

## CMS Workplan Progress Report Guidelines

Select your strategy from the list below to be directed to the appropriate Workplan Progress Report Guidelines:

K-8 Comprehensive Afterschool, Scholarship, & Summer.....	2
K-8 Specialized.....	6
K-8 Specialized-Assigned.....	10
Youth-Led Organizing, Youth-Led Philanthropy, Specialized Teen, ELL, LGBTQQ, & Summer Transitions.....	14
YWD-General, YWD-High School Partnerships, YWD-Juvenile Justice System Involved, MYEEP, YouthWorks.....	18
YWD-Career Awareness.....	22
Violence Prevention & Intervention (VPI).....	26

# K-8 Community Based Afterschool, Scholarship, & Summer Workplan Progress Report Guidelines

When you submit an Invoice to DCYF, you will see the Workplan Progress Report, which is a tool to help you understand your program's progress toward meeting the requirements of your DCYF grant. These guidelines will help you understand the information in each section of the Progress Report.

MONTHLY REPORTS		FY2013-2014				
Sample Program						
Month	Narr	Progress Report	Staff	Invoice	Print	Status
Jul	<a href="#">Edit</a>	<a href="#">View</a>	<a href="#">View</a>	<a href="#">Edit</a>	<a href="#">View</a>	Working
Aug	<a href="#">View</a>	<a href="#">View</a>	<a href="#">View</a>	<a href="#">Edit</a>	<a href="#">View</a>	Working
Sep	<a href="#">Edit</a>	<a href="#">Edit</a>	<a href="#">Edit</a>	<a href="#">Edit</a>	<a href="#">View</a>	Working
Oct	<a href="#">Edit</a>	<a href="#">Edit</a>	<a href="#">Edit</a>	<a href="#">Edit</a>	<a href="#">View</a>	Working

Once you click into the Invoice section, select the Progress Report button for the current month to run the report.

Once you've clicked the button, the report will run for all data up to that month. This is the report that results.

PROGRESS REPORT		<a href="#">BACK</a>	<a href="#">Unlock</a>				
<b>Sample Agency – Sample Program</b>		February 2014					
<b>Average Daily Attendance - Actual vs Projected (By Cycle)</b>							
ADA By Cycle(s)	Begin	End	Grades K-5	Grades 6-8			
School Year	8/19/2013	5/30/2014	17.73 / 11 (161%)	5.15 / 4 (129%)			
<b>ADA By Activity</b>							
Group Activity Name	Grade Level(s)	Begin	End	ADA (Month)	ADA (YTD)	DWA (Month)	DWA (YTD)
Sample Comprehensive Activity (K-8)	6-8; K-5	8/19/2013	5/29/2014	24.53	22.88	15/15	96/96
<b>K-5 Participants by Hour Dosage YTD</b>							
0-49	50-99	100-149	150-199	200+			
3	1	3	4	15			
<b>6-8 Participants by Hour Dosage YTD</b>							
0-19	20-39	40-59	60-79	80+			
3	1	0	0	6			
<b>Number of Unique Participants served YTD</b>							
42							
<a href="#">Generate Inclusion/Exclusion Report</a>							

## Average Daily Attendance – Actual vs Projected by Cycles

This section tells you the Average Daily Attendance (ADA) - the average number of participants per service day in your program site. The **Actual ADA** is displayed over the **Projected ADA**.

**Percentages** are calculated by dividing the Actual ADA by the Projected ADA. They tell you how close you are to meeting the DCYF Performance Measure “Program meets 85% of its projected ADA by age group.” They are **red** if you are below 85%, and will turn **green** when you hit 85%.

Average Daily Attendance - Actual vs Projected (By Cycle)				
ADA By Cycle(s)	Begin	End	Grades K-5	Grades 6-8
School Year	8/19/2013	5/20/2014	18.51 / 40 (46%)	0 / 0

**Actual ADA** is calculated by taking all Present Records of youth YTD and dividing it by All Scheduled Days from activities YTD.

**Projected ADA** tells you the average number of participants that your program *projected* will attend each service day at your program site (please see Workplan).

In order for a participant to be counted in the **Actual ADA**:

- **Activities:**
  - Activities must be attached to a Funding Source in the current Fiscal Year.
  - Activities must be correctly tagged K-5 and/or 6-8.
  - Activities must fall within the range of the current Academic Year.
- **Participants:**
  - Participants’ grade must fall within the grade range (K-5 and/or 6-8) tagged for the activity. For example, if a 6<sup>th</sup> grader is present for an activity tagged only for grades K-5, his present record will not be counted in the ADA.
  - Participant must have complete demographic information.

## Average Daily Attendance by Activity

This section of the report lists the comprehensive activity(ies) offered by your program in the current academic year.

The **ADA** columns list the Average Daily Attendance for this activity for the month of the Invoice and YTD

ADA By Activity							
Group Activity Name	Grade Level(s)	Begin	End	ADA (Month)	ADA (YTD)	DWA (Month)	DWA (YTD)
K-5 Comprehensive Activity	K-5	8/19/2013	5/30/2014	19.78	18.51	18/18	102/102

**DWA (Days with Attendance)** lists the number of days youth attended the activity over the number of days the activity was scheduled for the month or YTD

### Participants by Hour Dosage YTD

These tables are organized by grade group and show the number of participants that have received 0-49.99 hours, 50-99.99 hours, 150-199.99 hours, and 200+ hours of programming. Youth will move across this table throughout the fiscal year as they attend more programming.

K-5 Participants by Hour Dosage YTD				
0-49	50-99	100-149	150-199	200+
4	3	2	2	21

6-8 Participants by Hour Dosage YTD				
0-19	20-39	40-59	60-79	80+
0	0	0	0	0

75% of grades K-5 youth must receive 200+ hours of programming, and 75% of grades 6-8 youth must receive 80+ hours by the end of the fiscal year.

Because the activity in this example is tagged K-5 only, no 6-8 graders participating in the activity will have their attendance counted. If your program serves 6-8 graders, you will see information here.

### Number of Unique Participants Served YTD

This table shows the number of youth with complete demographics served in the program regardless of grade level. Youth are counted even if they are in the 9<sup>th</sup> grade, for example.

Number of Unique Participants served YTD
32

## Inclusion/Exclusion Report

If you think the ADA or Number of Participants served looks too low, click this button to run the **Inclusion/ Exclusion Report** and determine which participants and activities have been excluded due to incomplete data entry. As stated before, the Progress Report only counts youth with complete Participant Records and no missing demographics.

[Generate Inclusion/Exclusion Report](#)

## Progress Reports Are Now Cached!

Progress Reports will update each time the “Progress Report” button in the invoice is clicked UNTIL the invoice is submitted. Once an invoice is submitted, the report is **cached** (meaning a snapshot of the data is taken). Caching allows for much quicker load time, and also gives your Program Officer a snapshot of your program’s performance on a monthly basis.

To view the latest report if changes were made after invoice submission, click into the Reports tab and run the report titled “**Workplan Progress Report 13-16.**” Select “Only Participants with Complete Demographics” to match the restrictions in the invoice.

Assessments	
<b>Reports</b>	<b>Group Activities with Missing Attendance</b> Missing attendance data, broken down by service
Documents	<b>Data Management</b>
Messages & Alerts	<b>Complete Participant Attendance Sheet</b> Excel file of all attendance for all participants within the report period.
User Accounts	<b>Multi-Day Attendance Sheet</b> This report allows users to print attendance sheets spanning up to 10 days for each service that meets within the specified time period. If a student has not attended in the last 10 scheduled days since the day this attendance sheet is generated, the student will be indicated as Recommended Drop.
Utilities	<b>Custom Report Builder</b> Build your own list of persons based on a set of criteria defined by a query tool result.
Help Center	<b>Recap of Program Data</b>
Admin List	<b>Workplan Progress Report</b> Workplan Progress.
	<b>Workplan Progress Report 13-16</b> Workplan Progress.

## Specialized K-8 Workplan Progress Report Guidelines

When you submit an Invoice to DCYF, you will see the Progress Report, which is a tool to help you understand your program’s progress toward meeting the requirements of your DCYF grant. These Guidelines will help you understand the information in each section of the Progress Report.

MONTHLY REPORTS						FY2013-2014
Sample Program						
Program						
Month	Narr	Progress Report	Staff	Invoice	Print	Status
Jul	<a href="#">Edit</a>	<a href="#">View</a>	<a href="#">View</a>	<a href="#">Edit</a>	<a href="#">View</a>	Working
Aug	<a href="#">View</a>	<a href="#">View</a>	<a href="#">View</a>	<a href="#">Edit</a>	<a href="#">View</a>	Working
Sep	<a href="#">Edit</a>	<a href="#">Edit</a>	<a href="#">Edit</a>	<a href="#">Edit</a>	<a href="#">View</a>	Working
Oct	<a href="#">Edit</a>	<a href="#">Edit</a>	<a href="#">Edit</a>	<a href="#">Edit</a>	<a href="#">View</a>	Working

Once you click into the Invoice section, select the Progress Report button for the current month to run the report.

Once you’ve clicked the button, the report will run for all data up to that month. This is the report that results.

PROGRESS REPORT						<a href="#">BACK</a>	<a href="#">Unlock</a>
<b>Sample Agency – Sample Program</b>						February 2014	
# of Participants by Hours of Attendance Year to Date							
0-17 Activity Hours		18-34 Activity Hours		Total Youth 35+ Activity Hours Act / Proj			
4		1		14 / 25 (56%)			
Service Site: Sample Service Site A							
Actual Youth Served vs. Projections by Service Site and Cycle							
Cycle Name	Time of Cycle	Start Date	End Date	Participants Returning from Prior Cycle in Year	New Participants 0-17 Activity Hours	New Participants 17-34 Activity Hours	New Participants 35+ Activity Hours Act / Proj
Summer Program	Summer Only	6/10/2013	7/25/2013	0	1	1	8 / 15 (53%)
Fall Program	School Year	9/9/2013	12/5/2013	3	0	0	6 / 5 (120%)
Spring Program	School Year	2/3/2014	5/8/2014	5	3	0	0 / 5 (0%)
<a href="#">Generate Inclusion/Exclusion Report</a>							

### # of Participants by Hours of Attendance Year to Date

This table shows you the number of participants in columns sorted by the amount of Activity Hours they have received. At the beginning of the fiscal year, all participants should be in the 0-17 Activity Hours column. By the end of the year, most projected youth (75%, according to the Performance Measure) should be in the 35+ Activity Hours column.

- If Jane Doe attended the program for more than one cycle, ALL hours across ALL cycles are summed up in this table. More info on New vs. Returning Participants on the next page.

# of Participants by Hours of Attendance Year to Date		
0-17 Activity Hours	18-34 Activity Hours	Total Youth 35+ Activity Hours Act / Proj
57	19	48 / 161 (30%)

**Percentages** are calculated by dividing the actual youth attending the program over the projected number of youth in your Workplan. They tell you how close you are to meeting the DCYF Performance Measure "Program meets 75% of its projected ADA by age group." They are **red** if you are below 75%, and will turn **green** when you hit 75%.

In order for a participant to be counted:

- Participant must have complete demographic information.
- Participant must be enrolled in an activity that is attached to a current funding source and service site.

## Actual Youth Served vs. Projections by Service Site and Cycle

This section shows the number of youth by site, cycle, and activity hours. Youth will move across this table throughout the fiscal year as they attend more programming.

### Returning and New Participants:

- The first cycle of the fiscal year will NEVER have Returning Participants.
  - In subsequent cycles, there may be Returning Participants if youth from the previous cycle continue onto the next one.
- Returning Participants will have all hours across all cycles logged in the “# of Participants by Hours of Attendance Year to Date” table at the top of the Report (see prior page).
  - In the tables below, only the first cycle will display his or her hours. Participants in all subsequent cycles will be counted under the column “Returning Participants with Activity Hours.”

Each service site will have accompanying **Cycles**, which will match the Cycle Names listed in the Workplan.

There will be one table per **Service Site** (which will match the service sites listed in the Workplan).

As per the Performance Measure, 75% of projected youth must receive 35+ hours by the end of the FISCAL YEAR, not necessarily by the end of the cycle. Activity hours will be summed up across all cycles.

Service Site: Sample Service Site							
Actual Youth Served vs. Projections by Service Site and Cycle							
Cycle Name	Time of Cycle	Start Date	End Date	Returning Participants with Activity Hours	New Participants 0-18 Activity Hours	New Participants 18-35 Activity Hours	New Participants 35+ Activity Hours Act / Proj
Summer Camp	Summer Only	6/10/2013	7/19/2013	0	0	0	40 / 39 (103%)
School-Year	School Year	9/9/2013	5/30/2014	19	57	19	8 / 122 (7%)

Those that attend the School Year cycle after having attended the Summer Only cycle will be marked as **Returning Participants**; their hours will not be counted in the School Year cycle.

A Performance Measure of this strategy is for 75% of projected youth to obtain at least 35 Activity Hours in one cycle. Each cycle must be designed to deliver the full program experience, whether that cycle is one month or one year long. The table above is meant to show how many youth are meeting those 35+ hours in each cycle.

- However, there are some youth that may return to the program for a second cycle. Those youth are captured in the “Returning Participants with Activity Hours” column.

## Inclusion/Exclusion Report

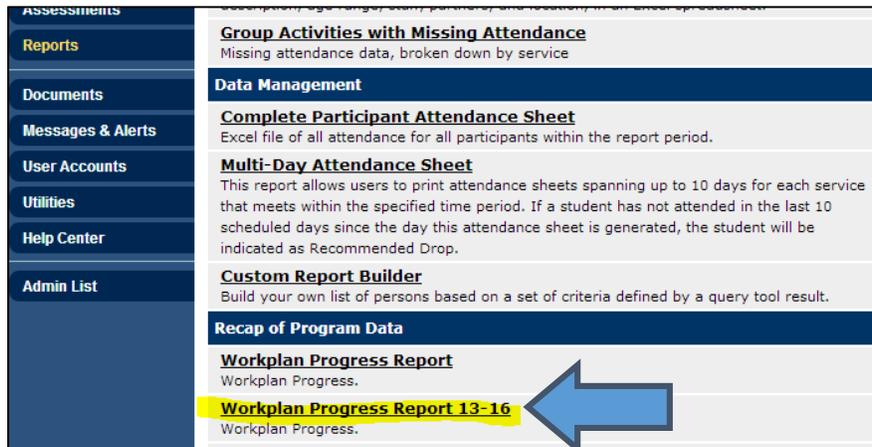
This Progress Report only counts youth with complete participant records and no missing demographics. If you think the numbers served look too low, click this button to run the **Inclusion/ Exclusion Report** and determine which participants and activities have been excluded due to incomplete data entry.

[Generate Inclusion/Exclusion Report](#)

## Progress Reports Are Now Cached!

Progress Reports will update each time the “Progress Report” button in the invoice is clicked UNTIL the invoice is submitted. Once an invoice is submitted, the report is **cached** (meaning a snapshot of the data is taken). Caching allows for much quicker load time, and also gives your Program Officer a snapshot of your program’s on a monthly basis.

To view the latest report if changes were made after invoice submission, click into the Reports tab and run the report titled “**Workplan Progress Report 13-16.**” Select “Only Participants with Complete Demographics” to match the restrictions in the invoice.



Assessments	Occupancy, age, gender, county, partner, and history, in an excel spreadsheet.
Reports	<b>Group Activities with Missing Attendance</b> Missing attendance data, broken down by service
Documents	<b>Data Management</b>
Messages & Alerts	<b>Complete Participant Attendance Sheet</b> Excel file of all attendance for all participants within the report period.
User Accounts	<b>Multi-Day Attendance Sheet</b> This report allows users to print attendance sheets spanning up to 10 days for each service that meets within the specified time period. If a student has not attended in the last 10 scheduled days since the day this attendance sheet is generated, the student will be indicated as Recommended Drop.
Utilities	<b>Custom Report Builder</b> Build your own list of persons based on a set of criteria defined by a query tool result.
Help Center	<b>Recap of Program Data</b>
Admin List	<b>Workplan Progress Report</b> Workplan Progress.
	<b>Workplan Progress Report 13-16</b> Workplan Progress.

# K-8 Specialized Assigned Workplan Progress Report Guidelines

When you submit an Invoice to DCYF, you will see the Workplan Progress Report, which is a tool to help you understand your program's progress toward meeting the requirements of your DCYF grant. These guidelines will help you understand the information in each section of the Progress Report.

MONTHLY REPORTS		FY2013-2014				
Sample Program						
Program						
Month	Narr	Progress Report	Staff	Invoice	Print	Status
Jul	<input type="button" value="Edit"/>	<input type="button" value="View"/>	<input type="button" value="View"/>	<input type="button" value="Edit"/>	<input type="button" value="View"/>	Working
Aug	<input type="button" value="View"/>	<input type="button" value="View"/>	<input type="button" value="View"/>	<input type="button" value="Edit"/>	<input type="button" value="View"/>	Working
Sep	<input type="button" value="Edit"/>	<input type="button" value="Edit"/>	<input type="button" value="Edit"/>	<input type="button" value="Edit"/>	<input type="button" value="View"/>	Working
Oct	<input type="button" value="Edit"/>	<input type="button" value="Edit"/>	<input type="button" value="Edit"/>	<input type="button" value="Edit"/>	<input type="button" value="View"/>	Working

Once you click into the Invoice section, select the Progress Report button for the current month to run the report.

Once you've clicked the report button, the report will run for all data up to that month. This is the report that results.

## PROGRESS REPORT

### Sample Agency – Sample Program

February 2014

# of Participants by Hours of Attendance Year to Date		
0-7 Activity Hours	8-15 Activity Hours	Total Youth 16+ Activity Hours Act / Proj
4	20	43 / 216 (20%)

Service Site: Sample Service Site A

Actual Youth Served vs. Projections by Service Site and Cycle							
Cycle Name	Time of Cycle	Start Date	End Date	Participants Returning from Prior Cycle in Year	New Participants 0-7 Activity Hours	New Participants 8-15 Activity Hours	New Participants 16+ Activity Hours Act / Proj
13/14SchYr	School Year	8/19/2013	5/30/2014				0 / 18 (0%)

Service Site: Sample Service Site B

Actual Youth Served vs. Projections by Service Site and Cycle							
Cycle Name	Time of Cycle	Start Date	End Date	Participants Returning from Prior Cycle in Year	New Participants 0-7 Activity Hours	New Participants 8-15 Activity Hours	New Participants 16+ Activity Hours Act / Proj
13/14SchYr	School Year	8/19/2013	5/30/2014				0 / 18 (0%)

### # of Participants by Hours of Attendance Year to Date

This table shows you the number of participants in columns sorted by the amount of Activity Hours they have received. At the beginning of the fiscal year, all participants should be in the 0-7 Activity Hours column. By the end of the year, most projected youth (75%, according to the Performance Measure) should be in the 16+ Activity Hours column.

- If Jane Doe attended the program for more than one cycle, ALL hours across ALL cycles are summed up in this table. More info on New vs. Returning Participants on the next page.

# of Participants by Hours of Attendance Year to Date		
0-7 Activity Hours	8-15 Activity Hours	Total Youth 16+ Activity Hours Act / Proj
7	9	16 / 256 (6%)

**Percentages** are calculated by dividing the actual youth attending the program over the projected number of youth in your Workplan. They tell you how close you are to meeting the DCYF Performance Measure “Program meets 75% of its projected ADA by age group.” They are **red** if you are below 75%, and will turn **green** when you hit 75%.

In order for a participant to be counted:

- Participant must have complete demographic information.
- Participant must be enrolled in an activity that is attached to a current funding source and service site.

## Actual Youth Served vs. Projections by Service Site and Cycle

This section shows the number of youth by site, cycle, and activity hours.

### Returning and New Participants:

- The first cycle of the fiscal year will NEVER have Returning Participants.
  - In subsequent cycles, there may be Returning Participants if youth from the previous cycle continue onto the next one.
- Returning Participants will have all hours across all cycles logged in the “# of Participants by Hours of Attendance Year to Date” table at the top of the Report (see prior page).
  - In the tables below, only the first cycle will display his or her hours. Participants in all subsequent cycles will be counted under the column “Returning Participants with Activity Hours.”

Each service site will have accompanying **Cycles**, which will match the Cycle Names listed in the Workplan.

There will be one table per **Service Site**, which will match the service sites listed in the Workplan.

Blank cells in a cycle means that there are no activities tagged to this service site.

Each service site will have accompanying **Cycles**, which will match the Cycle Names listed in the Workplan.

As per the Performance Measure, 75% of projected youth must receive 16+ hours by the end of the FISCAL YEAR, not necessarily by the end of the cycle. Activity hours will be summed up across all cycles.

Service Site: Sample Service Site A

Service Site: Sample Service Site B

Actual Youth Served vs. Projections by Service Site and Cycle							
Cycle Name	Time of Cycle	Start Date	End Date	Returning Participants with Activity Hours	New Participants 0-7 Activity Hours	New Participants 8-15 Activity Hours	New Participants 16+ Activity Hours Act / Proj
2013-2014	School Year	8/19/2013	5/30/2014				0 / 15 (0%)

Actual Youth Served vs. Projections by Service Site and Cycle							
Cycle Name	Time of Cycle	Start Date	End Date	Returning Participants with Activity Hours	New Participants 0-7 Activity Hours	New Participants 8-15 Activity Hours	New Participants 16+ Activity Hours Act / Proj
2013-2014	School Year	8/19/2013	5/30/2014	0	0	1	11 / 8 (138%)

\* All K-8 Specialized Assigned programs are responsible for creating their own Participant Records if they are serving an ExCEL or non-DCYF-funded site. Only Comprehensive Afterschool and Scholarship programs will be able to transfer Participant Records to the Specialized Assigned program via CMS.

\* All K-8 Specialized Assigned programs are responsible for creating activities, enrolling youth into them, and taking attendance. Host sites will NOT do it for them.

## Inclusion/Exclusion Report

This Progress Report only counts youth with complete participant records and no missing demographics. If you think the numbers served look too low, click this button to run the **Inclusion/ Exclusion Report** and determine which participants and activities have been excluded due to incomplete data entry.

[Generate Inclusion/Exclusion Report](#)

## Progress Reports Are Now Cached!

Progress Reports will update each time the “Progress Report” button in the invoice is clicked UNTIL the invoice is submitted. Once an invoice is submitted, the report is **cached** (meaning a snapshot of the data is taken). Caching allows for much quicker load time, and also gives your Program Officer a snapshot of your program’s performance on a monthly basis.

To view the latest report if changes were made after invoice submission, click into the Reports tab and run the report titled “**Workplan Progress Report 13-16.**” Select “Only Participants with Complete Demographics” to match the restrictions in the invoice.

Assessments	Occupancy, age, gender, county, partner, and ethnicity, in an excel spreadsheet.
Reports	<b>Group Activities with Missing Attendance</b> Missing attendance data, broken down by service
Documents	<b>Data Management</b>
Messages & Alerts	<b>Complete Participant Attendance Sheet</b> Excel file of all attendance for all participants within the report period.
User Accounts	<b>Multi-Day Attendance Sheet</b> This report allows users to print attendance sheets spanning up to 10 days for each service that meets within the specified time period. If a student has not attended in the last 10 scheduled days since the day this attendance sheet is generated, the student will be indicated as Recommended Drop.
Utilities	<b>Custom Report Builder</b> Build your own list of persons based on a set of criteria defined by a query tool result.
Help Center	<b>Recap of Program Data</b>
Admin List	<b>Workplan Progress Report</b> Workplan Progress.
	<b>Workplan Progress Report 13-16</b> Workplan Progress.

## YEF, Teen, ELL, LGBTQQ, & Summer Transitions Workplan Progress Report Guidelines

When you submit an Invoice to DCYF, you will see the Workplan Progress Report, which is a tool to help you understand your program's progress toward meeting the requirements of your DCYF grant. These guidelines will help you understand the information in each section of the Progress Report.

MONTHLY REPORTS		FY2013-2014				
Sample Program						
Program						
Month	Narr	Progress Report	Staff	Invoice	Print	Status
Jul	<input type="button" value="Edit"/>	<input type="button" value="View"/>	<input type="button" value="View"/>	<input type="button" value="Edit"/>	<input type="button" value="View"/>	Working
Aug	<input type="button" value="View"/>	<input type="button" value="View"/>	<input type="button" value="View"/>	<input type="button" value="Edit"/>	<input type="button" value="View"/>	Working
Sep	<input type="button" value="Edit"/>	<input type="button" value="Edit"/>	<input type="button" value="Edit"/>	<input type="button" value="Edit"/>	<input type="button" value="View"/>	Working
	<input type="button" value="Edit"/>	<input type="button" value="Edit"/>	<input type="button" value="Edit"/>	<input type="button" value="Edit"/>	<input type="button" value="View"/>	

Once you click into the Invoice section, select the Progress Report button for the current month to run the report.

Once you've clicked the button, the report will run for all data up to that month. This is the report that results.

PROGRESS REPORT		<input type="button" value="BACK"/>	<input type="button" value="Unlock"/>					
<b>Sample Agency – Sample Program</b>		January 2014						
# of Core Participants by Hours of Attendance Year to Date								
Total Youth with Activity Hours: 35								
0-19 Activity Hours	20-39 Activity Hours	40-59 Activity Hours	60-79 Activity Hours	80+ Activity Hours Act / Proj				
7	1	6	2	19 / 30 (63%)				
Actual Youth Served by Service Site and Cycle								
Note: If the same youth is served in separate cycles they will be listed in each cycle, but only counted once in the # of Core Participants by Hours Year to Date Table above.								
Program Site: Sample Site A								
Cycle Name	Time of Cycle	Start Date	End Date	0-19 hrs	20-39 hrs	40-59 hrs	60-79 hrs	80+ hrs Act / Proj
Year Round A	Other	7/1/13	6/30/14	0	0	7	1	9 / 15
Program Site: Sample Site B								
Cycle Name	Time of Cycle	Start Date	End Date	0-19 hrs	20-39 hrs	40-59 hrs	60-79 hrs	80+ hrs Act / Proj
Year Round B	Other	7/1/13	6/30/14	0	1	0	1	10 / 15
Total Participants Not Counted in Progress Report because outside accepted age range: 24								
<input type="button" value="Generate Inclusion/Exclusion Report"/>								

## # of Core Participants by Hours of Attendance Year to Date

This table shows you the number of participants in columns sorted by the amount of Activity Hours they have received year to date. At the beginning of the fiscal year, all participants should be in the 0-19 Activity Hours column. By the end of the year, most projected core youth (75%, according to the Performance Measure) should be in the 80+ Activity Hours column.

- If Jane Doe attended the program for more than one cycle, and has a participant record with all demographic fields completed, ALL of her activity hours for ALL cycles and service sites during the fiscal year will be displayed in this table.

As the year progresses and participants receive more hours of programming, youth will move across this table.

# of Core Participants by Hours of Attendance Year to Date				
Total Youth with Activity Hours: 35				
0-19 Activity Hours	20-39 Activity Hours	40-59 Activity Hours	60-79 Activity Hours	80+ Activity Hours Act / Proj
8	0	7	3	17 / 30 (57%)

**Percentages** are calculated by dividing the actual youth attending the program over the projected number of youth in your Workplan. They tell you how close you are to meeting the DCYF Performance Measure "Program meets 75% of its projected ADA by age group." They are **red** if you are below 75%, and will turn **green** when you hit 75%.

In order for a participant to be counted:

- Participant must have complete demographic information.
- Participant must be enrolled in an activity that is attached to a current funding source and service site

## Actual Youth Served by Service Site and Cycle

This section shows the number of youth by site, cycle, and activity hours.

### Participants that cross sites and/or cycles:

If a participant attends the program for more than one cycle, his or her total hours will be summed up in the “# of Core Participants by Hours of Attendance Year to Date” table on the previous page.

- However, this youth will be counted in each site and cycle that he or she attended in the tables below, leading to duplicated counts of the same youth. Therefore, the total youth served in the Cycle tables below may not add up to the total served in the “# of Core Participants by Hours of Attendance Year to Date” table on the previous page.

There will be one table per **Service Site**, which will match the service sites listed in the Workplan.

Actual Youth Served by Service Site and Cycle								
Note: If the same youth is served in separate cycles they will be listed in each cycle, but only counted once in the # of Core Participants by Hours Year to Date Table above.								
Program Site: Sample Service Site A								
Cycle Name	Time of Cycle	Start Date	End Date	0-19 hrs	20-39 hrs	40-59 hrs	60-79 hrs	80+ hrs Act / Proj
Cycle 1	Other	7/1/13	6/30/14	0	0	8	2	7 / 15
Program Site: Sample Service Site B								
Cycle Name	Time of Cycle	Start Date	End Date	0-19 hrs	20-39 hrs	40-59 hrs	60-79 hrs	80+ hrs Act / Proj
Cycle 1	Other	7/1/13	6/30/14	1	0	0	1	10 / 15

Each service site will have accompanying **Cycles**, which will match the Cycle Names listed in the Workplan.

As per the Performance Measure, 75% of projected core youth must receive 80+ hours by the end of the FISCAL YEAR (not necessarily by the end of the cycle). For a more accurate (unduplicated) number, please refer to the YTD table on the previous page.

**Total Participants Not Counted in Progress Report because outside accepted age range: 24**

Programs will only receive credit for serving participants that fall under the acceptable age range, as outlined in the RFP. If participants BEGIN the program while within the accepted age range, they will continue to be counted for the rest of the fiscal year, even if they age out while participating in the program.

## Inclusion/Exclusion Report

This Progress Report only counts youth with complete participant records and no missing demographics. If you think the numbers served look too low, click this button to run the **Inclusion/ Exclusion Report** and determine which participants and activities have been excluded due to incomplete data entry.

Generate Inclusion/Exclusion Report

## Progress Reports Are Now Cached!

Progress Reports will update each time the “Progress Report” button in the invoice is clicked UNTIL the invoice is submitted. Once an invoice is submitted, the report is **cached** (meaning a snapshot of the data is taken). Caching allows for much quicker load time, and also gives your Program Officer a snapshot of your program’s performance on a monthly basis.

To view the latest report if changes were made after invoice submission, click into the Reports tab and run the report titled “**Workplan Progress Report 13-16.**” Select “Only Participants with Complete Demographics” to match the restrictions in the invoice.

Assessments	Acceptance, age change, entry, partners, and location, in an Excel spreadsheet.
Reports	<b>Group Activities with Missing Attendance</b> Missing attendance data, broken down by service
Documents	<b>Data Management</b>
Messages & Alerts	<b>Complete Participant Attendance Sheet</b> Excel file of all attendance for all participants within the report period.
User Accounts	<b>Multi-Day Attendance Sheet</b> This report allows users to print attendance sheets spanning up to 10 days for each service that meets within the specified time period. If a student has not attended in the last 10 scheduled days since the day this attendance sheet is generated, the student will be indicated as Recommended Drop.
Utilities	<b>Custom Report Builder</b> Build your own list of persons based on a set of criteria defined by a query tool result.
Help Center	<b>Recap of Program Data</b>
Admin List	<b>Workplan Progress Report</b> Workplan Progress.
	<b>Workplan Progress Report 13-16</b> Workplan Progress.

# YWD (General, Justice Involved, HS Partnerships, MYEEP, YW) Workplan Progress Report Guidelines

When you submit an Invoice to DCYF, you will see the Workplan Progress Report, which is a tool to help you understand your program's progress toward meeting the requirements of your DCYF grant. These guidelines will help you understand the information in each section of the Progress Report.

MONTHLY REPORTS		FY2013-2014				
Sample Program						
Month	Narr	Progress Report	Staff	Invoice	Print	Status
Jul	<a href="#">Edit</a>	<a href="#">View</a>	<a href="#">View</a>	<a href="#">Edit</a>	<a href="#">View</a>	Working
Aug	<a href="#">View</a>	<a href="#">View</a>	<a href="#">View</a>	<a href="#">Edit</a>	<a href="#">View</a>	Working
Sep	<a href="#">Edit</a>	<a href="#">Edit</a>	<a href="#">Edit</a>	<a href="#">Edit</a>	<a href="#">View</a>	Working
Oct	<a href="#">Edit</a>	<a href="#">Edit</a>	<a href="#">Edit</a>	<a href="#">Edit</a>	<a href="#">View</a>	Working

Once you click into the Invoice section, select the Progress Report button for the current month to run the report.

Once you've clicked the button, the report will run for all data up to that month. This is the report that results.

PROGRESS REPORT						<a href="#">BACK</a>	<a href="#">Unlock</a>	
<b>Sample Agency – Sample Program</b>						January 2014		
<b># of Participants by Hours of Attendance Year to Date and Placement</b>								
Total Youth with Activity Hours: 30								
0-16 Activity Hours		17-33 Activity Hours		Total Youth 34+ Activity Hours				
Without Placement	With Placement	Without Placement	With Placement	Without Placement	With Placement	With Placement Act / Proj (%)		
4	12	0	6	0	8	8 / 20 (40%)		
<b># of Work Based Learning Opportunities Provided</b>								
Work Experience (Paid) Act / Proj	Work Experience (Unpaid) Act / Proj	Internship (Paid) Act / Proj	Internship (Unpaid) Act / Proj	Extended or Rotational Job Shadow Act / Proj				
43 / 20	0 / 0	0 / 0	0 / 0	0 / 0				
<b>Actual Youth Served by Service Site and Cycle</b>								
Program Site: Sample Service Site								
Cycle Name	Time of Cycle	Start Date	End Date	Participants Returning from Prior Cycle in Year	New Participants in Cycle			
					0-33 Activity Hrs with NO Placement	0-33 Activity Hrs with Placement	34+ Activity Hrs with NO Placement	34+ Activity Hrs with Placement
A	Other	7/1/13	6/30/14	0	4	11	0	2 / 13
B	Other	7/1/13	6/30/14	0	0	4	0	6 / 7
<b>Service Category Actuals</b>								
Service Category		Act / Proj		Avg Activity Hours Per Participant				
ACA		6 / 20		14.9				
JOB		24 / 20		17.1				
VOC		13 / 20		7.8				
TRP		19 / 20		2.6				
Total Participants Not Counted in Progress Report because outside accepted age range: 0								
<a href="#">Generate Inclusion/Exclusion Report</a>								

**# of Participants by Hours of Attendance Year to Date and Placement**

This table shows you the number of participants in columns sorted by the amount of Activity Hours they have received broken down by whether or not these participants have placements entered in the CMS.

- At the beginning of the fiscal year, all participants should be in the 0-16 hours Activity Hours column, most likely listed in the “Without Placement” cell.
- By the end of the year, most projected youth (75%, according to Performance Measures) should be in the 20+ group, and all should be in the “With Placement” cell.
  - YWD Juvenile Justice System Involved programs are expected to provide 34+ hours of service each fiscal year.

# of Participants by Hours of Attendance Year to Date and Placement					
Total Youth with Activity Hours: 43					
0-9 Activity Hours		10-19 Activity Hours		Total Youth 20+ Activity Hours	
Without Placement	With Placement	Without Placement	With Placement	Without Placement	With Placement Act / Proj (%)
0	0	29	2	0	12 / 30 (40%)

**Percentages** are calculated by dividing the actual youth attending the program over the projected number of youth in your Workplan. They tell you how close you are to meeting the DCYF Performance Measure “Program meets 75% of its projected ADA by age group.” They are **red** if you are below 75%, and will turn **green** when you hit 75%.

In order for a participant to be counted:

- Participant must have complete demographic information.
- Participant must be enrolled in an activity that is attached to a current funding source and service site
- The Placement & Retention form, located in the Employment tab of the Participant Record, must be tagged to a funding source and service site, and have all required fields completed.

**# of Work Based Learning Opportunities Provided**

# of Work Based Learning Opportunities Provided				
Work Experience (Paid) Act / Proj	Work Experience (Unpaid) Act / Proj	Internship (Paid) Act / Proj	Internship (Unpaid) Act / Proj	Extended or Rotational Job Shadow Act / Proj
14 / 30	0 / 0	0 / 0	0 / 0	0 / 0

This table takes youth with placements (based on completed Placement & Retention forms attached to a youth record) and breaks them down by type of placement. Programs project each type of Work-Based Learning placement in their Workplan. All youth being served MUST have a work-based placement entered in the CMS before the end of the fiscal year.

**Actual Youth Served by Service Site and Cycle**

**Returning and New Participants:**

- The first cycle of the fiscal year will NEVER have Returning Participants.
  - In subsequent cycles, there may be Returning Participants if youth from the previous cycle continue onto the next one.
- Returning Participants will have all hours across all cycles logged in the “# of Participants by Hours of Attendance Year to Date and Placement” table (see prior page).
  - In the tables below, only the first cycle will display his or her hours. Participants in all subsequent cycles will be counted under the column “Participants Returning from Prior Cycle in Year.”

There will be one table per **Service Site**, which will match the service sites listed in the

Each service site will have accompanying **Cycles**, using the same names listed in the Workplan.

Actual Youth Served by Service Site and Cycle								
Program Site: Sample Service Site								
Cycle Name	Time of Cycle	Start Date	End Date	Participants Returning from Prior Cycle in Year	New Participants in Cycle			
					0-19 Activity Hrs with NO Placement	0-19 Activity Hrs with Placement	20+ Activity Hrs with NO Placement	20+ Activity Hrs with Placement Act / Proj
Fall	Other	9/9/13	2/28/14	0	2	2	0	12 / 15
Spring	Other	1/1/14	6/30/14	0	27	0	0	0 / 15

The table is broken up into **New and Returning Participants**. New Participants are further broken up into those with **Placements** and those **without Placements**, by **activity hours**.

Because Returning Participants can still log hours throughout the fiscal year, the totals recorded in this table may not reflect the real number of youth with 20+ hours. For a more accurate, unduplicated count, please refer to the YTD table above.

**Service Category Actuals**

All Service Categories listed in the Workplan are displayed in this table. According to the FY2013-14 YWD grant requirements, all youth in the program are expected to receive services in each projected Service Category. The “Avg Activity Hrs per Participant” column is calculated by taking the average of participant hours across all activities tagged with the specified category.

Service Category Actuals		
Service Category	Act / Proj	Avg Activity Hours Per Participant
JOB	43 / 30	19.5
ACA	11 / 30	5.4
TRP	0 / 30	--
VOC	13 / 30	2.0

**Total Participants Not Counted in Progress Report because outside accepted age range: 0**

## Inclusion/Exclusion Report

This Progress Report only counts youth with complete participant records and no missing demographics. If you think the numbers served look too low, click this button to run the **Inclusion/ Exclusion Report** and determine which participants and activities have been excluded due to incomplete data entry.

[Generate Inclusion/Exclusion Report](#)

## Progress Reports Are Now Cached!

Progress Reports will update each time the “Progress Report” button in the invoice is clicked UNTIL the invoice is submitted. Once an invoice is submitted, the report is **cached** (meaning a snapshot of the data is taken). Caching allows for much quicker load time, and also gives your Program Officer a snapshot of your program’s performance on a monthly basis.

To view the latest report if changes were made after invoice submission, click into the Reports tab and run the report titled “**Workplan Progress Report 13-16.**” Select “Only Participants with Complete Demographics” to match the restrictions in the invoice.

<b>ASSESSMENTS</b>	
<b>Reports</b>	<b>Group Activities with Missing Attendance</b> Missing attendance data, broken down by service
<b>Documents</b>	<b>Data Management</b>
<b>Messages &amp; Alerts</b>	<b>Complete Participant Attendance Sheet</b> Excel file of all attendance for all participants within the report period.
<b>User Accounts</b>	<b>Multi-Day Attendance Sheet</b> This report allows users to print attendance sheets spanning up to 10 days for each service that meets within the specified time period. If a student has not attended in the last 10 scheduled days since the day this attendance sheet is generated, the student will be indicated as Recommended Drop.
<b>Utilities</b>	<b>Custom Report Builder</b> Build your own list of persons based on a set of criteria defined by a query tool result.
<b>Help Center</b>	<b>Recap of Program Data</b>
<b>Admin List</b>	<b>Workplan Progress Report</b> Workplan Progress.
	<b>Workplan Progress Report 13-16</b> Workplan Progress.



# YWD – Career Awareness Workplan Progress Report Guidelines

When you submit an Invoice to DCYF, you will see the Workplan Progress Report, which is a tool to help you understand your program’s progress toward meeting the requirements of your DCYF grant. These guidelines will help you understand the information in each section of the Progress Report.

MONTHLY REPORTS		FY2013-2014				
Sample Program						
Month	Narr	Progress Report	Staff	Invoice	Print	Status
Jul	<a href="#">Edit</a>	<a href="#">View</a>	<a href="#">View</a>	<a href="#">Edit</a>	<a href="#">View</a>	Working
Aug	<a href="#">View</a>	<a href="#">View</a>	<a href="#">View</a>	<a href="#">Edit</a>	<a href="#">View</a>	Working
Sep	<a href="#">Edit</a>	<a href="#">Edit</a>	<a href="#">Edit</a>	<a href="#">Edit</a>	<a href="#">View</a>	Working
	<a href="#">Edit</a>	<a href="#">Edit</a>	<a href="#">Edit</a>	<a href="#">Edit</a>	<a href="#">View</a>	

Once you click into the Invoice section, select the Progress Report button for the current month to run the report.

Once you’ve clicked the button, the report will run for all data up to that month. This is the report that results.

PROGRESS REPORT							BACK	Unlock
<b>Sample Agency – Sample Program</b>						February 2014		
<b># of Participants by Hours of Attendance Year to Date</b>								
Total Youth with Activity Hours: 29								
0-9 Activity Hours		10-19 Activity Hours		Total Youth 20+ Activity Hours				
0		0		Act / Proj (%)				
				29 / 60 (48%)				
<b>Actual Youth Served by Service Site and Cycle</b>								
Program Site: Sample Site								
				Participants Returning from Prior	New Participants	New Participants		
Cycle Name	Time of Cycle	Start Date	End Date	Cycle in Year	0-19 Activity Hrs	20+ Activity Hrs	Act / Proj	
School Year	School Year	8/19/13	5/30/14	0	0	29 / 60		
<b>Service Category Actuals</b>								
Service Category		Act / Proj		Avg Activity Hours Per Participant				
JOB		0 / 60		--				
CAR		29 / 60		94.6				
Total Participants Not Counted in Progress Report because outside accepted age range: 0								
<a href="#">Generate Inclusion/Exclusion Report</a>								

### # of Participants by Hours of Attendance Year to Date

This table shows you the number of participants in columns sorted by the amount of Activity Hours they have received. At the beginning of the fiscal year, all participants should be in the 0-9 Activity Hours column. By the end of the year, most projected youth (75%, according to Performance Measures) should be in the 20+ Activity Hours column.

- If Jane Doe attended the program for more than one cycle, and has a participant record with all demographic fields completed, ALL of her activity hours for ALL cycles and service sites during the fiscal year will be displayed in this table.

# of Participants by Hours of Attendance Year to Date		
Total Youth with Activity Hours: 191		
0-9 Activity Hours	10-19 Activity Hours	Total Youth 20+ Activity Hours Act / Proj (%)
2	141	48 / 225 (21%)

**Percentages** are calculated by dividing the actual youth attending the program over the projected number of youth in your Workplan. They tell you how close you are to meeting the DCYF Performance Measure "Program meets 75% of its projected ADA by age group." They are **red** if you are below 75%, and will turn **green** when you hit 75%.

In order for a participant to be counted:

- Participant must have complete demographic information.
- Participant must be enrolled in an activity that is attached to a current funding source and service site

## Actual Youth Served by Service Site and Cycle

This section shows the number of youth by site, cycle, and activity hours.

### Returning and New Participants:

- The first cycle of the fiscal year will NEVER have Returning Participants.
  - In subsequent cycles, there may be Returning Participants if youth from the previous cycle continue onto the next one.
- Returning Participants will have all hours across all cycles logged in the YTD table at the top of the Report (see prior page).
  - In the tables below, only the first cycle will display his or her hours. Participants in all subsequent cycles will be counted under the column “Returning Participants with Activity Hours.”

There will be one table per **Service Site**, which will match the service sites listed in the Workplan.

The chart is broken up into **New and Returning Participants**. New Participants are further broken up by **activity hours**.

Each service site will have accompanying **Cycles**, using the same names listed in the Workplan.

Actual Youth Served by Service Site and Cycle						
Program Site: Sample Service Site A						
Cycle Name	Time of Cycle	Start Date	End Date	Returning Participants with Activity Hrs	New Participants 0-19 Activity Hrs	New Participants 20+ Activity Hrs Act / Proj
Summer	Other	6/4/13	9/30/13	0	92	2 / 100
Fall	Other	9/24/13	2/28/14	0	51	46 / 125

Because Returning Participants can still log hours throughout the fiscal year, the totals recorded in this table may not reflect the real number of youth at 20+ hours. For a more accurate, unduplicated count, please refer to the YTD table above.

## Service Category Actuals

All Service Categories listed in the Workplan are displayed in this table. According to the FY2013-14 YWD grant requirements, all youth in the program are expected to receive services in each projected Service Category. The “Avg Activity Hrs per Participant” column is calculated by taking the average of participant hours across all activities tagged with the specified category.

Service Category Actuals		
Service Category	Act / Proj	Avg Activity Hours Per Participant
CAR	185 / 225	3.0
JOB	191 / 225	12.6
EDG	191 / 225	2.0

Total Participants Not Counted in Progress Report because outside accepted age range: 0

Programs will only receive credit for serving participants that fall under the acceptable age range, as outlined in the RFP. If participants BEGIN the program while within the accepted age range, they will continue to be counted for the rest of the fiscal year, even if they age out while participating in the program.

## Inclusion/Exclusion Report

This Progress Report only counts youth with complete participant records and no missing demographics. If you think the numbers served look too low, click this button to run the **Inclusion/Exclusion Report** and determine which participants and activities have been excluded due to incomplete data entry.

[Generate Inclusion/Exclusion Report](#)

## Progress Reports Are Now Cached!

Progress Reports will update each time the “Progress Report” button in the invoice is clicked UNTIL the invoice is submitted. Once an invoice is submitted, the report is **cached** (meaning a snapshot of the data is taken). Caching allows for much quicker load time, and also gives your Program Officer a snapshot of your program’s performance on a monthly basis.

To view the latest report if changes were made after invoice submission, click into the Reports tab and run the report titled “**Workplan Progress Report 13-16.**” Select “Only Participants with Complete Demographics” to match the restrictions in the invoice.

## VPI (Case Management) Workplan Progress Report Guidelines

When you submit an Invoice to DCYF, you will see the Workplan Progress Report, which is a tool to help you understand your program’s progress toward meeting the requirements of your DCYF grant. These guidelines will help you understand the information in each section of the Progress Report.

MONTHLY REPORTS		FY2013-2014				
Sample Program						
Month	Narr	Progress Report	Staff	Invoice	Print	Status
Jul	<input type="button" value="Edit"/>	<input type="button" value="View"/>	<input type="button" value="View"/>	<input type="button" value="Edit"/>	<input type="button" value="View"/>	Working
Aug	<input type="button" value="View"/>	<input type="button" value="View"/>	<input type="button" value="View"/>	<input type="button" value="Edit"/>	<input type="button" value="View"/>	Working
Sep	<input type="button" value="Edit"/>	<input type="button" value="Edit"/>	<input type="button" value="Edit"/>	<input type="button" value="Edit"/>	<input type="button" value="View"/>	Working
Oct	<input type="button" value="Edit"/>	<input type="button" value="Edit"/>	<input type="button" value="Edit"/>	<input type="button" value="Edit"/>	<input type="button" value="View"/>	Working

Once you click into the Invoice section, select the Progress Report button for the current month to run the report.

Once you’ve clicked the button, the report will run for all data up to that month. This is the report that results.

PROGRESS REPORT					<input type="button" value="BACK"/>	<input type="button" value="Unlock"/>
<b>Sample Agency – Sample Program</b>					January 2014	
Total Unduplicated Participants Actual vs. Projected YTD						
Description	Ages 10-13	Ages 14-17	Ages 18-21	Ages 22-25		
Unduplicated	4 / 0	3 / 16 (19%)	3 / 0	0 / 0		
Total Participants with Case Management YTD						
Description	Ages 10-13	Ages 14-17	Ages 18-21	Ages 22-25		
CM	1	1	2	0		
Total Participants with Group Mintues Actual vs. Projected YTD						
Description	Ages 10-13	Ages 14-17	Ages 18-21	Ages 22-25		
Group	4 / 0	3 / 10 (30%)	2 / 0	0 / 0		
Total Participants with Individual Mintues Actual vs. Projected YTD						
Description	Ages 10-13	Ages 14-17	Ages 18-21	Ages 22-25		
Individual	0 / 0	0 / 0	0 / 0	0 / 0		
Case Management - Actual Participants Receiving CM Services vs. Participants Projected to Receive CM Services by Assessment Type						
Assessment Type	Ages 10-13	Ages 14-17	Ages 18-21	Ages 22-25		
RRL	0 / 0	0 / 0	1 / 0	0 / 0		
Restorative	0 / 0	0 / 16 (0%)	0 / 0	0 / 0		
Intensive	0 / 0	1 / 0	0 / 0	0 / 0		
No Assessment	1	0	1	0		
<input type="button" value="Generate Inclusion/Exclusion Report"/>						

**Total Unduplicated Participants Actual vs. Projected YTD**

This table shows you the unduplicated actual number of participants over the projected number of participants by age group. Projections are taken from the Workplan.

Total Unduplicated Participants Actual vs. Projected YTD				
Description	Ages 10-13	Ages 14-17	Ages 18-21	Ages 22-25
Unduplicated	1 / 0	6 / 20 (30%)	2 / 0	0 / 0

**Percentages** are calculated by dividing the actual youth attending the program over the projected number of youth in your Workplan. They tell you how close you are to meeting the DCYF Performance Measure "Program meets 90% of its projected Units of Service." They are **red** if you are below 90%, and will turn **green** when you hit 90%.

In order for a participant to be counted:

- Participant must have complete demographic information.
- Participant must be enrolled in an activity that is attached to a current funding source and service site AND/OR
- Participant must be attached to a Case Management contact note that is correctly tagged to a current funding source and service site.

**Total Participants with CM and/or Activity Minutes YTD**

The following tables provide a count of all youth receiving either case management, group activity, or individual activity minutes, broken down by age group. Youth may be counted in multiple tables if he or she receives both case management services and/or are simultaneously enrolled in a group and/or individual activity, so totals may be duplicated.

Total Participants with Case Management YTD				
Description	Ages 10-13	Ages 14-17	Ages 18-21	Ages 22-25
CM	1	5	2	0

Total Participants with Group Minutes Actual vs. Projected YTD				
Description	Ages 10-13	Ages 14-17	Ages 18-21	Ages 22-25
Group	1 / 0	6 / 20 (30%)	2 / 0	0 / 0

Total Participants with Individual Minutes Actual vs. Projected YTD				
Description	Ages 10-13	Ages 14-17	Ages 18-21	Ages 22-25
Individual	0 / 0	0 / 0	0 / 0	0 / 0

NOTE: Programs are NOT required to provide services in all three categories, so projections may be 0 in one or more tables above.

**Case Management – Actual Participants Receiving CM Services vs. Participants Projected to Receive CM Services by Assessment Type**

This table breaks down the Case Management YTD table above by assessment results. All youth receiving CM services must also have an assessment entered in the CMS. Youth with no assessments but with case management minutes will be tallied in the “No Assessment” row. These participants in the “No Assessment” row are *not* being counted toward Performance Measures. In order for them to be counted, an assessment must be entered into the CMS.

Case Management - Actual Participants Receiving CM Services vs. Participants Projected to Receive CM Services by Assessment Type				
Assessment Type	Ages 10-13	Ages 14-17	Ages 18-21	Ages 22-25
RRL	0 / 0	3 / 0	1 / 0	0 / 0
Restorative	0 / 0	2 / 10 (20%)	1 / 0	0 / 0
Intensive	0 / 0	0 / 10 (0%)	0 / 0	0 / 0
No Assessment	1	0	0	0

**Inclusion/Exclusion Report**

This Progress Report only counts youth with complete participant records and no missing demographics. If you think the numbers served look too low, click this button to run the **Inclusion/ Exclusion Report** and determine which participants and activities have been excluded due to incomplete data entry.



**Progress Reports Are Now Cached!**

Progress Reports will update each time the “Progress Report” button in the invoice is clicked UNTIL the invoice is submitted. Once an invoice is submitted, the report is **cached** (meaning a snapshot of the data is taken). Caching allows for much quicker load time, and also gives your Program Officer a snapshot of your program’s on a monthly basis.

To view the latest report if changes were made after invoice submission, click into the Reports tab and run the report titled “**Workplan Progress Report 13-16.**” Select “Only Participants with Complete Demographics” to match the restrictions in the invoice.

