

FRYSC Record Keeping 101



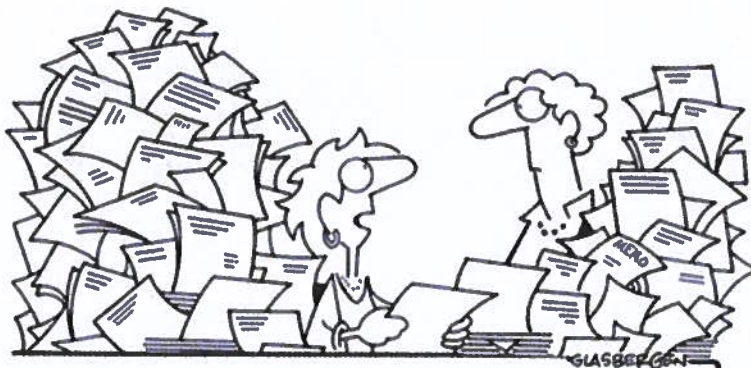
WHY????

And another reason...

If you can't show
people what
you are doing,
what do they
think you are
doing?



Cabinet for Health and Family Services



**"I am not disorganized — I know exactly where everything is!
The newer stuff is on top and the older stuff is on the bottom."**

Administrative Forms



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FRYSC Forms and Reports (Rev. 3/7/2019)

REQUIRED Form, Report or Action	Due Date	District Contact Responsibilities	Coordinator Responsibilities	Other Personnel Responsibilities	How to Submit *Only PDF when upload in mail*
Funding Request Invoice Letter (submitted to request funding/state payment for the upcoming fiscal year)	July 15	1) District Contact Prepares Invoice for superintendent signature		Superintendent Signs	District Contact: email to DFRYSC Budget and Contracts Administrator
End of Year MUNS reports (for previous fiscal year) *Funds must be encumbered by June 30 and spent by July 25*	August 15	Ensure completion		Finance Officer Prepares and submits electronically	Finance Officer: Follow submitter instructions from Division office
Other Information Fields	August 15		Updates on FRYSC Counts/ Center page		Update on FRYSC Counts/ center page and SAVE at the bottom of the screen
Coordinator PD Tracking Form	August 15	The Districts are responsible for ensuring that coordinators receive all required training hours	Retain copies of training certificates at center		PD Tracking forms will be submitted directly on FRYSC Counts!
End of Year Program Reports 1. Implementation Report 2. Impact Report (to FRYSC Council)	Sept. 30		1. Prepare Report and presents to advisory council (no signature page) 2. Complete and submit impact survey	Advisory Council reviews and is noted in meeting Minutes	Impact Reports will be located directly on FRYSC Counts!
Free Lunch, Enrollment and Center Information	Pulled from KDE	1.) Follow instructions from DFRYSC concerning verification of data pull, review process, and reporting of preschool	1) Follow instructions from DFRYSC concerning verification of data pull, review process, and reporting of preschool	FRAM coordinators and Food Services Directors: Maintain up to date direct certification imports, federal forms in POS	These numbers will be received from the Kentucky Department of Education.

REQUIRED Form, Report or Action	Due Date	District Contact Responsibilities	Coordinator Responsibilities	Other Personnel Responsibilities	How to Submit: <i>*Notify RPM when upload is made</i>
		numbers/special circumstances	numbers/special circumstances	system, and RFPs.	
Mid-Year MURBS Report	Report Request only	Ensure completion		Finance Officer Prepares and submits electronically	Finance Officer Follow submittal instructions from RPM
Continuation Program Plan (even numbered years only)	March 1	1) Review and maintain copy for files	Prepares new budget and program plan, presents to advisory council and SEDM	Advisory Council: Reviews and approves next year's budget and program plan	Coordinator uploads items required
Budget and Narrative	Yearly, following announcement of allocation amounts				
Evaluation of Coordinator	Per district policy, but every 2 years at minimum	1) Complete with principal 2) Ensure completion	1) Keep evaluation on file 2) Evaluate support staff, if applicable	If serves 1 school: Principal Complete with District Contact input If serves > 1 school: District Contact completes with principal input	n/a
District/Center Changes <i>*Required when:</i> -New coordinator is hired -New Supt. is hired -Change in District Contact or Finance Officer -Center has new name, phone, or address -Coordinator has new name -Coordinator has new email address -New AC Chair	Per change	District Contact maintains "District Information page" on FRYSC Council -Superintendent info -District Contact info -Finance Officer info	Coordinator maintains "Center Information" on FRYSC Council -Center info -Coordinator info -Staff info -AC Chair info		<i>*Email to keep up to date in order to receive timely communication from the Division</i>

REQUIRED Form, Report or Action	Due Date	District Contact Responsibilities	Coordinator Responsibilities	Other Personnel Responsibilities	How to Submit: <i>*Notify RPM when upload is made</i>
Request form <i>*Required in accordance:</i> -Revisions: Budget, center operations, action components -Purchases: Single item > \$500; Goods > \$1,000; Subcontracts > \$1,000	As needed	Signs after AC approval (if is Designee)	Prepares; signs, presents to advisory council for approval	Advisory Council Chair Signs Superintendent Signs (unless has Designee)	Coordinator Scan signature page and upload to FRYSC Council with any accompanying document
Advisory Council Listing Revision Note. Request form not needed	As needed		Prepares upon change in membership		Coordinator uploads <i>within 2 weeks of change</i>
Advisory Council New Coordinator Hiring Confirmation	As needed	Signs after hiring new coordinator		Hiring committee Chair: Signs Superintendent: Signs	District Contact: Scan with signatures and upload to Center page within 1 week of hiring
Reconfiguration Request Letter	Dec 21	1) Consult with RPM first 2) Write request letter		Advisory Council Recommends Superintendent: Signs	District Contact: Submits the request to the RPM via e-mail
Waiver Request form *of full-time coordinator	Contact RPM	1) Consult with RPM 2) Prepare 3) Request for approval <i>required</i>		Superintendent: Signs request letter on district letter head	District Contact: Submits the request to the RPM via e-mail
Alternative Distribution Funding Request with spreadsheet (new or annual renewal)	Contact RPM	1) Consult with RPM first 2) Prepare Request letter and spreadsheet		Superintendent: Signs Request letter on district letter head	District Contact: Submits request letter and spreadsheet to the RPM via e-mail. (detailed instructions available upon request to rpm on submission requirements)

The following changes and information are documented on center information page on the FRYSC Counts system:

- new coordinator/ name change
- new center name, phone, e-mail or address
- New advisory council chair
- School names & pre school free lunch numbers
- New principal & their contact info
- Supplemental center information

The following changes and information are documented on the District page

- new Superintendent
- district contact change
- Finance officer change

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CENTER OPERATIONS INFORMATION

School District: Center Name: Date:
 Original Revision #:

Program Site

Please provide the center hours of operation. Describe the physical location of the center and space allocated specifically for center services for each school served. School districts are required to provide space and maintenance for the center. Center allocation cannot be used to pay for center space.

Hours of Operation:
 Description of Center Site:


Staffing Pattern

Describe the center's staffing pattern. Please list each position that will be charging salary to the center's operating budget. **Note: Any change in staffing pattern must be approved by the DFRYSC prior to the change. Vacancy of any center staff position should be reported to the FRYSC Regional Program Manager within 10 days. Attach current job descriptions for all center staff paid with FRYSC funds.**

Center Staff			
Name: <input type="text"/> Position/Function: <input type="text"/> Wage Source(s): <input type="text"/> Direct Supervisor: <input type="text"/>	Coordinator/Director	Hire Date: <input type="text"/> Weekly Hours: <input type="text"/> # Days Per Year: <input type="text"/> % of salary from each wage source: <input type="text"/>	<input type="checkbox"/> Certified <input type="checkbox"/> Classified
Name: <input type="text"/> Position/Function: <input type="text"/> Wage Source(s): <input type="text"/> Direct Supervisor: <input type="text"/>	<input type="text"/>	Hire Date: <input type="text"/> Weekly Hours: <input type="text"/> # Days Per Year: <input type="text"/> % of salary from each wage source: <input type="text"/>	<input type="checkbox"/> Certified <input type="checkbox"/> Classified
Name: <input type="text"/> Position/Function: <input type="text"/> Wage Source(s): <input type="text"/> Direct Supervisor: <input type="text"/>	<input type="text"/>	Hire Date: <input type="text"/> Weekly Hours: <input type="text"/> # Days Per Year: <input type="text"/> % of salary from each wage source: <input type="text"/>	<input type="checkbox"/> Certified <input type="checkbox"/> Classified
Name: <input type="text"/> Position/Function: <input type="text"/> Wage Source(s): <input type="text"/> Direct Supervisor: <input type="text"/>	<input type="text"/>	Hire Date: <input type="text"/> Weekly Hours: <input type="text"/> # Days Per Year: <input type="text"/> % of salary from each wage source: <input type="text"/>	<input type="checkbox"/> Certified <input type="checkbox"/> Classified
Name: <input type="text"/> Position/Function: <input type="text"/> Wage Source(s): <input type="text"/> Direct Supervisor: <input type="text"/>	<input type="text"/>	Hire Date: <input type="text"/> Weekly Hours: <input type="text"/> # Days Per Year: <input type="text"/> % of salary from each wage source: <input type="text"/>	<input type="checkbox"/> Certified <input type="checkbox"/> Classified

For multiple schools, please describe staff coverage for each location (regular schedule for all staff members, hours at each location, etc.)

Please describe the ways in which the center is integrated into the school (such as SBDM committees, PBIS team, membership on a school leadership team, PLC meeting attendance, etc.)



FRYSC
FAMILY RESILIENT YOUTH SERVICES CENTER

FRYSC Request Form

Region #:
School District:
Center Name:
Coordinator Email:
Center Phone:

Type of Request

Center Other

Operations Revision

Please note: Action Component Amendments, Budget Amendments and Purchase/Subcontract requests are now completed in FRYSC Counts

Explanation/Justification:


Required Signatures


Center Coordinator:	<input type="text"/>	Date:	<input type="text"/>
Advisory Council Chair:	<input type="text"/>	Date:	<input type="text"/>
Superintendent/Designee:	<input type="text"/>	Date:	<input type="text"/>

FRYSC Regional Program Managers will approve or deny all requests within FRYSC Counts. No authorization is given to move forward with this request until RPM approval is made. Approvals and denials are generally made within ten (10) working days.

Other Required Documentation

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- 
- Updated balance of allocation & expenditures
 - Advisory Council meeting agendas, minutes, bylaws and sign in sheets
 - Needs Assessment tools and results
 - An inventory list
 - Documentation of money, goods, donations or program income


- 
- Original FRYSC grant application
 - Previous monitoring reports
 - Monthly MUNIS reports (or desktop access)
 - A copy of FRYSC contract
 - Administrative Guidebook
 - Required training documentation
 - Service Appeal information posted in center
 - Documentation of school committee involvement to show school integration

Daily Contact Log

Documents:

- Non-targeted services
- Referrals for preschool students
- Contact with community partners
- Contact with teachers, principals and counselors

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- 
- ▶ Other suggested documentation
 - ▶ Flyers & brochures
 - ▶ Activity and Program Documentation
 - ▶ Timesheets
 - ▶ Travel vouchers
 - ▶ Important e-mails
 - ▶ Employment contract
 - ▶ District policies & handbooks for personnel and volunteers
 - ▶ Meeting agendas

Although not required, you may choose to use a...

Referral Form

- It helps you stay organized;
- Documents feedback and follow-up; and
- May enter into Infinite Campus at a later time.

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**Campbell Ridge Family Resource Center
STUDENT REFERRAL FORM
ALL INFORMATION IS CONFIDENTIAL**

Students Name _____ Age _____ DOB _____ Grade _____
 Free / Reduced Lunch? YES NO Teacher _____ Room _____
 Parent/Guardian _____ Phone _____
 Address _____
 City _____ State _____ Zip _____
 Referred by _____ Date _____

PLEASE CHECK ALL THAT APPLY

EDUCATIONAL SUPPORT	HEALTH SERVICES/REFERRALS	BASIC NEEDS/SOCIAL SUPPORT	FAMILY CRISIS /INTERVENTION
Attendance	Medical/Dental	Food	Mental Health
Homework	Vision/Eyeglasses	Clothing/Shoes	Homeless
Mentoring/tutoring	Hearing	Housing	Transportation
Behavior Problems	KCHIP / Other Insurance	Employment	
School Supplies	Immunizations	Financial Assistance	
Summer Program/Camp	Lice Prevention/Info		
Home Visit	WIC		
		PARENTING	NEGLECT / ABUSE
HOLIDAY ASSISTANCE	CHILD CARE / REFERRAL	ABC's For Parents	Educational
Thanksgiving	After School Program	Relative Raising Children	Physical
Christmas	Before School Program	Adult Education	Sexual
Easter	Summer		Domestic

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Highly Recommended Documentation



Other Bright Ideas from FRYSC coordinators...

- Monthly reporting form (to give to district contact, Advisory Council, principal, and/or SBDM council) Ex: "Did you Know" reports
- Yearly calendars or schedule of events

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Daily Center Operations....




"How do I keep track of everything I do?"

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INFINITE CAMPUS (AT LEAST EVERY TWO WEEKS!!!)



Daily Center Operations

Files should be kept for:

- Parental permission or consent forms —for necessary provided services such as medical, counseling, health, or dental or participation in programs
- Consent to Exchange or Share Information
- Parent/guardian consent and confidentiality
- Your records could be subpoenaed

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Records Retention Schedule

How long
do I need
to retain
records?



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Brief discussion of
Monitoring Tool and where
to find it



FRYSC Counts!

Overview

<https://kog.chfs.ky.gov/>



Remember...

Most of the recordkeeping information is in the FRYSC Administrators' Guidebook.

But, don't forget to check the FRYSC Web site for the most current forms.

<http://chfs.ky.gov/agencies/dfrcv/frysc/>