Name	Date of Birth	Gender	SASID #	Primary Languag	je	Grade		Participant Type	Pregnant	Household ID	Household Name
Luis	7/9/2012	Male 👻		Spanish	•		-	Child	▼ No ▼	15591	Herendez
Ashley		Female 👻		English	•		-	Adult	▼ No ▼	35053	Alla
Jensen	12/16/2008	Male 👻	8	Spanish	•	01	-	Child	▼ No ▼	34386	Lop · Robles
Nina	11/16/2011	Female 👻		English	•		-	Child	▼ No ▼	21621	Des
Kaitlin		Female 👻			•		•	Adult	▼ No ▼	19217	D'A rsa-Baran
Michael		Male 👻		English	•		•	Child	▼ No ▼	19217	D'A rsa-Baran
Mary		Female 👻		English	•		•	Adult	▼ No ▼	16380	Barur
Rachel		Female 👻		English	•		•	Adult	▼ No ▼	30070	Bloc
Kris		•		English	•		•	ECE Provider	▼ No ▼		
Caitlyn	1/29/1980	Female 👻		English	•		•	Adult	▼ No ▼	18884	Bou ard
Madelyn	12/16/2010	Female 👻		English	•		•	Child	▼ No ▼	18884	Bou ard
Donovan	12/2/2008	Male 👻	4 7316		•	01	-	Child	▼ No ▼	35427	Bry
Jae'Lee	12/2/2008	Female 👻	4 8216	English	•	01	•	Child	▼ No ▼	35427	Bry
Laylani	4/2/2008	Female 👻	2 7080		-	01	-	Child	▼ No ▼	34393	Jaq
Aiden	2/23/2010	Male 👻		English	-		-	Child	✓ No ✓	28053	Chriansen
Danielle		Female 👻		English	-		-	Adult	▼ No ▼	28053	Chriansen
Matthew		Male 👻		English	-		-	Adult	✓ No ✓	28053	Chriansen
Justin		Male 👻		English	•		•	Adult	▼ No ▼	23213	Clui
Katie		Female 👻		English	•		•	Adult	▼ No ▼	23213	Clul
Lucas	5/30/2010	Male 👻		English	•		•	Child	▼ No ▼	23213	Clui
Victoria		Female 👻		English	•		•	Adult	▼ No ▼	27182	Cors
Luis		Male 👻			•		•	Adult	▼ No ▼	35660	Corte
Olga	10/3/1971	Female 👻		Spanish	•		•	Adult	▼ No ▼	34348	Del
Back										P	rint/Export to Excel Save and Re



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.



	CAYEN FRC										
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