



Entering your CTEP Reporting Data into AmeriCorps OnCorps System



created Jan 2009, revised Sept 2009

This is done quarterly in the CTEP program:

PERIOD	DUE DATE FOR SUBMISSION	TIME PERIOD COVERED
Q1	Wed Sept 30, 2009	Thurs Sept 10- Fri Sept 25
Q2	Fri Dec 18, 2009	Sat Sept 26 – Dec 11
Q3	Fri Mar 26, 2010	Dec 12- Mar 19
Q4	Fri July 2, 2010	Mar 20- June 25
Q5	Fri Aug 6, 2010	June 26- Aug 4

<http://mn.oncorpsreports.com>

Enter Program Year: 2009-2010, or 2009-2010 ARRA depending on whether your members are Recovery members or not.

Click either “Site Supervisors” or “AmeriCorps Members” under CTEP program
Give your Login and Password

Go To “Add to Update”, you will then see a list of all the places that you will need to enter information.

We are asking Members to enter some of the information, and Site Supervisors to enter other parts. We would, however, like both members and site supervisors to check and confirm results with each other before entering information.

Members are responsible for entering:

1. Civic Engagement Activities
2. Great Stories
3. Volunteer Mobilization
4. CTEP Client Assessment

Site Supervisors are responsible for entering:

5. Capacity Building Activities (which includes Media Products)

NOTE: only supervisors can click on this link, members will not see this in their view

Civic Engagement Activities (*done by member*)

Goal: members will submit five for the year by Aug 20

Click on *Add a New Civic Engagement Activity*

Enter in the name, date, and hours of the activity

Copy in what you have previously submitted on the member site for a description of the Civic Engagement, including what you did, what you learned from the activity, and why you consider this to be civic engagement. You should not have to write anything new that you have not already submitted on the member site

Click *Update* at bottom

Great Stories (*done by member*)

Goal: members will submit a minimum of two for the year

Click on *Add a New Great Story*

Write in the Name of your Story, and the date that you wrote it

Write your description of the story

Click *Update* at bottom

Member then needs to send the corresponding photos by email attachment to CTEP staff

VOLUNTEER MOBILIZATION (*done by member*)

Goal of 200 volunteers mobilized for entire program who collectively serve 4000 hours of service.

CTEP expects that all of its members are involved in mobilizing volunteers

1. Click on *Volunteer Mobilization*
2. Click on *Add a New Volunteer Mobilization Event*
3. For *Event Name*, write the name of your program
4. *Date*: Write in date of the day that you entered this information
5. *Duration*: Select either “ongoing” or “one time event” Most of you will select “ongoing” if the member has worked with the volunteer on an ongoing basis
6. Select *Impact Area of Project* that most closely defines the work of your volunteers, chose the majority service type if there is more than one kind of work served by the volunteers
7. Write in *# of Volunteers*, and then *# of Hours those Volunteers have served*
8. Write in *# of those volunteers who are either disadvantaged youth, college students (etc)...* many of you will not be able to track this in a formal way, if so, just take an educated guess
9. You do not need to write anything in the Narrative Text Box.
10. Click *Update* at bottom

Note: The second time that you enter data in Q2 and afterward, you must remember not to double count the number of volunteers that you already entered in previous quarters. Only count number of new volunteers for that reporting period. You should, however, enter in the hours served by ALL volunteers in the current quarter, whether they were initially entered in the first half or the second half.

For example, let's say in the first quarter you work with 5 volunteers who serve 80 hours. In the second quarter, all five volunteers continue and now there is 1 new additional volunteer. These six volunteers serve 120 hours in the second quarter. You would mark 5 volunteers serving 80 hours in Q1, and 1 volunteer serving 120 hours in the second quarter, because you don't want to double count the same volunteer in both quarters.

CTEP Client Assessment (*done by member*)

CTEP has the goal of serving 1000 clients total across our program partners

This is where a member enters in direct service activities. Here you will enter:

How many people you served

To enter or edit number of clients throughout the year:

Click on *Manage Records*, and then *CTEP Client Assessment*

Click *Add a New Client*

Under *Class Name*, write the name of your site

Don't need to fill anything out for *Last Name, Email, Contact Info*

Under *Number of Class*, enter the total number of clients that member has served to date that service year.

Click *Submit* at Bottom

For all future reporting periods, members will need to go back into the same class (don't create add a new client), and update the total number of clients served

Learning Goals and Life Goals Achieved

CTEP asks members to use an Excel spreadsheet to keep track of individual clients and then write in a batch entry for each reporting session, instead of individually reporting on each client.

To submit learning goals and life goals achieved, go to "Reporting > Submit Reports > CTEP Client Assessment" and click on the quarter that you are reporting for (Q1 through Q5)

Enter in total numbers clients who made progress on learning goals, and life goals achieved through your efforts. Individual clients can have more than one learning goal and life goal achieved.

Click *Submit* at Bottom

NOTE: The same as volunteers mobilized, remember not to double count clients served between the first and second half. Only change information for clients from the first half if they now have attained a life goal or have added a new learning goal.

NOTE: For CTEP partner agencies that have more than one member serving in the same location, contact CTEP to agree on a plan for how to enter this information into the system. In some cases, to prevent duplication, just one of your members will enter information for all clients served by all the members at this location.

Capacity Building and Media Products (*done by site supervisor*)

Goal (a minimum of three non Media Material capacity building projects per agency, and 10 media materials for the entire program)

Only enter an activity if it is completed so that you can describe the full benefit of the project. For many of you, you may have some activities completed and some in process. If they are in process, we would ask that you wait to submit those reports until they are complete so that we get the full story of the benefit of that activity. If you have no capacity building activities completed by the first two quarters, please email either Libby or Joel to let us know where you are at with projects.

We recommend that you first write the narrative section first in a word processing program (like MS Word) and then copy and paste the narrative into the OnCorps textbox below. This should be a detailed account (the more detail that you provide, the more useful it is to CTEP) of what the activity was that the member completed, and how this activity has increased the capacity of your organization.

Click on *Capacity Building Activities*

Indicate whether the activity is a *New or Expanded Program, A Tech Assessment, or a New Media Material*

Enter in *Name of Activity*, and *Date* that the activity was completed

Paste your Narrative that you wrote above into the text box. Confirm that it pasted correctly and completely.

Check the box at the bottom to indicate that the activity did improve to the capacity of your organization

To add another activity, go back to clicking on *Adding a New Capacity Building Activity*, and the process continues until you have all the activities and media materials entered.