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Introduction

FRYSC Counts! is a data collection system for Kentucky Family Resource and Youth Services Centers. The system is currently in development. Currently, there are five sections available within the system to track District Information, Center Information, Action Components, Training and Professional Development, and Impact Reports.

Each section is planned to move to production in the following order:

- **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 (import from KDE through Infinite Campus)
  - Center level document uploads

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

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

- **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 in Progress – Rollout imminent
  - Searchable statewide by component or key word(s)

o **Service Tracking for Unenrolled**
  - Development in Progress
  - Born Learning
  - Unenrolled Preschool Population
  - General Unenrolled

o **Success Stories**
  - Removed from FRYSC Counts plan
  - This was originally planned to be incorporated into FRYSC Counts; however, after discussions with the developer, it was decided that the Division of FRYSC will find an alternate way to collect this information.

o **Center Operations**
  - Development in Progress

o **Advisory Council Listing**
  - Development in Progress
  - Will not be used until the 2020 continuation program plan cycle.
Accessing FRYSC Counts!

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

1. **Sign up for a KOG account**: [https://kog.chfs.ky.gov/](https://kog.chfs.ky.gov/).

2. You will receive an email from **KOG_DoNotReply@ky.gov**. You must click the link in this email to activate your KOG account.

3. After this, please send the following to **Katie.Morris@ky.gov** or **Tonya.Cookendorfer@ky.gov**:
   - a. Email address
   - b. Title/Role
   - c. School District
   - d. Name of center for which you need access (center staff only)

4. You will receive an email invitation with a link to “complete the process”. After clicking this link, you will have full access to FRYSC Counts.

**ACCOUNT TYPE**

Note: KOG has added a screen to ask your account type. If you are a coordinator or other school district staff, you will choose the first option: **Citizen or Business Partner**. If you choose either of the other two options, you will be routed to the wrong sign-in screen and your login will not be recognized.

**Welcome to the Kentucky Online Gateway**
Password Resets

KOG passwords will expire after ninety (90) days. 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.

SECURITY QUESTIONS:
If you have never set your security questions, the default answer to the city question is “City”, and the default answer to the pet question is “Pet”.

Option 2:

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

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

Prior to login, you may be asked to specify your type of account. All FRYSC coordinators and district contacts should choose the first option: **CITIZEN OR BUSINESS PARTNER**.

**The Home Screen**

**Center staff access**

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

**District staff access**

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

All district contacts and those with district level access are able to navigate to the district page, make changes to the contact information and upload documents to the district page. (Figure 1)

To locate the district page, scroll to the bottom of the page where you should see your school district name. If you do not see the district name, choose your district from the search menu and click DISTRICT SEARCH. 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.

(Figure 1-District Search)
The Center Page

Click the Center tab at the top of the page. (Figure 2) To locate the center page, scroll to the bottom of 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.

(Figure 2-Center Search)

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 (FIGURE 3) scroll to the bottom of the page and click SAVE.

(Figure 3-Save)
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.

(Figure 4) 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.

(Figure 4-Document Uploads)

For file deletions, please contact your FRYSC Regional Program Manager.
Action Component

To view or enter action components, click the Action Component tab at the top of the screen. Those with district level access will need to filter for the center action components they would like to view using the Action Component Search. (Figure 5) Select the school district and/or center name, then click Action Component search.

If components have been entered, center coordinators should automatically see all components associated with the center at the bottom of the page. If components are not populating correctly, leave all search criteria blank, then click Action Component Search to refresh the screen.

To enter new components, you will click the button labeled “Create New Action Component”.

(Figure 5-Action Component Search)

(Figure 6) The action components associated with the center will display at the bottom of the screen as they are entered.
To view or edit an action component that has not yet been approved by your Regional Program Manager, click VIEW/EDIT to the right of the component. (Figure 7) Component details are located at the top of the screen and include the action component name, goal of component, Protective Factors, and the Needs Assessment Data Summary. Below the component details you will see the Activity Details.

(Figure 7-Activity Details)
To edit activity details, click the green EDIT button to the right of the component. The display will change and allow you to edit the text. Make the changes, then click SAVE.

(Figure 8) Edit Activity Detail

For assistance with component or activity detail deletions, please contact tonya.cookendorfer@ky.gov or katie.morris@ky.gov.
Action Component Amendments

After the Original action components have been entered and saved, the Regional Program Manager will approve each one. The component list will indicate whether the approval has been made. See Figure 9 below with the column labeled STATUS.

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

(Figure 9-View/Edit and Amend)

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

(Figure 10-Confirm Amendment)

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.

(Figure 11 – Create FRYSC Request Form)
REQUEST FORM FOR ACTION COMPONENT AMENDMENT

School Year: 2018 - 20

Request #: 1

Region: Region 3

School District: Jefferson County

Coordinator Email:

PhoneNumber: 502-486-8862

Estimation Cost: 0

Type Of Request:
- [ ] Single item purchase of $500 or more
- [ ] Subcontracts of $1,000 or more
- [ ] Purchases of goods of $1,000 or more
- [ ] Budget Change #
- [x] Action Component, revision #
- [ ] Center Operations, revision #
- [ ] Other

Other:

Explanation/Justification:

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

3. Make the appropriate edits/additions to the activity details.

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

   Is this an amendment?  ○ Yes  ○ No

   Create FRYSC Request Form

<table>
<thead>
<tr>
<th>Request #</th>
<th>Estimation Cost</th>
<th>View/Edit</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>0.00</td>
<td>View/Edit</td>
</tr>
</tbody>
</table>

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

   The SUBMIT button is not visible until "Yes" is clicked on the certification message.

   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

The Training tab became active on Sept. 26, 2018. 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

(Figure 12 – Navigation bar and approved trainings list)

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

COORDINATOR TRAINING REQUESTS

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

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

(Figure 13 – 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 **ADD PD**, which will open the PD tracking form.

(Figure 14 – PD Tracking Form)
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.

(Figure 15 – PD Tracking – Enter Approval Code then SEARCH)

### Required Statewide Trainings

<table>
<thead>
<tr>
<th>Type Of Training</th>
<th>Training Date</th>
<th>Training Name</th>
<th>Domain</th>
<th>Credit Hours</th>
<th>Approval Code</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>Victory over Violence</td>
<td>7/17/2018</td>
<td>Victory over Violence</td>
<td>Social &amp; Emotional Needs</td>
<td></td>
<td>0061819</td>
<td>Search</td>
</tr>
<tr>
<td>Fall Institute</td>
<td>10/29/2018</td>
<td>Fall Institute</td>
<td>Center Operations</td>
<td></td>
<td>0021819</td>
<td>Search</td>
</tr>
</tbody>
</table>

### Regional & Other Trainings

<table>
<thead>
<tr>
<th>Type Of Training</th>
<th>Training Date</th>
<th>Training Name</th>
<th>Domain</th>
<th>Credit Hours</th>
<th>Approval Code</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>- Select -</td>
<td>08/30/2018</td>
<td>Preparing for Pubert</td>
<td>Child&gt;Youth Health and Developments</td>
<td>1</td>
<td>0901819</td>
<td>Search</td>
</tr>
<tr>
<td>- Select -</td>
<td>08/31/2018</td>
<td>The History and Futi</td>
<td>Family Development</td>
<td></td>
<td>0991819</td>
<td>Search</td>
</tr>
<tr>
<td>- Select -</td>
<td>08/30/2018</td>
<td>KY Assoc of School</td>
<td>Social &amp; Emotional Needs</td>
<td>6</td>
<td>0931819</td>
<td>Search</td>
</tr>
</tbody>
</table>

**Step 1:** Enter Approval Code
**Step 2:** Click "Search" - Fields will populate

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.

Total Credit Hours: **24**

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.

(Figure 16 – 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.
(Figure 17 – Create Report Entry Screens)

<table>
<thead>
<tr>
<th>Create Impact Report</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>School Year</strong></td>
</tr>
<tr>
<td>* Region</td>
</tr>
<tr>
<td>* School District</td>
</tr>
<tr>
<td>* Center</td>
</tr>
<tr>
<td>* Center Type</td>
</tr>
</tbody>
</table>

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

Other (Please specify)
Important: In the BEFORE and AFTER fields there is now a **2,000 character Maximum**. If you exceed this, you will not be able to save or submit until the character count falls within the acceptable range. Approximately 15 of the 850 Impact Reports submitted in the previous year exceeded this number of characters, so please be mindful as you plan your submission.

After you click SAVE or SUBMIT, the PRINT button will appear. This will produce a PDF file that can be saved or printed.
When you return to the Impact Report tab after you have saved or submitted a report, you will see your reports at the bottom of the page. SAVED reports can be edited and printed. SUBMITTED reports can only be viewed and printed.

When Impact Reports are due, please finalize your Impact Reports and SUBMIT.
BUDGET ENTRY (Original Budget)

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

Tips: Be sure to use Internet Explorer. Save frequently.

(Figure 19 – Create Budget)

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

(Figure 20 – Budget entry)

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

All budget-related activity (original budget, amendments, and purchase/subcontract requests) are all housed under the BUDGET tab. 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.) As before, you will need to get signatures on your request form before this request may be submitted. Click REQUEST FORM.

5.) Click CREATE BUDGET REQUEST.
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.

![Request Form]

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.

<table>
<thead>
<tr>
<th>Doc Desc</th>
<th>Doc Type</th>
<th>Person Uploaded</th>
<th>Date Uploaded</th>
<th>Open/Save</th>
</tr>
</thead>
<tbody>
<tr>
<td>upload w signature</td>
<td>application/pdf</td>
<td>district user</td>
<td>6/12/2019</td>
<td>Open/Save</td>
</tr>
</tbody>
</table>

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.

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 SUBMITTED request and an APPROVED request:

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

- **Display 10 records**

<table>
<thead>
<tr>
<th>Center Name</th>
<th>School Year</th>
<th>Date Submitted</th>
<th>Amendment</th>
<th>Document</th>
<th>Status</th>
<th>Date Approved</th>
<th>Activity</th>
</tr>
</thead>
<tbody>
<tr>
<td>The Test Center FRYSC</td>
<td>2019 - 20</td>
<td>7/1/2019</td>
<td>Original</td>
<td></td>
<td>Approved</td>
<td>7/1/2019</td>
<td>Amend</td>
</tr>
<tr>
<td>The Test Center FRYSC</td>
<td>2019 - 20</td>
<td>7/1/2019</td>
<td>Amend 1</td>
<td></td>
<td>Submitted</td>
<td>View</td>
<td></td>
</tr>
</tbody>
</table>

Showing 1 to 2 of 2 entries

**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.)*

<table>
<thead>
<tr>
<th>Center Name</th>
<th>School Year</th>
<th>Date Submitted</th>
<th>Amendment</th>
<th>Document</th>
<th>Status</th>
<th>Date Approved</th>
<th>Activity</th>
</tr>
</thead>
<tbody>
<tr>
<td>The Test Center FRYSC</td>
<td>2019 - 20</td>
<td>7/1/2019</td>
<td>Amend 1</td>
<td></td>
<td>Approved</td>
<td>7/1/2019</td>
<td>Amend</td>
</tr>
<tr>
<td>The Test Center FRYSC</td>
<td>2019 - 20</td>
<td>7/1/2019</td>
<td>Original</td>
<td></td>
<td>Approved</td>
<td>7/1/2019</td>
<td>View</td>
</tr>
</tbody>
</table>
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
- **Request** – for a purchase request or subcontract
- **View** – view the currently approved budget

To submit a purchase request:

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

<table>
<thead>
<tr>
<th>Region</th>
<th>Region 9</th>
</tr>
</thead>
<tbody>
<tr>
<td>Center</td>
<td>The Test Center FRYSC</td>
</tr>
<tr>
<td>Center Phone</td>
<td>(606) 546-3338</td>
</tr>
<tr>
<td>School District</td>
<td>Barbourville Independent</td>
</tr>
<tr>
<td>Coordinator Email</td>
<td><a href="mailto:coordinator.test@barbourville.kyschools.us">coordinator.test@barbourville.kyschools.us</a></td>
</tr>
<tr>
<td>School Year</td>
<td>2019 - 20</td>
</tr>
</tbody>
</table>

Display 10 records

<table>
<thead>
<tr>
<th>Estimated Cost</th>
<th>Status</th>
<th>Activity</th>
</tr>
</thead>
<tbody>
<tr>
<td>500</td>
<td>Saved</td>
<td>View</td>
</tr>
</tbody>
</table>

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

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

1.) **User reports that they cannot log in to the system even after a password reset.**
   See Page 4 of this user’s guide. This is the most commonly reported issue, and it is almost always because the user is not choosing CITIZEN OR BUSINESS PARTNER when asked for their account type. Coordinators and other school district users must choose this option; otherwise, the system will route to the wrong login screen and user will not be recognized.

2.) **KOG applications, including FRYSC Counts!, are designed for use in Internet Explorer.**
   While you may successfully use other browsers, sometimes due to compatibility issues, things will simply go wrong – error messages, inability to upload a document, etc. When something goes wrong, if you are not using Internet Explorer, please try that first to see if it resolves your issue.

3.) **The user would like to delete a file that has been uploaded to the center or district page.**
   Your regional program manager has access to delete files from the district and center pages and should be the first contact for deletions of this type. If your Regional Program Manager is unavailable, you may also contact tonya.cookendorfer@ky.gov or Katie.morris@ky.gov.

4.) **The user types an original budget and reports that it did not save.**
   Generally, this happens for one of two reasons: 1.) the coordinator is not using Internet Explorer or 2.) there was an extended amount of time between beginning the budget and the first save. The system times out. Saving frequently will prevent this issue.

If at any time you experience issues that cannot be resolved with the information contained in this guide, please email tonya.cookendorfer@ky.gov to report the issue at your earliest convenience.
This user’s guide will change with every new rollout, and the updated file will be available on the Forms and Documents portion of the DFRYSC web page https://chfs.ky.gov/agencies/dfrcvs/dfrysc.