

Updated February 2026 for
ADA Compliance



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)

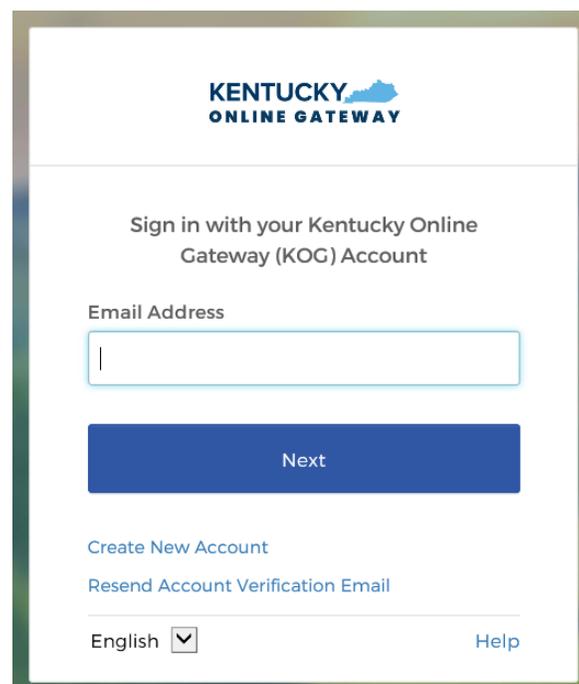
- **Advisory Council Listing** (for 2020 program plan cycle)
 - [Development Complete](#)

- **Service Tracking for Unenrolled**
 - [Development Complete](#)
 - Unenrolled 0-5 Population
 - Other Non-student
 - Unenrolled REPORTS (Reports tab)

Accessing FRYSC Counts!

For new coordinators, assistants, or district-level staff needing access to FRYSC Counts, please follow the instructions below. KOG (Kentucky Online Gateway) 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 KOG account: <https://kog.chfs.ky.gov/> using your school district email address.
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 FRYSCHelp@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.



KENTUCKY
ONLINE GATEWAY

Sign in with your Kentucky Online
Gateway (KOG) Account

Email Address

Next

[Create New Account](#)

[Resend Account Verification Email](#)

English

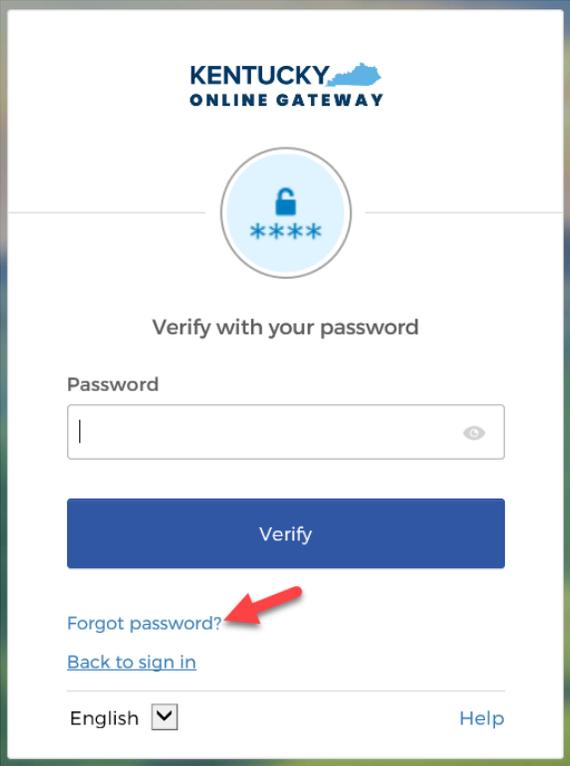
[Help](#)

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.

Navigating the System

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

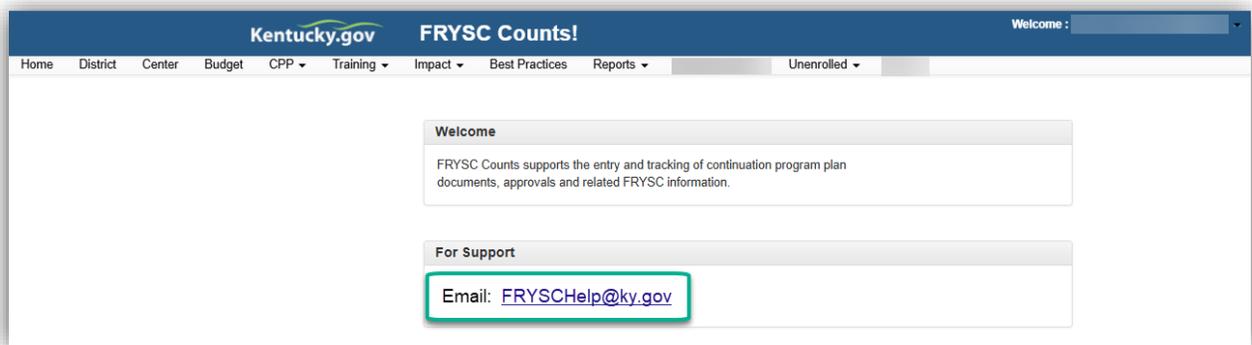
The Home Screen

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.



District Page (District-level permissions only)

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.

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

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

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
- 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.

To view the Other Information Fields and 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 box)
3. Scroll down until you see the Other Information section.

Center Search

Center Name

School District

Region

Coordinator Email

Center Status

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

Center Information Extract to Excel

Display records

Center Id	Center	Region	School District	Status	View/Edit	Doc List
183	Atherton HS YSC	Region 3	Jefferson County	Active	View/Edit	Doc List
184	Auburdale FRC	Region 3	Jefferson County	Active	View/Edit	Doc List
174	Bates/Tully FRC	Region 3	Jefferson County	Active	View/Edit	Doc List

Center Page – 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:

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 appears at the bottom) and attend a minimum of 1 state conference.

The screenshot shows the FRYSC Counts! website interface. The navigation menu at the top includes Home, District, Center, Budget, CPP, Training (selected), Impact, Best Practices, Reports, Monthly Reports, and Unenrolled. Below the navigation menu is the "PD Tracking Form Search" section. 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 menu, and another red arrow points to the Coordinator dropdown menu. A green box highlights the dropdown arrow of the Coordinator menu. A green "PD Search" button is located at the bottom right of the search form.

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

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)

Kentucky.gov FRYSC Counts! Welcome : fryscchfs*district.user@gmail.com

Center Budget CPP Training Impact Best Practices Reports Unenrolled

Center Search

Center Name

School District

Region

Coordinator Email

Center Status

Center coordinators do not have Search screen. The center to which they have access is displayed automatically. Those with district-level permissions may search for a specific center.

Click View/Edit to go directly to the CENTER page. Click Doc List to view documents associated with the center or to upload new documents.

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
167	Westport's Intervention Network Center YSC	Region 3	Jefferson County	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.

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 have been collapsed to reduce scrolling.



[Schools Free/Reduced Lunch Data](#)

NOTE: School free and reduced lunch counts will be directly imported into FRYSC Counts prior to the beginning of the new fiscal year. Please check to be sure principal name and email are listed with the appropriate school(s) after the data import is completed.

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 Browse...

Description

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

After a file has been uploaded, no changes may be made to the document description. To request a 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 center 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 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 are several dropdown menus: "Region" (with a red arrow pointing to the dropdown arrow), "School District", "Center" (with a red arrow pointing to the text), "School Year" (with a red arrow pointing to the text), "Action Component", and "Status". At the bottom right 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. The **STATUS** column will show whether the component has been Saved, Approved, or if More Information is requested.

(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.** These may be completed as activities are completed or ending Year 1 and Year 2.

(Edit Activity Detail)

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

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.

Back to 3 Save
Print
Approve
Need More Info

2 Update Row Order

Add Activity Detail

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 activity records.	FRC will work with North and South ABC elementary schools 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 wil sponsor 4-H Afterschool Craft Club and work with other 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 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

1 Drag row to desired position and drop

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.

Status – Saved	Changes may continue to be made by clicking VIEW/EDIT.
Status – Approved	The Original component has been approved by the Regional Program Manager and is locked for editing. Approved components show the “Amend” option.
Status – Need More Info	More Information has been requested. After requested changes are made, the amendment must be resubmitted (amendment) or saved (Original).

(View/Edit and Amend)

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 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

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)**

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

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

3.

Add Activity Detail Update

Activity Details

Assessed need, desired outcome, measurement	Activity with Timeline	Collaborative Partners	I, NI, PI	I, NI, PI(2)
Families need to have a list of all medical providers in [redacted] County and surrounding counties and referrals for medical, vision, and other health issues to all student(s) in need. As measured by Infinite Campus data log.	Refer to medical providers within [redacted], Kentucky. July 2024 - June 2026	Local medical providers.		

 **Edit**

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

Edit Activity Detail x

Assessed need, desired outcome, measurement

70% of our students are not on grade level reading. Students participating in one to one literacy program will increase their literacy skills as measured by the MAP.

Activity with Timeline

1.) FRC will partner with community to provide literacy coaches for students between (September 2022-May 2023 and September 2023-May 2024).

Collaborative Partners

First Baptist Church, Good Shepherd, Partnerships for Successful Schools and other

4.

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

Is this an amendment? Yes No

Create Action Component Request Form

Request #

1 [View/Edit](#)

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

The SUBMIT button will appear when "YES" is checked on the certification message



Back to List
Save
Submit
Print

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.

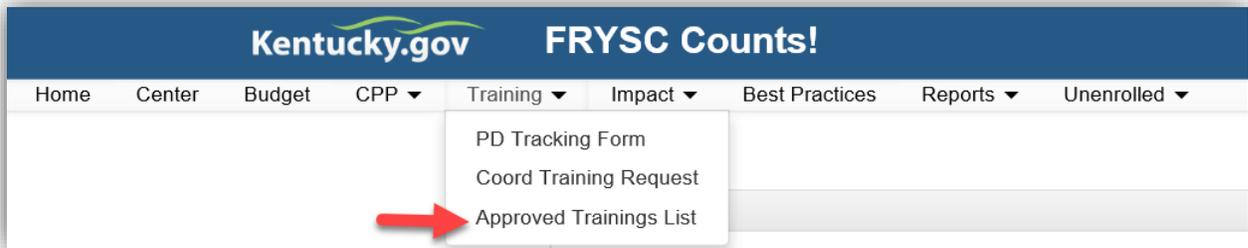
This will generate an automated email with details of your amendment request to your FRYSC Regional Program Manager. After the RPM approval is made, an automated email will be sent to the person who submitted the amendment request.

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 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 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 staff needs more information)
	Approved (Training is approved and code assigned)

(Coordinator Training Requests)

Display 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

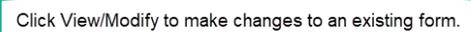
You may complete the PD tracking form throughout the year as you attend trainings, clicking SAVE each time. At the end of the year when you have completed the form, the Division will mark all completed forms as SUBMITTED, preventing further changes following the due date.

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)

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"

PD Tracking Form

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

School Year	Submitter	Status	Activity
2023 - 2024	fryscchfs+district.user@gmail.com	Saved	View/Modify

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

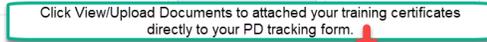
An important feature of the PD tracking form is the **SEARCH** button. **The form is designed for you to first enter the approval code in the space provided, then click SEARCH.** When you do this, the details of the training will populate as it appears in the approved trainings list. District trainings 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	<input type="text" value="1"/>	<input type="text" value="1132223"/>	<input type="button" value="Search"/> <input type="button" value="Clear Row Data"/>

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			<input type="button" value="Search"/> <input type="button" value="Clear Row Data"/>
Total Credit Hours				<input type="text" value="6.5"/>		

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

(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

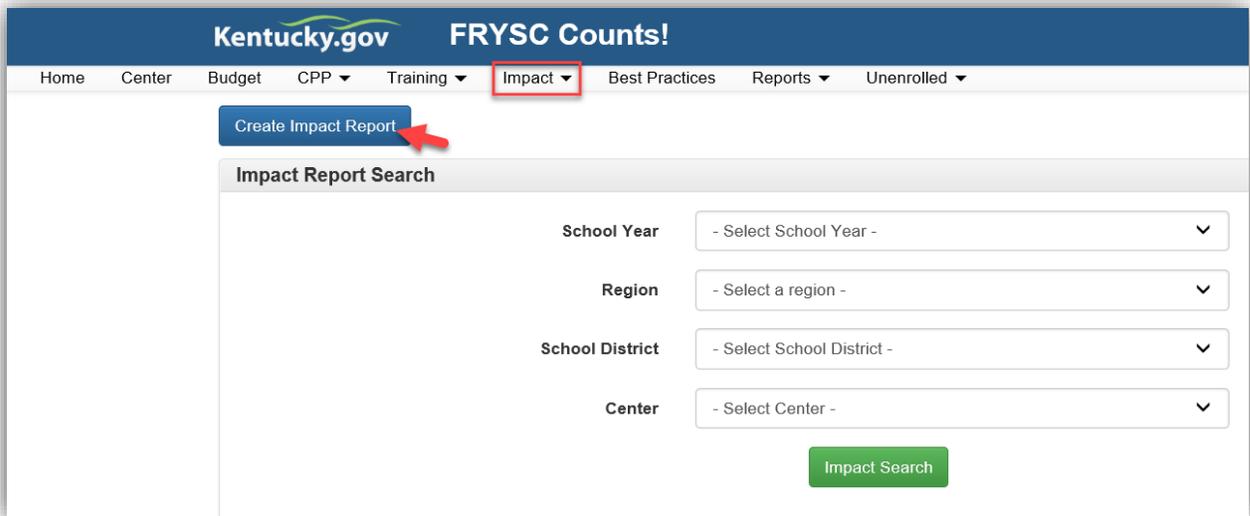
Back to List Preview Save

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

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 navigation bar includes the Kentucky.gov logo and the title "FRYSC Counts!". Below the navigation bar, a menu contains links for Home, Center, Budget, CPP, Training, Impact, Best Practices, Reports, and Unenrolled. The "Impact" menu item is highlighted with a red box. Below the navigation bar, there is a "Create Impact Report" button with a red arrow pointing to it. Underneath, the "Impact Report Search" section contains four dropdown menus: School Year, Region, School District, and Center, each with a placeholder text "- Select [field name] -". 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

Region

School District

Center

Center Type FRC FRYSC YSC

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

(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

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 to 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 to view it.



(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

Previous 1 Next

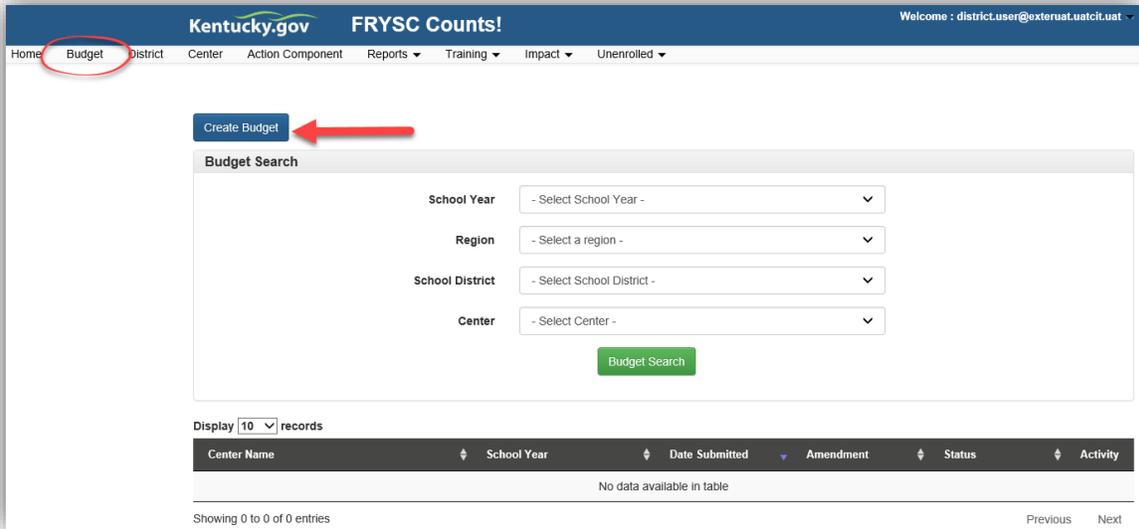
Previous reports are displayed in the grid at the bottom of the page. SAVED reports may be edited and printed. SUBMITTED reports may only be viewed and printed.

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

BUDGET ENTRY (Original Budget)

Center budgets are submitted annually in 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.



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

(Figure 20 – Budget entry)

School District	Auto-populated	Center	Auto-populated
School Year	Choose correct year from drop-down	Requestor	Auto-populated
Center Allocation	\$50,000.00		

Add Budget Activity Enter the MUNIS code, then tab. The description will automatically populate.

Munis Code	Activity	Annual Budget	Narrative	
0130	Classified Salaries	\$50,000.00	<<<<Maximum of 500 characters>>>>	Remove

Back to List Print Save

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 Next

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 FRYSC

School Year 2023 - 24

- 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.

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	
<input type="text" value="0130"/>	Classified Salaries	\$50,000.00	\$50,000.00	\$0.00	Coordinator salary	<input type="button" value="Remove"/>
<input type="text" value="0531"/>	Postage	\$300.00	\$250.00	(\$50.00)	Narrative for Postage code . . .	<input type="button" value="Remove"/>
<input type="text" value="0559"/>	Other Printing	\$230.45	\$230.45	\$0.00	Narrative for Other Printing code . . .	<input type="button" value="Remove"/>
<input type="text" value="0610"/>	General Supplies	\$3,500.00	<input type="text"/>	(\$3,500.00)	Narrative for General Supplies code . . .	<input type="button" value="Remove"/>
<input type="text" value="0616"/>	Food Non Instructional Non Food Service	\$2,000.00	<input type="text"/>	(\$2,000.00)	Narrative for Food Non-instructional code . . .	<input type="button" value="Remove"/>

- 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

- 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**.

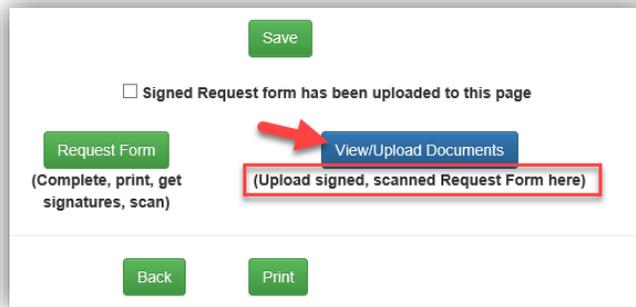
Display 10 records

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".



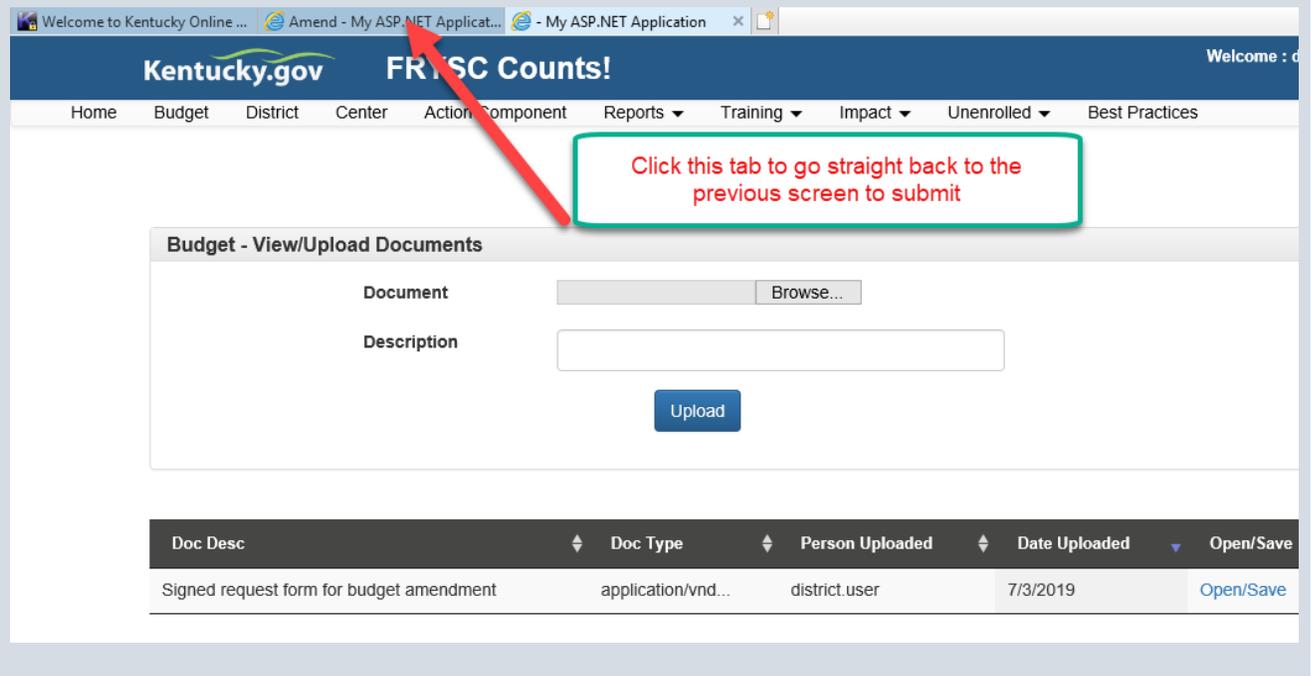
After you click UPLOAD, you will see the document listed as follows.

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

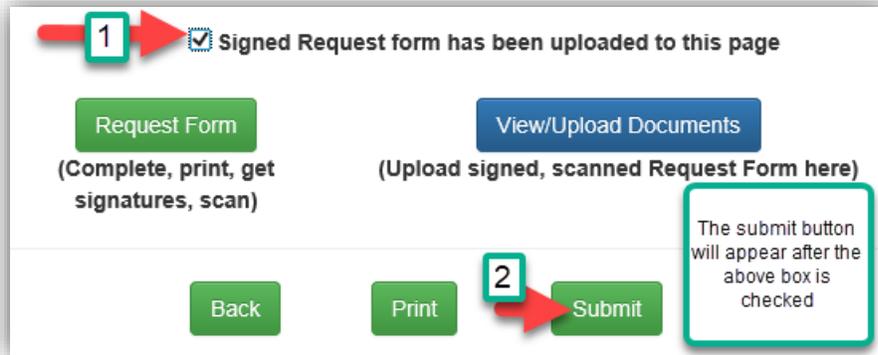
10.) Now you are ready to SUBMIT.

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.



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



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



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 Request 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 Request 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 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

- 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

***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

- 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

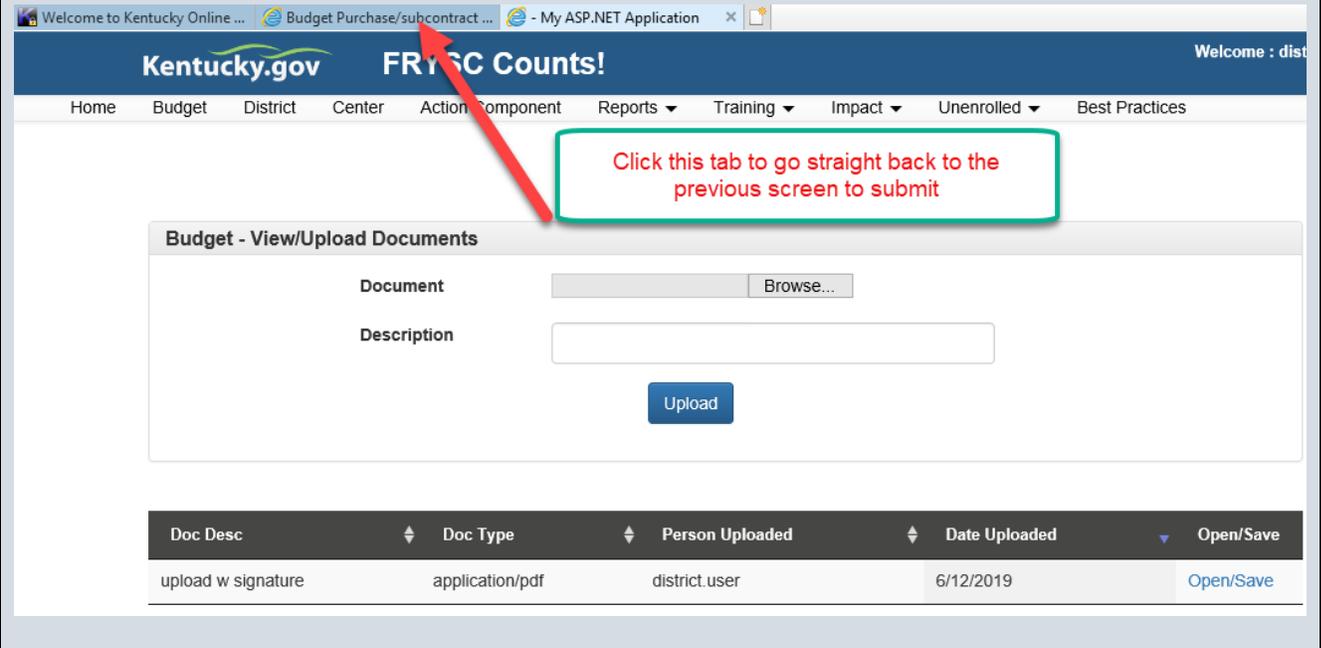
[Upload](#)

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

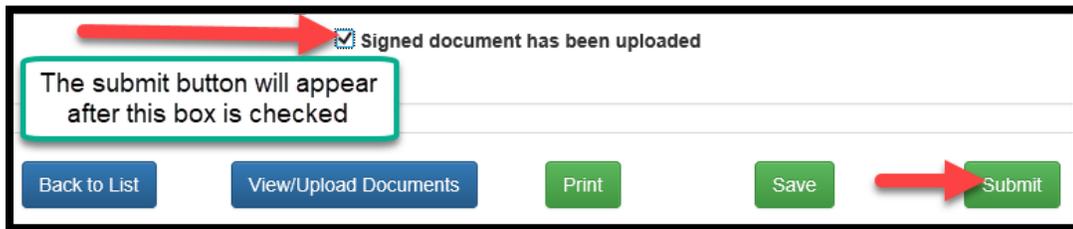
9.) Now you are ready to submit.

PAY ATTENTION TO THIS TO SAVE A STEP

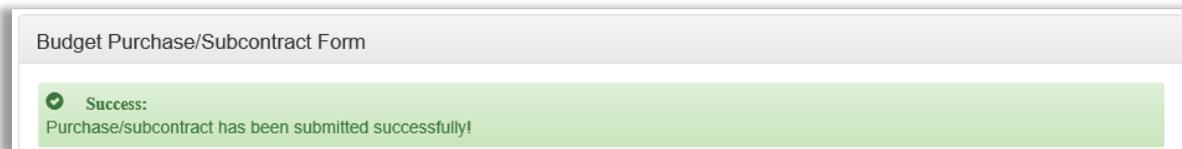
The document upload page opened in a new tab. To go back to the previous screen to SUBMIT, look at the tabs at the top of your screen. Click the tab immediately to the left labeled Budget Purchase/Subcontract.



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



After you submit, you will see the following message.



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 ▼

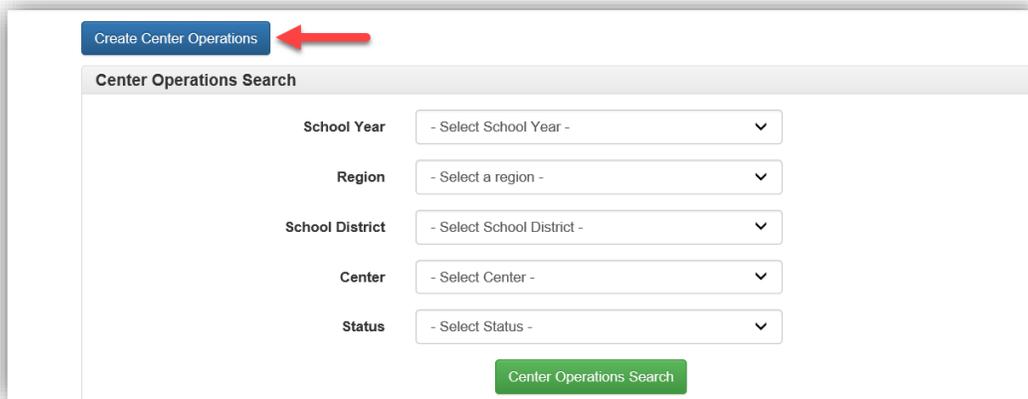
Display 10 records

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.

Add Center Staff ← To open another section for additional staff, click here.

* Name	<input type="text"/>	Position/Function	<input type="text"/>	Wage Sources (and %)	ex. FRYSC (100%)
Direct Supervisor	<input type="text"/>	* Hire Date	<input type="text" value="MM/DD/YYYY"/>	Weekly Hours	<input type="text"/>
# Days Per Year	<input type="text"/>	* Classified or Certified	<input type="radio"/> Classified <input type="radio"/> Certified		<input type="button" value="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	<input checked="" type="radio"/> Classified <input type="radio"/> 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.

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.

- 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.

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

- 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.

Center Operations - View/Upload Documents

Document Browse...

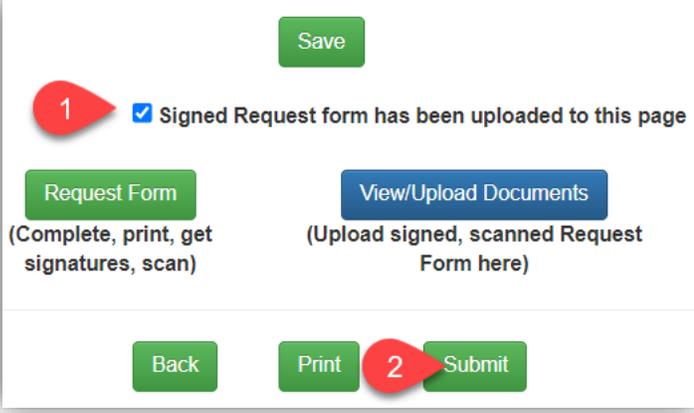
Description

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 shows a web form interface with the following elements:

- A green "Save" button at the top center.
- A red callout bubble with the number "1" pointing to a checked checkbox labeled "Signed Request form has been uploaded to this page".
- A green "Request Form" button with the text "(Complete, print, get signatures, scan)" below it.
- A blue "View/Upload Documents" button with the text "(Upload signed, scanned Request Form here)" below it.
- A row of three green buttons at the bottom: "Back", "Print", and "Submit". A red callout bubble with the number "2" points to the "Submit" button.

- 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

Listings for each AC Listing will be displayed as shown below

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 (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)	<input type="checkbox"/> Resilience <input type="checkbox"/> Social Connections <input type="checkbox"/> Knowledge of Development <input type="checkbox"/> Concrete Support in Time of Need <input type="checkbox"/> Social and Emotional Competence <input type="checkbox"/> Nurturing and Attachment <input type="checkbox"/> N/A
Specific Program/Area	<input type="checkbox"/> School Readiness/Achievement <input type="checkbox"/> Community/Parent Involvement <input type="checkbox"/> Programming <input type="checkbox"/> Center Operations <input type="checkbox"/> Other
Target Audience	<input type="checkbox"/> Birth to Pre-K <input type="checkbox"/> Elementary <input type="checkbox"/> Middle <input type="checkbox"/> High <input type="checkbox"/> Parent/Guardian <input type="checkbox"/> Other

* denotes required field

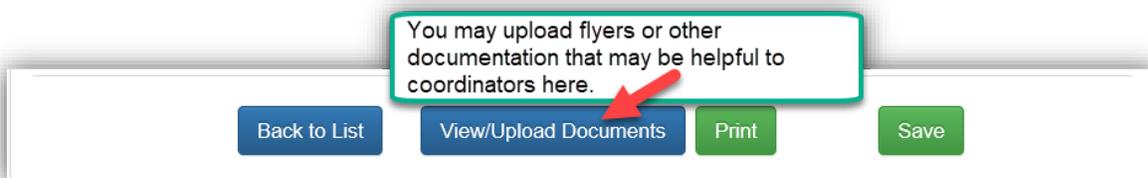
Project Title	<input type="text"/>
Description	<input type="text"/>
Planning/Lead time required:	<input type="text"/>
# of Sessions:	<input type="text"/>
Length of session(s):	<input type="text"/>
Approximate project setup cost	<input type="text"/>
Collaborative partner(s)-include contact information,if 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 it 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:

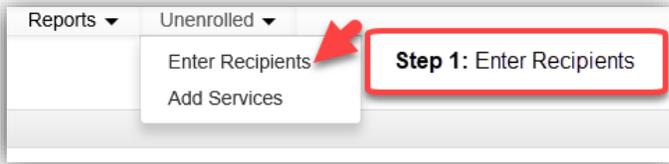
- **0-5 Unenrolled**
A child (birth to 5) who is not enrolled or available in Infinite Campus. If services are for the parent of the child, the child will still be the one entered as the recipient.
- **Other Non-student**
Any other unenrolled person
 - Child (older than 5 who is not able to be entered 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

Begin by clicking the Unenrolled tab, then ENTER RECIPIENTS.

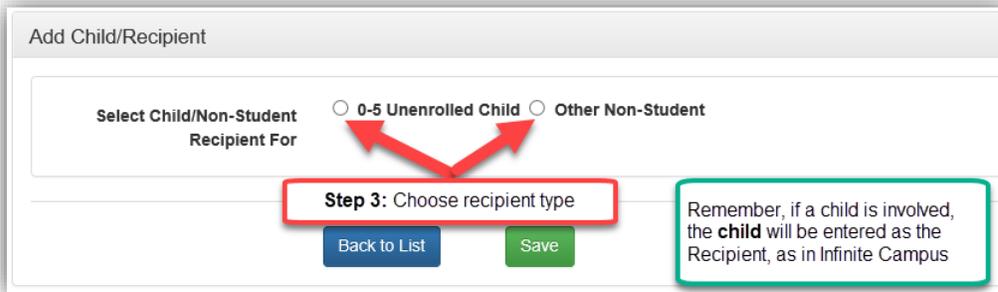


The next page will show a blue button in the upper left corner of your screen.

Click Create Recipient Info.



Choose the recipient type:



Screens 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.

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 services. 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.



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



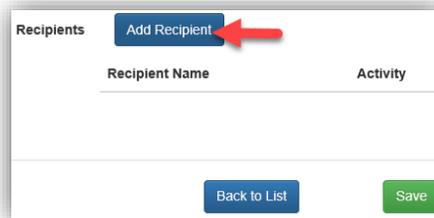
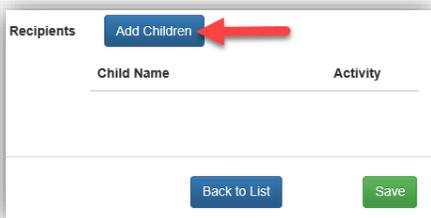
A screenshot of a service entry form. A red-bordered box highlights the following fields: '* School Year' (dropdown menu showing '2024 - 25'), '* Center Name' (dropdown menu), '* Recipient Type' (dropdown menu showing '0-5 UNENROLLED CHILD'), '* Start date of service' (text input showing '11/22/2024'), and 'End date of service' (text input showing '11/22/2024'). To the right of these fields is a green-bordered callout box with the text 'All fields marked with an asterisk (*) are required'. Below the highlighted fields is a section for '* Type Of Service' with a red note '(at least one must be checked)'. It lists several service types with checkboxes: 'Child Care (provided)', 'Child Care (referred)', 'Home Visit', 'Developmental Screening', 'Early Childhood Program', 'Basic Needs' (checked), 'Transportation', 'Health', 'Mental Health', 'Financial Assistance', 'Parenting Skills', 'Education/Employment Assistance', and 'Other Service'. To the right of each service type is a 'Service Name/Note:' label and a text input field. At the bottom of the form is a 'Comment' label and a large text input area.

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.

SAVE your service information.

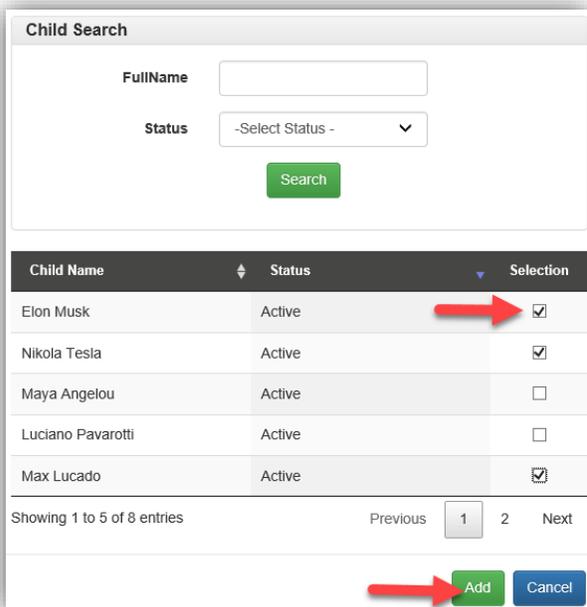


Attach recipients to the service. For a service for 0-5, the button reads “Add Children”. For Other Unenrolled, the button reads “Add Recipient”.



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).

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



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

Child Name	Activity
Brigitte Bardot	Delete
Coco Chanel	Delete
Coco Melon	Delete
Drew Barrymore	Delete
Shirley Temple	Delete

Add unknown recipients? Yes No

Birth to 5 Unenrolled #

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.

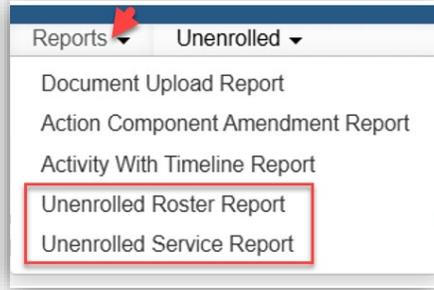
Display 10 records

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	View/Edit
2024 - 25	Health	2 Recipients - 3 unknown	OTHER NON-STUDENT	4/11/2024	View/Edit
2024 - 25	Basic Needs	3 Recipients - 10 unknown	0-5 UNENROLLED CHILD	4/11/2024	View/Edit
2024 - 25	Multiple	5 Recipients - 6 unknown	0-5 UNENROLLED CHILD	4/11/2024	View/Edit
2024 - 25	Financial Ass			9/16/2024	View/Edit

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.**

A screenshot of the 'Unenrolled Roster Report' search form. The form includes several dropdown menus for filtering: School Year (set to 2024 - 25), Region (- Select a region -), School District (- Select School District -), Center (- Select Center -), and Service Type (- Select Service Type -). A green 'Submit' button is at the bottom. A green-bordered box on the left contains a warning: '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.' A red arrow points from this box to the 'School District' dropdown menu.

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.) **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.
 - If the previous suggestion does not resolve the issue, type the KOG link directly into your browser or click this link to rule out an issue with your bookmark: <https://kog.chfs.ky.gov/>
 - Reset your password. It may have expired. Email KOGHelpDesk@ky.gov to request assistance or a password reset if needed.

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

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 FRYSCHelp@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 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.**

For issues or questions relating to the TRAINING tab, please email FRYSCHelp@ky.gov.

- 5.) **User 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.

- 6.) **Coordinator changes centers within the same school district, requiring permissions changes.**

Contact FRYSCHelp@ky.gov, 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 showing in the dropdown.**

Be sure to update the center coordinator information on the center page. The email address that displays in the dropdown on the PD form is pulled directly from the center page.

Contact FRYSCHelp@ky.gov 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 FRYSCHelp@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>.

Division of Family Resource and Youth Services Centers
Cabinet for Health and Family Services
275 East Main Street, 3C-G
Frankfort, KY 40601
(502) 564-4986
<https://chfs.ky.gov/agencies/dfrcvs/dfrysc/>