

Praesidium *Know Your Score!*™ self-assessment

Frequently Asked Questions for Y *KYS!* Praesidium Guardians

What is Praesidium's *Know Your Score!* (*KYS!*) self-assessment?

Praesidium's online self-assessment, *Know Your Score!*, helps YMCAs of every size accurately and confidentially identify potential gaps in abuse-prevention practices throughout their organization. Per Y-USA, *Know Your Score!* meets the **self-assessment criteria** for Y-USA's **Child Protection and Aquatic Safety Membership Qualification**.

What is the role of a *KYS!* Praesidium Guardian (PG)?

The *KYS!* Praesidium Guardian is a Y's point person for the self-assessment process. Praesidium Guardians are responsible for completing an association-level assessment, ensuring Branch Representatives complete their assigned assessments for multi-site Ys, interpreting the assessment results, leading the efforts in resource implementation, and uniting abuse prevention efforts across the Y. If you are new to the Praesidium Guardian role, please reach out to Praesidium.

Compliance

How often does my Y need to complete a self-assessment cycle?

Per Y-USA's Child Protection and Aquatic Safety Membership Qualification, Ys need to complete a child abuse prevention self-assessment at least every two (2) years.

How many self-assessments does my Y need to complete?

This depends on the size of your Y. If you are a single-site Y, then you will complete one association-level self-assessment. If you are multi-site Y, then your Y will complete an association-level assessment and branch/site self-assessments. Multi-site Ys can assign Branch Representatives to complete their respective branch/site assessment.

Note: The average length of time it takes to complete a self-assessment is 4-8 hours.

How does my Y get marked as complete and in compliance for the self-assessment criteria under Y-USA's Child Protection and Aquatic Safety Membership Qualification?

In order to be marked as complete and in compliance, your Y will need to complete all anticipated assessments and close out the assessment cycle within the *KYS!* system. The *KYS!* self-assessment cycle must be completed every two years, at minimum, for compliance. The Praesidium Guardian has access to close the cycle by clicking the **Complete Cycle** button on the *KYS!* dashboard, after verifying all anticipated assessments are complete.

Support

How do I register an account in *Know Your Score!*?

In order to register an account in the KYS! system, you need an access code. If you need your access code, and/or access codes for your Branch Representatives, please contact Praesidium at support@praesidiuminc.com. As the Praesidium Guardian, you are responsible for distributing the access codes to your team.

Once you have your access code, you can register by using this link:
<https://armatus2.praesidiuminc.com/kys/#register>.

How do I log in to *Know Your Score!*?

You can log in by using this link: <https://armatus2.praesidiuminc.com/kys/#login>. Your **username** is your email address and if you forgot your **password**, you can click the [Forgot Password?](#) link on the login page.

How do I access the KYS! training courses that cover how to prepare for and complete a self-assessment?

If you need a refresher on how to prepare for and complete a self-assessment, the KYS! training is accessible by selecting the **Training** tab on your KYS! dashboard. For a training on reassessment, there is a video located on your KYS! dashboard that goes over the reassessment steps or you can click [here](#) to view the video.

Since I will be completing more than one self-assessment for my Y, how do I complete each assessment?

If you are completing multiple self-assessments, then you will need to switch your role to the appropriate assessment/location before completing each assessment. You can add or switch a role by clicking your **username** in the top right corner of your KYS! dashboard and selecting **Roles**. To add a role, enter the access code in the **Add More Roles** field. To switch a role, click on the dial next to the assessment you plan to view next to **Choose Your Role**. Once you choose your role, click on the **Know Your Score! logo** in the top left corner to take you back to the dashboard.

Results and Resources

How do I access my self-assessment results?

To access your Y's Scorecards that include individual assessment results from closed cycles, select the **Reports** tab and select **Assessment History**. Then, select a cycle to view in the **drop-down menu** and click **GO**. From there, you can access each **Scorecard** with your assessment results and downloadable resources. There are other various reports available under the **Reports** tab that provide a summary of your self-assessment results.

Are there resources available to help meet the abuse prevention best practices?


Praesidium offers Ys numerous **free** resources including sample model policies, screening and selection toolkit, abuse prevention courses, abuse prevention helpline, and consumer education materials that can help you meet abuse prevention best practices. You can access the downloadable resources through the **Scorecard** which is located within **Assessment History** under the **Reports** tab and by selecting the **Next Steps** tab and selecting **Resources**.

What tools are available to help with creating a Corrective Action Plan to fill in the gaps identified in the self-assessment?

Once you complete the self-assessment cycle, the next step is to create a **Corrective Action Plan** and **implement resources** to fill in the gaps identified in the self-assessment. Within *KYS!*, you have access to tools and resources to help you fill in the gaps. Under the **Next Steps** tab, you can access the **What's Next!?** document and an interactive **Cost-Benefit Grid** that can help you create the Corrective Action Plan. Also, you can access the **Improving Your Score** training course by selecting the **Training** tab on your *KYS!* dashboard that goes over the available tools. If you need additional help creating a Creative Action Plan and implementing resources, please reach out to your Y's assigned Praesidium Safety Analyst or capinfo@praesidiuminc.com.

Additional Questions

What should I do if I have additional *KYS!* support and technical questions?

There are help buttons  throughout the *KYS!* system and our Support Team can be reached Monday-Friday, 8 AM - 5 PM CDT at 800-743-6354 or at support@praesidiuminc.com.