Child and Youth Programs Metrics v3.0.2 Tool User Guide

Child and Youth Programs

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Version: 2.0

VERSION HISTORY

Version	Authored By	Completion Date	Approved By	Approval Date	Release Rationale
1.0	A. Waters	24 July 2017	C. Cameron	24 July 2017	For Release v3.0.0
2.0	R. Fairbee	22 October 2020	C. Cameron	22 October 2020	For Release v3.0.2

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1   Introduction

The CYP Metrics Tool provides CYP business managers with tools for defining, recording, and measuring the enrollment, accreditation, and inspection metrics across regions, installations, and program levels. The Software is an existing web- based client-server software application that continues to be improved and expanded to meet the business needs of CYP.

The CYP Metrics Tool System is part of a larger set of applications called the CYP Business Management System. This system includes CYP Enterprise Management System (EMS) and Child and Youth Education Services System. There is a connection between CYP Metrics and EMS in that it gains its organizational information from EMS. This information consists of Region, Installation, Program, and Component data.

This User Guide describes the *Metrics Tool's* functions and features that support CYP processes.

1.1   Guide Organization

This Guide is designed to provide a reference for using and understanding the *Metrics Tool* software application. It is organized into six sections: Introduction, Getting Started, Installation View, Scheduler View, Year Standards and Reports.

1.2   Document Conventions

The following conventions are used in this Guide to communicate the specific meaning for various names, objects, entities, and titles.

Example	Description
Update	Reference to a specific name of a control on user interface pages, such as an update button.
Tip	Throughout the User Guide, you will see notes and tips that can help you understand how features can be used.
Metrics Tool	Name of a software application or tool

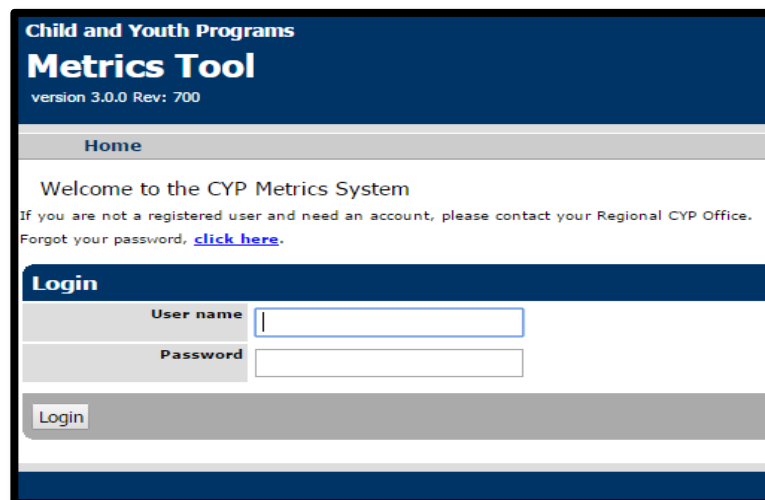Table 1: Convention Examples

2   Getting Started

The Getting Started section describes the prerequisites that need to be completed prior to working with the *Metrics Tool* scenarios and baselines. It covers the following areas:

- Accessing the Metrics Tool
- Requesting an Account
- Managing your Password
- Metrics Tool Home Page

2.1   Accessing the Metrics Tool

The Metrics Tool requires users to log into the application server through the Internet in order to use the application's features. This means that you will need to have an account set up on the *Metrics Tool* server.

To access the login page, open a browser window, such as Microsoft Internet Explorer, and type the *Metrics Tool* URL into the address bar. The Login page shown in Figure 1 should be displayed.

Figure 1: CYP Metrics Tool Software Application Login

2.2   Requesting an Account

If you are not a registered user and need an account, contact your Regional CYP office.

2.3 Changing Your Password

Users should occasionally change their password by clicking on "Change Password" in the User Options once logged into the application. To successfully change your password, select the "change" icon.
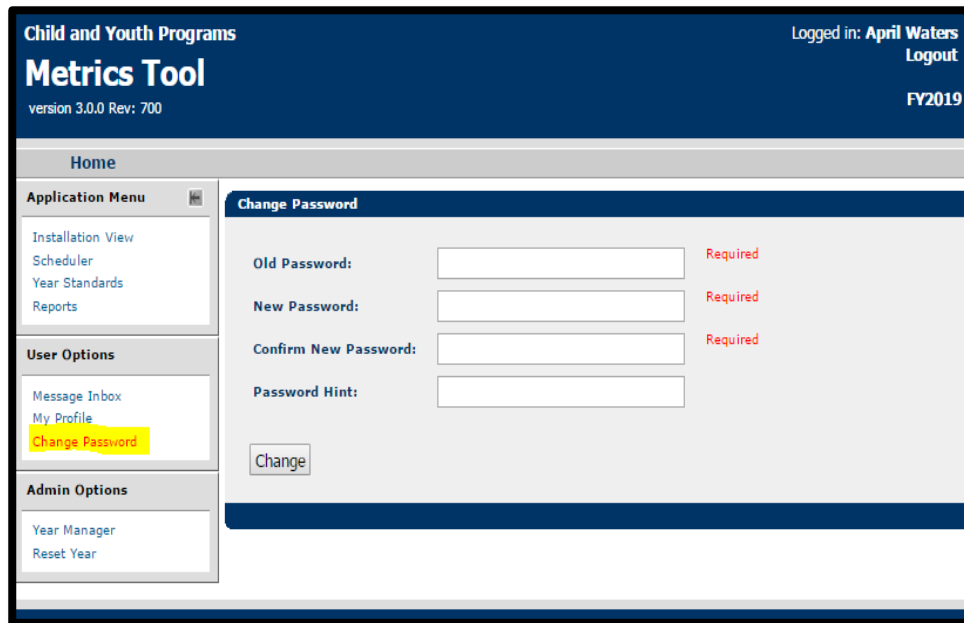

Figure 2: Change Password

- Old password: Enter current password (required)
- New Password: Enter new password (required)
- Confirm new Password: Re-enter new password (required)
- Password Hint: Enter a password hint (optional)

2.4 Forgot Your Password

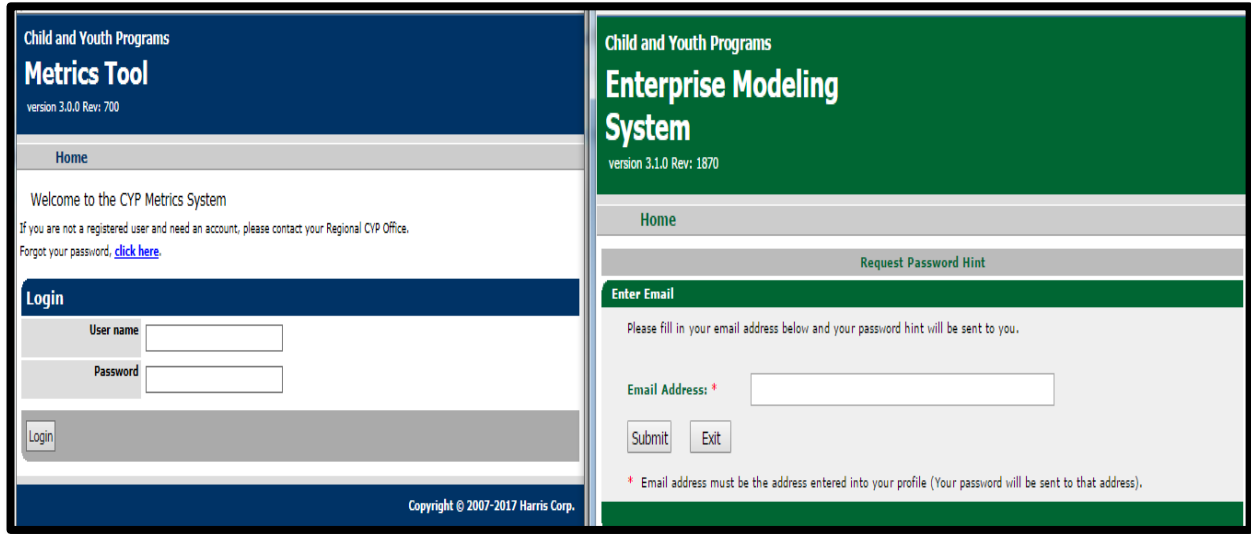Selecting "click here" on the login screen will allow you to reset your password.

Figure 3: Forgot Password

2.5   Managing Your Profile

You can access your profile by clicking "My Profile" in the User Options menu.
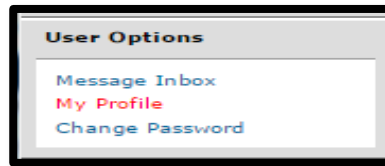

Figure 4: My Profile Option

Once selecting the "My Profile" option followed by the edit icon, you can edit data in the fields shown in Figure 5. Selecting the "update" icon will save the changes made.
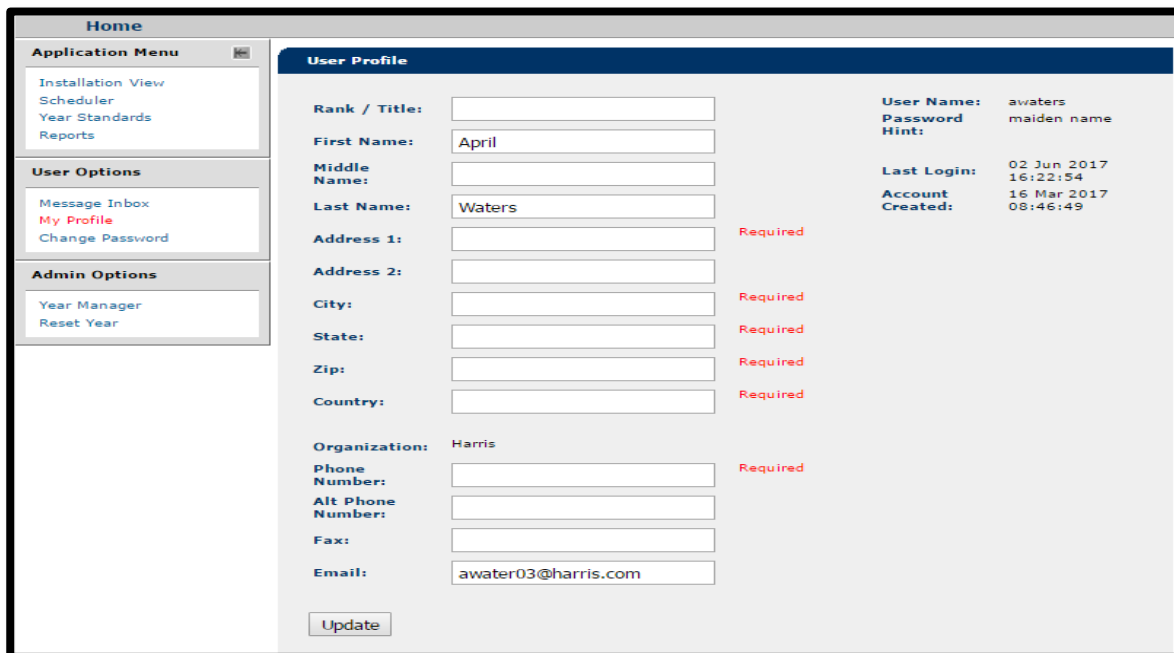
Figure 5: User Profile

Figure 6: User Profile: Edit

2.6   Home Page

This section of the User Guide describes the basic features of the *Metrics Tool* software user interface and provides helpful guidance on how to use the application's features and functions. It also provides a description of the *Metrics Tool* user interface anatomy.

Once logged in to the *Metrics Tool*, your browser should display a home page similar to that shown in Figure 7. The *Metrics Tool* application is organized into three primary areas: the Header Bar, the Navigation Bar, and the Application Working Area. The Header Bar is located across the top of the browser page and includes the application name, version, and user name (for logged-in users). Your username will be displayed at the top right side of the Header Bar, along with a link to log out of the *Metrics Tool* (callout 4). The name of the default Metrics Year will be displayed in the Header area as well (callout 5).

> Tip: When a user logs into the *Metrics Tool*, they will be presented with a display that corresponds to their user level. For example, installation-level users will have access to the data related to the installation they are mapped to. Similarly, region- level users and installation program-level users will have access to their respective mappings.

The Navigation Bar is a vertical bar displayed along the left side of the page beneath the Header Bar. It provides links to all application options available to the logged-in user through menu options. Menu options (callouts 2 and 3) include Session and User Menu options.
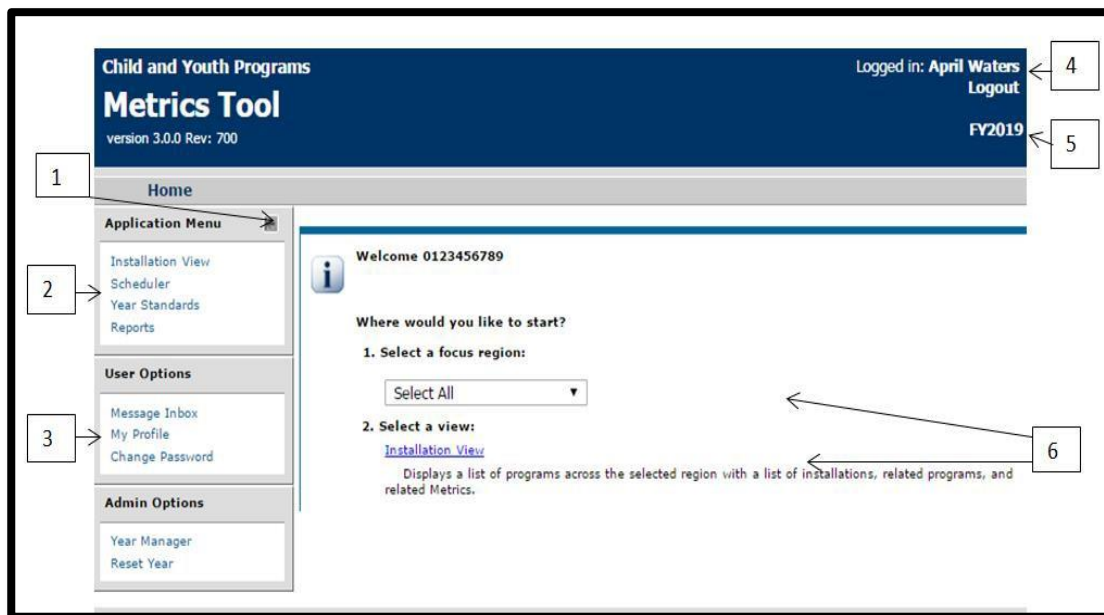

Figure 7: Metrics Tool Home Page

The Metrics Tool application working area (callout 6) is where you will perform most of your work. When you select an option in the menu, the data related to the option will be displayed in this working area. This information will be displayed in one or more common display formats such as lists, summary, or detail panes. Each display feature is described in the following paragraph.

2.7   Common Display Features

The *Metrics Tool* uses several common features for displaying scenario information such as display panes, pane management icons, list and detail views and tabs.

Panes: The *Metrics Tool* includes numerous display components, called panes, which present information to users. Panes can be recognized by the encapsulating header and footer bars as shown in the below example for Installation List (callout 1). In most panes, utility buttons are provided in the pane header, such as those shown below for minimizing, restoring and closing the pane.

List Pane: In a list pane, information is presented in a list of records (callout 1) organized in columns for fields with field headings (callout 2) that identify the data in the column. In most cases, these headings can be used to sort data, in ascending or descending order by clicking on the heading. Once a record has been selected, it becomes highlighted (callout 3).

> Tip: Clicking a record in a list view will result in displays of information related to the record.

Figure 8: List Pane Properties Pane Example

Properties Pane: Most list pane entries will include properties that provide data about the item in the list. This information can be viewed by clicking the desired

record. A pane similar to the example shown above will be displayed below the list pane (callouts 4 and 5).

> Tip: Once you have updated data in a properties pane, make sure to save the data by clicking the Update icon (callout 6) in the pane that you are adding data too.

3 Installation View

Once logged in, users can start working in the Installation List by selecting an Installation.

Figure 9: Installation List View

After selecting an Installation, the programs associated to the Installation will display in the pane beneath the Installation List.

3.1 Installation View – Installation List

The Installation List has the following features:
Fiscal Year Filter: The header bar contains a fiscal year filter (callout 1) which allows you to change the fiscal year displayed in the pane.
Region Filter: The header bar contains a region filter (callout 2) which allows you to change the region so only the installations associated to the region you selected will be displayed in the pane.
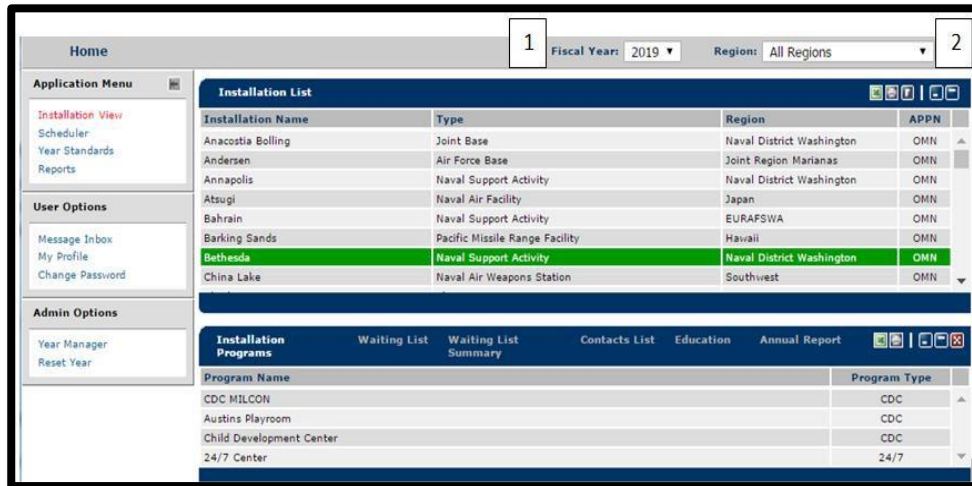
Figure 10: Fiscal Year and Region Filter

Other Options: The list can be filtered by clicking the filter [F] icon (callout 3) located in the pane header bar. The filter allows you to make multiple selections (type, region, and APPN) to show/hide a column displayed. Once you have selected your filter(s), selecting the update button will apply the filter(s) to the Installation List table. If you decide not to select any filters, selecting the (F) button will return you to the Installation List with no changes made.
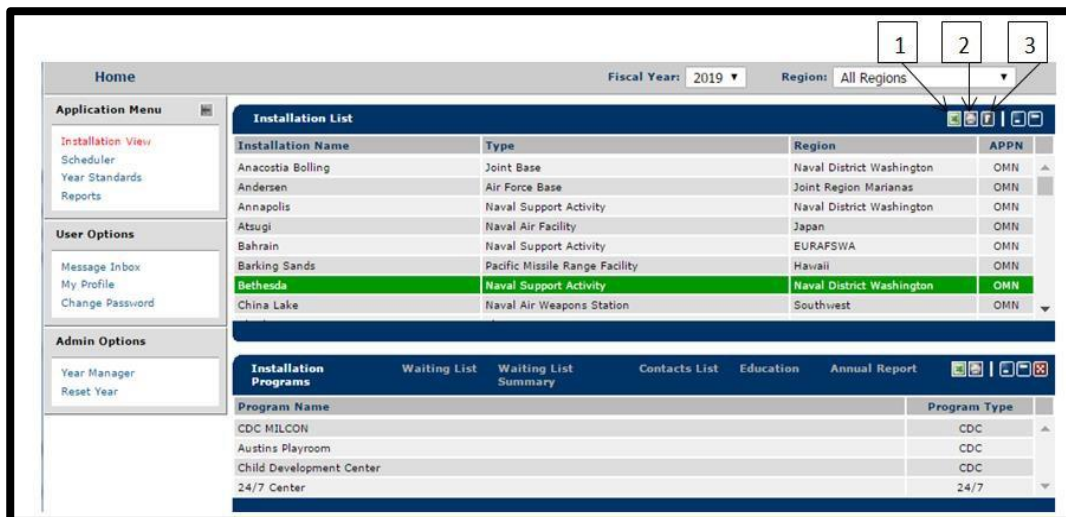
Figure 11: Installation List Features

The pane header bar also has options to export the displayed table to Excel or print the table (callouts 1 and 2).

3.2   Installation View – Installation Waiting List

Waiting List Quarters: The Waiting List pane has 4 Quarters where data can be displayed and entered. The quarters are broken down as follows:
- Quarter 1: October-December
- Quarter 2: January-March
- Quarter 3: April-June
- Quarter 4: July-September

Entering Data: Data can be entered for all age groups (unborn, infant, pre-toddlers, toddlers, preschoolers, and school age) by selecting the age group from the drop down menu (callout 1) in Figure 13b. You can enter data by using the tab or arrow keys, or by clicking in the cell. Data is entered in each cell by tier (except for unborn) and priority level. *If a cell has no data to enter, you must enter a 0*. The data entered for the selected age group will display in the totals column for each subsequent age group where data is entered. Also, the data entered for each age group for each month will show as totals by quarter in the Waiting List Summary. The specific data for each age group is further described in the respective sections

below.

Unborn: Data can be entered in each cell for 1-Projected for each quarter by month. The monthly total will calculate as data is being entered. In order to save the data entered, you must select the update icon for each month.

| Installation Programs | **Waiting List** | Waiting List Summary | Contacts List | Education | | | | | | |

Quarter 1   Quarter 2   Quarter 3   Quarter 4

Instructions: Select Age Group from the drop down menu. Using the MCC Waitlist Metric Report, enter the number of children on the waiting list by Tier (Immediate or Projected), and Priority Level. All blocks for every age group must be filled in.

Age Group: Unborn

	January		February		March	
Tier:	**1 - Projected**	**2 - Immediate Need**	**1 - Projected**	**2 - Immediate Need**	**1 - Projected**	**2 - Immediate Need**
1A - Child Development Program Staff						
1B.1 - Combat Related Wounded Warrior						
1B.2 - Single/Dual Active Duty						
1B.3 - Single/Dual Guard/Reserve						
1B.4 - Active Duty w/FT Working Spouse						
1B.5 - Guard/Reserve w/FT Working Spouse						
1C.1 - Active Duty w/PT Work/Seeking Employment Spouse						
1C.2 - Guard/Reserve w/PT Work/Seeking Employment Spouse						
1D.1 - Active Duty w/FT Student Spouse						
1D.2 - Guard/Reserve w/FT Student Spouse						
2A - Single/Dual DoD/CG CIV Employees						
2B - DoD/CG CIV w/ FT Working Spouse						
3A - Active Duty w/non-Working Spouse						
3B - DoD/CG CIV w/Spouse Seeking Employment						
3C - DoD/CG CIV Employees w/FT Student Spouse						
3D - Gold Star Spouse						
3E - DoD Contractors						
3F - Other Eligible Patrons						
Total:	0	0	0	0	0	0
	Update		Update		Update	

Figure 13a: Unborn Waiting List

Infant, Pre-toddlers, Toddlers, Preschoolers, and School Age: Data can be entered in each cell for 1-Projected, 2-Immediate Need for each quarter by month. The monthly total will calculate as data is being entered.

Figure 13b: Infant, Pre-toddlers, Toddlers, Preschoolers, and School Age Waiting List

Wait time for immediate need: For each month in the quarter, the 3 most recent cares needed and placed/offered dates are required to determine the wait time for immediate need. For mcc.com only, date entries are not needed as you should use the Offer Performance Detail Report. In this report, you should enter the average days of all priorities under "no offer made (Days Past DCN)". For all others, if no offers or placements are made, you should check the box next to "no offers/placements this month" which will populate the most recent dates entered. If only one or two spaces are offered during the month, those dates should be entered first followed by the most recent dates from the previous month. Selecting "update" will prompt you to enter any missing dates or notify you that empty fields will be populated from the previous period. The care needed field must be done one day

prior to the placed/offered date for an immediate offer space and for calculation purposes. The total day's row is calculated by the difference in dates entered for care needed and place/offered. You must select "update" in order to save the data that was entered.

> Tip: Instructions are provided in the Waiting List pane for each age group for entering Wait Time for Immediate Need.

3.3   Installation View – Waiting List Summary

The Waiting List Summary is a display only pane with data populated from the Waiting List Pane. This pane displays data in a summary format by quarter for each age group.

Turnover Rate for Immediate Need Only: The data for the number of children (immediate need only) is populated from the 2-Immediate Need column for all age groups for the last month that was updated, except unborn which is not listed in this table. Meanwhile, the data for the month (last updated) and average wait in days is populated from the Wait Time for Immediate Need in the Waiting List pane for the last month that was updated. The data in this table is summarized by quarter for each age group.

Waiting List Totals for all Tiers: The totals are determined by the data that is entered in the Waiting List pane for each cell (tier) 1-Projected, 2-Immediate Need. In the Waiting List Summary pane the data for each cell is totaled for all priorities by month.

Figure 14: Waiting List Summary

3.4   Installation View – Installation Contact List

The Contacts List displays the contacts for the selected installation along with their program and position.

Figure 15: Contacts List

Adding a Contact: Contacts can be added by selecting the add ⊞ icon on the toolbar (callout 1). If you hover over the add icon it will indicate this by displaying the message "add a new base contact". You must enter/select data in the following fields:

- Program Type: You must select from the drop down list which lists programs from the selected installation.
- Position: You must select a position from the drop down list which is populated based on the program selected.
- Name: This field is used for entering the contact's name and is not required to add the contact.
- Email: This field is used for entering the contact's email address and is not required to add the contact.
- Commercial Phone: This field is required with a minimum of 10 characters but no more than 49 characters entered.
- DSN: This field is not required with a minimum of 10 characters but no more than 49 characters entered.

If any data entered in the above fields is missing or entered in the incorrect format (i.e. phone number), you will receive an error message with a notification indicating the fields that need to be corrected.

In the options column, if you select "add" the contact will be added to the Contacts List. However, if you select "cancel" all data entered will not be saved (callout 1).

Figure 16: Adding a Contact

Editing a Contact: Contacts can be edited by selecting the edit [icon] icon in the options column for the contact you would like to edit. If you hover over the edit icon it will indicate this by displaying the message "edit this contact. All fields are editable and by selecting "update" the edits will be saved. If you select "cancel" none of the edits made will be saved.

Figure 17: Edit a Contact

Deleting a Contact: Contacts can be deleted by selecting the delete [icon] icon in the options column for the contact you would like to delete. Before the contact is deleted from the Contacts List, you will receive notification confirming that you would like the contact removed.
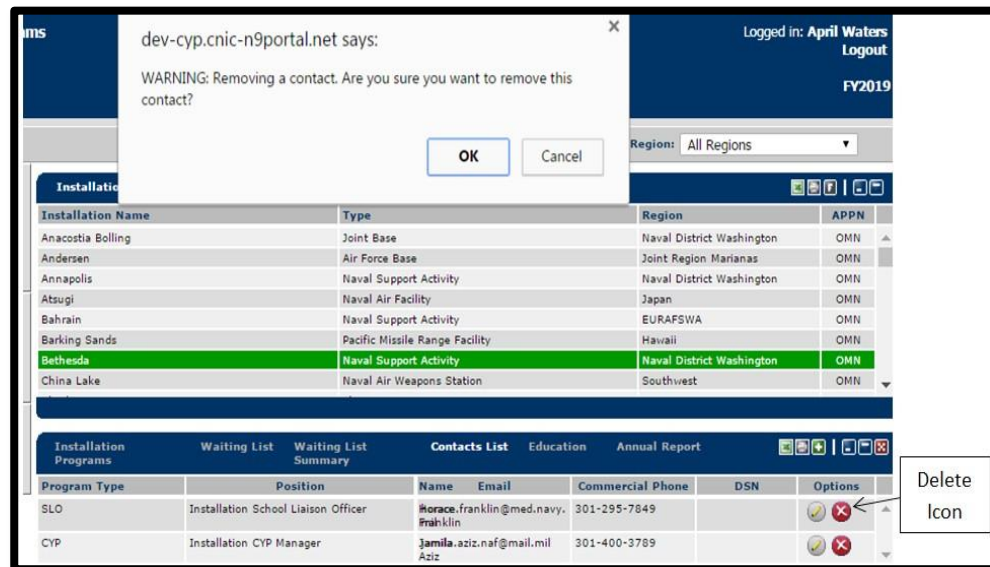

Figure 18: Delete a Contact

3.5   Installation View – Installation Education Tab

The Education pane lists the degree types for the program types that are associated to the installation selected. The degree types are the same for all installations and programs which are listed below:

- CDA
- MSA
- Education or Related Associated Degree
- Other Associated Degree
- Education or Related Bachelor Degree
- Other Bachelor Degree
- Education or Related Advanced Degree
- Other Advanced Degree

The Education pane allows data to be entered by quarter (Quarters 1-4) with instructions for entering data.
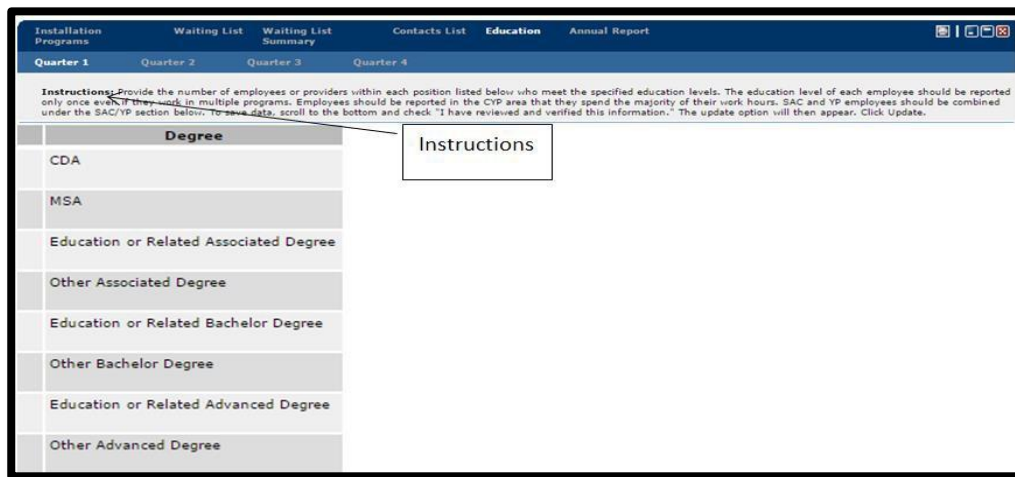
Figure 19: Education Pane

All program types listed below may not display for the installation you have selected if the installation does not have the program.

CYP: Data can be entered based on the employee's position and their degree type in each cell. The employee's education level should only be reported once even if they work in multiple programs. As data is entered the degree totals and staff totals will be updated. *Only employees, who spend the majority of their work hours in CYP, should be entered in this table.*

CYP					
Degree	**Asst T & C**	**T & C**	**SLO**	**Installation CYP Director**	**Degree Totals**
CDA					0
MSA					0
Education or Related Associated Degree					0
Other Associated Degree					0
Education or Related Bachelor Degree					0
Other Bachelor Degree					0
Education or Related Advanced Degree					0
Other Advanced Degree					0
Staff Totals	0	0	0	0	0

Figure 20: Program Type-CYP

CDC: Data can be entered based on the employee's position and their degree type in each cell. The employee's education level should only be reported once even if they work in multiple programs. As data is entered the degree totals and staff totals will updated.

CDC					
Degree	**Direct Care Staff (GS-4 or GSE-4 or below)**	**Direct Care Staff (GS-5 or GSE-5)**	**Assistant Director**	**CDC Director**	**Degree Totals**
CDA					0
MSA					0
Education or Related Associated Degree					0
Other Associated Degree					0
Education or Related Bachelor Degree					0
Other Bachelor Degree					0
Education or Related Advanced Degree					0
Other Advanced Degree					0
Staff Totals	0	0	0	0	0

Figure 21: Program Type-CDC

CDH: Data can be entered based on the number of providers and their degree type in each cell. As data is entered the degree totals and staff totals will updated.

17

Figure 22: Program Type-CDH

SAC/YP: Data can be entered based on the employee's position and their degree type in each cell. The employee's education level should only be reported once even if they work in multiple programs. As data is entered the degree totals and staff totals will updated. *SAC, YTH and YP employees should be entered in this table.*

Figure 23: Program Type-SAC/YP

Group Home: Data can be entered based on the employee's position and their degree type in each cell. The employee's education level should only be reported once even if they work in multiple programs. As data is entered the degree totals and staff totals will updated.

Figure 24: Program Type-Group Home

Saving Data: The data entered can be saved by checking the "I have reviewed and verified this information" check box followed by selecting "update".

Figure 25: Saving Data

3.6 Installation View – Installation Annual Report Tab

The Annual Report tab will only display when the "annual" check box is marked for the Metrics Year in Year Manager (Fiscal Years). The first pane to display when selecting the Annual Report Tab is the Definitions pane which describes key terms used for entering data in Sections 1-13.

Figure 26: Annual Report: Definitions

The Annual Report Pane allows data entry in each cell in Sections 1-13 for the Installation selected.

Section 1: The instructions for entering data in the Facilities and Homes section is listed below as well as in the bottom of the pane.

- 1.1 Stand Alone Facilities - Enter the total number of Stand Alone Facilities for each category for those both On and Off the Installation. A stand-alone facility does not share a foundation or wall. Examples: (1) Two CDC buildings separated by a sidewalk would count as two facilities; (2) Two CDC buildings managed by a single director would count as two facilities.
- 1.2 Combined Facilities - Enter the total number of Combined Facilities for each category for those both On and Off the Installation. A combined facility shares a wall or foundation with other facilities. If a particular combination is not identified, enter the facility in the "Other" section in 1.3 (Miscellaneous) and explain in the comments. Example: A Single building with both CDC and SAC Care provided would count as a CDC/SAC facility.
- 1.3 Miscellaneous - Enter the total number of facilities that fall under this specific category. For facilities that are not captured in 1.1, 1.2 or 1.3, list them in other and explain in the COMMENTS section.
- 1.4 Family Child Care Homes - Enter the total number of Family Child Care Homes for each type (A thru C) for both On and Off Installation. This number should reflect the number of homes that are open for care and not those seeking a license.
  Licensed Home - An on-installation home certified by the CDP.
  Licensed Affiliate Home - An off-installation home certified by the state where the provider has agreed to DoD oversight.
  Licensed Group Home - An on-installation home certified by the CDP where more than one provider is caring for children under a single license.
- 1.5 New Facilities Added in FY - Enter the number of new facilities opened in the FY. Additionally enter the Net Impact of spaces for the new facilities. In the comments section annotate the installation where new facilities were opened as well as the date and capacity. Example: A new CDC with a capacity of 220 was opened in March. The new CDC replaced two smaller CDC's with a total capacity of 180. The Net Impact would be +40. Note, it is possible to have a negative Net Impact.
- 1.6 Facilities Closed in FY - Enter the total number of facilities permanently closed in FY as well as the date of closure and the number of spaces lost. For this response, do not include facilities that were closed due to another facility being opened. Provide an explanation in the comments section. If a facility was closed due to the opening of a new facility identified in 1.5 above, do not include as a closed facility. This section should identify only those facilities that were closed without a replacement. Example: An installation in Germany was closed due to BRAC and the School Age Care Program which had a capacity of 85 was closed. Enter 1 in the "closed" cell and enter 85 in the "spaces lost" cell. Provide a brief explanation in the comments section.

- 1.7 Comments - This field is used for entering comments for any data entered.

Note: You must select the "update" icon beneath the comments box in order to save data that was entered.

Figure 27: Annual Report: Section 1

Section 2: The instructions for entering data in the Date of Record of Operational Capacity section is listed below as well as in the bottom of the pane.

- 2.1 Child Development Center Capacity on DOR - Enter the "Operational Capacity" for each type of facility/program on the Services' Date of Record.

Operational Capacity is defined as the number of child care spaces based on the current use of the classrooms in the facility. In the event a classroom is temporarily closed (lack of staff, need for care, etc.) include this room in the capacity. If a room has been reconfigured (turned into training lounge, staff lounge, etc.) on a permanent basis, do not count the rooms' capacity in the overall facility capacity. *Example: A CDC has a room with a potential capacity for 24 child care spaces that is being utilized as an infant care room on the DOR, which would reflect a capacity for 8 spaces on the DOR.*

- 2.2 School Age Care Capacity on DOR - Enter the "Operational Capacity" for SAC programs on the Services' Date of Record. Operational Capacity is defined as the number of child care spaces based on the current use of the classrooms in the facility. In the event a classroom or part of the facility is temporarily closed (lack of staff, need for care, etc.) include this room in the capacity. If a room has been reconfigured (turned into training lounge, staff lounge, etc.) on a permanent basis, do not count the rooms' capacity in the overall facility capacity. *Example: A portion of the SAC program would normally provide care to 40 children, but the space has been closed due to a lack of staff. This section would be counted in the overall facility capacity. If a section has been turned into a Teen Program, it would not be counted in the capacity. Note: The subtotal of section 2.1 and 2.2 should equal the total in section 2.4. If this is not the case, the cell will be highlighted red.*

- 2.3 Family Child Care Capacity on DOR - Enter the total number of FCC Child Care Spaces that are available on the DOR. For consistency purposes, OSD defines the number of spaces for a single home as 6. The total number of FCC Spaces should equal the total number of FCC homes (from Section 1.4) x 6. *Note: FCC Capacity is only collected for DoD operated or affiliated homes.*

- 2.4 Operational Capacity by Age Group on DOR (CDC/SAC Only) - Enter the Total Operational Capacity by Age Group. Utilize capacities from CDC's and SAC Programs only. Do not include FCC or Private Care programs. *Note: The subtotal of section 2.4 should equal the total of section 2.1 + 2.2. If this is not the case, the cell will be highlighted red.*

- 2.5 Comments - This field is used for entering comments for any data entered.

Note: You must select the "update" icon beneath the comments box in order to save data that was entered.

Figure 28: Annual Report: Section 2

Section 3: The instructions for entering data in the Date of Record Enrollment section is listed below as well as in the bottom of the pane.

- 3.1 Child Development Center Enrollment on DOR - Enter the number of children enrolled in DoD Operated and Affiliated CDC's and DoD Operated or Affiliated 24/7 CDC's on the Services' Date of Record. For the purpose of this pane, an enrolled child is defined as one who is registered and attends the program on a regular and recurring basis. This number includes partial day programs that meet regularly, but does not include hourly care.

- 3.2 School Age Care Enrollment on DOR - Enter the number of children enrolled in DOD Operated or Affiliated SAC's on the Services' Date of Record. For the purpose of this panel, an enrolled child is defined as one who is registered and attends the program on a regular and recurring basis. For School Age Care Programs, this includes children enrolled in before only, after only, or before & after. Additionally, select a day during the summer camp program and enter the total number of youth attending the summer camp care program on that day. *Note: The subtotal of section 3.1 and 3.2 should*

equal the total in section 3.4. If this is not the case, the cell will be highlighted red.

- 3.3 Family Child Care Enrollment on DOR - Enter the number of children enrolled in each type of FCC home on the Services' Date of Record.
- 3.4 Enrollment by Age Group on DOR (CDC/SAC Only) - Enter the Total Operational Capacity by Age Group on the Services' Date of Record. **Utilize capacities from CDC's and SAC Programs only.** Do not include FCC or Private Care programs. *Note: The total of section 3.4 should equal the combined total of 3.1 & 3.2 above.*
- 3.5 Comment - This field is used for entering comments for any data entered.

Note: You must select the "update" icon beneath the comments box in order to save data that was entered.

Figure 29: Annual Report: Section 3

Section 4: The instructions for entering data in the DOR Enrollment by Sponsor section is listed below as well as in the bottom of the pane.

- 4.1 Number of Enrolled Children - Enter the number of enrolled children, by the sponsor's status (Active Duty, DoD Civilian, Coast Guard etc.) on the DOR for each respective program. If an identifier is not listed, enter the number of children in "Other" and provide an explanation in the comments.

> *Note: The total DOR enrollment should match the respective sections in Section 3. If these numbers do not match, these cells will turn red.*

- 4.2 Comment - This field is used for entering comments for any data entered.

Note: You must select the "update" icon beneath the comments box in order to save data that was entered.

Figure 30: Annual Report: Section 4

Section 5: The instructions for entering data in the Fiscal Year Children/Youth Served section is listed below as well as in the bottom of the pane.

- 5.1 Child Development Center Children Served in FY - Enter the total number of children served in each respective program. Include children who participated in all CDC programs (full time, part time and hourly care). Only count individual children one time.
- 5.2 School Age Care Children Served in FY - Enter the total number of children served in school age care programs. Include children who participated in Before School Care, After School Care Before and After School Care or Summer Camp Care. Only count individual children one time.

- 5.3 Family Child Care Children Served in FY - Enter the total number of children served in FCC programs. Include children that attend any form of FCC. Only count individual children one time.
- 5.4 External Private Care Children Served in FY - Enter the total number of children served in each type of Private Care Program. If a particular program is not listed, enter the number in the "Other" cell and explain in the comments section.
- 5.5 Care Provided For Special Programs - Enter the number of children served in each respective program for care provided on or off the installation outside the normal scope of the program (Deployment, Geographically Dispersed, Family Advocacy, Give Parents A Break, EFMP Respite). For "Respite Care" also enter the number of "Total Hours" of care provided.
- 5.6 Fiscal Year Youth Participation - Enter the number of children/youth, by age, who participate in the listed programs. Individual youth can be counted multiple times (i.e., a child plays two sports and participates in an instructional class would be counted three times).
  Sports Programs=Individual and team sports where participants come together on a seasonal basis (i.e., baseball, soccer, cheerleading, competitive gymnastics, etc.)
  Instructional Classes=Classes where participants come together on a regular basis to develop skills in a specific area (i.e., instructional gymnastics, martial arts, computer skills, etc.)
  Youth Development=Programs that are designed to develop the overall competencies of youth around particular areas commonly associated with Youth Development (i.e., Arts, Leadership, Citizenship, Vocational, Educational, etc.)
- 5.7 Comments - This field is used for entering comments for any data entered.

Note: You must select the "update" icon beneath the comments box in order to save data that was entered.

Figure 31: Annual Report: Section 5

Sections 6-8: The instructions for entering data in the Children with Special Needs Enrollment (Section 6), Unfilled Spaces on Date of Record (Section 7) and NAF Income for Fiscal Year (Section 8) sections are listed below as well as in the bottom of the pane.

- 6.1 Number of Children with Special Needs Enrolled in Each Program - Enter the total number of children with special needs (as defined by your service) enrolled in each respective program. Individual children/youth should only be counted one time per program (CDC, FCC, SAC, YP), regardless of the number of individual programs (instructional, sports, etc.) the child/youth participates in.

- 6.2 Comments - This field is used for entering comments for any data entered.
  Example: A child who is enrolled in the SAC program and participates in a sports program would be counted in both the SAC and Youth Programs. If that same child participated in a martial arts instructional class, they would only be counted in the Youth Program.

Note: You must select the "update" icon beneath the comments box in order to save data that was entered.

- 7.1 Number of Unfilled Spaces - Enter the total number of unfilled spaces on the Date of Record for each program. To calculate, start with the number of spaces a program is configured for on the DOR and subtract the number of enrolled children.
  Example: If in question 2.1, it is identified that a CDC has a capacity of 120 spaces on the DOR, but only 114 of those spaces are filled with an enrolled child (may be absent, but would still be considered enrolled) the number of unfilled spaces would be 6.
- 7.2 Comments - This field is used for entering comments for any data entered.

Note: You must select the "update" icon beneath the comments box in order to save data that was entered.

- 8.1 NAF Income for Fiscal Year - Enter the total amount of dollars collected from parent fees for the respective programs.
- 8.2 Comments - This field is used for entering comments for any data entered.

Note: You must select the "update" icon beneath the comments box in order to save data that was entered.

Figure 32: Annual Report: Sections 6-8

Sections 9-10: The instructions for entering data in the DoD Certification/ Accreditation on DOR (Section 9) and Fee Assistance (Section 10) sections are listed below as well as in the bottom of the pane.

- 9.1 DoD Certified CDC Programs - Enter the number of service child development centers operating under a Current DoD Certification, centers not certified or centers under a DoD Waiver.
- 9.2 DoD Certified SAC Programs - Enter the number of service school age care programs operating under a certified, not certified or DoD Waiver.
- 9.3 DoD Certified Youth Programs - Enter the number of service youth programs operating under a certified, not certified or DoD Waiver.
- 9.4 Centers Accredited by External Organizations - Enter the number of Child Development Centers and School Age Care Programs that are eligible for Accreditation and the number of Programs that are actually accredited. In addition, enter the number of centers that are currently in the process of accreditation and the number of centers with a revoked accreditation. For any revoked accreditations, include an explanation in the comments. Indicate the accreditation organizations in use by your service.
- 9.5 FCC Home Accreditation - Enter the number of on and off installation homes that are accredited.

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- 9.6 Comments - This field is used for entering comments for any data entered.

Note: You must select the "update" icon beneath the comments box in order to save data that was entered.

- 10.1 Did Your Service Fee Provide Fee Assistance During the FY - Enter Yes or No
- 10.2 Total Payments to Providers - If you answered YES to 10.1, enter the total amount of payments provided for fee assistance in the FY.
- 10.3 Total Paid for Respite Care - If you answered YES to 10.1, enter the total amount of payments provided for Respite Care.
- 10.4 Total Number of Providers Receiving Payments - If you answered YES to 10.1, enter the total number of providers receiving payments.
- 10.5 Comments - This field is used for entering comments for any data entered.

Note: You must select the "update" icon beneath the comments box in order to save data that was entered.

Figure 33: Annual Report: Sections 9-10

Section 11: The instructions for entering data in the Care Positions Filled on Date of Record section is listed below as well as in the bottom of the pane.

- 11.1 NAF Personnel - Enter the total number of Direct Care Non-Appropriated Personnel employed for each pay grade on the DOR. Include only direct care personnel. To be counted, a staff member must spend more than 50% of their time in ratio. Do not include clerical, managers, trainers, food service or custodial workers.

- 11.2 APF Personnel - Enter the total number of Direct Care Appropriated Fund Personnel employed for each pay grade on the DOR. Include only direct care personnel. To be counted, a staff member must spend more than 50% of their time in ratio. Do not include clerical, managers, trainers, food service or custodial workers.

- 11.3 NAF Contractors - Enter the number of Non-Appropriated Fund Personnel contracted to provide services, regardless of the service provided. This section applies to all personnel directly employed by the program (care givers, admin, instructors, etc.)
- 11.4 APF Contractors - Enter the number of Appropriated Fund Personnel contracted to provide services, regardless of the service provided. This section applies to all personnel directly employed by the program (care givers, admin, instructors, etc.)
- 11.5 Comments - This field is used for entering comments for any data entered.

Note: You must select the "update" icon beneath the comments box in order to save data that was entered.

Figure 34: Annual Report: Section 11

Section 12: The instructions for entering data in the Staff Demographic on Date of Record section is listed below as well as in the bottom of the pane.
- 12.1 CDC Staff - For A, B, C enter the number of CDC staff by type. For D, E, F, G, H enter the number of CDC staff who meet each category.
- 12.2 SAC Staff - For A, B, C enter the number of SAC staff by type. For D, E, F, G, H enter the number of SAC staff who meet each category.
- 12.3 FCC Staff - For A, B, C enter the number of FCC staff by type. For A & B, include service employed management/admin staff. For C, enter the number

of licensed providers. For D, E, F, G, H enter the number of FCC staff (Managers, admin and providers) who meet each category.

- 12.4 Youth Program Staff - For A, B, C enter the number of Youth Program staff by type. For D, E, F, G, H, I enter the number of Youth Program staff who meet each category.
- 12.5 Outreach Services Staff - For A enter the total number of Outreach staff. For B, C, D, E, F enter the number of Outreach Staff who meet each category.
- 12.6 Training & Curriculum Specialists - For A enter the total number of T&C's authorized. For B enter the number of T&C's employed on the DOR. For C enter the assignments for T&C's within the CDP.
- 12.7 Staff Support - For A enter the number of School Liaison Officers as well as where they are assigned. For B enter the number of Nurses assigned to the CDP and whether they are state or service employees. For C enter the number of MFLC assigned to the CDP.
- 12.8 Other Staff - Include all management staff not included in above sections (CYSS Coordinator, Flight Chief, Nutritionist, Technology Staff, etc.)
- 12.9 Comments - This field is used for entering comments for any data entered.

Note: You must select the "update" icon beneath the comments box in order to save data that was entered.

Figure 35: Annual Report: Section 12

Section 13: The instructions for entering data in the Staff By Appointment on Date of Record section is listed below as well as in the bottom of the pane.

- 13.1 Non-Appropriated Fund Staff - Enter the number of NAF Regular/Flex Direct Care Staff for each program.
- 13.2 Appropriated Fund Staff - Enter the number of APF Regular/Flex Direct Care Staff for each program.
- 13.3 Comments - This field is used for entering comments for any data entered.

Note: You must select the "update" icon beneath the comments box in order to save data that was entered.

Figure 36: Annual Report: Section 13

3.7   Installation View – Installation CDC Program Data

The CDC program data pane contains 6 tabs where data can be entered by Quarter (1-4). All tabs allow you to print data entered in the tables, minimize, maximize and close the tab. The Actual Enrollment tab is the only tab that will allow you to export the table to Excel. Each tab is described below.

Figure 37: CDC Program Data Main Pane

- **Actual Enrollment**: The actual enrollment table allows you to enter the number of children by classroom for each month in the quarter. For monthly day of record enter the number of children enrolled. Do not count hourly children on this tab as they will be counted on the "Hourly Total Count" tab. If changes need to be made to a classroom, age group, or capacity, go to the FYXX Metrics scenario in the Budget model (https://cyp.cnic-

n9portal.net/cyp) and make the appropriate changes. FYXX is the current fiscal year and changes made in that scenario of the Budget model will appear in the same FYXX year on the Metrics model. You must select "update" for the month that data was entered to save. The average total enrollment and total will update as data is saved. The instructions for entering data are listed above the table.

Figure 38: CDC Actual Enrollment Tab

- **Hourly Total Count:** The hourly total count table allows you to enter data by age group for each month in the quarter. You must enter the total number of hourly care visits during the entire month. For example, a child who receives hourly care 5 times is counted for 5 visits. Only count SAC hourly children if they receive hourly care in the Child Development Center. If they receive hourly care in the SAC building, they will be counted under the SAC program. You must select "update" after all data has been entered in order to save. The total row will update as data is saved. The instructions for entering data are listed above the table.

Figure 39: CDC Hourly Total Count Tab

- **Accreditation**: The accreditation table allows you to enter dates in the format of mm/dd/yyyy or by selecting a date using the 'Date Picker' icon. If a CDC was opened during the current year, you must select the check box for "CDC opened during the current year". When this box is selected, the New Site Accreditation Process pane will display above the NAEYC Accreditation table. For the NAEYC Accreditation table, CNIC will insert the Date of NAEYC Accreditation and CNIC Waiver End Date, if applicable to program. After each NAEYC annual report is submitted, the installation manager will select the date the annual report (1st, 2nd, 3rd, or 4th) was submitted. During accreditation renewal, the installation manager will select the appropriate dates as each step of the renewal process is taken. You are not allowed to select future dates as all dates must show when the actual steps were completed. To save current or updated data, check "I have reviewed and verified this information" then click "Update". The instructions for entering data are listed above the table.

Figure 40: CDC Accreditation Tab

- **SAC Accreditation:** (*This tab only displays when a CDC has a SAC classroom*). The SAC accreditation table allows you to enter dates in the format of mm/dd/yyyy or by selecting a date using the 'Date Picker' icon. CNIC will insert the Date of COA Accreditation and CNIC Waiver End Date, if applicable to program. After each COA annual report is submitted, the installation manager will select the date the annual report (1st, 2nd, or 3rd) was submitted. During accreditation renewal, the installation manager will select the appropriate dates as each step of the renewal process is taken. You are not allowed to select future dates as all dates must show when the actual steps were completed. To save current or updated data, check "I have reviewed and verified this information" then click "Update". The instructions for entering data are listed above the table.

Figure 41: SAC Accreditation Tab

- **Inspection**: The inspection table allows you to enter dates in the format of mm/dd/yyyy or by selecting a date using the 'Date Picker' icon. For all installation inspections, enter the dates of the most recent of each inspection (Annual CNIC, MDTI, Comp Fire, Comp Safety, and Comp Sanitation) even if they occurred in the previous fiscal year. Throughout the current fiscal year, update this tab if/when the annual installation inspections are conducted again. To save current or updated data, check "I have reviewed and verified this information" then click "Update". The instructions for entering data are listed above the table.

Figure 42: CDC Inspection Tab

- **Special Needs**: The special needs table allows you to enter data by disability type for each month in the quarter. The levels of disability are described below as well as at the bottom of the table.

Mild disability or other special need - (Needs little to no accommodation to participate in group care). Examples include: Chronic health condition that does not require KIT/IAT involvement, wearing of glasses, temporary disability like broken limb, minor food allergy. CYP professionals generally handle these cases with no outside support from KIT or the Inclusion Action Team.

Moderate disability or other special need - (Needs some accommodation to participate in group care) Examples include: Chronic health condition that does require KIT/IAT involvement, challenging or aggressive behavior, speech/language delay, limited mobility, asthma or certain allergies. The KIT Support Center and/or Inclusion Action Team is involved in these cases.

Significant disability or other special need - (Requires accommodation in order to participate in group care). Examples include: Inability to use language, needs assistance with self-care, blindness or deafness, severe and/or frequent seizures. These cases have been referred to the Inclusion Action Team.

For October, enter the total number of children, with the designated disability, in attendance for Full Time Care, Part Time Care, and Hourly Care. Only count each child once. For each successive month (Nov, Dec, Jan, etc.), enter only the number of new children who enter the program during that month with the designated disability. Only count each child once. You must select "update" to save any data that was entered. The FY year to date total and the "totals" row will update as data is saved. The instructions for entering data are listed above the table.

Figure 43: CDC Special Needs Tab

- **Fee Reports**: The fee reports table allows you to enter the "# of children on day of record" by quarter in each of the categories if applicable. The data in the Weekly Fee and Military Payday Fee columns are editable by selecting the

  icon. At the bottom of the table, you should enter the "total number of CDC children in lower fee category due to approved hardship waiver", if applicable. The "totals" row and average fee (weekly/MPD) will update as data is saved. The average Weekly Fee and Military Payday Fee is calculated by multiplying the "# of Children on Day of Record" by the "Weekly Fee" or "Military Payday Fee" for each category. You then take the sum of the results and divide it by the total "# of Children on Day of Record". You must select "update" to save any data that was entered.

Figure 44: CDC Fee Reports Tab

3.8 Installation View – Installation CDH Program Data

The CDH program data pane contains 3 tabs where data can be entered by Quarter (1-4). All tabs will allow you to print data entered in the tables, minimize, maximize and close the tab. Each tab is described below.
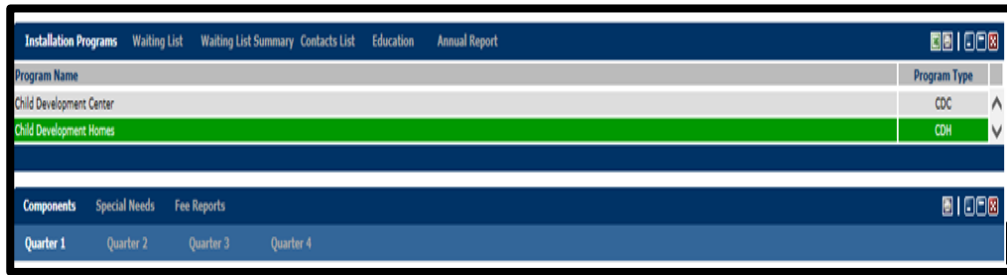
Figure 45: CDH Program Data Main Pane

- **Components**: The components tab consists of 4 tables where data by can entered by quarter in each table.

  # Active/In-Process Providers on DOR - For the monthly day of record, enter the number of providers in the table for each provider type (active/in-process). The totals row will update once the data is saved. The instructions for entering data are listed above the table.

  Of the above, how many - This table is a further breakdown of the data entered in the table above where you enter the number of providers for the categories listed by month.

  Full/Part-time and Providers Own Children - For the monthly day of record, enter the number of children for each age group. The totals row will update once the data is saved. The instructions for entering data are listed above the table.

  Hourly Care Children - Enter the total number of Hourly Care visits during the entire month for each age group. For example, a child who receives hourly care 5 times is counted for 5 visits. The totals row will update once the data is saved. The instructions for entering data are listed above the table.

  You must select "update" to save the data entered in each table.

Figure 45: CDH Components Tab

- **Special Needs**: The special needs tab allows you to enter data by disability type for each month in the quarter. The levels of disability are described below as well as at the bottom of the table.

Mild disability or other special need - (Needs little to no accommodation to participate in group care). Examples include: Chronic health condition that does not require KIT/IAT involvement, wearing of glasses, temporary disability like broken limb, minor food allergy. CYP professionals generally handle these cases with no outside support from KIT or the Inclusion Action Team.

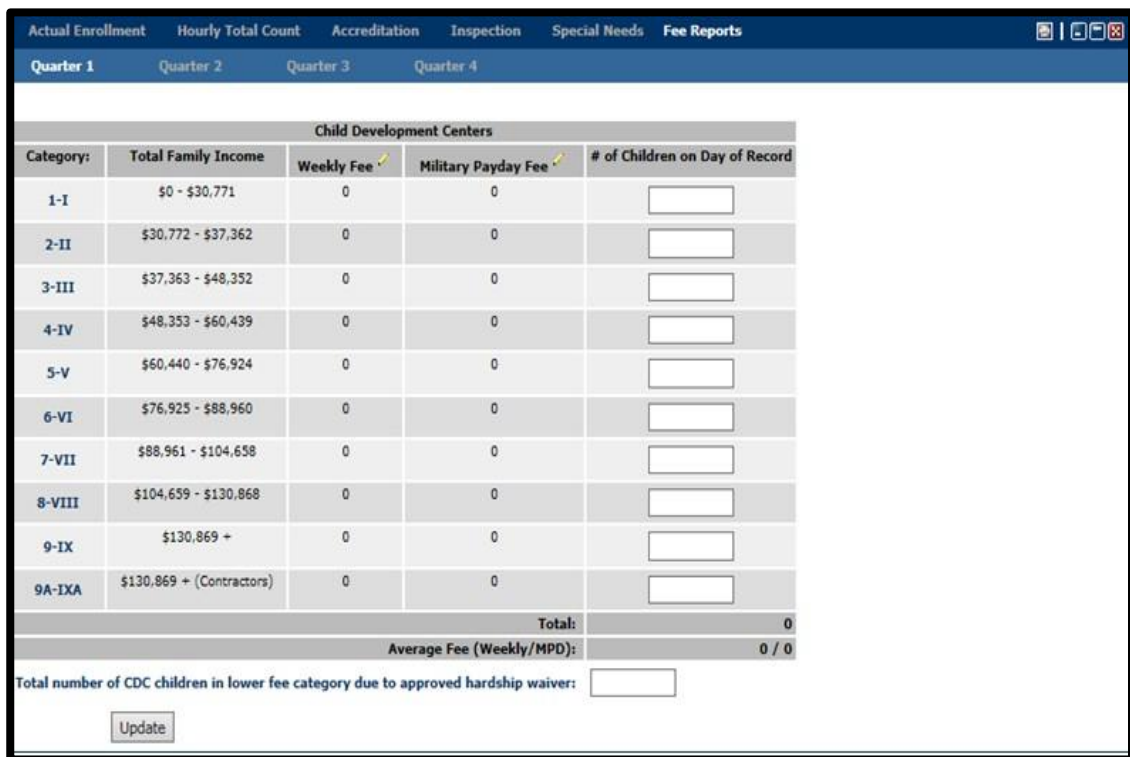*Moderate disability or other special need -* (Needs some accommodation to participate in group care) Examples include: Chronic health condition that does require KIT/IAT involvement, challenging or aggressive behavior, speech/language delay, limited mobility, asthma or certain allergies. The KIT Support Center and/or Inclusion Action Team are involved in these cases.

Significant disability or other special need - (Requires accommodation in order to participate in group care). Examples include: Inability to use language, needs assistance with self-care, blindness or deafness, severe and/or frequent seizures. These cases have been referred to the Inclusion Action Team.

For October, enter the total number of children, with the designated disability, in attendance for Full Time Care, Part Time Care, and Hourly Care. Only count each child once. For each successive month (Nov, Dec, Jan, etc.), enter only the number of new children who enter the program during that month with the designated disability. Only count each child once. You must select

"update" to save any data that was entered. The FY year to date total and the "totals" row will update as data is saved. The instructions for entering data are listed above the table.

Figure 46: CDH Special Needs Tab

- **Fee Reports**: The fee reports table allows you to enter the "# of children on day of record" by quarter in each of the categories if applicable. The data in the Weekly Fee column is editable by selecting the ✏ icon. At the bottom of the table, you should enter the "total number of CDH children in lower fee category due to approved hardship waiver", if applicable. You must select "update" to save any data that was entered. The "totals" row and average fee (weekly/MPD) will update as data is saved. The average Weekly Fee is calculated by multiplying the "# of Children on Day of Record" by the "Weekly Fee" for each category. You then take the sum of the results and divide it by the total "# of Children on Day of Record".

Figure 47: CDH Fee Reports Tab

3.9   Installation View – Installation SAC Program Data

The SAC program data pane contains 6 tabs where data can be entered by Quarter (1-4). All tabs will allow you to print data entered in the tables, minimize, maximize and close the tab. The Actual Enrollment tab is the only tab that will allow you to export the table to Excel. Each tab is described below.

Figure 48: SAC Program Data Main Pane

- **Actual Enrollment:** The actual enrollment table allows you to enter the actual enrollment by component for each month in the quarter. You must enter the highest enrollment for all services offered in the given month. If the service is not offered in that month then enter 0. For example, in December if the largest number of children enrolled for weekly before care was 35 and the largest number for weekly after care was 67 and the largest for winter camp was 88, then you would enter 35, 67, and 88 for those specific programs under December. You would enter 0 for summer camp and spring camp for

December. Do not count hourly children or children who paid the school year daily fee for teacher in-service/workdays on this tab. Those children will be counted in the "Hourly Total Count" tab. You must select "update" for the month that data was entered to save. The total row will update as data is saved. The instructions for entering data are listed above the table.

Figure 49: SAC Actual Enrollment Tab

- **Hourly Total Count:** You must enter the total number of Hourly Care visits during the entire month (For example, a child who receives hourly care 5 times is counted for 5 visits) and the number of children who utilize school year daily services. A child who attends the SAC program during 2 teacher workdays or in-service days for that month and who pay the school year daily fee would be counted as 2. You must select "update" to save any data that was entered. The total row will update as data is saved. The instructions for entering data are listed above the table.

Figure 50: SAC Actual Hourly Total Count Tab

- **Accreditation:** The accreditation table allows you to enter dates in the format of mm/dd/yyyy or by selecting a date using the 'Date Picker' icon. For COA Accreditation, CNIC will insert the Date of COA Accreditation and CNIC Waiver End Date, if applicable to the program. After each COA annual report is submitted, the installation manager will select the date the annual report

(1st, 2nd, or 3rd) was submitted. During accreditation renewal, the installation manager will select the appropriate dates as each step of the renewal process is taken. You are not allowed to select future dates as all dates must show when the actual steps were completed. To save current or updated data, check "I have reviewed and verified this information" then click "Update". The instructions for entering data are listed above the table.

Figure 51: SAC Accreditation Tab

- **Inspection:** The inspection table allows you to enter dates in the format of mm/dd/yyyy or by selecting a date using the 'Date Picker' icon. For all installation inspections, enter the dates of the most recent of each inspection (Annual CNIC, MDTI, Comp Fire, Comp Safety, and Comp Sanitation) even if they occurred in the previous fiscal year. Throughout the current fiscal year, update this tab if/when the annual installation inspections are conducted again. To save current or updated data, check "I have reviewed and verified this information" then click "Update". The instructions for entering data are listed above the table.

Figure 52: SAC Inspection Tab

- **Special Needs:** The special needs table allows you to enter data by disability type for each month in the quarter. The levels of disability are described below as well as at the bottom of the table.

  Mild disability or other special need - (Needs little to no accommodation to participate in group care). Examples include: Chronic health condition that does not require KIT/IAT involvement, wearing of glasses, temporary disability like broken limb, minor food allergy. CYP professionals generally handle these cases with no outside support from KIT or the Inclusion Action Team.

  Moderate disability or other special need - (Needs some accommodation to participate in group care) Examples include: Chronic health condition that does require KIT/IAT involvement, challenging or aggressive behavior, speech/language delay, limited mobility, asthma or certain allergies. The KIT Support Center and/or Inclusion Action Team are involved in these cases.

  Significant disability or other special need - (Requires accommodation in order to participate in group care). Examples include: Inability to use language, needs assistance with self-care, blindness or deafness, severe and/or frequent seizures. These cases have been referred to the Inclusion Action Team.

  For October, enter the total number of children, with the designated disability, in attendance for Full Time Care, Part Time Care, and Hourly Care. Only count each child once. For each successive month (Nov, Dec, Jan, etc.), enter only the number of new children who enter the program during that month with the designated disability. Only count each child once. You must select "update" to save any data that was entered. The FY year to date total and the "totals" row will update as data is saved. The instructions for entering data are listed above the table.

Figure 53: SAC Special Needs Tab

- **Fee Reports:** The fee reports table allows you to enter the "# of children on day of record" by quarter in each of the categories. The data in the Before School MPD Fee, After School MPD Fee, Before & After MPD Fee, and Full Day Camp Weekly Fee columns are editable by selecting the ✎ icon. At the bottom of the table, you should enter the "total number of SAC children in lower fee category due to approved hardship waiver", if applicable. *The Average Fee will not compute unless the # number of children are entered for every category (please enter 0 if there are none).* You must select "update" to save any data that was entered. The "totals" row and average fee will update as data is saved. The average Fee is calculated by multiplying the "Before Only # of Children", "After Only # of Children", "Before and After Care # of Children", or "Full Day Camp # of Children" by the corresponding "Weekly Fee" or "Military Payday Fee" for each category. You then take the sum of the results and divide it by the corresponding total for "Before Only # of Children", "After Only # of Children", "Before and After Care # of Children", or "Full Day Camp # of Children".

Figure 54: SAC Fee Reports Tab

3.10   Installation View – Installation YTH Program Data

The YTH program data pane contains 4 tabs where data can be entered by Quarter (1-4). All tabs will allow you to, minimize, maximize and close the tab. The Inspection tab is the only tab that will allow you to export the table to Excel and all tabs allow you to print the table displayed except the Registered Users tab. Each tab is described below.

Figure 54: YTH Program Data Main Pane

- **Volume Participation:** The volume participation table allows you to enter total participants by component for each month in the quarter. You must enter the total enrollment for all services offered in a given month. If the service is not offered in that month, then enter 0. For example, if Open Rec is offered four times a week you should add the total number of children/youth who attended each of those days Open Rec was offered during that month. If Field Trips were offered twice in the month, you should enter the total

number of children/youth who participated in both events. For Sports Leagues, you should enter the total number of children/youth enrolled for the league each month the league is in session (do not enter the number of children/youth who participated each time they played or practiced). You must select "update" for the month that data was entered to save. The total row and FY year to date total will update as data is saved. The instructions for entering data are listed above the table.

Figure 55: YTH Volume Participation Tab

- **Registered Users:** The registered users table allows you to enter the number of registered users by age span on each Day of Record (last workday of the month). Registered users are those youth who have completed enrollment cards/forms signed by the parent within one year of each month's day of record. This enrollment card/form enables the youth to participate in any Youth or Teen Center activity. The Registers Users Total, Registered Users as a percentage of DMDC and FY year to date total will update as data is entered. The Registered Users as a Percentage of DMDC is calculated by taking the "Registered Users" total and dividing it by the "DMDC Number" for that month. You must select "update" to save the data that was entered. The instructions for entering data are listed above the table.

- **Inspection:** The inspection table allows you to enter dates in the format of mm/dd/yyyy or by selecting a date using the 'Date Picker' icon. For all installation inspections, enter the dates of the most recent of each inspection (Annual CNIC, MDTI, Comp Fire, Comp Safety, and Comp Sanitation) even if they occurred in the previous fiscal year. Throughout the current fiscal year, update this tab if/when the annual installation inspections are conducted again. To save current or updated data, check "I have reviewed and verified this information" then click "Update". The instructions for entering data are listed above the table.

Figure 57: YTH Inspection Tab

- **Special Needs:** The special needs table allows you to enter data by disability type for each month in the quarter. The levels of disability are described below as well as at the bottom of the table.

  Mild disability or other special need - (Needs little to no accommodation to participate in group care). Examples include: Chronic health condition that does not require KIT/IAT involvement, wearing of glasses, temporary disability like broken limb, minor food allergy. CYP professionals generally handle these cases with no outside support from KIT or the Inclusion Action Team.

  Moderate disability or other special need - (Needs some accommodation to participate in group care) Examples include: Chronic health condition that does require KIT/IAT involvement, challenging or aggressive behavior, speech/language delay, limited mobility, asthma or certain allergies. The KIT Support Center and/or Inclusion Action Team are involved in these cases.

  Significant disability or other special need - (Requires accommodation in order to participate in group care). Examples include: Inability to use language, needs assistance with self-care, blindness or deafness, severe and/or frequent seizures. These cases have been referred to the Inclusion Action Team.

For October, enter the total number of children, with the designated disability, in attendance for Full Time Care, Part Time Care, and Hourly Care. Only count each child once. For each successive month (Nov, Dec, Jan, etc.), enter only the number of new children who enter the program during that month with the designated disability. Only count each child once. You must select "update" to save any data that was entered. The FY year to date total and the "totals" row will update as data is saved. The instructions for entering data are listed above the table.

Figure 58: YTH Special Needs Tab

3.11   Installation View – Installation 24/7 Program Data

The 24/7 program data pane contains 4 tabs where data can be entered by Quarter (1-4). All tabs will allow you to, minimize, maximize and close the tab. The Components and Special Needs tabs are the only tabs that will allow you to print the table displayed. Each tab is described below.

Figure 59: 24/7 Program Data Main Pane

- **Components:** The components table allows you to enter the number of children by age group and attendance type by quarter. For the monthly day of record, you should enter the number of children enrolled for all shifts in

24/7 Centers for Full-Time and Part-Time care. For hourly care enter the total number of Hourly Care visits during the entire month. For example, a child who receives hourly care 5 times during the month is counted for 5 visits. You must select "update" to save any data that was entered. The total row will update as data is saved. The instructions for entering data are listed above the table.

Figure 60: 24/7 Components Tab

- **Special Needs:** The special needs table allows you to enter data by disability type for each month in the quarter. The levels of disability are described below as well as at the bottom of the table.

  Mild disability or other special need - (Needs little to no accommodation to participate in group care). Examples include: Chronic health condition that does not require KIT/IAT involvement, wearing of glasses, temporary disability like broken limb, minor food allergy. CYP professionals generally handle these cases with no outside support from KIT or the Inclusion Action Team.

  Moderate disability or other special need - (Needs some accommodation to participate in group care) Examples include: Chronic health condition that does require KIT/IAT involvement, challenging or aggressive behavior, speech/language delay, limited mobility, asthma or certain allergies. The KIT Support Center and/or Inclusion Action Team are involved in these cases.

  Significant disability or other special need - (Requires accommodation in order to participate in group care). Examples include: Inability to use language, needs assistance with self-care, blindness or deafness, severe and/or frequent seizures. These cases have been referred to the Inclusion Action Team.

  For October, enter the total number of children, with the designated disability, in attendance for Full Time Care, Part Time Care, and Hourly Care. Only count each child once. For each successive month (Nov, Dec, Jan, etc.), enter only

the number of new children who enter the program during that month with the designated disability. Only count each child once. You must select "update" to save any data that was entered. The FY year to date total and the "totals" row will update as data is saved. The instructions for entering data are listed above the table.

Figure 61: 24/7 Special Needs Tab

- **Inspection:** The inspection table allows you to enter dates in the format of mm/dd/yyyy or by selecting a date using the 'Date Picker' icon. For all installation inspections, enter the dates of the most recent of each inspection (Annual CNIC, MDTI, Comp Fire, Comp Safety, and Comp Sanitation) even if they occurred in the previous fiscal year. Throughout the current fiscal year, update this tab if/when the annual installation inspections are conducted again. To save current or updated data, check "I have reviewed and verified this information" then click "Update". The instructions for entering data are listed above the table.

Figure 62: 24/7 Inspection Tab

- **Fee Reports:** The fee reports table allows you to enter the "# of children on day of record" by quarter in each of the categories if applicable. You should enter all children enrolled full-time or part-time in each program on the Day of Record (last workday of each quarter). Include the first child and all

additional children in the family under the fee category that applies to the family but enter each child individually (*The Average Fee will not compute unless the "# number of children on day of record" is entered for every category and 0 is entered if there are none*). The data in the Weekly Fee and Military Payday Fee columns are editable by selecting the icon. At the bottom of the table, you should enter the "total number of 24/7 children in lower fee category due to approved hardship waiver", if applicable. The "totals" row and average fee (weekly/MPD) will update as data is saved. The average Weekly Fee and Military Payday Fee is calculated by multiplying the "# of Children on Day of Record" by the "Weekly Fee" or "Military Payday Fee" for each category. You then take the sum of the results and divide it by the total "# of Children on Day of Record". You must select "update" to save any data that was entered.

Figure 63: 24/7 Fee Reports Tab

3.12 Installation View – Installation YP Program Data

The YP program data pane contains 3 tabs where data can be entered by Quarter (1-4). All tabs will allow you to, minimize, maximize and close the tab. All tabs allow you to print the table displayed except the Registered Users tab. The Business Line tab is the only tab that allows you to export the table to Excel. Each tab is described below.

Figure 64: YP Program Data Main Pane

- **Business Lines:** The business line table displays all business lines for the YP Program by quarter. If you select a business line, the tabs associated for each business line will display for data entry which will be discussed for each in the Business Line Data sections.

Figure 65: YP Business Line Name Tab

- **Registered Users:** The registered users table allows you to enter the number of registered users by age span on each Day of Record (last workday of the month) by quarter. Registered users are those youth who have completed enrollment cards/forms signed by the parent within one year of each month's day of record. This enrollment card/form enables the youth to participate in any Youth or Teen Center activity. The Registers Users Total, Registered Users as a percentage of DMDC and FY year to date total will update as data is entered. The Registered Users as a Percentage of DMDC is calculated by taking the "Registered Users" total and dividing it by the "DMDC Number" for that month. You must select "update" to save the data that was entered. The instructions for entering data are listed above the table.

Figure 66: YP Registered Users Tab

- **Special Needs:** The special needs table allows you to enter data by disability type for each month in the quarter. The levels of disability are described below as well as at the bottom of the table.

  Mild disability or other special need - (Needs little to no accommodation to participate in group care). Examples include: Chronic health condition that does not require KIT/IAT involvement, wearing of glasses, temporary disability like broken limb, minor food allergy. CYP professionals generally handle these cases with no outside support from KIT or the Inclusion Action Team.

  Moderate disability or other special need - (Needs some accommodation to participate in group care) Examples include: Chronic health condition that does require KIT/IAT involvement, challenging or aggressive behavior, speech/language delay, limited mobility, asthma or certain allergies. The KIT Support Center and/or Inclusion Action Team are involved in these cases.

  Significant disability or other special need - (Requires accommodation in order to participate in group care). Examples include: Inability to use language, needs assistance with self-care, blindness or deafness, severe and/or frequent seizures. These cases have been referred to the Inclusion Action Team.

  For October, enter the total number of children, with the designated disability, in attendance for Full Time Care, Part Time Care, and Hourly Care. Only count each child once. For each successive month (Nov, Dec, Jan, etc.), enter only the number of new children who enter the program during that month with the designated disability. Only count each child once. You must select "update" to save any data that was entered. The FY year to date total and the "totals" row will update as data is saved. The instructions for entering data are listed above the table.

Figure 67: YP Special Needs Tab

3.13 Installation View – Community Events Business Line Data

The Community Events Business Line allows you to enter data by quarter for actual enrollment for each event. The actual enrollment tab allows you to export the table to Excel, print, minimize, maximize and close the tab. The Average Participants is a display only column taken from data entered in *EMS* and the total row will update as data is entered. You must select "update" to save any data that was entered.

Figure 68: Community Events Actual Enrollment Tab

3.14 Installation View – Rec PS Business Line Data

The Rec PS Business Line contains 2 tabs where data can be entered by Quarter (1-4). All tabs will allow you to export the table to Excel, print, minimize, maximize and close the tab.   Each tab is described below.

- **Actual Enrollment**: The actual enrollment table allows you to enter the actual enrollment by Event for each month in the quarter. The Average

Participants is a display only column taken from data entered in *EMS* and the total row will update as data is entered. You must select "update" to save any data that was entered.

Figure 69: Rec PS Actual Enrollment Tab

- **Inspection:** The inspection tab will only display when the Rec PS business line has a dedicated facility identified in *EMS.* The inspection table allows you to enter dates in the format of mm/dd/yyyy or by selecting a date using the 'Date Picker' icon. For all installation inspections, enter the dates of the most recent of each inspection (Annual CNIC, MDTI, Comp Fire, Comp Safety, and Comp Sanitation) even if they occurred in the previous fiscal year. Throughout the current fiscal year, update this tab if/when the annual installation inspections are conducted again. To save current or updated data, check "I have reviewed and verified this information" then click "Update". The instructions for entering data are listed above the table.

Figure 70: Rec PS Inspection Tab

3.15   Installation View – RSAP Business Line Data

The RSAP Business Line contains 2 tabs where data can be entered by Quarter (1-4). All tabs will allow you to export the table to Excel, print, minimize, maximize and close the tab.   Each tab is described below.

- **Actual Enrollment**: The actual enrollment table allows you to enter the actual enrollment by Event for each month in the quarter. The Average Participants is a display only column taken from data entered in *EMS* and the total row will update as data is entered. You must select "update" to save any data that was entered.

Figure 71: RSAP Actual Enrollment Tab

- **Inspection:** The inspection tab will only display when the RSAP business line has a dedicated facility identified in *EMS.* The inspection table allows you to enter dates in the format of mm/dd/yyyy or by selecting a date using the 'Date Picker' icon. For all installation inspections, enter the dates of the most recent of each inspection (Annual CNIC, MDTI, Comp Fire, Comp Safety, and Comp Sanitation) even if they occurred in the previous fiscal year. Throughout the current fiscal year, update this tab if/when the annual installation inspections are conducted again. To save current or updated data, check "I have reviewed and verified this information" then click "Update". The instructions for entering data are listed above the table.

Figure 72: RSAP Inspection Tab

3.16   Installation View – SAC Business Line Data

The SAC Business Line contains 5 tabs where data can be entered by Quarter (1-4). All tabs will allow you to print, minimize, maximize and close the tab. The Actual Enrollment, Accreditation, and Inspection tabs allow you to export the tables to Excel. Each tab is described below.

- **Actual Enrollment**: The actual enrollment table allows you to enter the actual enrollment by component for each month in the quarter. You must enter the highest enrollment for all services offered in the given month. If the service is not offered in that month then enter 0. For example, in December if the largest number of children enrolled for weekly before care was 35 and the largest number for weekly after care was 67 and the largest for winter camp was 88, then you would enter 35, 67, and 88 for those specific programs under December. You would enter 0 for summer camp and spring camp for December. Do not count hourly children or children who paid the school year daily fee for teacher in-service/workdays on this tab. Those children will be counted in the "Hourly Total Count" tab. You must select "update" for the month that data was entered to save. The total row will update as data is saved. The instructions for entering data are listed above the table.

Figure 73: SAC Actual Enrollment Tab

- **Hourly Total Count:** You must enter the total number of Hourly Care visits during the entire month (For example, a child who receives hourly care 5 times is counted for 5 visits) and the number of children who utilize school year daily services. A child who attends the SAC program during 2 teacher workdays or in-service days for that month and who pay the school year daily fee would be counted as 2. You must select "update" to save any data that was entered. The total row will update as data is saved. The instructions for entering data are listed above the table.

Figure 74: SAC Hourly Total Count Tab

- **Accreditation:** The accreditation table allows you to enter dates in the format of mm/dd/yyyy or by selecting a date using the 'Date Picker' icon. For COA Accreditation, CNIC will insert the Date of COA Accreditation and CNIC Waiver End Date, if applicable to the program. After each COA annual report is submitted, the installation manager will select the date the annual report

(1st, 2nd, or 3rd) was submitted. During accreditation renewal, the installation manager will select the appropriate dates as each step of the renewal process is taken. You are not allowed to select future dates as all dates must show when the actual steps were completed. To save current or updated data, check "I have reviewed and verified this information" then click "Update". The instructions for entering data are listed above the table.

Figure 75: SAC Accreditation Tab

- **Inspection:** The inspection tab will only display when the SAC business line has a dedicated facility identified in *EMS.* The inspection table allows you to enter dates in the format of mm/dd/yyyy or by selecting a date using the 'Date Picker' icon. For all installation inspections, enter the dates of the most recent of each inspection (Annual CNIC, MDTI, Comp Fire, Comp Safety, and Comp Sanitation) even if they occurred in the previous fiscal year. Throughout the current fiscal year, update this tab if/when the annual installation inspections are conducted again. To save current or updated data, check "I have reviewed and verified this information" then click "Update". The instructions for entering data are listed above the table.

Figure 76: SAC Inspection Tab

- **Fee Reports:** The fee reports table allows you to enter the "# of children on day of record" by quarter in each of the categories. The data in the Before School MPD Fee, After School MPD Fee, Before & After MPD Fee, and Full Day Camp Weekly Fee columns are editable by selecting the ✏ icon. At the bottom of the table, you should enter the "total number of SAC children in lower fee category due to approved hardship waiver", if applicable. *The Average Fee will not compute unless the # number of children are entered for every category (please enter 0 if there are none).* You must select "update" to save any data that was entered. The "totals" row and average fee will update as data is saved.

Figure 77: SAC Fee Reports Tab

3.17 Installation View – Teen Business Line Data

The Teen Business Line contains 2 tabs where data can be entered by Quarter (1-4). All tabs will allow you to export the table to Excel, print, minimize, maximize and close the tab.

- **Actual Enrollment**: The actual enrollment table allows you to enter the actual enrollment by Event for each month in the quarter. The Average Participants is a display only column taken from data entered in *EMS* and the total row will update as data is entered. You must select "update" for the month that data was entered to save.

Figure 78: Teen Actual Enrollment Tab

- **Inspection:** The inspection tab will only display when the Teen business line has a dedicated facility identified in *EMS.* The inspection table allows you to enter dates in the format of mm/dd/yyyy or by selecting a date using the 'Date Picker' icon. For all installation inspections, enter the dates of the most recent of each inspection (Annual CNIC, MDTI, Comp Fire, Comp Safety, and Comp Sanitation) even if they occurred in the previous fiscal year. Throughout the current fiscal year, update this tab if/when the annual installation inspections are conducted again. To save current or updated data, check "I have reviewed and verified this information" then click "Update". The instructions for entering data are listed above the table.

Figure 79: Teen Inspection Tab

3.18   Installation View – YSF Business Line Data

The YSF Business Line contains 2 tabs where data can be entered by *Quarter (1-4) for the Inspection tab only*. All tabs will allow you to export the table to Excel, print, minimize, maximize and close the tab.

- **Volume Participation:** The volume participation table allows you to enter actual participants for each sport. The category, sport, age group, format, and average participants is a display only column taken from data entered in *EMS* and the total row will update as data is entered. You must select "update" to save any data that was entered.

Figure 80: YSF Volume Participation Tab

- **Inspection:** The inspection tab will only display when the YSF business line has a dedicated facility identified in *EMS.* The inspection table allows you to enter dates in the format of mm/dd/yyyy or by selecting a date using the 'Date Picker' icon. For all installation inspections, enter the dates of the most recent of each inspection (Annual CNIC, MDTI, Comp Fire, Comp Safety, and Comp Sanitation) even if they occurred in the previous fiscal year. Throughout the current fiscal year, update this tab if/when the annual installation inspections are conducted again. To save current or updated data, check "I have reviewed and verified this information" then click "Update". The instructions for entering data are listed above the table.

Figure 81: YSF Inspection Tab

4 Scheduler View

The Scheduler View allows users to set date ranges in which the Region, Installation and Program data can be entered in the Installation View by quarter. Each pane's fields that can be updated are user specific. Administrators are allowed to edit all fields in the Region, Installation or Program lists. HQ users are allowed to only view the Region, Installation, and Program lists. Region users are allowed to set a region as completed as well as edit all fields in the Installation and Program lists. Installation users are allowed to set an installation as completed along with editing all fields in the Program list. Program users are allowed to only set a program as completed.

Figure 82: Scheduler View

4.1 Scheduler View – Region List

The Region List allows Administrator users to enter data specific to each region. Administrator users will be able to enter start/end dates in mm/dd/yyyy format as well as select the "completed" and "approved" box to reflect the status of data being entered for each region. Region users will be able to set their Region as completed. When a Region is marked as "Completed" the data in the Installation View will be locked. You must select "update" to save the data entered.

4.2 Scheduler View – Installation List

The Installation List allows Region users to enter data specific to the installations at their region. Region users will be able to enter start/end dates in mm/dd/yyyy format as well as select the "completed" and "approved" box to reflect the status of data being entered for the installations within their region. Installation users will be able to set their installation as completed. When an Installation is marked as "Completed" the data in the Installation View will be locked. You must select "update" to save the data entered.

4.3 Scheduler View – Program List

The Program List allows Installation users to enter data specific to the programs at their installation. Installation users will be able to enter start/end dates in mm/dd/yyyy format as well as select the "completed" and "approved" box to reflect

the status of data being entered for the programs within their installation. Program users will be able to set their program as completed. When a Program is marked as "Completed" the data in the Installation View will be locked. You must select "update" to save the data entered.

5   Year Standards

The Year Standards view allows administrators to manage the Fee Categories List and Installation Program Accreditation Details sections for the currently selected Metrics year. The Fee Categories List and Installation Program Accreditation Details sections are described below in more detail.

5.1   Year Standards – Fee Categories List

The Fee Categories list allows you to add/edit/delete the fee categories and family income ranges used by the installation programs and business lines Fee Reports tab. The table displayed on this page can be printed by using the 'Print Icon'.
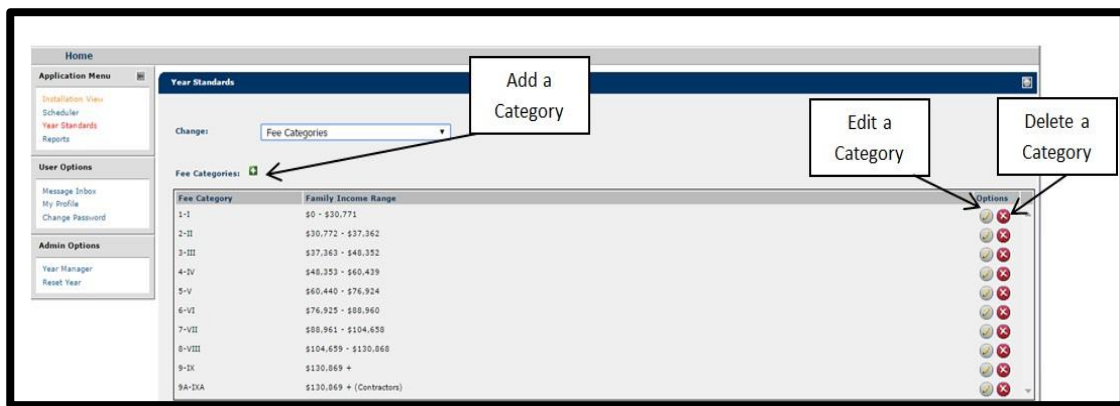
Figure 83: Fee Categories List

- **Adding a Fee Category:** To add a Fee Category select the add ➕ icon. Once the icon is selected, the fee category summary will display for you to enter data into the Fee Category and Family Income Range fields. The table can be minimized, maximized, and closed. You must select "update" to save the data entered.

Figure 84: Add a New Fee Category

- **Editing a Fee Category**: To edit a Fee Category select the edit ⊘ icon. Once the icon is selected, the fee category summary will display for you to edit the data in the Fee Category and Family Income Range fields. The table can be minimized, maximized, and closed. You must select "update" to save the data entered.

Figure 85: Edit a Category
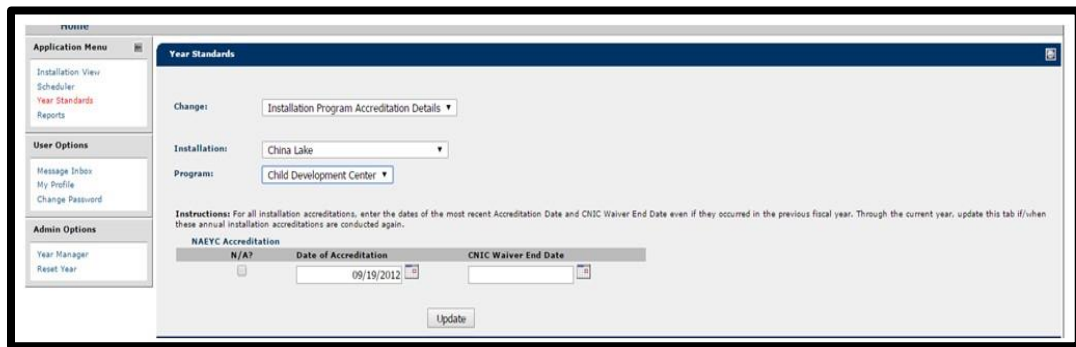
- **Deleting a Fee Category:** Fee Categories can be deleted by selecting the delete ⊗ icon. Once the icon is selected a warning message will display informing you that "Deleting a Fee Category will delete all fee report values associated to that Fee Category. Are you sure you want to delete this Fee Category?". Selecting "OK" will delete the Fee Category and selecting "Cancel" will close the warning message.

Figure 86: Delete a Category

5.2   Year Standards – Installation Program Accreditation Details

The Installation Program Accreditation Details option in Year Standards allows you to enter an accreditation date or CNIC waiver end data in mm/dd/yyyy format for an installations CDC, SAC, CDGH, or YP program with a SAC business line. If the "N/A" checkbox is selected, the accreditation date and CNIC waiver date fields will be disabled. For all installation accreditations, enter the dates of the most recent Accreditation Date and CNIC Waiver End Date even if they occurred in the previous fiscal year (*Note: If you change either date, all accreditation submitted dates will be deleted*). The table displayed on this page can be printed. You must select "update" to save the data entered.

Figure 87: Installation Program Accreditation Details

6   Reports

The Reports section will allow you to view the reports listed below in HMTL, as well as export them to Word, Excel and as a PDF. Based on the report selected you will be able to filter the data by region, installation, program, or business line. Some reports will allow you to select the month or quarter of the data that is shown.

Figure 88: Report Selection/Filter View

6.1   Annual Report

The Annual Report is a summary of all data that is displayed in the Annual Report tab (Sections 1-13) for the Installation selected. This report can be run with or without comments.
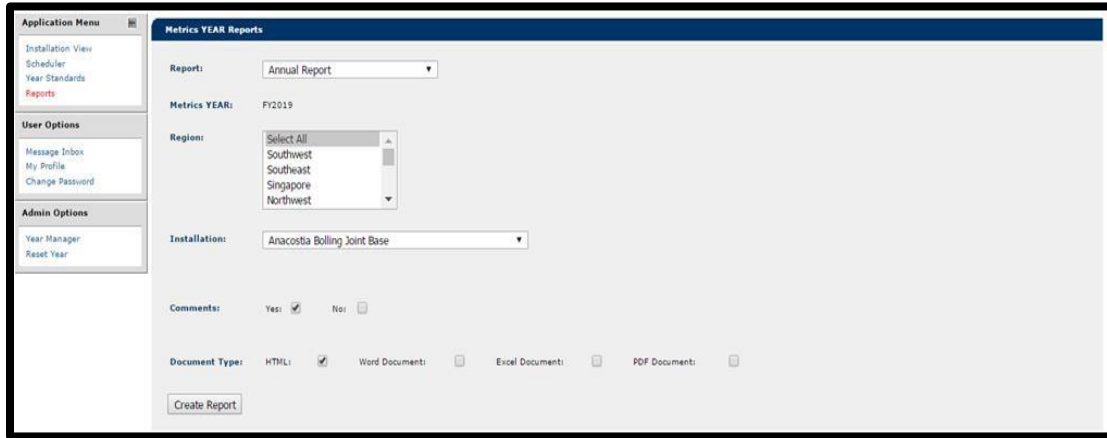
DEPARTMENT OF DEFENSE CHILD DEVELOPMENT PROGRAM (CDP),			REPORT CONTROL
SCHOOL AGE CARE (SAC), AND YOUTH PROGRAMS (YP)			SYMBOL
ANNUAL SUMMARY OF OPERATIONS			DD-P&R(A)1884

INSTRUCTIONS/DEFINITIONS
Complete the following information for your installation.
REFER TO LINE BY LINE "INSTRUCTIONS" LOCATED ON SHEET 2 FOR DETAILED GUIDANCE. "DEFINITIONS" OF KEY TERMS CAN BE FOUND ON SHEET 3.
When saving file, replace the X in the file name with the name of your installation.
Example: 2011_DOD_Annual_Sum_X.xlsx = 2011_DOD_Annual_Sum_LewisMchord.xlsx

INSTALLATION:	Little Creek- Fort Story		REPORTING YEAR:	1-Oct 2018 to 30-Sep 2019
BRANCH OF SERVICE:	Navy			

Section 1 - Facilities And Homes

1.1 Stand Alone Facilities	On Installation	Off Installation	
A. Child Development Centers (CDC)	No Data	No Data	
B. 24/7 Centers Child Development Centers (24/7 CDC)	No Data	No Data	
C. School Age Care Centers (SAC)	No Data	No Data	
D. Youth Programs (YP)	No Data	No Data	
E. Teen Programs	No Data	No Data	
Sub-Totals:	0	0	0
			TOTAL

1.2 Combined Facilities	On Installation	Off Installation	
A. CDC/SAC	No Data	No Data	
B. CDC/SAC/YP	No Data	No Data	
C. CDC/SAC/YP/TEEN	No Data	No Data	
D. SAC/YP	No Data	No Data	
E. SAC/YP/Teen	No Data	No Data	
F. SAC/Teen	No Data	No Data	
G. YP/Teen	No Data	No Data	
Sub-Totals:	0	0	0
			TOTAL

1.3 - Miscellaneous	On Installation	Off Installation	
A. CDC/SAC/YP/TEEN within DODEA School Facility	No Data	No Data	
B. CDC/SAC/YP/TEEN within Public School Facility	No Data	No Data	
C. CDC/SAC/YP/TEEN within MWR/Service Facilities	No Data	No Data	
D. Other (No Data)	No Data	No Data	
Sub-Totals:	0	0	0
			TOTAL

Total of Section 1.1, 1.2, 1.3:	0	0	
Facility Grand Total:	0		

1.4 - Family Child Care Homes	On Installation	Off Installation	
A. Licensed Home (Single Provider)	No Data	N/A	
B. Licensed Affiliate Home (Single Provider)	N/A	No Data	
C. Licensed Group-Home (Group & 24/7)	No Data	N/A	
Sub-Totals:	0	0	
FCC Grand Total:	0		

Figure 89: Annual Report

6.2   Annual Report (Many Installations)

The Annual Report is a summary of all data that is displayed in the Annual Report tab (Sections 1-13) for the Installations selected. More than one installation can be selected by holding "ctrl" while selecting the installations in the filter.

Figure 90: Annual Report (Many Installations)

6.3 Contacts Report

The Contacts Report displays all data in the Contacts List tab for the installation(s) selected. The report lists each contact by region and installation.

Figure 91: Contacts Report

6.4   Special Needs Report

The Special Needs Report displays the total special needs enrollment by program type for the Installation(s) selected.

Region: Singapore
Installation: Singapore
Month: October

HQ Rollup:

Program Type	Mild	Moderate	Significant	Total
24/7	0	0	0	0
CDC	0	0	0	0
CDH	0	0	0	0
SAC	0	0	0	0
YP	0	0	0	0
YTH	0	0	0	0
	=======	=======	=======	=======
TOTAL:	0	0	0	0

Metrics YEAR: FY2019
Date: 22-May-17

Figure 92: Special Needs Report

6.5   Waiting List Report

The Waiting List Report displays all data in the Waiting List tab for the Installation(s) and month selected.

Figure 93: Waiting List Report

6.6   CDC Details Report

The CDC Details Report displays the enrollment by classroom for the Installation(s) and month selected.
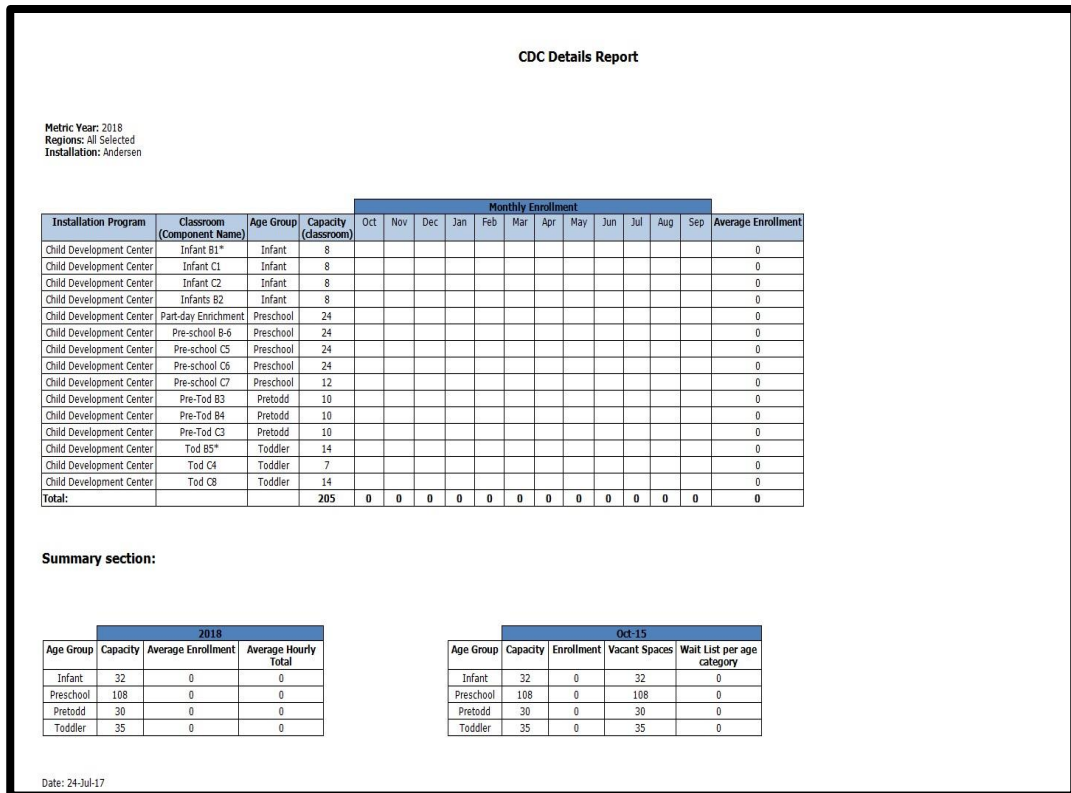
Figure 94: CDC Details Report

6.7   CDH Details Report

The CDH Details Report displays provider, accreditation and enrollment data by age group for the Installation(s) and month selected.

Figure 95: CDH Details Report

6.8   SAC Details Report

The SAC Details Report displays modeled/actual/average enrollment and variances for each component type for the Installation(s) and month selected.

Figure 96: SAC Details Report

6.9 YTH Details Report

The YTH Details Report displays registered users data at that top and enrollment data on bottom for the Installation(s) selected. *This report is only available for installations with YTH programs.*

Figure 97: YTH Details Report

6.10 YP Details Report

The YP Details Report displays the total registered users data at the top of the report and enrollment/participation data by business line name and type based on the filters selected.

Metric Year: 2018
Regions: All Selected
Installation: China Lake

Registered Users

	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Average
Registered Users on DOR													
DMDC Number	356	356	356	356	356	356	356	356	356	356	356	356	356
Registered Users: Ages Under 9	10	40	70	14	67	34	0	0	0	0	0	0	40
Registered Users: Ages 9 to 12	20	50	80	93	5	55	0	0	0	0	0	0	51
Registered Users: Ages 13 to 18	30	60	90	24	6	4	0	0	0	0	0	0	36
	****	****	****	****	****	****	****	****	****	****	****	****	
Registered Users Total:	60	150	240	131	78	93	0	0	0	0	0	0	127
Registered Users as a percentage of DMDC:	16.85 %	42.13 %	67.42 %	36.8 %	21.91 %	26.12 %	0 %	0 %	0 %	0 %	0 %	0 %	35.67 %

SAC

Installation	Installation Program	Business Line	SAC Component Name	Component Type	# of Session Weeks	# of Daily Hours	Modeled Enrollment	Prorated Enrollment	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Average Enrollment
China Lake	YP	SAC	Component	1/2 Kindergarten	5	5	5	1													0
Total:								1	0	0	0	0	0	0	0	0	0	0	0	0	0

Community Events

Installation	Installation Program	Business Line	Event Name	Average Participants	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Average Enrollment
China Lake	YP	Community Events	Event	5													0
Total:				5	0	0	0	0	0	0	0	0	0	0	0	0	0

Teens

Installation	Installation Program	Business Line	Event Name	Event Type	Average Participants	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Average Enrollment
China Lake	YP	Teens	Event	Open Rec - Weekday	5													0
Total:					5	0	0	0	0	0	0	0	0	0	0	0	0	0

RSAP

Installation	Installation Program	Business Line	Event Name	Event Type	Average Participants	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Average Enrollment
China Lake	YP	RSAP	Event	Open Rec - Weekday	5	1												1
Total:					5	1	0	0	0	0	0	0	0	0	0	0	0	1

REC Preschool

Installation	Installation Program	Business Line	Event Name	Custodial Care	Average Participants	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Average Enrollment
China Lake	YP	Rec PS	Event	No	5													0
Total:					5	0	0	0	0	0	0	0	0	0	0	0	0	0

YSF

Installation	Installation Program	Business Line	Sport Name	Sport Category Name	Sport Type Name	Age Group Name	Sport Format Name	Average Participants	Actual Participants
China Lake	YP	YSF	Sport	Baseline	Baseball	16-18	Camp/Clinic	10	0
Total:								10	0

Date: 23-Jun-17

Figure 97: YP Details Report

6.11 Most Current Data Report

The Most Current Data Report displays all current program and business line data for the Installation(s) selected.

Figure 98: Most Current Data Report

6.12 Last Updated or Verified Report

The Last Updated or Verified Report displays the last updated/verified program and business line data for the Installation(s) selected. This report is broken down by program type with the installation(s) waiting list and education data on top.

Figure 99: Last Updated or Verified Report

6.13 Installation Dashboard Report

The Installation Dashboard Report displays the enrollment, wait list and inspection status data from all programs and business lines for the Installation(s) selected.

Figure 100: Installation Dashboard Report

7 Admin Options

This section allows HQ and Region users the ability to view data but only Administrators have the ability to add/edit/delete data. The fiscal year is linked to *EMS* which determines the data for the installations and programs for the fiscal year that you select.

7.1 Year Manager

The Year Manager tab allows you to add/edit Metrics Fiscal Years. Once a fiscal year has been added, you will have the option to delete the year which is described further in the "deleting a fiscal year" section. After you have created and selected a fiscal year, the year selected will become the active year. This action will update the header and the system will take you to the Installation View. The table displayed in the pane can be exported to Excel, printed, filtered and minimized/maximized.
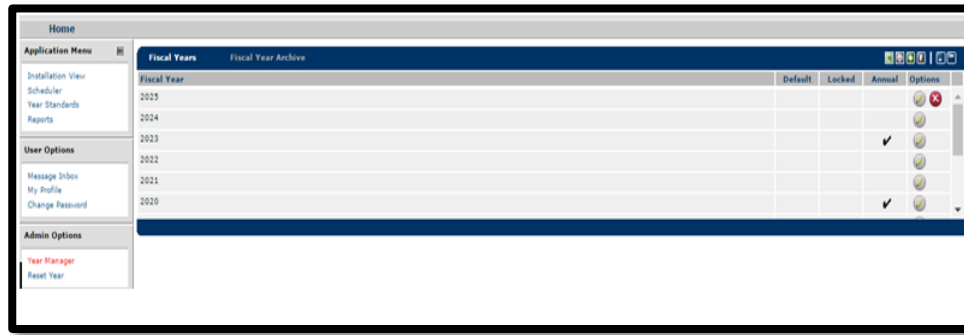
Figure 101: Year Manager

- **Adding a Fiscal Year**: You must select the add icon to add a new fiscal year. The fiscal year field cannot be changed because it is defaulted to the next fiscal year in numerical order. The fiscal year basis field contains a drop down box with selections to base the fiscal year off of that you are creating. Also, the fiscal scenario basis field contains a drop down box with Scenarios from *CYP EMS*. If you select the "locked" field, the fiscal year cannot be edited. If you select the "default" field, the added fiscal year will be the default for all users upon login. If you select the "annual year" field, all installations for the fiscal year will contain the annual report tab. The quarter start dates must be in mm/dd/yyyy format and quarters can be locked by selecting the check box beneath the respective quarter. When a quarter is locked, it can only be edited by Administrators. You must select the "add" icon to save the new fiscal year.

  Note: If the added fiscal year is set to default, the previous default fiscal year status will be unset.

Figure 102: Adding a Fiscal Year

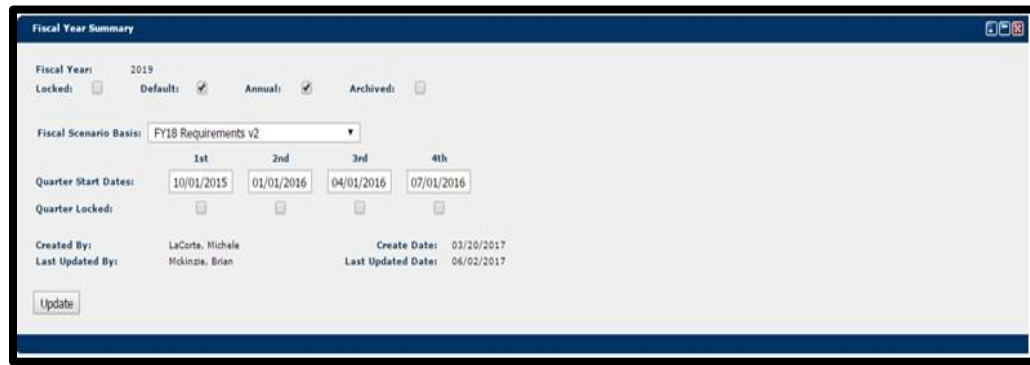- **Editing a Fiscal Year**: You must select the edit icon to edit a fiscal year which will display the fiscal year summary pane. Only administrators can edit locked fiscal years and quarters otherwise all displayed fields are editable. If you select the "archive" field, the fiscal year will be removed from the fiscal year list and archived in the "fiscal year archive" section. You must select the

"update" icon to save the data that was edited. Once this is selected, the created by, last updated by, create data, and last updated date fields will change to reflect the current state.

Note: If the edited fiscal year is set to default, the previous default fiscal year status will be unset.
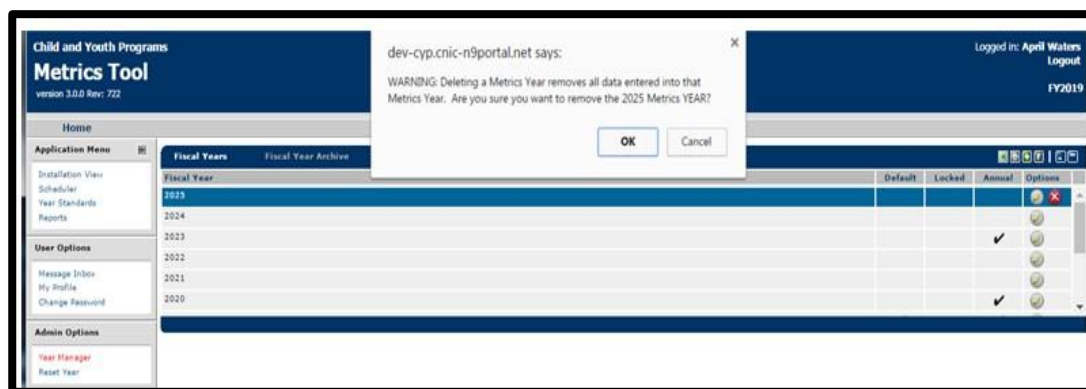
Figure 103: Editing a Fiscal Year

• **Deleting a Fiscal Year:** You must select the delete ❌ icon to delete a fiscal year. Once the icon is selected a warning message will display before allowing you to delete the fiscal year informing you that "Deleting a Metrics Year removes all data entered into that Metrics Year. Are you sure you want to remove the Metrics YEAR?". Clicking ok will delete the fiscal year and clicking cancel will close the warning message.

Figure 104: Deleting a Fiscal Year

7.2   Fiscal Year Archived View

This fiscal year archive tab will allow you to archive a fiscal year and retrieve along with edit the details of an archived fiscal year. The table displayed in the pane can be exported to Excel, printed and filtered.

- **Retrieving a Fiscal Year**: In order to retrieve a fiscal year, you must select the fiscal year from the pane. After you have selected the fiscal year, you will be taken to the Installation View which shall display the data for the retrieved fiscal year.

- **Editing an archived Fiscal Year**: You must select the edit ⊘ icon to edit an archived fiscal year which will display the fiscal year summary pane. This is the same pane from the edit feature in the Fiscal Years tab. Only administrators can edit locked fiscal years and quarters otherwise all displayed fields are editable. If you select the "archive" field, the fiscal year will be removed from the archived fiscal year list and moved to the "fiscal year" section. You must select the "update" icon to save the data that was edited. Once this is selected, the created by, last updated by, create data, and last updated date fields will change to reflect the current state.

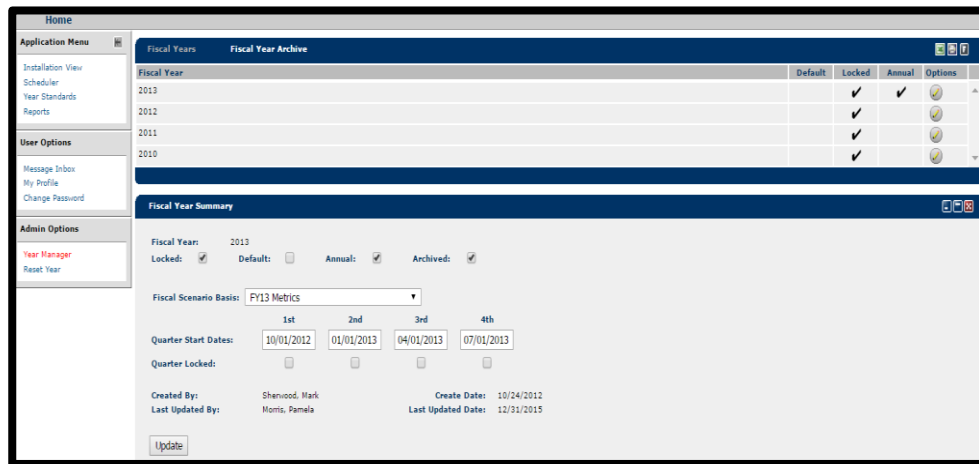 *Note: Only Administrators can edit an archived fiscal year.*

Figure 105: Fiscal Year Archive

7.3   Reset Year View

The Year Reset pane is only available for Administrators for the currently selected fiscal year with the ability to print the table displayed in the pane. You must select "Delete Access Schedule" in order to reset the year. By selecting this all access schedule data will be deleted for the Metrics year displayed in the pane.
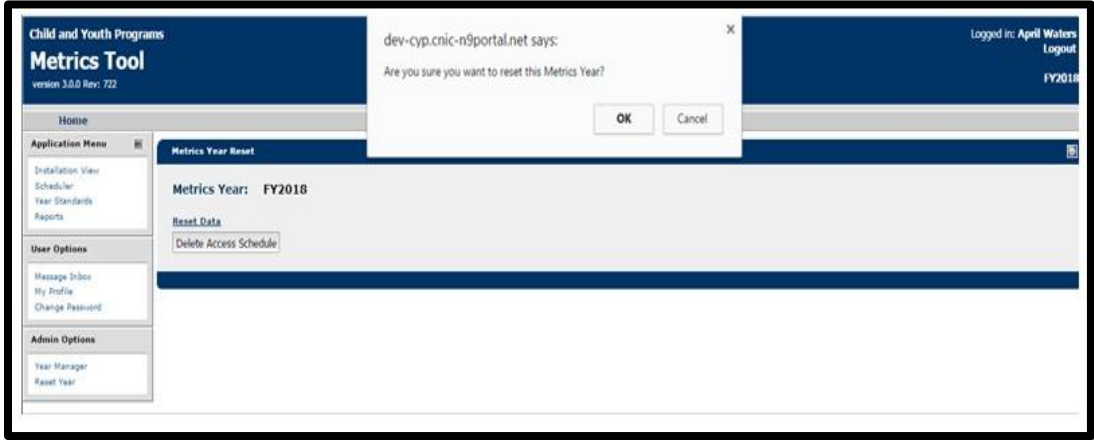
Figure 106: Reset Year View