

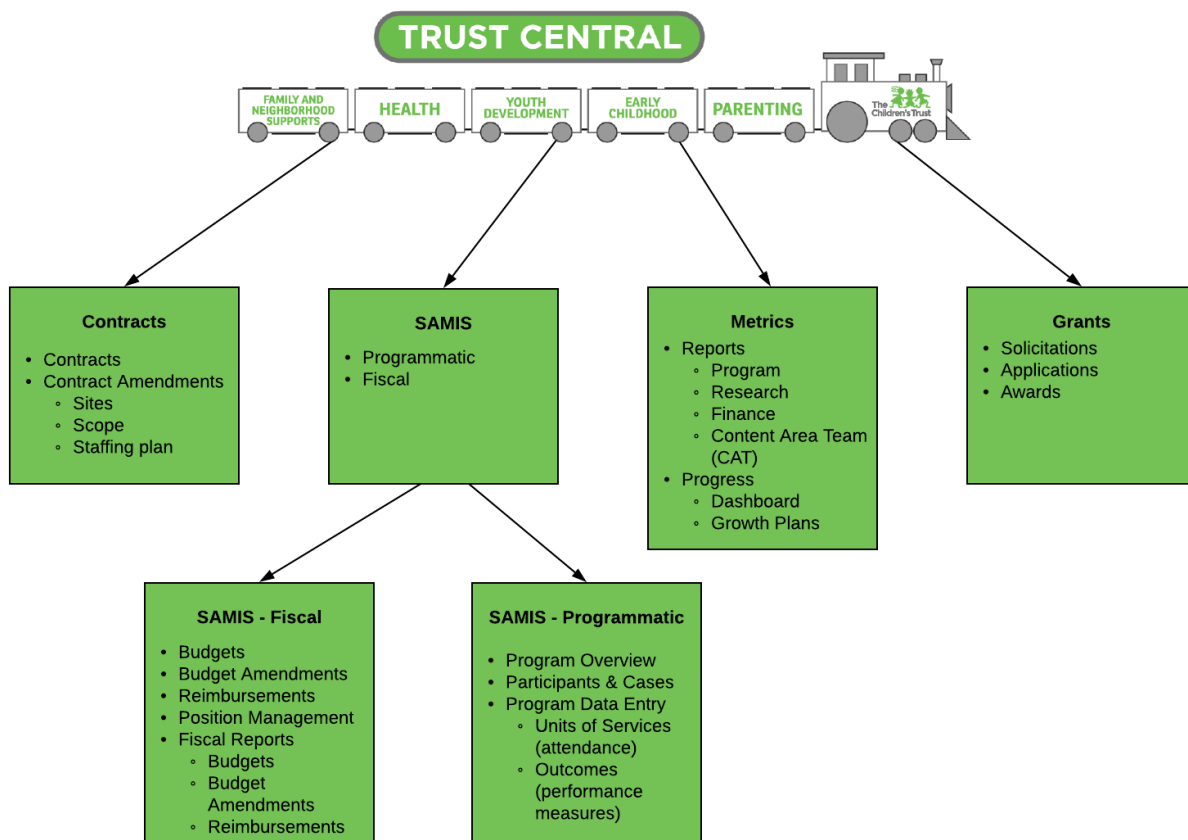


Trust Central Overview Guide

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.

The diagram below is intended to map out the functionality and data in Trust Central to help you become more familiar with it and access what you need.

System Diagram





Modules

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 four main modules and what you will find within each one: **Contracts, SAMIS, Metrics, Grants**. Note that the **SAMIS** module is further broken down into **SAMIS – Fiscal** and **SAMIS – Programmatic** since this specific module contains two distinct types of data and functionality, unlike the other modules.

Depending on the role you are assigned by your organization, you may see all four 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 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.
- **SAMIS** – This module is where you will conduct all fiscal activities related to your contract and enter all program-related data as well as viewing all relevant information for both.
 - **Programmatic** – 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.