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

**Cabinet for Health and Family Services**

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## FRYSC Forms and Reports

<table>
<thead>
<tr>
<th>Requirement</th>
<th>Due Date</th>
<th>Activities/Responsibilities</th>
<th>Other Personnel Responsibilities</th>
<th>How to Submit</th>
</tr>
</thead>
<tbody>
<tr>
<td>Funding Reimbursable Letter</td>
<td>July 15</td>
<td>1. Chair of Community Programs committee for superintendent approves</td>
<td>Superintendent signs</td>
<td>Directly to FRYSC Grant and Compliance Administrator</td>
</tr>
<tr>
<td>End of Year MEWS reports (for previous fiscal year)</td>
<td>August 15</td>
<td>1. Create computer</td>
<td>Finance Officer prepares and submits electronically</td>
<td>Parent/Family or Follow-up referrals prepared from Children Office</td>
</tr>
<tr>
<td>Other Intervention Needs</td>
<td>August 15</td>
<td>Update on FRYSC Center page</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

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## FYSCIC Tracking Form

- **End of Year Progress Reports**
  1. Implementation Report
  2. Impact Report (via FYSCIC Coordinator)
  3. Follow-up procedures for FYSCIC
- **Free Lunch, Entitlement, and Census Information**
  1. Follow-up instructions from Kentucky Department of Education, review completed paperwork, and reporting of procedures

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**8/26/2019**
### MEETING

#### Form, Report or Action

<table>
<thead>
<tr>
<th>Date/Time</th>
<th>District/Contact Responsible</th>
<th>Coordinator Responsibilities</th>
<th>Other Personnel Responsibilities</th>
<th>Notes/Remarks</th>
</tr>
</thead>
<tbody>
<tr>
<td>8/26/2019</td>
<td>M0000 M0000 M0000 M0000 M0000</td>
<td>M0000 M0000 M0000 M0000 M0000</td>
<td>M0000 M0000 M0000 M0000 M0000</td>
<td>M0000 M0000 M0000 M0000 M0000</td>
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</tbody>
</table>

#### Action

<table>
<thead>
<tr>
<th>Issue/Detail</th>
<th>Notes/Remarks</th>
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</thead>
<tbody>
<tr>
<td>M0000 M0000 M0000 M0000 M0000</td>
<td>M0000 M0000 M0000 M0000 M0000</td>
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</tbody>
</table>

#### Budget and Narrative

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<thead>
<tr>
<th>M0000 M0000 M0000 M0000 M0000</th>
<th>M0000 M0000 M0000 M0000 M0000</th>
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</table>

#### Evaluation of Conduct

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<thead>
<tr>
<th>M0000 M0000 M0000 M0000 M0000</th>
<th>M0000 M0000 M0000 M0000 M0000</th>
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</table>

#### Summary/Specific Changes

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<thead>
<tr>
<th>M0000 M0000 M0000 M0000 M0000</th>
<th>M0000 M0000 M0000 M0000 M0000</th>
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</table>

#### Request Form

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<thead>
<tr>
<th>M0000 M0000 M0000 M0000 M0000</th>
<th>M0000 M0000 M0000 M0000 M0000</th>
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</table>

#### Advisory Council Member

<table>
<thead>
<tr>
<th>M0000 M0000 M0000 M0000 M0000</th>
<th>M0000 M0000 M0000 M0000 M0000</th>
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</thead>
</table>

#### Remutation Request Letter

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<tr>
<th>M0000 M0000 M0000 M0000 M0000</th>
<th>M0000 M0000 M0000 M0000 M0000</th>
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</thead>
</table>

#### Withdraw Request Form

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<thead>
<tr>
<th>M0000 M0000 M0000 M0000 M0000</th>
<th>M0000 M0000 M0000 M0000 M0000</th>
</tr>
</thead>
</table>

#### Alternative Distribution

<table>
<thead>
<tr>
<th>M0000 M0000 M0000 M0000 M0000</th>
<th>M0000 M0000 M0000 M0000 M0000</th>
</tr>
</thead>
</table>
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

Cabinet for Health and Family Services
Other Required Documentation
- 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

Cabinet for Health and Family Services

- 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.

Campbell Ridge Family Resource Center

**STUDENT REFERRAL FORM**

*ALL INFORMATION IS CONFIDENTIAL*

<table>
<thead>
<tr>
<th>Student Name</th>
<th>Age</th>
<th>DOB</th>
<th>Grade</th>
<th>Parent/Guardian</th>
<th>Teacher</th>
<th>Room</th>
<th>Address</th>
<th>City</th>
<th>State</th>
<th>Zip</th>
<th>Date</th>
</tr>
</thead>
</table>

**PLEASE CHECK ALL THAT APPLY**

<table>
<thead>
<tr>
<th>EDUCATIONAL SUPPORT</th>
<th>HEALTH SERVICES/REFERRALS</th>
<th>BASIC NEEDS/SOCIAL SUPPORT</th>
<th>FAMILY CRISIS/INTERVENTION</th>
</tr>
</thead>
<tbody>
<tr>
<td>Attendance</td>
<td>Medical/Dental</td>
<td>Food</td>
<td>Mental/Emotional</td>
</tr>
<tr>
<td>Homework</td>
<td>Vision/Ophthalmic</td>
<td>Clothing/Shoes</td>
<td>Homeless</td>
</tr>
<tr>
<td>Mentoring/Counseling</td>
<td>Hearing</td>
<td>Housing</td>
<td>Transportation</td>
</tr>
<tr>
<td>Behavior Problems</td>
<td>KCHIP/Other Insurance</td>
<td>Employment</td>
<td></td>
</tr>
<tr>
<td>School Supplies</td>
<td>Immunizations</td>
<td>Financial Assistance</td>
<td></td>
</tr>
<tr>
<td>Summer Program/Camp</td>
<td>Life Prevention/Injury</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Home Visit</td>
<td>WIC</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>HOLIDAY ASSISTANCE</th>
<th>CHILD CARE/REFERRAL</th>
<th>PARENTING</th>
<th>NEGLECT/ABUSE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Thanksgiving</td>
<td>After School Program</td>
<td>Adult's For Parents</td>
<td>Physical</td>
</tr>
<tr>
<td>Christmas</td>
<td>Before School Program</td>
<td>Relative Raising Children</td>
<td>Sexual</td>
</tr>
<tr>
<td>Easter</td>
<td>Summer</td>
<td>Adult Education</td>
<td>Domestic</td>
</tr>
</tbody>
</table>

Cabinet for Health and Family Services
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

Daily Center Operations....

How do I keep track of everything I do?"

Cabinet for Health and Family Services
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

Cabinet for Health and Family Services
Records Retention Schedule

How long do I need to retain records?

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/dfrcvs/frysc/