

Quarterly Reporting Guidelines

Prevention Resource Center

Follow these directions in order to successfully complete your Quarterly Progress Report.
Complete report on the website unless otherwise stated by VISTA Supervisor or Leader.



DUE DATES

JULY 15TH - REPORTS ACTIVITIES FROM APRIL 1ST - JUNE 30TH

OCTOBER 15TH - REPORTS ACTIVITIES FROM JULY 1ST - SEPTEMBER 30TH

JANUARY 15TH - REPORTS ACTIVITIES FROM OCTOBER 1ST - DECEMBER 31ST

APRIL 15TH - REPORTS ACTIVITIES FROM JANUARY 1ST - MARCH 31ST



Website Logging In

Step 1:

Go to prevention.mt.gov

Step 2:

Click "Americorps*VISTA" in the sidebar then click "VISTA Tools."

Step 3:

Click "VISTA Quarterly Report."

Step 4:

Select your name and enter your password.

Survey Monkey

Step 1:

You will be emailed an individualized link.

Step 2:

Open the link and begin your report.

Step 3:

Have your supervisor review your report before submitting it.

Scroll down for Guidelines, Definitions & YRBS data guide

If you have any questions, call or email your VISTA Leader.

Guidelines & Parts of the Report

Part 1

Programmatic Information & YRBS Data

- Only complete in your first report.
- See following page on gathering & reporting YRBS data

Part 2

Community Building Lifecycle

- Briefly describe how you participated in each section of the Community Building Lifecycle this quarter.
- Refer to yourself as the “service member” or the “VISTA.” Refrain from using “I” or “we” statements.
- If you did not participate in one of the community building lifecycle, write “I did not work on _____ (Community Building Lifecycle Step) _____ this reporting period.”

Part 3

Data Report

- If your program did not serve a population, enter “0” in the blank.
- Enter “0” if you are not given access to data.

Part 4

Training

- This is training not provided by the Corporation of National and Community Service or the PRC (i.e. PSO, CBI, Serve MT Symposium, etc.).

Supervisor Approval

- When using the Survey Monkey format, have your supervisor review your report before submitting.
- When submitting your QPR on the PRC website, click the “Review & Submit.”
 1. After finishing the report, go to the “Review & Submit” section.
 2. After reviewing your report, click the “Submit to Supervisor” button.
 3. **Delete** the cc’d email address “jschmidt3@mt.gov” before sending the email.
 4. Your supervisor may ask for you to make some changes to your report (i.e. additional activities completed). Once your supervisor approves your report, it will be locked.

Guidelines:

Minimize “I” and “we” statements-
 The QPR is about the project, not the organizations work
 Refer to yourself as “the VISTA” or “the service member”

Only report on quarter specific activities

Do not refer to a previous section

Only address or respond to points in the work plan

Proof Read and edit before submitting

Be brief and specific

Enter your QPR in a Word document, in case you are unable to save on the website

Check to make sure that the website has saved your QPR

We will not accept:
 QPR’s via email
 Incomplete QPR’s
 Sarcasm

Scroll down for Definitions & YRBS Data Guide

Reporting Definitions

Assessment

-Refers to a focused evaluation in its entirety.
-An example of an assessment might be a 'needs assessment' developed for a grant. The needs assessment might include the results of a survey, research documenting the problem, longitudinal data maintained on the problem, etc. This is still considered one assessment, though containing many parts.

Public Relations/Education

-Public relations activity reporting is divided into two categories; activities developed and implemented

Community Groups

-Board development is defined as the development, of which the VISTA either led or assisted in the creation, of a cohesive group of diverse stakeholders who have a vested interest in the outcomes of the host organization.

Strategic Planning

-Creation of an action plan that serves an end that fits with the mission of the organization or project.

Strategic Plan Implementation

-Marked by the execution/completion of the above stated action plan

Evaluation

-An official analysis of the outcome component of a project or the organization

Sustainability

- A sustainable activity is that which remains with our without the presence of the VISTA.
- A database of volunteer information that if compiled, updated, or maintained by the VISTA could be classified as a sustainable activity.

Scroll down for YRBS data guide

YRBS Data Guide

What does YRBS stand for?

Youth Risk Behavior Survey

Do I need to complete the YRBS data?

You only need to complete the YRBS data the first quarter you are a PRC VISTA.

What Year am I Reporting For?

Use the most current data and denote the year in the appropriate box in the Quarterly Report.

Example: January 2014 members– 2013 YRBS Reports
July 2014 members– 2013 YRBS Reports
January 2015 members– 2013 YRBS Reports
July 2015 members– 2015 YRBS Reports

Which Data Do I Use?

Use the data that pertains to the beneficiaries of your work.

- Statewide project– You work with more than one county across the state.
- County wide project– You work mainly within one county.
- City (School District)- You work mainly within a specific city/school district.

Where do I find the YRBS Reports?

- State
 - Go to Montana Office of Public Instruction website.
 - Find the Search box.
 - Search for the (Year) Report for both Middle School and High School (2 separate reports).
- County
 - Go to Montana Office of Public Instruction Website.
 - Look under the Reports & Data tab and click on the Youth Risk Behavior Survey.
 - Find the contact information to request your specific county YRBS data.
- City (School District)
 - Contact your local school district superintendent for this information.
 - If you are unable to obtain this information for any reason, retrieve your county's data.

How to Use the YRBS Reports?

Determine which type of Report you found: Yearly or Trend Report.

Yearly Reports

- Use the "Frequency Distribution" section.
- Find the Question that you are finding the data for.
 - The 2009 Question numbers do not match the current year's question numbers.
- Add the all of the percentages that match with the data you are seeking.
- Example: Students who did not go to school because they felt unsafe during the past 30 days.
 - Add the percentage for these answers (1 day, 2-3 days, 4-5 days, 6+ days).
 - Omit the percentages for (0 days).

Trend Reports

- You are finding the same information; however, you do not need to add up percentages as you would with the yearly report.
- Pay attention to the terminology used to ensure you are gathering the correct information.

YRBS Terminology

Current Users – Those students who participated in a specified risky behavior in the last 3 months.
Trend Report - In a chart, the report compares 10 or more years of YRBS data.