PBPS Reports for CLI-R Reporting

CONTENTS

How to run a Program Report (Detail) 1

How to run a Services by Activity Report (With Narrative).....3

How to run a Particpant Demographic Report.....5

How to run a Particpant Attendance Report for Sector Representation (Question 25).....7

The Partnerships for Success (PFS) Community Level Instrument- Revised (CLI-R) cross-site data collection tool has been released and is now available online in the PEP-C MRT https://pep-c.rti.org/

- Your log-in: your email address
- Password: provided by the noreply@pep-c.rti.org email

The data is due for the CLI-R reporting period by 5:00PM January 11, 2016th

The due CLI-R reporting period is:

- April 1, 2015 - September 30, 2015

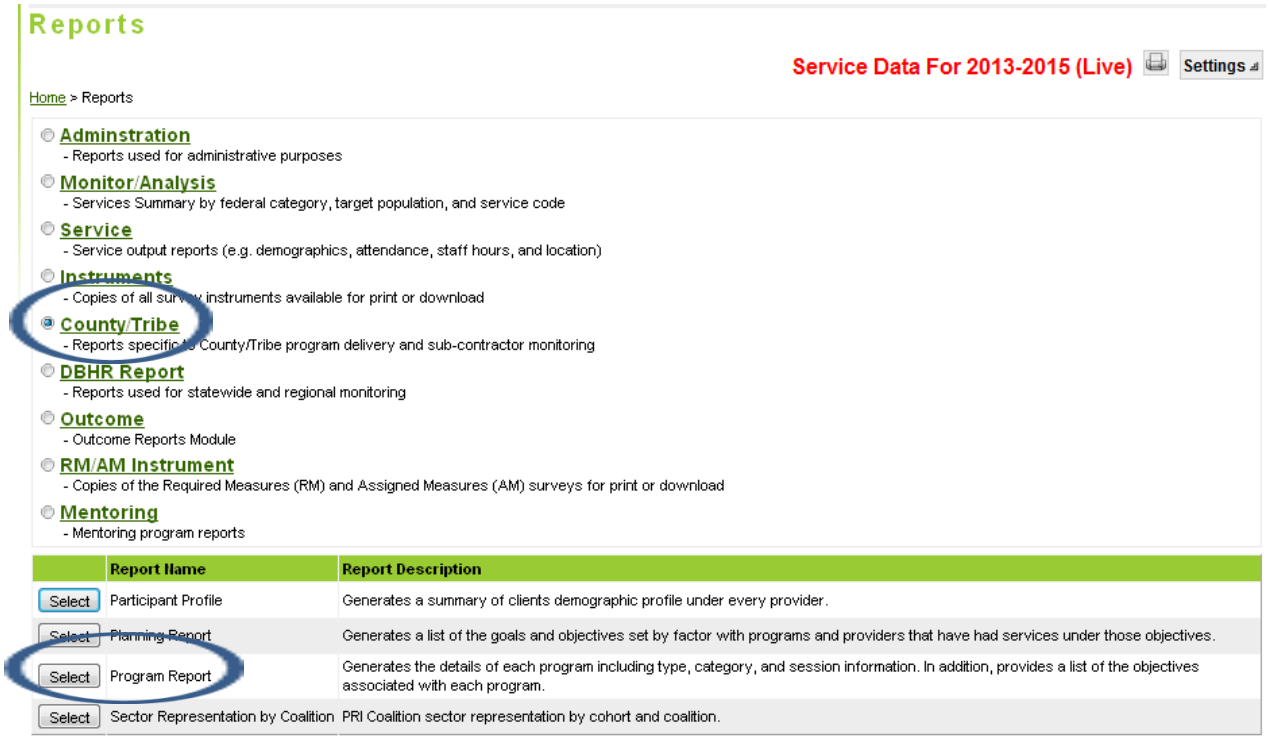
NOTE: If you don't have direct or environmental services to enter that were supported with PFS funds, but your coalition is a PFS subrecipient, you will still need to complete each report for each period. However, you will have fewer questions to answer.

There are **three (3) primary reports that the PBPS currently supports that will assist you** to complete the PFS CLI-R report. (Remember to run each report for each time period in which you are reporting.) These are all reports that you are probably familiar with. We've identified them as the key reports that will help you answer many of the CLI-R questions.

In the 2013-2015 PBPS https://waprev.kithost.net/waprevent2013/pEnter.aspx and you will also need to access the current 2015-portal https://waprev.onmosaix.com/waprevent2015/pEnter.aspx to generate the following reports: **Program Report; Services By Activity (with Narrative); and Participant Demographic Report**.

HOW TO RUN A PROGRAM REPORT (DETAIL)

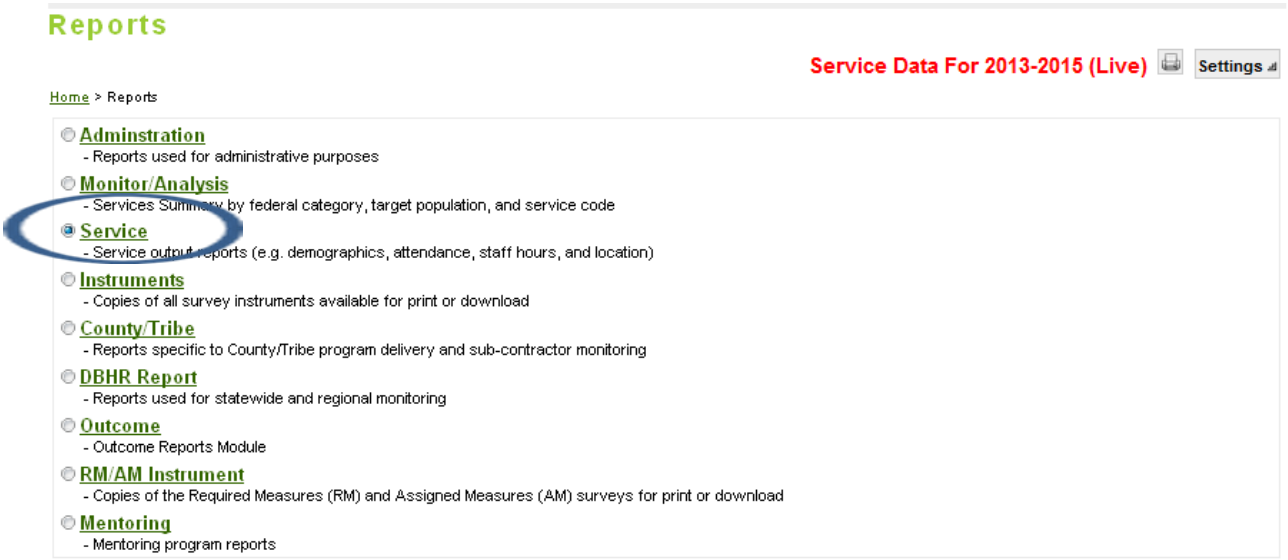
1. Click on **County/Tribe** link,
2. Then click **Select** button on **Program Report** from the list of choices offered at the bottom of screen.
3. Select the Program name that you wish to run a program detail report for from the dropdown,
4. Click on the PDF button in the "**Output To:"** section below the program you selected.
5. Click **Show Report**. (You might have to hold the Ctrl button on your keyboard to generate the PDF – keep holding Ctrl until the PDF blinks in the tool bar at the bottom of your screen, and be sure your computer allows pop-ups from this website.)
6. Print the PDF and save to your computer if you wish.
7. Repeat and Generate a Program Report for all programs that you support with PFS



funds.

HOW TO RUN A SERVICES BY ACTIVITY REPORT (WITH NARRATIVE)

1. Click on **Service** link



2. Click **Select** button for **Services by Activity Report (with Narrative)**

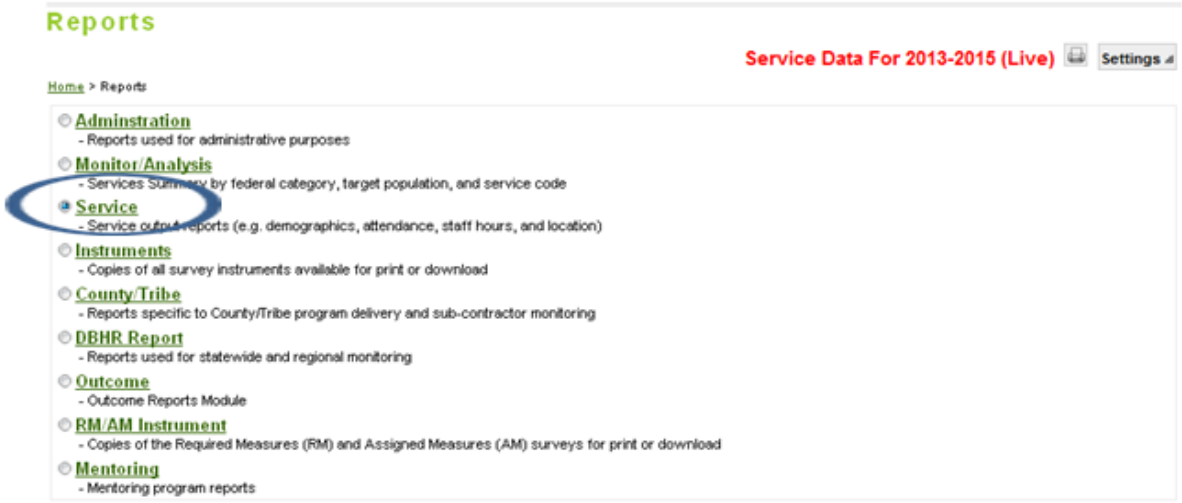
	Report Name	Report Description
Select	Assessment Pre-test Score Report	Generates average pretest score to every question in the instrument for each group
Select	Assessment Summary	Generates assessment totals for pre-tests, post-tests, follow ups, and participants for each instrument by group.
Select	DBHR Prevention Services by State Legislative District - Age	Generates a demographic age and gender breakdown of participants by legislative district and provider.
Select	DBHR Prevention Services by State Legislative District - Race	Generates a demographic race and ethnicity breakdown of participants by legislative district and provider.
Select	Group Service Summary	Generates distinct count of participants, no. of sessions, service hours (direct and indirect) for a group under a program of every provider.
Select	Mentoring Participant Demographics Report	Generates a sum and percentage of persons served under Mentoring Programs within a specified date range broken down by participant gender, age, race, and ethnicity. Calculates these totals for program, provider, and county.
Select	Participant Attendance Report	Generates the attendance records of specific clients by event with a breakdown of attendance and completion.
Select	Participant Demographics Report	Generates a sum and percentage of persons served within a specified date range broken down by participant gender, age, race, and ethnicity. Calculates these totals for program, provider, and county. Participants may be counted more than once if they attended multiple activities.
Select	Prevention Services by Goal	Displays Prevention goals and objectives served by every program within an organization.
Select	Recurring Service Demographics Report	Generates a demographic breakdown of recurring services by group, county, and state. Participants are non-duplicated counts.
Select	Services by Activity Report	Generates the detail of providers' services within a specified date range by program and group.
Select	Services by Activity Report (with Narrative)	Generates the detail of providers' services within a specified date range by program and group with an activity description.
Select	Services by Participant Report	Generates the detail of providers' services within a specified date range by client with number of sessions and hours.
Select	Services By School District	Generates summary of participants, service hours and service dates under every program in a school district/ location within every county.

3. Enter time period for reporting period. (Begin Date and End Date)
4. Select **Provider** from drop-down. (If applicable or leave All)
5. **Select Program** from drop-down.
6. Leave **Group** choice as "All".
7. Click on the PDF button in the "**Output To:"** section below the program you selected.
8. Click **Show Report**. (You might have to hold the Ctrl button on your keyboard to generate the PDF – keep holding Ctrl until the PDF blinks in the tool bar at the bottom of your screen, & be sure your computer allows pop-ups from this website.)
9. **Print the PDF** and save to your computer if you wish.
10. **Repeat** and Generate a **Service Activity Report** for **all programs** that you support with PFS funds **for each of the three reporting periods**.
11. You will enter aggregate program service data per program per reporting period into the CLI-R so you may have to do some manual tallies for specific questions, but this report will help you answer many of the intervention implementation questions.

HOW TO RUN A PARTICPANT DEMOGRAPHIC REPORT

Click on the **Reports** Tab

1. Click on **Service** link



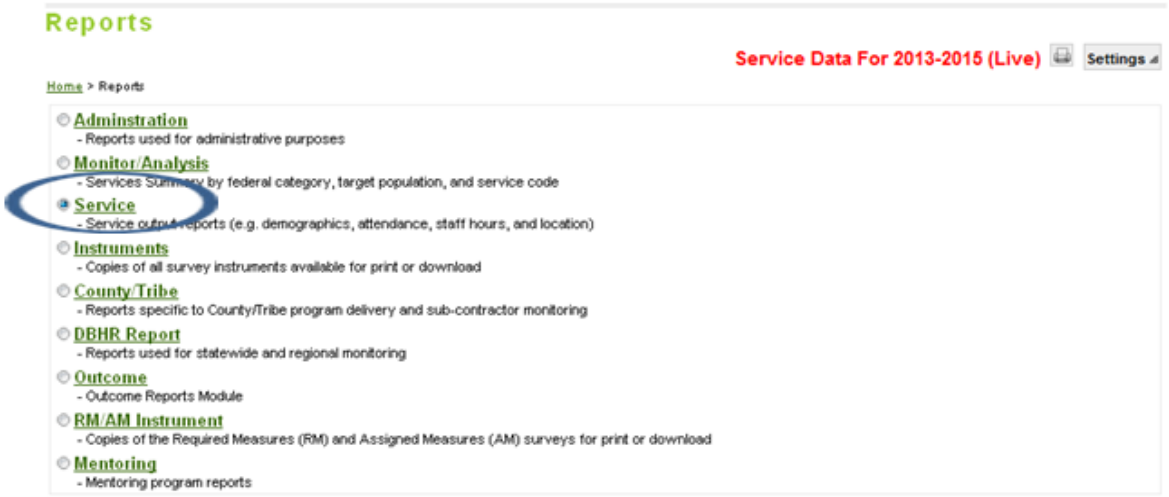
2. Click **Select** button for **Participant Demographics Report**
3. Enter time period for reporting period. (Begin Date and End Date)
4. Select **Provider** from drop-down. (If applicable or leave All)
5. **Select Program** from drop-down.
6. Click on the PDF button in the "**Output To:"** section below the program you selected.
7. Click **Show Report**. (You might have to hold the Ctrl button on your keyboard to generate the PDF – keep holding Ctrl until the PDF blinks in the tool bar at the bottom of your screen, & be sure your computer allows pop-ups from this website.)
8. **Print the PDF** and save to your computer if you wish.
9. **Repeat** and Generate a **Participant Demographic Report** for **all programs** that you support with PFS funds **for each of the three reporting periods**.
10. You will enter aggregate program service data per program per reporting period into the CLI-R so you may have to do some manual tallies for specific questions, but this report will help you answer many of the intervention implementation questions.

	Report Name	Report Description
Select	Assessment Pre-test Score Report	Generates average pretest score to every question in the instrument for each group
Select	Assessment Summary	Generates assessment totals for pre-tests, post-tests, follow ups, and participants for each instrument by group.
Select	DBHR Prevention Services by State Legislative District - Age	Generates a demographic age and gender breakdown of participants by legislative district and provider.
Select	DBHR Prevention Services by State Legislative District - Race	Generates a demographic race and ethnicity breakdown of participants by legislative district and provider.
Select	Group Service Summary	Generates distinct count of participants, no. of sessions, service hours (direct and indirect) for a group under a program of every provider.
Select	Mentoring Participant Demographics Report	Generates a sum and percentage of persons served under Mentoring Programs within a specified date range broken down by participant gender, age, race, and ethnicity. Calculates these totals for program, provider, and county.
Select	Participant Attendance Report	Generates the attendance records of specific clients by event with a breakdown of attendance and completion.
Select	Participant Demographics Report	Generates a sum and percentage of persons served within a specified date range broken down by participant gender, age, race, and ethnicity. Calculates these totals for program, provider, and county. Participants may be counted more than once if they attended multiple activities.
Select	Prevention Services by Goal	Displays Prevention goals and objectives served by every program within an organization.
Select	Recurring Service Demographics Report	Generates a demographic breakdown of recurring services by group, county, and state. Participants are non-duplicated counts.
Select	Services by Activity Report	Generates the detail of providers' services within a specified date range by program and group.
Select	Services by Activity Report (with Narrative)	Generates the detail of providers' services within a specified date range by program and group with an activity description.
Select	Services by Participant Report	Generates the detail of providers' services within a specified date range by client with number of sessions and hours.
Select	Services By School District	Generates summary of participants, service hours and service dates under every program in a school district/ location within every county.

HOW TO RUN A PARTICPANT ATTENDANCE REPORT FOR SECTOR REPRESENTATION (QUESTION 25)

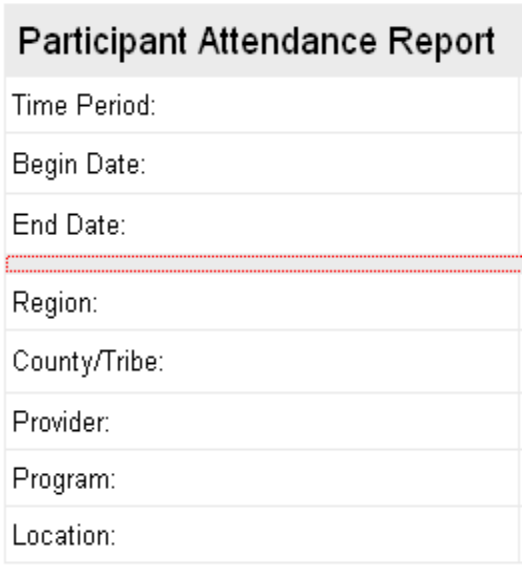
Click on the **Reports** Tab

1. Click on **Service** link



2. Click on Participant Attendance Report

	Report Name	Report Description
Select	Assessment Pre-test Score Report	Generates average pretest score to every question in the instrument for each group
Select	Assessment Summary	Generates assessment totals for pre-tests, post-tests, follow ups, and participants for each instrument by group.
Select	DBHR Prevention Services by State Legislative District - Age	Generates a demographic age and gender breakdown of participants by legislative district and provider.
Select	DBHR Prevention Services by State Legislative District - Race	Generates a demographic race and ethnicity breakdown of participants by legislative district and provider.
Select	Group Service Summary	Generates distinct count of participants, no. of sessions, service hours (direct and indirect) for a group under a program of every provider.
Select	Mentoring Participant Demographics Report	Generates a sum and percentage of persons served under Mentoring Programs within a specified date range broken down by participant gender, age, race, and ethnicity. Calculates these totals for program, provider, and county.
Select	Participant Attendance Report	Generates the attendance records of specific clients by event with a breakdown of attendance and completion.
Select	Participant Demographics Report	Generates a sum and percentage of persons served within a specified date range broken down by participant gender, age, race, and ethnicity. Calculates these totals for program, provider, and



3. Set Date Ranges for Report Begin and End Dates for the appropriate CLI reporting period.

4. Leave Provider as All

5. Select the CWPI Coalition Program.

(Leave Location as ALL)

6. Click on the PDF button in the "**Output To:"** section below the program you selected.
7. Click **Show Report**. (You might have to hold the Ctrl button on your keyboard to generate the PDF – keep holding Ctrl until the PDF blinks in the tool bar at the bottom of your screen, & be sure your computer allows pop-ups from this website.)
8. **Print the PDF** and save to your computer if you wish.
9. **Repeat** and Generate a **Participant Demographic Report** for **all programs** that you support with PFS funds **for each of the three reporting periods**.
10. You will enter aggregate program service data per program per reporting period into the CLI-R so you may have to do some manual tallies for specific questions, but this report will help you answer many of the intervention implementation questions.