

GETTING STARTED in WES

for

New FCCNs and Programs

Web Enrollment System Introduction

Including:

SUPER USER

Administration Module - Contractor Profile Module

Program Profile Module

WEBINAR TRAINING GUIDE-2020

Presented by

Division of Early Childhood Education - Policy Training Team

Agenda

- **WES Definition/ Features**
- **Protocol for Acquiring Initial Account in WES**
- **Executive and Administrative Super-User Designation**
- **Super-User Account Request Form**
 - Start Up/Logging –In/User IDs and Passwords
 - Program Listing/ FCCN Provider Listing
 - User Roles –Super User & Program User
 - Administration Module
 - Contractor Profile Module
 - Program Profile Module / FCCN Provider Profile Module
 - Daycare Attendance Review Unit (DARU) Contact
 - WES Training and Policy Training Team Contact

Basic Structure of WES

1. What is WES?

- Web-Based Enrollment System of Centralized Database – also tracks Attendance
- Programmed with rules and regulations AND security levels
- User-friendly data entry messages given to assist in understanding why action was successful or not permitted

2. Why Use WES?

- Real-time data*
- Family Eligibility information
- Manage Enrollment, Attendance and Recruitment

* Real-time data exchange with **Automated Child Care Information System (ACCIS)** – used by DOE, ACS, & HRA)

Protocol for New Network/ Program WES Account Set-up -1

1. A NEW Network/ Program must be uploaded and connected into ACCIS.
2. Notification of an assigned ACCIS ID will be sent to the Network/ Program. Program Director may also contact WESHELP@schools.nyc.gov to request this ID.
3. The Network/ Program Director completes and submits the **Initial WES Account Set-up and Super-User Account Request Form** to:

WESHELP@schools.nyc.gov

WES Account Set-up and Super-User Account Request Form is accessible via this link:

WES New Account and Super-User Request Form

WES -Web Enrollment System Account Set-up and Super-User Account Request Form

Thank you for your interest and inquiry regarding the Web Enrollment System.
This form must be completed by member(s) designated by Contractor/ Sponsor to request account set-up and access to the Web Enrollment System and submitted to: WESHELP@schools.nyc.gov.

This form is automatically collecting email addresses for NYC Department of Education users. [Change settings](#)

WEB ENROLLMENT SYSTEM

WEB ENROLLMENT SYSTEM

Sponsor/ Contractor Name *

Short answer text

Protocol for New Network/ Program WES Account Set-up -2

4. The **Network/ Program Executive Director** designates the "Super-Users.*"

The Super-Users will function on behalf of the:

- Contractor/ Sponsor and the
- Program Site(s) / Network and Providers

*(Examples: Executive Director, Board Chair, Site Director, FCC Coordinator, Fiscal Officer, Attendance Coordinator, Executive Assistant, Educational Director, Family Worker)

5. The form is emailed to: WESHELP@schools.nyc.gov
WESHELP sends the form to HRA for account creation.

Protocol for New Network/ Program WES Account Set-up -3

When the WES Account Request Form is received from the FCC Network or Program, WESHELP creates the account and forwards it to HRA.

HRA will create the password within 24 hours.

*Note: If the user previously had a WES Username/ ID with the SAME program, then WESHELP will do what's called a conversion and switch the "Program User" to "Super-User" without the need for HRA.

To inquire on WES Account and New Super-User Account status, contact:

WESHELP@schools.nyc.gov

WES Super-User Account Creation

Once the **Super-User** account is created by HRA, that person is responsible for creating **WES Program User** accounts for staff responsible for monitoring Network/Program attendance and enrollment.

WES Password Set-up

After the initial login at:

<https://a069-ra.nyc.gov/wes> using the temporary password, the User will be prompted to select a **NEW PASSWORD**.

PLEASE NOTE: BE SURE TO RECORD AND SAVE NEW PASSWORD. The PASSWORD is NOT TO BE SHARED.

Passwords must meet the following minimum requirements:

- >Be alphanumeric; at least 8 characters in length and contain at least one each of the following:
- >English uppercase letter (A through Z)
- >English lowercase letter (a through z)
- >Number (0 through 9)

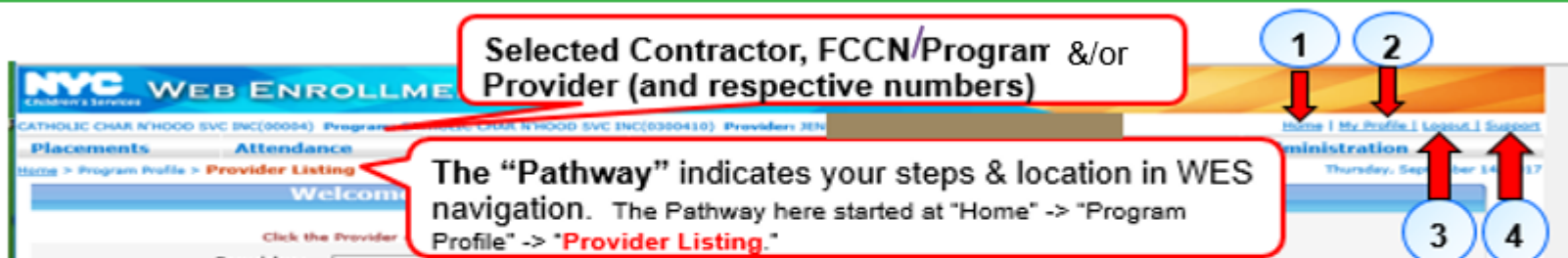
WARNING:

All data contained in The Web Enrollment System is confidential and protected by City, State and Federal law and regulations. Failure to protect this information from unauthorized use or disclosure may subject you (The User) to discipline as well as financial, civil and criminal penalties, up to and including incarceration. ID and password sharing is expressly forbidden, under any circumstance. By logging into this system, you (The user) agree(s) to these terms of use.

WES Features

Navigation Bar

The pages in WES have a Navigation Bar which includes the following features:



Selected Contractor, FCCN/Program &/or Provider (and respective numbers)

The "Pathway" indicates your steps & location in WES navigation. The Pathway here started at "Home" -> "Program Profile" -> "Provider Listing."

<p>1 Home takes you back to the homepage where you can select a program or view an Announcement, Notices, or Bulletins.</p>	<p>3 Logout logs you out of the WES application.</p>
<p>2 My Profile Users can update their last and first name, telephone, contact email and confirm email fields.</p>	<p>4 Support provides online assistance on a list of WES related topics by module and options.</p>

WES Support Link

WES Support link provides direct access to WESHELP team when you insert a "Screen Capture*" of the problem to your Help request and briefly Describe the specifics of the problem.

*Screen Capture via Snipping Tool

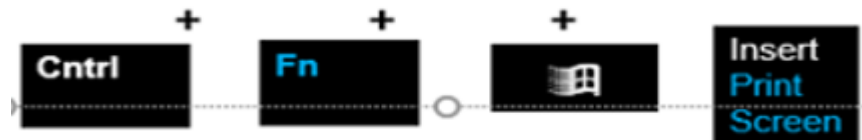
on PC ->



Or

press the applicable combination of keys for your keyboard below:

"Cntrl" + "Fn" + "Insert /Print Screen"



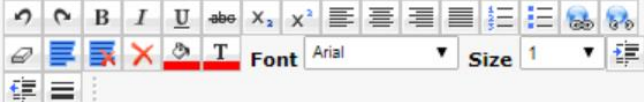
Follow-up Option: - Email: WESHELP@schools.nyc.gov

WES Support Link Screen

NYC WEB ENROLLMENT SYSTEM
Children's Services

Requestor Details
Request Date:
7/15/2020 3:19:52 PM
Telephone #:
(222) 222-2222
Contractor:
FRIENDS OF CROWN HGTS EDUC (00457)
Requestor:
S3 S3
Email:
S3@SOMEMAIL.ABC

Request Details
Subject
Subject
Insert on Subject Line: Problem/ Issue or Data Error.

Describe your issue

Font Arial Size 1
Then briefly describe the issue here.

Copy-Paste Instructions

- From the page that has the problem,
- If Microsoft Windows, Use the Print Scrn key to capture the image and paste here (Ctrl + V)
- If Apple Mac, Press "Control + Shift + Command + 3" to copy what is on the screen and paste here (Command + V)

"Paste" screen capture here.

Remember to click "Send"
Send

Logging In– 2 “Doors”

<https://a069-ra.nyc.gov/wes>

- Juniper security firewall (maintained by HRA)
- WES Application (maintained by DOE/ACS/HRA)
- **WES is User ID/Password protected.** Every action taken in WES is date/time/User ID stamped. Do NOT share your User ID / PW information.

Logging In – 1st Door



Welcome to the WES

Username

Password

If you have a problem signing in
please call the HRA HELP Desk
@ 718 510-0550

Sign In

The URL to access WES is: <https://ao69-ra.nyc.gov/WES>

- Juniper Firewall protection is maintained by HRA security
- 1st Login with Temporary password from HRA security
- Each WES User is directed to change password at 1st login.
- If any problem is encountered at this first “door” Call HRA Help Desk (718) 510-0550 or email: MISSECURITYADMIN@dss.nyc.gov

WESHELP@schools.nyc.gov may assist if there is difficulty in reaching HRA Security Help Desk.

Logging In -2nd Door-The WES Application



NYC WEB ENROLLMENT SYSTEM
Children's Services

Home Thursday, July 09, 2020

WELCOME TO WES!

LOGIN

User ID:

Password:

Login

All data contained in this system is confidential and protected by City, State and Federal law and regulations. Failure to protect this information from unauthorized use or disclosure may subject you to discipline as well as financial, civil and criminal penalties, up to and including incarceration.

By logging into this system, you agree to these terms of use.

ANNOUNCEMENTS

JUNE 2020 Attendance is DUE by JULY 8.

Check out the new feature in WES-

WES Support ON-LINE LINK & Form



WES Support provides online help - Just click on the Support link and follow the directions and be sure to include the following important details:

- ✓ **"This is my Issue:"** The clarity and specificity of the problem are important.
- ✓ **Screen Capture**

Warning: WES will time-out if left idle. Either out of WES or all the way out to initial log-in. (Solution: Log in again)

Need Help with logging in- Contact: WESHELP@schools.nyc.gov

Program Listing

- Announcements and Bulletins
- Click on name of program within list to “enter” that program
- All modules will appear after program selection.



NYC

Children's Services

WEB ENROLLMENT SYSTEM

Contractor: CA

N'HOOD SVC INC(004)

Home

My Profile

Support

Placements

Attendance

Case and Child

Reports

Contractor Profile

Program Profile

Administration

Home > Contractor Profile > Program Listing

GRAY9972

Thursday, July 09, 2020

Welcome JADN

Welcome to the Web Enrollment System (WES), an online system designed for New York City contracted EarlyLearn Group Day Care programs. This system was created to improve enrollment data, streamline reporting processes and maximize program enrollment. WES uses current technology to enable programs to view, manage and update enrollment and attendance online.

Click the Program # or name to select a program

Program#	Contract	Prog Type	Model Tp	Program Name	FWC
003	FF	G	GC	ST.	18
003	FF	F	FC	CAT	19
003	FF	G		PAR	18
008	FF	G	GC	QUE	19

ANNOUNCEMENTS

IMPORTANT WES UPDATE:

Please complete JUNE Attendance reporting during the FIRST WEEK OF JULY

FCCN Provider Profile-Provider Detail & List

The **Provider Profile** module appears automatically when Providers are selected from the **Program Profile Provider's List**.

The **Name** and **#** of last **Provider** selected will appear on the top of the screen adjacent to FCCN Program Name and #

Provider Profile
Provider Detail
Provider Statistics

Enrollment System
Program: FRIENDS OF CROWN HEIGHTS (034-023) Provider: MS. JOHN'S DAY CARE, INC. (623771)

Contractor Profile Program Profile **Provider Profile** Announcements

Provider Detail
Provider Statistics

Name	License Type
ANA G.	G
MIRIAM	G
NY	G
SHULAMIS	G
OLGA	G
YOCHVED	G
DETTE	G
MIRIAM	G
NATALIYA	G
SHARON	G
QUELINE	G
RNE	G
ACKELINE	G
CTOR, ALIANA	G
INC., MS. JOHN'S	G

ANNOUNCEMENTS

FCC WES User Guide is available - refer to **Bulletin** section below

WES SUPPORT LINK IS NOW AVAILABLE!

WES Enrollment Inquiry Form Please use the revised Enrollment Inquiry form, posted below in the "Bulletin/News" section. This form should be used if you need assistance with enrolling a child in WES. Completed forms should be emailed to: WESHelp@SCHOOLS.nyc.gov. (This replaces the "WES Correction Form")

WES TRAINING for FCCN IS AVAILABLE UPON REQUEST

If you need WES training, please use the **WES Training Request Form**, posted below in the "Bulletin/News" section and follow directions below:

Click onto **Enable editing** to enter information directly onto the form, then when completed, **Save** it with your **Contractor Name and Number** (E.G. "00999-BabiesrUs#2-Registration"); then **Send** it to WESTRAINING@SCHOOLS.nyc.gov

FCCN Provider Listing and Selection

Click on up to 5 Providers # within list to access modules. The last provider selected will appear at top, next to Contractor Name and #.

NYC WEB ENROLLMENT SYSTEM

Click the Provider # or name to select a Provider

Provider:

Provider #	Name	License Type
<input checked="" type="checkbox"/>		G
<input type="checkbox"/>		G
<input type="checkbox"/>		G
<input type="checkbox"/>	IES	G
<input type="checkbox"/>		G
<input type="checkbox"/>	SD	G
<input type="checkbox"/>		G
<input type="checkbox"/>	YA	G
<input type="checkbox"/>		G
<input checked="" type="checkbox"/>		G
<input type="checkbox"/>		G
<input type="checkbox"/>		G
<input type="checkbox"/>	JANA	G

ANNOUNCEMENTS

FCC WES User Guide is available - refer to section below

WES SUPPORT LINK IS NOW AVAILABLE

WES Enrollment Inquiry Form Please use the rev Inquiry form, posted below in the "Bulletin/News" as should be used if you need assistance with enrolling. Completed forms should be emailed to: [WESHelp@NYC](#) (This replaces the "WES Correction Form")

WES TRAINING for FCCN IS AVAILABLE - REQUEST

If you need WES training, please use the **Request Form**, posted below in the "Bulletin" section and follow directions below

Click onto **Enable editing** to enter information directly onto the form, then when complete with your **Contractor Name and Number**

Super-User

- Functions at Contractor level
- Access to all programs
- Access to all WES modules
 - **Creates User IDs**
 - **Must assign roles for User IDs**
 - (No checked box = No access)
 - **Activates/De-activates IDs**
 - **Updates Contractor and Program profiles**



Administration Module

- **Manage Users-**

Creates Program User IDs

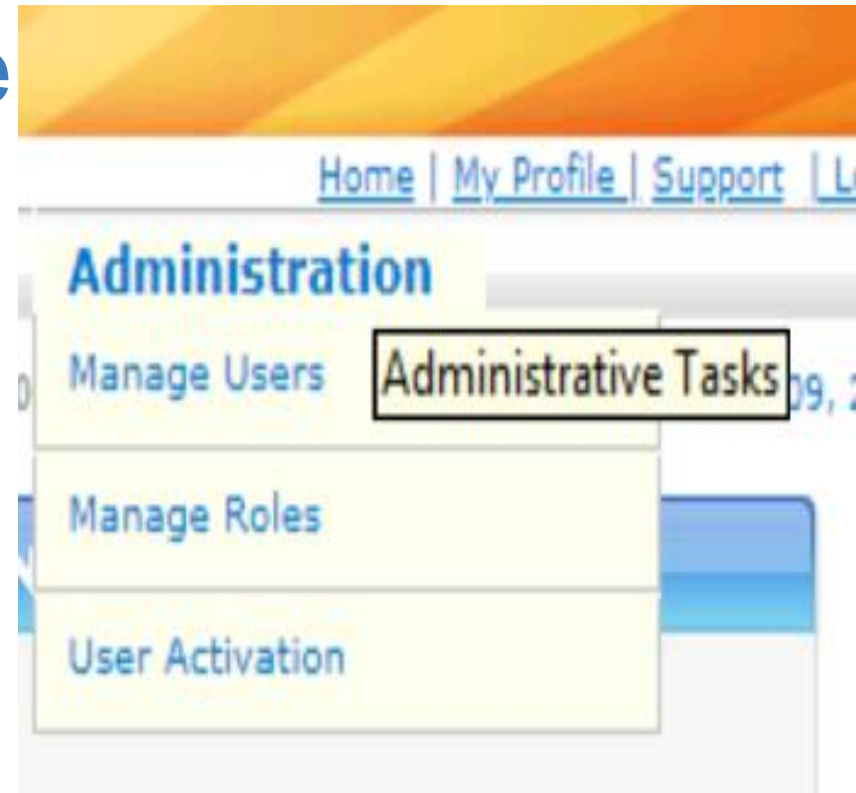
- **Manage Roles-**

Must assign roles for User IDs

(No checked box = No access)

- **User Activation-**

Activates/De-activates IDs



Administrative Module -Manage Users

Placements Attendance Case and Child Reports Contractor Profile Program Pr

Home > Administration > **Manage Users** ACDTRAIN 001

User List Edit User Add New User

Status		Name	Telephone
	Edit		S@SO
	Edit	00882S1	S1@S
	Edit	00882S2	S2@S
	Edit	00882S3	S3@S
	Edit	00882S4	s4@cc
	Edit	AM1963	amenc
	Edit	BLUENOTE8	AMCC
	Edit	BOBNEWTON4	bobne
	Edit	FANNYDO882	Fdomi

The Super-User can access the following tabs:

- User List
- Edit User
- Add New User

Select Add New User to Create a New User ID

[Home](#) > [Administration](#) > **Manage Users**

User List **Edit User** **Add New User**

ADD NEW USER

User ID:

Last Name:

First Name:

Telephone:

Contact E-Mail:

Confirm Contact E-Mail:

- New User tab - allows the Super User to add & assign WES User ID, input Name and contact information. (After saving, the ID cannot be changed.)

The ID must be alpha-numeric between 6-10 digits. Usually combines the first initial of the first name, the 1st 3-4 letters of the last name and the last three digits of the contractor # (E.G. KLEE882)

[Home](#) > [Administration](#) > **Manage Users**

User List

Edit User

Add New User

Complete all fields
and **“Save”**

ADD NEW USER

User ID:

SREED682

Last Name:

SONSE

First Name:

REED

Telephone:

(917)999-7777

Contact E-Mail:

sreed@thisorg.org

Confirm Contact E-Mail:

sreed@thisorg.org

Save

Cancel

*Once an ID is created, it cannot be deleted, except by agency admin staff.



WES – New User ID Confirmation

[Home](#) > [Administration](#) > **Manage Users**

ACDTRAIN

00882S1

Friday,



SREED882 User created successfully.

User List

Edit User

Add New User

Status	Edit	User ID	Name	Telephone	Contact e-mail
	Edit	SREED882	SONSE, REED	(917) 999-7777	sreed@thisorg.org
	Edit	FANN			.org
	Edit	00882			
	Edit	AM19			g
	Edit	BOBN			il.com
	Edit	BLUE			ORG
	Edit	00882			

The newly created User ID will first appear at the top of the User List immediately after "Save" and the confirmation appears at the top of the screen. Then it will be alphabetized into the list. Remember, there may be more than one page for the User ID List.

Edit User

Click “Edit” for the ID from the User List

Changes can be made in any field except the User ID.

The image shows a software interface for managing users. On the left is a 'User List' table with columns for 'Status', 'Edit', and 'User ID'. The table contains several rows of user data. The row for User ID '00457S7' is highlighted in green. A red arrow points from the 'Edit' button in this row to the 'Edit User' form on the right. The 'Edit User' form has a title bar with 'User List', 'Edit User', and 'Add New User' buttons. The form fields include 'User ID' (00457S7), 'Last Name' (UPER-ADMIN7), 'First Name' (SUPER), 'Telephone' ((664) 616-700), 'Contact E-Mail' (UPER7@FOCH.ORG), and 'Confirm Contact E-Mail' (SUPER7@FOCH.ORG). At the bottom of the form are 'Save' and 'Cancel' buttons. A red arrow points from the 'Save' button to a red box containing the text 'Be sure to SAVE!'.

Status	Edit	User ID
...	Edit	00457ASMI
...	Edit	00457CDANI
...	Edit	00457S
...	Edit	00457S1
...	Edit	00457S2
...	Edit	00457S3
...	Edit	00457S7
...	Edit	00457S9
...	Edit	457JCLOKES
...	Edit	457JGRAY

USER INFORMATION

User ID: 00457S7

Last Name: UPER-ADMIN7

First Name: SUPER

Telephone: (664) 616-700

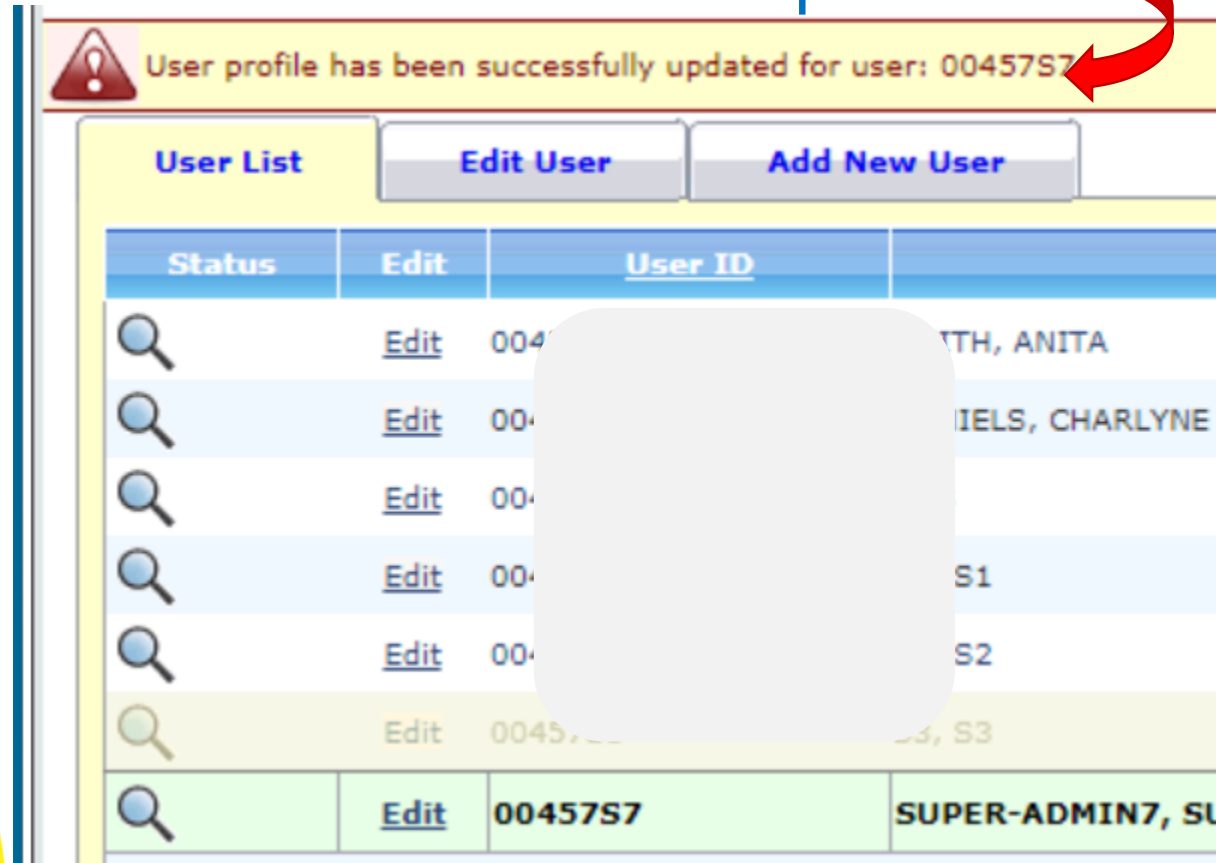
Contact E-Mail: UPER7@FOCH.ORG

Confirm Contact E-Mail: SUPER7@FOCH.ORG

Be sure to SAVE!

User-Friendly Navigation and Confirmation

WES confirms all saved updates.



The screenshot displays the WES User List interface. At the top, a yellow banner with a red warning icon contains the message: "User profile has been successfully updated for user: 00457S7". A red arrow points from the text "WES confirms all saved updates." to this message. Below the banner, there are three buttons: "User List" (selected), "Edit User", and "Add New User". The main area contains a table with columns: "Status", "Edit", "User ID", and a fourth column for user details. The table lists several users, with the last row highlighted in green. A large grey rectangular box is overlaid on the table, obscuring some information.

Status	Edit	User ID	
	Edit	004	TH, ANITA
	Edit	004	IELS, CHARLYNE
	Edit	004	
	Edit	004	S1
	Edit	004	S2
	Edit	00457S7	S3
	Edit	00457S7	SUPER-ADMIN7, SU

Administration Module- Manage Roles



Home > Administration > **Manage Roles**

User List

User Roles


Select	User ID	Name	Telephone	Contact e-mail
Edit	AMALS457	SMITH, AMAL	(347) 223-4567	amals1@foch.org
Edit	GOF00457			
Edit	JAC457			
Edit	JAGRA457			
Edit	JAGRAY457			
Edit	JCLOK457			
Edit	JCUG00457			
Edit	JGRA457			
Edit	RCST457			
Edit	RVAL457			

Creating an ID is only the 1st step.
The Super-User must determine:

- Type of Program User
- Roles must be assigned.


Click “Edit” to Select Newly Created User ID

[Home](#) > [Administration](#) > **Manage Roles**




User List		User Roles	
Select	User ID	Name	Telephone
Edit	AMALS457	SMITH, AM	

A 2nd screen appears.
The Super-User must
select which
program(s) the
Program User will be
assigned.



[Home](#) > [Administration](#) > **Manage Roles**

 Select a program from the list, and assign roles.

User List		User Roles			
MANAGE ROLES					
User: AMALS457					
Program List					
Program #	Program Name	Roles			
031450:	EIGHTS 17				
031450:	EIGHTS 19				
031450:	EIGHTS 18				
031450:	EIGHTS 15				
031590:	EIGHTS 20				

Administration Module- Manage User Roles

MANAGE ROLES
User: AMALS457

Program List			
Program #	Program Name	Roles	Action
0314502	FRIENDS OF CROWN HEIGHTS 17		
0314503	FRIENDS OF CROWN HEIGHTS 19		
0314505	FRIENDS OF CROWN HEIGHTS 18		

Once the program is selected it will be highlighted on the list and another selection criteria box will appear to the right.

Role Description	Read Only	Read Write
All Placements (PA)	<input type="checkbox"/>	<input type="checkbox"/>
Enrollments (PE)	<input type="checkbox"/>	<input type="checkbox"/>
Reservations (PR)	<input type="checkbox"/>	<input type="checkbox"/>
Wait List (PW)	<input type="checkbox"/>	<input type="checkbox"/>
Child Search (PS)	<input type="checkbox"/>	<input type="checkbox"/>
All Attendance (AA)	<input type="checkbox"/>	<input type="checkbox"/>
All Headstart (HA)	<input type="checkbox"/>	<input type="checkbox"/>
HS Case and Child (HC)	<input type="checkbox"/>	<input type="checkbox"/>
All Maintenance (TA)	<input type="checkbox"/>	<input type="checkbox"/>
Classroom Maint (TC)	<input type="checkbox"/>	<input type="checkbox"/>

Save Cancel

Two Types of Program Users

When Creating a Program User ID, the Super - User must designate the type of Program User:

- “Read-only” – Can only view and print (No data entry)
- “Read and Write” - Can view, enter data, and print

*This designation can be changed at any time by the Super-user.

Assigning User Type and Roles

- Click Roles (“Read Only” or “Read and Write”) for each description.
- “All” includes each description listed under that module.
- Remember to Save!

Role Description	Read Only	Read Write
All Placements (PA)	<input type="checkbox"/>	<input type="checkbox"/>
Enrollments (PE)	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Reservations (PR)	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Wait List (PW)	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Child Search (PS)	<input type="checkbox"/>	<input checked="" type="checkbox"/>
All Attendance (AA)	<input checked="" type="checkbox"/>	<input type="checkbox"/>
All Headstart (HA)	<input type="checkbox"/>	<input checked="" type="checkbox"/>
HS Case and Child (HC)	<input type="checkbox"/>	<input type="checkbox"/>
All Maintenance (TA)	<input type="checkbox"/>	<input type="checkbox"/>
Classroom Maint (TC)	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Assigned Roles -Confirmation

WES confirms in top yellow margin and on the program list below:

- **Black**= “Read ONLY”
- **Red**= “Read and Write”



Roles updated successfully for user AMALS457

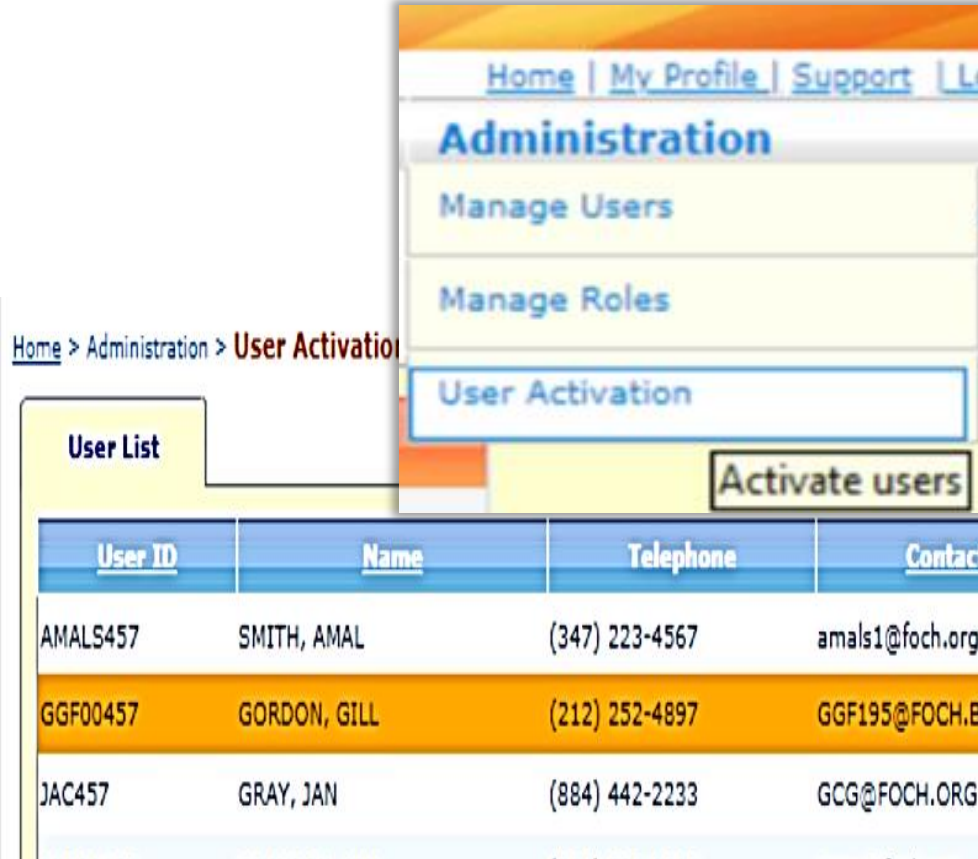
User List User Roles

MANAGE ROLES

User: AMALS457

Program List			
Program #	Program Name	Roles	Action
0314502	FRIENDS OF CROWN HEIGHTS 17		
0314503	FRIENDS OF CROWN HEIGHTS 19	PE, PR, PW, PS, AA, HA, TC	

User Activation and De-activation



The screenshot shows a web application interface for user management. At the top, there is a navigation bar with links: Home | My Profile | Support | Log Out. Below this is a sidebar menu with options: Administration, Manage Users, Manage Roles, and User Activation. The main content area is titled 'User Activation' and contains a 'User List' table. The table has columns: User ID, Name, Telephone, Contact e-mail, Active User, Disabled, and Last Login Date. The first row shows user AMALS457 (SMITH, AMAL) with a checked 'Active User' box and 'NO' in the 'Disabled' column. The second row, highlighted in orange, shows user GGF00457 (GORDON, GILL) with a blank 'Active User' box and 'YES' in the 'Disabled' column. The third row shows user JAC457 (GRAY, JAN) with a checked 'Active User' box and 'NO' in the 'Disabled' column. A red arrow points from the 'Active User' column header to the first row. A blue arrow points from the 'Disabled' column header to the second row. A red double-headed arrow is between the 'Active User' and 'Disabled' columns for the first row. A white double-headed arrow is between the 'Active User' and 'Disabled' columns for the second row.

- The **Active User** box is checked when the User ID is **ACTIVE** (=Not disabled).
- The Super User can check activation status as well as **activate or de-activate** user IDs.

User ID	Name	Telephone	Contact e-mail	Active User	Disabled	Last Login Date
AMALS457	SMITH, AMAL	(347) 223-4567	amals1@foch.org	<input checked="" type="checkbox"/>	NO	
GGF00457	GORDON, GILL	(212) 252-4897	GGF195@FOCH.BIZ	<input type="checkbox"/>	YES	
JAC457	GRAY, JAN	(884) 442-2233	GCG@FOCH.ORG	<input checked="" type="checkbox"/>	NO	

De-activated User IDs will appear highlighted and the Disabled column will read "Yes" and the Active User box will be blank/unchecked.

The Super-User is also responsible for keeping the Contractor and Program Profiles updated.

The screenshot displays a web application interface for managing contractor profiles. At the top, there are tabs for 'Contractor Profile' and 'Program Profile'. Under 'Contractor Profile', there are sub-tabs for 'Contractor Detail' and 'Program Listing'. The 'Contractor Detail' tab is active, showing a form for 'FRIENDS OF CROWN HIGHS'. The form is divided into several sections: 'Contractor Information' (Number: 00457, Vendor ID: 000048527502), 'Address and Contact Information' (Number: 671-675, Street: PROSPECT PLACE, City: BROOKLYN, Zip: 11216, State: NY, Contact: VAUGHAN P A TONEY, Phone: (718) 638-8686, Fax Phone: (718) 399-3064), 'Mailing Information' (Name: FRIENDS OF CROWN HGTS EDUC, Number: 671-675, Street: PROSPECT PLACE, City: BROOKLYN, Zip: 11216, State: NY), and 'Other Contacts' (fields for Board Chair, Director, C.E.O., and others). At the bottom, there are 'Save' and 'Cancel' buttons.

Contractor Profile **Program Profile**

Contractor Detail 0045752

Program Listing **Contractor Detail**

CONTRACTOR INFORMATION

Contractor

Number: **00457** Name: **FRIENDS OF CROWN H**

Vendor ID: **000048527502**

Address and Contact Information

Number: **671-675** Street: **PROSPECT PLACE** Zip: **11216**

Boro: **BK** City: **BROOKLYN** State: **NY**

Contact: Email:

Phone:

Fax Phone:

Mailing Information

Name: **FRIENDS OF CROWN HGTS EDUC**

Number: **671-675** Street: **PROSPECT PLACE** Zip: **11216**

Boro: **BK** City: **BROOKLYN** State: **NY**

Other Contacts

Bd Chair: Director:

Email: Email:

Phone: Phone:

C.E.O.: C.F.O.:

Email: Email:

Phone: Phone:

Save **Cancel**

Data in boldface font cannot be updated (E.G. Vendor Name, Contract # Vendor #, Address)

Contact Info, CEO, Director and Board Chair are to be kept updated by the Super-User(s).

Contractor Profile- Program Listing

Home > Contractor Profile > **Program Listing**

Welcome S2 S2

Select a module from the menu bar for the program you selected below.

Program#	Contract	Prog Type	Model Tp	Program Name	RA
0314502	FF	G	GC	FRIENDS OF CROWN HEIGHTS 17	18
0314503	FF	G	GC	FRIENDS OF CROWN HEIGHTS 19	18
0314505	FF	G	GC	FRIENDS OF CROWN HEIGHTS 18	18
0314506	FF	G	GC	FRIENDS OF CROWN HEIGHTS 15	18
0315901	FF	G	GC	FRIENDS OF CROWN HEIGHTS 20	18
0316001	FF	G	GD	FRIENDS OF CROWN HEIGHTS 4	18
0316001	FF	G	GC	PARK PLACE DAY CARE CTR	18
0326401	FF	G	GC	FRIENDS OF CROWN HEIGHTS 29	18
0330801	FF	G	GC	FRIENDS OF CROWN HEIGHTS 10	18
0330802	FF	G	GC	FRIENDS OF CROWN HEIGHTS 9	18
0341906	FF	G	GD	FRIENDS OF CROWN HEIGHTS 6	18
0341910	FF	G	GD	FRIENDS OF CROWN HEIGHTS 5	18

Contractor Profile

Program Profile

Contractor Detail

0045752

Program Listing

The same as slide 10, the program list is available from this module. If it is necessary to move from one program to work in another, this screen will facilitate it.

Program Profile contains 7 sub-menu options:

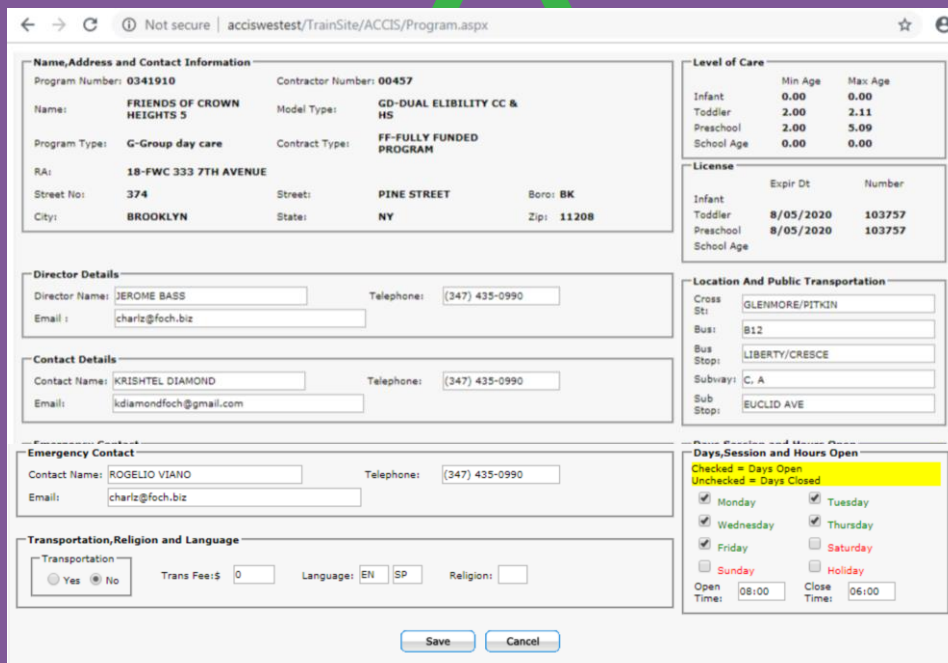


Program Profile
Program Detail
Program Statistics
Classroom Maintenance
Non ACS Children
Change Classroom
Program Holidays
Fee Calculator

* The **Family Child Care Network Program Profile** Module contains **5** (Sub-Menu) Options:

- Program Detail
- Program Statistics
- **Provider** Listing
- Program Holidays
- Fee Calculator

Program Detail



The screenshot shows a web browser window with the URL 'acciswestest/TrainSite/ACCIS/Program.aspx'. The form is titled 'Program Detail' and contains several sections:

- Name, Address and Contact Information:** Program Number: 0341910, Contractor Number: 00457, Name: FRIENDS OF CROWN HEIGHTS 5, Model Type: GD-DUAL ELIBILITY CC & HS, Program Type: G-Group day care, Contract Type: FF-FULLY FUNDED PROGRAM, RA: 18-FWC 333 7TH AVENUE, Street No: 374, Street: PINE STREET, Boro: BK, City: BROOKLYN, State: NY, Zip: 11208.
- Level of Care:** A table showing rates for different age groups.
- License:** A table showing expiration dates and numbers for different age groups.
- Director Details:** Director Name: JEROME BASS, Telephone: (347) 435-0990, Email: chariz@foch.biz.
- Contact Details:** Contact Name: KRISHTEL DIAMOND, Telephone: (347) 435-0990, Email: kdiamondfoch@gmail.com.
- Emergency Contact:** Contact Name: ROGELIO VIANO, Telephone: (347) 435-0990, Email: chariz@foch.biz.
- Transportation, Religion and Language:** Transportation: Yes (selected), Trans Fee: \$0, Language: EN (selected), SP (selected), Religion: (empty).
- Location And Public Transportation:** Cross Str: GLENMORE/PITKIN, Bus: B12, Bus Stop: LIBERTY/CRESCE, Subway: C, A, Sub Stop: EUCLID AVE.
- Days, Session and Hours Open:** A table showing checked days (Monday, Tuesday, Wednesday, Thursday, Friday, Sunday) and unchecked days (Saturday, Sunday, Holiday).

At the bottom of the form are 'Save' and 'Cancel' buttons.

Includes: Program-specific data, such as , Program Name, #, Address, Director, Contacts, Emergency Contacts, DOHMH License # and Expiration Date Information –Level of Care and Pay Rates, Vicinity –based Transportation lines, Days and Hours of Operation

This information must be kept updated by the Super-User(s).

Program Statistics-

The Program Statistics will automatically appear the first time the Placements module is selected.

NYC WEB ENROLLMENT SYSTEM
Children's Services

FRIENDS OF CROWN HTS EDUC(00437) Program: FRIENDS OF CROWN HEIGHTS S(0341910)

Home | My Profile | Support | Logout

Placements Attendance Case and Child Reports Contractor Profile Program Profile Administration

Home > Program Profile > Program Statistics

ACDTRADY 0043752 Tuesday, July 14, 2020

Program Statistics

Model Tp: GD

Level Of Care	License Cap	Budget Cap	Target Cap	Voucher	Current Placements				Avail Lic Slots	Avail Enroll Slots	Avail Reserv Slots
					Enrl	Rsrv	WL	PD			
Infant	0	0	0	0	0	0	0	0	0	0	0
Toddler	14	0	0	2	0	0	0	0	12	0	0
Preschool	140	127	127	1	112	1	1	1	27	15	15
School-Age	0	0	0	0	0	0	0	0	0	0	0
All Levels of Care	154	127	127	3	112	1	1	1	39	15	15

ALERT

5 children will be dropped due to the fact the case has lost its Child Care Eligibility. In order to continue the Case must be reauthorized for child care or the Dual child must be changed to HS only.

I confirm that I have reviewed the Program Statistics including:
Available Enrollment and Reservation Slots; Reservations; Pending Departures; Waiting List.

[Continue](#)

The Program/ Provider Statistics can be selected from the Program Profile module with access to Bulletins, News and Notices.

NYC WEB ENROLLMENT SYSTEM
Children's Services

FRIENDS OF CROWN HTS EDUC(00437) Program: FRIENDS OF CROWN HEIGHTS S(0341910)

Home | My Profile | Support | Logout

Placements Attendance Case and Child Reports Contractor Profile Program Profile Administration

Home > Program Profile > Program Statistics

ACDTRADY 0043752 Tuesday, July 14, 2020

Program Statistics

Model Tp: GD

Level Of Care	License Cap	Budget Cap	Target Cap	Voucher	Current Placements				Avail Lic Slots	Avail Enroll Slots	Avail Reserv Slots
					Enrl	Rsrv	WL	PD			
Infant	0	0	0	0	0	0	0	0	0	0	0
Toddler	14	0	0	2	0	0	0	0	12	0	0
Preschool	140	127	127	1	112	1	1	1	27	15	15
School-Age	0	0	0	0	0	0	0	0	0	0	0
All Levels of Care	154	127	127	3	112	1	1	1	39	15	15

NOTICES

- Vocational/Educational Training Verification 2017 06/01/17
- ECE-015 (CS1069) Revised 2017 06/01/17
- Revised Application for Child Care Subsidy-ECE 12 09/14/16
- Instructions for Rev Appl for Child Care Subsidy 09/14/16
- Application for Child Care Subsidy (ECE 12) 08/24/15

[More...](#)

BULLETINS / NEWS

- Data WES Inquiry Form 10/20/15
- Pending Departure 08/28/13

[More...](#)



Program Profile

Classroom Maintenance for Center-based Programs



Classroom Maintenance

Each year, center-based classrooms are set-up according to : Classroom Name, Teacher name, and other criteria. (Class # designation and Location Information does not change)

NYC WEB ENROLLMENT SYSTEM
Children's Services

FRIENDS OF CROWN HGTS EDUC (00457) Program: FRIENDS OF CROWN HEIGHTS 5(0341910) [Home](#) | [My Profile](#) | [Support](#) | [Logout](#)

Placements **Attendance** **Case and Child** **Reports** **Contractor Profile** **Program Profile** **Administration**

[Home](#) > [Program Profile](#) > **Classroom Maintenance** ACDTRAIN 0045752 Tuesday, July 14, 2020

Address: 374 PINE STREET BROOKLYN, NY, 11208 Year: 2018 ▼
2018
2019
2020

Classroom List

Select	Class #	Location Name and Number	Classroom Name	Teacher Name	Age of Most Children	Usable space Sq Ft	Max Capacity	Total Non-ACS Count	ACS Enrollments	Current Available	Start Date	End Date	Update by	Update Date
<input type="checkbox"/>	8522	101	FIRST FLOOR COLE REGIS, 1	PAMELA	3	784.00	17	1	15	1	9/18	8/19	DIAMOND5	11/09/18
<input type="checkbox"/>	8523	102	FIRST FLOOR THOMAS, 2	DEBORAH	3	461.00	12	0	5	7	9/18	8/19	DIAMOND5	9/04/18
<input type="checkbox"/>	8519	103	FIRST FLOOR CHARLES, 3	SHIRMAINE	3	461.00	17	1	9	7	9/18	8/19	DIAMOND5	11/09/18
<input type="checkbox"/>	8520	201	SECOND FLOOR 1	ROSE, SHARON	3	839.50	17	0	16	1	9/18	8/19	DIAMOND5	9/04/18
<input type="checkbox"/>	8524	202	SECOND FLOOR 2	ST. HILLAIRE, CINDY	4	839.00	20	0	21	-1	9/18	8/19	DIAMOND5	9/04/18
<input type="checkbox"/>	8521	203	SECOND FLOOR 3	SOUVENIR, DORETTE	4	823.00	20	0	19	1	9/18	8/19	DIAMOND5	9/04/18
<input type="checkbox"/>	8525	204	SECOND FLOOR 4	AUGUSTE, NAHOMIE	3	461.00	12	0	8	4	9/18	8/19	DIAMOND5	9/04/18
<input type="checkbox"/>	8526	205	SECOND FLOOR 5	MCRAE, CASSANDRA	4	901.00	20	0	19	1	9/18	8/19	DIAMOND5	9/04/18

Non-ACS/DOE Children

These children must be included for the total count for space capacity and utilization. There are minimum space requirements per child that must be maintained.

If the maximum # of children for a classroom space is 15 and there are 5 “Private Pay” children attending; the maximum # of ACS/DOE contracted children would be 10.

NYC WEB ENROLLMENT SYSTEM
Children's Services

FRIENDS OF CROWN HGTS EDUC(00437) Program: FRIENDS OF CROWN HEIGHTS 5(0341910)

Placements Attendance Case and Child Reports Contractor Profile Program Profile

Home > Program Profile > Non ACS Children ACDTRAIN 0043732

Address: 374 PINE STREET BROOKLYN, NY, 11208 Select Period: 2020 Service Month: 2 Service Year: 2020

#	Program Number	Loc ID	Class Name	Child Count
1	0341910	101	FIRS	0
2	0341910	102	FIRS	0
3	0341910	103	FIRS	0
4	0341910	201	SECOND FLOOR 1	0
5	0341910	202	SECOND FLOOR 2	0
6	0341910	203	SECOND FLOOR 3	0
7	0341910	204	SECOND FLOOR 4	0
8	0341910	205	SECOND FLOOR 5	0

Save Cancel

Change Classroom

The screenshot shows the 'NYC WEB ENROLLMENT SYSTEM' interface. At the top, it displays 'FRIENDS OF CROWN HGTS EDUC(00457)' and 'Program: FRIENDS OF CROWN HEIGHTS 5(0341910)'. Below this are tabs for 'Placements', 'Attendance', 'Case and Child', 'Reports', and 'Contractor'. The 'Change Classroom' link is highlighted in the breadcrumb trail. The form includes an 'Address' field with the value '374 PINE STREET BROOKLYN, NY, 11208'. Below this is a 'Select Period' section with a 'Select Classroom' dropdown menu set to 'FIRST FLOOR 1', a 'Service Month' dropdown menu set to '01/2020', and a 'Select' button. The main content area displays the message 'There are no Classrooms.' in red text. At the bottom right, there are 'Transfer' and 'Cancel' buttons.

If/when classrooms are set-up, children may be transferred from one class to another.

The classroom and Service Month must first be selected.

Holidays – Contract and Voucher

NYC WEB ENROLLMENT SYSTEM
Children's Services

FRIENDS OF CROWN HGTS EDUC(00457) Program: FRIENDS OF CROWN HEIGHTS 19(0314503) [Home](#) | [My Profile](#) | [Support](#) | [Logout](#)

[Placements](#) [Attendance](#) [Case and Child](#) [Reports](#) [Contractor Profile](#) [Program Profile](#) [Administration](#)

[Home](#) > [Program Profile](#) > **Program Holidays** ACOTRAIN 0045752 Tuesday, July 14, 2020

Select Holiday Year: 2020 ▼

Year: 2020 ▲

* for program specific holidays.

No.	Start Date	End Date	Days	Weeks		Paid	Comments
1	01/01/20	01/01/20	1	0		Y	
2	01/20/20	01/20/20	1	0		Y	
3*	01/22/20	01/22/20	1	0		Y	DCP CLOSED TRAUMA SMART
4*	02/07/20	02/07/20	1	0		Y	DCP CLOSED STAFF DEV DAY
5	02/17/20	02/17/20	1	0		Y	
6*	02/24/20	02/24/20	1	0		Y	DCP CLOSED STAFF DEV DAY
7*	03/22/20	03/22/20	1	0		Y	DCP CLOSED STAFF DEV DAY
8*	03/31/20	03/31/20	1	0		Y	DCP CLOSED TRAUMA SMART
9*	04/19/20	04/19/20	1	0	C	Y	DCP CLOSED STAFF DEV DAY
10*	05/12/20	05/12/20	1	0	C	Y	DCP CLOSED TRAUMA SMART
11	05/25/20	05/25/20	1	0	H	Y	
12*	06/19/20	06/19/20	1	0	C	Y	DCP CLOSED STAFF DEV DAY

Fee Calculator

This tool helps in estimating Fees, if applicable for child care service fee subsidy.

***Eligibility and Enrollment Training** focuses on the various associated factors.

[Home](#) > [Program Profile](#) > **Fee Calculator**

Fee Calculator

Family Size:

Month Gross \$: .00

Reason For Care (Optional):

Funding Stream (Optional):

Potential Fee*

Full Time: Part Time:

*Actual Fee Amounts may vary depending on other factors pertaining to the Case.

WES Attendance- Daycare Attendance Review Unit (DARU) is available to assist with Attendance: WESAttendance@schools.nyc.gov

Lee Franklin-Murray -

LFranklinmurray@schools.nyc.gov

James Allen - JAllen37@schools.nyc.gov

Judy Selby - JSelby@schools.nyc.gov

Anita Weston - AWeston2@schools.nyc.gov

You have completed this webinar. Thank you.

Questions? Follow-up?

Please contact/ use this link to send
[WES New Account and Super-User
Request Form](#)

to:

WESTraining@schools.nyc.gov



Other **DECE** Training Inquiries
Including Eligibility and Enrollment Training

Please contact:

Policytrainingteam@schools.nyc.gov

Summings-Grayson
Training Team, DECE