



Trust Central Overview Guide

Trust Central is your go-to hub for contracting with The Children's Trust. In this one location, you will find all the tools you need to conduct everything from your day-to-day data entry to your monthly submission of reimbursements, and your periodic amendments and renewals.

Trust Central is organized into modules that contain functionality and data related to a specific purpose. Each module appears as a button on your home screen and a tab in your navigation menu. The diagram on the previous page breaks down the five main modules and what you will find within each one: Contracts, Participants, Fiscal, Metrics, and Grants.

Depending on the role you are assigned by your organization, you may see all five of these modules or a subset of them, and the data and functionality contained therein.

Below is more information about what you can do within each module, as well as what information you will find in each.

- **Contracts** – This is where you will find all information related to your contract with The Trust and where you will perform all related activities, such as executing and amending it.
- **Participants** – This is where you will enter and view all data related to your program's participants, including their demographics, attendance, and performance outcomes. You will also be able to view information organized as an overview of your program.
- **Fiscal** – This is where you will conduct all fiscal activities related to your contract, including creating and amending budgets, creating, and editing staff positions, and submitting monthly reimbursements. You will also be able to access reports related to the aforementioned activities.
- **Metrics** - This is where you will find reports about your program's performance based

on site visits, Content Area Team (CAT) visits, and fiscal reviews. This is also where you will be able to access and update your growth plan.

- **Grants** - This is where you access detailed information about funding opportunities and apply for those opportunities.