

Even Start and Family Literacy Online System Training

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Overview

The ADE state coordinator sets up all of the projects in the system, and assigns program field staff to the projects. Program field staff enters in the information about the families participating in the program, along with their application and enrollment information. Program field staff also enters information on participant attendance, assessments, and outcome.

Before You Start

A participating child may need to be entered into SAIS before they are added to an Even Start/Family Literacy program.

Searching for SAIS ID

SAIS is available via ADE’s Common Logon. If you do not have Common Logon access, or do not see a link for “SAIS ID Number Search” on your menu of Common Logon applications, contact your local site coordinator to request this access.

If you do have access, but do not already know how to look up a student’s SAIS ID, please refer to the following document located on ADE’s web site:

<http://www.ade.az.gov/schoolfinance/STaR/SAISInfoSeries/5InfoAboutSAISIDs.pdf>

Notes related to the “SAIS ID Number Search”

- We recommend entering the minimum information into only those fields which are required when beginning a search.
- Be aware that the “SAIS ID Number Search” will only return results if the information entered exactly matches data that currently resides in SAIS. Example: Information relating to the required fields is listed in SAIS as Smith, John, 06/01/1995. Only an exact match has the potential to return a SAIS ID. Any variation on name (Jon, Johnny), spelling (Smyth, Smithe) or date of birth (01/06/1995) will result in failure to return the correct SAIS ID.

- It may be necessary to enter additional demographic information to identify a student's SAIS ID when using the "SAIS ID Number Search" should the required information result in multiple matches.

To minimize the chance that SAIS will assign a second SAIS ID to a student, those who submit data to SAIS are asked to take all necessary steps to identify SAIS IDs for students who are likely to have been assigned one before submitting transactions to SAIS. When enrollment and personal information transactions that do not contain a SAIS ID are submitted, any difference between the submitted demographic information and the demographic information existing in SAIS for a student increases the possibility that a second SAIS ID will be generated and assigned.

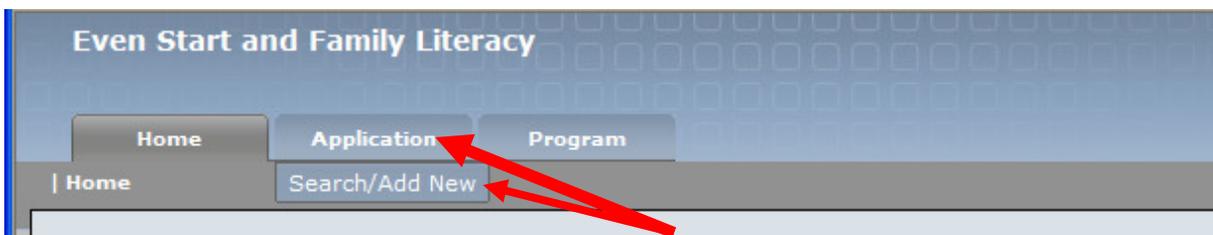
It is also important to understand that students who are thought not to have a SAIS ID, such as those who are new to Kindergarten in a particular school or who are transferring from out of state, may actually have one. Under all circumstances, please check records carefully, determine if a student has ever been enrolled in school in Arizona, and follow the steps outlined in this document to identify the SAIS ID should one have been assigned.

For additional assistance with SAIS, refer to the information on this page:
<http://www.ade.az.gov/schoolfinance/star/>

Adding a New Family and Application

Search for Existing Records

From the Even Start and Family Literacy home page, mouse over the Application tab, and then click Search/Add New. The tabs are always present at the top of the screen for navigation through the functions of this system.



- Before adding a new family and application, search to see if they have already been entered into the system.
- Choose a project from the list to search. Fields can be filled in to narrow the search list, or can be left blank to see all families for the project.
- You will only see projects on the list which the state coordinator has assigned you to use. If a needed project is missing from your list, contact the state coordinator.
- A search can be done by either an adult or child's name, using the Person Type dropdown to specify which you are searching by.
- Click the Search button to initiate the search.
- There may be more than one page of listings. Click the numbers at the bottom left corner of the list to view the other pages.
- Click column headings to sort.
- Click on the Application link to view family information and program application.

- If an existing record for the family cannot be found, select the project to add the family to, and then click the New Application button.
- The new family record that you create will be attached to the project that was selected on the search screen.

The screenshot shows the 'Search Applications' section of the 'Even Start and Family Literacy' online system. It includes a navigation bar with 'Home', 'Application', and 'Program' tabs. The main area contains search filters for Project, Family ID, First Name, Last Name, and Date of Birth. There are radio buttons for 'Search Partial Names' and 'Search Full Names', and a 'Person Type' dropdown menu set to 'Primary Adult'. A 'Search' button and a 'Clear' button are present. To the right, there is a 'Create new application' button labeled 'New Application'. Below the search filters is a 'Search results' table with columns for Family ID, Last Name, First Name, Date of Birth, Fiscal Year, Application Date, Description, and two 'Go To' columns. The table contains 13 rows of data. At the bottom left of the table, there is a page indicator '1 2'. Red dashed boxes and arrows highlight specific features: 'Choose from Projects' points to the Project dropdown; 'Click to initiate search.' points to the Search button; 'Can search by adult or child' points to the Person Type dropdown; 'To view family details' points to the 'Go To' links in the table; 'Click column headings to sort' points to the 'Application Date' column header; and 'Click for additional pages' points to the page indicator.

Add a Family

- Fill in all of the fields on the top half of the Family screen.
- Set the values in the drop-down lists as appropriate for the family.
- Check off boxes for any applicable assistance program the family is currently receiving.
- Click the Save Family button.

Family ID: 252
 Primary Home Language: African
 Family Size:
 Family Income:
 Fiscal Year applying for: 2008
 Project: Community Colleges - Cochise County
 Family Setting: Couple with children
 Household size:
 Below Federal Poverty level:
 Application Date: 02/04/2008

Assistance

Emergency Assistance Payments FosterCare Non-Federal General Assistance SSI TANF

Service Site

No site currently assigned

-- Assign a Site

Add Family Member

First Name: MI: Last Name:

Person Type: Child Participating

Date of Birth: Initial Fiscal Year:

- You will see a red confirmation message that the family has been assigned an ID number.

Assign a Site

- Pick from the list and click the Add Site button to add a site assignment for the family. More than one site can be added.
- This assignment is crucial for recording program attendance and assessments, as you will not be able to record attendance for the family unless a site has been assigned.
- All sites associated with the project display in the dropdown for site assignment.

Assistance

Emergency Assistance Payments FosterCare Non-Federal General Assistance SSI TANF

Service Site

Somerton Elementary District

W F Killip Elementary School

-- Assign a Site

Add Family Member

First Name MI Last Name

Person Type Participating

Needs English Language Assistance
 Needs Adult Basic Education

Date of Birth Initial Fiscal Year

Input the Primary Adult, then click Add Member

Family

Family ID Project

Primary Home Language Family Setting

Family Size Household size

Family Income Below Federal poverty level

Fiscal Year applying for Application Date

Assistance

Emergency Assistance Payments FosterCare Non-Federal General Assistance SSI TANF

Une Bhutto added successfully as a Primary Adult

Service Site

Somerton Elementary District

W F Killip Elementary School

-- Assign a Site

Add Family Member

First Name MI Last Name

Person Type Participating

Date of Birth Initial Fiscal Year

The Primary Adult has been added.

Set up any children and other family members before placement

- To view the list, click the View All Family Members tab on the bottom half of the screen.
- From this list, you can edit basic member information, or delete.

Save family

Eligibility & Placement

Service Site

Somerton Elementary District

W F Killip Elementary School

-- Assign a Site

List of family members

Add Family Member **View All Family Members**

Edit or Delete

Type	First Name	Middle Initial	Last Name	Birth Date	Participating	Edit or Delete
Primary Adult	Une		Bhutto	01/01/1976	<input checked="" type="checkbox"/>	
Secondary Adult	Watane		Bhutto	01/01/1978	<input type="checkbox"/>	
Child	Henry		Bhutto	01/01/2007	<input type="checkbox"/>	
Child	Sarah		Bhutto	01/01/2003	<input checked="" type="checkbox"/>	

Update Details on Family Members for Application

More details are needed on the Primary Adult to complete the application.

- Click the Primary Adult tab.
- Fill in additional details, such as address, phone number, gender, and education level.
- Use the dropdown boxes to indicate Economic Conditions, as appropriate.
- After adding as much detail as possible, click the Save Primary Adult button.
- A red confirmation message will be displayed at the bottom left of the screen.

Family Primary Adult Secondary Adult Children

Click the Primary Adult tab to add application details.

Update Primary Adult details

First Name: Last Name:

Middle Initial:

Date of Birth:

Initial Fiscal Year: Gender:

Years in Program:

Highest Grade attained:

Ethnicity: Residency Status:

Home Phone: Cell Phone:

Economic Conditions

Condition	Type
Adult with a disability	<input type="text" value="N/A"/>
In a displaced homemaker program	<input type="text" value="N/A"/>
In a homeless program	<input type="text" value="N/A"/>
In a remote area	<input type="text" value="N/A"/>
Not in the labor force	<input type="text" value="N/A"/>
Unemployed	<input type="text" value="Past"/>

Does the applicant lack...

Mastery of basic education skills Mastery of English language High school diploma

Home

Type:

Line 1:

Line 2:

City: State: Zip:

Mailing

Type:

Line 1:

Line 2:

City: State: Zip:

After filling in as many details as possible, Save changes.

Save Primary Adult

All other adults not listed as primary can be updated from the Secondary Adult tab. Updates to the Secondary Adults are done in the same manner as Children updates.

To add more details to any children's records, go to the Children tab.

Family Primary Adult Secondary Adult Children

Click the Children tab to add or update.

Select Child

First Name	Middle Initial	Last Name	Date Of Birth	SAIS ID
Henry		Bhutto	01/01/2007	<input type="text" value="←"/>
Sarah		Bhutto	01/01/2003	<input type="text" value="←"/>

- Click on the green square with an arrow by the child's name to view details.
- In the expanded detail view below the list, click the Edit button to update information for that child.

Family Primary Adult Secondary Adult Children

Select Child

First Name	Middle Initial	Last Name	Date Of Birth	SAIS ID
Henry		Bhutto	01/01/2007	
Sarah		Bhutto	01/01/2003	

Child details

First Name	Sarah	Last Name	Bhutto
Date of Birth	01/01/2003	Gender	
Initial Fiscal Year	2006	SAIS ID	
Participation	<input checked="" type="checkbox"/> Participating	Age Group	

Click to view Child details

Click to Edit details

Edit

- In edit mode, select the child's gender from the list, and fill in the Child Group, and the SAIS ID if available. The Child Group is needed on all participating children for Eligibility and Placement.
- Changes can also be made to any fields displayed, as needed.
- Click the Update button to save changes.

Family Primary Adult Secondary Adult Children

Select Child

First Name	Middle Initial	Last Name	Date Of Birth	SAIS ID
Henry		Bhutto	01/01/2007	
Sarah		Bhutto	01/01/2003	

Update Child details

First Name	<input type="text" value="Sarah"/>	Last Name	<input type="text" value="Bhutto"/>
Date of Birth	<input type="text" value="01/01/2003"/>	Gender	<input type="text" value="Female"/>
Initial Fiscal Year	<input type="text" value="2006"/>	SAIS ID	<input type="text" value="12345678"/>
<input checked="" type="checkbox"/> Participating		Child Group	<input type="text" value="5 Kindergarten"/>

Add details, such as SAIS ID & Child Group then click Update

Update Cancel

- The family and application have now been created.
- To indicate eligibility and placement for the family, click the Family tab.
- If enough information is known to make an eligibility and placement decision, go to the Family tab, and click the Eligibility & Placement button.
- Eligibility & Placement can also be accessed from the Add/New search screen at any time.

Return to the Family tab

Family ID: 253
 Primary Home Language: African
 Family Size: 4
 Family Income: 15000
 Fiscal Year applying for: 2008

Project: Flagstaff Unified District
 Family Setting: Extended family (other adults)
 Household size: 6
 Below Federal poverty level:
 Application Date: 02/04/2008

Assistance

Emergency Assistance Payments FosterCare Non-Federal General Assistance SSI TANF

Service Site

Somerton Elementary District
 W F Killip Elementary School
 -- Assign a Site

Family Members

Type	First Name	Middle Initial	Last Name	Birth Date	Participating
Primary Adult	Une		Bhutto	01/01/1976	<input checked="" type="checkbox"/>
Secondary Adult	Watana		Bhutto	01/01/1978	<input type="checkbox"/>

Eligibility and Placement

Information from the Family and Primary Adult tabs of the application will be shown at the top portion of the Eligibility & Placement screen.

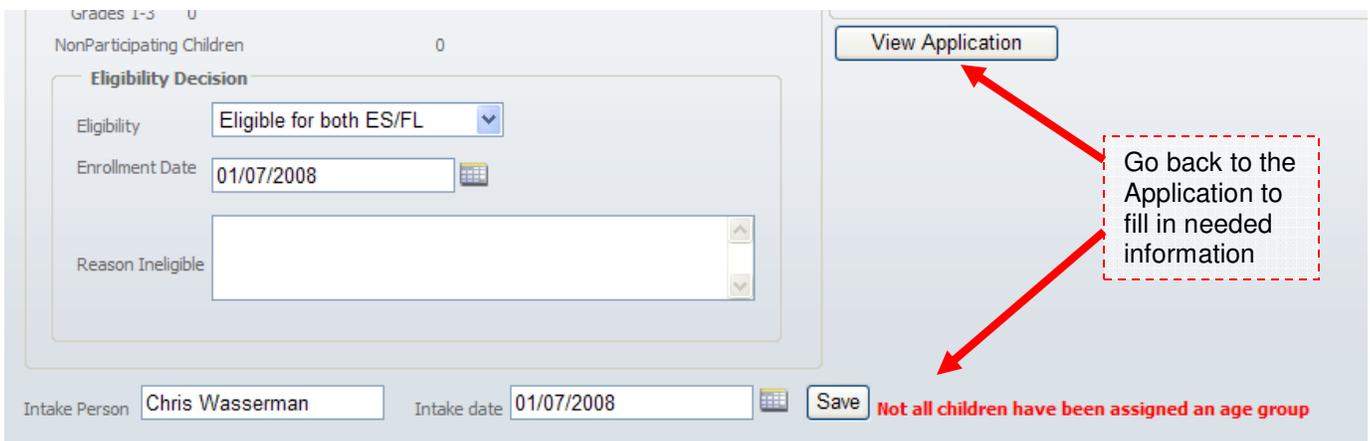
- All Eligibility and Placement fields are required to be filled in before saving.
- A red error message will display by the field if it is not filled in when saving.
- An eligible family must include at least a primary adult and 1 participating child.
- The Child Group must be filled in on all participating children to complete the family's Eligibility and Placement.
- Click the Save button when all fields are completed.

- A red confirmation message will display when all fields are complete and have been saved.

- If you see a message that an eligible family must include 1 participating child, return to the Application, and either add a participating child as a family member, or edit the child from the View All Family Members tab to indicate their participation.

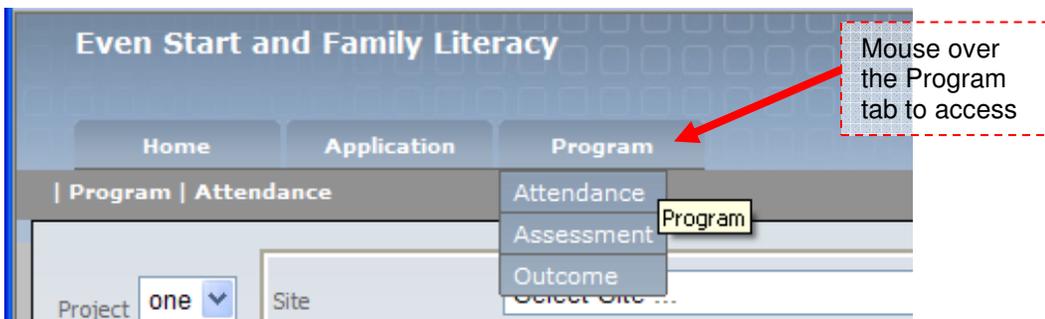


- If you see a message that not all children have been assigned an age group, return to the Application, click the Children tab, and update all participating children's records.



Programs

To log the family's program participation and progress, mouse over the Program tab at the top of the Even Start and Family Literacy page. Three areas can be accessed, program attendance, assessments, and outcome logs.



Attendance

- Program attendance can be logged for all family members participating in the program.
- Adult and child attendance is recorded separately.
- Select a project and site to view participants.

The screenshot shows the 'Program | Attendance' section of the system. It features a navigation bar with 'Home', 'Application', and 'Program' tabs. Below the navigation bar, there are two dropdown menus: 'Project' (set to 'Community Colleges - Cochise County') and 'Site' (set to 'Select Site ...'). To the right of these are two input fields: 'Fiscal Year' (empty) and 'Reporting Month' (set to 'Select month...'). A red dashed box highlights the 'Project' and 'Site' dropdowns, with a red arrow pointing to them from a text box that says 'Select Project and Site to view a list of participating people for the site'.

- The list of participants may span more than one page. Click the page numbers in the bottom left corner under the list to view additional names.
- You must select the Fiscal Year and Reporting Month to view or add attendance for the Project and Site selected.
- Attendance at different sites, during different months and years, is recorded separately.
- Click the "Select" link on the line of the person's name that you want to add Attendance details for.
- If you do not see the participant on the list, go back to the application and add the site to the Family tab.

The screenshot shows the 'Program | Attendance' section with filters for 'Project' (Community Colleges - Cochise County) and 'Site' (Bonita Headstart). The 'Fiscal Year' is set to '2008' and the 'Reporting Month' is set to 'January'. A table of participants is displayed below the filters. Each row includes columns for Last Name, First Name, MI, Date Of Birth, and Person Type, along with a 'Select' link. A red dashed box highlights the 'Fiscal Year' and 'Reporting Month' fields, with a red arrow pointing to them from a text box that says 'Select Fiscal Year, & Reporting Month to view or add attendance'. Another red dashed box highlights the 'Select' link for the person 'Van', with a red arrow pointing to it from a text box that says 'Click Select by the person you want to add attendance'. At the bottom left, there are page numbers '1 2', with a red dashed box around '2' and a red arrow pointing to it from a text box that says 'More names'.

Last Name	First Name	MI	Date Of Birth	Person Type	
agarwal	George	k	12/12/2007	Secondary Adult	Select
Agarwal	Jajeet	M	06/07/2001	Child	Select
agarwal	Junior	k	10/19/2005	Child	Select
agarwal	sandeep 147		12/12/2007	Primary Adult	Select
Agarwal	Sandra	D	09/09/2000	Child	Select
Bell	Alexander	G	04/28/1980	Primary Adult	Select
Bell	Billy		01/01/2003	Child	Select
Brooks	Albert	R	01/21/1972	Primary Adult	Select
Brooks	Anthony	M	02/23/2007	Child	Select
Brooks	Steven	C	08/21/2001	Child	Select
Brooks	Tina	L	03/08/1979	Secondary Adult	Select
Castenada	Carlos	W	08/22/1975	Primary Adult	Select
Castenada	Isabelle	S	09/09/2007	Child	Select
Castenada	Juanita	R	08/09/1983	Secondary Adult	Select
James	Julie	M	01/01/1979	Primary Adult	Select
JOHN	Nowlin	D	05/05/1980	Primary Adult	Select
Kettavong	Pepsi		01/01/2004	Child	Select
Kettavong	Van		01/01/1973	Primary Adult	Select

- The selected person is indicated in bold purple text on the list.
- Click the Add new attendance link to record attendance information for the project, site, fiscal year, and reporting month selected.

Project: **Community Colleges - Cochise County** | Fiscal Year: 2008 | Site: **Bonita Headstart** | Reporting Month: January

Last Name	First Name	MI	Date Of Birth	Person Type	
agarwal	George	k	12/12/2007	Secondary Adult	Select
Agarwal	Jajeet	M	06/07/2001	Child	Select
agarwal	Junior	k	10/19/2005	Child	Select
agarwal	sandeep 147		12/12/2007	Primary Adult	Select
Agarwal	Sandra	D	09/09/2000	Child	Select
Bell	Alexander	G	04/28/1980	Primary Adult	Select
Bell	Billy		01/01/2003	Child	Select
Brooks	Albert	R	01/21/1972	Primary Adult	Select
Brooks	Anthony	M	02/23/2007	Child	Select
Brooks	Steven	C	08/21/2001	Child	Select
Brooks	Tina	L	03/08/1979	Secondary Adult	Select
Castenada	Carlos	W	08/22/1975	Primary Adult	Select
Castenada	Isabelle	S	09/09/2007	Child	Select
Castenada	Juanita	R	08/09/1983	Secondary Adult	Select
James	Julie	M	01/01/1979	Primary Adult	Select
JOHN	Nowlin	D	05/05/1980	Primary Adult	Select
Kettavong	Pepsi		01/01/2004	Child	Select
Kettavong	Van		01/01/1973	Primary Adult	Select

No attendance entered. [Add new attendance](#)

Selected person is shown in purple. Click Add new attendance to record details.

- Applicable program(s) will be shown in the right column.
- Enter the number of hours attended. Hours can be recorded with 2 decimal places.
- Click the Submit link to save.

Project: **Community Colleges - Cochise County** | Fiscal Year: 2008 | Site: **Bonita Headstart** | Reporting Month: January

Last Name	First Name	MI	Date Of Birth	Person Type	Instruction Hours
agarwal	George	k	12/12/2007	Secondary Adult	Select
Agarwal	Jajeet	M	06/07/2001	Child	Select
agarwal	Junior	k	10/19/2005	Child	Select
agarwal	sandeep 147		12/12/2007	Primary Adult	Select
Agarwal	Sandra	D	09/09/2000	Child	Select
Bell	Alexander	G	04/28/1980	Primary Adult	Select
Bell	Billy		01/01/2003	Child	Select
Brooks	Albert	R	01/21/1972	Primary Adult	Select
Brooks	Anthony	M	02/23/2007	Child	Select
Brooks	Steven	C	08/21/2001	Child	Select
Brooks	Tina	L	03/08/1979	Secondary Adult	Select
Castenada	Carlos	W	08/22/1975	Primary Adult	Select
Castenada	Isabelle	S	09/09/2007	Child	Select
Castenada	Juanita	R	08/09/1983	Secondary Adult	Select
James	Julie	M	01/01/1979	Primary Adult	Select
JOHN	Nowlin	D	05/05/1980	Primary Adult	Select
Kettavong	Pepsi		01/01/2004	Child	Select
Kettavong	Van		01/01/1973	Primary Adult	Select

Adult Education Hours:

Parent Education Hours:

Service Learning Hours:

Interactive Literacy Activity Hours:

[Submit](#) [Cancel](#)

Enter program attendance hours, and click Submit to save.

- A red confirmation message will display when attendance has been saved.

Program | Attendance

Project: Community Colleges - Cochise County
 Site: Bonita Headstart
 Fiscal Year: 2008
 Reporting Month: January

Last Name	First Name	MI	Date Of Birth	Person Type		Instruction Hours
agarwal	George	k	12/12/2007	Secondary Adult	Select	Adult Education Hours 5.00
Agarwal	Jajeet	M	06/07/2001	Child	Select	Parent Education Hours 5.00
agarwal	Junior	k	10/19/2005	Child	Select	Service Learning Hours 5.00
agarwal	sandeep 147		12/12/2007	Primary Adult	Select	Interactive Learning Activity Hours 5.00
Agarwal	Sandra	D	09/09/2000	Child	Select	
Bell	Alexander	G	04/28/1980	Primary Adult	Select	
Bell	Billy		01/01/2003	Child	Select	
Brooks	Albert	R	01/21/1972	Primary Adult	Select	
Brooks	Anthony	M	02/23/2007	Child	Select	
Brooks	Steven	C	08/21/2001	Child	Select	
Brooks	Tina	L	03/08/1979	Secondary Adult	Select	
Castenada	Carlos	W	08/22/1975	Primary Adult	Select	
Castenada	Isabelle	S	09/09/2007	Child	Select	
Castenada	Juanita	R	08/09/1983	Secondary Adult	Select	
James	Julie	M	01/01/1979	Primary Adult	Select	
JOHN	Nowlin	D	05/05/1980	Primary Adult	Select	
Kettavong	Pepsi		01/01/2004	Child	Select	
Kettavong	Van		01/01/1973	Primary Adult	Select	

Attendance recorded successfully added

Confirm saved

Assessment

Even Start and Family Literacy

Home Application **Program**

Attendance
 Assessment
 Outcome

Welcome to the Even Start and Family Literacy Online System.

From the top of the Even Start and Family Literacy page, mouse over the Program tab, and then click Assessment.

- Select the Project and Site from the lists.

Home Application Program Log Out

Program | Assessment

Project: Community Colleges - Cochise County
 Site: Select Site ...

Adult Education Parent Education

No assessment entered
[Add new assessment](#)

- There may be more than one page of names on the list. Click the numbers at the bottom left of the list to view the additional names.
- Only participating adults are listed for assessment.
- Click the Select link on the same line as the participant's name to see all current assessments and add new assessments for Adult Education or Parent Education.

Program | Assessment

Project: **Community Colleges - Cochise County** Site: **Bonita Headstart**

Last Name	First Name	MI	Date Of Birth	
agarwal	George	k	12/12/2007	Select
agarwal	sandeep 147		12/12/2007	Select
Bell	Alexander	G	04/28/1980	Select
Brooks	Albert	R	01/21/1972	Select
Brooks	Tina	L	03/08/1979	Select
Castenada	Carlos	W	08/22/1975	Select
Castenada	Juanita	R	08/09/1983	Select
James	Julie	M	01/01/1979	Select
JOHN	Nowlin	D	05/05/1980	Select
Kettavong	Van		01/01/1973	Select

1 2

Adult Education Parent Education

No assessment entered
[Add new assessment](#)

Annotations: "Select the person" points to the 'Select' link for Kettavong Van. "More pages of names" points to the page numbers '1 2'.

- The selected person is indicated in bold purple text on the list.
- Tabs below the list of names contain assessment information for Adult Education and Parent Education. Click the appropriate tab to add or view assessments for the selected person.
- Click the Add new assessment link to record assessment results.
- Entering and editing assessments on the Adult Education and Parent Education tabs is not the same.

Project: **Community Colleges - Cochise County** Site: **Bonita Headstart**

Last Name	First Name	MI	Date Of Birth	
agarwal	George	k	12/12/2007	Select
agarwal	sandeep 147		12/12/2007	Select
Bell	Alexander	G	04/28/1980	Select
Brooks	Albert	R	01/21/1972	Select
Brooks	Tina	L	03/08/1979	Select
Castenada	Carlos	W	08/22/1975	Select
Castenada	Juanita	R	08/09/1983	Select
James	Julie	M	01/01/1979	Select
JOHN	Nowlin	D	05/05/1980	Select
Kettavong	Van		01/01/1973	Select

1 2

Adult Education Parent Education

No assessment entered
[Add new assessment](#)

Annotations: "Selected person is purple" points to the bold purple text for Kettavong Van. "Click tab then Add new assessment" points to the Parent Education tab and the Add new assessment link. "Each assessment tab is different" points to the Parent Education tab.

- Add Parent Education assessment information and scores. Score can be recorded with 1 decimal place.
- Click the Submit link to save.

Program | Assessment

Project: Site:

<u>Last Name</u>	<u>First Name</u>	<u>MI</u>	<u>Date Of Birth</u>	
Bell	Alexander	G	04/28/1980	Select
Brooks	Albert	R	01/21/1972	Select
Brooks	Tina	L	03/08/1979	Select
Castenada	Carlos	W	08/22/1975	Select
Castenada	Juanita	R	08/09/1983	Select
James	Julie	M	01/01/1979	Select
JOHN	Nowlin	D	05/05/1980	Select
Kettavong	Van		01/01/1973	Select
Mouse	Mickey	A	01/02/1975	Select
Mouse	Minnie	A	01/02/1979	Select

1 2

Adult Education | **Parent Education**

Enter assessment results

No assessment entered
[Add new assessment](#)

Scale	Parent Roles	Score
Scale I <input type="text"/>	A. Use of Literacy Materials	<input type="text" value="2.5"/>
	B. Use of TV/Video	<input type="text" value="3.5"/>
Date Taken	C. Home Language & Learning	<input type="text" value="3"/>
<input type="text" value="02/04/2008"/>	D. Priority on Learning Together	<input type="text" value="4"/>

→ [Submit](#) [Cancel](#)

- A red confirmation message will display when assessment has been saved.
- Click the Edit link to change basic information on the assessment.
- Click the Select link to edit the assessment scores.

Adult Education | **Parent Education**

<u>Date Taken</u>	<u>Fiscal Year</u>	<u>Site</u>	<u>Tool/Scale</u>	<u>Average Score</u>	<u>Add New Assessment</u>
01/09/2008	2008	ABC Preschool	PEP/Scale I	3.60	Select Edit

Parent Ed Assessment successfully added

Confirmation message

Link to edit scores

Link to edit assessment

- Click the Edit link to change the assessment's Date Taken. Fiscal Year is automatically generated from the Date Taken.
- Click the Update link to apply the changes.

Adult Education | Parent Education

Fiscal Year	Date Taken	Tool/Scale	Average Score	Add New Assessment
2008	02/04/2008	PEP/Scale I	3.25	Update Cancel

Link to apply changes

- Click the Select link to edit the assessment scores.
- Click the Submit link to apply the changes.

Adult Education | Parent Education

Fiscal Year	Date Taken	Tool/Scale	Average Score	Add New Assessment
2008	02/04/2008	PEP/Scale I	3.25	Select Edit

Parent Roles	Score
A. Use of Literacy Materials	2.5
B. Use of TV/Video	3.5
C. Home Language & Learning	3.0
D. Priority on Learning Together	4.0

Submit Cancel

Link to submit edited scores

- From the Adult Education tab, there is also a link to Add new assessment.
- Fill in all fields before clicking the Submit link.

James	Julie	M	01/01/1979	Select
JOHN	Nowlin	D	05/05/1980	Select
Kettavong	Van		01/01/1973	Select
Mouse	Mickey	A	01/02/1975	Select
Mouse	Minnie	A	01/02/1979	Select

1 2

Adult Education | Parent Education

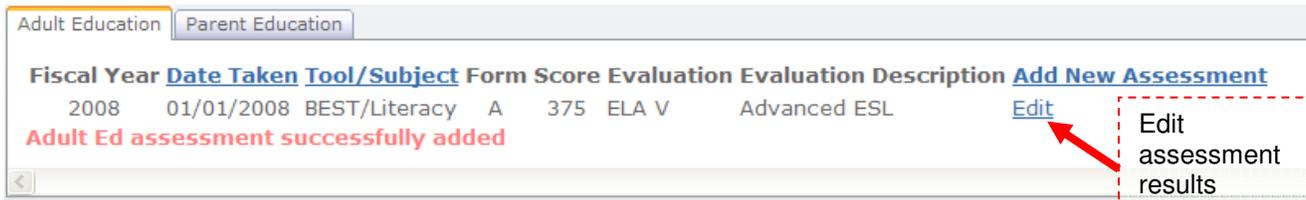
No assessment entered
[Add new assessment](#)

Subject	BEST/Literacy
Form	A
Score	375
Date Taken	01/01/2008
Submit Cancel	

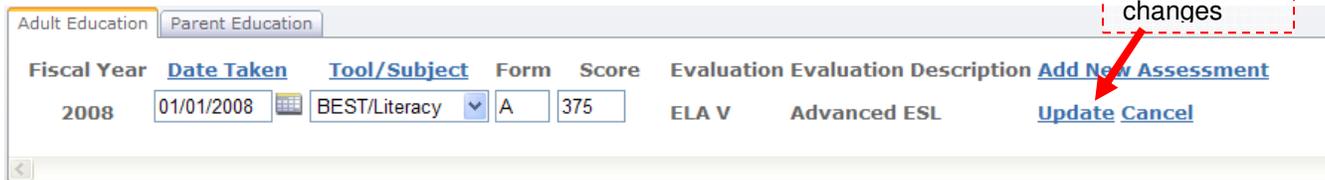
Add new assessment to Adult Education

Submit assessment results

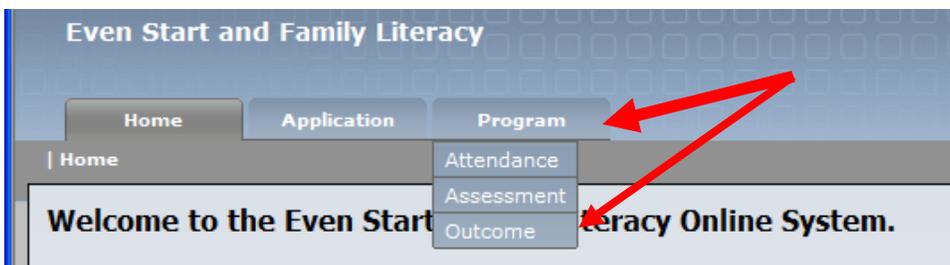
- Click the Edit link to change any of the information about the Adult Education assessment.



- Click the Update link to save changes.



Outcome



From the top of the Even Start and Family Literacy page, mouse over the Program tab, and then click Outcome.

- Select the Project from the list to search.
- Fields can be filled in to narrow the search list, or can be left blank to see all adult participants, partial names can be entered.
- Click the Search button to filter the list.
- There may be more than one page of names on the list. Click the numbers at the bottom left of the list to view the additional names.
- Only participating adults are listed for Outcome.
- Click the Select link on the same line as the participant's name to view previous or add new Outcome entries.

Even Start and Family Literacy

Home Application **Program**

Program | Outcome

Project: **one** Select Project
Click Search

Allow Partial Name Search: Yes No

First Name:

Last Name:

Date of Birth: 
(mm/dd/yyyy)

Search Select the person

Last Name	First Name	MI	Date Of Birth	
aaaa	sss		02/14/1966	Select
agarwal	jaya	k	12/12/2007	Select
agarwal	sandeep	k	12/12/2007	Select
agarwal	sandeep	k	12/12/2007	Select
agarwal	sandeep 147	k	12/12/2007	Select
agarwal	sandeep 148	k	12/12/2007	Select
agarwal	sandeep 150	k	12/12/2007	Select
agarwal	sandeep 153	k	12/12/2007	Select
Elliovich	Yannic		01/08/1973	Select
Juno	George		11/11/1965	Select
Juno	June		12/01/1965	Select
Kettavong	Van		01/09/1973	Select
Nath	Diganta	X	03/01/1974	Select
Nath	R		06/01/1974	Select
Payne	Thomas		07/21/1978	Select

1 2 Additional names

- The selected person is indicated in bold purple text on the list.
- Click on the Add new outcome link in the right column.
- Enter outcome details, choosing a Description from the list, entering a Date Obtained, and any Comments.

Project:

Allow Partial Name Search: Yes No

First Name:

Last Name:

Date of Birth:
(mm/dd/yyyy)

Last Name	First Name	MI	Date Of Birth	
aaaa	sss		02/14/1966	Select
agarwal	jaya	k	12/12/2007	Select
agarwal	sandeep	k	12/12/2007	Select
agarwal	sandeep	k	12/12/2007	Select
agarwal	sandeep 147	k	12/12/2007	Select
agarwal	sandeep 148	k	12/12/2007	Select
agarwal	sandeep 150	k	12/12/2007	Select
agarwal	sandeep 153	k	12/12/2007	Select
Elliovich	Yannic		01/08/1973	Select
Juno	George		11/11/1965	Select
Juno	June		12/01/1965	Select
Kettavong	Van		01/09/1973	Select
Nath	Diganta	X	03/01/1974	Select
Nath	R		06/01/1974	Select
Payne	Thomas		07/21/1978	Select

No outcome available. [Add new outcome](#)

Add new outcome for selected person

- Enter details on the participating adult's Outcome.
- Click the Submit link.

Project:

Allow Partial Name Search: Yes No

First Name:

Last Name:

Date of Birth:
(mm/dd/yyyy)

Last Name	First Name	MI	Date Of Birth	
aaaa	sss		02/14/1966	Select
agarwal	jaya	k	12/12/2007	Select
agarwal	sandeep	k	12/12/2007	Select
agarwal	sandeep	k	12/12/2007	Select
agarwal	sandeep 147	k	12/12/2007	Select
agarwal	sandeep 148	k	12/12/2007	Select
agarwal	sandeep 150	k	12/12/2007	Select
agarwal	sandeep 153	k	12/12/2007	Select
Elliovich	Yannic		01/08/1973	Select
Juno	George		11/11/1965	Select
Juno	June		12/01/1965	Select
Kettavong	Van		01/09/1973	Select
Nath	Diganta	X	03/01/1974	Select
Nath	R		06/01/1974	Select
Payne	Thomas		07/21/1978	Select

Outcomes

Description:

Date Obtained:
(mm/dd/yyyy)

Comment:

Enter outcome details and Submit

- A red confirmation message will display when outcome detail has been saved.
- If there is more than one Outcome record logged, the other items will be under successive page numbers instead of listed down the column. Click the numbers under the Outcome detail to view other outcomes.

Last Name	First Name	MI	Date Of Birth	Outcomes
Smith	John	Q	01/01/1985	Select
Smith	Mary	M	02/21/1985	Select

Outcome successfully added

Confirmation message

- To return to the Common Logon Application Menu, click the “Common Logon” link at the top right corner of the screen.
- This link is always available at this location on the screen, no matter where you are in the Even Start / Family Literacy Online System.

Even Start and Family Literacy

Home Application Program

Common Logon Application Menu

Common Logon

Welcome to the Even Start/Family Literacy Online System.

- Click the tabs above to access a list of topics. Click the topic on the list to access details.
- The Application tab contains family, application, and enrollment information.
- The Program tab contains program, attendance, assessments and outcome.

Before entering information on a new family verify that children who attend ECE programs for grades K - 3 have been captured in SAIS. If you do not know how to look up a SAIS ID [click here.](#)

For a guide to using the Even Start/Family Literacy Online System click here..