FRYSC Counts User's Guide

Division of Family Resource and Youth Services Centers

CABINET FOR HEALTH AND FAMILY SERVICES

TABLE OF CONTENTS

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:

- o **District**
  - Development complete
  - Contact information for district level personnel
  - District level document uploads

- o **Center**
  - Development complete
  - Contact information for center level personnel
  - Supplemental center information
  - Student free and reduced lunch counts
  - Center level document uploads

- o **Action Components**
  - Development complete
  - Center action components for a two-year planning cycle

- o **Training and related documentation**
  - Development Complete
  - Professional development tracking
  - Approved trainings list
  - Training request forms

- o **Impact Reports**
  - Development Complete

- o **Budget**
    - Development Complete
    - Budget Form
    - Budget Amendments
    - Requests for Purchases and Subcontracts
    - Automated emails to RPM upon submission and coordinator upon approval

- o **Best Practices**
    - Development Complete
    - Searchable statewide by component or key word(s)

- o **Center Operations**
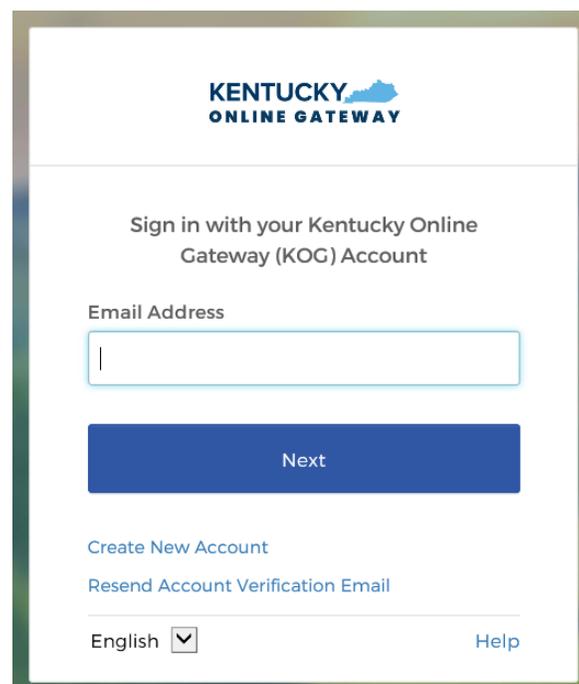   - Development Complete (Original and Amendments)

- o **Advisory Council Listing** (for 2020 program plan cycle)
    - Development Complete

- o **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.**

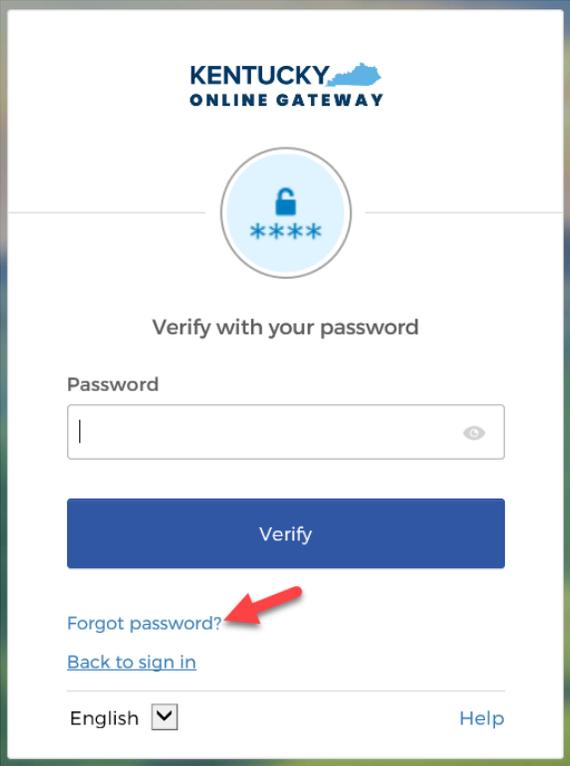5. Log in using the email and password used to sign up for KOG.

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.

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.
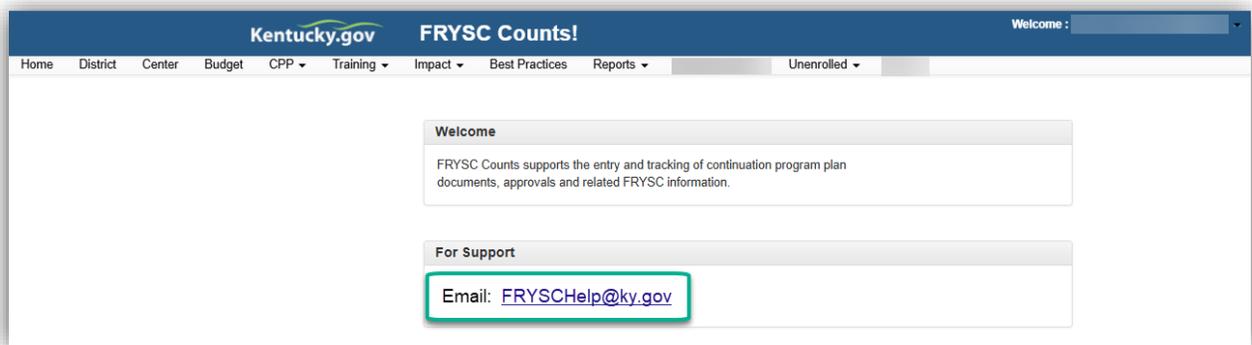
District Page (District-level permissions only)

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**)**

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 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.

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.

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)

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.

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**)**

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

(Component List**)**

Display 10 ∨ records

School District	Center	School Year	Action Component	Amendment	Status	Date	Activity
Trimble County	Trimble County FRC	2022 - 24	Optional #3	Original	Saved	1/20/2022	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 <u>has not yet been approved</u> (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.

(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.

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)

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

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 ▮▮ 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 ▮▮▮, Kentucky. July 2024 - June 2026		Local medical providers.		Edit

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

Edit Activity Detail   ✕

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 ▮▮▮

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)
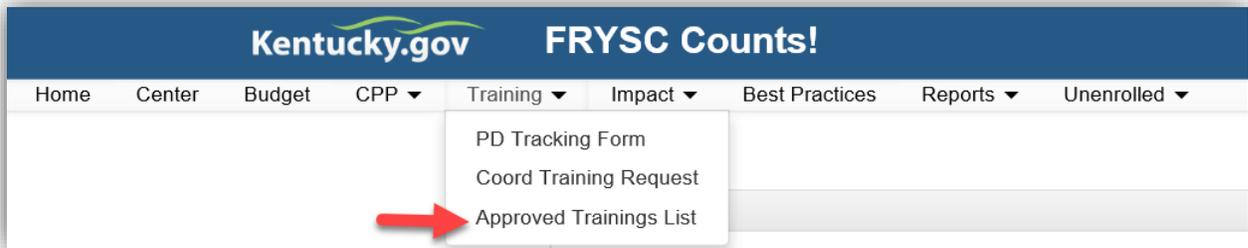
The list of approved trainings is accessible in FRYSC Counts. Clicking the "Approved Trainings List" link will yield the current approved list with codes in an Excel spreadsheet.

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)

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.
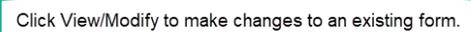
(PD Tracking Form**)**

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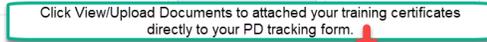
An important feature of the PD tracking form is the **SEARCH** button. **The form is designed for you to first enter the approval code in the space provided, then click SEARCH.** When you do this, the details of the training will populate as it appears in the approved trainings list. District trainings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

A new feature has been added to allow coordinators to attach training certificates directly to the 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 Violenc	7/17/2018	Victory over Violenc	Social & Emotional Needs ▼		0081819	Search
Fall Institute	10/29/2018	Fall Institute	Center Operations ▼		0821819	Search

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

Regional & Other Trainings

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

_____

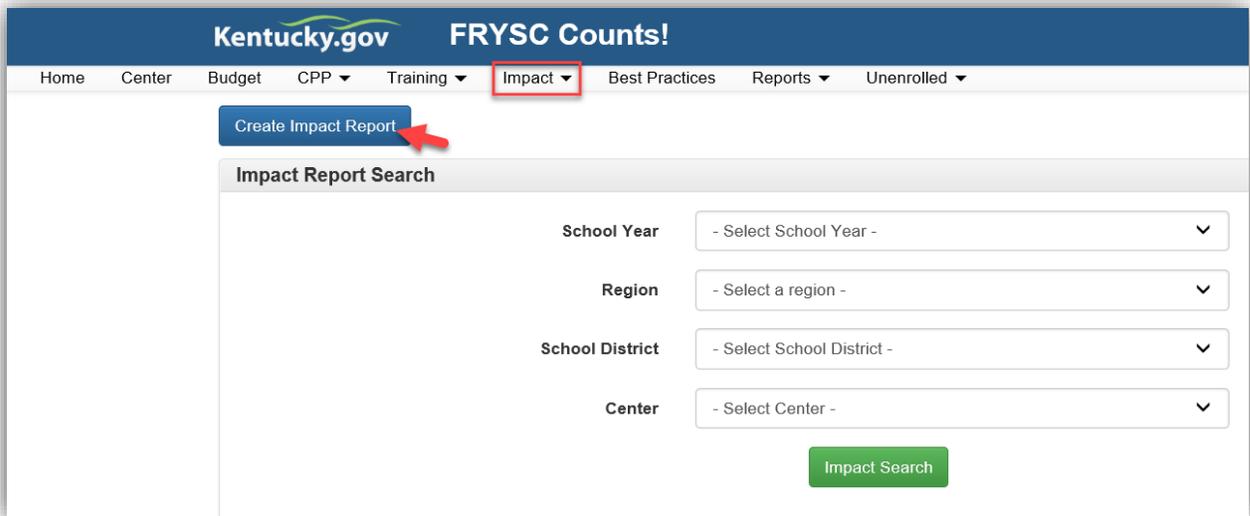| Total Credit Hours | | | | 24 | | |

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

Back to List   Preview   Save

IMPACT REPORTS

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

(Create Impact Report**)**

Each center is required to submit at least one Impact Report for the year. The Impact Report is designed to capture outcomes supported by data. For 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?

Wildcat Club - After School Community Service Club

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

How was the impact/outcome measured?

Survey   ○ Pre and Post   ○ Post only

Academic Comparison (reading scores, other assessments)   ○ Pre and Post   ○ Post only

Non-Academic Comparison (attendance, discipline, graduate rate, etc.)   ○ Pre and Post   ○ Post only

Other (please specify)   [ ]

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

☐ Creation of a new school or community resource
☐ Intervention resulting in change in personal/family situation
☐ Expansion of an existing program
☐ Additional funding or community support to sustain a program

Component this program/service/activity addresses   - Select Action Component -

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

☐ Educational support
☐ Student Health
☐ Basic needs
☐ Kindergarten readiness
☑ Community Involvement
☐ College and career readiness
☐ Parent/caregiver involvement
☑ Social emotional support
☐ Attendance
☐ Peer support/conflict resolution
☐ Graduation rate
☑ School culture/climate
☐ Student achievement
☐ Diversity/Equity/Inclusion

Other (Please specify)   [ ]

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

- [ ] Behavior
- [ ] Skill
- [ ] Achievement
- [ ] Knowledge
- [ ] Situation
- [ ] Parent/caregiver involvement
- [ ] Attitude
- [ ] Community or school

Other (Please specify) [_____]

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

2,000 character maximum

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

2,000 character maximum

Back to List   Print

Important: In the BEFORE and AFTER fields there is now a <mark>2,000 character MAXIMUM</mark>. 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.

<mark>Additionally, please **SAVE frequently**</mark> 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 <mark>reference the attachment in the narrative</mark> of your impact report**, so the reviewer will know to view it.

Back to List   Print   View/Upload Documents

## (View or edit previously saved/submitted Impact Reports)

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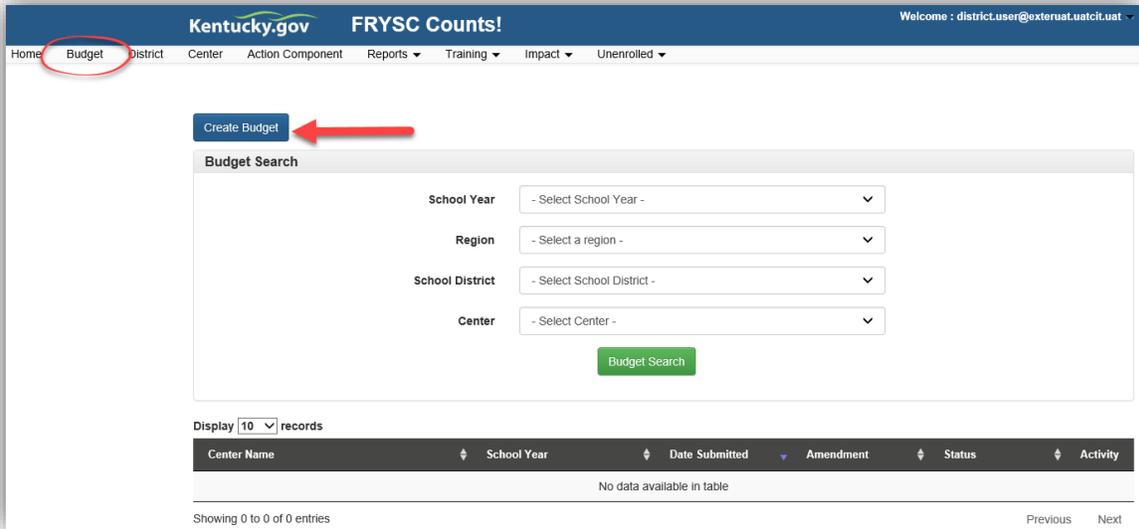
Click the button labeled "Create Budget" to begin your new original budget.

(Figure 20 – Budget entry)

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.

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.

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.

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.

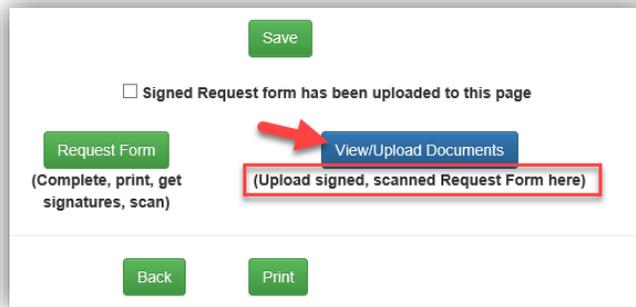8.) You will now see Amend 1 with status "Saved".   Click **VIEW/EDIT**.

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.
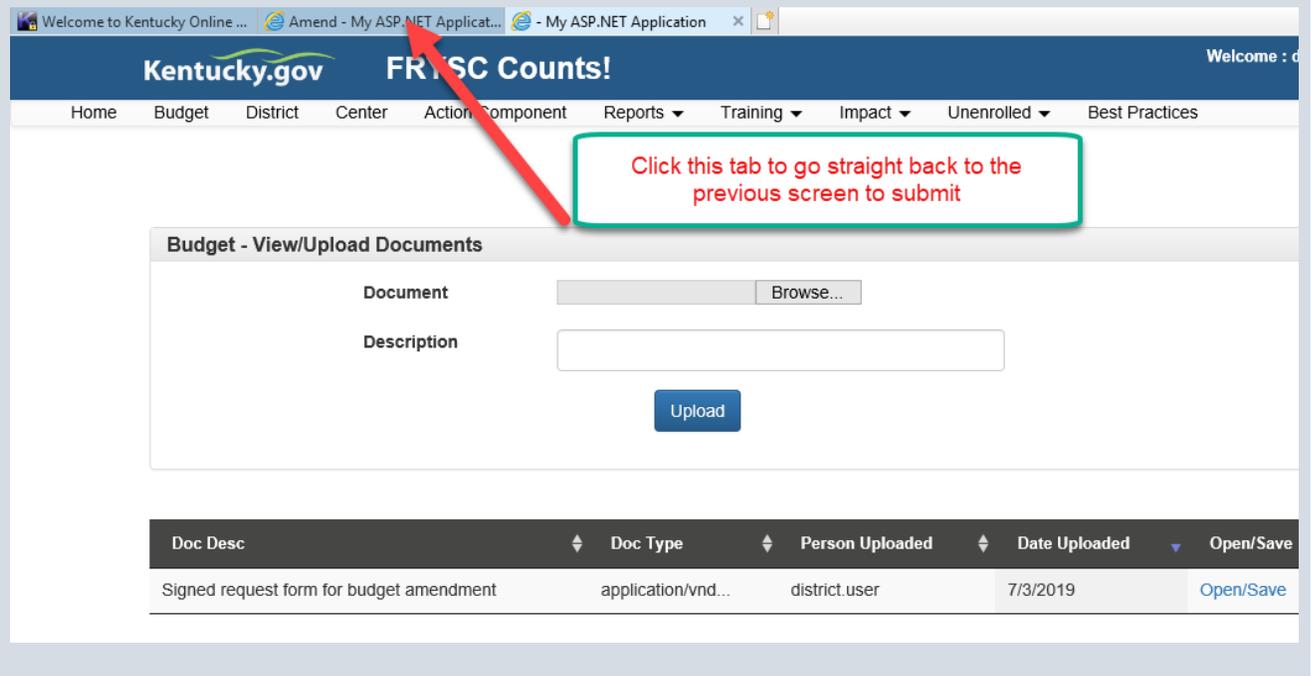
11.) Click the certification message that the "Signed Request form has been uploaded" and the SUBMIT button will appear. Click SUBMIT.
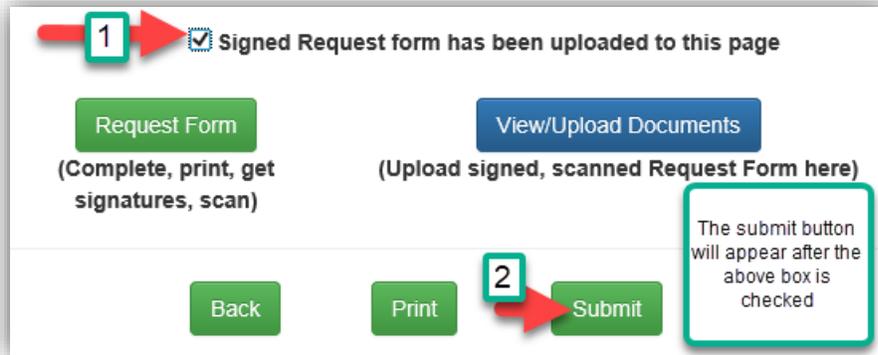
You will see a message that your budget amendment has been submitted successfully.

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 underlined 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**

2.) Click **CREATE PURCHASE/SUBCONTRACT**

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.

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.

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.
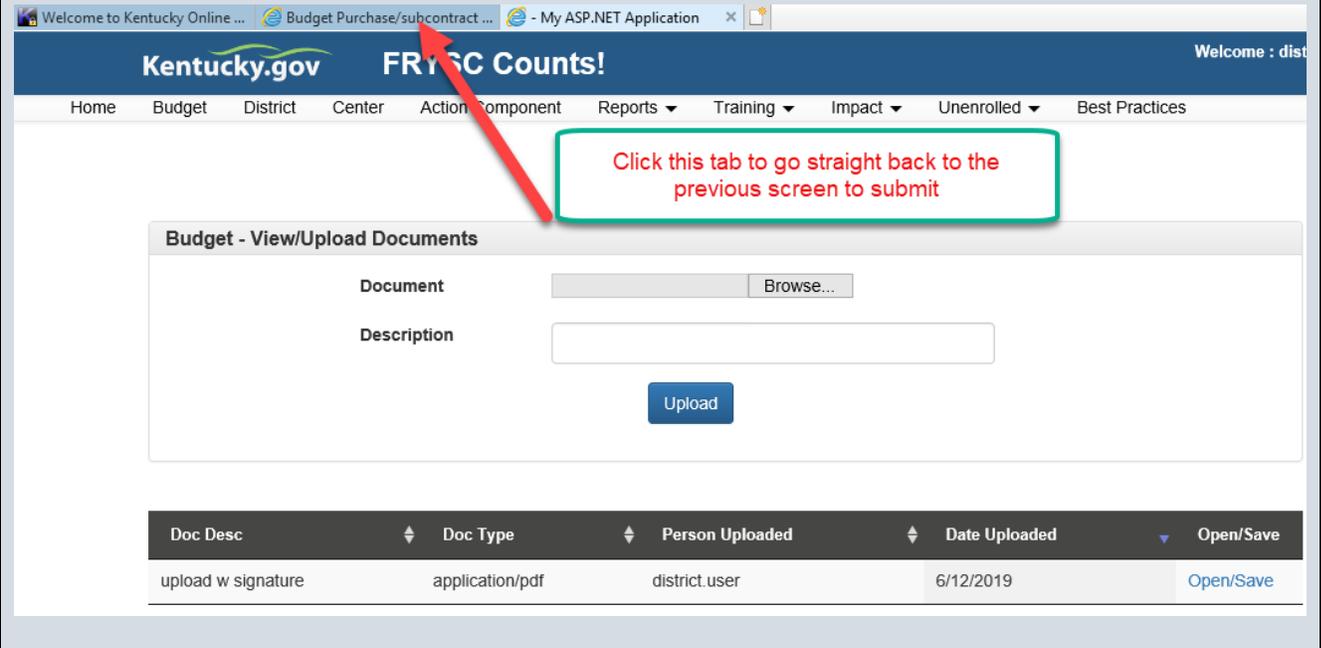
10.) Click the certification message "**Signed document has been uploaded**", then the SUBMIT button will appear. Click **SUBMIT**.
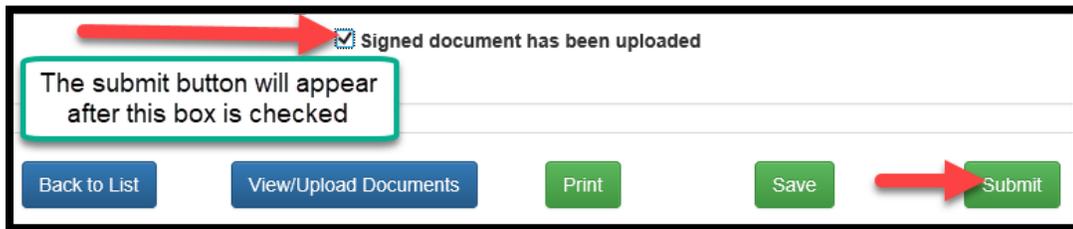
After you submit, you will see the following message.
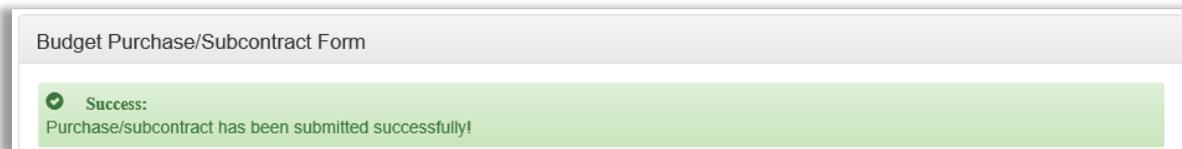
Your regional program manager has just received an automated email. You will receive an automated email when approval is made or other action is taken on your request. When you return to the request page, you will see the status has changed to SUBMITTED. When it is approved, the status will say "Approved".

CENTER OPERATIONS – ORIGINAL

Click **Create Center Operations** to begin the new Center Operations form.
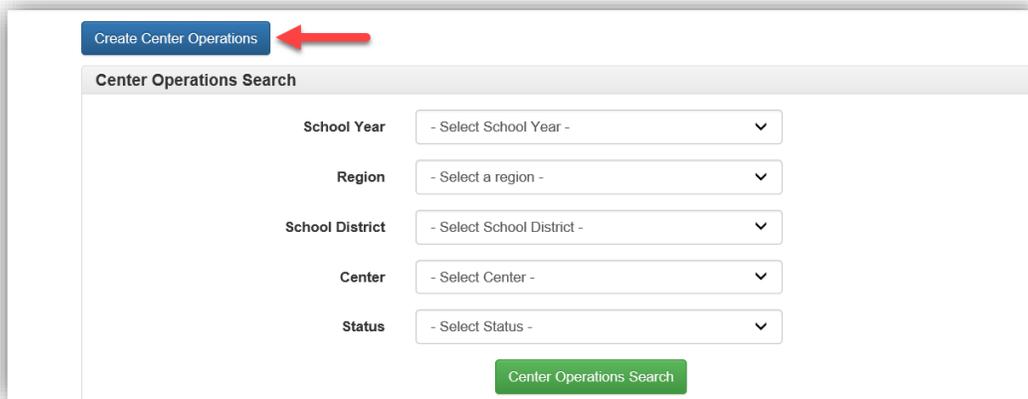
Select the correct School Year and complete the narrative portions of the form.

Complete all center staff fields for the center coordinator first. If there are additional staff members paid with FRYSC funds, click ADD CENTER STAFF to open another set of staff fields.

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

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

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

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:

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

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.

7.) Click VIEW/UPLOAD DOCUMENT

8.) Browse for your scanned request form and type a document description (e.g. "Ctr. Operations Amendment – Staff Change")

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.

10.) Click to certify that the signed request form has been uploaded. When you do this, the SUBMIT button will appear. Click SUBMIT.
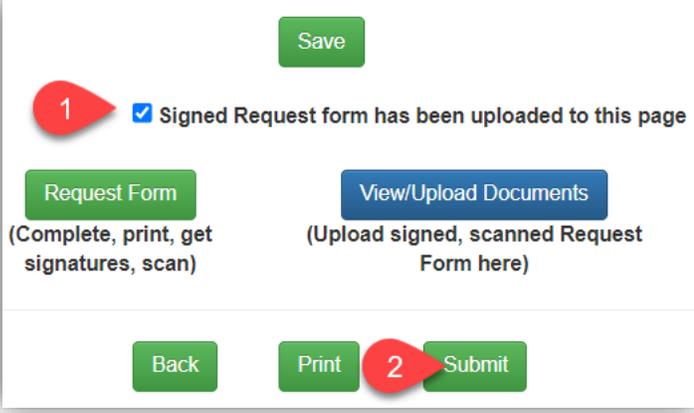
11.) After you click SUBMIT, your Regional Program Manager will receive a notification that you have submitted a Center Operations Amendment for approval.

ADVISORY COUNCIL LISTING

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

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).

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.

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.

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
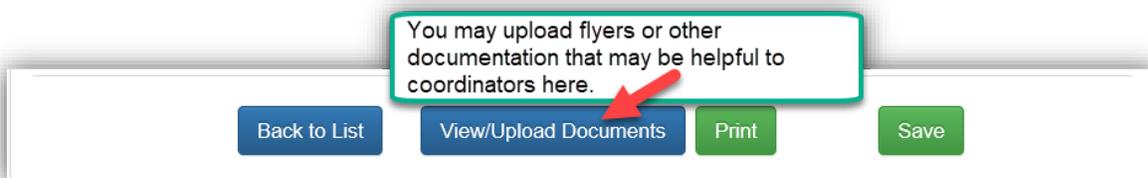
Unenrolled Section

This section is to be used to document services to children, families, 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 <u>first</u>. 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.
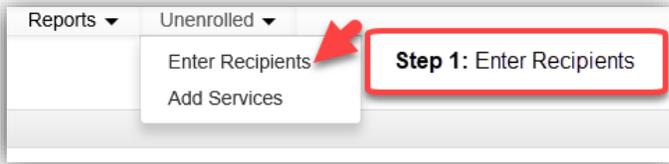
The next page will show a blue button in the upper left corner of your screen.
Click Create Recipient Info.

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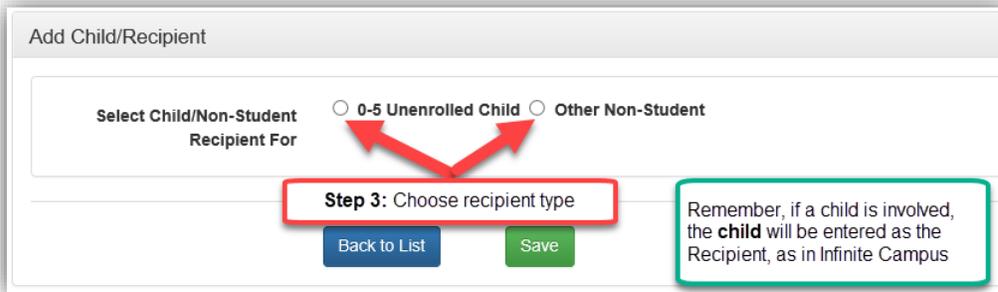
Screens differ slightly, depending on the Recipient type. You may complete as much or as little as needed.   Please enter demographic information that is known. Fields marked with an asterisk (*) are required.

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.

Unenrolled ▾

Enter Recipients
Add Services ←   **Step 1: Add Services**

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

Create Service Type   **Step 2: Click Create Service Type**

*School Year	2024 - 25 ▾
*Center Name	[redacted] ▾
*Recipient Type	0-5 UNENROLLED CHILD ▾
*Start date of service	11/22/2024
End date of service	11/22/2024

All fields marked with an asterisk (*) are required

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

☐ Child Care (provided)   Service Name/Note: [_____]
☐ Child Care (referred)   Service Name/Note: [_____]
☐ Home Visit   Service Name/Note: [_____]
☐ Developmental Screening   Service Name/Note: [_____]
☐ Early Childhood Program   Service Name/Note: [_____]
☑ Basic Needs   Service Name/Note: [redacted]
☐ Transportation   Service Name/Note: [_____]
☐ Health   Service Name/Note: [_____]
☐ Mental Health   Service Name/Note: [_____]
☐ Financial Assistance   Service Name/Note: [_____]
☐ Parenting Skills   Service Name/Note: [_____]
☐ Education/Employment Assistance Service Name/Note: [_____]
☐ Other Service   Service Name/Note: [_____]

Comment   [redacted]

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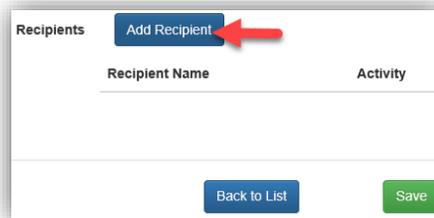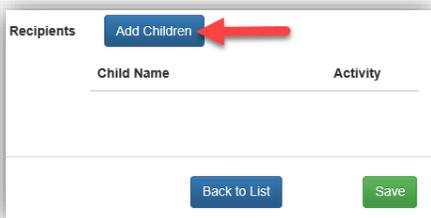
A list of service recipients will display (either the 0-5 list or the other unenrolled list, depending on the selection you made at the top of the screen for Recipient Type).

Select all recipients for the service from the list, then click ADD.
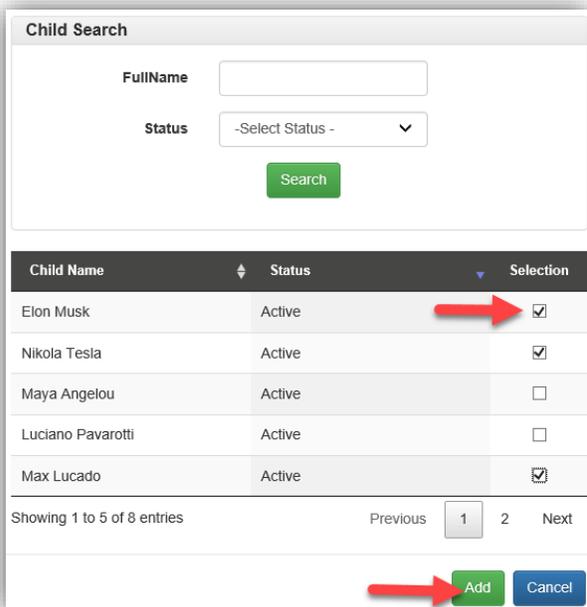
When you have added all service recipients, the list will display at the bottom of the service screen.

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

Recipients	**Add Children**		Add unknown recipients?	● Yes ○ No
Child Name	**Activity**		Birth to 5 Unenrolled #	4
Brigitte Bardot	Delete		Parents/Caregivers #	
Coco Chanel	Delete		Other Non-Student #	
Coco Melon	Delete			
Drew Barrymore	Delete			
Shirley Temple	Delete			

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.
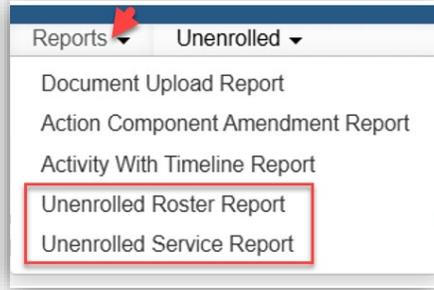
(Report #1) Unenrolled Roster Report

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.**

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.**

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/