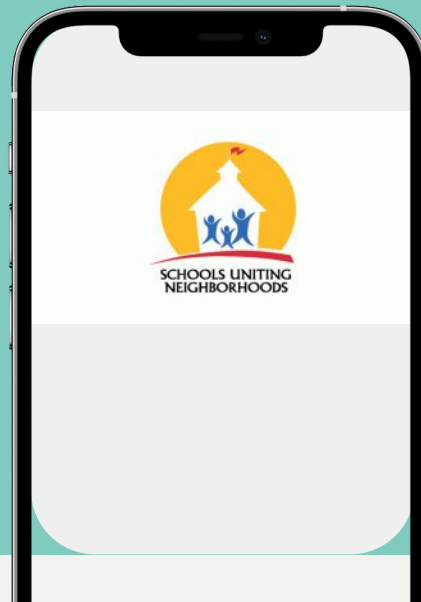




Grouptrail EKT & Leap into Kinder Overview

Training Handbook for EKT & Leap into Kinder Programs





County SUN System Training and Support Resources

- **For New User Access and/or Training use [this form](https://docs.google.com/forms/d/e/1FAIpQLScJ6IJucyAdu_hKMjA5vuBD0AIEGFa-NyRU8ztoqE85O1raSg/viewform)**
 - https://docs.google.com/forms/d/e/1FAIpQLScJ6IJucyAdu_hKMjA5vuBD0AIEGFa-NyRU8ztoqE85O1raSg/viewform
- **For Grouptrail questions, comments or concerns use [this form](https://forms.gle/sneS5RraGf7fpTau5)**
 - <https://forms.gle/sneS5RraGf7fpTau5>
- **For assistance with WellSky Community Services and/or Grouptrail email: yfswellskysupport@multco.us**



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EKT Data Entry Information:

Step 1 (Create Activities)

1) Create Activities in Grouptrail

Please use the following EKT naming conventions when creating an activity:

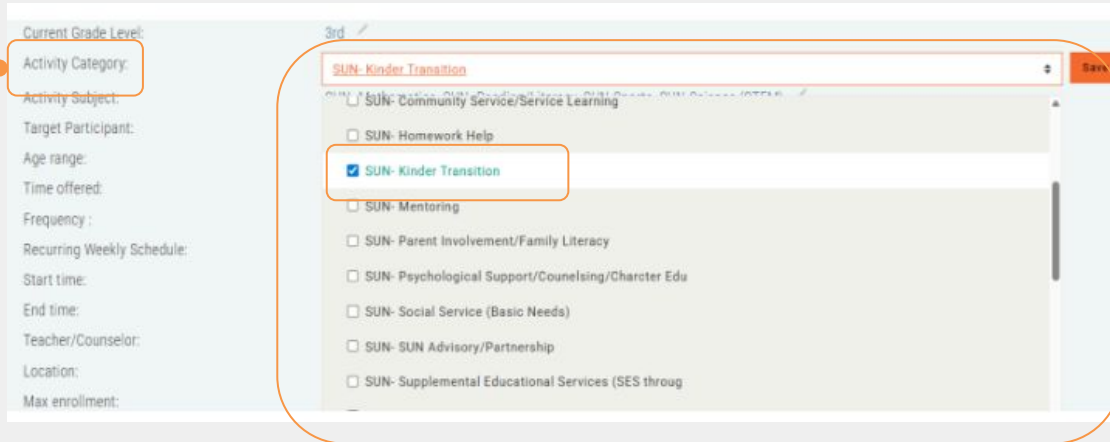
- The names of the activities must include: **“Summer 2025 EKT Children’s Classroom”** and **“Summer 2025 EKT Parent Group”**
- The children’s classroom must be a separate activity from the adult parent group
- Parent orientation should not be a separate activity but should be included as the 1st session in the parent group
- If you have multiple children’s activities or parent groups, you may enter them as different activities (e.g. Classroom A and Classroom B or Parent Group AM and Parent Group PM)

EKT Data Entry Information:

Step 2 (Selecting the correct Activity Category)

1) Activity Category for EKT Activities:

- It will be extremely important when creating an EKT activities in Grouptrail to select the activity category called **“SUN- Kinder Transition”**
- Activities that do not include the **“SUN- Kinder Transition”** activity category **will not report properly**.
- The activity category should be selected for all related EKT activities including the following:
 - EKT Children Classroom
 - EKT Parent Groups
 - EKT Childcare”
- Do not select “SUN- Kinder Transition” as an activity category for any other SUN activity if it’s not an EKT activity in Grouptrail



The screenshot displays the 'Activity Category' selection interface in Grouptrail. On the left, a list of form fields is visible, with 'Activity Category:' highlighted by an orange box. An orange line connects this box to the dropdown menu on the right. The dropdown menu is open, showing a list of activity categories. The 'SUN- Kinder Transition' option is selected, indicated by a blue checkmark and highlighted by an orange box. Other visible options include 'SUN- Homework Help', 'SUN- Mentoring', 'SUN- Parent Involvement/Family Literacy', 'SUN- Psychological Support/Counseling/Character Edu', 'SUN- Social Service (Basic Needs)', 'SUN- SUN Advisory/Partnership', and 'SUN- Supplemental Educational Services (SES through...'. A 'Save' button is located at the top right of the dropdown menu.

EKT Data Entry Information:

Step 3 (Enrolling and Taking Attendance)

Enrolling and Taking Attendance for EKT Activities

1) Enrolling:

- Enroll children who will be entering Kindergarten in the fall in the EKT Children's Classroom activity.
- Enroll any adults who attend in the EKT Parent Group Meeting activity
 - Do not enter any siblings of the children entering Kindergarten (e.g. 14 year old big sister) who attend unless they are the primary participant in the parent group (i.e. are standing in for the parent.)

1) Attendance:

- Take attendance for your EKT activities as you would any other activity.

Important Note:

If you are unable to obtain a student ID (SSID) number by September 15th, you must enter a student ID number for the kindergartener by October 15th

Leap into Kindergarten/Leap into K

Data Entry Information: **Step 1 (Create Activities)**

1) **Create Activities in Grouptrail**

Please use the following Leap into Kindergarten naming conventions when creating an activity:

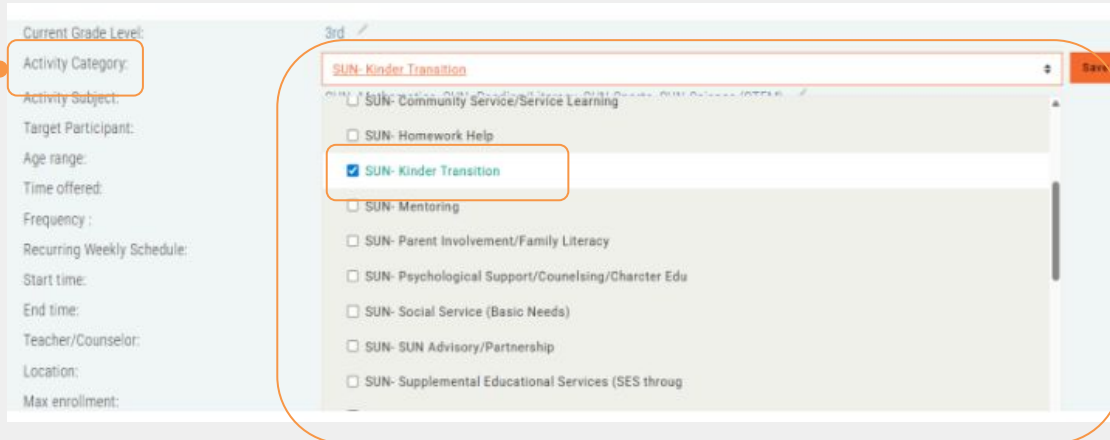
- The names of the activities must include: **“Summer 2025 Leap into K Children’s Classroom”** and **“Summer 2025 Leap into K Parent Group”**
- The children’s classroom must be a separate activity from the adult parent group
- Parent orientation should not be a separate activity but should be included as the 1st session in the parent group
- If you have multiple children’s activities or parent groups, you may enter them as different activities (e.g. Classroom A and Classroom B or Parent Group AM and Parent Group PM)

Leap into Kindergarten/Leap into K Data Entry Information:

Step 2 (Selecting the correct Activity Category)

1) Activity Category for Leap into Kinder Activities:

- It will be extremely important when creating an Leap into K activities in Grouptrail to select the activity category called **“SUN- Kinder Transition”**
- Activities that do not include the **“SUN- Kinder Transition”** activity category **will not report properly.**
- The activity category should be selected for all related Leap into K activities including the following:
 - Leap into K Children Classroom
 - Leap into K Parent Groups
 - Leap into K Childcare”
- Do not select “SUN- Kinder Transition” as an activity category for any other SUN activity if it’s not an Leap into K activity in Grouptrail



The screenshot shows the 'Activity Category' dropdown menu in the Grouptrail data entry form. The 'SUN- Kinder Transition' option is selected and highlighted with a red box. Other options visible include 'SUN- Homework Help', 'SUN- Mentoring', 'SUN- Parent Involvement/Family Literacy', 'SUN- Psychological Support/Counseling/Character Edu', 'SUN- Social Service (Basic Needs)', 'SUN- SUN Advisory/Partnership', and 'SUN- Supplemental Educational Services (SES through'.

Leap into Kindergarten/Leap into K Data Entry Information: **Step 3 (Enrolling and Taking Attendance)**

Enrolling and Taking Attendance for Leap into Kinder Activities

1) Enrolling:

- Enroll children who will be entering Kindergarten in the fall in the Leap into K Children's Classroom activity.
- Enroll any adults who attend in the Leap into K Parent Group Meeting activity
 - Do not enter any siblings of the children entering Kindergarten (e.g. 14 year old big sister) who attend unless they are the primary participant in the parent group (i.e. are standing in for the parent.)

1) Attendance:

- Take attendance for your Leap into K activities as you would any other activity.

Important Note:

If you are unable to obtain a student ID (SSID) number by September 15th, you must enter a student ID number for the kindergartener by October 15th



O&O EKT Participant Info- Total Number of EKT Activities Attended Report - (Excel Version 2021)

Please Note: This section reviews how to generate and run the “O&O EKT Participant Info- Total Number of EKT Activities Attended Report (Excel Version 2021) in Grouptrail. This report can also be used for PPS sites that have a Leap into Kinder program

O&O EKT - Participant Info- Total Number of EKT Activities Attended Report

Reporting Context:

- This report in Grouptrail provides a list of all EKT or Leap into Kinder participants currently being served between the date ranges the report is being generated for
- This report can be used for PPS sites that have a Leap into Kinder program
- The report will include two columns that provide the total number of days and hours attended per EKT or Leap into Kinder participant
- The report will take a user anywhere between 30 seconds to one minute to download
- If a user has multiple school access and generates this report for a long date range then the report may deliver via email to the user within 10 to 15 minutes
- This report contains Excel formulas meaning if a user clicks into a cell then it may break the data being viewed by the user
 - To avoid this issue, a user can copy and paste just the values in the report into a new Excel tab or Google Sheets
 - Here is quick YouTube video to demonstrate how to copy and paste values without formulas: <https://www.youtube.com/watch?v=E2qBofQrAXY>



Step 1) Click on O&O EKT Participant Info - Total Number of EKT Activities Attended Report

To Generate the EKT Total Activities Report, go to your **Report Tracker** and click the correct report:

O&O EKT Participant Info - Total Number of EKT Activities Attended Report (Excel Version 2021)

If you hover your mouse over the appropriate report, you will see the full description title name

REPORTS

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★ Feature / Mo

ed Reports

(NOT LINKED) Account Holders NOT Linked to Participants	Account Holders Linked to Participants (Excel Version 2024)	Activities Information (ETO Agency Report)	Attendance History (Agency ETO Report)
Daily Nutrition Tracking (List of Participants)	MFS Survey Report - Account Holders Linked to Participants	Master Site Report: Includes Participant Daily Schedule (Excel Version 2024)	O&O EKT Demographic Summary Report (Excel Version 2021)
O&O EKT Participant Info - Total Number of EKT Activities Attended Report (Excel Version 2021)	O&O EKT Progress Summary Report (Excel Version 2024)	O&O Participant Info - Total Number of Days Attended (Excel Version 2021)	O&O SUN Activity Total Summary Report (Excel Version 2021)
O&O SUN Demographic Summary Report (Excel Version 2021)	O&O SUN Missing Participant Data Report (Excel Version 2021)	O&O SUN Non-Enrollment Summary Report (Excel Version 2021)	O&O SUN Progress Summary Report (Excel Version 2021)
Participant Information (Agency ETO Report): Students & Adults	Partner Report W/ Attendance Report (Excel Version 2021)	Student Schedule (Excel Version 2024)	

Step 2) Enter the Date Range you want to look at and click Generate Report.

Fill out the report prompt section by putting the **start** and **end** date you would like to generate data for (**Example: Just 1st, 2024 to May 20th, 2025**)

Once your dates are enter, click **"Generate Report"**

Find the Excel report in your **"downloads"** on your desktop and open the excel spreadsheet

Please Note: You do not need to change any of the filter options on the report prompt. You will only need to enter a "Start and End Date in the **date range fields**"


O&O EKT Participant Info- Total Number of EKT Activities Attended (Excel Version 2021)

Filters

Filter date

Date of Activity

Range

Custom

From:

To:

Categories

Form: Attendance

Tags

Any

Single submission forms/data types

Activities

Linked Tags

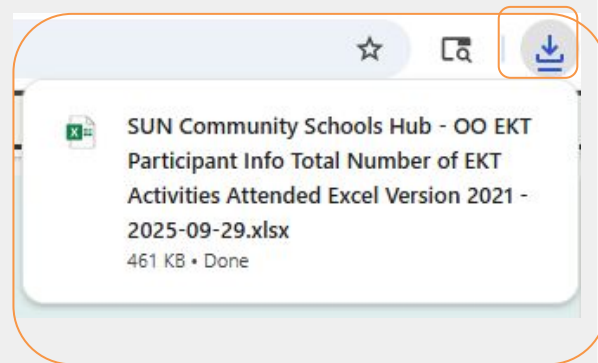
None selected

Linked Workspace Categories

Present

Generate report

Cancel





Step 3) Review Total Number of Days and Hours.

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O
	Agency Name	School Name	Enrollment Status	EKT Participant	Did Child Attend Head Start?	Did child attend preschool or kindergarten?	Date of Birth	Number of Days Attended: TOTAL	Number of Hours ATTENDED: TOTAL	Inclusive Identity					
1															
2	Metropolitan Family Service	Meadows Elementary	Enrolled at this school	Yes	No	No	11/18/19	13	81.3	Latino/Hispanic					
3	Metropolitan Family Service	Meadows Elementary	Enrolled at this school	Yes	Yes		4/19/20	15	93.8	Asian					
4	Metropolitan Family Service	Meadows Elementary	Enrolled at this school	Yes	Yes		11/21/19	15	93.8	White					
5	Metropolitan Family Service	Meadows Elementary	Enrolled at this school	Yes	No	Yes	4/16/20	15	93.8	Native American/Alaska Native, White					
6	Metropolitan Family Service	Meadows Elementary	Enrolled at this school	Yes	Yes	No	7/29/20	15	93.8	Latino/Hispanic, Slavic					
7	Metropolitan Family Service	Meadows Elementary	Enrolled at this school	Yes	No	No	8/3/20	11	68.8	Asian					
8	Metropolitan Family Service	Meadows Elementary	Other	Yes	No	No	10/3/97	1	1.0	Latino/Hispanic					

Once you have open the report, you will see calculations happening on the report, please allow time for the report to process the calculations
(bottom right hand corner)

This report will contain all the participants who have recorded attendance calculated for EKT or Leap into Kinder programs for the date ranges generated



O&O EKT Progress Summary Report - (Excel Version 2024)

Please Note: This section reviews how to generate and run the “O&O EKT Progress Summary Report (Excel Version 2024) in Grouptrail. This report can also be used for PPS sites that have a Leap into Kinder program

O&O EKT Progress Summary Report

Reporting Context:

- This report in Grouptrail allows a user to check their current outputs in the system to understand the number of adults and children served in EKT or Leap into Kinder Programs
- It's important to note that data for EKT and Leap into Kinder programs are being captured by any activity that has an activity category of **"SUN-Kinder Transition"**
 - Sites should only select the activity category of "SUN-Kinder Transition" if the activity is directly affiliated with EKT or Leap into Kinder
 - Sites with EKT and Leap into Kinder activities should label their activity name correctly (**Example:** Summer 2025 Leap into Kinder Children's Classroom)
- The report will take a user anywhere between 30 seconds to one minute to download
- If a user has multiple school access and generates this report for a long date range then the report may deliver via email to the user within 10 to 15 minutes
- This report contains Excel formulas meaning if a user clicks into a cell then it may break the data being viewed by the user
 - To avoid this issue, a user can copy and paste just the values in the report into a new Excel tab or Google Sheets
 - Here is quick YouTube video to demonstrate how to copy and paste values without formulas: <https://www.youtube.com/watch?v=E2qBofQrAXY>

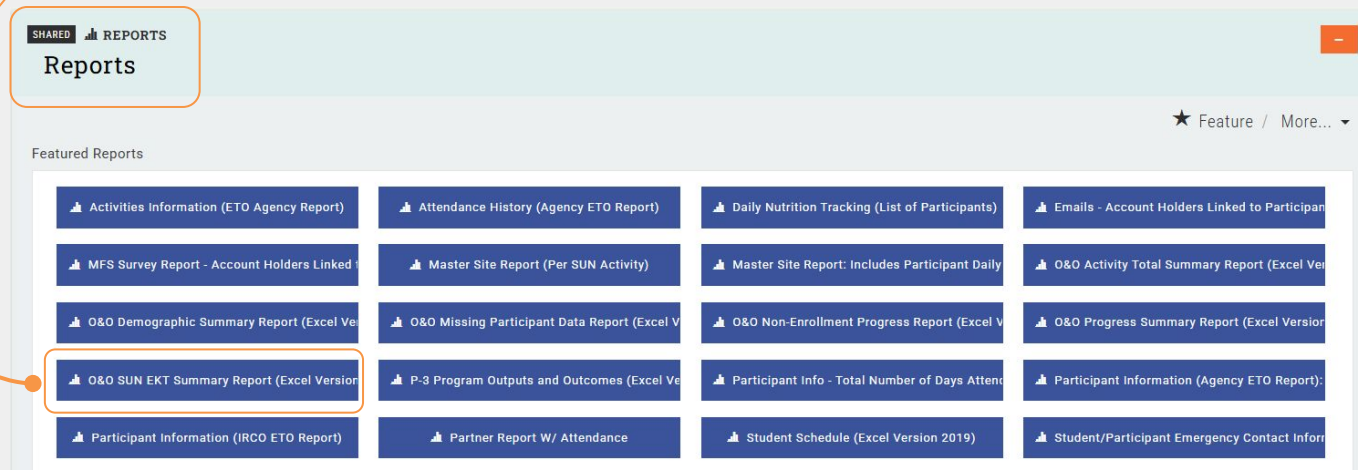


Step 1) Click on O&O EKT Progress Summary Report

To Generate the O&O EKT Progress Summary Report, go to your **Report Tracker** and click the correct report:

O&O EKT Progress Summary Report (Excel Version 2024)

If you hover your mouse over the appropriate report, you will see the full description title name



Step 2) Enter the date range you want to look at and then click **Generate report**.

Fill out the report prompt section by putting the **start** and **end** date you would like to generate data for (**Example: Just 1st, 2024 to May 20th, 2025**)

Once your dates are enter, click **"Generate Report"**

Find the Excel report in your **"downloads"** on your desktop and open the excel spreadsheet

Please Note: You do not need to change any of the filter options on the report prompt. You will only need to enter a "Start and End Date in the **date range fields**"


O&O EKT Summary Report (Excel Version 2024)
×

Filters

Filter date

Range

Categories

Tags

Linked Tags

Linked Workspace Categories

Date of Activity

Custom

From:

To:

Form: Attendance

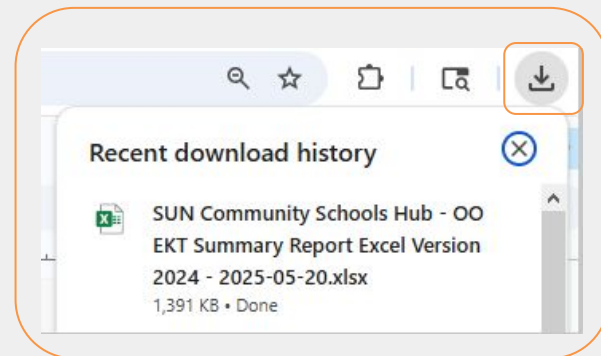
Any

None selected

Present

Generate report

Cancel



Step 3) Review your data on EKT Progress

Once you have open the report, you will see calculations happening on the report. Please allow time for the report to process the calculations (**bottom right hand corner**)

This report will contain the following:

-) **Site Names(s)**
(located in column A)
-) **Total EKT Activities**
(located in column B)
-) **Total Participants Served**
(located in column C)
-) **Total Children Served (<=8)**
(located in column D)
-) **Total Parents/Caregivers (21+)**
(located in column E)
-) **Total Attendance for all EKT activities**
(Located in column F)

	A	B	C	D	E	F	G
1	Sites	Activities	Participants	Children (<= 8)	Parents / Caregivers (21+)	Total Attendance Records	
2		4	67	40	26	378	
3							
4							
5							
6							
7							
8							
9							
10							



Thank you!

Multnomah County

Youth & Family Services

SUN Service System Data Team

yfswellskysupport@multco.us