

**Division of Family Resource and Youth Services  
Centers**

**Cabinet for Health and Family Services**



**FRYSC Counts User's Guide**

*Updated July 2026*

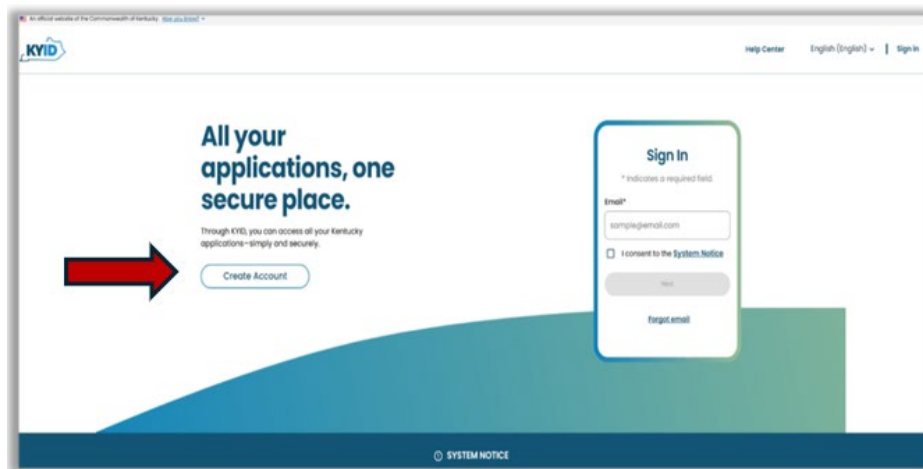
## Contents

| <b>Topic</b>                   | <b>Page Number</b> |
|--------------------------------|--------------------|
| FRYSC Counts User's Guide      | 1                  |
| Accessing the KYID Dashboard   | 3                  |
| Accessing FRYSC                | 5                  |
| Navigating the System          | 6                  |
| District Page                  | 7                  |
| The Center Page                | 12                 |
| Action Component               | 14                 |
| Action Component Amendments    | 17                 |
| Training Tab                   | 21                 |
| Impact Reports                 | 25                 |
| Budget Entry (Original Budget) | 29                 |
| Budget Amendments              | 30                 |
| Purchase/Subcontract Requests  | 36                 |
| Center Operations—Original     | 40                 |
| Center Operations—Amendment    | 42                 |
| Advisory Council Listing       | 45                 |
| Best Practices                 | 47                 |
| Unenrolled Section             | 49                 |
| Common Questions               | 57                 |

## Accessing the KYID Dashboard

For new coordinators, assistants, or district-level staff needing access to FRYSC Counts, please follow the instructions below. KYID (Kentucky Identity and Access Management platform) is the application that houses most applications operated by the Commonwealth of Kentucky. It serves as the doorway to access the applications but is not associated with the applications themselves.

1. Sign up for a KYID account visit [KYID Dashboard](https://kyid.ky.gov) (kyid.ky.gov) and click on the Create Account.
2. Enter your primary email address and verify it using the code sent to your email.
3. Fill in your personal details (name, date of birth, and address) as prompted.  
**Important:** *You do not need to provide your Social Security Number. A Social Security Number is not required to complete your KYID setup.*
4. Set up your password following the required criteria (minimum 8 characters, including uppercase, lowercase, number, and special character #@-! \$ |~\*?).
5. Add and verify a mobile phone number or alternative email address for account recovery and security.
6. Complete the registration and, if prompted, set up Multi-Factor Authentication (MFA) using an authenticator app or SMS.



## KYID Password Resets

If you forget your KYID password or need to reset it, follow these steps:

### To reset your KYID password:

1. On the [KYID login page](https://kyid.ky.gov) (kyid.ky.gov) enter your registered email address.
2. Click the Forgot Password? link.
3. Check your email for a six-digit verification code and enter it on the portal.
4. You will be prompted to complete multi-factor authentication (MFA) to verify your identity. This may involve entering a code sent to your phone, email and alternate email, authenticator apps and identity proofing.
5. Create a new password that meets the security requirements.
6. Log in with your new password.

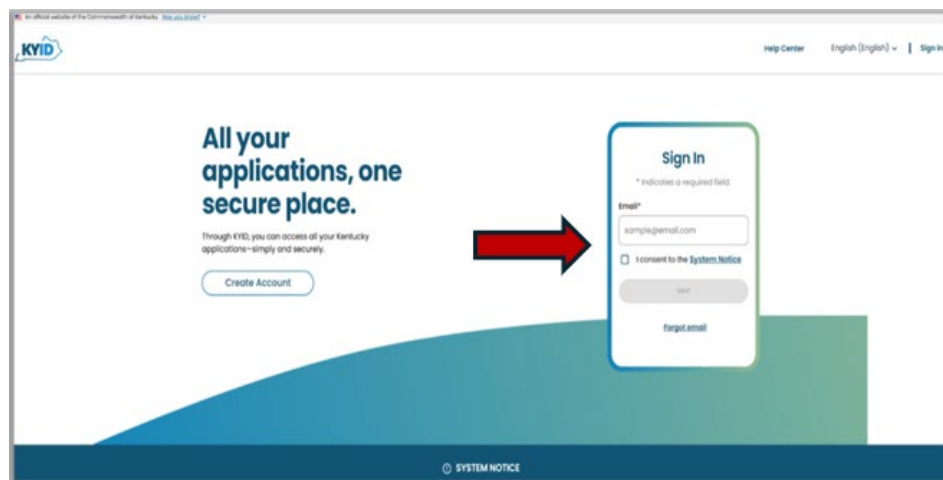
### If you are already logged in and want to change your password:

1. Go to My Dashboard and select My Account.
2. Complete MFA to verify your identity.
3. Under Login & Security, choose the option to update your password.
4. Follow the prompts to enter your current password and set a new one.

## Accessing FRYSC Counts

FRYSC Counts is a data collection and approval system for Kentucky Family Resource and Youth Services Centers.

1. To request access to FRYSC Counts, please send the following information via email to [FRYSCHelp@ky.gov](mailto:FRYSCHelp@ky.gov):
  - a. Email address
  - b. Title/ role
  - c. School District
  - d. Name of center for which you need access (center staff only)
2. You will receive an email invitation with a link to “complete the process.” **After clicking the link, you will have full access to FRYSC Counts.**
3. Log in using the same email and password used to sign up for KYID.



## Navigating the System

This user's guide will be updated regularly to include new developments.

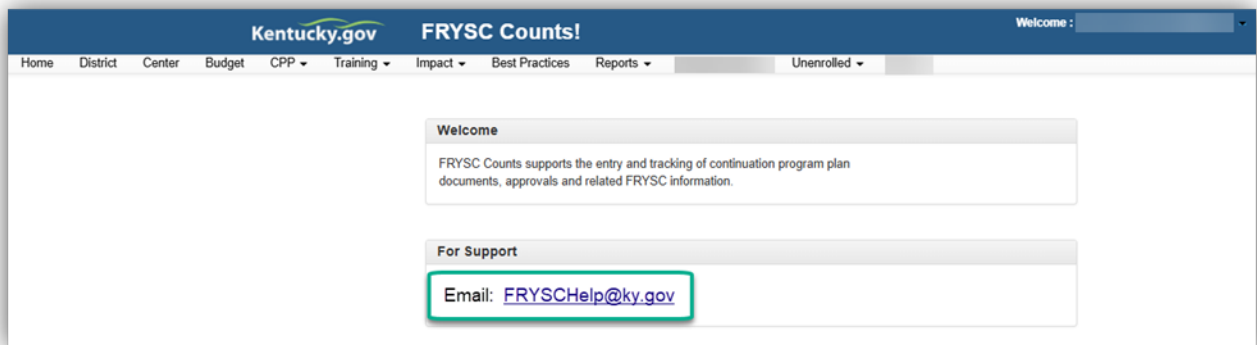
### The Home Screen

#### *Center staff access*

Coordinators and other center staff will have access to all, except for the district tab.

#### *District staff access*

District contacts and other approved district level staff will have access to district information and all center-level entries within the specified district.

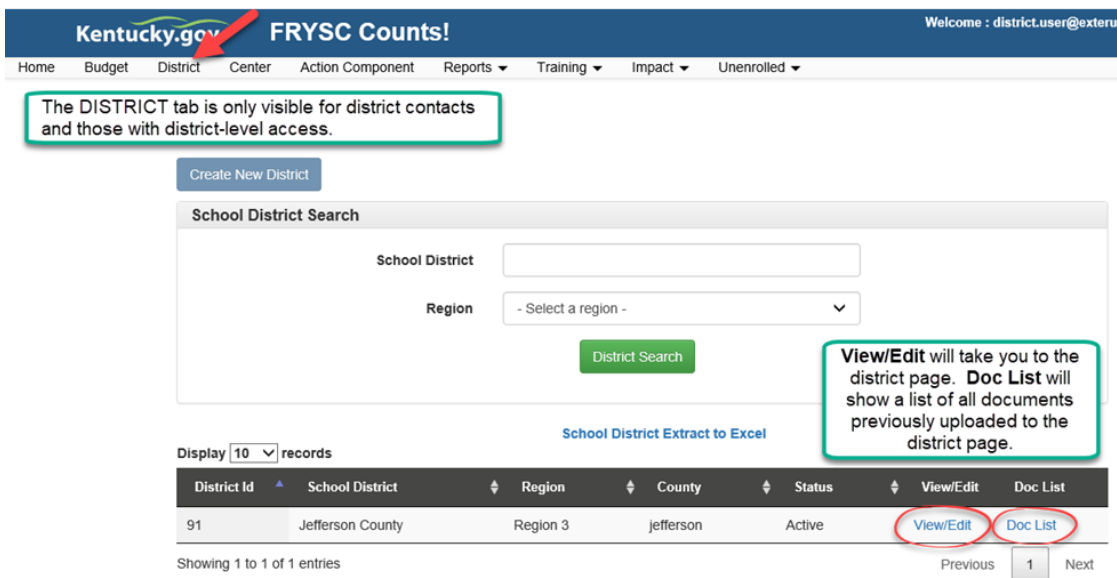


## District Page (District-level permissions only)

All district contacts and those with district level access can navigate to the district page, make changes to the contact information and upload documents to the district page. To locate the district page, scroll to the bottom of the page where you should see your school district name.

Beside the district name you will see two links: **View/Edit**, which will take you directly to the district page and **Doc List**, which will take you to the list of all documents associated with the district and allow you to upload new documents.

## District Search



Kentucky.gov FRYSC Counts! Welcome : districtUser@externu

Home Budget District Center Action Component Reports Training Impact Unenrolled

The DISTRICT tab is only visible for district contacts and those with district-level access.

Create New District

School District Search

School District

Region - Select a region -

District Search

View/Edit will take you to the district page. Doc List will show a list of all documents previously uploaded to the district page.

Display 10 records

School District Extract to Excel

| District Id | School District  | Region   | County    | Status | View/Edit | Doc List |
|-------------|------------------|----------|-----------|--------|-----------|----------|
| 91          | Jefferson County | Region 3 | jefferson | Active | View/Edit | Doc List |

Showing 1 to 1 of 1 entries

Previous 1 Next

District contacts are asked to keep the district page up to date to ensure that communication from the Division of FRYSC is routed to the correct email address.

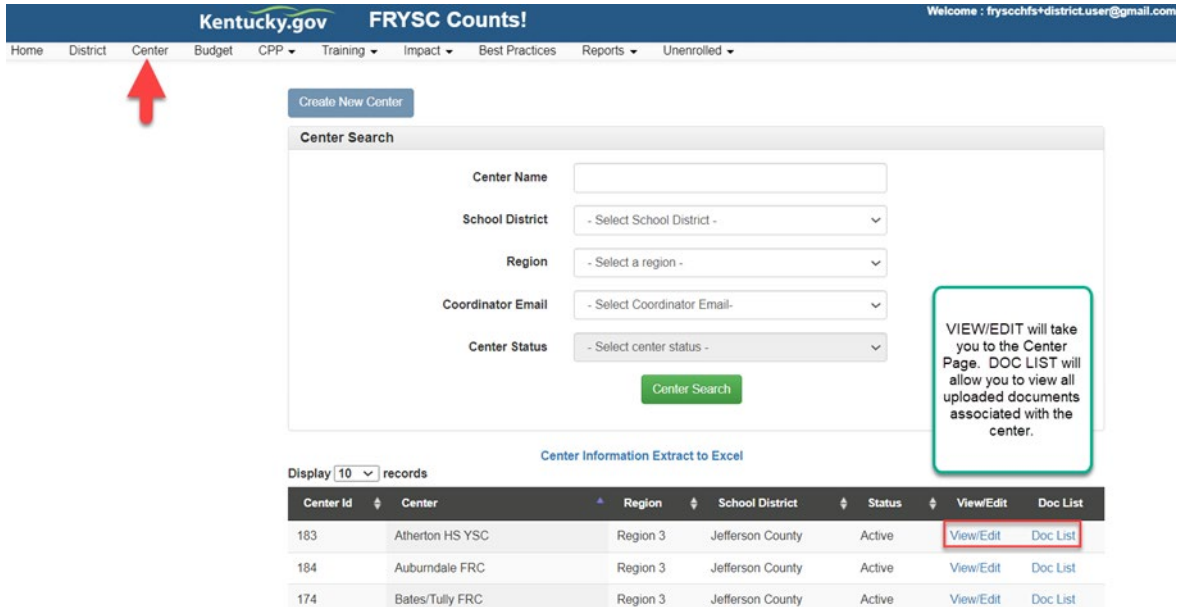
Included on the district page is contact information for:

- Superintendent
- District Contact
- Finance Officer
- Addition contact for MUNIS and/or Infinite Campus

As a District Contact, you have access to each Center's information in FRYSC Counts for your District.

## To view the Other Information Fields and In-Kind Totals

1. Click on the Center tab from the FRYSC Counts top tool bar.
2. Below the black bar, find the Center you would like to check and click on View/Edit.
3. Scroll down until you see the Other Information section.



Kentucky.gov FRYSC Counts! Welcome : fryschfs+district.user@gmail.com

Home District **Center** Budget CPP Training Impact Best Practices Reports Unenrolled

Create New Center

Center Search

Center Name

School District

Region

Coordinator Email

Center Status

Center Search

Center Information Extract to Excel

Display 10 records

| Center Id | Center          | Region   | School District  | Status | View/Edit                 | Doc List                 |
|-----------|-----------------|----------|------------------|--------|---------------------------|--------------------------|
| 183       | Atherton HS YSC | Region 3 | Jefferson County | Active | <a href="#">View/Edit</a> | <a href="#">Doc List</a> |
| 184       | Auburndale FRC  | Region 3 | Jefferson County | Active | <a href="#">View/Edit</a> | <a href="#">Doc List</a> |
| 174       | Bates/Tully FRC | Region 3 | Jefferson County | Active | <a href="#">View/Edit</a> | <a href="#">Doc List</a> |

VIEW/EDIT will take you to the Center Page. DOC LIST will allow you to view all uploaded documents associated with the center.

## Center Page: Other Information fields

The other information fields are found below the Advisory Council chairperson contact information. This section contains board/council involvement and various dollar amount totals for the fiscal year, including cash and in-kind contributions received by the center. Previous totals are cleared in March of each year, and updated totals are due June 30.

Other Information

(complete no later than June 30)

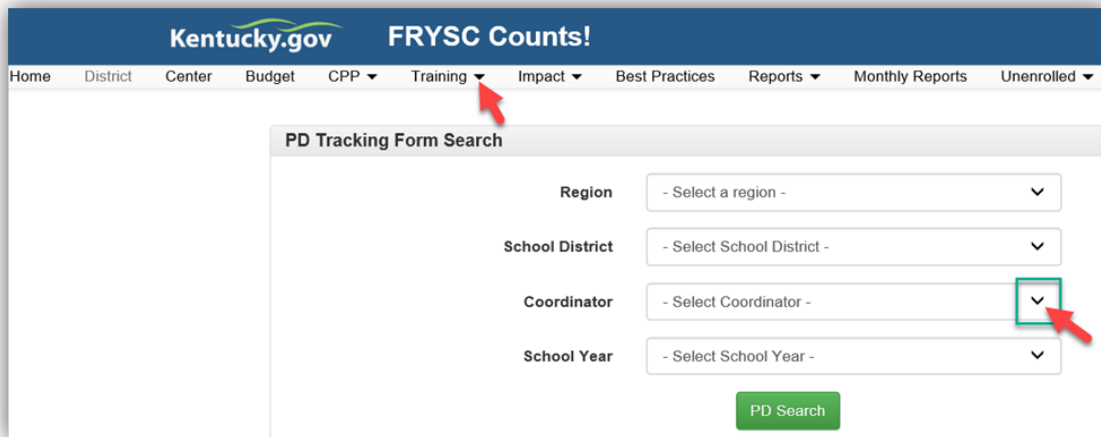
Of the following, on which boards / councils do you actively serve (regularly attend) ?

- ☐ ASAP
- ☐ CECC
- ☒ Community Collaboration for Children
- ☒ FAIR Team
- ☐ Foster Care Review Board
- ☐ RIAC/LIAC
- ☒ Salvation Army

## To check a Coordinator's PD Tracking Form

This information can be found under the Training tab

1. Click on the Training tab.
2. Choose PD Tracking Form.
3. In the Coordinator drop down box, select the coordinator email address. The PD form will display in the grid at the bottom.
4. Coordinators are required to have a minimum of 24 hours of PD (total credit hours appear at the bottom) and attend a minimum of 1 state conference.



Kentucky.gov FRYSC Counts!

Home District Center Budget CPP Training Impact Best Practices Reports Monthly Reports Unenrolled

PD Tracking Form Search

Region - Select a region -

School District - Select School District -

Coordinator - Select Coordinator -

School Year - Select School Year -

PD Search

## To check FRYSC Continuation Program Plans (CPP) and Budgets

This information can be found under the CPP or Budget tab, respectively.

1. Click on the Budget or CPP tab, depending on which form you would like to view.
  - a. The CPP tab contains links to 3 CPP forms:
    - i. Action Components
    - ii. Center Operations
    - iii. Advisory Council Listing
  - b. The Budget tab contains budget information for current and past years:
    - i. Original Budgets
    - ii. Budget Amendments
    - iii. Purchase Requests
2. Search for the Center Name and School Year to view current form submissions.

## The Center Page

Click the Center tab at the top of the page. To locate the center page, scroll to the bottom of the screen where you should see your center name (or multiple center names for those with district access). Beside the center name you will see two links: **View/Edit**, which will take you directly to the center page and DOC LIST, which will take you to the list of all documents associated with the district and allow you to upload new documents. You may also click **View/Upload Documents** at the bottom of the center page to view the **Doc List**.

### *Center Search—District*

#### Document Uploads

To upload a document, click DOC LIST on the main center screen, or VIEW/UPLOAD DOCUMENTS at the bottom of the center page.

- To upload a file
  - Browse for the file on your computer.
    - Depending on the browser you use, the screen view may vary slightly from the screen shot below.
  - Type a detailed document description.
    - Include enough information so that anyone viewing the list will know what is contained in the file without opening it.
  - Click **Upload**.
- You may also Open/Save files existing files or sort by document description, document type, or date uploaded (default) by clicking the arrows next to the appropriate column heading.

School District

Center

Region

**Center - View/Upload Documents**

Document

Description

Browse...

Upload

| Doc Desc                                         | Doc Type           | Person Uploaded | Date Uploaded | Open/Save                 |
|--------------------------------------------------|--------------------|-----------------|---------------|---------------------------|
| Center Inventory Feb. 2023                       | application/vnd... |                 | 1/20/2023     | <a href="#">Open/Save</a> |
| Advisory Council Minutes 9-15-22                 | application/vnd... |                 | 1/20/2023     | <a href="#">Open/Save</a> |
| Advisory Council Minutes 8-23-22 Special Meeting | application/vnd... |                 | 1/20/2023     | <a href="#">Open/Save</a> |

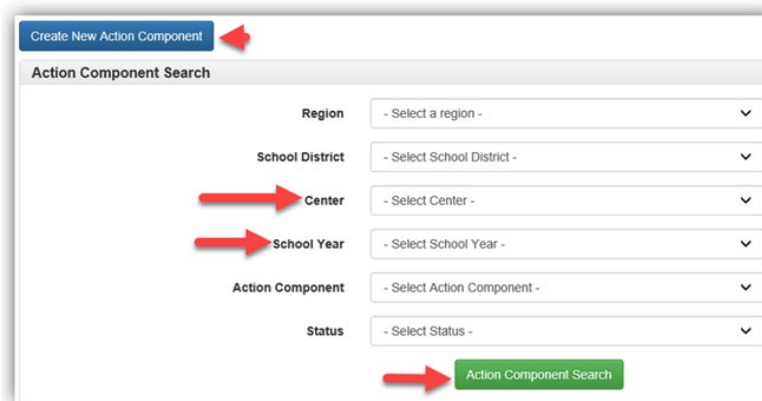
After a file has been uploaded, no changes may be made to the document description. To request file deletion, please contact your FRYSC Regional Program Manager.

## Action Component

To view or enter action components, click the CPP Tab at the top of the screen, then Action Component. Those with district level access will need to filter for the centers' action components they would like to view using the Action Component Search. Select the school year and/or center name, then click Action Component search.

If components have been entered, center coordinators should automatically see all components associated with the center at the bottom of the page. To enter new components, you will click the button labeled **Create New Action Component**.

### Create New or Action Component Search



The action components associated with the center will display at the bottom of the screen as they are entered. The STATUS column will show whether the component has been Saved, Approved, or if More Information is requested.

### Component List

Display 10 records

| School District | Center             | School Year | Action Component                                | Amendment | Status | Date      | Activity                  |
|-----------------|--------------------|-------------|-------------------------------------------------|-----------|--------|-----------|---------------------------|
| Trimble County  | Trimble County FRC | 2022 - 24   | Optional #3                                     | Original  | Saved  | 1/20/2022 | <a href="#">View/Edit</a> |
| Trimble County  | Trimble County FRC | 2022 - 24   | Optional #2                                     | Original  | Saved  | 1/20/2022 | <a href="#">View/Edit</a> |
| Trimble County  | Trimble County FRC | 2022 - 24   | Optional #1                                     | Original  | Saved  | 1/20/2022 | <a href="#">View/Edit</a> |
| Trimble County  | Trimble County FRC | 2022 - 24   | Health Services or Referrals to Health Services | Original  | Saved  | 1/20/2022 | <a href="#">View/Edit</a> |
| Trimble County  | Trimble County FRC | 2022 - 24   | Family Literacy                                 | Original  | Saved  | 1/20/2022 | <a href="#">View/Edit</a> |

**To view, add or edit a not yet approved action component(s)**

Click VIEW/EDIT to the right of the component. Component details are located at the top of the screen and include the action component name, goal of component, and Protective Factors. You will see Component details below in the Activity Details.

| Add Activity Detail                                                                                                                                                  |                                                                                                |                                      |           |                                                                                     |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------|--------------------------------------|-----------|-------------------------------------------------------------------------------------|
| Activity Details                                                                                                                                                     |                                                                                                |                                      |           |                                                                                     |
| Assessed need, desired outcome, measurement                                                                                                                          | Activity with Timeline                                                                         | Collaborative Partners               | I, NI, PI | I, NI, PI(2)                                                                        |
| 45% of students reported anxiety about returning to school on the student survey. The number of students reporting anxiety will decrease as measured by post survey. | The YSC will offer an after school skills group from September 2022 - April 2023.              | Regional mental health center \$2000 |           |  |
|                                                                                                                                                                      | Student Peer Support Workshop will be facilitated by the YSC coordinator. Fall 2022, Fall 2023 | FRYSC \$250                          |           |  |

### Activity Details

To ADD, click blue button labeled “Add Activity Detail”. To EDIT activity details, click the green EDIT button to the right of the activity row. The display will change and allow you to edit the text. Make the changes, then click SAVE. **Note: Implementation fields (I, NI, PI – Implemented, Not Implemented, Partially Implemented) are open for editing at any time without starting an amendment.** These may be completed as activities are completed or ending Year 1 and Year 2.

### Edit Activity Detail(s)

Assessed need, desired outcome, measurement

45% of students reported anxiety about returning to school on the student survey. The number of students reporting anxiety will decrease as measured by post survey.

Activity with Timeline

The YSC will offer an after school skills group from September 2022 - April 2023.

Collaborative Partners

Regional mental health center \$2000

Year 1

I, NI, PI

- Select -

Evaluated

- Select -

If not implemented, briefly, why?

Did this activity have the intended impact?

- Select -

Year 2

I, NI, PI

- Select -

Evaluated

- Select -

If not implemented, briefly, why?

Did this activity have the intended impact?

- Select -

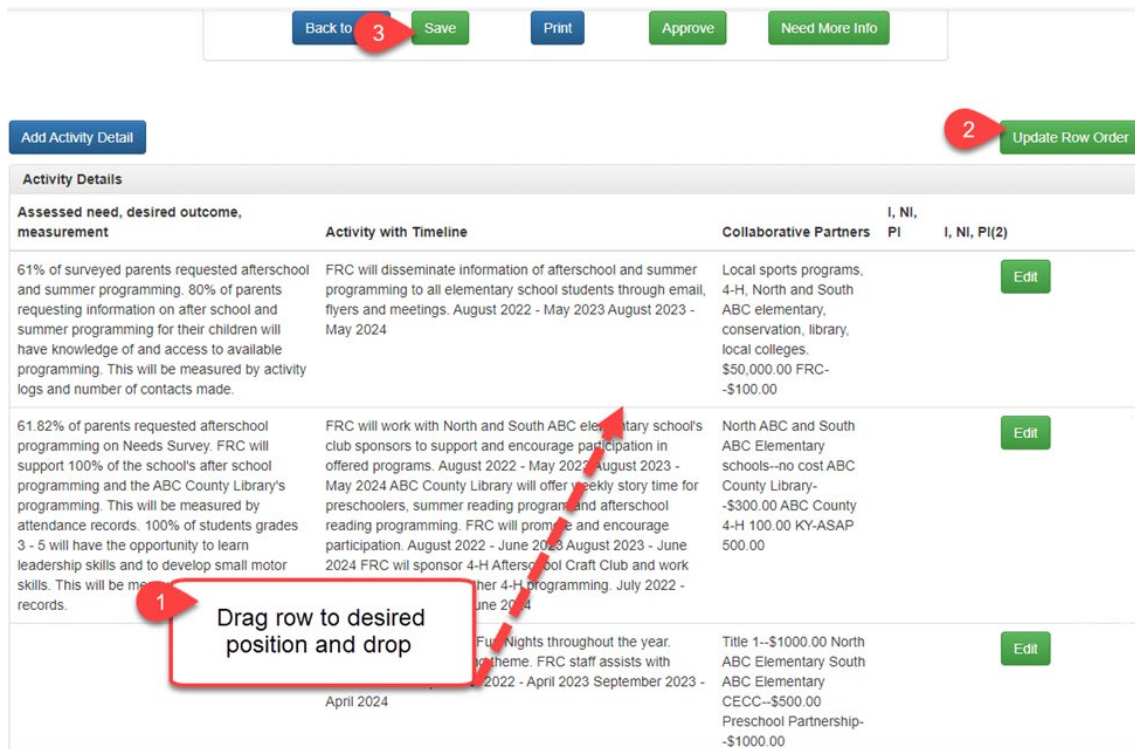
Cancel

Save

## Reordering Activity Details/Rows

To change the row order in component Activity Details, **after all edits are completed**:

1. Drag/drop row to desired position
2. Click Update Row Order
3. Save the component



Activity Details

| Assessed need, desired outcome, measurement                                                                                                                                                                                                                                                                                                                                                   | Activity with Timeline                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          | Collaborative Partners                                                                                                      | I, NI, PI | I, NI, PI(2) |      |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------|-----------|--------------|------|
| 61% of surveyed parents requested afterschool and summer programming. 80% of parents requesting information on after school and summer programming for their children will have knowledge of and access to available programming. This will be measured by activity logs and number of contacts made.                                                                                         | FRC will disseminate information of afterschool and summer programming to all elementary school students through email, flyers and meetings. August 2022 - May 2023 August 2023 - May 2024                                                                                                                                                                                                                                                                                                                      | Local sports programs, 4-H, North and South ABC elementary, conservation, library, local colleges. \$50,000.00 FRC-\$100.00 |           |              | Edit |
| 61.82% of parents requested afterschool programming on Needs Survey. FRC will support 100% of the school's after school programming and the ABC County Library's programming. This will be measured by attendance records. 100% of students grades 3 - 5 will have the opportunity to learn leadership skills and to develop small motor skills. This will be measured by attendance records. | FRC will work with North and South ABC elementary school's club sponsors to support and encourage participation in offered programs. August 2022 - May 2023 August 2023 - May 2024 ABC County Library will offer weekly story time for preschoolers, summer reading program and afterschool reading programming. FRC will promote and encourage participation. August 2022 - June 2023 August 2023 - June 2024 FRC will sponsor 4-H Afterschool Craft Club and work with 4-H programming. July 2022 - June 2024 | North ABC and South ABC Elementary schools--no cost ABC County Library--\$300.00 ABC County 4-H 100.00 KY-ASAP 500.00       |           |              | Edit |
|                                                                                                                                                                                                                                                                                                                                                                                               | Fun Nights throughout the year. Theme. FRC staff assists with programming. April 2022 - April 2023 September 2023 - April 2024                                                                                                                                                                                                                                                                                                                                                                                  | Title 1--\$1000.00 North ABC Elementary South ABC Elementary CECC--\$500.00 Preschool Partnership--\$1000.00                |           |              | Edit |

**Note:** Please complete the activity details prior to changing row order. **Edits may be made after row order is changed, but the edited line will be placed at the top of the grid.** You may follow the steps above to change the row order as many times as necessary.



## Action Component Amendments

After the Original action components have been entered and saved, the Regional Program Manager will approve each one. The component list will indicate whether the approval has been made. See below with the column labeled STATUS.

- **Saved status** - Changes may continue to be made by clicking View/Edit.
- **Approved status** - The original component has been approved by the regional program manager and is locked for editing. Approved components show the “Amend” option.
- **Need More Info status**- More information has been requested. After requested changes are made, the amendment must be resubmitted (amendment) or saved (original).

### View/Edit and Amend

|                    |        |             |                                                 |           |                       |                |                    |                 |            |     |
|--------------------|--------|-------------|-------------------------------------------------|-----------|-----------------------|----------------|--------------------|-----------------|------------|-----|
| District           | Center | Budget      | CPP                                             | Training  | Impact                | Best Practices | Reports            | Monthly Reports | Unenrolled | RPM |
| Display 10 records |        |             |                                                 |           |                       |                |                    |                 |            |     |
| School District    | Center | School Year | Action Component                                | Amendment | Status                | Date           | Activity           |                 |            |     |
| Scott County       |        | 2024 - 26   | After School Child Care                         | Original  | Saved                 | 4/8/2024       | View/Edit          |                 |            |     |
| Scott County       |        | 2024 - 26   | Family Literacy                                 | Original  | Approved              | 4/4/2024       | Amend<br>View/Edit |                 |            |     |
| Scott County       |        | 2024 - 26   | Health Services or Referrals to Health Services | Original  | Need More Information | 4/4/2024       | View/Edit          |                 |            |     |

Upon clicking **Amend**, you will be prompted with the message below. Click **YES** to continue.

Confirm Amendment

Are you sure want to Create Amendment for following Action Component?

School Year

2022 - 24

Action Component

Family Crisis and MH Counseling

Center

Washington Co. YSC

School District

Washington County

No

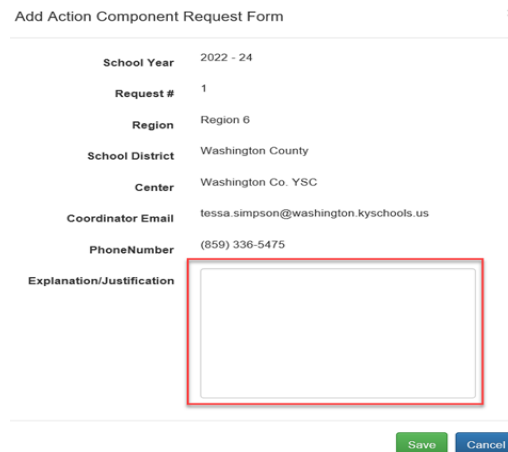
Yes

## Process for amending an action component(s):

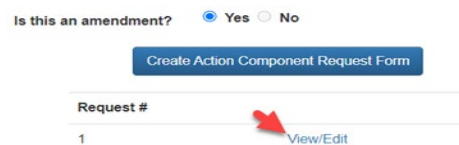
1. Meet with the center Advisory Council to discuss the amendment. Ensure that the discussion is documented in meeting minutes.
2. Click AMEND next to the appropriate component in FRYSC Counts:
  - a. **Create FRYSC Request Form**



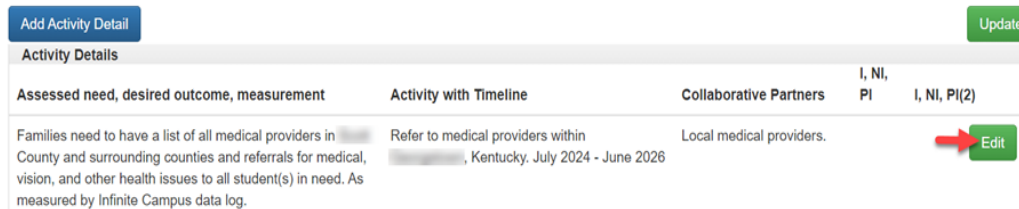
- b. **REQUEST FORM FOR ACTION COMPONENT AMENDMENT – Complete Explanation/Justification, then SAVE.**



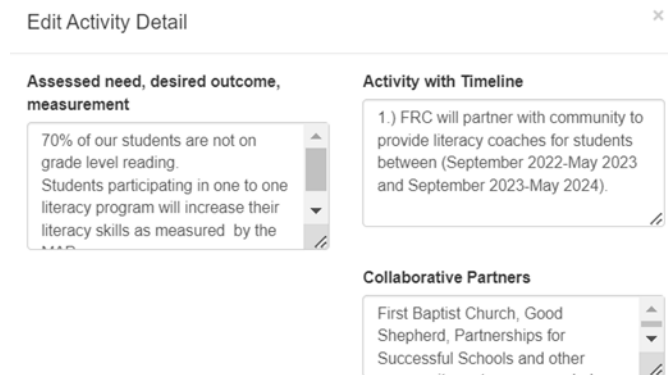
- c. **Following the entry of the FRYSC Request form, you will notice the Request # and a link to View/Edit the Request form.**



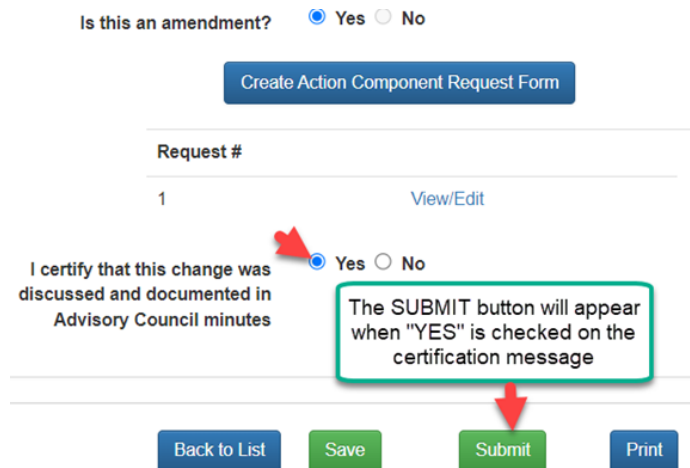
3. Looking at the Activity Details section select the EDIT function to make changes



a. Make the appropriate edits/additions to the activity details, SAVE.



4. Certify that the change was discussed and documented in Advisory Council Minutes.



a. Without this certification, the amendment process will not move forward. **When you click YES on the certification, the SUBMIT button will appear.**

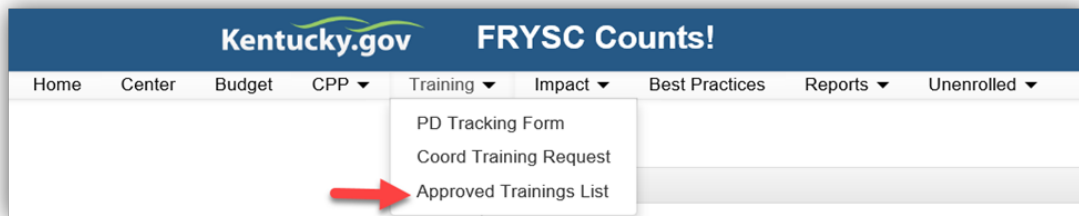
5. Click SUBMIT to submit the amendment. This will generate an automated email with details of your amendment request to your FRYSC Regional Program Manager. After the RPM approval is made, an automated email will be sent to the person who submitted the amendment request.

## Training Tab

There are three separate sections for coordinators on this tab: Coordinator Training Requests, PD Tracking Forms, and the Approved Trainings List (with codes).

### Navigation Bar- Approved Trainings List

The list of approved training courses is accessible in FRYSC Counts. Clicking the “Approved Trainings List” link will yield the current approved list with codes in an Excel spreadsheet.



### Coordinator Training Requests

Coordinators will submit requests for training approval by clicking “**Coord Training Request**”. When you submit a request, an automated email will be sent to the DFRYSC Training Staff. When action has been taken on the request, the submitter will receive an automated email and will be able to view the status. When approved, the training will be assigned an automated code and will immediately appear on the approved trainings list.

- **Saved status** – Completed form but NOT submitted to training director.
- **Submitted status** – Submitted to training director but not approved yet.
- **Need More Info status**– Training staff needs more information.
- **Approved status** – Training is approved and code assigned.

## Coordinator Training Requests

Display **10** records

| Training Name                                                                                        | Submitter | Training Date | Approval Code | Status                | Activity                  | Delete                 |
|------------------------------------------------------------------------------------------------------|-----------|---------------|---------------|-----------------------|---------------------------|------------------------|
| Spark-odc Ignitel 2019 ACEs & Resiliency Summit for Positive Change                                  |           | 3/27/2019     |               | Need More Information | <a href="#">View/Edit</a> | <a href="#">Delete</a> |
| Beyond the [Excel] Basics                                                                            |           | 4/24/2019     | 2041819       | Approved              | <a href="#">View/Edit</a> | <a href="#">Delete</a> |
| Excel Basics                                                                                         |           | 4/23/2019     | 2051819       | Approved              | <a href="#">View/Edit</a> | <a href="#">Delete</a> |
| Resilience Strategies for Educators: Techniques for Self-Care and Peer Support (RSE) Train-the-Educa |           | 2/1/2019      |               | Saved                 | <a href="#">View/Edit</a> | <a href="#">Delete</a> |
| School Behavioral Threat Assessments: An Introduction                                                |           | 1/31/2019     |               | Saved                 | <a href="#">View/Edit</a> | <a href="#">Delete</a> |

## Professional Development Tracking Forms

You may complete the PD tracking form throughout the year as you attend various training courses, clicking **Save** each time. At the end of the year when you have completed the form, the Division will mark all completed forms as **Submitted**, preventing further changes following the due date.

To start a PD tracking form for subsequent years, your first step will be to click **Create New PD Tracking Form**, which will open the PD tracking form.

### PD Tracking Form

[Create New PD Tracking Form](#) If you have not yet created a PD Tracking form for the current year, click "Create New PD Tracking Form"

Click View/Modify to make changes to an existing form.

PD Tracking Form

Display **10** records

| School Year | Submitter                         | Status | Activity                    |
|-------------|-----------------------------------|--------|-----------------------------|
| 2023 - 2024 | fryscchfs+district.user@gmail.com | Saved  | <a href="#">View/Modify</a> |

Showing 1 to 1 of 1 entries (filtered from 113 total entries) Previous **1** Next

**Note:** FRYSC Coordinators who are changing centers within the same school district will need to re-create the PD tracking form after access is given for the new center. There is currently no functionality that would allow a form to transfer between centers.

An important feature of the PD tracking form is the **Search** button. **The form is designed for you to first enter the approval code in the space provided, then click SEARCH.** When you do this, the details of the training will populate as it appears in the approved trainings list. District training courses without approval codes may be entered manually.

| Regional & Other Trainings (Do not duplicate credit hours shown above) |               |               |                         |              | Following steps 1 and 2, the remaining fields will populate automatically |                                                       |
|------------------------------------------------------------------------|---------------|---------------|-------------------------|--------------|---------------------------------------------------------------------------|-------------------------------------------------------|
| Type Of Training                                                       | Training Date | Training Name | Domain                  | Credit Hours | Approval Code                                                             | Action                                                |
| - Select -                                                             | MM/DD/YYYY    |               | - Select Domain Address |              | 1132223                                                                   | <a href="#">Search</a> <a href="#">Clear Row Data</a> |

A new feature has been added to allow coordinators to attach training certificates directly to the PD tracking form.

|                    |            |  |                         |     |  |                        |                                |
|--------------------|------------|--|-------------------------|-----|--|------------------------|--------------------------------|
| - Select -         | MM/DD/YYYY |  | - Select Domain Address |     |  | <a href="#">Search</a> | <a href="#">Clear Row Data</a> |
| Total Credit Hours |            |  |                         | 6.5 |  |                        |                                |

Click View/Upload Documents to attached your training certificates directly to your PD tracking form.

[Back to List](#)
[Preview](#)
[Save](#)
[View/Upload Documents](#)

## PD Tracking—Enter Approval Code Then Search

|                              |             |                   |                        |
|------------------------------|-------------|-------------------|------------------------|
| Region                       | Region 3    | District          | Jefferson County       |
| Center                       | Liberty YSC | Coordinator       | - Select Coordinator - |
| Hire Date                    | 03/14/2016  | School Year       | 2018 - 2019            |
| Years as a FRYSC Coordinator | 0           | Year NCO attended |                        |

**Step 1:**  
Enter  
Approval  
Code

**Step 2:**  
Click  
"Search" -  
Fields will  
populate

| Required Statewide Trainings |               |                       |                          |              |               |        |
|------------------------------|---------------|-----------------------|--------------------------|--------------|---------------|--------|
| Type Of Training             | Training Date | Training Name         | Domain                   | Credit Hours | Approval Code | Action |
| Victory over Violence        | 7/17/2018     | Victory over Violence | Social & Emotional Needs |              | 0081819       | Search |
| Fall Institute               | 10/29/2018    | Fall Institute        | Center Operations        |              | 0821819       | Search |

If Credit Hours are not displayed, you will hand-enter the number of hours you received for the training.  
 Some trainings have varying numbers of hours depending on attendance.

| Regional & Other Trainings |               |                      |                                 |              |               |        |
|----------------------------|---------------|----------------------|---------------------------------|--------------|---------------|--------|
| Type Of Training           | Training Date | Training Name        | Domain                          | Credit Hours | Approval Code | Action |
| - Select -                 | 08/30/2018    | Preparing for Pubert | Child/Youth Health and Developm | 1            | 0901819       | Search |
| - Select -                 | 08/31/2018    | The History and Futu | Family Development              |              | 0991819       | Search |
| - Select -                 | 08/30/2018    | KY Assoc of School   | Social & Emotional Needs        | 6            | 0931819       | Search |

|                    |    |
|--------------------|----|
| Total Credit Hours | 24 |
|--------------------|----|

You may SAVE the form throughout the year.  
 NOTE: The SUBMIT button has been removed.  
 SAVE is the only requirement.

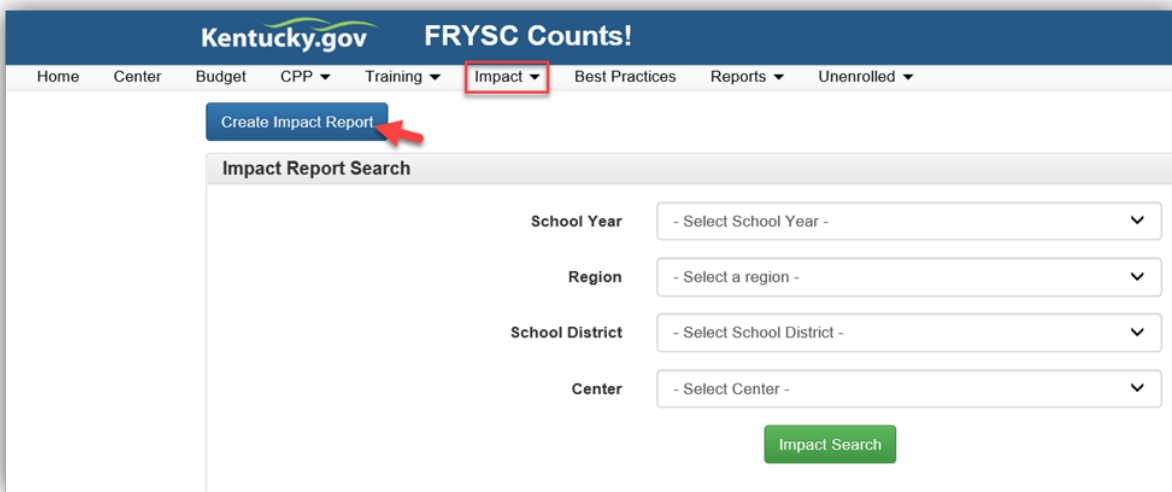
[Back to List](#)
[Preview](#)
[Save](#)

## Impact Reports

As you collect data and document outcomes, you may enter the Impact Report(s) throughout the year. Please **Save** each time until you feel certain it is ready to **Submit**. No further changes can be made after you click **Submit**.

### Create Impact Report

Each center is required to submit at least one Impact Report for the year. The Impact Report is designed to capture outcomes supported by data. For example, please view the Impact Report Spotlights located on the Division of FRYSC web page.



The screenshot displays the FRYSC Counts! web application interface. At the top, the header includes the Kentucky.gov logo and the title 'FRYSC Counts!'. Below the header is a navigation bar with links: Home, Center, Budget, CPP, Training, Impact (highlighted with a red box), Best Practices, Reports, and Unenrolled. Below the navigation bar, there is a 'Create Impact Report' button with a red arrow pointing to it. Below this button is the 'Impact Report Search' section, which contains four dropdown menus for selection: School Year, Region, School District, and Center. Each dropdown menu has a placeholder text: '- Select School Year -', '- Select a region -', '- Select School District -', and '- Select Center -'. At the bottom right of the search section is a green 'Impact Search' button.

## Create Report Entry Screens

View Impact Report

School Year

Region

School District

Center

Center Type

What was the name of the intervention, service or activity?

Wildcat Club - After School Community Service Club

(Add a very brief description if the type of program is not clear. For example, "Wildcat Club --- after school community service.")

How was the impact/outcome measured?

Survey

Pre and Post

Post only

Academic Comparison (reading scores, other assessments)

Pre and Post

Post only

Non-Academic Comparison (attendance, discipline, graduate rate, etc.)

Pre and Post

Post only

Other (please specify)

Check if any of the following resulted from the provision of this program or service. If none, please leave blank

Creation of a new school or community resource

Intervention resulting in change in personal/family situation

Expansion of an existing program

Additional funding or community support to sustain a program

Component this program/service/activity addresses

- Select Action Component -

Categories your outcome best fits: (choose no more than 3)

Educational support

Student Health

Basic needs

Kindergarten readiness

Community Involvement

College and career readiness

Parent/caregiver involvement

Social emotional support

Attendance

Peer support/conflict resolution

Graduation rate

School culture/climate

Student achievement

Diversity/Equity/Inclusion

Other (Please specify)

In which of the following does your impact/outcome demonstrate change? (choose all that apply)

☐ Behavior  
☐ Skill  
☐ Achievement  
☐ Knowledge  
☐ Situation  
☐ Parent/caregiver involvement  
☐ Attitude  
☐ Community or school

Other (Please specify)

---

BEFORE -- What was the demonstrated need before the intervention/service/activity? (Be sure to include baseline data and targeted population.)

2,000 character maximum

---

AFTER --- Describe the impact/outcome of the intervention/service/activity. (Be sure to include a description of the intervention, your center's specific involvement/contribution, data, and if applicable, the number of individuals impact.)

2,000 character maximum

Back to List

Print

**Important:** In the BEFORE and AFTER fields there is now a **2,000-character MAXIMUM**. If you exceed this, your text will be cut off. Edit the narrative until the character count falls within the acceptable range. Please be mindful of this as you plan your submission.

**Additionally, please Save frequently** or type long narrative in a Word document and copy/paste into the form. This will help to avoid the system timing out before your first SAVE. If the system times out before you click the save button, your text will not be saved.

After you click SAVE or SUBMIT, the PRINT button will appear. This will produce a PDF file that you may save on your computer or print.

You may include accompanying documentation to be attached to your impact report (data, tables, charts, additional text may be uploaded). **Please be sure to reference the attachment in the narrative of your impact report**, so the reviewer will know how to view it.



### *View or Edit previously saved/submitted Impact Reports*

Previous reports are displayed in the grid at the bottom of the page. The reports saved may be edited and printed. SUBMITTED reports may only be viewed and printed.

When Impact Reports are due, please finalize your Impact Reports and click SUBMIT.

Create Impact Report

Impact Report Search

School Year

- Select School Year -

Region

- Select a region -

School District

- Select School District -

Center

- Select Center -

Impact Search

Display 10 records

| Center Name  | Activity                                              | Date Submitted | Status    | View                      |
|--------------|-------------------------------------------------------|----------------|-----------|---------------------------|
| Trunnell FRC | FRC - Health Services or Referrals to Health Services | 2/11/2019      | Submitted | <a href="#">View</a>      |
| Trunnell FRC | FRC - Optional #1                                     | 2/11/2019      | Saved     | <a href="#">View/Edit</a> |

Showing 1 to 2 of 2 entries

Previous

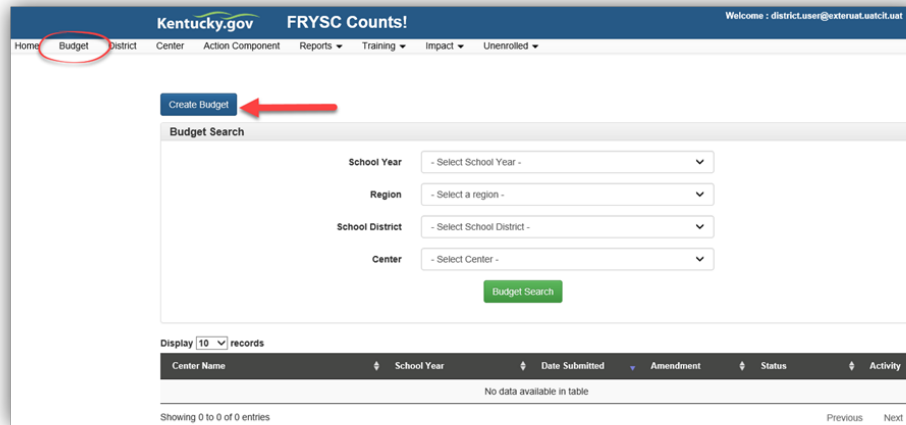
1

Next

## Budget Entry (Original Budget)

Center budgets are submitted annually in the spring following the announcement of center allocation amounts. Original budgets need only to be **SAVED**. FRYSC Regional Program Managers will begin the approval process immediately following the announced due date.

**Tip: Save frequently.**

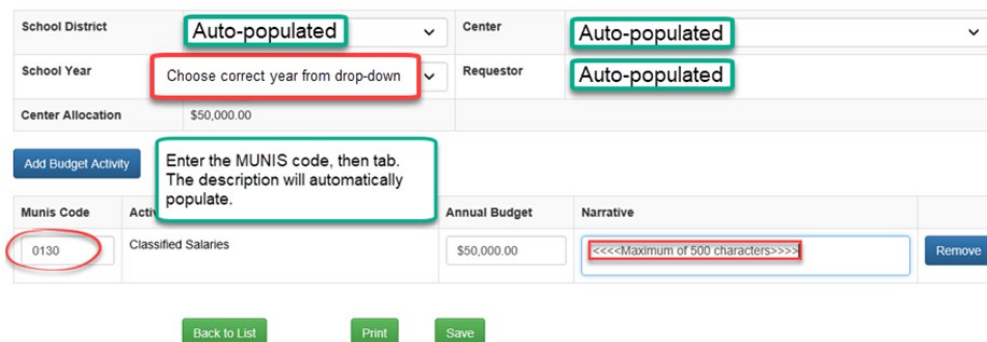


The screenshot shows the 'FRYSC Counts!' web application interface. The 'Budget' menu item is circled in red. Below it, the 'Create Budget' button is highlighted with a red arrow. The 'Budget Search' section contains dropdown menus for 'School Year', 'Region', 'School District', and 'Center', along with a 'Budget Search' button. At the bottom, there is a table with columns: Center Name, School Year, Date Submitted, Amendment, Status, and Activity. The table is currently empty, showing 'No data available in table'.

Click the button labeled **Create Budget** to begin your new original budget.

### Budget Entry

Select the school year. Enter your first MUNIS code in the space provided, then tab. Complete the annual budget and narrative. The narrative space will accept no more than **500 characters**. **To enter the next line item, click the button labeled Add Budget Activity.** You may add as many line items to your budget as needed. Always remember to **SAVE** at the bottom.



The screenshot shows the 'Add Budget Activity' form. The 'School District' and 'Center' dropdowns are labeled 'Auto-populated'. The 'School Year' dropdown is labeled 'Choose correct year from drop-down'. The 'Requestor' dropdown is labeled 'Auto-populated'. The 'Center Allocation' is \$50,000.00. The 'Add Budget Activity' button is highlighted. Below it, the 'Munis Code' field contains '0130' and is circled in red. The 'Annual Budget' field contains '\$50,000.00'. The 'Narrative' field contains '<<<<Maximum of 500 characters>>>>' and is circled in red. At the bottom, there are 'Back to List', 'Print', and 'Save' buttons.

## Budget Amendments

Follow these instructions to submit a budget amendment OR a budget amendment with an accompanying purchase/subcontract request (they can be submitted within the same amendment request). Signatures and request forms will still be required, so follow these instructions step-by-step.

To submit a budget amendment, follow these steps:

1. The last approved budget will be highlighted in blue with the option to **Amend** the budget in the right-hand column of the screen.

Display  records

| Center Name           | School Year | Date Submitted | Amendment | Document | Status   | Date Approved | Activity                                                                 |
|-----------------------|-------------|----------------|-----------|----------|----------|---------------|--------------------------------------------------------------------------|
| The Test Center FRYSC | 2019 - 20   | 7/1/2019       | Original  |          | Approved | 7/1/2019      | <a href="#">Amend</a><br><a href="#">Request</a><br><a href="#">View</a> |

Showing 1 to 1 of 1 entries

Previous  Next

- a. Click **Amend** to the right of the last approved budget highlighted in blue, then confirm this is what you want to do.

Confirm Amendment

Are you sure want to Create Amendment for following Budget?

Center

School Year

2. Enter your new budget in the **New Budget** column. You must complete ALL fields in this column, not only the ones you are changing.

[Add Budget Activity](#)

Complete ALL fields in the New Budget column, not just those you are changing. You will see the difference calculation in the Difference column.

| Munis Code | Activity                                | Previous Budget | New Budget           | Difference   | Narrative                                     |                        |
|------------|-----------------------------------------|-----------------|----------------------|--------------|-----------------------------------------------|------------------------|
| 0130       | Classified Salaries                     | \$50,000.00     | \$50,000.00          | \$0.00       | Coordinator salary                            | <a href="#">Remove</a> |
| 0531       | Postage                                 | \$300.00        | \$250.00             | (\$50.00)    | Narrative for Postage code ...                | <a href="#">Remove</a> |
| 0559       | Other Printing                          | \$230.45        | \$230.45             | \$0.00       | Narrative for Other Printing code ...         | <a href="#">Remove</a> |
| 0610       | General Supplies                        | \$3,500.00      | <input type="text"/> | (\$3,500.00) | Narrative for General Supplies code ...       | <a href="#">Remove</a> |
| 0616       | Food Non Instructional Non Food Service | \$2,000.00      | <input type="text"/> | (\$2,000.00) | Narrative for Food Non-instructional code ... | <a href="#">Remove</a> |

3. Click **Save** at the bottom. After saving, the **Print** button will appear.
4. Click **Request Form**.

|      |                                                    |            |            |           |                                                                  |        |
|------|----------------------------------------------------|------------|------------|-----------|------------------------------------------------------------------|--------|
| 0610 | General Supplies                                   | \$3,500.00 | \$3,450.00 | (\$50.00) | Narrative for General Supplies code . . .                        | Remove |
| 0616 | Food Non Instructional Non Food Service            | \$2,000.00 | \$2,000.00 | \$0.00    | Narrative for Food Non-instructional code . . .                  | Remove |
| 0679 | Other Student Activities                           | \$7,000.00 | \$7,000.00 | \$0.00    | Narrative for Student Activities code . . . \$1,000 removed from | Remove |
| 0680 | Welfare Spending (Food, Clothing, Utilities, etc.) | \$2,000.00 | \$2,000.00 | \$0.00    | Narrative for Welfare Spending code . . .                        | Remove |

Save

☐ Signed Request form has been uploaded to this page

Request Form

(Complete, print, get signatures, scan)

View/Upload Documents

(Upload signed, scanned Request Form here)

Back

Print

5. Click **Create Budget Request**.

### Center Budget Request Forms

Create Budget Request

|              |                       |                   |                                            |
|--------------|-----------------------|-------------------|--------------------------------------------|
| Region       | Region 9              | School District   | Barbourville Independent                   |
| Center       | The Test Center FRYSC | Coordinator Email | coordinator.test@barbourville.kyschools.us |
| Center Phone | (606) 546-3338        | School Year       | 2019 - 20                                  |

Display 10 records

| Request #                  | Type Of Request | Status | Activity |
|----------------------------|-----------------|--------|----------|
| No data available in table |                 |        |          |

Showing 0 to 0 of 0 entries

Previous Next

- Complete your request form. **Save** then **Print**. This will produce the request form with signature lines. You must print in order to gather the required signatures.

Success:  
Budget Request has been saved successfully!

### Request Form

|              |                       |                   |                                            |
|--------------|-----------------------|-------------------|--------------------------------------------|
| Region       | Region 9              | School District   | Barbourville Independent                   |
| Center       | The Test Center FRYSC | Coordinator Email | coordinator.test@barbourville.kyschools.us |
| Center Phone | (606) 546-3338        | School Year       | 2019 - 20                                  |

Request # 1

Estimated Cost 0

Type Of Request

- ☐ Single item purchase of \$500 or more
- ☐ Subcontracts of \$1000 or more
- ☐ Purchases of goods of \$1,000 or more
- ☒ Budget Change

Explanation/Justification

This field will hold up to 2000 characters. Type of Request and Explanation/Justification are both REQUIRED fields.

SAVE at the bottom, then the PRINT button will appear.

Back to List Save Print

- Gather the required signatures, scan the document as before. **When you are ready to upload the scanned signed document, go back to the BUDGET tab.**
- You will now see Amend 1 with status **Saved**. Click **View/Edit**.

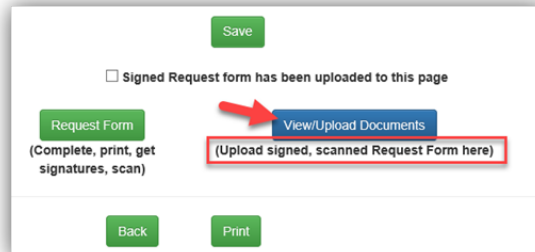
Display 10 records

| Center Name           | School Year | Date Submitted | Amendment | Document | Status   | Date Approved | Activity                 |
|-----------------------|-------------|----------------|-----------|----------|----------|---------------|--------------------------|
| The Test Center FRYSC | 2019 - 20   | 7/1/2019       | Original  |          | Approved | 7/1/2019      | Amend<br>Request<br>View |
| The Test Center FRYSC | 2019 - 20   | 7/1/2019       | Amend 1   |          | Saved    |               | View/Edit                |

Showing 1 to 2 of 2 entries

Previous 1 Next

9. Click VIEW/UPLOAD Documents and **upload the signed, scanned Request Form**. All request forms for the same year will be viewable here. Type a description for your upload such as “Request Form for budget amendment”.



Save

☐ Signed Request form has been uploaded to this page

Request Form  
(Complete, print, get signatures, scan)

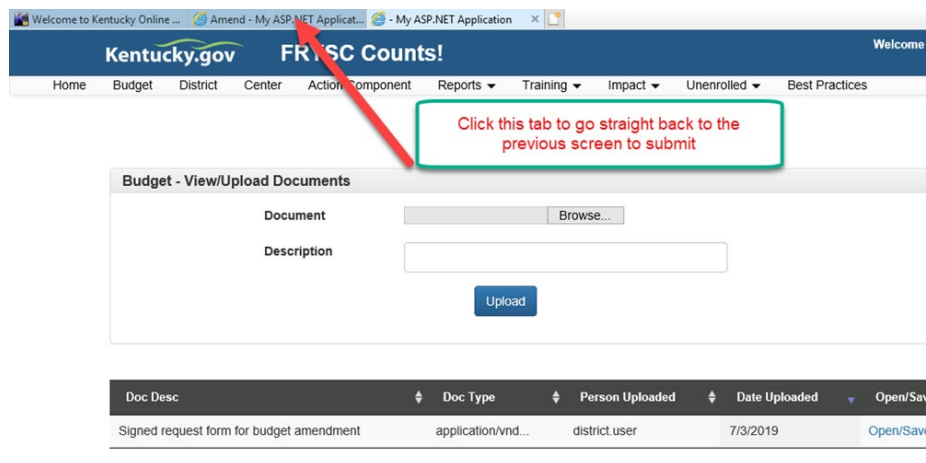
View/Upload Documents  
(Upload signed, scanned Request Form here)

Back Print

After you click **Upload**, you will see the document listed as follows:

| Doc Desc           | Doc Type        | Person Uploaded | Date Uploaded | Open/Save |
|--------------------|-----------------|-----------------|---------------|-----------|
| upload w signature | application/pdf | district.user   | 6/12/2019     | Open/Save |

10. Now you are ready to **Submit**.
  - a. **Pay attention to this to save a step.** The document upload page opened in a new tab. To go back to the previous screen to SUBMIT, look at the tabs at the top of your screen. Click the tab immediately to the left.



Welcome to Kentucky Online ... Amend - My ASP.NET Application ... My ASP.NET Application

Kentucky.gov FRYSC Counts! Welcome

Home Budget District Center Action Component Reports Training Impact Unenrolled Best Practices

Budget - View/Upload Documents

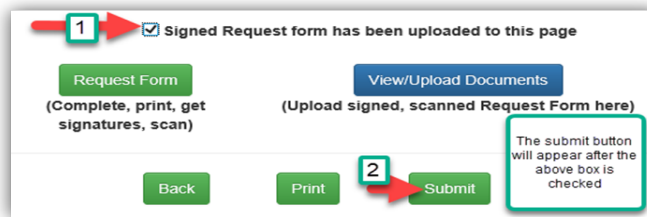
Document  Browse...

Description

Upload

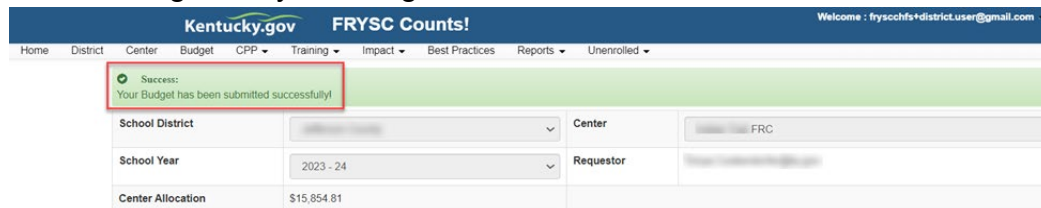
| Doc Desc                                 | Doc Type           | Person Uploaded | Date Uploaded | Open/Save |
|------------------------------------------|--------------------|-----------------|---------------|-----------|
| Signed request form for budget amendment | application/vnd... | district.user   | 7/3/2019      | Open/Save |

11. Click the certification message that the “Signed Request form has been uploaded” and the **Submit** button will appear. Click **Submit**.



The screenshot shows a web interface with a green box containing a checkmark and the text "Signed Request form has been uploaded to this page". Below this, there are two main sections: "Request Form (Complete, print, get signatures, scan)" and "View/Upload Documents (Upload signed, scanned Request Form here)". At the bottom, there are buttons for "Back", "Print", and "Submit". A red arrow labeled "1" points to the "Signed Request form has been uploaded" message, and another red arrow labeled "2" points to the "Submit" button. A text box on the right says "The submit button will appear after the above box is checked".

You will see a message that your budget amendment has been submitted successfully.



The screenshot shows the FRYSC Counts interface with a success message: "Success: Your Budget has been submitted successfully!". Below the message, there is a table with the following information:

|                   |                 |           |                 |
|-------------------|-----------------|-----------|-----------------|
| School District   | [Dropdown Menu] | Center    | [Dropdown Menu] |
| School Year       | 2023 - 24       | Requestor | [Dropdown Menu] |
| Center Allocation | \$15,854.81     |           |                 |

Your Regional Program Manager has now received an automated email notifying them that you have submitted a request. When approval is made, or if the RPM requests additional information, you will receive an automated email to tell you what action was taken.

See the difference between a SAVED request, SUBMITTED request, an APPROVED request:

### SAVED (request has been created but has not been submitted for approval)

Display 10 records

| Center Name    | School Year | Date Submitted | Amendment | Document                                                                           | Status   | Date Approved | Activity                 |
|----------------|-------------|----------------|-----------|------------------------------------------------------------------------------------|----------|---------------|--------------------------|
| Rutherford FRC | 2023 - 24   | 7/5/2023       | Amend 1   |  | Saved    |               | View/Edit                |
| Rutherford FRC | 2023 - 24   | 5/30/2023      | Original  |                                                                                    | Approved | 5/30/2023     | Amend<br>Request<br>View |

### SUBMITTED (may only be viewed until action taken by RPM)

| Center Name | School Year | Date Submitted | Amendment | Document                                                                          | Status    | Date Approved | Activity                 |
|-------------|-------------|----------------|-----------|-----------------------------------------------------------------------------------|-----------|---------------|--------------------------|
| West MS YSC | 2023 - 24   | 4/9/2024       | Amend 1   |  | Submitted |               | View                     |
| West MS YSC | 2023 - 24   | 5/24/2023      | Original  |                                                                                   | Approved  | 5/24/2023     | Amend<br>Request<br>View |

**APPROVED** (Now highlighted to show it is the last approved budget. You now have additional options attached to the amended budget. The original budget may only be viewed.)

| Center Name           | School Year | Date Submitted | Amendment | Document                                                                              | Status   | Date Approved | Activity                 |
|-----------------------|-------------|----------------|-----------|---------------------------------------------------------------------------------------|----------|---------------|--------------------------|
| The Test Center FRYSC | 2019 - 20   | 7/1/2019       | Amend 1   |  | Approved | 7/1/2019      | Amend<br>Request<br>View |
| The Test Center FRYSC | 2019 - 20   | 7/1/2019       | Original  |                                                                                       | Approved | 7/1/2019      | View                     |

## Purchase/Subcontract Requests

The last approved budget will be highlighted in blue and will have three options in the right-hand column: Amend, Request, View.

- Amend – for a budget amendment OR budget amendment with accompanying purchase/subcontract request
- Request – for a purchase request or subcontract that does not require an amendment
- View – view the currently approved budget

To submit a purchase/subcontract request (that does not require a budget amendment):

1. Click Request

| Center Name           | School Year | Date Submitted | Amendment | Document                                                                            | Status   | Date Approved | Activity                                                                 |
|-----------------------|-------------|----------------|-----------|-------------------------------------------------------------------------------------|----------|---------------|--------------------------------------------------------------------------|
| The Test Center FRYSC | 2019 - 20   | 7/1/2019       | Amend 1   |  | Approved | 7/1/2019      | <a href="#">Amend</a><br><a href="#">Request</a><br><a href="#">View</a> |

2. Click Create Purchase/Subcontract

Center Budget Purchase/Subcontract

Create Purchase/Subcontract

Region

Region 9

School District

Barbourville Independent

Center

The Test Center FRYSC

Coordinator Email

coordinator.test@barbourville.kyschools.us

Center Phone

(606) 546-3338

School Year

2019 - 20

Display 10 records

| Estimated Cost             | Status | Activity |
|----------------------------|--------|----------|
| No data available in table |        |          |

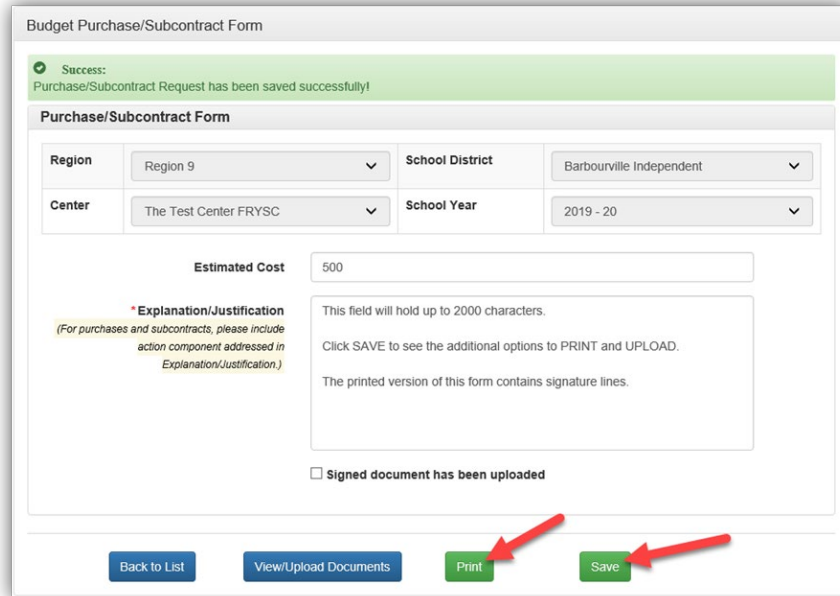
Showing 0 to 0 of 0 entries

Back to Budget

Back to List

Previous Next

- Complete the Purchase/Subcontract Form and **Save**. After clicking **Save**, additional options will appear at the bottom of the page. You will then **Print**. The printed version of this form contains signature lines.



- Gather the required signatures and any accompanying documentation. Scan the documents to prepare for upload.
- When you are ready to upload, return to the budget tab and click **Request** to return to the purchase/subcontract screen.

Display 10 records

| Center Name           | School Year | Date Submitted | Amendment | Document                                                                              | Status   | Date Approved | Activity                                                                 |
|-----------------------|-------------|----------------|-----------|---------------------------------------------------------------------------------------|----------|---------------|--------------------------------------------------------------------------|
| The Test Center FRYSC | 2019 - 20   | 7/1/2019       | Amend 1   |  | Approved | 7/1/2019      | <a href="#">Amend</a><br><a href="#">Request</a><br><a href="#">View</a> |

- You will see your saved purchase request at the bottom. Click **View**.

Center Budget Purchase/Subcontract

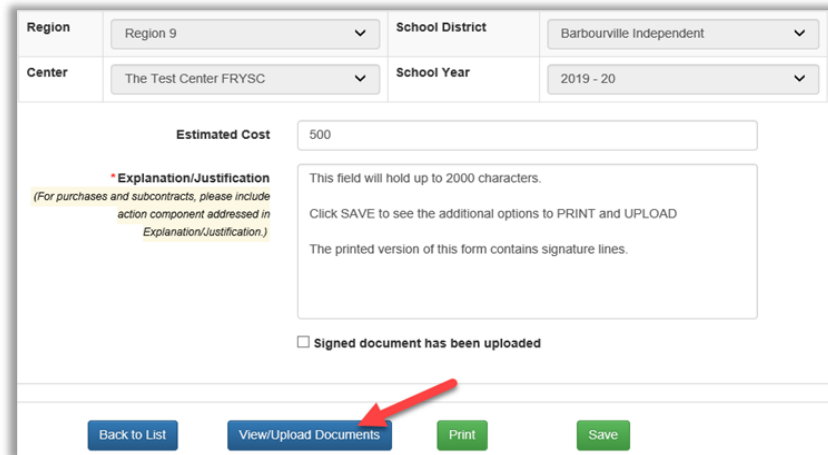
Create Purchase/Subcontract

|              |                       |                   |                                            |
|--------------|-----------------------|-------------------|--------------------------------------------|
| Region       | Region 9              | School District   | Barbourville Independent                   |
| Center       | The Test Center FRYSC | Coordinator Email | coordinator.test@barbourville.kyschools.us |
| Center Phone | (606) 546-3338        | School Year       | 2019 - 20                                  |

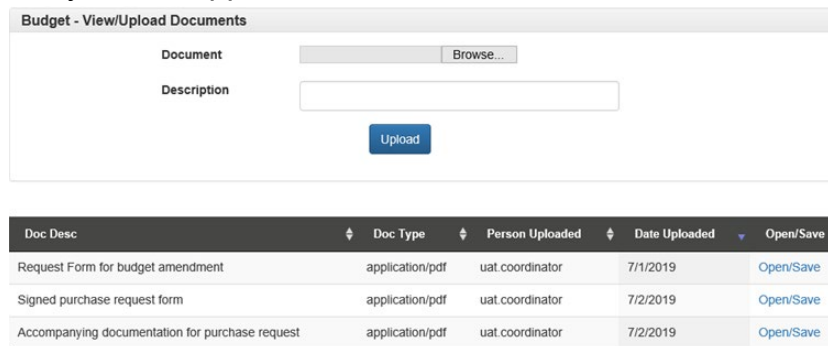
Display 10 records

| Estimated Cost | Status | Activity             |
|----------------|--------|----------------------|
| 500            | Saved  | <a href="#">View</a> |

7. Click **View/Upload Documents** to upload your signed request form and any other accompanying documentation, such as invoices or subcontract information.

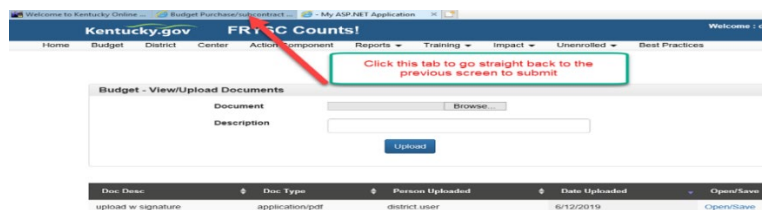


8. Upload the document, including a clear description. The upload(s) will appear at the bottom with a date stamp. All other request forms attached to the budget throughout the year will appear here as well.

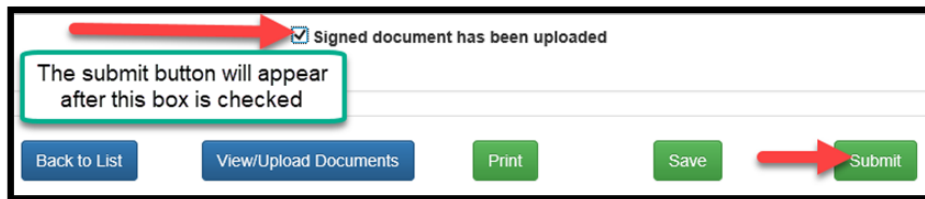


| Doc Desc                                        | Doc Type        | Person Uploaded | Date Uploaded | Open/Save                 |
|-------------------------------------------------|-----------------|-----------------|---------------|---------------------------|
| Request Form for budget amendment               | application/pdf | uat.coordinator | 7/1/2019      | <a href="#">Open/Save</a> |
| Signed purchase request form                    | application/pdf | uat.coordinator | 7/2/2019      | <a href="#">Open/Save</a> |
| Accompanying documentation for purchase request | application/pdf | uat.coordinator | 7/2/2019      | <a href="#">Open/Save</a> |

9. Now you are ready to submit.
  - a. **Pay attention to this to save a step.** The document upload page opened in a new tab. To go back to the previous screen to SUBMIT, look at the tabs at the top of your screen. Click the tab immediately to the left labeled Budget Purchase/Subcontract.



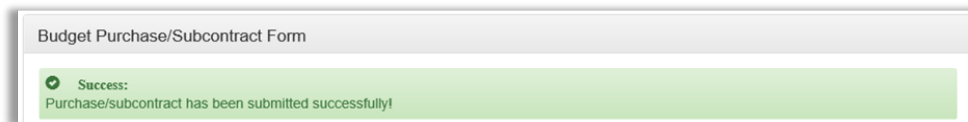
- Click the certification message “**Signed document has been uploaded**”, then the **Submit** button will appear. Click **Submit**.



The submit button will appear after this box is checked

Back to List View/Upload Documents Print Save **Submit**

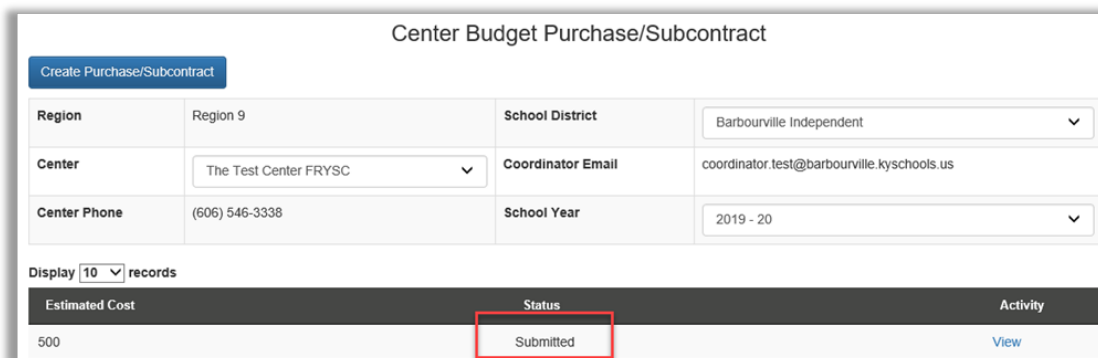
After you submit, you will see the following message.



Budget Purchase/Subcontract Form

Success:  
Purchase/subcontract has been submitted successfully!

Your regional program manager has just received an automated email. You will receive an automated email when approval is made, or other action is taken at your request. When you return to the request page, you will see the status has changed to **Submitted**. When it is approved, the status will say “Approved”.



Center Budget Purchase/Subcontract

Create Purchase/Subcontract

|              |                       |                   |                                            |
|--------------|-----------------------|-------------------|--------------------------------------------|
| Region       | Region 9              | School District   | Barbourville Independent                   |
| Center       | The Test Center FRYSC | Coordinator Email | coordinator.test@barbourville.kyschools.us |
| Center Phone | (606) 546-3338        | School Year       | 2019 - 20                                  |

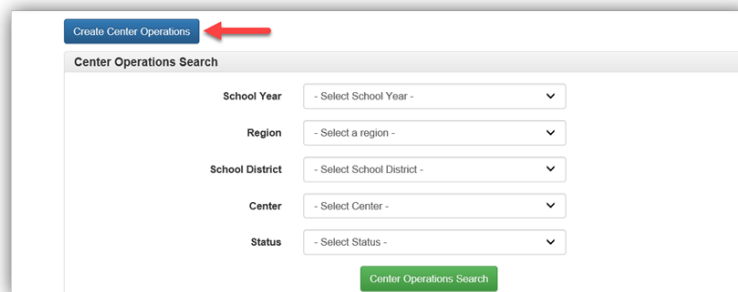
Display 10 records

| Estimated Cost | Status    | Activity             |
|----------------|-----------|----------------------|
| 500            | Submitted | <a href="#">View</a> |

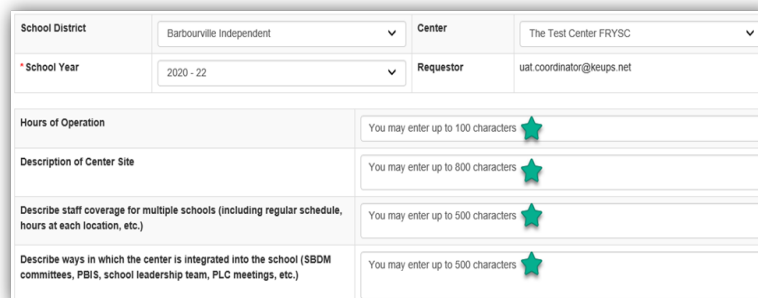
## Center Operations—Original



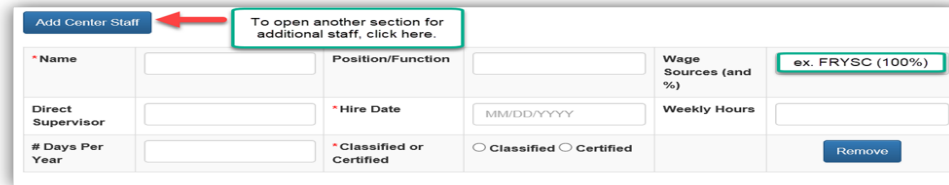
1. Click **Create Center Operations** to begin the new Center Operations form.



2. Select the correct **School Year** and complete the narrative portions of the form.



- Complete all center staff fields for the center coordinator first. If there are additional staff members paid with FRYSC funds, click **Add Center Staff** to open another set of staff fields.



You may SAVE the form as many times as necessary prior to the CPP due date

**Remember to save frequently. If the system times out before you save, your work will not be saved.**

After the form is created and saved, you may return to the form by clicking the CPP>Center Operations tab. You will see your form at the bottom of the page.

Display **10** records

| Center Name           | School Year | Date Submitted | Amendment | Document | Status | Date Approved | Activity  |
|-----------------------|-------------|----------------|-----------|----------|--------|---------------|-----------|
| The Test Center FRYSC | 2020 - 22   | 10/29/2019     | Original  |          | Saved  |               | View/Edit |

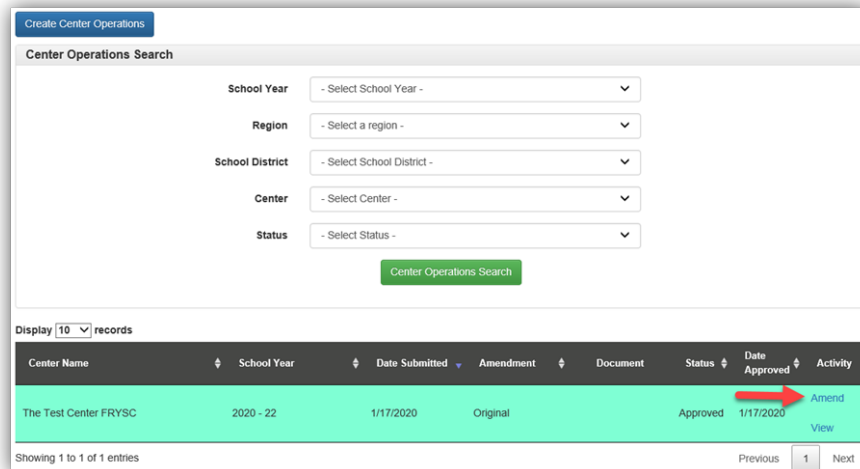
Showing 1 to 1 of 1 entries

Previous 1 Next

Status: **Saved** (you may continue to edit), **Approved** (form has been approved by the RPM), **Need More Info** (RPM has requested additional information)

## Center Operations—Amendment

1. To Amend your most recently approved Center Operations form, click **Amend**, then click YES to confirm this is what you want to do:



Create Center Operations

Center Operations Search

School Year: - Select School Year -

Region: - Select a region -

School District: - Select School District -

Center: - Select Center -

Status: - Select Status -

Center Operations Search

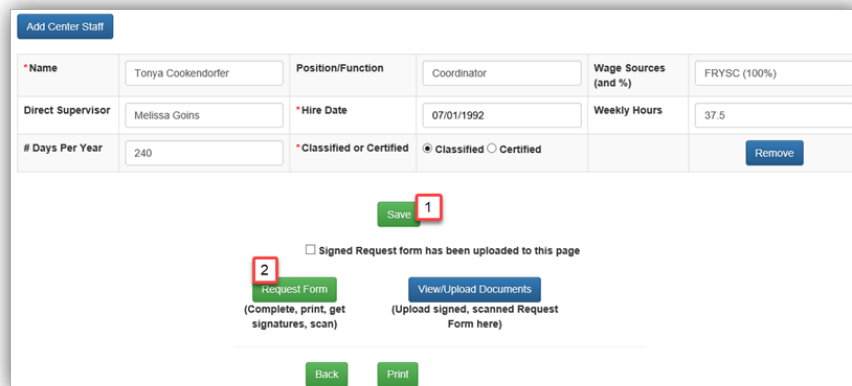
Display 10 records

| Center Name           | School Year | Date Submitted | Amendment | Document | Status   | Date Approved | Activity      |
|-----------------------|-------------|----------------|-----------|----------|----------|---------------|---------------|
| The Test Center FRYSC | 2020 - 22   | 1/17/2020      | Original  |          | Approved | 1/17/2020     | Amend<br>View |

Showing 1 to 1 of 1 entries

Previous 1 Next

2. Make the necessary changes to the form. Click **SAVE**.
3. Click **REQUEST FORM**.



Add Center Staff

\*Name: Tonya Cookendorfer

Position/Function: Coordinator

Wage Sources (and %): FRYSC (100%)

Direct Supervisor: Melissa Goins

\*Hire Date: 07/01/1992

Weekly Hours: 37.5

# Days Per Year: 240

\*Classified or Certified: ☒ Classified ☐ Certified

Remove

Save 1

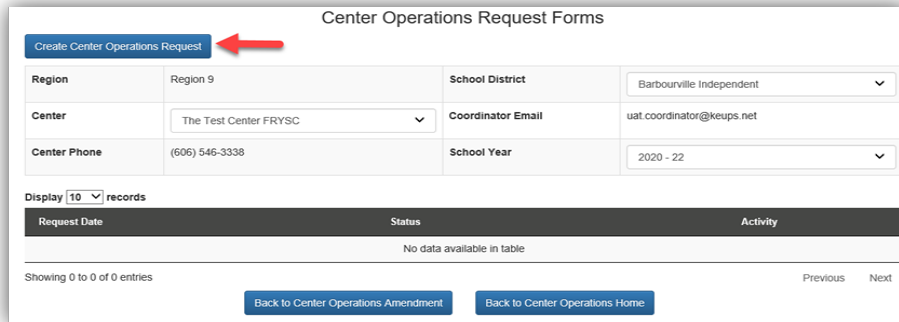
☐ Signed Request form has been uploaded to this page

2 Request Form (Complete, print, get signatures, scan)

View/Upload Documents (Upload signed, scanned Request Form here)

Back Print

- Click **Create Center Operations Request** in the upper left corner.



Center Operations Request Forms

Create Center Operations Request

|              |                       |                   |                           |
|--------------|-----------------------|-------------------|---------------------------|
| Region       | Region 9              | School District   | Barbourville Independent  |
| Center       | The Test Center FRYSC | Coordinator Email | uat.coordinator@keups.net |
| Center Phone | (606) 546-3338        | School Year       | 2020 - 22                 |

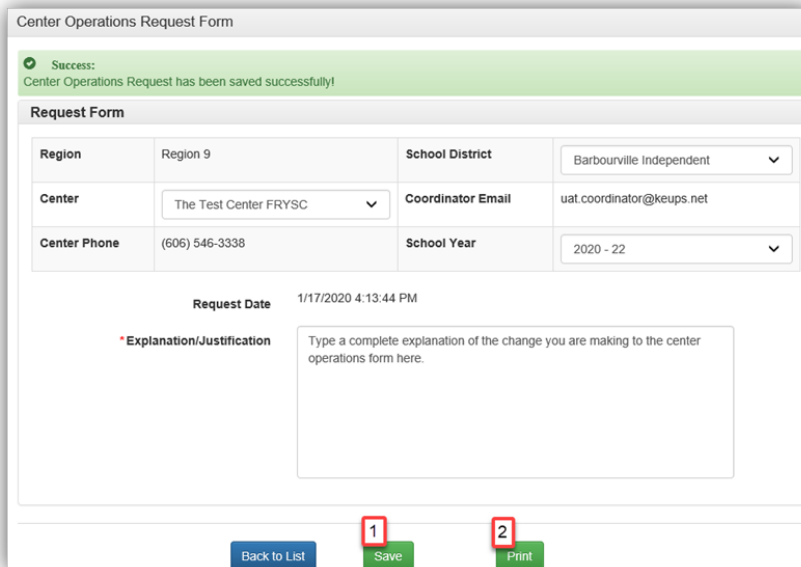
Display 10 records

| Request Date               | Status | Activity |
|----------------------------|--------|----------|
| No data available in table |        |          |

Showing 0 to 0 of 0 entries

Back to Center Operations Amendment Back to Center Operations Home Previous Next

- Type a complete explanation of the change(s) you are making, **Save**, then click **Print** for the PDF version of your request with signature lines. Then you will collect signatures.



Center Operations Request Form

Success: Center Operations Request has been saved successfully!

Request Form

|              |                       |                   |                           |
|--------------|-----------------------|-------------------|---------------------------|
| Region       | Region 9              | School District   | Barbourville Independent  |
| Center       | The Test Center FRYSC | Coordinator Email | uat.coordinator@keups.net |
| Center Phone | (606) 546-3338        | School Year       | 2020 - 22                 |

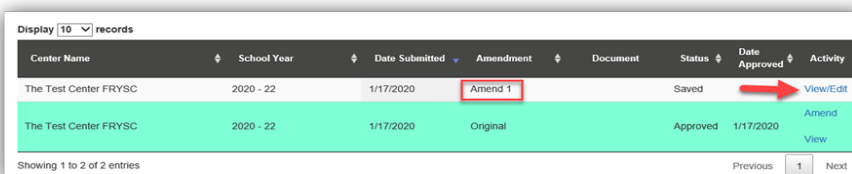
Request Date 1/17/2020 4:13:44 PM

\*Explanation/Justification

Type a complete explanation of the change you are making to the center operations form here.

Back to List 1 Save 2 Print

- After the Request Form is signed, you will scan the document. On your center operations page, you will see the Amendment you have created. Click **View/Edit**.



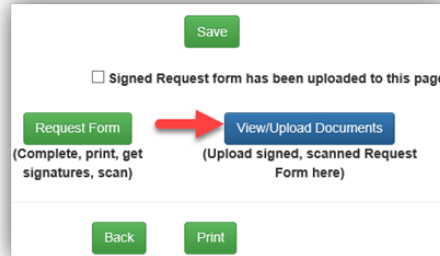
Display 10 records

| Center Name           | School Year | Date Submitted | Amendment | Document | Status   | Date Approved | Activity   |
|-----------------------|-------------|----------------|-----------|----------|----------|---------------|------------|
| The Test Center FRYSC | 2020 - 22   | 1/17/2020      | Amend 1   |          | Saved    |               | View/Edit  |
| The Test Center FRYSC | 2020 - 22   | 1/17/2020      | Original  |          | Approved | 1/17/2020     | Amend View |

Showing 1 to 2 of 2 entries

Previous 1 Next

7. Click View/Upload Document
8. Browse for your scanned request form and type a document description (e.g. “Ctr. Operations Amendment – Staff Change”)



Save

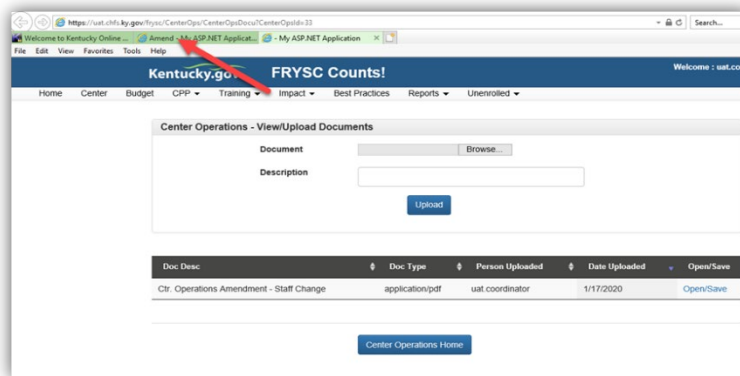
☐ Signed Request form has been uploaded to this page

Request Form  
(Complete, print, get signatures, scan)

View/Upload Documents  
(Upload signed, scanned Request Form here)

Back Print

9. After the file is uploaded, **PAY ATTENTION TO THE TABS AT THE TOP OF YOUR SCREEN.** Click the one labeled AMEND to go back to the previous screen.



Kentucky.gov FRYSC Counts! Welcome : uat.coon

Home Center Budget CPP Training Impact Best Practices Reports Unenrolled

Center Operations - View/Upload Documents

Document  Browse...

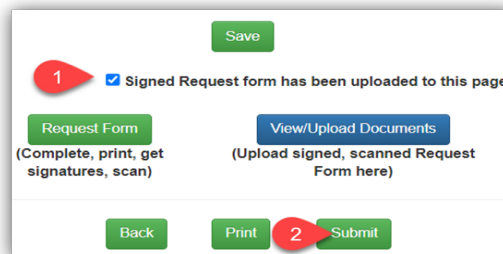
Description

Upload

| Doc Desc                                 | Doc Type        | Person Uploaded | Date Uploaded | Open/Save |
|------------------------------------------|-----------------|-----------------|---------------|-----------|
| Ctr. Operations Amendment - Staff Change | application/pdf | uat.coordinator | 1/17/2020     | Open/Save |

Center Operations Home

10. Click to certify that the signed request form has been uploaded. When you do this, the SUBMIT button will appear. Click **Submit**.



Save

1 ☒ Signed Request form has been uploaded to this page

Request Form  
(Complete, print, get signatures, scan)

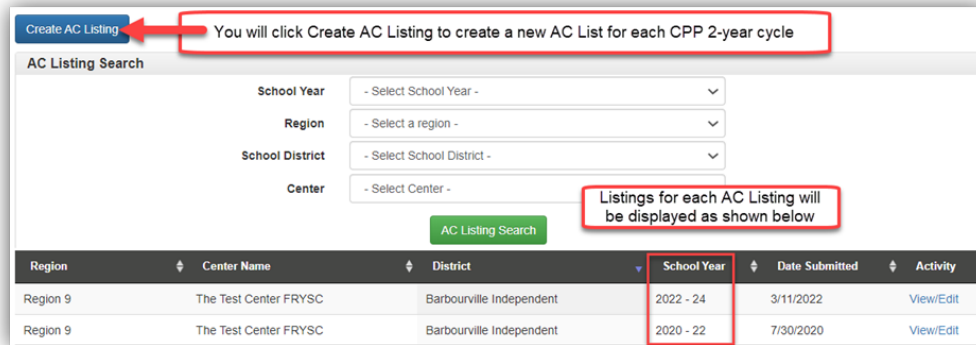
View/Upload Documents  
(Upload signed, scanned Request Form here)

Back Print 2 Submit

After you click SUBMIT, your Regional Program Manager will receive a notification that you have submitted a Center Operations Amendment for approval.

## Advisory Council Listing

The Advisory Council Listing is found under the **CPP** tab. A new AC Listing will be created for each CPP cycle.



**Create AC Listing** You will click Create AC Listing to create a new AC List for each CPP 2-year cycle

**AC Listing Search**

School Year - Select School Year -  
 Region - Select a region -  
 School District - Select School District -  
 Center - Select Center -

AC Listing Search

Listings for each AC Listing will be displayed as shown below

| Region   | Center Name           | District                 | School Year | Date Submitted | Activity  |
|----------|-----------------------|--------------------------|-------------|----------------|-----------|
| Region 9 | The Test Center FRYSC | Barbourville Independent | 2022 - 24   | 3/11/2022      | View/Edit |
| Region 9 | The Test Center FRYSC | Barbourville Independent | 2020 - 22   | 7/30/2020      | View/Edit |

Advisory Council Bylaws should be attached to the appropriate school year's AC Listing. There are two ways to reach the uploads area. You may click the "Docs" link on the main grid (1) OR you may click the link at the bottom of the AC Listing form itself (2).

1

| Region   | Center Name              | District     | School Year | Date Submitted | Activity  | Docs |
|----------|--------------------------|--------------|-------------|----------------|-----------|------|
| Region 6 | Community Connection FRC | Adair County | 2022 - 24   | 8/29/2022      | View/Edit | Docs |

2

|   |        |            |        |
|---|--------|------------|--------|
| 6 | Parent | 10/22/2021 | Remove |
| 6 | Parent | 10/22/2021 | Remove |

BYLAWS Upload/Revision Back to List Print Save

## Advisory Council Membership Entry

All fields with a red asterisk are required.

1. To add members, type the CHAIRPERSON in the first row under NAME. Please identify the chairperson, school, community organization represented, as well as non-voting members. Click the dropdown under “Representing” and choose whether the member is a parent, youth, school district staff, or community. Choose the Original Appointment date.
2. To add another row, click ADD ROW. Continue adding rows until you are finished. Click SAVE at the bottom.

Advisory Council Listing

School District

Test Independent

Center

Test2 Independent FRYSC

\* School Year

Select Correct School Year

Requestor

uat.coordinator2@keups.net

Membership Ratio Requirements:

- At least 1/3 parents
- No more than 1/3 school staff
- YSC/FRYSC – at least 2 students

Add Row

| # | * Name (Please identify chairperson, school, organization represented, and non-voting members) | * Representing | * Original Appointment Date |        |
|---|------------------------------------------------------------------------------------------------|----------------|-----------------------------|--------|
| 1 | William Owen (Parent, 4th grade) - Chair<br>(Chairperson)                                      | Parent         | 09/01/2014                  |        |
| 2 | Heather McCarty (Parent, 7th grader, 2nd grader)                                               | Parent         | 09/01/2021                  | Remove |
| 3 | Naela Imanyara (Parent, Kindergarten)                                                          | Parent         | 09/11/2017                  | Remove |
| 4 | Betty Pennington, (Supervisor DCBS)                                                            | Community      | 09/14/2021                  | Remove |
| 5 | Paul Cookendorfer (4-H Coordinator, Coop Ext)                                                  | Community      | 12/02/2019                  | Remove |

There is no approval process for Advisory Council changes. Your Regional Program Manager will be notified automatically each time you save a change. **As with all areas of FRYSC Counts, saving frequently to avoid system time-outs are recommended.**

## Best Practices

Submission of FRYSC Best Practices is both appreciated and voluntary. Please submit a best practice for any program, service, or activity you feel could be successfully replicated and would benefit other centers. Best practices are searchable statewide by component.

Best Practices

Create Best Practices

\*Region

Region 9

▼

\*School District

Barbourville Independent

▼

\*Center

The Test Center FRYSC

▼

\*Coordinator Name

Coordinator Test Account

\*Coordinator Email

uat.coordinator@keups.net

\*Center Phone

(606) 546-3338

\*Components Addressed

- Select Component Addressed -

Strengthening Families Protective Factor(s)

☐ Resilience
 ☐ Social Connections
 ☐ Knowledge of Development
 ☐ Concrete Support in Time of Need
 ☐ Social and Emotional Competence
 ☐ Nurturing and Attachment
 ☐ N/A

Specific Program/Area

☐ School Readiness/Achievement
 ☐ Community/Parent Involvement
 ☐ Programming
 ☐ Center Operations
 ☐ Other

Target Audience

☐ Birth to Pre-K
 ☐ Elementary
 ☐ Middle
 ☐ High
 ☐ Parent/Guardian
 ☐ Other

\* denotes required field

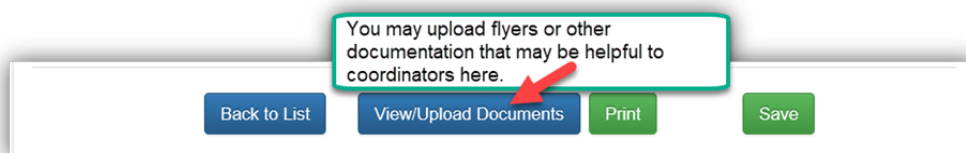
|                                                                     |                      |
|---------------------------------------------------------------------|----------------------|
| Project Title                                                       | <input type="text"/> |
| Description                                                         | <input type="text"/> |
| Planning/Lead time required:                                        | <input type="text"/> |
| # of Sessions:                                                      | <input type="text"/> |
| Length of session(s):                                               | <input type="text"/> |
| Approximate project setup cost                                      | <input type="text"/> |
| Collaborative partner(s)-include contact information,if applicable: | <input type="text"/> |
| Brief description of any goals or outcomes achieved:                | <input type="text"/> |

Back to List
Save

**Please save the form frequently. If the system times out before you save, your work will not be saved.** When the document is saved, you will see this message:



After the first save, you will be given the option to print or upload additional documents to accompany your best practice:



## Unenrolled Section

This section is to be used to document services to children, families, and other service recipients that CANNOT be entered into Infinite Campus. **If a service can be documented (attached to the student) in Infinite Campus, then no entry should occur in the unenrolled section.**

There are two parts to the Unenrolled Section:

- **Enter Recipients**
  - Recipients must be added to the system first. There is now an option to add numbers of recipients, when the identities of recipients are not known (see P. 52); however, if recipients are known, please enter them here prior to adding services.
- **Add Services**
  - Services may be added after recipients are entered.

### Enter Recipients

When a child is involved, just like in Infinite Campus, the services should be attached to the CHILD – meaning the CHILD will be entered into the Unenrolled section, not the parent. There are additional fields where the name of the parent may be entered.

There are two categories of recipients:

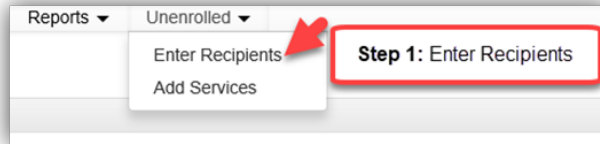
- **0-5 Unenrolled**
  - A child (birth to 5) who is not enrolled or available in Infinite Campus. If services are for the parent of the child, the child will still be the one entered as the recipient.
- **Other Non-student** (Any other unenrolled person)
  - Child (older than 5 who is not able to be entered into Infinite Campus – e.g., Homeschooler)
  - Teen (not able to be entered into Infinite Campus – e.g., Dropout, recent graduate)
  - Adult – non-parent (an adult without a child – if a child is involved, the child should be entered)
  - Staff – school staff members (staff wellness programming, for example)

### Add Services

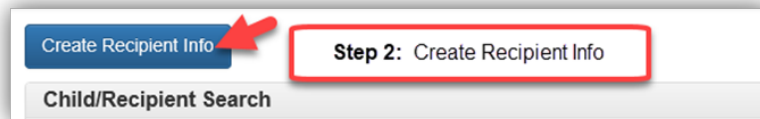
General service categories are available. There is a space to add a service name or note. The character limit is 40 characters. Services may be added for individuals who have been entered as recipients or for groups of recipients.

## Enter Recipients

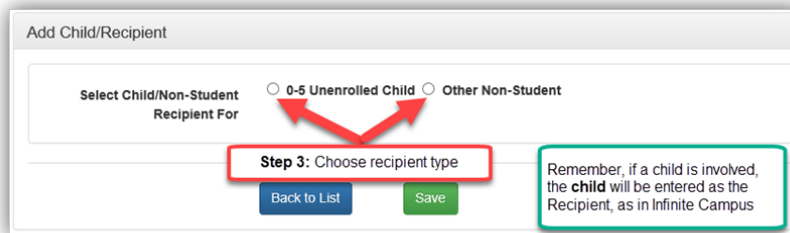
1. Begin by clicking the Unenrolled tab, then ENTER RECIPIENTS.



2. The next page will show a blue button in the upper left corner of your screen. Click Create Recipient Info.



3. Choose the recipient type.



Screens differ slightly, depending on the Recipient type. You may complete as much or as little as needed. Please enter demographic information that is known. Fields marked with an asterisk (\*) are required.

4. After the recipient is **Saved**, a button will appear to allow you to enter more of the same recipient type. When finished, you will be able to see and/or edit your recipients from the main recipient entry screen.

Display 10 records

| School Year | First Name | Last Name | Recipient Type       | Status   | Date Entered | Activity                  |
|-------------|------------|-----------|----------------------|----------|--------------|---------------------------|
| 2020 - 21   | Maya       | Angelou   | 0-5 UNENROLLED CHILD | Active   | 1/13/2020    | <a href="#">View/Edit</a> |
| 2020 - 21   | Jane       | Austen    | OTHER NON-STUDENT    | Active   | 1/16/2020    | <a href="#">View/Edit</a> |
| 2020 - 21   | Marie      | Curie     | OTHER NON-STUDENT    | Active   | 1/13/2020    | <a href="#">View/Edit</a> |
| 2020 - 21   | Salvador   | Dali      | 0-5 UNENROLLED CHILD | Active   | 1/16/2020    | <a href="#">View/Edit</a> |
| 2020 - 21   | Charles    | Dickens   | OTHER NON-STUDENT    | Active   | 1/16/2020    | <a href="#">View/Edit</a> |
| 2020 - 21   | Walt       | Disney    | OTHER NON-STUDENT    | Inactive | 1/13/2020    | <a href="#">View/Edit</a> |

## Enter Services

Now that your recipients have been entered, you may begin to enter your services and attach recipients to services.

1. Begin by clicking **Add Services** under the **Unenrolled** tab. If a referral was made, please indicate in the COMMENTS, along with any other important information.



2. Click the **Create Service Type** button in the upper left corner of your screen.

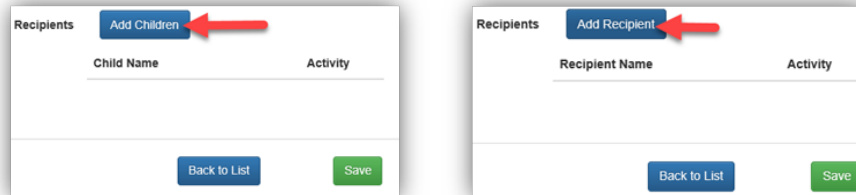


For group programs, enter one service at a time. If the service encompasses more than one category, you do have the option to select multiple services at once.



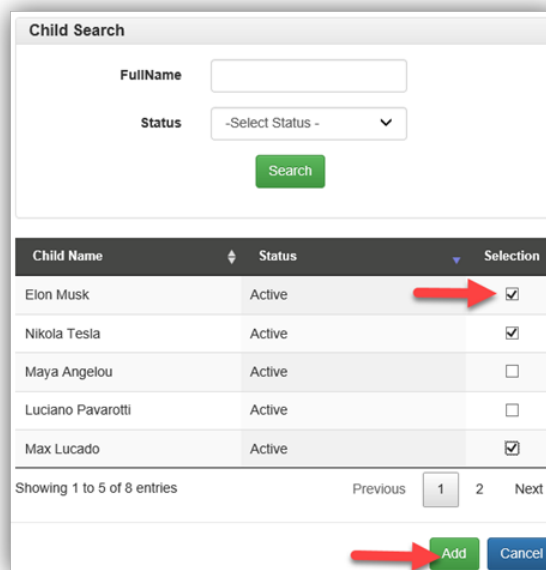
A screenshot of the 'Add New' form in the 'Add New' section. The 'Save' button is highlighted with a red box and a red arrow pointing to it. The text 'SAVE frequently' is written in red above the button.

- Attach recipients to the service. For a service for 0-5, the button reads **Add Children**. For Other Unenrolled, the button reads **Add Recipient**.



A list of service recipients will display (either the 0-5 list or the other unenrolled list, depending on the selection you made at the top of the screen for Recipient Type).

- Select all recipients for the service from the list, then click ADD.



| Child Name        | Status | Selection                           |
|-------------------|--------|-------------------------------------|
| Elon Musk         | Active | <input checked="" type="checkbox"/> |
| Nikola Tesla      | Active | <input checked="" type="checkbox"/> |
| Maya Angelou      | Active | <input type="checkbox"/>            |
| Luciano Pavarotti | Active | <input type="checkbox"/>            |
| Max Lucado        | Active | <input checked="" type="checkbox"/> |

When you have added all service recipients, the list will display at the bottom of the service screen.



There is now an option to add numbers of UNKNOWN recipients as well.

Recipients

Add Children

Add unknown recipients?

☒ Yes ☐ No

| Child Name      | Activity               |
|-----------------|------------------------|
| Brigitte Bardot | <a href="#">Delete</a> |
| Coco Chanel     | <a href="#">Delete</a> |
| Coco Melon      | <a href="#">Delete</a> |
| Drew Barrymore  | <a href="#">Delete</a> |
| Shirley Temple  | <a href="#">Delete</a> |

Birth to 5 Unenrolled #

4

Parents/Caregivers #

Other Non-Student #

In the event that there were service recipients who are unknown (for example, at larger community events), you may add a total number of unknown persons. To add unknown recipients, click YES, and the available fields will expand.

Back to List

Save

Print

After you save your service, the **Print** button will appear. Clicking **Print** will create a PDF version of your service with the recipient roster. Additional reports will be developed at a later date.

You may view, edit, or add more recipients by clicking **View/Edit** on the main service entry screen.

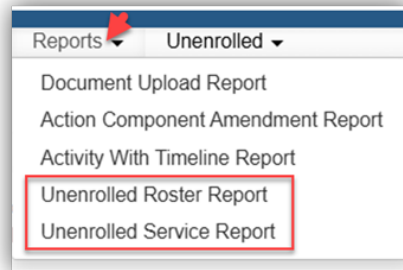
Display 10 records

| School Year | Service Type          | Service Name              | Recipient Type       | Start Date | Activity                  |
|-------------|-----------------------|---------------------------|----------------------|------------|---------------------------|
| 2024 - 25   | Child Care (provided) | 5 recipients - 4 unknown  | 0-5 UNENROLLED CHILD | 4/11/2024  | <a href="#">View/Edit</a> |
| 2024 - 25   | Health                | 2 Recipients - 3 unknown  | OTHER NON-STUDENT    | 4/11/2024  | <a href="#">View/Edit</a> |
| 2024 - 25   | Basic Needs           | 3 Recipients - 10 unknown | 0-5 UNENROLLED CHILD | 4/11/2024  | <a href="#">View/Edit</a> |
| 2024 - 25   | Multiple              | 5 Recipients - 6 unknown  | 0-5 UNENROLLED CHILD | 4/11/2024  | <a href="#">View/Edit</a> |
| 2024 - 25   | Financial Ass         |                           |                      | 9/16/2024  | <a href="#">View/Edit</a> |

If more than two service types are selected, the service type will show as "Multiple"

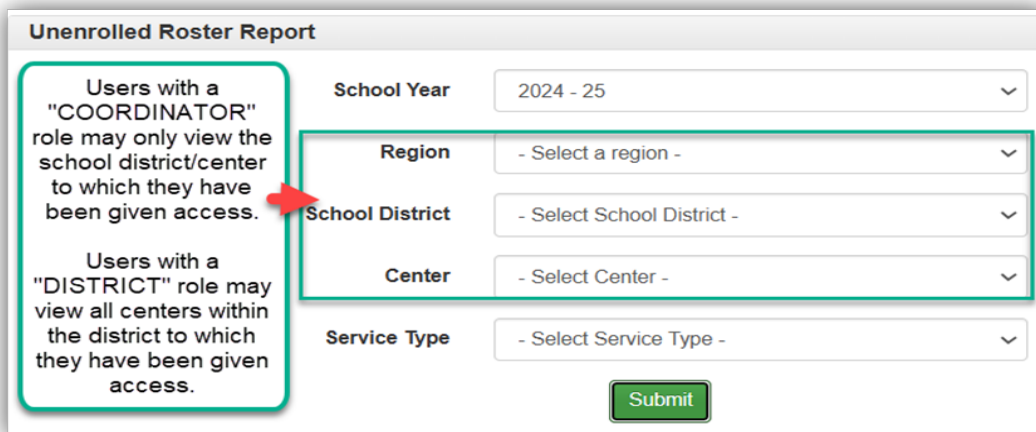
## Unenrolled Reports

There are two reports that may be generated for the Unenrolled population. Both reports appear on the **Reports** tab. The reports are both in Excel format, so data may be filtered and sorted as needed by the user.



### Report 1: Unenrolled Roster Report

The Unenrolled Roster Report will yield a list of each service recipient and the services provided, based on selected search criteria. **This report is best for center or school district internal use, as it contains child and parent names and other demographic information.**



**Unenrolled Roster Report**

Users with a "COORDINATOR" role may only view the school district/center to which they have been given access.

Users with a "DISTRICT" role may view all centers within the district to which they have been given access.

School Year: 2024 - 25

Region: - Select a region -

School District: - Select School District -

Center: - Select Center -

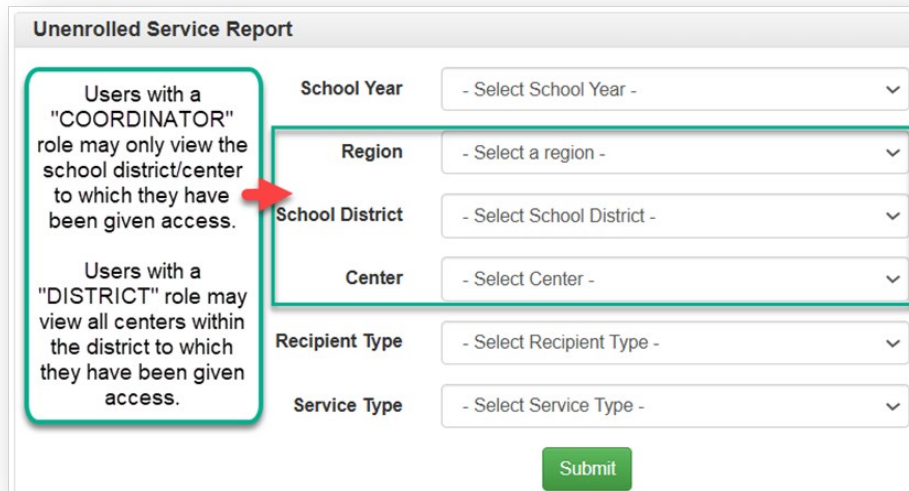
Service Type: - Select Service Type -

**Submit**

- Fields included in this report:
  - School year, Region, School District, Center Name, Service Type, Service Name, Start Date, First Name, Last Name, Recipient Type, Birth Date, Parent First Name, Parent Last Name, Free/Reduced Eligibility, Race-Ethnicity, Date Entered

## Report 2: Unenrolled Service Report

The Unenrolled Service Report will yield a list of each service provided (Excel), along with NUMBERS of recipients for each service, based on selected search criteria. **This report contains no individual names and yields quantitative data to share with stakeholders.**



**Unenrolled Service Report**

Users with a "COORDINATOR" role may only view the school district/center to which they have been given access.

Users with a "DISTRICT" role may view all centers within the district to which they have been given access.

School Year: - Select School Year -

Region: - Select a region -

School District: - Select School District -

Center: - Select Center -

Recipient Type: - Select Recipient Type -

Service Type: - Select Service Type -

Submit

- Fields included in this report:
  - School year, Region, School District, Center Name, Recipient Type, Service Type, Service Name, Start Date, Total # of Participants, Total # Unknown 0-5, Total # Unknown Parents/Caregivers, Total # Unknown Other/Non-students, Comments

## Common Questions

- 1. Users report that they cannot log in to the system (ERROR message).**
  - a. Clear your browser history and cookies, then close and reopen your browser. Log in again. This typically resolves the issue.
  - b. If the previous suggestion does not resolve the issue, type the KYID link directly into your browser
  - c. Reset your password. It may have expired. Email [KYID Help Desk](#) to request assistance or a password reset if needed.
- 2. The user would like to delete a file that has been uploaded.**
  - a. Your regional program manager has access to delete documents from the district, center, budget, center operations, and advisory council listing and should be the first contact for deletions of this type. For purchase request or amendment deletions (budget, action component, center operations, etc.), contact [FRYSC Counts Help Desk](#).
- 3. The user types a form and reports that it did not save.**
  - a. Generally, this happens because there was an extended amount of time between beginning the form and saving. The system times out. Saving frequently will prevent this issue and is recommended system wide.
- 4. PD Tracking form, approved trainings list issues or technical assistance required.**
  - a. For issues or questions relating to the TRAINING tab, please email [FRYSC Counts Help Desk](#).
- 5. User changes name and email address.**
  - a. Email [KYID Help Desk](#) to let them know that you have had a name/email address change and that you would like to have that updated in KYID. There are portions of FRYSC Counts that may not operate properly (PD forms, in particular) if the email address is different than the email of record in KYID.
- 6. Coordinator changes centers within the same school district, requiring permissions changes.**
  - a. Contact the [FRYSC Counts Help Desk](#), who will remove permissions for the previous center and send a new invitation to FRYSC Counts to provide access to the new center. A previously entered PD tracking form (attached to the old center) will need to be recreated after access is given for the new center.

**7. NEW coordinator attempts to start a PD tracking form, but the former coordinator's email address is shown in the dropdown.**

- a. Be sure to update the center coordinator information on the center page. The email address that is displayed in the dropdown on the PD form is pulled directly from the center page.
- b. Contact [FRYSC Counts Help Desk](#) to request the deletion of the previous coordinator's PD tracking form for the current year. The new coordinator will be able to begin a new PD tracking form of their own.

If at any time you experience issues that cannot be resolved with the information contained in this guide, please email the [FRYSC Counts Help Desk](#) to report the issue at your earliest convenience.