

Updated May 2023



FRYSC COUNTS USER'S GUIDE

Division of Family Resource and Youth Services Centers
CABINET FOR HEALTH AND FAMILY SERVICES

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Introduction

FRYSC Counts is a data collection and approval system for Kentucky Family Resource and Youth Services Centers. Below are the sections available in production:

- **District**
 - [Development complete](#)
 - Contact information for district level personnel
 - District level document uploads
- **Center**
 - [Development complete](#)
 - Contact information for center level personnel
 - Supplemental center information
 - Student free and reduced lunch counts
 - Center level document uploads
- **Action Components**
 - [Development complete](#)
 - Center action components for a two-year planning cycle
- **Training and related documentation**
 - [Development Complete](#)
 - Professional development tracking
 - Approved trainings list
 - Training request forms
- **Impact Reports**
 - [Development Complete](#)

- **Budget**
 - [Development Complete](#)
 - Budget Form
 - Budget Amendments
 - Requests for Purchases and Subcontracts
 - Automated emails to RPM upon submission and coordinator upon approval
- **Best Practices**
 - [Development Complete](#)
 - Searchable statewide by component or key word(s)
- **Center Operations**
 - [Development Complete](#) (Original and Amendments)
- **Advisory Council Listing** (for 2020 program plan cycle)
 - [Development Complete](#)
- **Service Tracking for Unenrolled**
 - [Development Complete](#)
 - Unenrolled 0-5 Population
 - Other Non-student
- **Success Stories**
 - **Removed from FRYSC Counts plan**
 - Submit a Success Story: <http://bit.ly/FRYSCSuccesses>

Accessing FRYSC Counts!

For new coordinators, assistants, or district contacts needing access to FRYSC Counts!:

1. Sign up for a KOG account: <https://kog.chfs.ky.gov/>.
2. You will receive an email from KOG_DoNotReply@ky.gov. **You must click the link in this email to activate your KOG account.**
3. After this, please send the following to Tonya.Cookendorfer@ky.gov:
 - a. Email address
 - b. Title/Role
 - c. School District
 - d. Name of center for which you need access (center staff only)
4. 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.**
5. Log in using the email and password used to sign up for KOG.

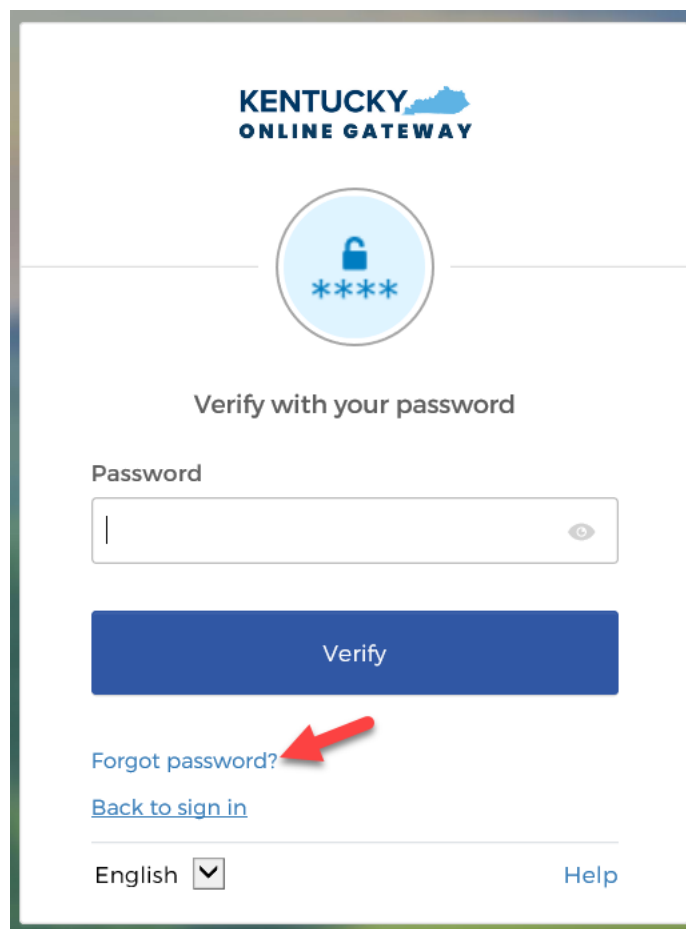
The screenshot shows the login interface for the Kentucky Online Gateway (KOG). At the top, the logo reads "KENTUCKY ONLINE GATEWAY" with a blue outline of the state of Kentucky. Below the logo, the text "Sign in with your Kentucky Online Gateway (KOG) Account" is centered. Underneath, the label "Email Address" is positioned above a text input field. A blue button labeled "Next" is located below the input field. At the bottom of the form, there are two links: "Create New Account" and "Resend Account Verification Email". Below these links is a language selection dropdown menu currently set to "English" with a downward arrow icon, and a "Help" link on the right.

Password Resets

There are two ways to reset your password.

Option 1:

Click FORGOT PASSWORD and provide your username and email address. You will receive an email with a link to reset your password. Some users have provided a mobile number that may be used instead of email.



KENTUCKY
ONLINE GATEWAY

Verify with your password

Password

Verify

[Forgot password?](#)

[Back to sign in](#)

English

[Help](#)

Option 2:

Email KOGHelpDesk@ky.gov to request a password reset link. This link will allow you to bypass the security questions.

Navigating the System

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

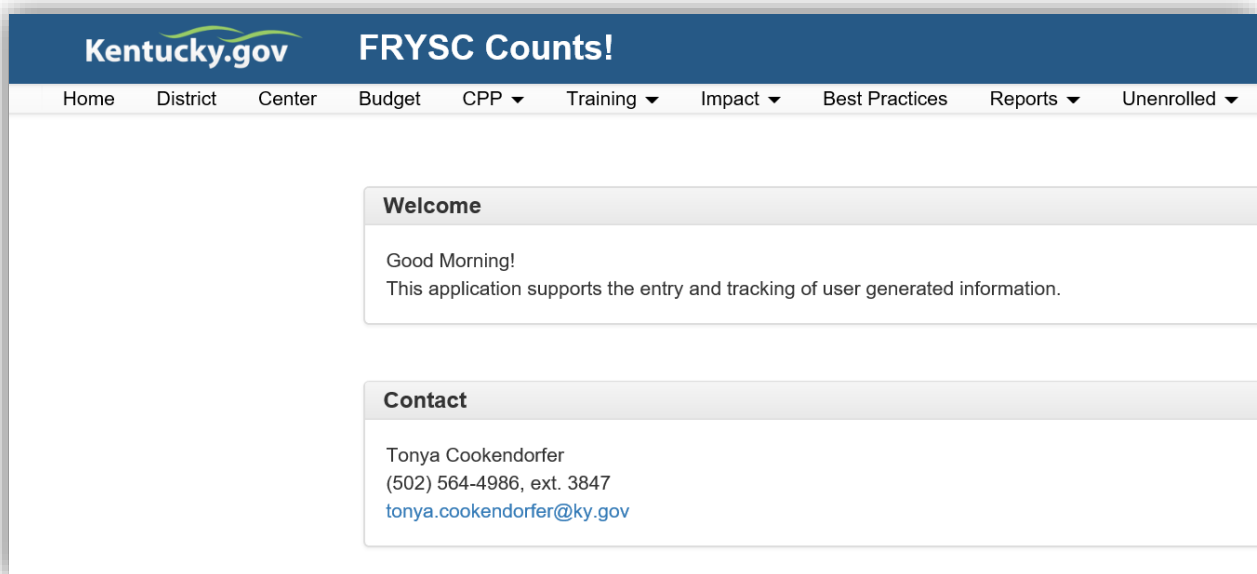
The Home Screen

Center staff access

Coordinators and other center staff will have access to all, with the exception of 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.



The District Page

All district contacts and those with district level access are able to 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)

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

Create New District

School District Search

School District

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.

School District Extract to Excel

Display records

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 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 addresses.

Included on the district page is contact information for

- Superintendent
- District Contact
- Finance Officer
- Additional 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, so you can check if you want to see if it is completed. To do this log into FRYSC Counts and follow the instructions below.

To check the Other Information Fields & In-Kind Totals:

1. Click on the Center tab (see red arrow in picture below)
2. Below the black bar, find the Center you would like to check and click on View/Edit (see red circle)
3. Scroll down until you see the Other Information section (see yellow highlighted circle). This entire section should be completed. I am attaching a Tip Sheet explains how to count In-Kind and explains the fields in this section (page 2)

Kentucky.gov FRYSC Counts! Welcome : district.user@external.uat.kit.uat

Home Budget District **Center** Action Component Reports Training Impact Unenrolled

Create New Center

Center Search

Center Name

School District

Region

Center Status

Center Search

Display 10 records

Center Information Extract to Excel

Center Id	Center	Region	School District	Status	View/Edit	Doc List
166	Helping Hearts AND Hands FRC	Region 3	Jefferson County	Active	View/Edit	Doc List

View/Edit will take you to the Center Page. Doc List will take you to the list of documents that have been uploaded to the center page.

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:

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. Scroll through the form. Coordinators are required to have a minimum of 24 hours of PD (total credit hours appears at the bottom) and attend a minimum of 1 state conference.

The screenshot shows the FRYSC Counts! website interface. The navigation bar at the top includes links for Home, District, Center, Budget, CPP, Training (selected), Impact, Best Practices, Reports, Monthly Reports, and Unenrolled. Below the navigation bar, the "PD Tracking Form Search" section is visible. It contains four dropdown menus: Region (- Select a region -), School District (- Select School District -), Coordinator (- Select Coordinator -), and School Year (- Select School Year -). A red arrow points to the Training tab in the navigation bar, and another red arrow points to the Coordinator dropdown menu. A green "PD Search" button is located at the bottom right of the search form.

To check FRYSC Action Components, Budget, or Center Operations pages:

1. Click on the Budget or CPP tab, depending on which form you would like to view.
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)

Kentucky.gov FRYSC Counts! Welcome : uat.coordinator

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

Create New Center

Center Search

NOTE: The centers for which you have access will display automatically at the bottom of the page. Those with coordinator access do not need to enter any search terms.

Center Name: The Test Center FRYSC

School District: [Redacted]

Region: [Redacted]

Coordinator Email: [Redacted]

Center Status: [Redacted]

Center Search

Center Information Extract to Excel

Display 10 records

Center Id	Center	Region	School District	Status	View Edit	Doc List
682	The Test Center FRYSC	Region 9	Barbourville Independent	Active	View/Edit	Doc List

The center coordinator is asked to keep all fields on the center page current to ensure that the Division of FRYSC has the correct contact information at all times. Navigate to the center page by clicking VIEW/EDIT and make the needed changes, then scroll to the bottom of the page and click SAVE.

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

Also found on the CENTER page:

- **Advisory Council Chairperson**
- **Other Information fields**

This allows for collection of community board/council participation, school district and community cash and in-kind contributions, additional grant totals, and other related items.

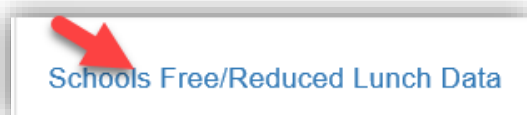
These fields are to be completed by June 30 each year. Responses from the previous year will be cleared at the beginning of March to allow for updated entries. The Division of FRYSC will send email communication prior to the due date to share further instructions.

- **School and Free/Reduced Lunch Counts and Preschool counts**

Preschool free and reduced lunch counts are self-reported as of Dec. 1. Communication will be emailed prior to the due date with further instructions.

Free and reduced lunch counts for K-12 are sent directly to the Division of FRYSC by the Kentucky Department of Education. These counts are imported into the center pages when new budget spreadsheets are finalized.

To update **PRINCIPAL NAME** and **EMAIL** for the schools served by your center, please click the blue link directly above the self-reported preschool fields. These fields were collapsed to reduce scrolling.



NOTE: School free and reduced lunch counts will be directly imported into FRYSC Counts in late March or early April. The order of the school display may change year to year, depending on the order they appear on the budget spreadsheet. Please check to be sure principal name and email are listed with the appropriate school(s).

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.

(Document Uploads)

School District: [Redacted]
Center: [Redacted]
Region: [Redacted]

Center - View/Upload Documents

Document: [Text Field] [Browse...](#)

Description: Type DETAILED description here (to appear below)

[Upload](#)

Doc Desc	Doc Type	Person Uploaded	Date Uploaded	Open/Save
Center Inventory Feb. 2023	application/vnd...	[Redacted]	1/20/2023	Open/Save
Advisory Council Minutes 9-15-22	application/vnd...	[Redacted]	1/20/2023	Open/Save
Advisory Council Minutes 8-23-22 Special Meeting	application/vnd...	[Redacted]	1/20/2023	Open/Save

For file deletions, 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 center action components they would like to view using the Action Component Search. Select the school district 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 screenshot shows a web form titled "Action Component Search". At the top left is a blue button labeled "Create New Action Component" with a red arrow pointing to it. Below this is the search form with the following fields: "Region" (dropdown), "School District" (dropdown), "Center" (dropdown), "School Year" (dropdown), "Action Component" (dropdown), and "Status" (dropdown). Red arrows point to each of these dropdown menus. At the bottom right of the form is a green button labeled "Action Component Search" with a red arrow pointing to it.

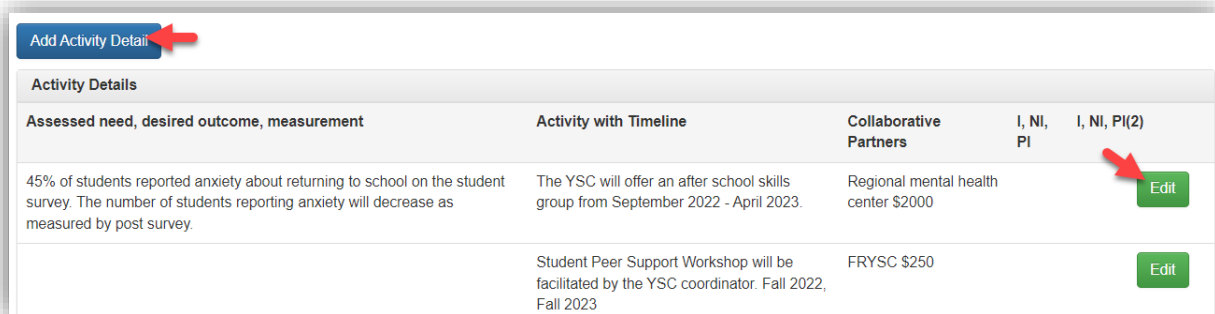
The action components associated with the center will display at the bottom of the screen as they are entered.

(Component List)

Display 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	View/Edit
Trimble County	Trimble County FRC	2022 - 24	Optional #2	Original	Saved	1/20/2022	View/Edit
Trimble County	Trimble County FRC	2022 - 24	Optional #1	Original	Saved	1/20/2022	View/Edit
Trimble County	Trimble County FRC	2022 - 24	Health Services or Referrals to Health Services	Original	Saved	1/20/2022	View/Edit
Trimble County	Trimble County FRC	2022 - 24	Family Literacy	Original	Saved	1/20/2022	View/Edit

To view, add or edit an action component that **has not yet been approved** (STATUS: Saved) by your Regional Program Manager, 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. Below the component details you will see the Activity Details.

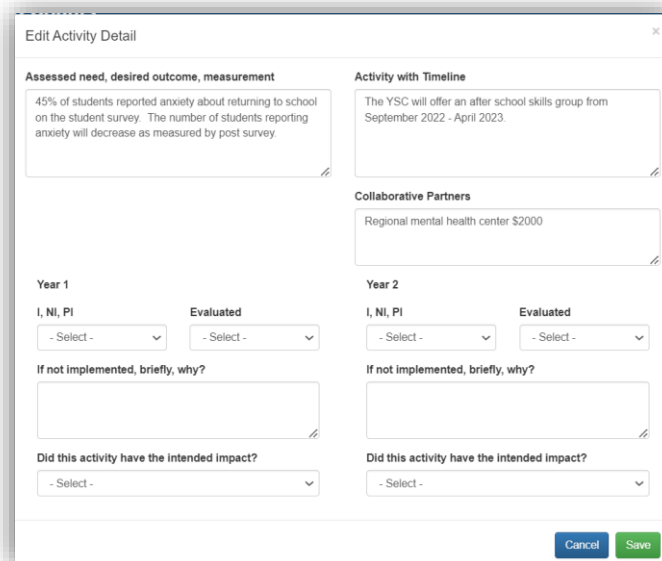


Assessed need, desired outcome, measurement	Activity with Timeline	Collaborative Partners	I, NI, PI	I, NI, PI(2)
45% of students reported anxiety about returning to school on the student survey. The number of students reporting anxiety will decrease as measured by post survey.	The YSC will offer an after 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.**

(Edit Activity Detail)



Edit Activity Detail

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

For assistance with component or activity detail deletions, please contact tonya.cookendorfer@ky.gov.

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.

Status – <i>Saved</i>	Changes may continue to be made by clicking VIEW/EDIT.
Status – <i>Approved</i>	The Original component is locked for editing. In order to make changes, an amendment will need to be submitted by clicking AMEND.

(View/Edit and Amend)

Display records

School District	Center	School Year	Action Component	Amendment	Status	Date	Activity
Jefferson County	BYCK FRC	2018 - 20	Family Literacy	Original	Saved	2/11/2019	View/Edit
Jefferson County	BYCK FRC	2018 - 20	FIT (Families in Training)	Original	Approved	1/16/2019	Amend View/Edit

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

(Confirm Amendment)

Counts!

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

Process for amending an action component:

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.

(Create FRYSC Request Form)

Is this an amendment? ☒ Yes ☐ No

Create FRYSC Request Form

Request # Estimation Cost

I certify that this change was discussed and documented in Advisory Council minutes ☐ Yes ☐ No

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

REQUEST FORM FOR ACTION COMPONENT AMENDMENT

Add Action Component Request Form ×

School Year	2022 - 24
Request #	1
Region	Region 6
School District	Washington County
Center	Washington Co. YSC
Coordinator Email	tessa.simpson@washington.kyschools.us
PhoneNumber	(859) 336-5475
Explanation/Justification	

[Save](#) [Cancel](#)

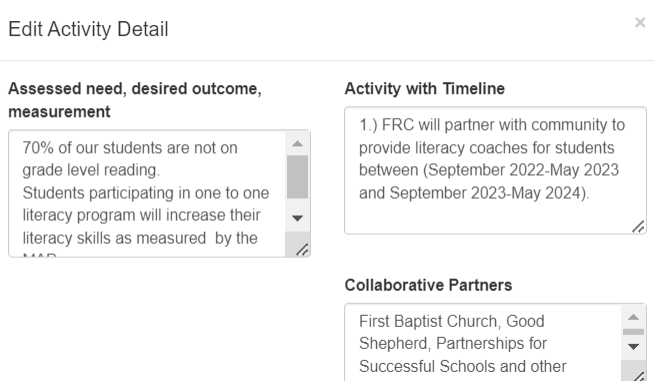
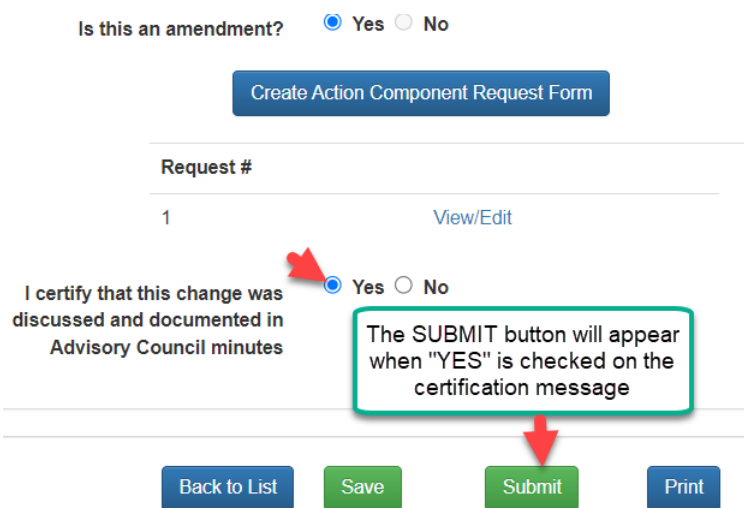
Following the entry of the FRYSC Request form, you will notice the Request # and a link to View/Edit the Request form.

Is this an amendment? ☒ Yes ☐ No

Create Action Component Request Form

Request #

1 [View/Edit](#)

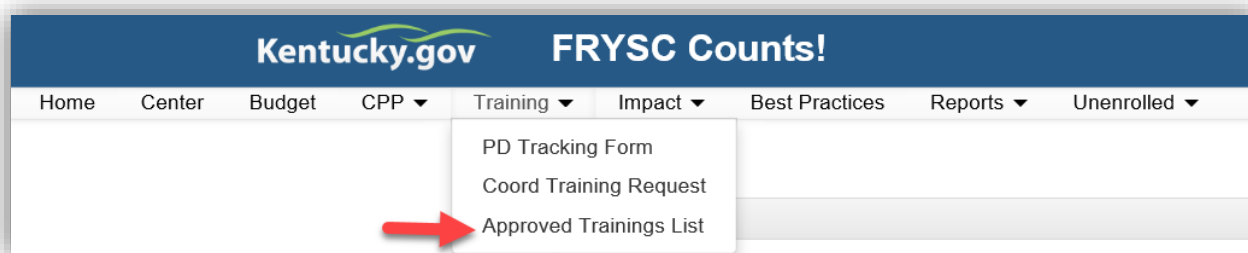
3.	Make the appropriate edits/additions to the activity details, SAVE. 
4.	Certify that the change was discussed and documented in Advisory Council Minutes.  Without this certification, the amendment process will not move forward. When you click YES on the certification, the SUBMIT button will appear.
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

(Navigation bar and approved trainings list)



The list of approved trainings is now ONLY 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 Training Director. 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 in the approved trainings list.

STATUS COLUMN:

- Saved** (completed form but NOT submitted to training director)
- Submitted** (Submitted to training director but not approved yet)
- Need more information** (Training director needs something more)
- Approved** (Training is approved and code assigned)

(Coordinator Training Requests)

Display 10 records

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

Professional Development Tracking Forms

You may complete the PD tracking form throughout the year as you attend trainings, 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)

Kentucky.gov FRYSC Counts! Welcome : uat.coordinator@keups.net

Home Center Budget CPP Training Impact Best Practices Reports Unenrolled

Create New PD Tracking Form

If you have not yet started a PD tracking form for the current year, you will click "Create New PD Tracking Form"

PD Tracking Form

Display 10 records

School Year	Submitter	Status	Activity
2018 - 2019	uat.coordinator@keups.net	Saved	View/Modify

If you have already started the PD Form, you will click VIEW/MODIFY to make any changes to the existing form

Previous 1 Next

Note: If you accidentally create a duplicate PD form for the same year, one of them will need to be deleted before you will be able to save changes. See *Common Questions/Troubleshooting #5*.

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 trainings without approval codes may be entered manually.

(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

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

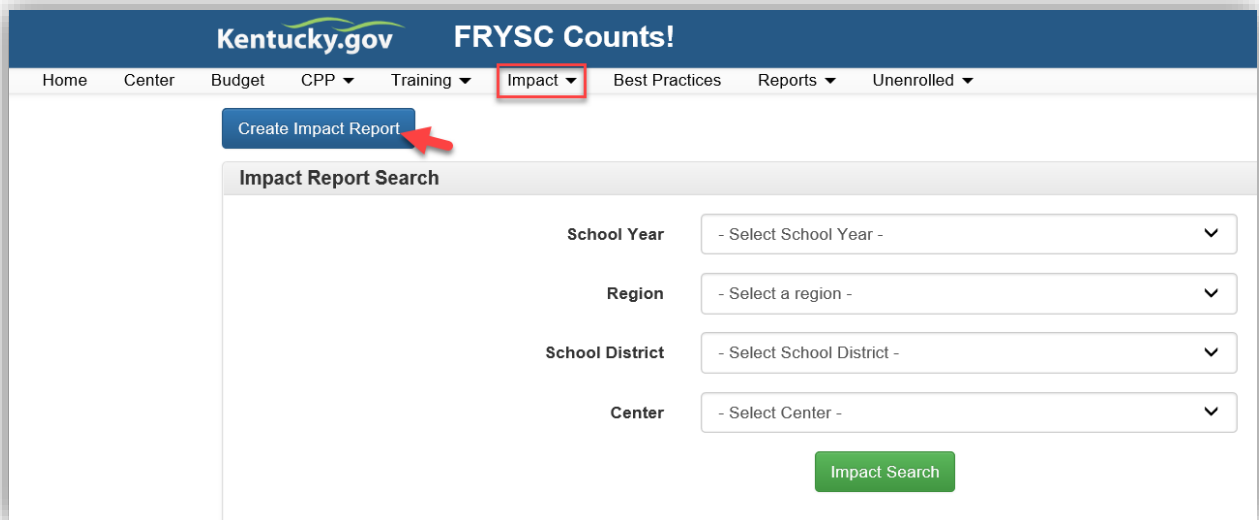
Total Credit Hours	24
--------------------	----

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)



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. A 'Create Impact Report' button is visible, 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 -'. A green 'Impact Search' button is located at the bottom right of the search section.

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 examples, please view the Impact Report Spotlights located on the Division of FRYSC web page.

(Create Report Entry Screens)

View Impact Report	
School Year	2022 - 2023
Region	Region 1
School District	Browards County Public Schools
Center	The New Center FRYSC
Center Type	☐ FRC ☒ FRYSC ☐ YSC
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)	Addition Jan. 2023

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, you will not be able to save or submit 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 to your computer or print.

(View or edit previously saved/submitted Impact Reports)

[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	View
Trunnell FRC	FRC - Optional #1	2/11/2019	Saved	View/Edit

Showing 1 to 2 of 2 entries

Previous1Next

Previous reports are displayed in the grid at the bottom of the page. SAVED reports 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.

BUDGET ENTRY (Original Budget)

Center budgets are submitted annually in March or April following the announcement of center allocation amounts. Original budgets need only to be SAVED. RPMs will begin the approval process immediately following the announced due date.

Tip: Save frequently.

(Create Budget)

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

(Figure 20 – 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.

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.

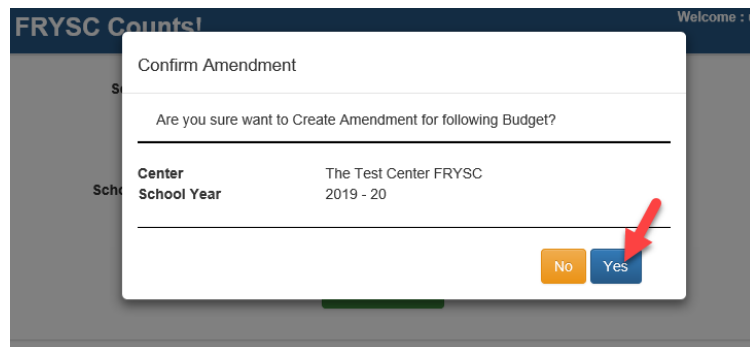
Display records

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	Amend Request View

Showing 1 to 1 of 1 entries

Previous 1 Next

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



- 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	Remove
0531	Postage	\$300.00	\$250.00	(\$50.00)	Narrative for Postage code ...	Remove
0559	Other Printing	\$230.45	\$230.45	\$0.00	Narrative for Other Printing code ...	Remove
0610	General Supplies	\$3,500.00		(\$3,500.00)	Narrative for General Supplies code ...	Remove
0616	Food Non Instructional Non Food Service	\$2,000.00		(\$2,000.00)	Narrative for Food Non-Instructional code ...	Remove

- 3.) Click **SAVE** at the bottom. After saving, the **PRINT** button will appear.
- 4.) As before, you will need to get signatures on your request form before this request may be submitted. 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

- 6.) 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](#)

- 7.) 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.

- 8.) 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 Request 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".

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.

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.

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.

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

The submit button will appear after the above box is checked

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

Success:
Your Budget has been submitted successfully!

School District	Barbourville Independent	Center	The Test Center FRYSC
School Year	2019 - 20	Requestor	uat.coordinator@keups.net
Center Allocation	\$65,030.45		

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 SUBMITTED request and an APPROVED request:

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

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	Amend Request View
The Test Center FRYSC	2019 - 20	7/1/2019	Amend 1		Submitted		View

Showing 1 to 2 of 2 entries

Previous Next

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 Request 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	Amend Request View

- 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

- 3.) 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.

Budget Purchase/Subcontract Form

✓ Success:
Purchase/Subcontract Request has been saved successfully!

Purchase/Subcontract Form

Region	Region 9	School District	Barbourville Independent
Center	The Test Center FRYSC	School Year	2019 - 20

Estimated Cost 500

***Explanation/Justification**
(For purchases and subcontracts, please include action component addressed in Explanation/Justification.)

This field will hold up to 2000 characters.
Click SAVE to see the additional options to PRINT and UPLOAD.
The printed version of this form contains signature lines.

☐ Signed document has been uploaded

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

- 4.) Gather the required signatures and any accompanying documentation. Scan the documents to prepare for upload.
- 5.) 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	Amend Request View

6.) 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	View

7.) Click **VIEW/UPLOAD DOCUMENTS** to upload your signed request form and any other accompanying documentation, such as invoices or subcontract information.

Region	Region 9	School District	Barbourville Independent
Center	The Test Center FRYSC	School Year	2019 - 20

Estimated Cost 500

***Explanation/Justification**
(For purchases and subcontracts, please include action component addressed in Explanation/Justification.)

This field will hold up to 2000 characters.

Click SAVE to see the additional options to PRINT and UPLOAD

The printed version of this form contains signature lines.

☐ Signed document has been uploaded

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

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.

Budget - View/Upload Documents

Document [Browse...](#)

Description

[Upload](#)

Doc Desc	Doc Type	Person Uploaded	Date Uploaded	Open/Save
Request Form for budget amendment	application/pdf	uat.coordinator	7/1/2019	Open/Save
Signed purchase request form	application/pdf	uat.coordinator	7/2/2019	Open/Save
Accompanying documentation for purchase request	application/pdf	uat.coordinator	7/2/2019	Open/Save

9.) Now you are ready to submit.

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.

Document Browse...

Description

Upload

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

10.) Click the certification message “Signed document has been uploaded”, then the SUBMIT button will appear. Click **SUBMIT**.

☒ Signed document has been uploaded

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 on 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	View

CENTER OPERATIONS – ORIGINAL



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

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

School District	Barbourville Independent	Center	The Test Center FRYSC
* School Year	2020 - 22	Requestor	uat.coordinator@keups.net
Hours of Operation	You may enter up to 100 characters		
Description of Center Site	You may enter up to 800 characters		
Describe staff coverage for multiple schools (including regular schedule, hours at each location, etc.)	You may enter up to 500 characters		
Describe ways in which the center is integrated into the school (SBDM committees, PBIS, school leadership team, PLC meetings, etc.)	You may enter up to 500 characters		

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.

The screenshot shows the 'Add Center Staff' form. A red arrow points to the 'Add Center Staff' button. A green box contains the text: 'To open another section for additional staff, click here.' The form fields are as follows:

*Name		Position/Function		Wage Sources (and %)	ex. FRYSC (100%)
Direct Supervisor		*Hire Date	MM/DD/YYYY	Weekly Hours	
# Days Per Year		*Classified or Certified	☐ Classified ☐ Certified		Remove

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 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 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 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

- 4.) 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

Previous Next

[Back to Center Operations Amendment](#)
[Back to Center Operations Home](#)

- 5.) 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](#)

- 6.) 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.

https://uat.chfs.ky.gov/frysc/CenterOps/CenterOpsDocu?CenterOpsId=33

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

File Edit View Favorites Tools Help

Kentucky.gov FRYSC Counts! Welcome : uat.coor

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.

The screenshot displays a web interface for submitting a request form. At the top, there is a green 'Save' button. Below it, a red arrow points to a checkbox labeled '1' which is checked, with the text 'Signed Request form has been uploaded to this page' next to it. In the center, there are two main sections: on the left, a green 'Request Form' button with the instruction '(Complete, print, get signatures, scan)'; on the right, a blue 'View/Upload Documents' button with the instruction '(Upload signed, scanned Request Form here)'. At the bottom, there are three green buttons: 'Back', 'Print', and 'Submit'. A red arrow points to the 'Submit' button, which is labeled with a '2' in a red box.

- 11.) 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

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
		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 (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, frequent saves 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	
Description	
Planning/Lead time required:	
# of Sessions:	
Length of session(s):	
Approximate project setup cost	
Collaborative partner(s)-include contact information,if applicable:	
Brief description of any goals or outcomes achieved:	

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

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

✓ **Success:**
Best Practice has been created successfully!

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

You may upload flyers or other documentation that may be helpful to coordinators here.

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

Unenrolled Section

This section is to be used to document services to children/families 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
- **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 that is not able to be entered into Infinite Campus – ex. Homeschooler)
Teen (not able to be entered into Infinite Campus – ex. Dropout)
Adult – non-parent (an adult without a child – if a child is involved, the child should be entered)
Staff – school staff members

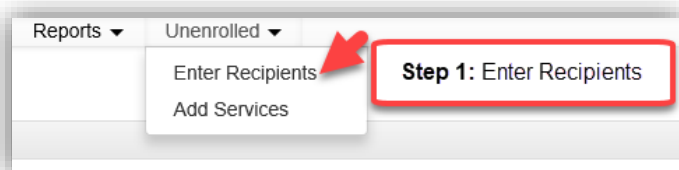
ADD SERVICES

General service categories are available. There is a space to add a program or service name, as well as a box to check whether the services was a REFERRAL. Services can be added for individuals who have been entered as recipients or for groups of recipients.

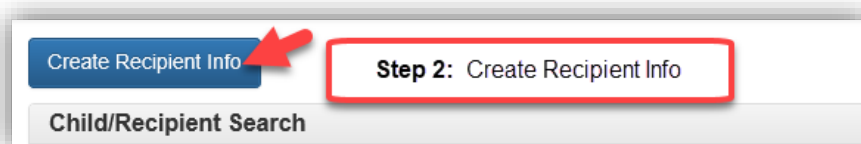
After services are entered and recipients are attached, you will be able to print a roster including service detail.

ENTER RECIPIENTS

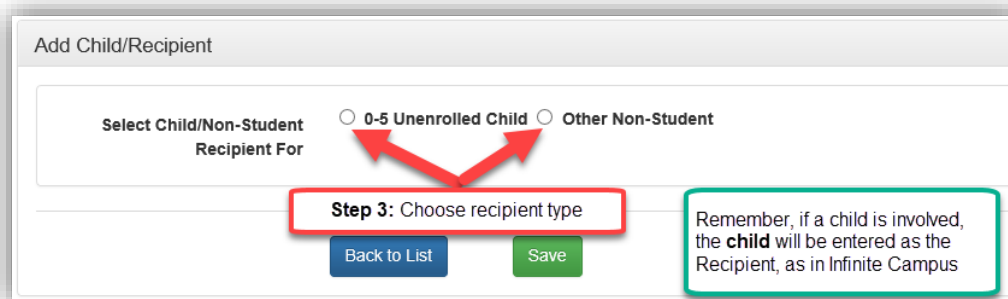
Begin by clicking the Unenrolled tab, then ENTER RECIPIENTS.



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



Choose the recipient type:



Screens are different depending on the Recipient type, yet both are VERY general. You may complete as much or as little as needed. Only the fields marked with an asterisk (*) are required.

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	View/Edit
2020 - 21	Jane	Austen	OTHER NON-STUDENT	Active	1/16/2020	View/Edit
2020 - 21	Marie	Curie	OTHER NON-STUDENT	Active	1/13/2020	View/Edit
2020 - 21	Salvador	Dali	0-5 UNENROLLED CHILD	Active	1/16/2020	View/Edit
2020 - 21	Charles	Dickens	OTHER NON-STUDENT	Active	1/16/2020	View/Edit
2020 - 21	Walt	Disney	OTHER NON-STUDENT	Inactive	1/13/2020	View/Edit

ENTER SERVICES

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

Begin by clicking ADD SERVICES under the UNENROLLED tab.



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



Add Service

* School Year: 2020 - 21

* Center Name: The Test Center FRYSC

* Recipient Type: 0-5 UNENROLLED CHILD

* Start date of service: 02/11/2020

End date of service: MM/DD/YYYY

* Type Of Service (at least one must be checked):

- ☐ Child Care (provided)
- ☐ Child Care (referred)
- ☐ Home Visit
- ☐ Developmental Screening
- ☒ Early Childhood Program
- ☐ Basic Needs
- ☐ Transportation
- ☐ Health
- ☐ Mental Health
- ☐ Financial Assistance
- ☐ Parenting Skills
- ☐ Education/Employment Assistance
- ☐ Other Service

Service Name/Note:

Service Name/Note:

Service Name/Note:

Service Name/Note: Born Learning (Session 1)

Service Name/Note:

Service Name/Note:

Service Name/Note:

Service Name/Note:

Service Name/Note:

Service Name/Note:

Service Name/Note:

Service Name/Note:

Referral

Referral

Referral

Referral

Referral

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Referral

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Referral

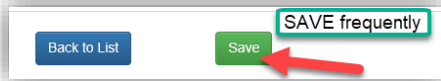
Referral

Comment:

All fields marked with an asterisk (*) are required

For group programs, enter one service at a time. If the service is for an individual, you do have the option to select multiple services at once.

SAVE your service information.



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).

5 names will display at one time. Select from the five, then click ADD, then go to the next page of names. You will not be able to select from multiple pages at one time.

Child Name	Status	Selection
Elon Musk	Active	☒
Nikola Tesla	Active	☒
Maya Angelou	Active	☐
Luciano Pavarotti	Active	☐
Max Lucado	Active	☒

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

☐ Education/Employment Assistance Service Name/Note: ☐ Referral
☐ Other Service Service Name/Note: ☐ Referral
 Comment:
 Recipients: [Add Children](#)

Child Name	Activity
Elon Musk	Delete
Nikola Tesla	Delete
Max Lucado	Delete
John Grisham	Delete
Salvador Dali	Delete

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

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 will be able to see, edit services, or add more recipients from the main service entry screen.

Display records

School Year	Service Type	Service Name	Recipient Type	Start Date	Activity
2020 - 21	Early Childhood Program	Born Learning (Sessi ...	0-5 UNENROLLED CHILD	2/11/2020	View/Edit
2020 - 21	Developmental Screening, Basic Needs	Basic Needs Service ...	0-5 UNENROLLED CHILD	1/17/2020	View/Edit
2020 - 21	Multiple	Staff Fitness Progra ...	OTHER NON-STUDENT	1/1/2020	View/Edit
2020 - 21	Early Childhood Program	Born Learning (1/20/ ...	0-5 UNENROLLED CHILD	1/30/2020	View/Edit

Showing 1 to 4 of 4 entries

The first 20 characters of your service name will display in the table

If one or two service types were selected, they will display. More than 2 will show as "Multiple"

Previous Next

COMMON QUESTIONS/TROUBLESHOOTING

1.) **User reports that they cannot log in to the system (ERROR message).**

- Clear your browser history and cookies, then close and reopen your browser. Log in again. This typically resolves the issue.
- Email KOGHelpDesk@ky.gov to request the password reset.

2.) **The user would like to delete a file that has been uploaded.**

Your regional program manager has access to delete files from the *district* and *center* pages and should be the first contact for deletions of this type. For budget, action component, or other CPP deletions, contact tonya.cookendorfer@ky.gov.

3.) **The user types a form and reports that it did not save.**

Generally, this happens because there was an extended amount of time between beginning the form and the first save. The system times out. Saving frequently will prevent this issue and is recommended system-wide.

4.) **Coordinator reports having saved a DUPLICATE PD tracking form and is unable to save new entries on either of them now.**

--- If a duplicate has been created, it will need to be deleted. This resolves the issue. Have the coordinator (or RPM) contact Melissa.newton@ky.gov, or tonya.cookendorfer@ky.gov.

6.) **Coordinator changes name and email address.**

Email KOGHelpDesk@ky.gov to let them know that you have had a name/email address change and that you would like to have that updated in KOG. 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 KOG.

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

The coordinator email address field on the PD tracking form is tied directly to the CENTER page. Have the coordinator update the center page to show their contact information, then their email should show in the drop-down on the form. Typically, this is all that is required.

If at any time you experience issues that cannot be resolved with the information contained in this guide, please email tonya.cookendorfer@ky.gov to report the issue at your earliest convenience.

This user's guide will change as new features are implemented, and the updated file will be available on the DFRYSC web page <https://chfs.ky.gov/agencies/dfrcvs/dfrysc>.

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