

Directions for Completing your Quarterly Report -

Go to CSC web site: www.cscslc.org

Click on [Resources for Programs](#)

Under Quarterly Reporting: Click on [Access to Reports](#)

Enter User name

Enter Password

Select Saved Report Option

Select previous Saved Final version of the appropriate report For the 1st Quarter selected the saved draft report that CSC has posted for your 1st Quarter of 08-09 as it already has the Goals and Outcomes entered. You use the saved version to build upon each quarter to update the prior report data.

When you first begin working with the old saved report please update the fields for Report Date Report Quarter Report Completed By Title Stage (to Draft initially) so that when you get to the Submit button to save your report you don't overwrite and lose that previous report. Use the Tab key or your mouse to move to the next field. DO NOT USE THE ENTER KEY UNTIL YOU ARE READY TO SUBMIT/SAVE YOUR REPORT.

SUGGESTION Break your data entry into sections. First do the Individual Counts, Services to Groups, and four demographics entries for geographic region, race/ethnic, gender, and age range. These four sub-totals are automatically crossed checked against the Children Individual Count Actively Served YTD number to make sure they match. Then click the Submit Button at the end of the report to Save your work. If the sub-totals all match the submission will be allowed. If they don't match, you will get an error message. After clicking on the OK button you will be taken to the first section that does not match up to the expected YTD number. Once all the corrections are made and the Save is allowed, move on to doing your narrative changes/entries.

Update your report and edit as necessary between your Saves. Remember to change the Report Stage to final after all your reviews and edits are completed for your final save.

Helpful Hints:

Active Carryover as of October 1 is the number in that category who are actively receiving services (still open/enrolled) at the start of the new contract year. This would be the base figure for the year and will not change. Individual children or adults consumers/clients are only counted once per contract year.

New Entries are those being served who are new to the program that quarter. They only get counted once in the contract year when they start the program. Active carryovers and new entries per quarter are automatically added together to form the YTD total. % of goal is also calculated automatically.

Number of CSC funded positions should be a whole number. CSC may not fund 100% of the position, but count the whole position not an FTE.

Grant Activity is information related to seeking funds from sources other than CSC. Use dollar amounts without \$ or comma, such as 25435.00 Do not enter text such as pending in the number fields.

Outcomes for the program are entered by CSC based on your proposal and common indicators for program priority areas. These are not fields you can edit. They should remain the same for the year.

Progress YTD is a text field that allows you to describe steps taken by the program to move toward achieving the stated goal. These may be preliminary steps to be achieved before the goal can be measured.

Actual Achievement is a text field that allows you to describe how you are measuring achievement of that goal. # that have completed the program vs the # that participated. Or, the # who showed improvement vs the # that remained the same or decreased their measurement.

% of target outcome is a measure of your progress toward achieving that overall goal.

Spotlight on section is a narrative of a particular situation/happening/individual's progress that is reflective of your program and the impact it can have on your consumers or families.

Other information is a final text field to include any other information that is pertinent to that quarter's report

Stage. Don't forget to change the Stage of your report to Final after you are finished with all your editing, reviews, and corrections. That helps us to know when you are finally done with the report.

Hope this information and suggestions are helpful. Call if you have questions.