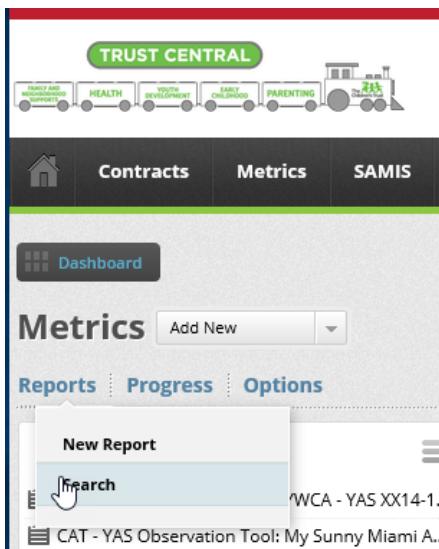


## Retrieving CAT Observation Feedback in Metrics Station.

By July 12<sup>th</sup>, 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](http://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.

Metrics		Add New
Reports		
+ Add Filter	Assessment : Contains	CAT
Save	Reset	Settings
Download	Merge	Advanced Filter
Metrics		
Page 1 of 1	Records per page: 1000	Displaying 1 to 956 of 956 iter
Drag a column here to group by that column		
Program		Assessment
1 YEN XX16-1		CAT - YEN Observation Tool
2 YAS XX14-1		CAT - YAS Observation Tool
3 YAS XX14-1		CAT - YAS Observation Tool
4 YAS XX14-1		CAT - YAS Observation Tool

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**.

Program	Assessment
YEN XX16-9000 Sample - Youth Enrichment	CAT - YEN Observation Tool ✓
YEN XX16-9000 Sample - Youth Enrichment	CAT - Consensus Score ✗