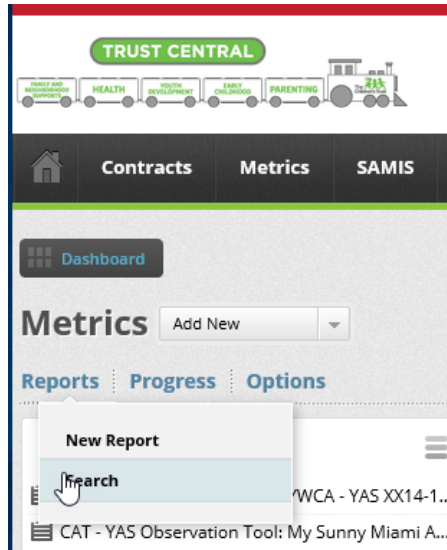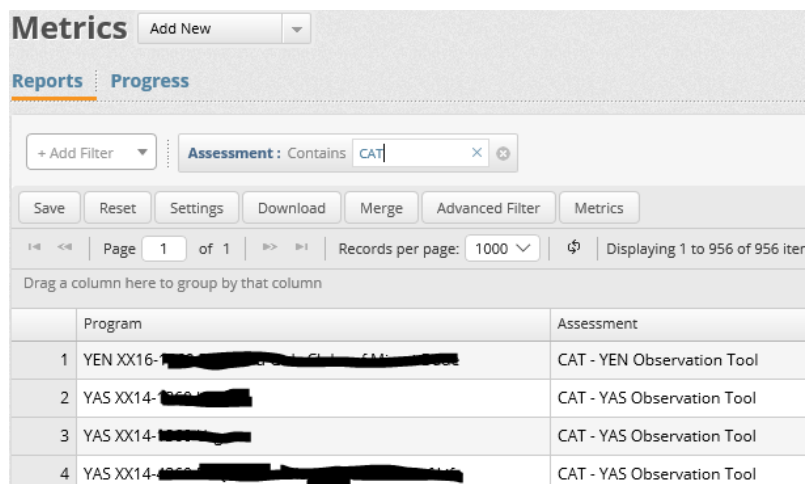**Retrieving CAT Observation Feedback in Metrics Station.**

By July 12th, 2017 all CAT observations for YAS and YEN summer programs will be completed and available to you in the Metrics Station of Trust Central. Programs should use the recommendations provided to improve program quality and success. If you have any questions regarding the feedback, please contact your Contract Manager. Here are a few quick steps to help you access the information:

1. Login into your Trust Central account (www.trustcentral.org). Click on the "Metrics" station.
2. Under the "Reports" tab, select "Search". This will direct you to another screen.

3. In this screen, you will see the option to "Add Filter". When you click this, a list of different identifiers will appear. These identifiers help you search for different reports based on selected criteria. For this purpose, we will select the "Assessment" filter. Once it appears, enter the word "CAT" into the blank field and press enter. The records below should now only show the assessments containing the word "CAT" in it.

4. If your program had a previous observation completed, please refer to the "Date Start" column to identify the summer assessment. In order to see observer scores and feedback, please select the **Observation tool NOT the CAT Consensus Score Assessment.**