Program Reports

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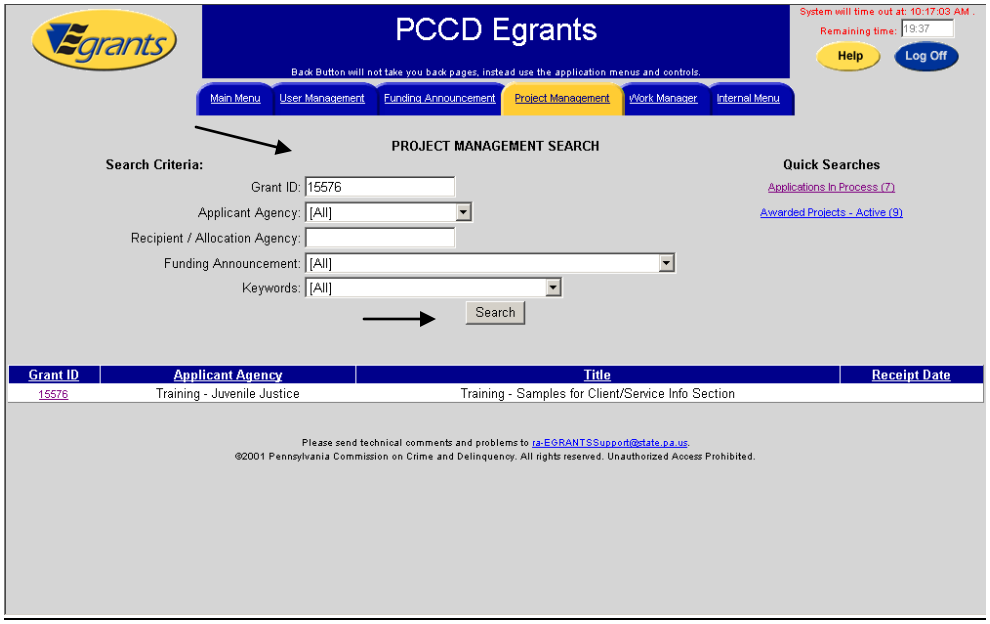
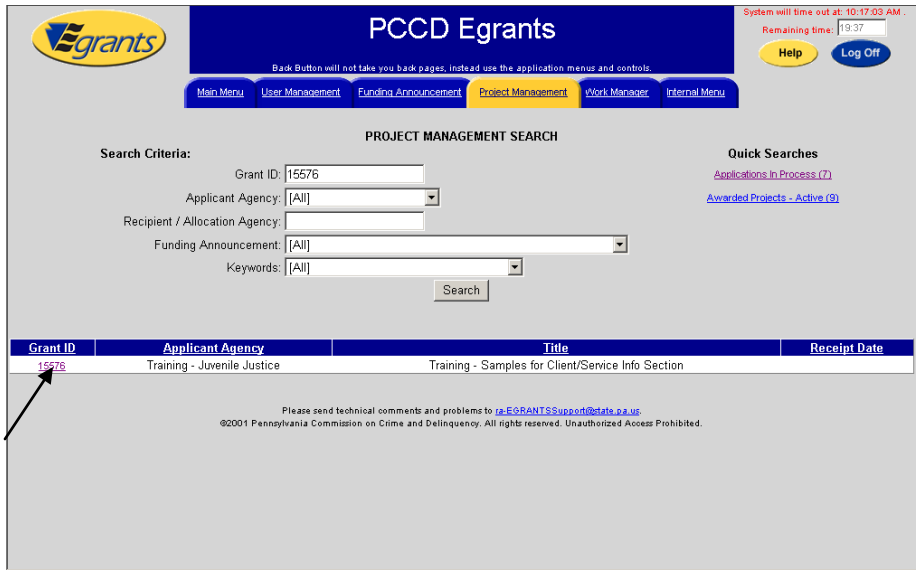
PCCD's Egrants System
Quick Start Guide
Input Quarterly Program Report

- Log onto PCCD's Egrants System
- At the "Welcome to PCCD Egrants" screen, on the Main Menu tab, select the Project Management tab at the top of the screen, or click on the first hyperlink in the body of the screen, which will take you to the Project Management Tab

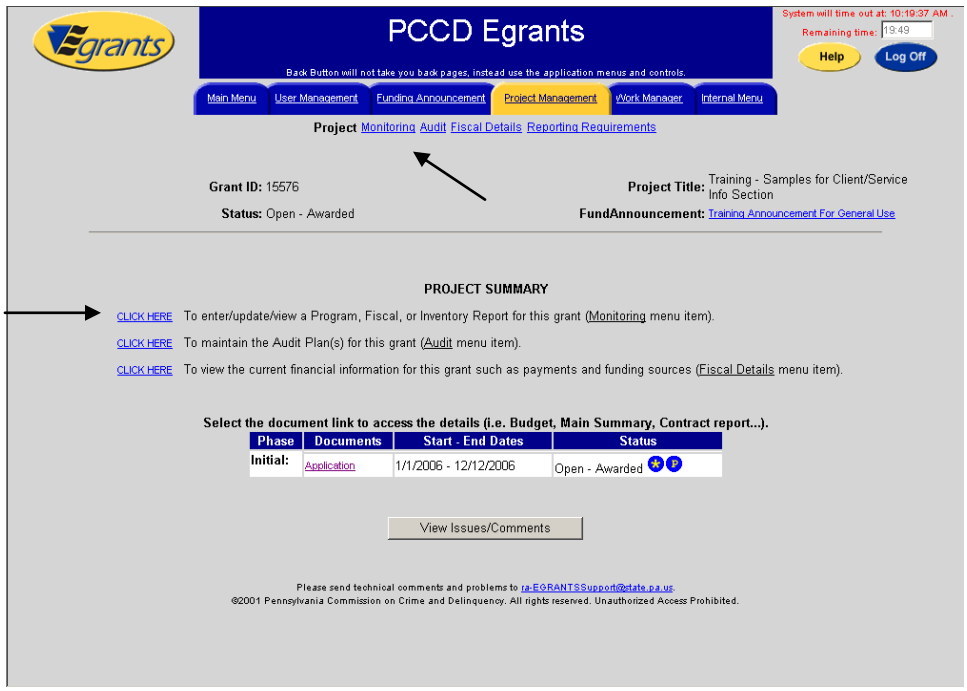
- Enter your Grant ID and click on Search



- Your grant number will appear as a link. Click on the Grant ID link.

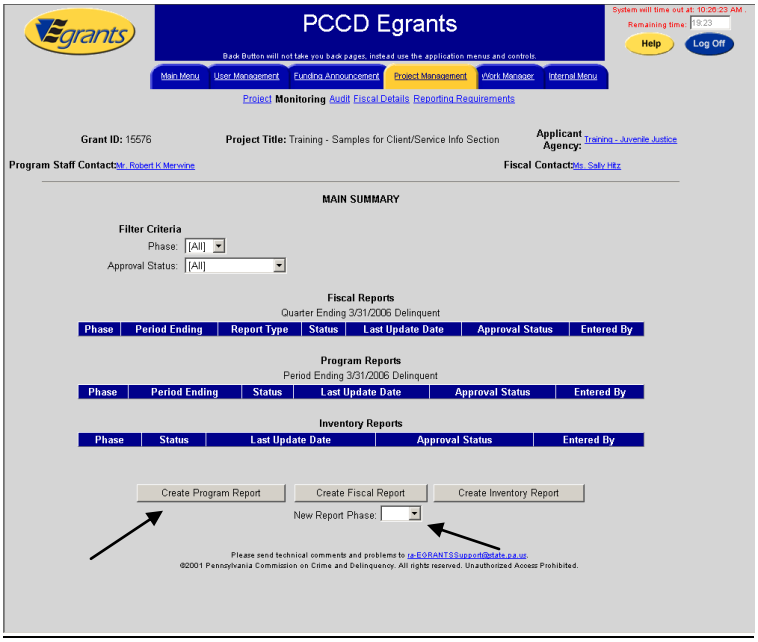


- The Project Summary screen appears. Either click the Monitoring link (under the Project Management tab at the top of the screen) or click on the first quick link in the body of the screen.

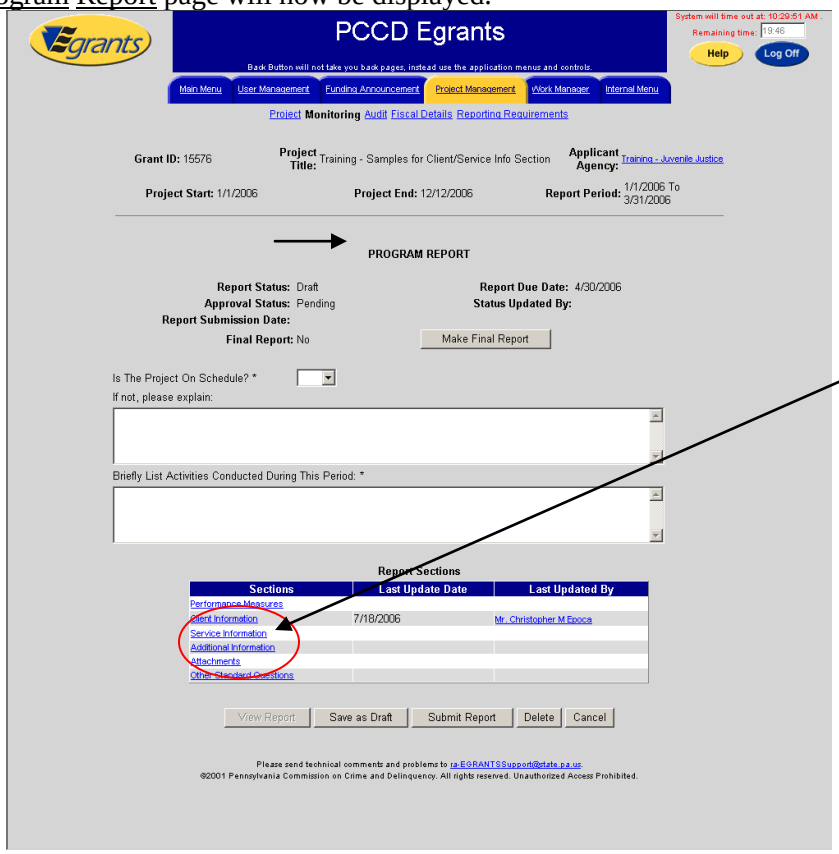


- The Main Summary page under the Monitoring link will appear (All Fiscal, Program, and Inventory reports that have previously been created will be displayed).
- Select the New Report Phase from the dropdown box (This will always be Initial, UNLESS your grant is year two or three of DCSI funding).

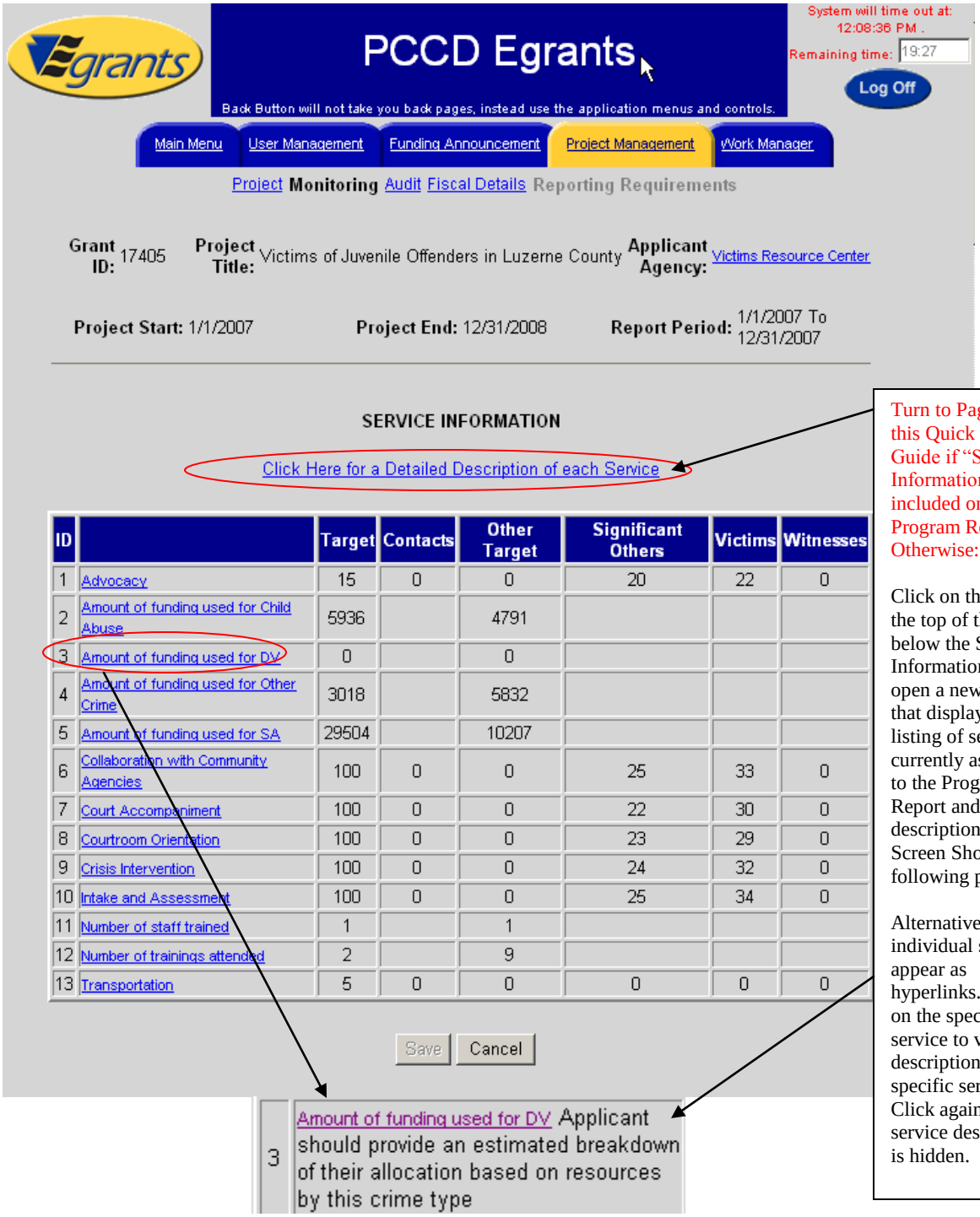
- Select the Report Phase from the drop down box at the bottom of the page. Click on Create Program Report.



- The Program Report page will now be displayed.



Note: When Service Information is a section on Program Reports, click on the hyperlink to view definitions of the Services. You are transferred to the Service Information page. (See screen shot on next page.)

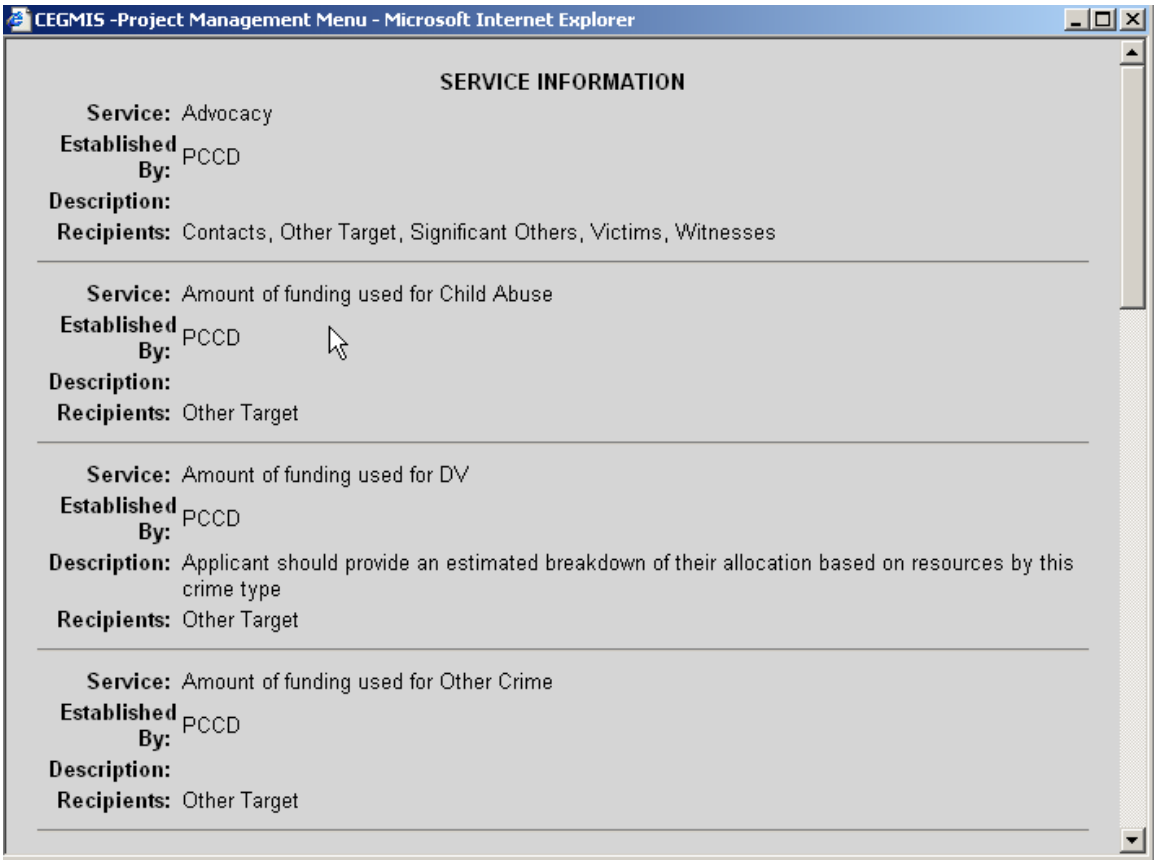


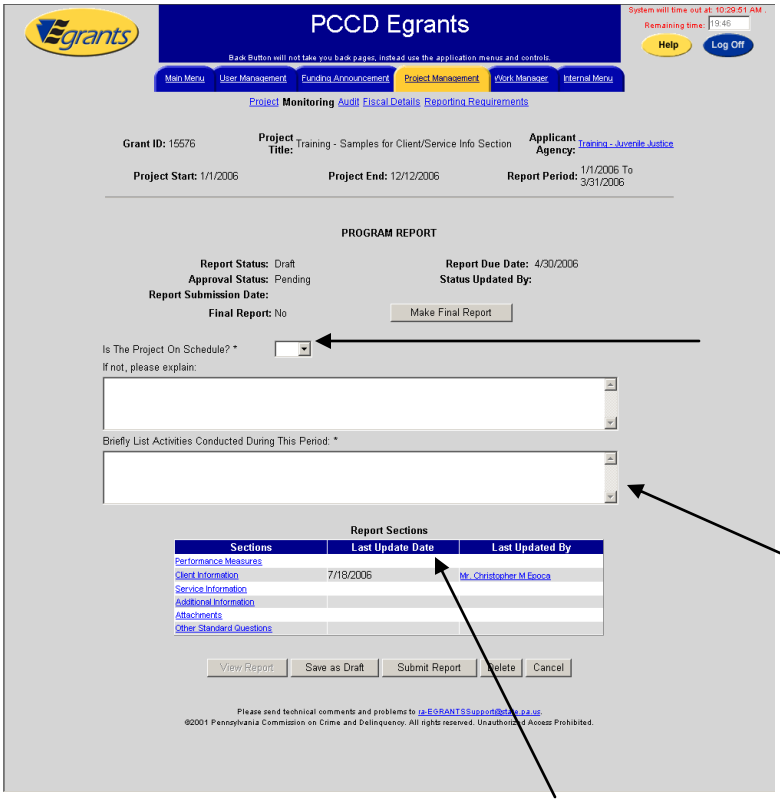
ID		Target	Contacts	Other Target	Significant Others	Victims	Witnesses
1	Advocacy	15	0	0	20	22	0
2	Amount of funding used for Child Abuse	5936		4791			
3	Amount of funding used for DV	0		0			
4	Amount of funding used for Other Crime	3018		5832			
5	Amount of funding used for SA	29504		10207			
6	Collaboration with Community Agencies	100	0	0	25	33	0
7	Court Accompaniment	100	0	0	22	30	0
8	Courtroom Orientation	100	0	0	23	29	0
9	Crisis Intervention	100	0	0	24	32	0
10	Intake and Assessment	100	0	0	25	34	0
11	Number of staff trained	1		1			
12	Number of trainings attended	2		9			
13	Transportation	5	0	0	0	0	0

Turn to Page 8 of this Quick Start Guide if "Service Information" is **not** included on your Program Report. Otherwise:

Click on the link at the top of the page below the Service Information Title to open a new window that displays a listing of services currently assigned to the Program Report and their descriptions. (See Screen Shot on following page.)

Alternatively, all individual services appear as hyperlinks. Click on the specific service to view the description of the specific service. Click again and the service description is hidden.


CEGMIS -Project Management Menu - Microsoft Internet Explorer
SERVICE INFORMATION
Service: Advocacy
Established By: PCCD
Description:
Recipients: Contacts, Other Target, Significant Others, Victims, Witnesses
Service: Amount of funding used for Child Abuse
Established By: PCCD
Description:
Recipients: Other Target
Service: Amount of funding used for DV
Established By: PCCD
Description: Applicant should provide an estimated breakdown of their allocation based on resources by this crime type
Recipients: Other Target
Service: Amount of funding used for Other Crime
Established By: PCCD
Description:
Recipients: Other Target



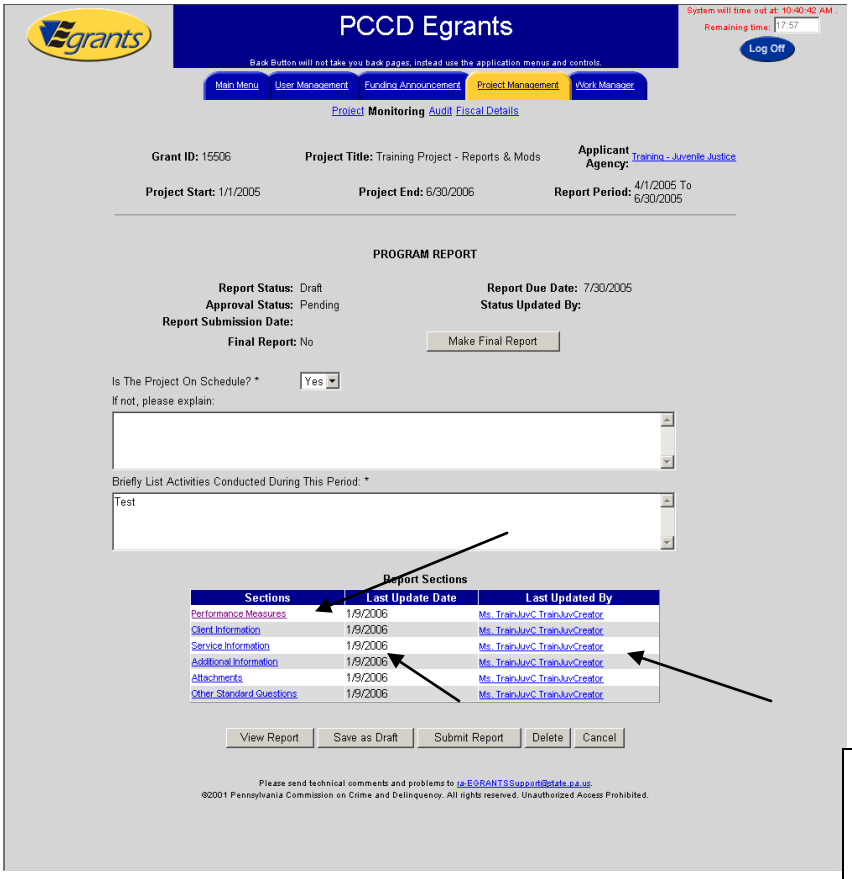
GENERAL NOTE: Any fields containing an asterisk * require completion before you may save the page and move on.

You must select "Yes" or "No" in this dropdown box asking "Is the Project on Schedule? And if no, explain the reason(s) in the text box below.

List the activities conducted during the reporting period in this text box.

- In the box marked Report Sections, you may see links for Performance Measures, Client Information, Service Information, Additional Information, Attachments, and Other Standard Questions.

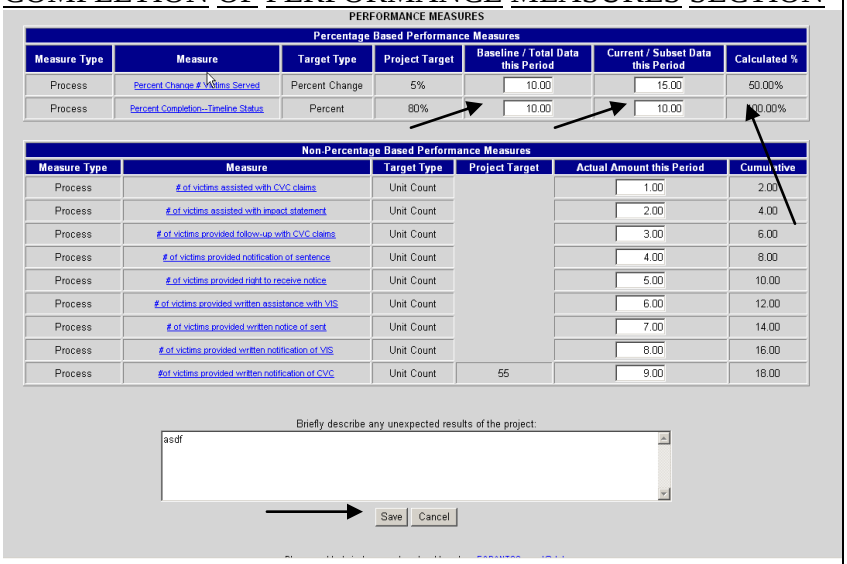
- **ALL LINKS THAT ARE ENABLED WILL REQUIRE COMPLETION OF THAT SECTION** (These sections were set up as required reporting components for your project on the original Funding Announcement). Note: Section links that are grayed out are not required and you will not have access to that section.



Click on each link to complete that section of the Program Report.

When input for each section is completed, click on Save at the bottom of that page and you will be transferred back to this screen. That Section will now reflect the Last Update Date and Last Updated By.

COMPLETION OF PERFORMANCE MEASURES SECTION



Each of your predetermined Performance Measures along with the associated Project Target will be listed. (For Performance Measure Details, click on the link for each Measure).

Note: "Percentage Based Performance Measures" are categorized separately form "Non Percentage Based Performance Measures."

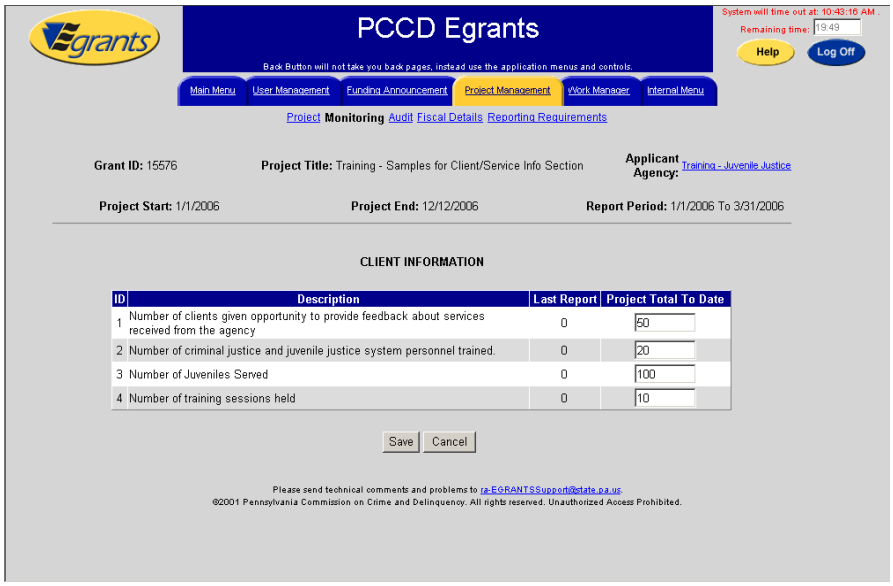
For each "Percentage Based Performance Measure" input the baseline/total for this period and the current/subset data for this period. Egrants will calculate the percent over/below the baseline.

For each "Non Percentage Based Performance Measure," enter "Actual Amount for Period." Egrants will calculate the "Cumulative" amount.
Click the Save button and you will be returned to the Report Sections page.

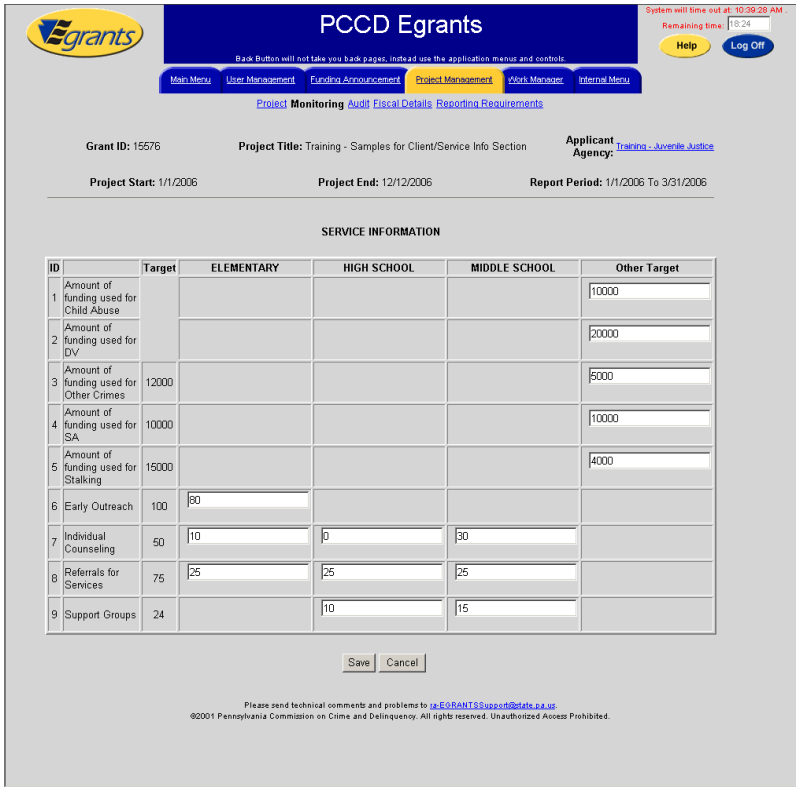
ADDITIONAL INFORMATION ON THE CLIENT INFORMATION AND SERVICE INFORMATION LINKS

** If the Client Information and Service Information links are enabled under Report Sections, you must complete these sections also. Follow the same instructions as above by clicking on either Client Information or Service Information, input your updated data, and click on the Save button. Each time you will be returned to the Report Sections page.

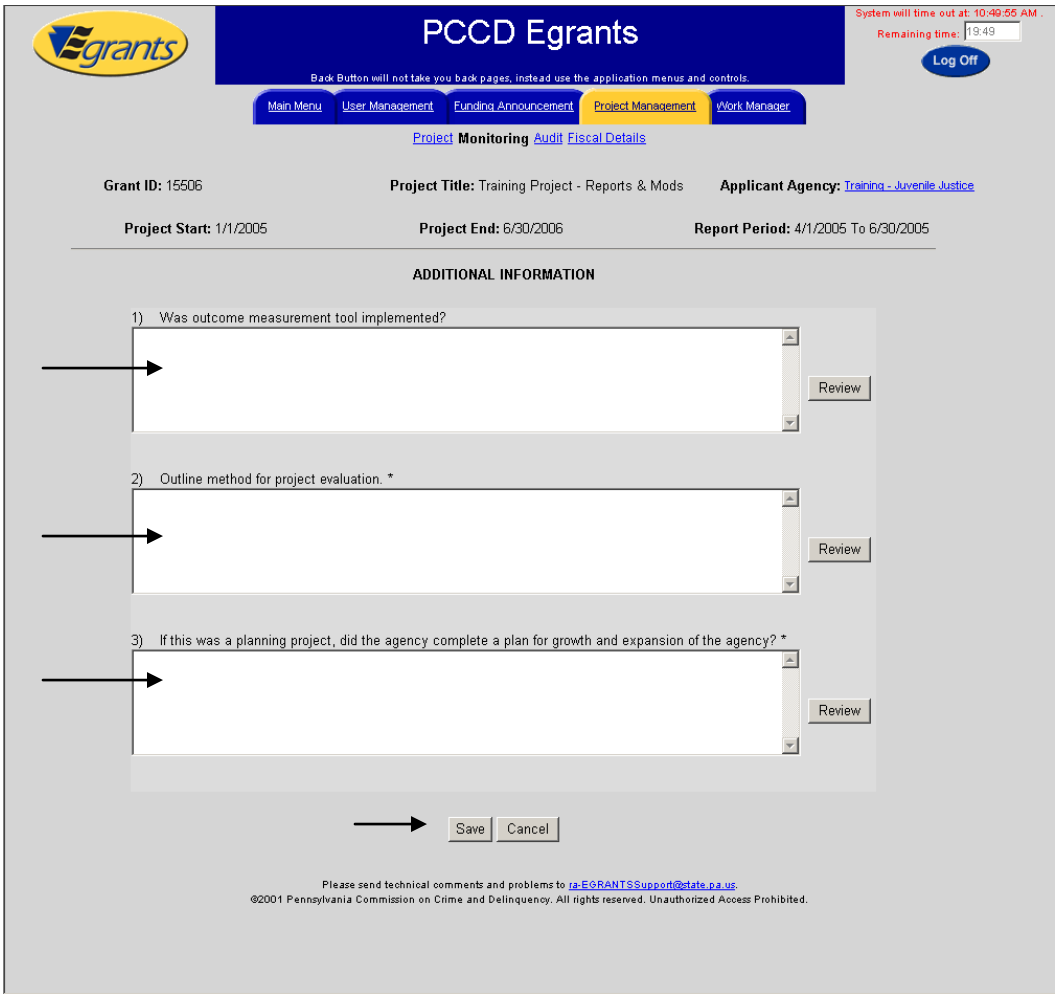
Example of Client Information:



Example of Service Information:

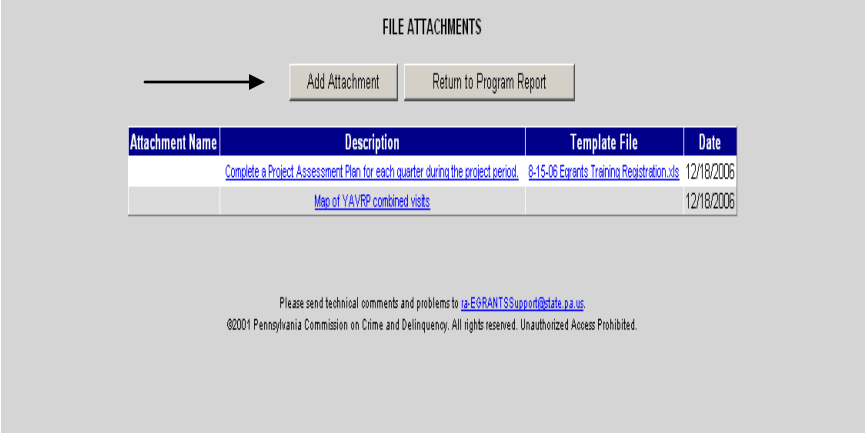


COMPLETION OF THE ADDITIONAL INFORMATION SECTION

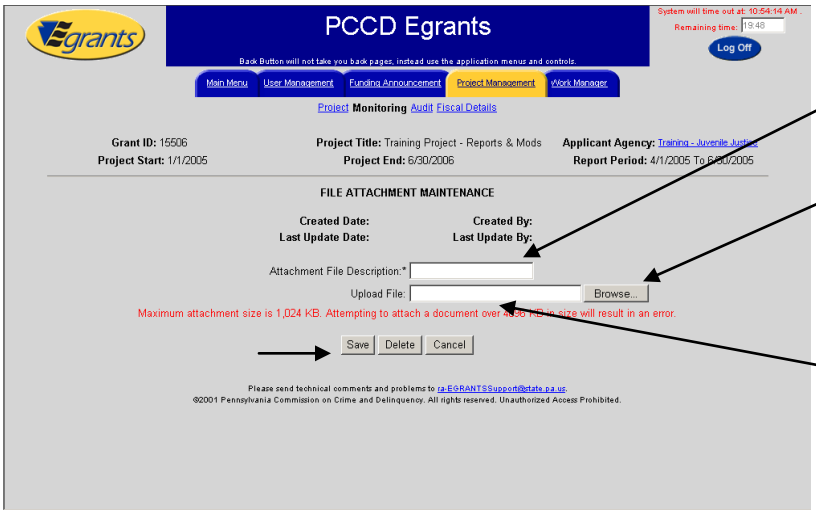


- The Additional Information section will request specific information in reference to your project. Type your response in the boxes provided, click on the Save button and you will be returned to the Report Sections page.

COMPLETION OF THE ATTACHMENTS SECTION



The File Attachments screen is where you can add attachments you would like to include with your program report. To begin: Click on the Add Attachment button.



Insert the Attachment File Description.

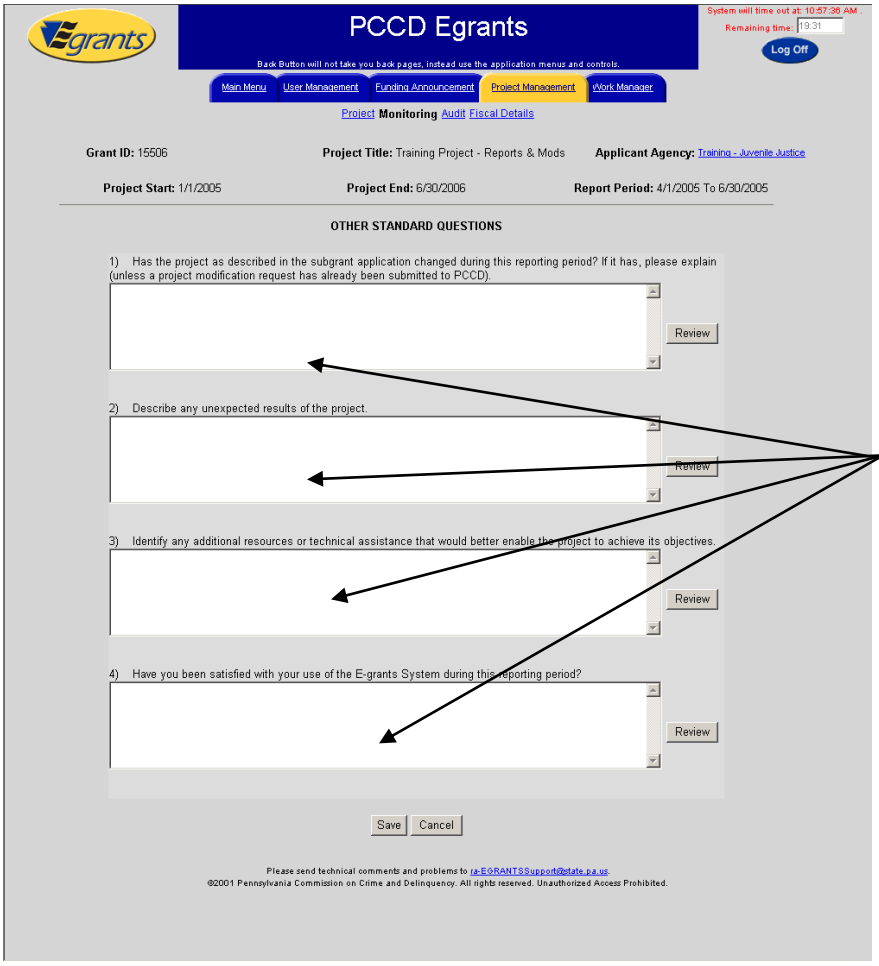
Click on the Browse button and a box containing your computers electronic files (word / excel, etc.) will appear.

Double click on the file you wish to attach and the file name will appear in the Upload File box.

Click the Save button, and you will be returned to the Report Sections page.

Note: If a specific attachment is required, that requirement will be shown on this screen.

COMPLETION OF OTHER STANDARD QUESTIONS

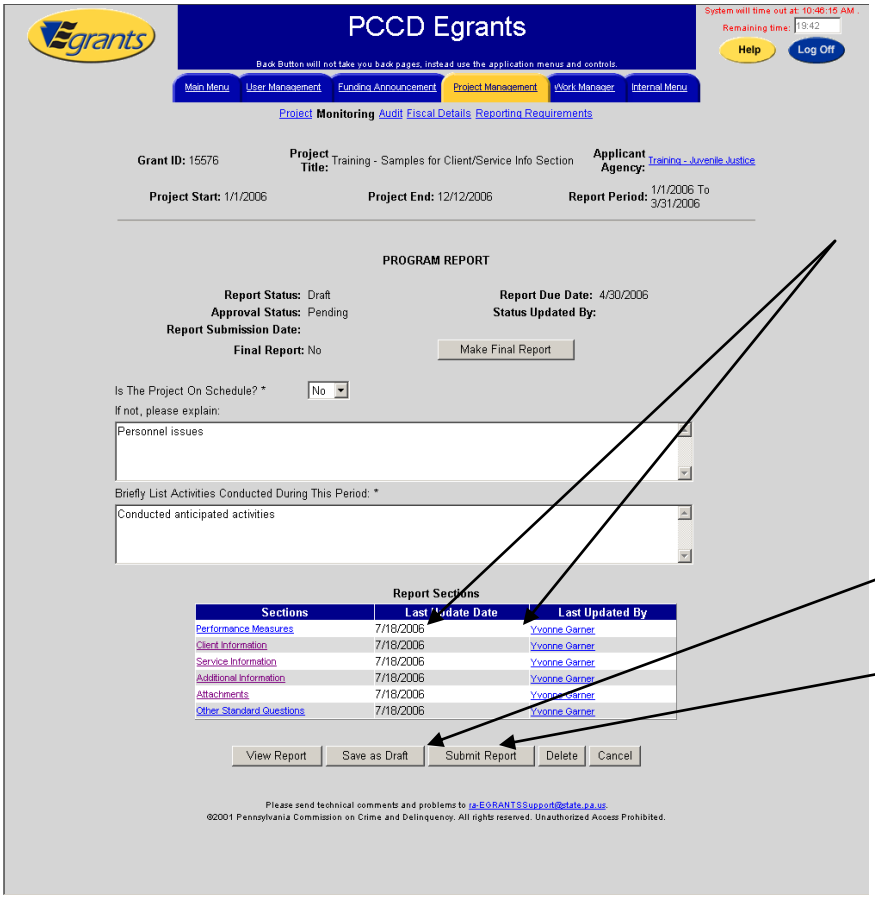


Answer each of the Other Standard Questions in the boxes provided.

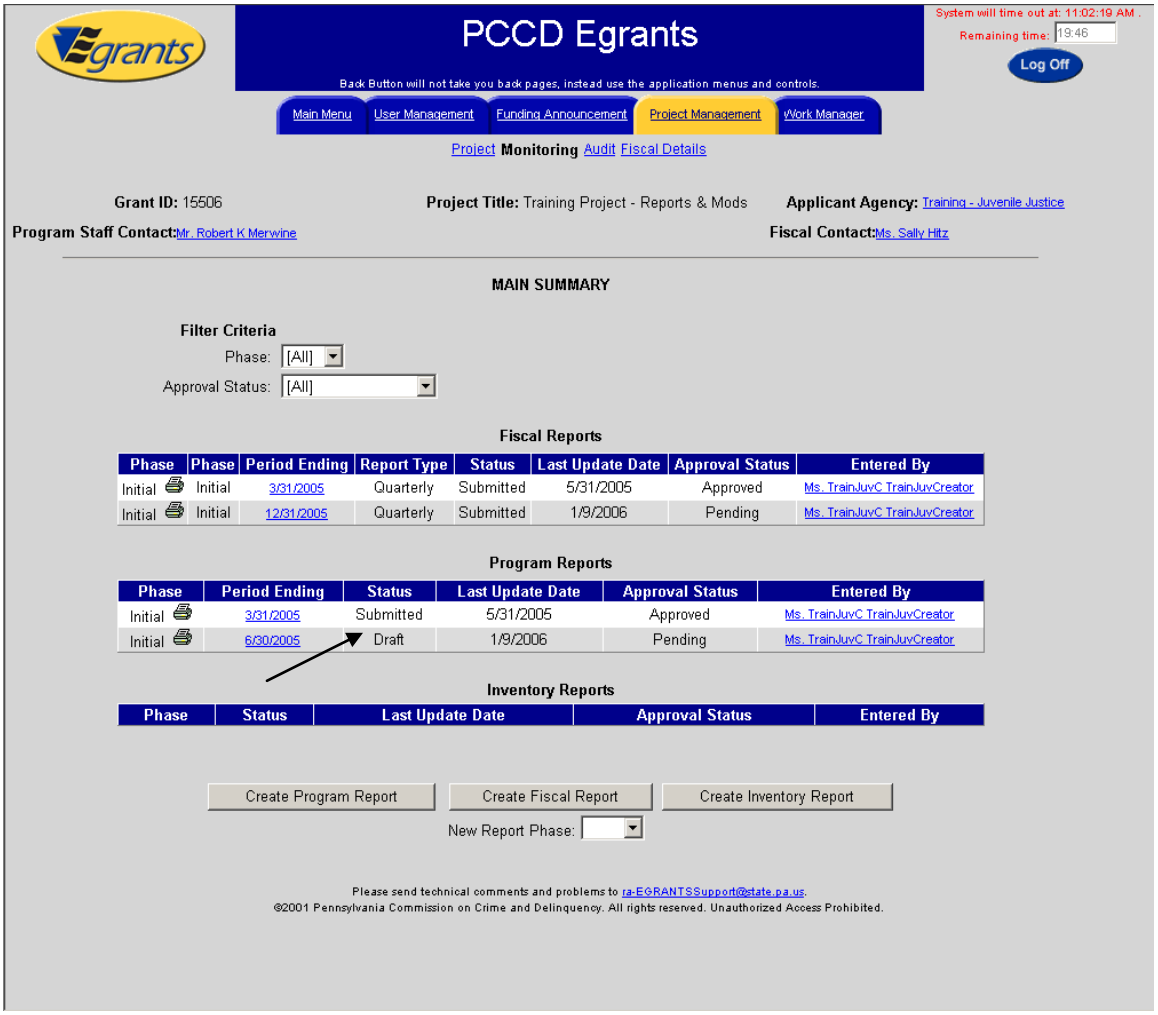
When finished, click the Save button and you will be returned to the Report Sections page.

*** Although there is no asterisk within each of these question response fields (indicating completion is required), it IS mandatory that all questions be answered.**

SUBMISSION OF THE PROGRAM REPORT



Once you have completed and saved the required sections, the input date will appear under the Last Update Date column, and your name will appear in the Last Updated By column.

Once required sections are completed and desired and/or required Attachments are included, you may click on Save as Draft, or if no changes are anticipated, click on Submit Report. (If saved as a draft, the report is not transmitted to PCCD and you may alter information previously input).

- After submitting the Program Report, you will be taken back to the Main Summary Screen. The Status of your report will appear as Draft or Submitted (Reminder: The report will not be transmitted to PCCD while in Draft status). The Approval status will initially appear as Pending, until review and approval by PCCD staff. Once staff has approved, the status will change to Approved.