



**Child and Youth Programs
Metrics v3.2.0 Tool User Guide**

**Child and Youth Programs Metrics Tool
User Guide**

**Child and Youth Programs
Metrics v3.2.0 Tool User Guide
Version: 4.0**

**Child and Youth Programs Metrics Tool
User Guide**

VERSION HISTORY

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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:

- Logging In
- Requesting an Account
- Managing Your Password
- Managing Your Profile
- Home Page
- Common Display Features

2.1 Logging In

The *Metrics Tool* requires that users log in to the *Metrics Tool* 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.

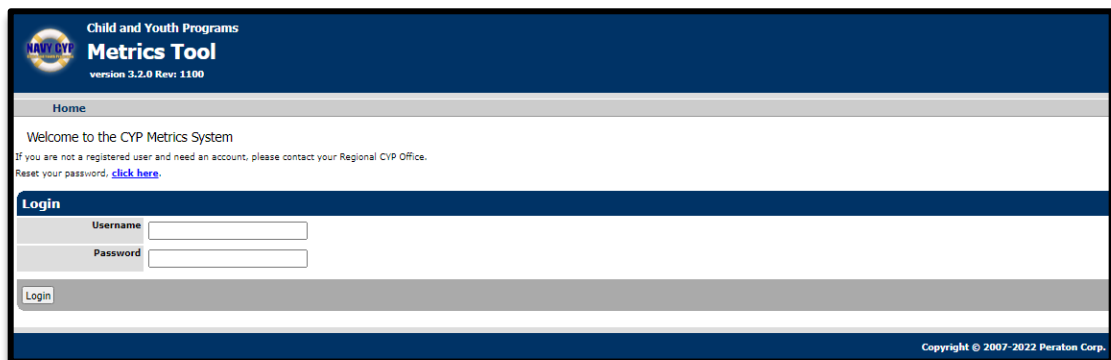


Figure 1: CYP Metrics Tool Software Application Login

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. Note, a welcome message will display prior to the login page shown in Figure 1. The welcome message will ask the user to confirm that they understand they are accessing a US government information system that is provided for USG-authorized use only prior to allowing the user to enter their login credentials. If you fail to login 3 consecutive times within a 15 minute period, you will be locked out of your account. You will need to request that an Administrator reset your password or wait 15 minutes and attempt to login again.

2.2 Requesting an Account

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

2.3 Managing Your Password

Resetting your password: Selecting “click here” next to Reset Your Password on the login screen will display the Enter Username pane where you can enter your username so that a reset code can be sent to the email address that is associated with your user account. You will then be provided with a temporary password in order to log in, after which you will be prompted to change your password.

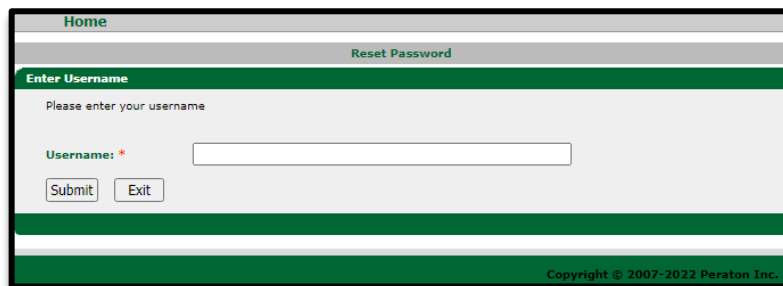
The image shows a web browser window with a dark green header bar containing the text "Home" on the left and "Reset Password" on the right. Below the header is a white content area with a dark green title bar that says "Enter Username". Underneath the title bar, the text "Please enter your username" is displayed. Below this is a label "Username: *" followed by a white text input field. At the bottom of the input area are two buttons: "Submit" and "Exit". A dark green footer bar at the bottom of the window contains the text "Copyright © 2007-2022 Peraton Inc.".

Figure 2: Reset Password - Enter Username Pane

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Changing your password: The system will force you to change your password every 60 days. You can change your password when logged into the application by clicking on the Change Password link under the User Options navigation panel. If an administrator changes your password, you will be forced to use the new password to login and then will be prompted to change your password again. You can only change your password once within a 24 hour period. The password requirements are outlined on the Change Password pane and must be followed in order for the new password to be valid.

Change Password

New password cannot be the same as your previous 5 passwords. Updates made to your old password will be applied for logging into CYP EMS and CYP IRT tools.

Username: rfairbee

Old Password: Required

New Password: Required

Confirm New Password: Required

New Password Requirements:

- Must be a minimum of 15 characters and a maximum of 50 characters in length
- Must change at least 8 characters from previous password
- Must contain at least one uppercase character [A-Z]
- Must contain at least one lowercase character [a-z]
- Must contain at least one numeric character [0-9]
- Must contain at least one special character except for (" ' # \)
- Cannot contain any spaces

Figure 3: Change Password Pane

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2.4 Managing Your Profile

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

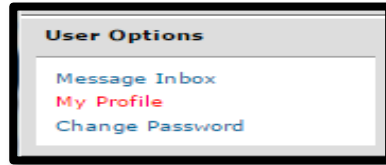


Figure 4: My Profile Option

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.

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User Profile

Title:	Mr	Username:	rfairbee
First Name:	Ryan	Last Login:	03 Oct 2022 15:29:34
Middle Name:		Account Created:	12 Nov 2020 10:59:41
Last Name:	Fairbee		
Address 1:			
Address 2:			
City:			
State:			
Zip:			
Country:			
Organization:	Peraton		
Phone Number:	555555555		
Alt Phone Number:			
Fax:			
Email:	rfairb02@peraton.com		

Figure 5: User Profile

User Profile

Title:	<input type="text" value="Mr"/>	Username:	rfairbee
First Name:	<input type="text" value="Ryan"/>	Last Login:	03 Oct 2022 15:29:34
Middle Name:	<input type="text"/>	Account Created:	12 Nov 2020 10:59:41
Last Name:	<input type="text" value="Fairbee"/>		
Address 1:	<input type="text"/>	Required	
Address 2:	<input type="text"/>		
City:	<input type="text"/>	Required	
State:	<input type="text"/>	Required	
Zip:	<input type="text"/>	Required	
Country:	<input type="text"/>	Required	
Organization:	<input type="text" value="Peraton"/>		
Phone Number:	<input type="text" value="555555555"/>		
Alt Phone Number:	<input type="text"/>		
Fax:	<input type="text"/>		
Email:	<input type="text" value="rfairb02@peraton.com"/>		

Figure 6: User Profile: Edit

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2.5 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.

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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 username (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.

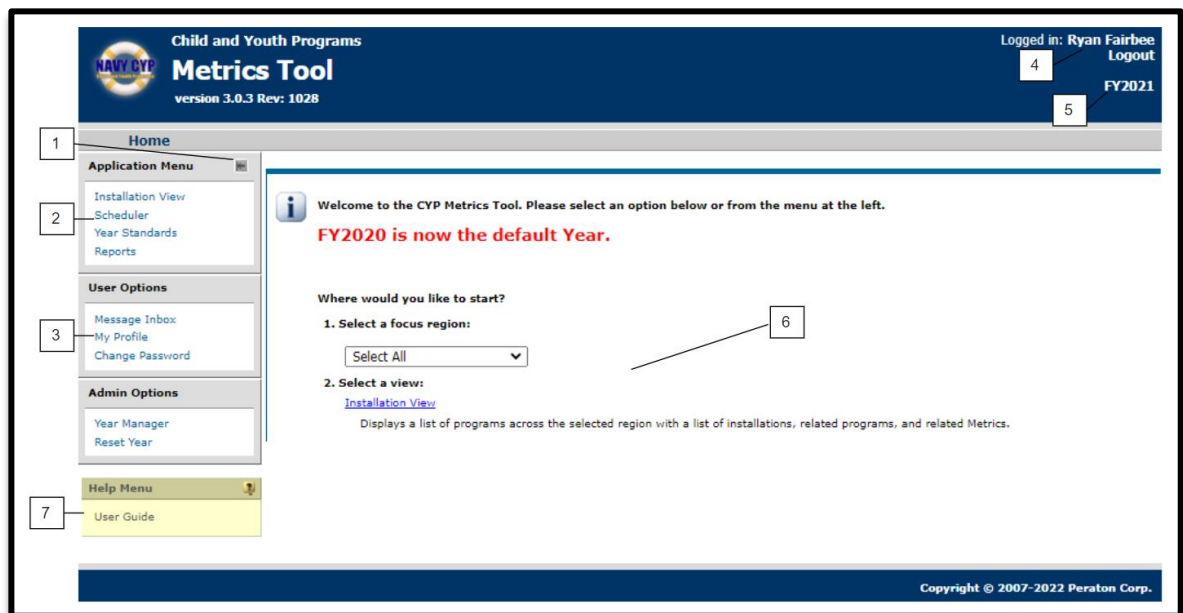


Figure 7: Metrics Tool Home Page

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. Callout 7 shows the link to the CYP Metrics User Guide.

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2.6 Common Display Features

The *Metrics Tool* uses several common features for displaying scenario information such as display panels, 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.

The screenshot shows the 'Home' dashboard with the following components:

- Application Menu (Callout 1):** Includes Installation View, Scheduler, Year Standards, Reports, User Options (Message Inbox, My Profile, Change Password), and Admin Options (Year Manager, Reset Year).
- Installation List (Callout 2):** A table with columns: Installation Name, Type, Region, APPN. The first row 'China Lake' is highlighted (Callout 3).
- Installation Programs (Callout 4):** A table with columns: Program Name, Program Type. The first row 'Child Development Center' is highlighted.
- Actual Enrollment (Callout 5):** A table with columns: Classroom, Age Group, Capacity, October, November, December, Average Total Enrollment. It includes instructions for data entry and 'Update' buttons (Callout 6) for each month.

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

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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.

Installation Name	Type	Region	APPN
Anacostia Bolling	Joint Base	Naval District Washington	OMN
Andersen	Air Force Base	Joint Region Marianas	OMN
Annapolis	Naval Support Activity	Naval District Washington	OMN
Atsugi	Naval Air Facility	Japan	OMN
Bahrain	Naval Support Activity	EURAFSWA	OMN
Barking Sands	Pacific Missile Range Facility	Hawaii	OMN
Bethesda	Naval Support Activity	Naval District Washington	OMN
China Lake	Naval Air Weapons Station	Southwest	OMN

Program Name	Program Type
CDC MILCON	CDC
Austins Playroom	CDC
Child Development Center	CDC
24/7 Center	24/7

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.

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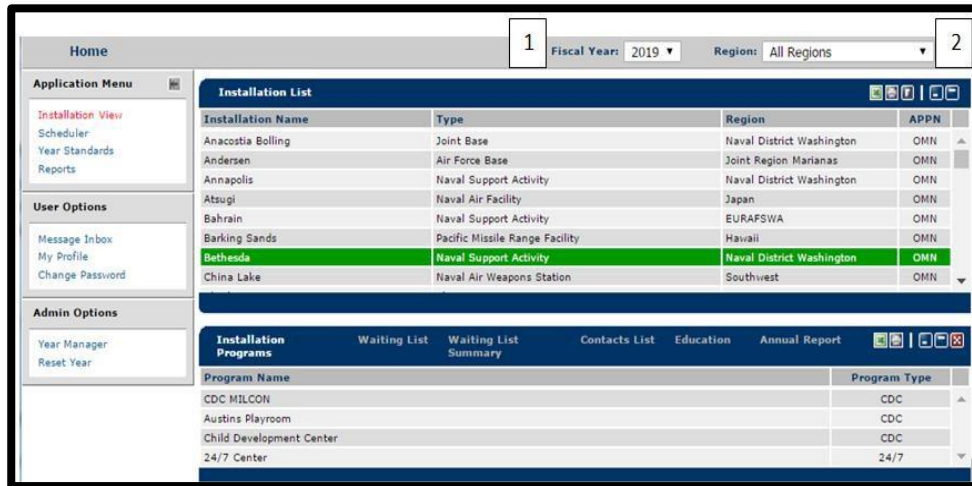



Figure 10: Fiscal Year and Region Filter

Other Options: The list can be filtered by clicking the filter  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.

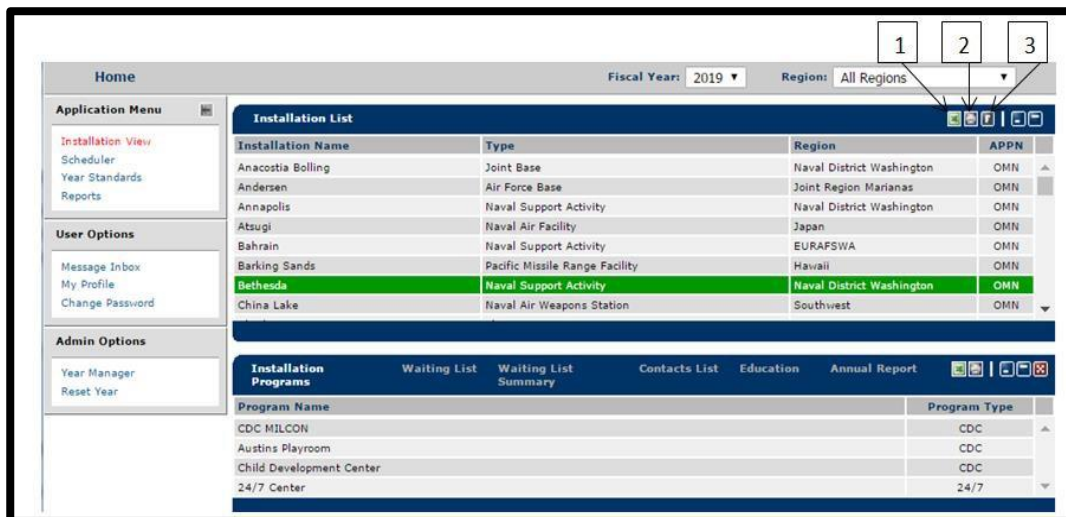


Figure 11: Installation List Features

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

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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

The screenshot shows the 'Waiting List' application window. At the top, there are navigation tabs: 'Installation Programs', 'Waiting List' (selected), 'Waiting List Summary', 'Contacts List', and 'Education'. Below the tabs, there are four sub-tabs for 'Quarter 1', 'Quarter 2', 'Quarter 3', and 'Quarter 4'. The main area contains 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.' The 'Age Group' is set to 'Pretoddlers'. The table below has columns for 'Tier' (1 - Projected, 2 - Immediate Need) and months (October, November, December). Each month has two sub-columns for '1 - Projected' and '2 - Immediate Need'. The rows list various categories like '1A - Child Development Program Staff', '1B.1 - Combat Related Wounded Warrior', etc., down to '3F - Other Eligible Patrons'. A 'Total' row at the bottom shows zeros in all cells. Below the table are instructions for entering data and 'Update' buttons for each month.

	Tier	October		November		December	
		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

Figure 12: Waiting List Quarters

Entering Data: Data can be entered for all age groups (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 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.

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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.

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:

	Tier:	October		November		December	
		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

Instructions:

- Using the MCC Performance Metric Report, enter the "Average Wait Time (Days) Including Children Placed After DCN" of all priorities for the selected age group.
- If no offers or placements are made, check the box next to "No Offers/Placements this month", and the previous, most recent data will be populated.

Click the Update button to save information entered.

MCC Average Wait Time

No Offers/Placements this month No Offers/Placements this month No Offers/Placements this month

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

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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. 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.

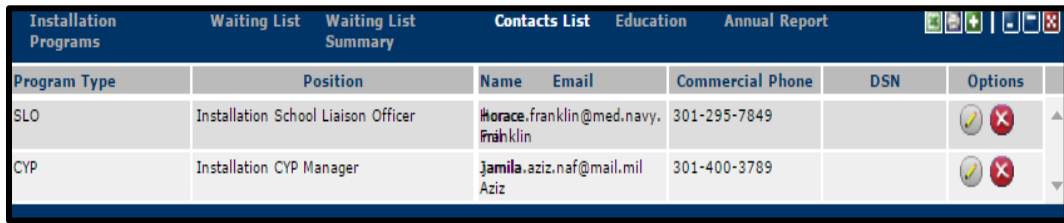
Turnover Rate for Immediate Need Only				Waiting List Totals for all Tiers			
Age Group	Month (Last Updated)	Number of Children (Immediate Need Only)	Average Wait in Days	Age Group	October	November	December
Infant	October	0	0.0	Unborn			
Pretoddlers		0	0.0	Infant	2		
Toddlers		0	0.0	Pretoddlers			
Preschoolers		0	0.0	Toddlers			
School-Age		0	0.0	Preschoolers			
				School-Age			
				Monthly Totals	2	0	0

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.

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Program Type	Position	Name	Email	Commercial Phone	DSN	Options
SLO	Installation School Liaison Officer	Horace Franklin	Horace.franklin@med.navy.mil	301-295-7849		[Add] [Cancel]
CYP	Installation CYP Manager	Jamila Aziz	Jamila.aziz.naf@mail.mil	301-400-3789		[Add] [Cancel]

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).

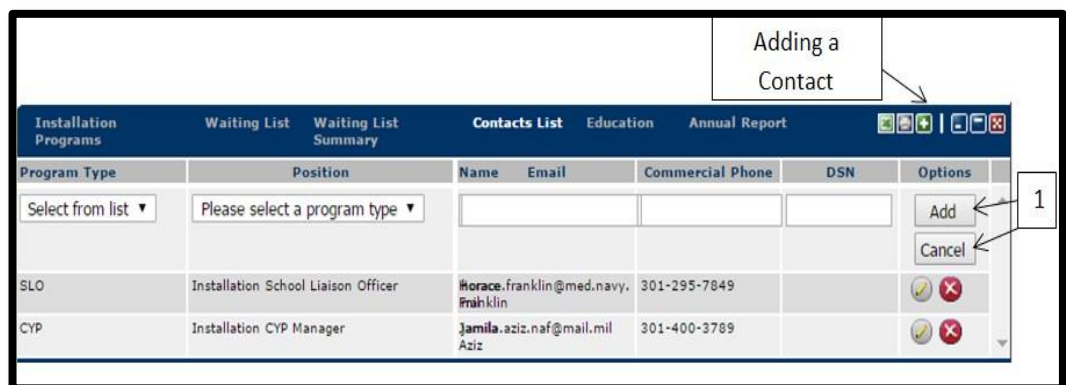



Figure 16: Adding a Contact

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Editing a Contact: Contacts can be edited by selecting the edit  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.

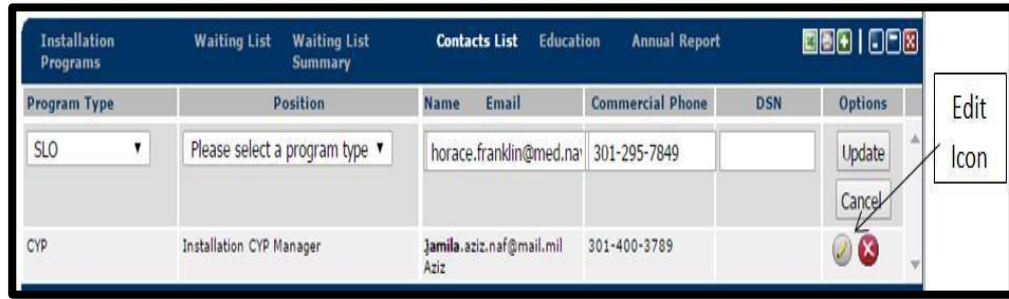



Figure 17: Edit a Contact

Deleting a Contact: Contacts can be deleted by selecting the delete  icon 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.

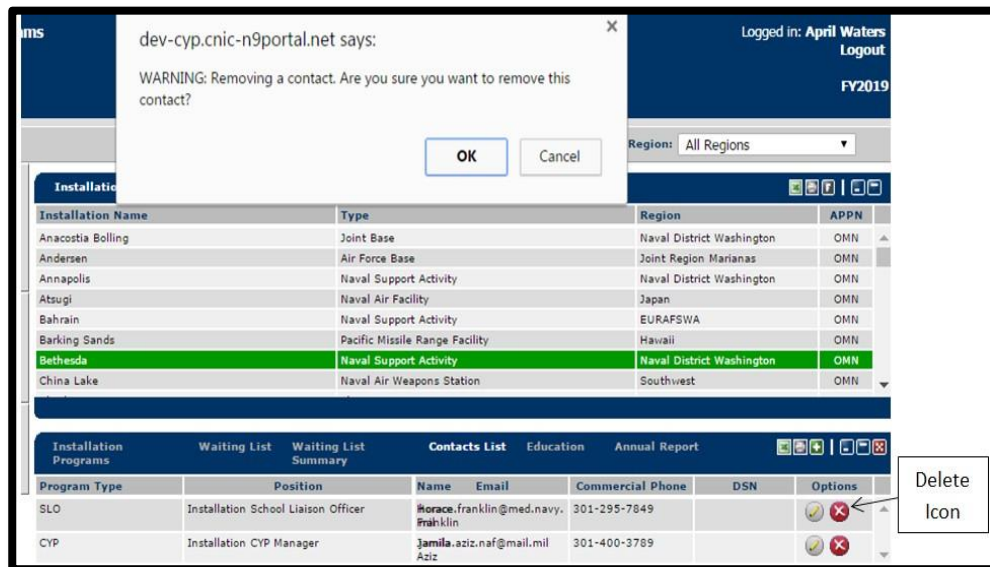


Figure 18: Delete a Contact

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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's 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.

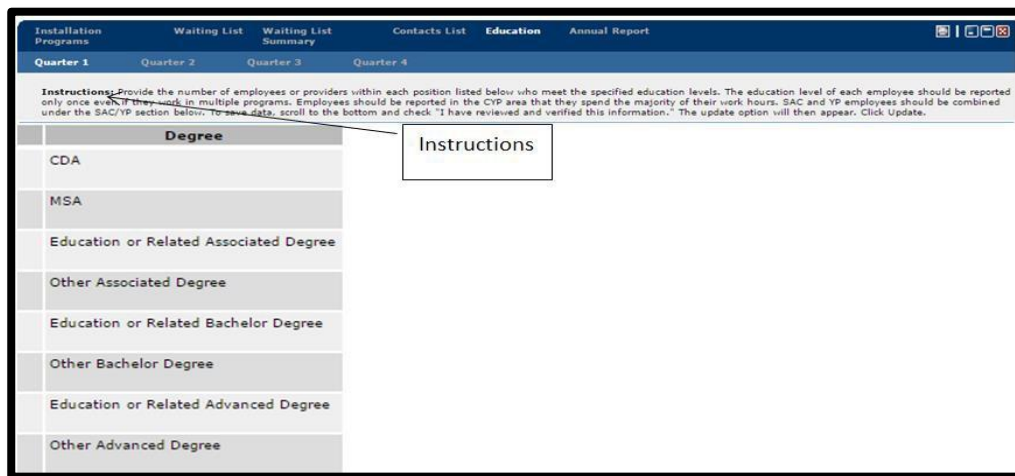


Figure 19: Education Pane

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.*

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CYP					
Degree	Asst T & C	T & C	SLO	Installation CYP Director	Degree Totals
CDA	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	0
MSA	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	0
Education or Related Associated Degree	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	0
Other Associated Degree	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	0
Education or Related Bachelor Degree	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	0
Other Bachelor Degree	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	0
Education or Related Advanced Degree	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	0
Other Advanced Degree	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	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	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	0
MSA	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	0
Education or Related Associated Degree	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	0
Other Associated Degree	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	0
Education or Related Bachelor Degree	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	0
Other Bachelor Degree	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	0
Education or Related Advanced Degree	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	0
Other Advanced Degree	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	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.

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CDH				
Degree	CDH Providers	CDH Monitors	CDH Director	Degree Totals
CDA	<input type="text"/>	<input type="text"/>	<input type="text"/>	0
MSA	<input type="text"/>	<input type="text"/>	<input type="text"/>	0
Education or Related Associated Degree	<input type="text"/>	<input type="text"/>	<input type="text"/>	0
Other Associated Degree	<input type="text"/>	<input type="text"/>	<input type="text"/>	0
Education or Related Bachelor Degree	<input type="text"/>	<input type="text"/>	<input type="text"/>	0
Other Bachelor Degree	<input type="text"/>	<input type="text"/>	<input type="text"/>	0
Education or Related Advanced Degree	<input type="text"/>	<input type="text"/>	<input type="text"/>	0
Other Advanced Degree	<input type="text"/>	<input type="text"/>	<input type="text"/>	0
Staff Totals	0	0	0	0

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.*

SAC/YP						
Degree	Direct Care Staff (GS-4 or GSE-4 or below)	Direct Care Staff (GS-5 or GSE-5)	Sports or Teen Coordinator	Assistant Director	Youth Director	Degree Totals
CDA	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	0
MSA	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	0
Education or Related Associated Degree	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	0
Other Associated Degree	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	0
Education or Related Bachelor Degree	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	0
Other Bachelor Degree	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	0
Education or Related Advanced Degree	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	0
Other Advanced Degree	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	0
Staff Totals	0	0	0	0	0	0

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.

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GROUP HOME				
Degree	Direct Care Staff (GS-4 or GSE-4 or below)	Direct Care Staff (GS-5 or GSE-5)	Program Manager	Degree Totals
CDA	<input type="text"/>	<input type="text"/>	<input type="text"/>	0
MSA	<input type="text"/>	<input type="text"/>	<input type="text"/>	0
Education or Related Associated Degree	<input type="text"/>	<input type="text"/>	<input type="text"/>	0
Other Associated Degree	<input type="text"/>	<input type="text"/>	<input type="text"/>	0
Education or Related Bachelor Degree	<input type="text"/>	<input type="text"/>	<input type="text"/>	0
Other Bachelor Degree	<input type="text"/>	<input type="text"/>	<input type="text"/>	0
Education or Related Advanced Degree	<input type="text"/>	<input type="text"/>	<input type="text"/>	0
Other Advanced Degree	<input type="text"/>	<input type="text"/>	<input type="text"/>	0
Staff Totals	0	0	0	0

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”.

I have reviewed and verified this information.

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.

Installation Programs		Waiting List	Waiting List Summary	Contacts List	Education	Annual Report				
Section 1	Section 2	Section 3	Section 4	Section 5	Section 6-8	Section 9-10	Section 11	Section 12	Section 13	Definitions
Alphabetical Section	Term to be Defined	Definition								
A	Affiliate In-Home Care	Care that is provided by an individual in their off-installation home, where the individual is state licensed and agrees to also follow the guidelines established by the respective service.								
	Administrative Staff	Staff who do not provide direct care services. This group of employees includes: desk staff, kitchen staff, maintenance staff, and motor vehicle operators.								
C	CDC - Child Development Center	A military Child Care facility which primarily provides care for children from the ages of 6 weeks through five years.								
	CDP - Child Development Program	Generally refers to the overall child care program on a military installation. Includes CDC, SAC, and FCC programs.								
D	DOR - Date of Record	The Date of Record is the single day that data is gathered for all programs. For the CDP Report, the DOR is any work-day during the month of September selected by the respective Service.								
	Direct/Non-Supervisory Staff	Staff that provide daily care and are included in the child/staff ratio. At least 50% of the individual's time must be committed to direct care.								
F	FCC - Family Child Care	Care provided in an individual's home for children and youth unrelated to the care provider. Care may be provided by a single provider or by a group of providers.								
	FY - Fiscal Year	The year long period that begins on 1 October and ends on 30 September.								
G	Group Home Care	FCC care provided in a single home where more than one person is responsible for providing the care.								
M	Management Staff	Staff who provide program management and oversight. This group of employees includes: Directors, Assistant Directors, Family Child Care Coordinators, Training and Curriculum Specialists, and School Liaison Officers.								
O	On-Installation	Refers to property or facilities owned or leased by the government.								
	Off-Installation	Refers to property or facilities that is neither owned or leased by the government.								
S	SAC - School Age Care	Facility based care that is provided primarily for children ages 5-12.								
	Special Needs	Refers to those children who require more than routine and basic care; including children with or at risk of disabilities, chronic illness and physical, developmental, behavioral or emotional conditions that require health and related services of a type and/or amount beyond that required by children in general.								
Y	YP - Youth Program	Refers to all programs and activities that occur through the installation based youth center. Includes sports programs, teen programs, instructional classes, camps, etc. Youth programs primarily serve ages 6 - 18.								

Figure 26: Annual Report: Definitions

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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.

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- 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.

The screenshot shows the 'Annual Report' section of the Child and Youth Programs Metrics Tool. It is divided into several sub-sections for data entry:

- 1.1 - Stand Alone Facilities:** Includes categories for Child Development Centers (CDC), 24/7 Centers, School Age Care Centers (SAC), Youth Programs (YP), and Teen Programs. Each category has input fields for 'On Installation' and 'Off Installation'.
- 1.2 - Combined Facilities:** Includes categories for CDC/SAC, CDC/SAC/YP, CDC/SAC/YP/TEEN, SAC/YP, SAC/YP/Teen, and YP/Teen. Each category has input fields for 'On Installation' and 'Off Installation'.
- 1.3 - Miscellaneous:** Includes categories for CDC/SAC/YP/TEEN within DODEA School Facility, CDC/SAC/YP/TEEN within Public School Facility, CDC/SAC/YP/TEEN within MWR/Service Facilities, and Other (with a comment field). Each category has input fields for 'On Installation' and 'Off Installation'.
- 1.4 - Family Child Care Homes:** Includes categories for Licensed Home (Single Provider), Licensed Affiliate Home (Single Provider), and Licensed Group-Home (Group & 24/7). Each category has input fields for 'On Installation' and 'Off Installation'.
- 1.5 - New Facilities Added in FY:** Includes categories for Child Development Centers, School Age Care Programs, Youth Programs, and Teen Programs. Each category has input fields for 'Facilities Added' and 'Net Child Care Impact'.
- 1.6 - Facilities Permanently Closed in FY:** Includes categories for Child Development Centers, School Age Care Programs, Youth Programs, and Teen Programs. Each category has input fields for 'Closed' and 'Spaces Lost'.
- 1.7 - Comments:** A large text area for entering comments, with an 'Update' button below it.

Below the form is a section titled 'Section 1 - Facilities And Homes Instructions' which provides detailed guidance for each sub-section:

- 1.1 STAND ALONE FACILITIES:** Enter the total number of Stand Alone Facilities for each category for both On and Off Installation. Stand Alone Facilities do not share a foundation or wall. Examples: Two CDC buildings separated by a sidewalk would count as two facilities. 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 both On and Off Installation. Combined Facilities share 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 in which there are 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 the 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 of each type for both On and Off Installation. This number should reflect the number of homes that are open for care, not those that are seeking a license.
 - LICENSED HOME - An on-installation home certified by the CDP.
 - LICENSED AFFILIATE HOME - An off-installation home licensed 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 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.

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.

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Operational Capacity is defined as the number of childcare 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 childcare 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 childcare 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.

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Section 2 - Date of Record of Operational Capacity

2.1 - Child Development Center Capacity on DOR **DOR Capacity**

A. CDC's (DOD Operated Or Affiliated)

B. 24/7 (DOD Operated Or Affiliated)

Total:

2.2 - School Age Care Capacity On DOR **I. DOR Capacity** **II. Summer Capacity**

A. SAC's (DOD Operated Or Affiliated)

Total: 2.1 + 2.2.I

2.3 - Family Child Care Capacity On DOR **DOR Capacity**

A. Licensed Homes (Single Provider)

B. Licensed Affiliate Homes (Single Provider)

C. Licensed Group Homes (Group & 24/7)

Total:

Total: 2.1 + 2.2 + 2.3

2.4 - Operation Capacity by Age Group on DOR (CDC/SAC Only) **DOR Capacity**

A. Infants (4 Weeks - 12 Months)

B. Pre-Toddlers (13-24 Months)

C. Toddlers (25-36 Months)

D. Preschool (37 Months - 5 Years)

E. Kindergartens (5 Years)

F. School Age (6-12 Years)

Total:

2.5 - Comments

Section 2 - Date of Record of Operational Capacity Instructions

2.1 CHILD DEVELOPMENT CENTER CAPACITY ON DOR - Enter the "Operational Capacity" for each type of facility/program on the Service's 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 Service's 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 had been turned into a Teen Program, it would not be counted in the capacity. Note: The subtotal of section 2.1 and 2.2.I should equal the total in section 2.4. If this is not the case, the cell will highlight 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.I. If this is not the case, the cell will highlight red.

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*

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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.

The screenshot displays the 'Annual Report' section of the software. It is divided into several sub-sections for data entry:

- 3.1 - Child Development Center Enrollment on DOR (DOR Enrollment):** Includes fields for CDC's (DOD Operated Or Affiliated), 24/7 (DOD Operated Or Affiliated), and a Total field showing 0.
- 3.2 - School Age Care Enrollment On DOR:** Includes fields for SAC's (DOD Operated Or Affiliated), DOR Enrollment, and DOR Summer Enrollment. A Sub-Total for 3.1 + 3.2.1 is shown as 0.
- 3.3 - Family Child Care Enrollment On DOR (DOR Enrollment):** Includes fields for Licensed Homes (Single Provider), Licensed Affiliate Homes (Single Provider), Licensed Group Homes (Group & 24/7), and a Total field showing 0.
- 3.4 - Operation Enrollment by Age Group on DOR (CDC/SAC Only) (DOR Enrollment):** Includes fields for Infants (4 Weeks - 12 Months), Pre-Toddlers (13-24 Months), Toddlers (25-36 Months), Preschool (37 Months - 5 Years), Kindergartens (5 Years), School Age (6-12 Years), and a Total field showing 0.
- 3.5 - Comments:** A text input area with an 'Update' button below it.

At the bottom of the window, there are detailed instructions for each section, including definitions of enrolled children and notes about data consistency.

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.

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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.

Section 4 - DOR Enrollment by Sponsor

4.1 - Number of Enrolled Children	CDC	24/7 CDC	Licensed FCC	Affiliate FCC	Group FCC	SAC DOR	SAC Summer
A. Active Duty Military	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
B. DoD Civilians	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
C. Reserve/Guard Active	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
D. Coast Guard	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
E. Military Retirees	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
F. Contractors	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
G. Other <input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Total:	0	0	0	0	0	0	0
H. Wounded Warriors	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
I. Surviving Spouses	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

DOR CDC Enrollment 0
Should match total from Section 3.1

DOR SAC Enrollment 0
Should match total from Section 3.2

DOR FCC Enrollment 0
Should match total from Section 3.3

4.2 - Comments

Section 4 - DOR Enrollment by Sponsor Instructions
4.1 NUMBER OF ENROLLED CHILDREN - Enter the number of enrolled children, by 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.

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.

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- 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.

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Section 5 - Fiscal Year Children/Youth Served

5.1 - Child Development Center Served in FY		Unique Children Served FY	5.5 - Care Provided for Special Programs		Unique Children Served FY	Total Hours Provided	
A. CDC's (DDD Operated Or Affiliated)	<input type="text"/>		A. Respite Child Care	<input type="text"/>	<input type="text"/>		
B. 24/7 (DDD Operated Or Affiliated)	<input type="text"/>		B. Mission Youth Outreach	<input type="text"/>			
Total:		0	C. On Site Group Care (i.e., STACC)	<input type="text"/>			
5.2 - School Age Care Served in FY		I. Unique Children Served FY	II. Unique Children Served FY Summer	Total:			0
A. SAC's (DDD Operated Or Affiliated)	<input type="text"/>	<input type="text"/>					
5.3 - Family Child Care Children Served in FY		Unique Children Served FY	5.6 - Fiscal Year Youth Participation				Total Youth Served
A. Licensed Homes (Single Provider)	<input type="text"/>		Youth Age 5 and Under	Youth Age 6-9	Youth Age 10-12	Youth Age 13-18	
B. Licensed Affiliate Homes (Single Provider)	<input type="text"/>		<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	0
C. Licensed Group Homes (Group & 24/7)	<input type="text"/>		<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	0
Total:		0	Total:				0
5.4 - External Private Care Children Served in FY		Unique Children Served FY					
A. Military Child Care in Your Neighborhood (MCCYN)	<input type="text"/>						
B. Operation Military Child Care (OMCC)	<input type="text"/>						
C. Army Child Care in Your Neighborhood (ACCYN)	<input type="text"/>						
D. Army School Age Care in Your Neighborhood (ASACYN)	<input type="text"/>						
Other (Explain in comments section below)	<input type="text"/>						
Total:		0					
5.7 - Comments							
<input type="text"/>							
Update							

Section 5 - Fiscal Year Children/Youth Served Instructions

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 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 respite 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.).

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.

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- 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.

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The screenshot displays the 'Annual Report' section of the software. It is organized into three main parts:

- Section 6 - Children With Special Needs Enrollment:** Contains a table for '6.1 - Number of Children With Special Needs Enrolled in Programs' with columns for CDC, SAC, FCC, YP, and Total. Below it is a '6.2 - Comments' text area and an 'Update' button.
- Section 7 - Unfilled Spaces on Date of Record:** Contains a table for '7.1 - Number of Unfilled Spaces on DOR' with columns for CDC, SAC, and Total. Below it is a '7.2 Comments' text area and an 'Update' button.
- Section 8 - Naf Income for Fiscal Year:** Contains a table for '8.1 - Naf Income Generated from Parent Fees' with columns for CDC, SAC, YP, and Total. Below it is a '8.2 - Comments' text area and an 'Update' button.

Each section includes detailed instructions and an example. For example, Section 6.1 instructions state: '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 participate in.' An example follows: 'Example: A child who is enrolled in the SAC program as well as 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.'

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.

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The screenshot displays the 'Annual Report' section of the software interface. It is divided into two main columns of data entry forms.

Section 9 - DOD Certification/Accreditation on Dor

- 9.1 - DOD Certified CDC Programs**: Three input fields for A. Number of DoD Certified Programs, B. Number of Programs Not Certified, and C. Number of Programs Operating Under DoD Waiver.
- 9.2 - DOD Certified SAC Programs**: Three input fields for A, B, and C.
- 9.3 - DOD Certified Youth Programs**: Three input fields for A, B, and C.
- 9.4 - Centers Accredited By External Organization**: A table with columns: Eligible for Accreditation, Centers Accredited, Percentage, Centers In Accred. Process, and Centers W/ Revoked Accred. Rows include CDC and SAC.
- 9.5 - FCC Home Accreditation**: Two input fields for A. On Installation Homes Accredited and B. Affiliate Homes Accredited.
- 9.6 - Comments**: A large text area with an 'Update' button below it.

Section 10 - Fee Assistance

- 10.1 - Did Your Service Provide Fee Assistance During the Fy**: A dropdown menu with 'Yes' selected.
- 10.2 - Total Payments to Providers**: Input field with a '\$' symbol.
- 10.3 - Total Paid for Respite Care**: Input field with a '\$' symbol.
- 10.4 - Total Number of Providers Receiving Payments**: Input field.
- 10.5 - Comments**: A large text area with an 'Update' button below it.

Section 10 - Fee Assistance Instructions

- 10.1 - DID YOUR SERVICE 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.

Section 9 - DOD Certification/Accreditation on Dor Instructions

- 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 PROGRAM** - 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 ORGANIZATION** - 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.

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.

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- 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.

The screenshot displays the 'Section 11 - Care Positions Filled on Date of Record' form. It is divided into two main sections: '11.1 - NAF Personnel' and '11.2 - APF Personnel'. Each section contains a list of categories (A-F) with corresponding input boxes. Summary rows for 'Sub-Total CY', 'Sub-Total NF', and 'TOTAL NAF/APF' are highlighted in green and show a value of 0. Below the input fields is a large text area for '11.5 - Comments' and an 'Update' button. At the bottom, there are detailed instructions for each section.

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

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- 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.

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Section 12 - Staff Demographics on Date of Record

12.1 - CDC Staff

A. MGMT Staff

B. Admin/Support Staff

C. Direct Care Staff

TOTAL CDC STAFF **0**

D. Staff w/ CDA

E. Staff with AA

F. Staff with BA/BS

G. Staff who are Military Spouses

H. Staff who are Foreign Nationals

12.2 - SAC Staff

A. MGMT Staff

B. Admin/Support Staff

C. Direct Care Staff

TOTAL SAC STAFF **0**

D. Staff w/ CDA

E. Staff with AA

F. Staff with BA/BS

G. Staff who are Military Spouses

H. Staff who are Foreign Nationals

12.3 - FCC Staff

A. MGMT Staff

B. Admin/Support Staff

C. Direct Care Staff

TOTAL FCC STAFF **0**

D. Staff w/ CDA

E. Staff with AA

F. Staff with BA/BS

G. Staff who are Military Spouses

H. Staff who are Foreign Nationals

12.4 - Youth Program Staff

A. MGMT Staff

B. Admin/Support Staff

C. Direct Care Staff

TOTAL YP STAFF **0**

D. Staff w/ CDA

E. Staff with AA

F. Staff with BA/BS

G. Staff who are Military Spouses

H. Staff who are Off-Duty Military

I. Staff who are Foreign Nationals

12.5 - Outreach Services Staff

A. Number of Staff

B. Staff w/ CDA

C. Staff with AA

D. Staff with BA/BS

E. Staff who are Military Spouses

F. Staff who are Foreign Nationals

12.6 - Training & Curriculum Specialists

A. # T&C's Authorized

B. # T&C's Filled On Dor

C. T&C's Assignments

(1) CDC

(2) SAC

(3) FCC

(4) YP

12.7 - Support Staff

A. Social Liason Officers

(1) Assigned to CYP

(2) Assigned to Other Programs

B. Nurses

(1) Service Employee

(2) State Employee

C. Military Family & Life Consultant Assigned to CDC/YP

12.8 - Other Staff

12.9 - Comments

Section 12 - Staff Demographics on Date of Record Instructions

12.1 CDC STAFF - A, B, C enter the number of CDC staff by type. D, E, F, G, H enter the number of CDC staff who meet each category.

12.2 SAC STAFF - A, B, C enter the number of SAC staff by type. D, E, F, G, H enter the number of SAC staff who meet each category.

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

12.4 YOUTH PROGRAM STAFF - A, B, C enter the number of Youth Program staff by type. D, E, F, G, H, I enter the number of Youth Program staff who meet each category.

12.5 OUTREACH SERVICES STAFF - A enter the total number of Outreach staff. B, C, D, E, F enter the number of Outreach Staff who meet each category.

12.6 TRAINING & CURRICULUM SPECIALISTS - A enter the total number of T&C's authorized. B enter the number of T&C's employed on the DOR. C enter the assignments for T&C's within the CDP.

12.7 SUPPORT STAFF - A Enter the number of School Liason Officers as well as where they are assigned. B enter the number of Nurses assigned to the CDP and whether they are state or service employees. C enter the number of MPLC 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.)

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.

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Section 13 - Staff By Appointment on Date of Record

13.1 - Non-Appropriated Fund Staff		13.2 - Appropriated Fund Staff	
A. CDC		A. CDC	
(1) Reg	<input type="text"/>	(1) Reg	<input type="text"/>
(2) Flex	<input type="text"/>	(2) Flex	<input type="text"/>
TOTAL	0	TOTAL	0
B. SAC		B. SAC	
(1) Reg	<input type="text"/>	(1) Reg	<input type="text"/>
(2) Flex	<input type="text"/>	(2) Flex	<input type="text"/>
TOTAL	0	TOTAL	0
C. YP		C. YP	
(1) Reg	<input type="text"/>	(1) Reg	<input type="text"/>
(2) Flex	<input type="text"/>	(2) Flex	<input type="text"/>
TOTAL	0	TOTAL	0

13.3 - Comments

Update

Section 13 - Staff By Appointment on Date of Record Instructions

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.

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.

Program Name	Program Type
Child Development Center	CDC

Actual Enrollment | Hourly Total Count | Accreditation | Inspection | Special Needs | Fee Reports

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.cnrc->

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[n9portal.net/cyp](https://dev-cyp.cnrc-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.

Actual Enrollment Hourly Total Count Accreditation Inspection Special Needs Fee Reports

Quarter 1 Quarter 2 Quarter 3 Quarter 4

INSTRUCTIONS: For monthly day of record, enter number of children ENROLLED. Do not count hourly children on this tab. 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://dev-cyp.cnrc-n9portal.net/cyp>) and make the appropriate changes. FYXX is the current fiscal year. Changes made in that scenario of the Budget model will appear in the same FYXX year on the Metrics model.

Classroom	Age Group	Capacity	October	November	December	Average Total Enrollment
Infant	Infant	7	<input type="text"/>	<input type="text"/>	<input type="text"/>	
Preschool	Preschool	17	<input type="text"/>	<input type="text"/>	<input type="text"/>	
Pretoddler	Pretodd	8	<input type="text"/>	<input type="text"/>	<input type="text"/>	
Toddler	Toddler	10	<input type="text"/>	<input type="text"/>	<input type="text"/>	
TOTAL		===== 42	===== 0	===== 0	===== 0	
			Update	Update	Update	

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.

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Actual Enrollment **Hourly Total Count** Accreditation Inspection Special Needs Fee Reports

Quarter 1 Quarter 2 Quarter 3 Quarter 4

INSTRUCTIONS: 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 received hourly care in the Child Development Center. If they received hourly care in the SAC building, they will be counted under the SAC program.

	October Hourly (Monthly Count)	November Hourly (Monthly Count)	December Hourly (Monthly Count)
Infants:	<input type="text"/>	<input type="text"/>	<input type="text"/>
Pretoddlers:	<input type="text"/>	<input type="text"/>	<input type="text"/>
Toddlers:	<input type="text"/>	<input type="text"/>	<input type="text"/>
Preschool:	<input type="text"/>	<input type="text"/>	<input type="text"/>
School Age:	<input type="text"/>	<input type="text"/>	<input type="text"/>
Total:	0	0	0

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.

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Actual Enrollment Hourly Total Count **Accreditation** Inspection Special Needs Fee Reports

Quarter 1 Quarter 2 Quarter 3 Quarter 4

Instructions: 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 that annual report (1st, 2nd, 3rd, or 4th) was submitted. Upon time for renewal, the installation manager will select the appropriate dates as each step of the renewal process is taken. Do NOT select future dates; all dates are dates the actual steps WERE completed on. To save current or updated data, check "I have reviewed and verified this information" then click "Update".

CDC opened during the current year

NAEYC Accreditation

Date of NAEYC Accreditation:

1 Year Annual Report Due Date: 1 Year Annual Report Submitted:

2 Year Annual Report Due Date: 2 Year Annual Report Submitted:

3 Year Annual Report Due Date: 3 Year Annual Report Submitted:

4 Year Annual Report Due Date: 4 Year Annual Report Submitted:

NAEYC Accreditation Renewal

Renewal Application Due Date: Renewal Application Submitted:

Renewal Materials Due Date: Renewal Materials Submitted:

Site Visit Expected Due Date: Site Visit Complete:

CNIC Waiver End Date:

I have reviewed and verified this information.

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.

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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.

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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.

	Cumulative total from previous quarters	October	New children entering in November	New children entering in December	FY year to date total
Mild disability or other special need:	0	<input type="text"/>	<input type="text"/>	<input type="text"/>	0
Moderate disability or other special need:	0	<input type="text"/>	<input type="text"/>	<input type="text"/>	0
Significant disability or other special need:	0	<input type="text"/>	<input type="text"/>	<input type="text"/>	0
Totals	0	0	0	0	0

DEFINITIONS


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. The CYP professionals generally handle these cases with no outside support from KIT or the Inclusion Action Team.

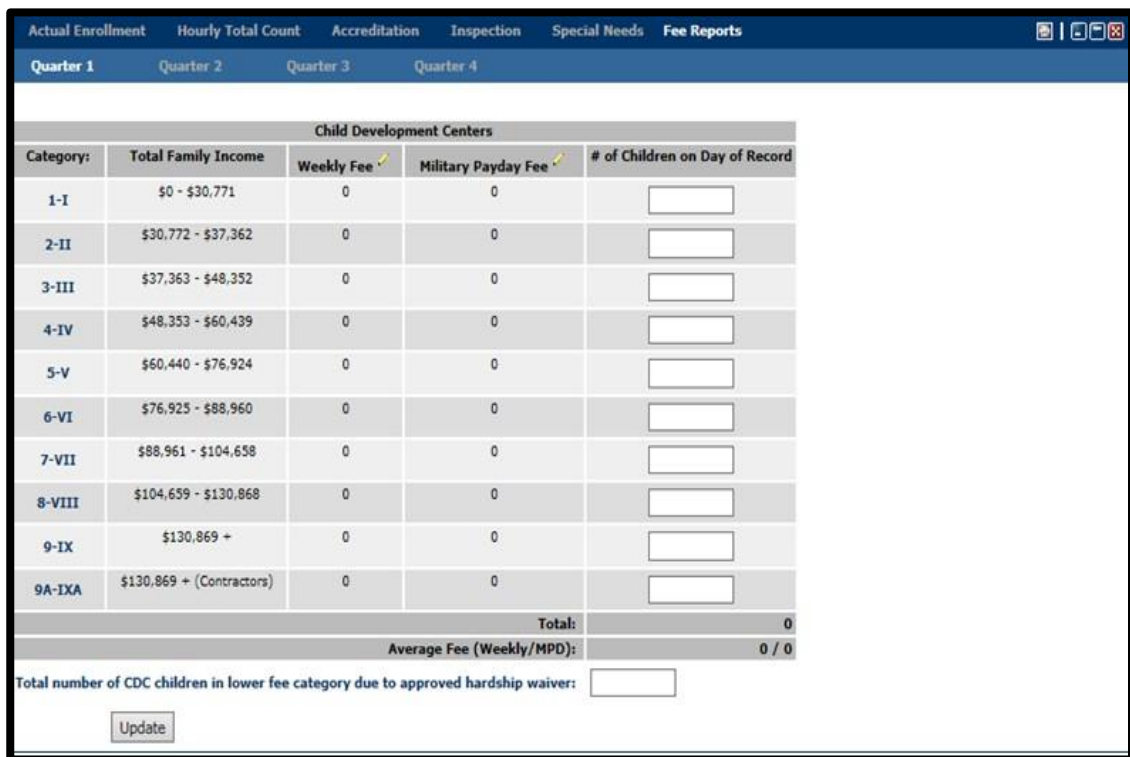
Moderate disability or other special need (Needs some accommodation to participate in group care) Examples include: Chronic health condition that does require KIT/IAT involvement, challenging or aggressive behavior, speech/language delay, limited mobility, asthma or certain allergies. The KIT Support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

Figure 43: CDC Special Needs Tab

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- 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.





Child Development Centers				
Category:	Total Family Income	Weekly Fee 	Military Payday Fee 	# of Children on Day of Record
1-I	\$0 - \$30,771	0	0	<input type="text"/>
2-II	\$30,772 - \$37,362	0	0	<input type="text"/>
3-III	\$37,363 - \$48,352	0	0	<input type="text"/>
4-IV	\$48,353 - \$60,439	0	0	<input type="text"/>
5-V	\$60,440 - \$76,924	0	0	<input type="text"/>
6-VI	\$76,925 - \$88,960	0	0	<input type="text"/>
7-VII	\$88,961 - \$104,658	0	0	<input type="text"/>
8-VIII	\$104,659 - \$130,868	0	0	<input type="text"/>
9-IX	\$130,869 +	0	0	<input type="text"/>
9A-IXA	\$130,869 + (Contractors)	0	0	<input type="text"/>
Total:				0
Average Fee (Weekly/MPD):				0 / 0
Total number of CDC children in lower fee category due to approved hardship waiver:				<input type="text"/>
<input type="button" value="Update"/>				

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.

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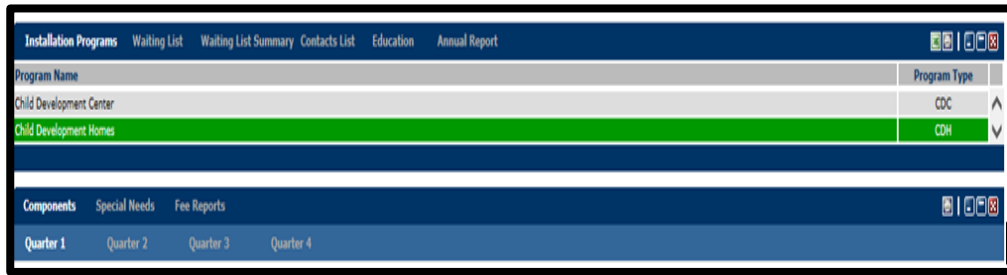


Figure 45: CDH Program Data Main Pane

- **Components:** The components tab consists of 4 tables where data can be 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.

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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

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“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.

Components **Special Needs** Fee Reports

Quarter 1 Quarter 2 Quarter 3 Quarter 4

INSTRUCTIONS: For October, enter the total number of children, with the designated disability, in attendance for Full Time Care, Part Time Care, and Hourly Care. Count each child only once. For each successive month (Nov, Dec, Jan, etc.), enter only the number of NEW children who entered the program during that month with the designated disabilities. Count each child only once.

	Cumulative total from previous quarters	October	New children entering in November	New children entering in December	FY year to date total
Mild disability or other special need:	0	<input type="text"/>	<input type="text"/>	<input type="text"/>	0
Moderate disability or other special need:	0	<input type="text"/>	<input type="text"/>	<input type="text"/>	0
Significant disability or other special need:	0	<input type="text"/>	<input type="text"/>	<input type="text"/>	0
Totals	0	0	0	0	0


DEFINITIONS

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. The 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.

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”.

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Child Development Homes			
Category:	Total Family Income	Weekly Fee	# of Children on Day of Record
1-I	\$0 - \$30,771	0	<input type="text"/>
2-II	\$30,772 - \$37,362	0	<input type="text"/>
3-III	\$37,363 - \$48,352	0	<input type="text"/>
4-IV	\$48,353 - \$60,439	0	<input type="text"/>
5-V	\$60,440 - \$76,924	0	<input type="text"/>
6-VI	\$76,925 - \$88,960	0	<input type="text"/>
7-VII	\$88,961 - \$104,658	0	<input type="text"/>
8-VIII	\$104,659 - \$130,868	0	<input type="text"/>
9-IX	\$130,869 +	0	<input type="text"/>
9A-IXA	\$130,869 + (Contractors)	0	<input type="text"/>
Total:			0
Average Weekly Fee:			0

Total number of CDH children in lower fee category due to approved hardship waiver:

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.

Program Name	Program Type
Child Development Center	CDC
Child Development Home	CDH
School Age Care	SAC
YP	YP

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

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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.

SAC Component Name	Component Type	# of Session Weeks	# of Daily Hours	Modeled Enrollment	Prorated Enrollment	October	November	December	Average Actual Enrollment	Prorated Average Actual Enrollment
Kindergarten	1/2 Kindergarten	37	6	30	22	<input type="text"/>	<input type="text"/>	<input type="text"/>		
Day Camps	Camps/Holiday	14	12	165	45	<input type="text"/>	<input type="text"/>	<input type="text"/>		
Before School	Before School	37	3	137	49	<input type="text"/>	<input type="text"/>	<input type="text"/>		
After school	After School	37	4	150	54	<input type="text"/>	<input type="text"/>	<input type="text"/>		
TOTAL					170	0	0	0	0.00	0

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

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(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

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- **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.

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INSTRUCTIONS: For October, enter the total number of children, with the designated disability, in attendance for Full Time Care, Part Time Care, and Hourly Care. Count each child only once. For each successive month (Nov, Dec, Jan, etc.), enter only the number of NEW children who entered the program during that month with the designated disabilities. Count each child only once.

	Cumulative total from previous quarters	October	New children entering in November	New children entering in December	FY year to date total
Mild disability or other special need:	0	<input type="text"/>	<input type="text"/>	<input type="text"/>	0
Moderate disability or other special need:	0	<input type="text"/>	<input type="text"/>	<input type="text"/>	0
Significant disability or other special need:	0	<input type="text"/>	<input type="text"/>	<input type="text"/>	0
Totals	0	0	0	0	0


DEFINITIONS

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. The 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.

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”.

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School Age Care									
Category:	Total Family Income	Before School MPD Fee	After School MPD Fee	Before & After MPD Fee	Full Day Camp Weekly Fee	Before Only # of Children	After Only # of Children	Before and After Care # of Children	Full Day Camp # of Children
1-I	\$0 - \$30,771	0	0	0	0				
2-II	\$30,772 - \$37,362	0	0	0	0				
3-III	\$37,363 - \$48,352	0	0	0	0				
4-IV	\$48,353 - \$60,439	0	0	0	0				
5-V	\$60,440 - \$76,924	0	0	0	0				
6-VI	\$76,925 - \$88,960	0	0	0	0				
7-VII	\$88,961 - \$104,658	0	0	0	0				
8-VIII	\$104,659 - \$130,868	0	0	0	0				
9-IX	\$130,869 +	0	0	0	0				
9A-IXA	\$130,869 + (Contractors)	0	0	0	0				
Total:					0	0	0	0	0
Average Fee:					0	0	0	0	0

Total number SAC children in lower fee category due to approved hardship waiver:

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.

Program Name	Program Type
Chinhee Mini-CDC/CDGH	CDC
Youth Program	YTH

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

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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.

Component Name	Component Type	Age Group	Enrollment	Cumulative total from previous quarters	October Total Participants	November Total Participants	December Total Participants	FY year to date total
Youth Dances	Community Events	Youth/Teens 6-18	6	0				0
Trips and Tours	Teen Program	Teens 13-18	10	0				0
Special Events/Holidays	Teen Program	Youth/Teens 6-18	30	0				0
Parents Night Out	Community Events	All Youth 0-18	15	0				0
Open Recreation Teen	Teen Program	Teens 13-18	10	0				0
TOTAL				=====	=====	=====	=====	=====
				0	0	0	0	0
					<input type="button" value="Update"/>	<input type="button" value="Update"/>	<input type="button" value="Update"/>	

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.

Registered Users on DOR	Cumulative total for previous quarters	October	November	December	FY year to date total
DMDC Number		51	51	51	
Registered Users: Ages Under 9	0				0
Registered Users: Ages 9 to 12	0				0
Registered Users: Ages 13 to 18	0				0
Registered Users Total	0	0	0	0	0
Registered Users as a percentage of DMDC		0.00%	0.00%	0.00%	
					<input type="button" value="Update"/>

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Figure 56: YTH Registered Users 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.

Final Date of Annual Inspection	MDTI to Start By	MDTI Inspection Date	Inspection Type	Inspection Completion Date	DoD Certificate to Operate Expiration Date
			Comprehensive Fire Inspection		
			Comprehensive Safety Inspection		
			Comprehensive Sanitation Inspection		

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.

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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.

INSTRUCTIONS: For October, enter the total number of children, with the designated disability, in attendance for Full Time Care, Part Time Care, and Hourly Care. Count each child only once. For each successive month (Nov, Dec, Jan, etc.), enter only the number of NEW children who entered the program during that month with the designated disabilities. Count each child only once.

Disability/Need	Cumulative total from previous quarters	October	New children entering in November	New children entering in December	FY year to date total
Mild disability or other special need:	0	<input type="text"/>	<input type="text"/>	<input type="text"/>	0
Moderate disability or other special need:	0	<input type="text"/>	<input type="text"/>	<input type="text"/>	0
Significant disability or other special need:	0	<input type="text"/>	<input type="text"/>	<input type="text"/>	0
Totals	0	0	0	0	0

DEFINITIONS
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. The CIP 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.

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.

Program Name	Program Type
Child Development Center Little Creek	CDC
Child Development Center Fort Story Modular	CDC
Child Development Center Little Creek MILCON	CDC
Child Development Center Fort Story	CDC
24/7 Center	24/7

Components Special Needs Inspection Fee Reports

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

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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.

INSTRUCTIONS: For monthly day of record, enter 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 is counted for 5 visits.

	October			November			December		
	Full Time	Part Time	Hourly (Monthly Count)	Full Time	Part Time	Hourly (Monthly Count)	Full Time	Part Time	Hourly (Monthly Count)
Infants:	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Pretoddlers:	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Toddlers:	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Preschool:	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
School Age:	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Total:	0	0	0	0	0	0	0	0	0

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

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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.

INSTRUCTIONS: For October, enter the total number of children, with the designated disability, in attendance for Full Time Care, Part Time Care, and Hourly Care. Count each child only once. For each successive month (Nov, Dec, Jan, etc.), enter only the number of NEW children who entered the program during that month with the designated disabilities. Count each child only once.

	Cumulative total from previous quarters	October	New children entering in November	New children entering in December	FY year to date total
Mild disability or other special need:	0	<input type="text"/>	<input type="text"/>	<input type="text"/>	0
Moderate disability or other special need:	0	<input type="text"/>	<input type="text"/>	<input type="text"/>	0
Significant disability or other special need:	0	<input type="text"/>	<input type="text"/>	<input type="text"/>	0
Totals	0	0	0	0	0

DEFINITIONS

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. The 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.

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.

INSTRUCTIONS: 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. Through the current year, update this tab if/when these annual installation inspections are conducted again.


Final Date of Annual Inspection	MDTI to Start By	MDTI Inspection Date	Inspection Type	Inspection Completion Date	DoD Certificate to Operate Expiration Date
<input type="text"/>	<input type="text"/>	<input type="text"/>	Comprehensive Fire Inspection	<input type="text"/>	<input type="text"/>
			Comprehensive Safety Inspection	<input type="text"/>	
			Comprehensive Sanitation Inspection	<input type="text"/>	

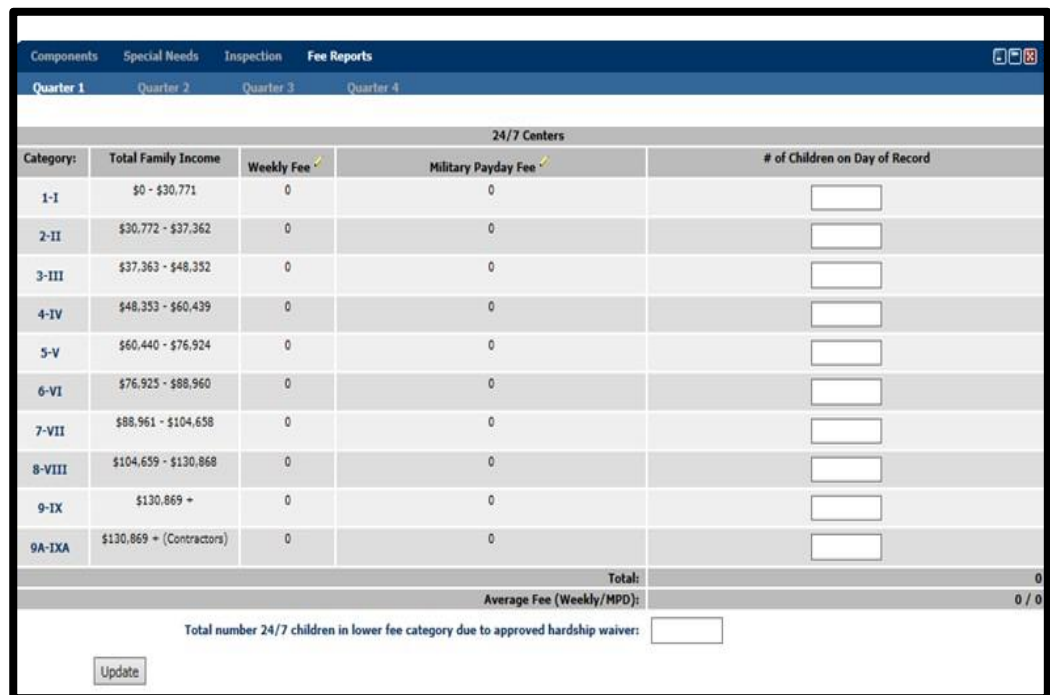
I have reviewed and verified this information.

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

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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.





24/7 Centers				
Category:	Total Family Income	Weekly Fee 	Military Payday Fee 	# of Children on Day of Record
1-I	\$0 - \$30,771	0	0	<input type="text"/>
2-II	\$30,772 - \$37,362	0	0	<input type="text"/>
3-III	\$37,363 - \$48,352	0	0	<input type="text"/>
4-IV	\$48,353 - \$60,439	0	0	<input type="text"/>
5-V	\$60,440 - \$76,924	0	0	<input type="text"/>
6-VI	\$76,925 - \$88,960	0	0	<input type="text"/>
7-VII	\$88,961 - \$104,658	0	0	<input type="text"/>
8-VIII	\$104,659 - \$130,868	0	0	<input type="text"/>
9-IX	\$130,869 +	0	0	<input type="text"/>
9A-IXA	\$130,869 + (Contractors)	0	0	<input type="text"/>
Total:				0
Average Fee (Weekly/MPD):				0 / 0
Total number 24/7 children in lower fee category due to approved hardship waiver:				<input type="text"/>

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.

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Program Name	Program Type
Child Development Center	CDC
24/7	24/7
Child Development Home	CDH
School Age Care	SAC
Youth Program	YTH
YP	YP

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.

Business Line Name	Business Line Type	Default Cost Center
Community Events	Community Events	YTH Cost Center
Rec PS	REC Preschool	YTH Cost Center
RSAP	RSAP	YTH Cost Center
SAC	SAC	SAC Cost Center
Teens	Teens	YTH Cost Center
YSF	YSF	YTH Cost Center

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.

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Business Lines		Registered Users		Special Needs	
Quarter 1	Quarter 2	Quarter 3	Quarter 4		
INSTRUCTIONS: Enter the number of registered users of the Youth Program 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.					
Registered Users on DOR	Cumulative total from previous quarters	October	November	December	FY year to date total
DMDC Number		356	356	356	
Registered Users: Ages Under 9	0	10	40	70	120
Registered Users: Ages 9 to 12	0	20	50	80	150
Registered Users: Ages 13 to 18	0	30	60	90	180
Registered Users Total	0	60	150	240	450
Registered Users as a percentage of DMDC		16.85%	42.13%	67.42%	

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.

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Business Lines Registered Users **Special Needs**

Quarter 1 Quarter 2 Quarter 3 Quarter 4

INSTRUCTIONS: For October, enter the total number of children, with the designated disability, in attendance for Full Time Care, Part Time Care, and Hourly Care. Count each child only once. For each successive month (Nov, Dec, Jan, etc.), enter only the number of NEW children who entered the program during that month with the designated disabilities. Count each child only once.

Disability/Need	Cumulative total from previous quarters	October	New children entering in November	New children entering in December	FY year to date total
Mild disability or other special need:	0	<input type="text"/>	<input type="text"/>	<input type="text"/>	0
Moderate disability or other special need:	0	<input type="text"/>	<input type="text"/>	<input type="text"/>	0
Significant disability or other special need:	0	<input type="text"/>	<input type="text"/>	<input type="text"/>	0
Totals	0	0	0	0	0

DEFINITIONS

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. The 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.

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.

Business Line Name	Business Line Type	Default Cost Center
Community Events	Community Events	YTH Cost Center
Rec PS	REC Preschool	YTH Cost Center
RSAP	RSAP	YTH Cost Center
SAC	SAC	SAC Cost Center
Teens	Teens	YTH Cost Center
YSF	YSF	YTH Cost Center

Actual Enrollment

Quarter 1 Quarter 2 Quarter 3 Quarter 4

Events	Average Participants	October	November	December
Event	5	<input type="text"/>	<input type="text"/>	<input type="text"/>
TOTAL	5	0	0	0

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

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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.

Business Line Name	Business Line Type	Default Cost Center
Community Events	Community Events	YTH Cost Center
Rec PS	REC Preschool	YTH Cost Center
RSAP	RSAP	YTH Cost Center
SAC	SAC	SAC Cost Center
Teens	Teens	YTH Cost Center
YSF	YSF	YTH Cost Center

Actual Enrollment		Inspection				
		Quarter 1	Quarter 2	Quarter 3	Quarter 4	
Event Name	Custodial Care	Average Participants	October	November	December	
Event		5				
TOTAL		5	0	0	0	

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.

Business Line Name	Business Line Type	Default Cost Center
Community Events	Community Events	YTH Cost Center
Rec PS	REC Preschool	YTH Cost Center
RSAP	RSAP	YTH Cost Center
SAC	SAC	SAC Cost Center
Teens	Teens	YTH Cost Center
YSF	YSF	YTH Cost Center

Actual Enrollment | **Inspection**

Quarter 1 | Quarter 2 | Quarter 3 | Quarter 4

Instructions: 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. Through the current year, update this tab if/when these annual installation inspections are conducted again.

CNIC Certification					
Final Date of Annual Inspection	MDTI to Start By	MDTI Inspection Date	Inspection Type	Inspection Completion Date	DoD Certificate to Operate Expiration Date
<input type="text"/>		<input type="text"/>	Comprehensive Fire Inspection	<input type="text"/>	<input type="text"/>
			Comprehensive Safety Inspection	<input type="text"/>	
			Comprehensive Sanitation Inspection	<input type="text"/>	

I have reviewed and verified this information.

Figure 70: Rec PS Inspection Tab

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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.

Business Line Name	Business Line Type	Default Cost Center
Community Events	Community Events	YTH Cost Center
Rec PS	REC Preschool	YTH Cost Center
RSAP	RSAP	YTH Cost Center
SAC	SAC	SAC Cost Center
Teens	Teens	YTH Cost Center
YSF	YSF	YTH Cost Center

Actual Enrollment		Inspection			
Quarter 1	Quarter 2	Quarter 3	Quarter 4		
Events	Event Type	Average Participants	October	November	December
Event	Open Rec - Weekday	5	1		
TOTAL		=====	=====	=====	=====
		5	1	0	0
			<input type="button" value="Update"/>	<input type="button" value="Update"/>	<input type="button" value="Update"/>

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.

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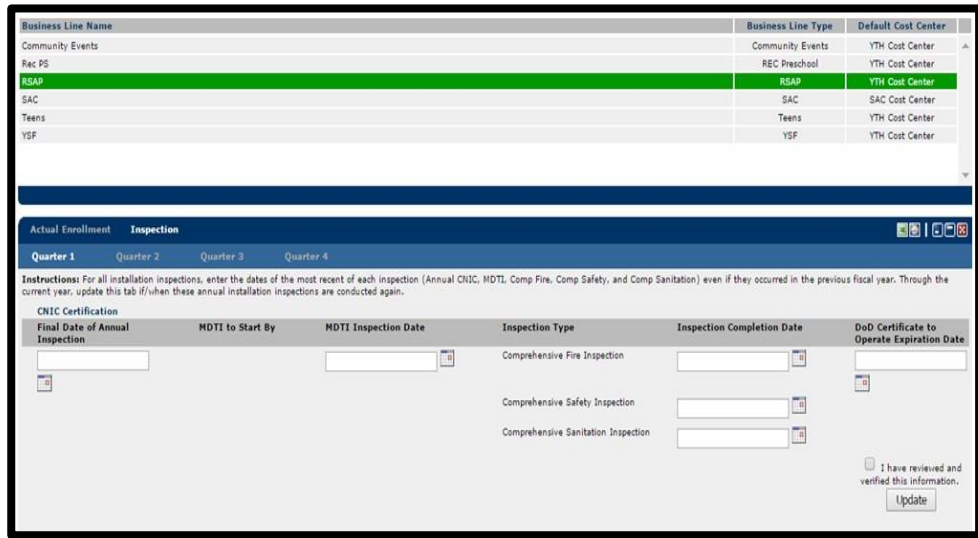


Figure 72: RSAP Inspection Tab

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.

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Business Line Name	Business Line Type	Default Cost Center
Community Events	Community Events	YTH Cost Center
Rec PS	REC Preschool	YTH Cost Center
RSAP	RSAP	YTH Cost Center
SAC	SAC	SAC Cost Center
Teens	Teens	YTH Cost Center
YSF	YSF	YTH Cost Center

Actual Enrollment										
Quarter 1			Quarter 2			Quarter 3			Quarter 4	
INSTRUCTIONS: 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 on the 'Hourly Total Count' tab.										
SAC Component Name	Component Type	# of Session Weeks	# of Daily Hours	Modeled Enrollment	Prorated Enrollment	October	November	December	Average Actual Enrollment	Prorated Average Actual Enrollment
Component	1/2 Kindergarten	5	5	5	1					
TOTAL					=====	=====	=====	=====	0.00	=====
						Update	Update	Update		

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.

Business Line Name	Business Line Type	Default Cost Center
Community Events	Community Events	YTH Cost Center
Rec PS	REC Preschool	YTH Cost Center
RSAP	RSAP	YTH Cost Center
SAC	SAC	SAC Cost Center
Teens	Teens	YTH Cost Center
YSF	YSF	YTH Cost Center

Actual Enrollment							
Hourly Total Count							
Quarter 1		Quarter 2		Quarter 3		Quarter 4	
INSTRUCTIONS: 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 utilized 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.							
	October Hourly (Monthly Count)	November Hourly (Monthly Count)	December Hourly (Monthly Count)				
School Age:	<input type="text"/>	<input type="text"/>	<input type="text"/>				
	=====	=====	=====				
Total:	0	0	0				
			Update				

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

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(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.

Business Line Name	Business Line Type	Default Cost Center
Community Events	Community Events	YTH Cost Center
Rec PS	REC Preschool	YTH Cost Center
RSAP	RSAP	YTH Cost Center
SAC	SAC	SAC Cost Center
Teens	Teens	YTH Cost Center
YSF	YSF	YTH Cost Center

Actual Enrollment | **Hourly Total Count** | **Accreditation** | **Inspection** | **Fee Reports**

Quarter 1 | Quarter 2 | Quarter 3 | Quarter 4

Instructions: 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 that annual report (1st, 2nd, or 3rd) was submitted. Upon time for renewal, the installation manager will select the appropriate dates as each step of the renewal process is taken. Do NOT select future dates; all dates are dates the actual steps WERE completed on. To save current or updated data, check "I have reviewed and verified this information" then click "Update".

COA Accreditation

Date of COA Accreditation:

1 Year Annual Report Due Date: | 1 Year Annual Report Submitted:

2 Year Annual Report Due Date: | 2 Year Annual Report Submitted:

3 Year Annual Report Due Date: | 3 Year Annual Report Submitted:

COA Accreditation Renewal

Application Due Date: | Application Submitted:

Intake Call Due Date: | Intake Call Initiated:

Self-Study Due Date: | Self-Study Submitted:

Site Visit Due Date: | Site Visit Completed:

CNIC Waiver End Date:

I have reviewed and verified this information.

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.

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Business Line Name	Business Line Type	Default Cost Center
Community Events	Community Events	YTH Cost Center
Rec PS	REC Preschool	YTH Cost Center
RSAP	RSAP	YTH Cost Center
SAC	SAC	SAC Cost Center
Teens	Teens	YTH Cost Center
YSF	YSF	YTH Cost Center

Actual Enrollment
Hourly Total Count
Accreditation
Inspection
Fee Reports

Quarter 1
Quarter 2
Quarter 3
Quarter 4


Instructions: 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. Through the current year, update this tab if/when these annual installation inspections are conducted again.

CNIC Certification

Final Date of Annual Inspection	MDTI to Start By	MDTI Inspection Date	Inspection Type	Inspection Completion Date	DoD Certificate to Operate Expiration Date
<input type="text"/>		<input type="text"/>	Comprehensive Fire Inspection	<input type="text"/>	<input type="text"/>
			Comprehensive Safety Inspection	<input type="text"/>	<input type="text"/>
			Comprehensive Sanitation Inspection	<input type="text"/>	<input type="text"/>

I have reviewed and verified this information.

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.

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Business Lines Registered Users Special Needs

Quarter 1 Quarter 2 Quarter 3 Quarter 4

Business Line Name	Business Line Type	Default Cost Center
Community Events	Community Events	YTH Cost Center
Rec PS	REC Preschool	YTH Cost Center
RSAP	RSAP	YTH Cost Center
SAC	SAC	SAC Cost Center
Teens	Teens	YTH Cost Center
YSF	YSF	YTH Cost Center

Actual Enrollment Hourly Total Count Accreditation Inspection **Fee Reports**

Quarter 1 Quarter 2 Quarter 3 Quarter 4

SAC Instructions: The Average Fee will not compute unless the # number of children is entered for every category (please enter 0 if there are none).

Category	Total Family Income	School Age Care				Before Only # of Children	After Only # of Children	Before and After Care # of Children	Full Day Camp # of Children
		Before School MPD Fee	After School MPD Fee	Before & After MPD Fee	Full Day Camp Weekly Fee				
1-I	\$0 - \$20,771	0	0	0	0				
2-II	\$20,772 - \$37,362	0	0	0	0				
3-III	\$37,363 - \$48,352	0	0	0	0				
4-IV	\$48,353 - \$60,440	0	0	0	0				
5-V	\$60,441 - \$76,924	0	0	0	0				
6-VI	\$76,925 - \$88,960	0	0	0	0				
7-VII	\$88,961 - \$104,658	0	0	0	0				
8-VIII	\$104,659 - \$130,869	0	0	0	0				
9-IX	\$130,869 +	0	0	0	0				
9A-IXA	\$130,869 + (Contractors)	0	0	0	0				
Total:						0	0	0	0
Average Fees:						0	0	0	0

Total number SAC children in lower fee category due to approved hardship waiver:

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.

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Business Line Name	Business Line Type	Default Cost Center
Community Events	Community Events	YTH Cost Center
Rec PS	REC Preschool	YTH Cost Center
RSAP	RSAP	YTH Cost Center
SAC	SAC	SAC Cost Center
Teens	Teens	YTH Cost Center
YSF	YSF	YTH Cost Center

Event Type	Average Participants	October	November	December
Open Rec - Weekday	5			
TOTAL	5	0	0	0

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.

Final Date of Annual Inspection	MDTI to Start By	MDTI Inspection Date	Inspection Type	Inspection Completion Date	DoD Certificate to Operate Expiration Date
<input type="text"/>	<input type="text"/>	<input type="text"/>	Comprehensive Fire Inspection	<input type="text"/>	<input type="text"/>
			Comprehensive Safety Inspection	<input type="text"/>	
			Comprehensive Sanitation Inspection	<input type="text"/>	

I have reviewed and verified this information.

Figure 79: Teen Inspection Tab

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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.

Business Line Name	Business Line Type	Default Cost Center
Community Events	Community Events	YTH Cost Center
Rec PS	REC Preschool	YTH Cost Center
RSAP	RSAP	YTH Cost Center
SAC	SAC	SAC Cost Center
Teens	Teens	YTH Cost Center
YSF	YSF	YTH Cost Center

Sport Name	Category	Sport	Age Group	Format	Average Participants	Actual Participants
Sport	Baseline	Baseball	16-18	Camp/Clinic	10	0
TOTAL					=====	=====
					10	0

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.

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Business Line Name	Business Line Type	Default Cost Center
Community Events	Community Events	YTH Cost Center
Rec PS	REC Preschool	YTH Cost Center
RSAP	RSAP	YTH Cost Center
SAC	SAC	SAC Cost Center
Teens	Teens	YTH Cost Center
YSF	YSF	YTH Cost Center

Volume Participation **Inspection**

Quarter 1 Quarter 2 Quarter 3 Quarter 4

Instructions: 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. Through the current year, update this tab if/when these annual installation inspections are conducted again.

CNIC Certification

Final Date of Annual Inspection	MDTI to Start By	MDTI Inspection Date	Inspection Type	Inspection Completion Date	DoD Certificate to Operate Expiration Date
<input type="text"/>	<input type="text"/>	<input type="text"/>	Comprehensive Fire Inspection	<input type="text"/>	<input type="text"/>
			Comprehensive Safety Inspection	<input type="text"/>	<input type="text"/>
			Comprehensive Sanitation Inspection	<input type="text"/>	<input type="text"/>

I have reviewed and verified this information.

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.

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Regions							
Quarter 1	Quarter 2	Quarter 3	Quarter 4				
Region Name	Status	Start Date	End Date	Completed	Approved	Options	
Southwest	Open	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>	Update	
Southeast	Open	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>	Update	
Singapore	Open	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>	Update	
Northwest	Open	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>	Update	
Naval District Washington	Open	<input type="text"/>	<input type="text"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Update	

Installation List									
Quarter 1	Quarter 2	Quarter 3	Quarter 4						
Installation Name	Type	Status	Start Date	End Date	Completed	Approved	Options		
Anacostia Bolling	Joint Base	Open	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>	Update		
Annapolis	Naval Support Activity	Open	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>	Update		
Bethesda	Naval Support Activity	Open	<input type="text"/>	<input type="text"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Update		
Dahlgren	Naval Support Facility	Open	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>	Update		
Indian Head	Naval Support	Open	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>	Update		

Program List							
Quarter 1	Quarter 2	Quarter 3	Quarter 4				
Program Name	Status	Start Date	End Date	Completed	Approved	Options	
24/7 Center	Open	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>	Update	
Austins Playroom	Open	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>	Update	
CDC MILCON	Open	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>	Update	
Child Development Center	Open	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>	Update	

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'.

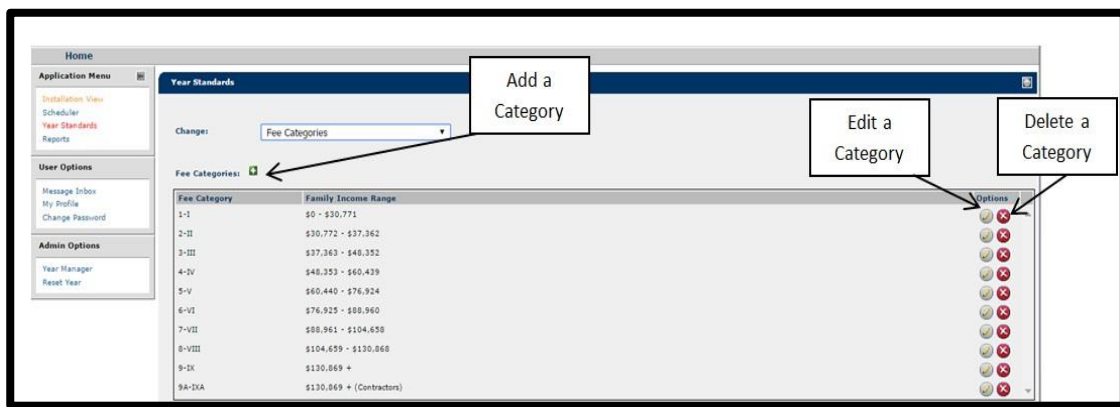



Figure 83: Fee Categories List

- **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.

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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

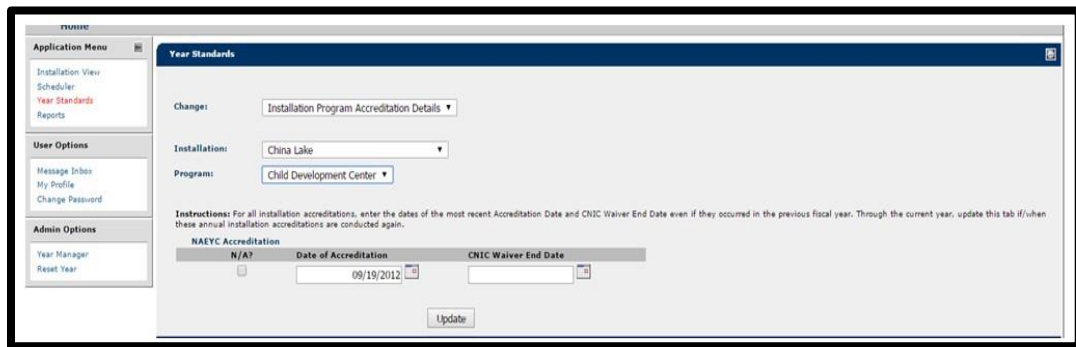
- Deleting a Fee Category:** Fee Categories can be deleted by selecting the delete  icon. Once the icon is selected a warning message will display informing you that "Deleting a Fee Category will delete all fee report values associated to that Fee Category. Are you sure you want to delete this Fee Category?".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

Fee Category	Family Income Range	Options
1-I	\$0 - \$30,771	
2-II	\$30,772 - \$37,362	
3-III	\$37,363 - \$48,352	
4-IV	\$48,353 - \$60,439	
5-V	\$60,440 - \$76,924	
6-VI	\$76,925 - \$88,960	
7-VII	\$88,961 - \$104,658	
8-VIII	\$104,659 - \$130,868	
9-IX	\$130,869 +	
9A-IXA	\$130,869 + (Contractors)	

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.



The screenshot shows a web application interface for "Year Standards". On the left is a navigation menu with sections: "Application Menu" (Installation View, Scheduler, Year Standards, Reports), "User Options" (Message Inbox, My Profile, Change Password), and "Admin Options" (Year Manager, Reset Year). The main content area is titled "Year Standards" and includes a "Change:" dropdown set to "Installation Program Accreditation Details". Below are "Installation:" (China Lake) and "Program:" (Child Development Center) dropdowns. A block of instructions reads: "Instructions: 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. Through the current year, update this tab if/when these annual installation accreditations are conducted again." Below the instructions is a table for "NAEYC Accreditation":

N/A?	Date of Accreditation	CNIC Waiver End Date
<input type="checkbox"/>	09/19/2012	

An "Update" button is located at the bottom of the table.

Figure 87: Installation Program Accreditation Details

6 Reports

The Reports section will allow you to view the reports listed below in HTML, 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.

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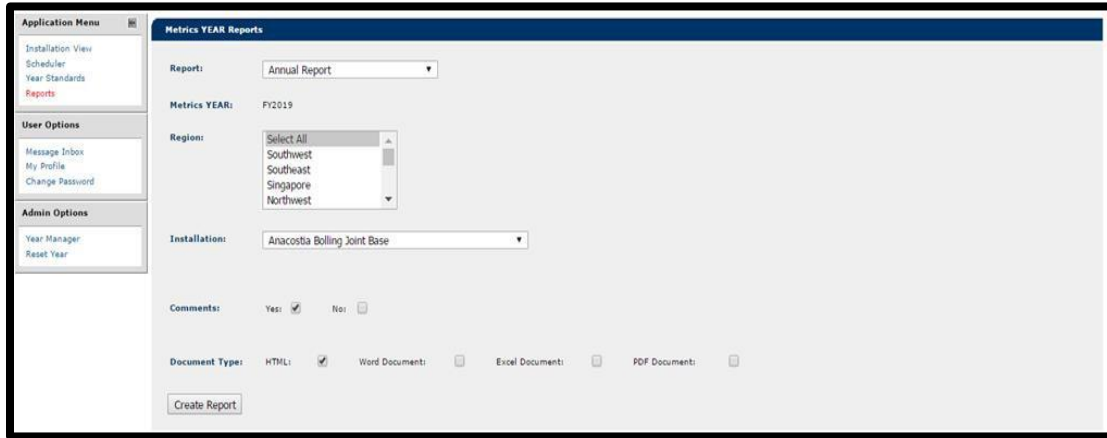


Figure 88: Report Selection/Filter View

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.

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DEPARTMENT OF DEFENSE CHILD DEVELOPMENT PROGRAM (CDP), SCHOOL AGE CARE (SAC), AND YOUTH PROGRAMS (YP) ANNUAL SUMMARY OF OPERATIONS		REPORT CONTROL SYMBOL 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.

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DEPARTMENT OF DEFENSE CHILD DEVELOPMENT PROGRAM (CDP), SCHOOL AGE CARE (SAC), AND YOUTH PROGRAMS (YP)		REPORT CONTROL	
ANNUAL SUMMARY OF OPERATIONS		SYMBOL	
		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			
REGION:	Mid-Atlantic	REPORTING YEAR:	1-Oct 2018 to 30-Sep 2019
INSTALLATIONS:	Little Creek- Fort Story, Metro Norfolk Child Development Homes	BRANCH OF SERVICE:	Navy
1. PROGRAM FACILITIES ON DOR			
1.1 Child and Youth Program Facilities		On Installation	Off Installation
A. Child Development Centers (CDC)			
B. 24/7 Centers Child Development Centers (24/7 CDC)			
C. School Age Care Centers (SAC)			
D. Youth Programs (YP)			
E. Teen Programs			
Sub-Totals:	0	0	0
			TOTAL
1.2 Family Child Care Homes		On Installation	Off Installation
A. CDC/SAC			
B. CDC/SAC/YP			
C. CDC/SAC/YP/TEEN			
D. SAC/YP			
E. SAC/YP/Teen			
F. SAC/Teen			
G. YP/Teen			
Sub-Totals:	0	0	0
			Total
1.3 - Miscellaneous		On Installation	Off Installation
A. CDC/SAC/YP/TEEN within DODEA School Facility			
B. CDC/SAC/YP/TEEN within Public School Facility			
C. CDC/SAC/YP/TEEN within MWR/Service Facilities			
D. Other			
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)			N/A
B. Licensed Affiliate Home (Single Provider)		N/A	
C. Licensed Group-Home (Group & 24/7)			N/A
Sub-Totals:	0	0	
FCC Grand Total:		0	

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.

Contacts Directory

Region: Mid-Atlantic

Region: Mid-Atlantic

Installation: Little Creek- Fort Story Joint Base

Figure 91: Contacts Report

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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.

Waiting List Report

Region: Mid-Atlantic
Installation: Little Creek - Fort Story
Month: October

	Unborn			Infant			Preschoolers			Toddlers			Preschoolers			School Age			Total		
	Projected	Projected	Excess Demand	Preference	Total Projected	Excess Demand	Preference	Total Projected	Excess Demand	Preference	Total Projected	Excess Demand	Preference	Total Projected	Excess Demand	Preference	Total Projected	Excess Demand	Preference	Total Projected	
Priority 1(a) - Combat related wounded warriors	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Priority 1(b) - CYP Program Staff	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Priority 1(c) - Single active duty or dual active duty	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Priority 1(d) - Active duty with a working spouse	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Priority 1(e) - Single or dual DOD civilian employees AIF/H&E	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Priority 1(f) - DOD civilians with a working spouse who is not a DOD civilian	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Priority 1(g) - Surviving spouses of active duty members who died from a combat related incident	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Priority 2 - All categories where a non-working spouse is actively seeking employment	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Priority 3 - All categories where a non-working spouse is enrolled in a post-secondary institution	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Space Available	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0

Metrics YEAR: FY2018
Date: 23-Jun-17

Figure 93: Waiting List Report

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6.6 CDC Details Report

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

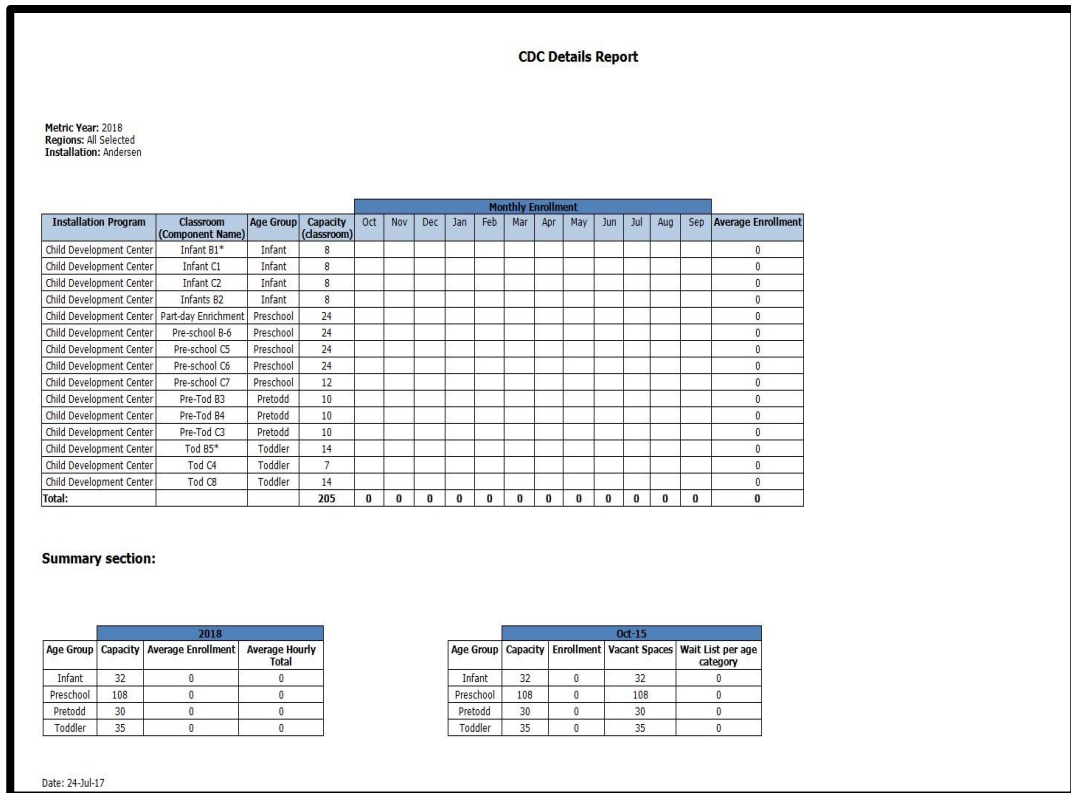


Figure 94: CDC Details Report

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.

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CDH Details Report	
Region: Mid-Atlantic	
Installation: Little Creek- Fort Story	
Month: October	
# Active/In-Process Providers on DOR	
Current Active Providers:	0
Current In-Process Providers:	0
TOTAL	0
Of the above, how many	
Number of Providers who are NAFCC accredited:	0
Number of Providers who are pursuing NAFCC accreditation:	0
Number of Providers who cared for children with a special need:	0
Number of Providers who provided extended hours care:	0
Number of group homes with more than one provider:	0
TOTAL	0
Full/Part-Time & Providers's Own Children	
Infants:	0
Pretoddlers:	0
Toddlers:	0
Preschool:	0
School Age:	0
TOTAL	0
Hourly Care Children	
Infants:	0
Pretoddlers:	0
Toddlers:	0
Preschool:	0
School Age:	0
TOTAL	0
Metrics YEAR:	FY2018
Date:	23-Jun-17

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.

SAC Details Report															
Regions: All Selected															
Installations: All Selected															
SAC Component Type	Modeled Enrollment	Actual Enrollment												Average Enrollment	Variance
		Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep		
1/2 Kindergarten	151													0	151
After School	4465													0	4465
Before School	3020													0	3020
Camps/Holiday	10105													0	10105
Other	4719													0	4719
Spring Camp	1663													0	1663
Summer Camp	1613													0	1613
Winter Camp	1553													0	1553
Total:	27289	0	0	0	0	0	0	0	0	0	0	0	0	0	27289
Metrics YEAR:	FY2019														
Date:	24-Apr-17														

Figure 96: SAC Details Report

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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.*

YTH Details Report																
Regions: All Selected																
Installation: Andersen																
Registered Users on DOR																
	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep				
DMDC Number	1102	1102	1102	1102	1102	1102	1102	1102	1102	1102	1102	1102	1102			
Registered Users: Ages Under 9	6	7	8	6	7	8	6	7	8	6	7	8				
Registered Users: Ages 9 to 12	10	11	12	10	11	12	10	11	12	10	11	12				
Registered Users: Ages 13 to 18	14	15	16	14	15	16	14	15	16	14	15	16				
Registered Users Total:	30	33	36	30	33	36	30	33	36	30	33	36				
Registered Users as a percentage of DMDC:	2.72 %	2.99 %	3.27 %	2.72 %	2.99 %	3.27 %	2.72 %	2.99 %	3.27 %	2.72 %	2.99 %	3.27 %				
Actual Enrollment																
YTH Component Type	Age Group	Modeled Enrollment	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Average Enrollment	Variance
Community Events	Teens 13-18	45													0	45
Community Events	Youth 6-12	80													0	80
Community Events	Youth/Teens 6-18	270													0	270
Recreational School Age	Youth 6-12	1010													0	1010
Teen Program	Teens 13-18	135													0	135
Teen Program	Youth/Teens 6-18	360													0	360
Youth Sports and Fitness	Children 3-5	15													0	15
Youth Sports and Fitness	Youth/Teens 6-18	662													0	662
Total:		2577	0	0	0	0	0	0	0	0	0	0	0	0	0	2577
Metrics YEAR:	FY2018															
Date:	24-Jul-17															

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.

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

Registered Users

Registered Users on DOR	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Average
DOR Number	356	356	356	356	356	356	356	356	356	356	356	356	356
Registered Users 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 DOR	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	Modelled Enrollment	Projected Enrollment	Monthly Enrollment												Average Enrollment	
									Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep		
China Lake	YP	SAC	Component	L2 Kindergarten	1	5	5	1														0
Total:								1	0	0	0	0	0	0	0	0	0	0	0	0	0	0

Community Events

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

RSAP

Installation	Installation Program	Business Line	Event Name	Event Type	Average Participants	Monthly Enrollment												Average Enrollment				
						Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep					
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	0	0	0	0	1

REC Preschool

Installation	Installation Program	Business Line	Event Name	Custodial Care	Average Participants	Monthly Enrollment												Average Enrollment				
						Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep					
China Lake	YP	Rec PS	Event	No	5																	0
Total:					5	0	0	0	0	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	Baseball	Baseball	16-18	Camp/Clinic	10	0
Total:								10	0

Date: 23-Jun-17

Figure 97: YP Details Report

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6.11 Most Current Data Report

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

Most Current Data Report			
Region: Singapore		Enrollment in Camps/Holiday	NA
Installation: Singapore		Enrollment in Before School	NA
		Enrollment in After School	NA
		Hourly Care Provided - All Ages	NA
		CDA Accreditation Expires	NA
		Waiver Expiration Date	NA
		DoD Cert to Op Expiration Date	NA
		Cumulative # of Special Needs YTD	NA
		Before Only Weekly Parent Fee	NA
		Before Only MPD Parent Fee	NA
		After Only Weekly Parent Fee	NA
		After Only MPD Parent Fee	NA
		BIA Weekly Parent Fee	NA
		BIA MPD Parent Fee	NA
		Camp Weekly Parent Fee	NA
		Camp MPD Parent Fee	NA
		Youth Program	Youth Program
		Annual Projected # of Youth Participants	0
		YTD Total Youth Participants	0
		Registered Users Percentage of DMDC	0%
		YP Program	NA
		Registered Users Last Updated	NA
		Special Needs Last Updated	NA
		YSF Business Line	NA
		Volume Participation Last Updated	NA
		Inspections Last Verified	NA
		Teens Business Line	NA
		Actual Enrollment Last Updated	NA
		Inspections Last Verified	NA
		RSAP Business Line	NA
		Actual Enrollment Last Updated	NA
		Inspections Last Verified	NA
		Community Events Business Line	NA
		Actual Enrollment Last Updated	NA
		SAC Business Line	NA
		Components Last Updated	NA
		Hourly Count Last Updated	NA
		Accreditation Last Verified	NA
		Inspections Last Verified	NA
		Fee Report Last Updated	NA
		DoD Cert to Op Expiration Date	No Date
		Cumulative # of Special Needs YTD	0
		Metrics YEAR:	EY2019
		Date:	5-Apr-17

Figure 98: Most Current Data Report

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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.

Last Updated or Verified							
Regions: All Selected							
Installations: All Selected							
Installations	Sigonella	Rota	Naples		Bahrain		
Waiting Lists							
Infants	No Update	No Update			No Update	No Update	
Toddlers	No Update	No Update			No Update	No Update	
Preschoolers	No Update	No Update			No Update	No Update	
School-Age	No Update	No Update			No Update	No Update	
Education							
Last Verified	No Update	No Update			No Update	No Update	
Child Development Center	Child Development Center	Child Development Center	Child Development Center Capodichino	Child Development Center Support Site	Child Development Center	Child Development Center	Child Development Center
Actual Enrollment Last Updated	No Update	No Update	No Update	No Update	No Update	No Update	No
Hourly Count Last Updated	No Update	No Update	No Update	No Update	No Update	No Update	No
Accreditation Last Verified	No Update	No Update	No Update	No Update	No Update	No Update	No
Inspections Last Verified	No Update	No Update	No Update	No Update	No Update	No Update	No
Special Needs Last Updated	No Update	No Update	No Update	No Update	No Update	No Update	No
Fee Report Last Updated	No Update	No Update	No Update	No Update	No Update	No Update	No
24/7 Center	NA	NA	NA	NA	NA	NA	NA
Components Last Updated	NA	NA	NA	NA	NA	NA	NA
Special Needs Last Updated	NA	NA	NA	NA	NA	NA	NA
Child Development Homes	Child Development Home	Child Development Home	Child Development Home		NA		NA
Components Last Updated	No Update	No Update	No Update		NA		NA
Special Needs Last Updated	No Update	No Update	No Update		NA		NA
Fee Report Last Updated	No Update	No Update	No Update		NA		NA
School Age Care	School Age Care	School Age Care	School Age Care		School Age Care	School Age Care	School Age Care
Components Last Updated	No Update	No Update	No Update		No Update	No Update	No
Hourly Count Last Updated	No Update	No Update	No Update		No Update	No Update	No
Accreditation Last Verified	No Update	No Update	No Update		No Update	No Update	No
Inspections Last Verified	No Update	No Update	No Update		No Update	No Update	No
Special Needs Last Updated	No Update	No Update	No Update		No Update	No Update	No
Fee Report Last Updated	No Update	No Update	No Update		No Update	No Update	No
Youth Program	Youth Program	Youth Program	Youth Program		Youth Program	Youth Program	Youth Program
Volume Participation Last Updated	No Update	No Update	No Update		No Update	No Update	No
Registered Users Last Updated	No Update	No Update	No Update		No Update	No Update	No
Inspections Last Verified	No Update	No Update	No Update		No Update	No Update	No
Special Needs Last Updated	No Update	No Update	No Update		No Update	No Update	No
YP Programs	NA	NA	NA		NA	NA	NA
Registered Users Last Updated	NA	NA	NA		NA	NA	NA
Special Needs Last Updated	NA	NA	NA		NA	NA	NA
YSF Business Line	NA	NA	NA		NA	NA	NA
Volume Participation Last Updated	NA	NA	NA		NA	NA	NA
Inspections Last Verified	NA	NA	NA		NA	NA	NA
Teens Business Line	NA	NA	NA		NA	NA	NA
Actual Enrollment Last Updated	NA	NA	NA		NA	NA	NA
Inspections Last Verified	NA	NA	NA		NA	NA	NA
RESAP Business Line	NA	NA	NA		NA	NA	NA
Actual Enrollment Last Updated	NA	NA	NA		NA	NA	NA
Inspections Last Verified	NA	NA	NA		NA	NA	NA
P.B.C. Preschool Business Line	NA	NA	NA		NA	NA	NA
Actual Enrollment Last Updated	NA	NA	NA		NA	NA	NA
Inspections Last Verified	NA	NA	NA		NA	NA	NA
Community Events Business Line	NA	NA	NA		NA	NA	NA

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.

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Installation DASHBOARD DATA REPORT												
Installation Name:		Andersent AFB										
		Today: 04/15/15										
Enrollment Data				Total	Total	CDC		CDH		SAC		
FY	Q	Date	Capacity	Enrollment	Capacity	Enrollment	Capacity	Enrollment	Capacity	Enrollment		
14	3	FY14Q3	331	271	208	160	7	7	116	104		
14	4	FY14Q4	328	264	208	141	4	4	116	119		
15	1	FY15Q1	322	287	208	158	8	8	116	121		
15	2	FY15Q2	330	294	208	165	6	6	116	125		
Wait List Data (Immediate Need and Average Wait Time)												
Age Group	Month											
	Apr-14	May-14	Jun-14	Jul-14	Aug-14	Sep-14	Oct-14	Nov-14	Dec-14	Jan-15	Feb-15	Mar-15
Infant	0	0	0	4	0	0	0	0	0	0	0	3
Pretoddlers	0	0	0	0	0	0	0	0	0	0	0	0
Toddlers	0	0	0	5	0	0	0	0	3	0	0	0
Preschoolers	0	0	0	12	0	0	3	0	0	0	0	0
School-Age	0	0	0	0	0	0	0	0	0	0	0	0
Total	0	0	0	21	0	0	3	0	3	0	0	3
Placement Time (days)	0	0	0	0	0	0	14	10	10	6	6	14
Quality Data		Today: 4/15/15										
Inspection Status (Current Status)		Date of Last Inspection	Days									
Fire		02/07/15	61.0									
Safety												
Health/Sanitation		02/12/15	62.0									
Multi-Disciplinary Team Inspection		02/19/15	55.0									
Dod Certificate to Operate		05/31/15	(46.0)									
Accreditation		04/30/14	350.0									
Raw Data:												
Program Name	Business Line Name	Fire	Safety	Sanitation	MJTI Inspection	Dod Certificate	Accreditation					
CDC												
CDC2												
SAC												
YTH												
247												
Dashboard Dates												

Figure 100: Installation Dashboard Report

7 Admin Options

This section provides Superusers with 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.

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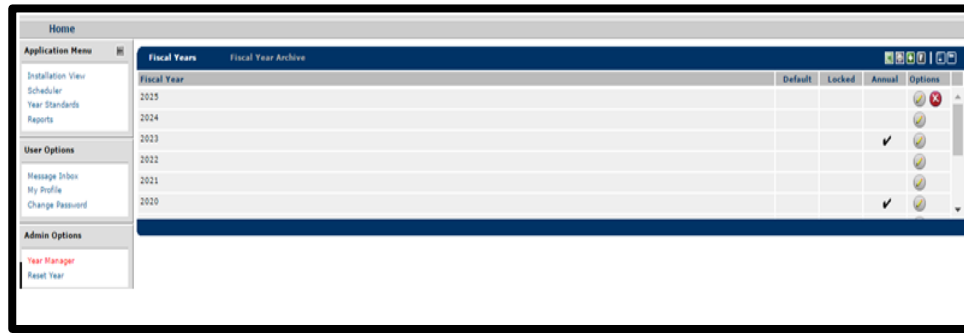



Figure 101: Year Manager

- 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.

Add a New Fiscal Year

Fiscal Year:

Fiscal Year Basis:


Fiscal Scenario Basis:

Locked: Default: Annual Year:

Quarter Start Dates: 1st 2nd 3rd 4th Required

Quarter Locked:

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

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“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.

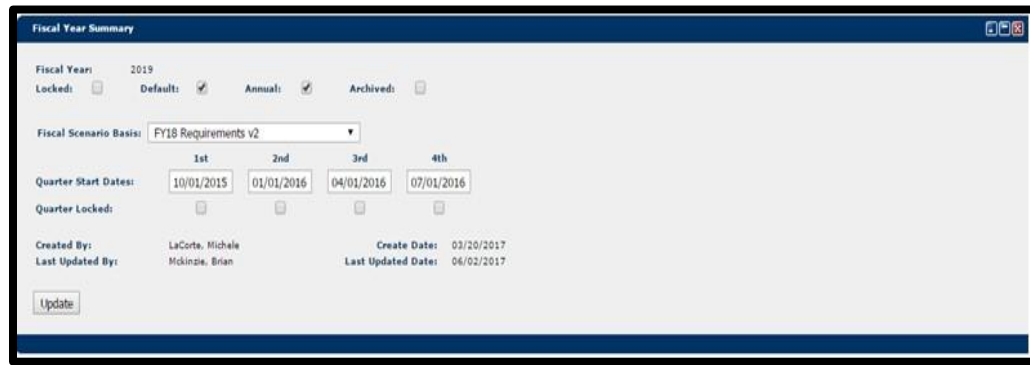

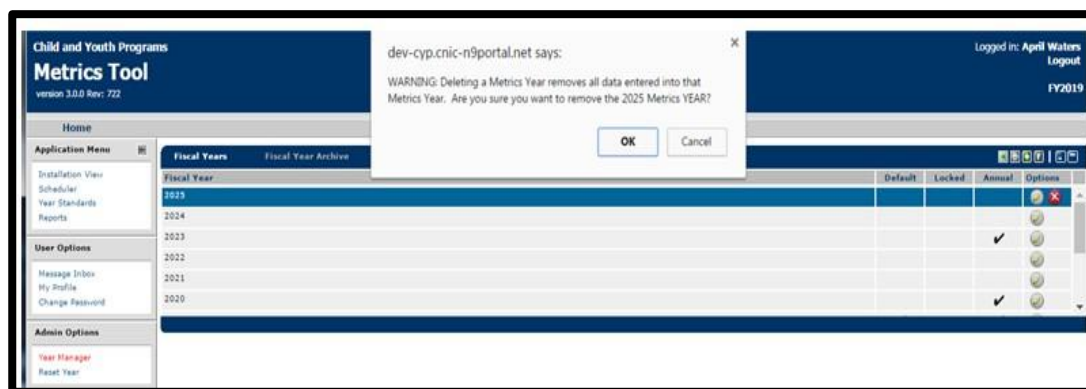


Figure 103: Editing a Fiscal Year

- **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.











Fiscal Year	Default	Locked	Annual	Options
2025				 
2024				
2023				
2022			<input checked="" type="checkbox"/>	
2021				
2020			<input checked="" type="checkbox"/>	

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.

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- **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.

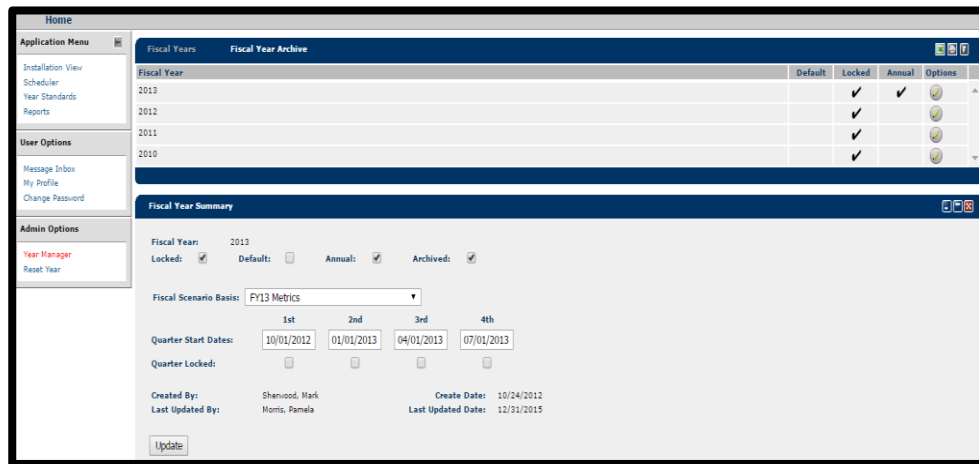


Figure 105: Fiscal Year Archive

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.

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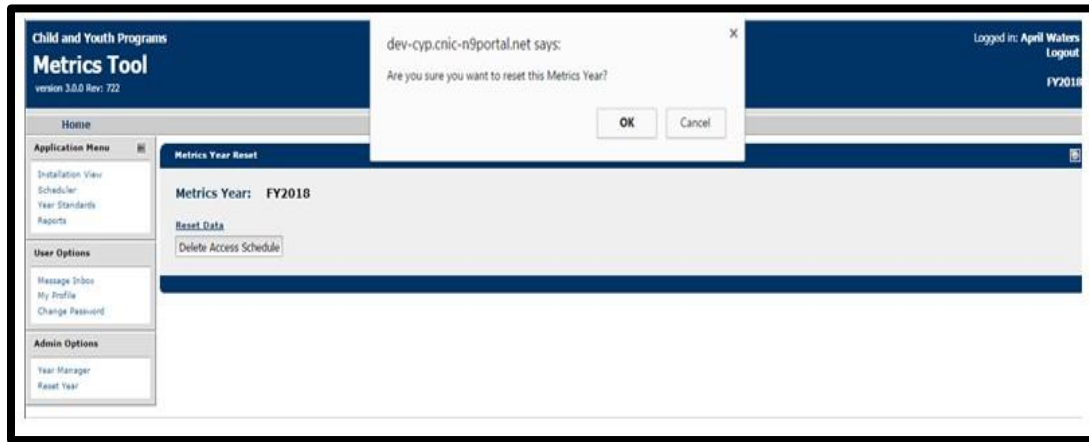


Figure 106: Reset Year View

7.4 User Account Setup

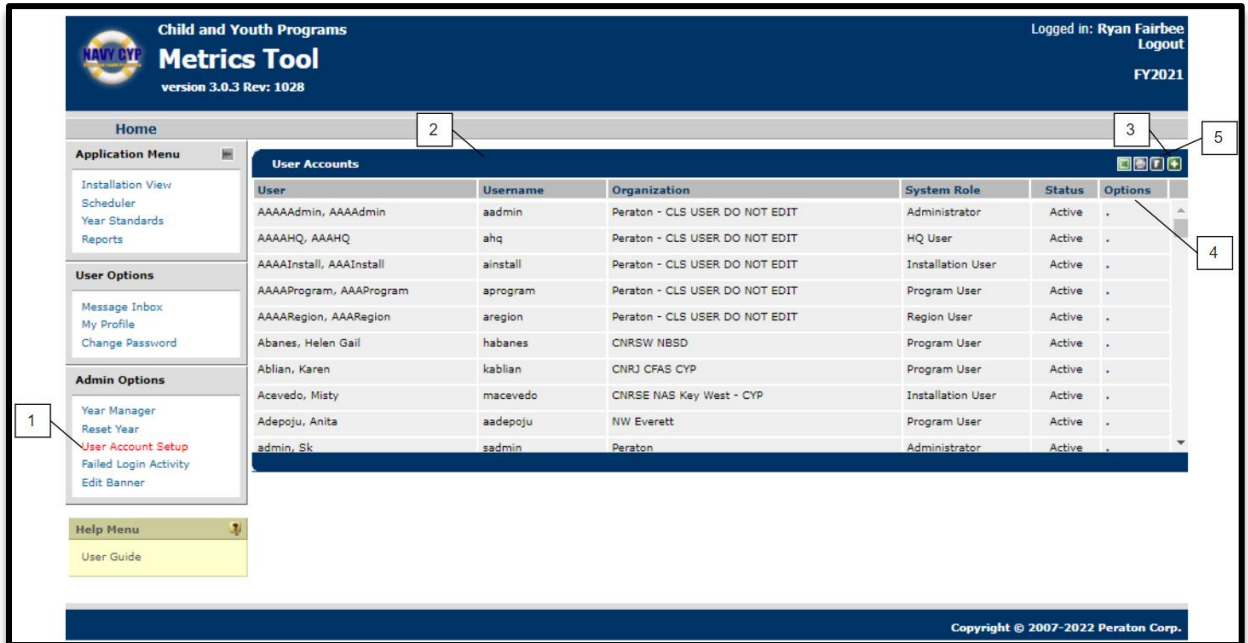


Figure 107: User Accounts

The software will include a User Account Setup link (Callout 1) under the Admin Options menu that Superusers can click to display the User Accounts pane. The grid in the User Accounts pane contains a list of all user accounts (Callout 2). Users with appropriate permissions can click on the add button to add a new user (Callout 3). Users with appropriate permissions can also double-click on an existing user row to update the user account. Users whose status is Inactive will have a Delete button under the Options column for their respective data row (Callout 4). Users can filter the grid by clicking on the filter button (Callout 5).

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7.5 Add a New User

The screenshot shows a web form titled "Add a New User" under the "Applications" tab. The form is organized into two columns of input fields. The left column contains: "Username:" (text box, Required), "Password:" (text box, Required), "System Role:" (dropdown menu with "Program User" selected), and "Inactive:" (checkbox). The right column contains: "Title:" (text box, Required), "First Name:" (text box, Required), "Middle Name:" (text box), "Last Name:" (text box, Required), "Address 1:" (text box), "Address 2:" (text box), "City:" (text box), "State:" (text box), "Zip:" (text box), "Country:" (text box), "Organization:" (text box, Required), "Phone Number:" (text box, Required), "Alt. Phone Number:" (text box), "Fax:" (text box), and "Email:" (text box, Required). At the bottom left, there is a link: "-- Click here for less information --". At the bottom center, there is an "Add" button.

Figure 108: Add a New User

When the add button is clicked the Add a New User pane is displayed which contains an Add a New User tab as well as an Applications tab. Once all required fields in the add pane have valid data the user can click the Add button to add the new user.

The Add a New User pane contains the below fields:

- Username (required)
- Password (required)
- System Role (required)
- Inactive
 - This checkbox is selected if a user has reached their max login failure limit. Superusers can then deselect the checkbox to reactivate the user account.
- Title (required)
- First Name (required)
- Last Name (required)
- Organization (required)
- Phone Number (required)
- Email (required)
- -- Click here for more information –
 - Link that when clicked displays additional non-required fields.

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7.6 Add a New User - Applications

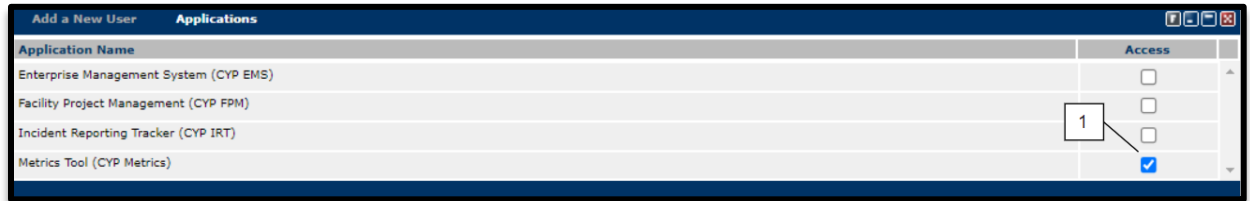


Figure 109: Add a New User - Applications

The Applications tab of the add user pane contains a grid with the list of CYP applications that share the user account being added. Superusers can select which applications this new user account will have access to by checking the box in the respective Access column for an application (Callout 1).

7.7 Edit User – User Summary

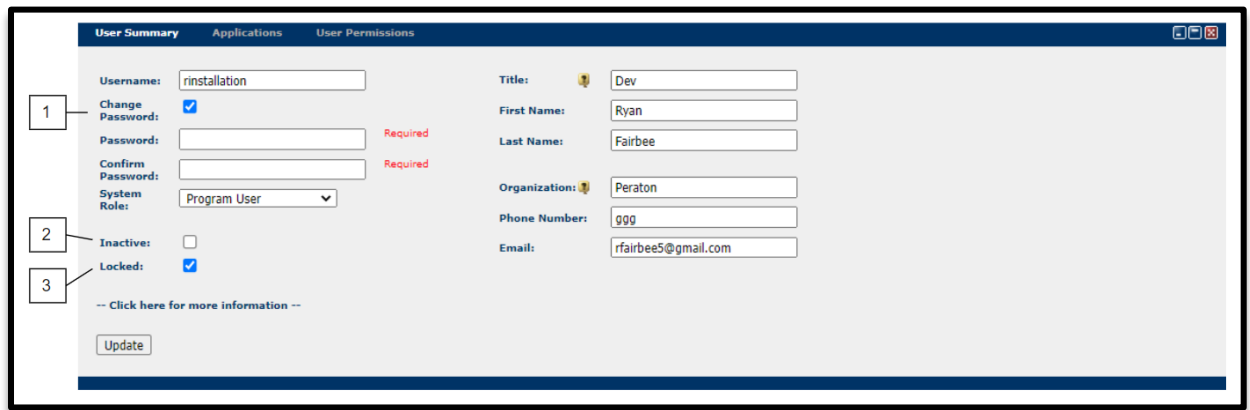


Figure 110: Edit User – User Summary

If an Superuser double-clicks on a data row in the User Accounts grid the edit pane will be displayed with three tabs – User Summary, Applications, and User Permissions. The User Summary pane contains the same data as the Add a New User pane with a few additional fields. The User Summary pane will display a Change Password checkbox that when selected allows the Superuser to change the password of the user (Callout 1). Additionally, the pane will include an Inactive checkbox (Callout 2). Superusers can toggle the Inactive checkbox to mark users as active or inactive. Finally, a Locked checkbox will be displayed in the User Summary pane if a user has reached the failed login attempt limit (Callout 3). Superusers can then deselect the Locked checkbox to unlock the user account.

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7.8 Edit User – Applications

Application Name	Access
Enterprise Management System (CYP EMS)	<input checked="" type="checkbox"/>
Facility Project Management (CYP FPM)	<input type="checkbox"/>
Incident Reporting Tracker (CYP IRT)	<input type="checkbox"/>
Metrics Tool (CYP Metrics)	<input type="checkbox"/>

Figure 111: Edit User – Applications

The Applications tab of the edit pane contains a grid with the list of CYP applications that share the user account being added. Superusers can select which applications the user account will have access to by checking the box in the respective Access column for an application.

7.9 Edit User – User Permissions

Installation Name	Status	Access Level	Program Name	Status	Access Level
Anacostia Bolling III Joint Base	Active		CDH	Active	No Access
Andersen Air Force Base	Active		Child Development Center Bolling 1	Active	No Access
Annapolis Naval Support Activity	Active		Child Development Center Bolling 2	Active	No Access
Atsugi Naval Air Facility	Active		Child Development Center-Anacostia	Active	No Access
AUTEC ADMIN SUPU	Active		School Age Care	Active	No Access
Bahrain Naval Support Activity	Active				

Figure 112: Edit User – User Permissions

The User Permissions tab of the edit user pane contains an Installation grid where users can edit the permissions that a user has to respective installation programs. Superusers can click the Edit button (Callout 1) under the Options column of an installation to display the Program grid (Callout 2). In the program grid, Superusers can update the Access Level for the user account for different installation programs (Callout 3).

7.10 Delete User Confirmation

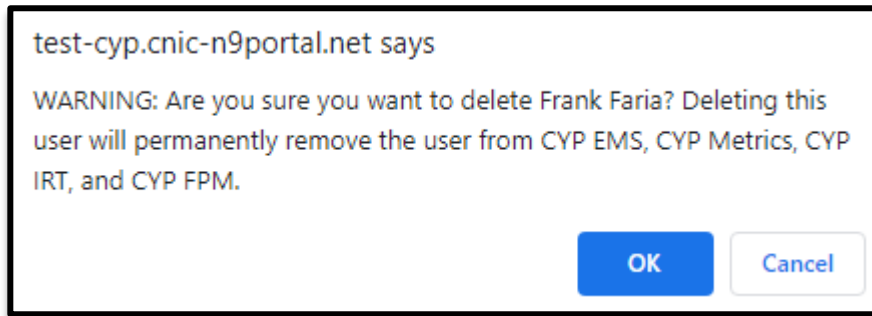


Figure 113: Delete User Confirmation

Superusers can delete users that are Inactive by clicking on the delete button under the Options column of an inactive user. The user will be prompted to confirm the deletion.