

FY'11 F.L.A.I.R. DATA COLLECTION FORM 22

SITE MASTER USER ATTENDANCE OPTION SELECTION

Project No.: _____ Project Name: _____

Site Master User Name: _____

Phone: _____ Email: _____

Site Master User

The Site Master User (usually the Project Director) is the person from your local project who identifies and authorizes individuals to have access to your local project's data.

Explanation of Attendance Options

Your site may select one of two ways to enter attendance data: 1) Daily Attendance Screens or 2) Monthly Attendance Screens. All projects are initially configured for the Daily Attendance Screen option. Projects can only be switched to the Monthly Attendance option if they submit Form 22, signed by the Site Master User. Projects must select the same way to enter attendance data for both adults and children. NOTE: Sites can change from the Daily to the Monthly option midyear if desired. Sites cannot change from the Monthly to the Daily option.

1. Daily Attendance Screens

Daily Attendance is entered into a monthly calendar (Daily Attendance Screens). 12 monthly screens (July 2010 – June 2011) are included in FY'11 F.L.A.I.R. Version 10.0. For every date, Monday through Friday, for the selected month, there are two rows, one for hours possible and one for hours attended. Project staff enters daily attendance directly into the F.L.A.I.R. system. F.L.A.I.R. Version 10.0 automatically calculates monthly attendance data. The monthly summary is accessible to projects by clicking **View Monthly Summary**. For more information, see the *F.L.A.I.R. Web-Based Database and Reporting System Version 10.0 Technical Manual*: Forms 12, 13, and 19 (for children) and Form 18 (for adults).

2. Monthly Attendance Screens

Monthly Attendance is entered into a table. There are 12 rows, one for each month in FY '11. There are two columns, one for possible hours and one for attended hours. Project staff sums up the number of possible hours and attended hours monthly and enter this into the F.L.A.I.R. system. For more information, see the *F.L.A.I.R. Web-Based Database and Reporting System Version 10.0 Technical Manual*: Forms 12, 13, and 19 (for children) and Form 18 (for adults).

My site will use the following attendance system (check one):

- (1) Daily Attendance Screens
 (2) Monthly Attendance Screens

Master User Signature

Date

Please mail the original of your completed Site Master User Form to Sue Rasher, OER Associates LLC, 615 Knox Ave., Wilmette, IL 60091. Sue must have an original copy on file. However, you may fax a copy of this form to Sue at 847/251-8001.