



# Cayen FRC November Webinar FRC Reports





## 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" .





## 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	7/9/2012	Male	[REDACTED]	Spanish		Child	No	15591	Herandez
Ashley		Female		English		Adult	No	35053	Alla
Jensen	12/16/2008	Male	8000517	Spanish	01	Child	No	34386	Lopez-Robles
Nina	11/16/2011	Female		English		Child	No	21621	Des
Kaitlin		Female				Adult	No	19217	D'Arsa-Baran
Michael		Male		English		Child	No	19217	D'Arsa-Baran
Mary		Female		English		Adult	No	16380	Barbur
Rachel		Female		English		Adult	No	30070	Blo
Kris				English		ECE Provider	No		
Caitlyn	1/29/1980	Female		English		Adult	No	18884	Bouard
Madelyn	12/16/2010	Female		English		Child	No	18884	Bouard
Donovan	12/2/2008	Male	40007316		01	Child	No	35427	Bry
Jae'Lee	12/2/2008	Female	40002216	English	01	Child	No	35427	Bry
Laylani	4/2/2008	Female	20007080		01	Child	No	34393	Ja
Aiden	2/23/2010	Male		English		Child	No	28053	Chrnsen
Danielle		Female		English		Adult	No	28053	Chrnsen
Matthew		Male		English		Adult	No	28053	Chrnsen
Justin		Male		English		Adult	No	23213	Clu
Katie		Female		English		Adult	No	23213	Clu
Lucas	5/30/2010	Male		English		Child	No	23213	Clu
Victoria		Female		English		Adult	No	27182	Cor
Luis		Male				Adult	No	35660	Cor
Olga	10/3/1971	Female		Spanish		Adult	No	34348	Del

Back

Print/Export to Excel | Save and Refresh



# 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.



# Participant Assessment Status Report

## Participant Assessment Status

Date Range: 07/01/2014 - 05/26/2015

Assessment: ERC Family/Child Assessment

Date Run: Tuesday, May 26, 2015 at 10:07:28 AM (ET)

**Number of Assessments Completed: 205**

**Number of Families Completed: 200**

**Percent of Families Assessed: 61.54%**

### Participant Assessment Exceptions

Household	Participant	Participant Type	Exception Reasons
██████████ 21527	Ab	Child	
	Ab	Adult Participant	Assessment Not Assigned for the Household; Assessment Not Taken for the Household
██████████ - 27273	Ag	Adult Participant	Assessment Not Taken for the Household
██████████ vic - 21499	Ah	Child	
	Ah	Adult Participant	Assessment Not Assigned for the Household; Assessment Not Taken for the Household
██████████ - 19759	Ale	ECE Provider	Assessment Not Assigned for the Household; Assessment Not Taken for the Household; No Adults in the Household
	Or	Child	Assessment Not Assigned for the Household; Assessment Not Taken for the Household; No Adults in the Household
██████████ - 19760	Di	Adult Participant	More Than One Assessment Assigned for the Household
	Di	Adult Participant	More Than One Assessment Assigned for the Household
	Di	Child	Assigned Assessment Not for Adult; More Than One Assessment Assigned for the Household
██████████ - 20179	Al	Adult Participant	Assessment Not Assigned for the Household; Assessment Not Taken for the Household
	Al	Child	
██████████ 038	An	Adult Participant	More Than One Assessment Assigned for the Household
	Ch	Child	Assigned Assessment Not for Adult; More Than One Assessment Assigned for the Household
	Ch	Adult Participant	More Than One Assessment Assigned for the Household
██████████ - 19762	Aq	Child	
	Aq	Adult Participant	Assessment Not Taken for the Household
██████████ 34042	Ar	Child	Assigned Assessment Not for Adult; More Than One Assessment Assigned for the Household
	Ar	Adult Participant	More Than One Assessment Assigned for the Household
██████████ - 20335	Ba	Adult Participant	More Than One Assessment Assigned for the Household
	Ba	Adult Participant	More Than One Assessment Assigned for the Household
	Be	Adult Participant	More Than One Assessment Assigned for the Household
██████████ - 19763	Ba	Child	Assigned Assessment Not for Adult; More Than One Assessment Assigned for the Household

# Participant Assessment Status Report

## Participant Assessments

Household	Participant	Participant Type	Response Distribution			Assessment Taken	Date Last Taken	Current/Prior Program Year
			Yes	No	Unknown			
[REDACTED] - 21527	[REDACTED] h	Child						
[REDACTED]	[REDACTED] ad	Adult Participant						
[REDACTED] 20093	[REDACTED] enda	Adult Participant	0.00%	100.00%	0.00%	Yes	02/27/2013	Prior
[REDACTED]	[REDACTED] yza	Child						
[REDACTED] 19761	[REDACTED] gail	Adult Participant	0.00%	100.00%	0.00%	Yes	02/26/2013	Prior
[REDACTED]	[REDACTED] ximos	Child						
[REDACTED] 2070	[REDACTED] ey	Adult Participant	2.08%	2.08%	95.83%	Yes	12/30/2013	Prior
[REDACTED]	[REDACTED] na	Child						
[REDACTED] 7273	[REDACTED] ia	Adult Participant						
[REDACTED] - 21499	[REDACTED] Armin	Child						
[REDACTED]	[REDACTED] anela	Adult Participant						
[REDACTED] 19759	[REDACTED] elmarie	ECE Provider						
[REDACTED]	[REDACTED] ar, Elias	Child						
[REDACTED] 36714	[REDACTED] ullah	Adult Participant	6.25%	93.75%	0.00%	Yes	04/08/2015	Current
[REDACTED]	[REDACTED] nah	Child						
[REDACTED]	[REDACTED] ia	Adult Participant						
[REDACTED]	[REDACTED] ryan	Child						
[REDACTED] 450	[REDACTED] e	Adult Participant	0.00%	100.00%	0.00%	Yes	03/23/2015	Current
[REDACTED]	[REDACTED] ena	Child						
[REDACTED] 19760	[REDACTED] dra	Adult Participant	0.00%	97.92%	2.08%	Yes	10/24/2014	Current
[REDACTED]	[REDACTED]	Adult Participant						
[REDACTED]	[REDACTED]	Child						
[REDACTED] 20179	[REDACTED] stine	Adult Participant						
[REDACTED]	[REDACTED] sta	Child						
[REDACTED] 3	[REDACTED] (Lydia)	Adult Participant	2.08%	97.92%	0.00%	Yes	10/21/2014	Current
[REDACTED]	[REDACTED] h	Child						
[REDACTED]	[REDACTED]	Adult Participant						
[REDACTED] 23345	[REDACTED] ria	Adult Participant	4.17%	4.17%	91.67%	Yes	02/05/2014	Prior
[REDACTED]	[REDACTED] Mateo	Child						
[REDACTED] 35465	[REDACTED] ria	Adult Participant	4.17%	95.83%	0.00%	Yes	01/30/2015	Current
[REDACTED]	[REDACTED] lome	Child						
[REDACTED] 19762	[REDACTED] holas	Child						
[REDACTED]	[REDACTED] ellie	Adult Participant						
[REDACTED] 042	[REDACTED] ey	Child						
[REDACTED]	[REDACTED]	Adult Participant	4.17%	95.83%	0.00%	Yes	11/12/2014	Current
[REDACTED] - 34403	[REDACTED] onica	Adult Participant	0.00%	100.00%	0.00%	Yes	11/20/2014	Current
[REDACTED]	[REDACTED] er	Child						
[REDACTED] 057	[REDACTED] en	Child						
[REDACTED]	[REDACTED] en, Delaney	Child						



# 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**



Enrolled Program(s): PAT  
Date Run: Wednesday, March 25, 2015 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	
33520	[redacted]	Cr [redacted] na	AJC1014078		Adult	PAT	02/11/2014	
33517	[redacted]	Di [redacted] na	AJC1067048		Adult	PAT	09/18/2014	
33517	[redacted]	Ro [redacted] Selena	JC1035343		Child	PAT	09/18/2014	
34474	[redacted] efee	Me [redacted] anika	AJC1072672		Adult	PAT	10/27/2014	
34296	[redacted] enet	Mc [redacted] iden	JC1089634		Child	PAT	09/22/2014	
34574	[redacted] ra	To [redacted] gel	JC1003593		Child	PAT	11/10/2014	
34568	[redacted] doval	Sm [redacted] elle	JC1071644		Child	PAT	10/29/2014	



## FRC Services Report

Date Range: 07/01/2014 - 05/27/2015  
 Activity/Session: All Activities/All Sessions  
 Enrolled Program: PAT  
 Date Run: Wednesday, May 27, 2015 at 11:08:25 AM (ET)

Participants Served/Not Served : PAT					
	Children <a href="#">?</a>	Adults <a href="#">?</a>	Families <a href="#">?</a>	ECE Providers <a href="#">?</a>	Totals
<b>Total Served</b>	11	19	10	0	<b>30</b>
<b>Total Not Served</b>	0	0	0	0	<b>0</b>
<b>Totals</b>	11	19	10	0	<b>30</b>

Total Number Receiving Services					
Activity/Session	Children <a href="#">?</a>	Adults <a href="#">?</a>	Families <a href="#">?</a>	ECE Providers <a href="#">?</a>	
Child Screening-Developmental / *Child Screening - Developmental	10	0	9	0	
Child Screening-Health / *Child Screening - Health	9	0	8	0	
Child Screening-Hearing / *Child Screening - Hearing	9	0	8	0	
Child Screening-Social / Emotional / *Child Screening - Social / Emotional	9	0	8	0	
Child Screening-Vision / *Child Screening - Vision	9	0	8	0	
Family Connections-Play and Learn / Thursday Open Center Activity Group # 1 for Parents & Child Care Providers	3	4	4	0	
Family Connections-Play and Learn / Thursday Open Center Activity Group #2 for Parents & Child Care Providers	4	5	4	0	
Home Visit / *Home Visit	11	19	10	0	
PAT-Standard GC-Family Literacy / Monday Parent/Child Activity Group #1 - for children ages 1-2 1/2 years (Session #2)	2	3	3	0	
PAT-Standard GC-Family Literacy / Monday Parent/Child Activity Group #1 - for children ages 1-2 1/2 yrs (Session #1)	5	4	5	0	
PAT-Standard GC-Family Literacy / Monday Parent/Child Activity Group #2 - for children ages 1 - 2 1/2 yrs (Session #2)	1	1	2	0	
PAT-Standard GC-Family Literacy / Monday Parent/Child Activity Group #2 -for children ages 1 - 2 1/2 yrs (Session #1)	1	2	2	0	
PAT-Standard GC-Family Literacy / Tuesday Parent/Child Activity Group for children 2 1/2 years and older (Session #1)	2	1	1	0	
PAT-Standard GC-Family Literacy / Tuesday Parent/Child Activity Group for children ages 2 1/2 yrs & older (Session #2)	4	4	3	0	
PAT-Standard GC-Family Literacy / Wednesday Parent/Child Activity Group for children 2 1/2 years and older (Session #1)	5	6	6	0	
PAT-Standard GC-Family Literacy / Wednesday Parent/Child Activity Group for children ages 2 1/2 yrs & older (Session #2)	2	2	2	0	
PAT-Standard GC-Play and Learn / 2nd & 4th Tuesday Grandparent/Child Activity Group for children 1 year and older (Session #1)	0	1	1	0	
PAT-Standard GC-Play and Learn / 2nd Wednesday Baby Time: Parents and Babies Birth to 1 year	0	1	1	0	

Services Details								
Activity/Session	Household <a href="#">?</a>	Household ID <a href="#">?</a>	Date of Service <a href="#">?</a>	Last Name <a href="#">?</a>	First Name <a href="#">?</a>	Participant ID <a href="#">?</a>	SASID <a href="#">?</a>	Participant Type <a href="#">?</a>



## Child Screenings and Referral Detail



Term: 2014-2015  
 Screening Type: All Screening Types  
 Enrolled Programs: PAT  
 07/01/2014 - 05/27/2015  
 Date Run: Wednesday, May 27, 2015 at 11:36:40 AM (ET)

### Screening Information

District: Stratford Public Schools									
Site: Stratford Academy									
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	10	10	100.00 %	0	0.00 %	0	0.00 %	0	0.00 %
Child Screening-Health	9	9	100.00 %	0	0.00 %	0	0.00 %	0	0.00 %
Child Screening-Hearing	9	9	100.00 %	0	0.00 %	0	0.00 %	0	0.00 %
Child Screening-Social / Emotional	9	9	100.00 %	0	0.00 %	0	0.00 %	0	0.00 %
Child Screening-Vision	9	9	100.00 %	0	0.00 %	0	0.00 %	0	0.00 %
<b>Totals:</b>	46	46	100.00 %	0	0.00 %	0	0.00 %	0	0.00 %

### Referral Detail Information

No Records to Display

- Child Screenings and Referral Detail: includes a summary of child “Screenings” conducted and “Referral” initiated in the service details.
- PAT children must have all 5 required screenings.



# FRC Webinars/Resources

## Webinar Series (continues)

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

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

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





## FRC Webinars/Resources

Contact Cayen:

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

Do NOT contact Cayen:

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

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

