



PRC VISTA QUARTERLY REPORT TRAINING

+VISTA IMPACT APP TRAINING(OPTIONAL)

VISTA Training

WHY QUARTERLY REPORTS?

- CNCS requires VISTA projects to track performance measures and submit Project Progress Reports on a regular basis.
- Reporting and performance measurement satisfies the need of funders and stakeholders (including CNCS participants, board members, community members, staff and clients) to see that the project is getting results.
- Quarterly reports allow the PRC to track VISTA progress ensuring VISTAs are performing VISTA appropriate work and project goals will be met.



PRC QUARTERLY REPORT EXPECTATIONS

The Do's

- Report quarter specific activities
- Save your work on a Word Document
- Report sections should stand alone
- Receive site supervisor approval
- Report on the following Performance Measures(PMs):
 - G3-3.1, G3-3.2, G3-3.7, G3-3.8, G3-3.16, G3-3.17
 - All assigned PMs

The Don'ts

- Minimize "I" statements
 - The report is about the VISTA project, not the organization's work.
- Don't refer to previous sections for data or neglect to report data.
 - *Missing data reflects poorly on VISTAs, host sites, and the PRC.*



QUARTERLY REPORT DUE DATES:

- **April 15** – report on Quarter 1 activities from January 1-March 31.
 - **July 15** – report on Quarter 2 activities from April 1-June 30.
 - **October 15** – report on Quarter 3 activities from July 1-September 30.
 - **January 15** – report on Quarter 4 activities from October 1-December 31.
- Note: If this is your first quarterly report, you will report on half the previous quarter's work.



PRC QUARTERLY REPORT: HOW TO LOG-IN

1. Go to the PRC website, www.prevention.mt.gov
2. Click on “VISTA Tools & Resources” in the AmeriCorps VISTA menu.
3. Open the PRC Tools box.
4. Under Quarterly Reports, click on Quarterly Report Log-In.
5. Click on ePass Montana not ‘try the demo’. Create an ePass Montana account or log in with your State Employee Account (for state agencies only).

*** Do not need to create a new e-pass account if you already have a ‘c’-number(c#). ***



NARRATIVE SECTIONS

- Partnership, Group or Board Development
 - Development, of which the VISTA either led or assisted, of a cohesive group of diverse stakeholders.
- Strategic Planning
 - Creation of an action plan that serves an end that fits with the mission of the program or organization.
- Strategic Plan Implementation
 - Marked by the execution and/or completion of a strategic plan.
- Evaluation
 - An official analysis of the outcome component of a project or the organization.
- VISTA Information
 - Name, Host Site, Location
- Project Overview(never changes)
 - Hint: ask your site supervisor for a copy of the host site application submitted to the PRC.
- Assessment
 - Refers to a focused evaluation in its entirety.
 - An example of an assessment might be a 'needs assessment' developed for a grant.
- Public Relations/Education
 - Public relations is divided into 2 categories: activities developed and activities implemented.

*Write reports in word document prior to transfer to
Quarterly report!*



PERFORMANCE MEASURES

DATA SECTIONS

- Performance measure goals have been previously identified by your host site supervisor and are included in your VISTA Assignment Description.
- Report only the data that pertains to your project.
 - Include relative information in the narrative boxes of these sections.
- It is okay if you answer 0!
 - Make sure you enter NA in the narrative boxes of these sections.
- Since the report is editable, use a report form to track data throughout the quarter. You'll have half of the report done when the reporting period ends!
- Or use the [VISTA Impact App](#) to track data-we have a training if you are interested.



CAPACITY BUILDING PERFORMANCE MEASURES

Output Performance Measures

G3-3.1 Number of community volunteers recruited by CNCS-supported organizations or national service participants

G3-3.2 Number of community volunteers managed by CNCS-supported organizations or national service participants

G3-3.4 Number of organizations that received capacity building services from CNCS-supported organizations or national services participants.

G3-3.5 Number of staff and community volunteers that received training (of one or more types) as a result of capacity building services provided by CNCS-supported organizations or national service participants

G3-3.6 Number of organizations that completed a community assessment identifying goals and recommendations with the assistance of CNCS-supported organizations or national service participants

G3-3.7 Hours of service contributed by community volunteers who were recruited by CNCS-supported organizations or national service participants

G3-3.8 Hours of service contributed by community volunteers who were managed by CNCS-supported organizations or national service participants



CAPACITY BUILDING PERFORMANCE MEASURES

Outcome Performance Measures

G3-3.3 Number of organizations implementing three or more effective volunteer management practices as a result of capacity building services provided by CNCS-supported organizations or national service participants

G3-3.9 Number of organizations reporting that capacity building activities provided by CNCS-supported organizations or national service participants have helped to make the organization more efficient

G3-3.10 Number of organizations reporting that capacity building activities provided by CNCS-supported organizations or national service participants have helped to make the organization more effective

G3-3.11 Number of new systems and business processes (technology, performance management, training, etc.) or enhancements to existing systems and business processes put in place as a result of capacity building services provided by CNCS-supported organizations or national service participants

G3-3.13 Number of additional activities completed and/or program outputs produced by the program as a result of capacity building services provided by CNCS-supported organizations or national service participants in a) Disaster Services, b) Economic Opportunity, c) Education, d) Environmental Stewardship, e) Healthy Futures and/or f) Veterans and Military Families

G3-3.14 Number of organizations that have experienced an increase in requests for their programs and services as a result of capacity building services provided by CNCS-supported organizations or national service participants

G3-3.15 Number of additional types of services offered by organizations as a result of capacity building services provided by CNCS-supported organizations or national service participants in a) Disaster Services, b) Economic Opportunity, c) Education, d) Environmental Stewardship, e) Healthy Futures and/or f) Veterans and Military Families

G3-3.16. Dollar value of cash resources leveraged by CNCS-supported organizations or national service participants.

G3-3.17. Dollar value of in-kind resources leveraged by CNCS-supported organizations or national service participants.

G3-3.18. Number of new beneficiaries that received services as a result of capacity building efforts in a) Disaster Services, b) Economic Opportunity, c) Education, d) Environmental Stewardship, e) Healthy Futures and/or f) Veterans and Military Families.

G3-3.19. Number of new beneficiaries from one or more targeted or underserved populations (counts by target population, e.g., racial or ethnic group) that received services as a result of capacity building efforts in a) Disaster Services, b) Economic Opportunity, c) Education, d) Environmental Stewardship, e) Healthy Futures and/or f) Veterans and Military Families.



PERFORMANCE MEASURES COMMUNITY VOLUNTEERS

Total Hours of...

- Total hours of service contributed by community volunteers **recruited**.
- Total hours of service contributed by community volunteers **managed***.
- **Managing volunteers implies direct service – PM not usually selected for VISTA members.*

Number of....

- Number of community volunteers **recruited**.
- Number of community volunteers **managed***.
- Number of community volunteers **trained**.
- Number of Veterans & military family members engaged in providing services.

Required reporting for all sites



PERFORMANCE MEASURES

RESOURCE DEVELOPMENT

The Purpose?

- Purpose of the fundraiser, grant, or donation(s).
 - Who donated the money or item – fundraiser, grant, private donation?
 - What will the money or donation be used for?
 - How will the money impact your project?

Total Value?

- Total value of cash resources leveraged.
- Total value of in-kind resources leveraged.

Required reporting for all sites



PERFORMANCE MEASURES

ORGANIZATIONS & SYSTEMS

- Number of new systems & business processes implemented.
- Number of technical assistance or training sessions provided to staff by the VISTA.
- Number of staff trained by the VISTA.
- Describe the activities, services, trainings, etc.
- Number of successful capacity building activities.
- Number of volunteer management practices used.
- Number of new or improved services provided to clients.
- Number of community assessments completed.



PERFORMANCE MEASURES

BENEFICIARIES

- Number of Veteran's family member that received assistance.
- Number of family members of active-duty military members that received assistance.
- Number of active-duty military members that received assistance.
- Method(s) for tracking beneficiaries.
- Number of new individuals or clients benefited.
- Number of new disadvantaged children & youth served.
- Number of new Native Americans served.
- Number of Veterans that received assistance.



MEMBER DEVELOPMENT

- In this section, report the number of hours you spent participating in development opportunities under each category.
 - Member development refers to training activities, not the number of hours you spent working on each activity during the quarter.
 - Include formal and informal activities like conferences, workshops, and online courses as well as coaching, mentoring, or shadowing.
 - If you received training in a category not listed, enter the hours under Other and provide details (topic, location, etc.) in the narrative box.
 - If you did not receive training in a category not listed, enter 0 under Other and NA in the narrative box.
- Do not report Member Development opportunities required by the PRC or CNCS like Pre-Service Orientation, Community Building Institute Webinar Series, or the ServeMontana Symposium.
- This is hours spent receiving training –NOT hours of performing activity.



SUMMARY

- Must include PMs for the following categories with corresponding activities:
 - G3-3.1, G3-3.2, G3-3.7, G3-3.8, G3-3.16, G3-3.17
 - And all assigned PMs for your site. [see your VAD]
- This is your chance to highlight any work that you did not include in previous sections or to put together all of your work in a cohesive statement.
- You need to include information regarding your participation in National Days of Service in this section.
 - Participation in MLK Day, AmeriCorps Week, and September 11th Day of Service is required for all national service members by CNCS.
 - Optional days of service include Global Youth Service Days, Child Hunger Week, and Make a Difference Day.
- Attachments can be included in this section as well- *Please send attachments to des.baker@mt.gov*
 - CNCS appreciates receiving news clippings/links, flyers, etc. that detail VISTA accomplishments or show how VISTA members are being recognized.
 - You may send school newsletters, articles from local media, pictures you have taken, or anything else you decide is relevant.
 - You can also send attachments in a separate email (or snail mail) to the PRC to include in the Project Progress Report to CNCS.



SUMMARY EXAMPLE

- G3-3.11: VISTA built a new reporting systems and created a training curriculum.
- This quarter the VISTA strengthened and organized the Billings Out of School Time Task Force (BOOST). This included creating a membership packet, updating information regarding risky behaviors and risk and protective factors, recruiting new members, and running meetings. Recently the VISTA has been involved in planning and will execute the national afterschool rally Lights On Afterschool. BOOST is holding a youth organization public information fair and conducting a public relations campaign to raise awareness of the organization, its members, and out of school time issues. The VISTA also participated in the Read for Peace for MLK Day in January. Twenty children participated in the event the Friday before MLK Day. Read for Peace was featured on the local news, the link to the story is www.kxlh.com/fake_mlkdirday_readforpeace.



REVIEW

- This is your opportunity to review your report prior to submission.
- Check for spelling and grammatical errors.
 - Spell check does not catch everything!
 - Example: form and from
- After reviewing your report, hit the Submit button which will automatically send your report to your site supervisor.
- Your site supervisor will review your report and either return it for editing or approve it which submits the report to the PRC.
- You cannot edit your report after submitting it to your supervisor unless s/he returns it for changes.
 - **Only report on the quarter requested-this is not cumulative data.**



TIPS & TRICKS

- If you did not do work related to one of the Narrative sections, click the “I did not do...” box.
- Hit Shift+Enter if you want to break up your narratives into paragraphs.
- Make sure each section has a green check mark next to it before submitting your report.
- Save in Word Document prior to transferal onto quarterly report system.
- Make sure you Save each section before moving on to the next.
- Do **NOT** hit “delete” while editing the report unless you want to delete the entire report.
- You can skip to sections out of order – simply click on the section you want to work on.
- Use the Tab key to advance to the next question in the section.



END OF SERVICE REPORTING

VISTA Impact Statements

- Required by CNCS and submitted to the CNCS State Office.
- Be sure to answer the questions asked. You do not have to include the questions in your response.
- Use Quick Facts that are relevant to your project.
- Include a photo of you in service – if you don't, the PRC will find a picture of you on Facebook!
- Due with your last quarter report.

VISTA End of Service Projects

- Intended to show what you learned, what you did, and who you interacted with during your VISTA service.
- Include a description of:
 - your host site and your project;
 - statistics;
 - pictures;
 - how your project moves people out of poverty;
 - how VISTA affected you personally, privately, and professionally.
- Should reflect your personality – have fun and be creative!
- End of Service Projects will be presented at Close of Service.



THE FOLLOWING INFORMATION IS OPTIONAL

VISTA IMPACT APP TRAINING FOLLOWS-



VISTA IMPACT APP

Easy Access to
recording Performance
Measures

[Victoria S. Green](#) - VISTA Leader

Prevention Resource Center

Helena, MT

March 2016

vgreen@mt.gov

<http://impact.vistacampus.gov/>



BE LEARY...

The Good

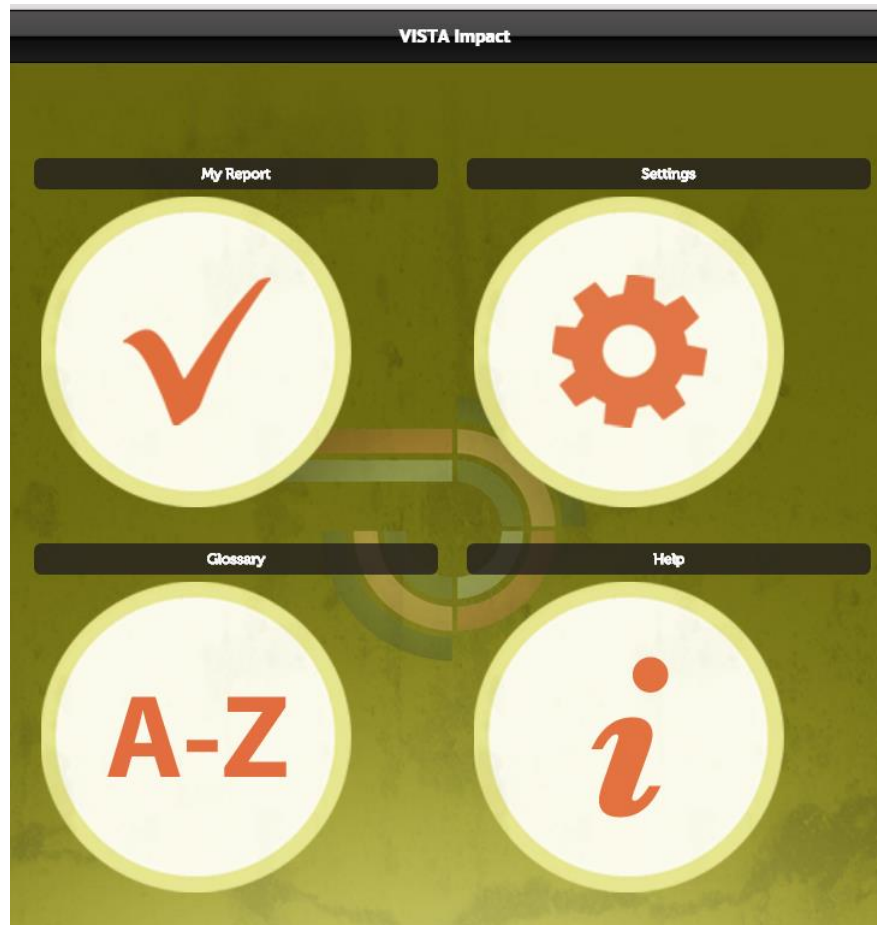
- Quick Access to your Measures
 - Faster Qtrly Reporting
 - Impact Statement
- Allows Supervisor to receive updates
- Recognition
- *Resume Updates*

The Bad

- Not an App
- Unorganized sections
- Will not automatically submit information to the PRC



1. Impact.vistacampus.gov
2. Log-in with VISTACampus Email & password
3. Go to Settings, complete basic info



IMPACT LOG-IN

Tips & Tricks

·[Settings](#)

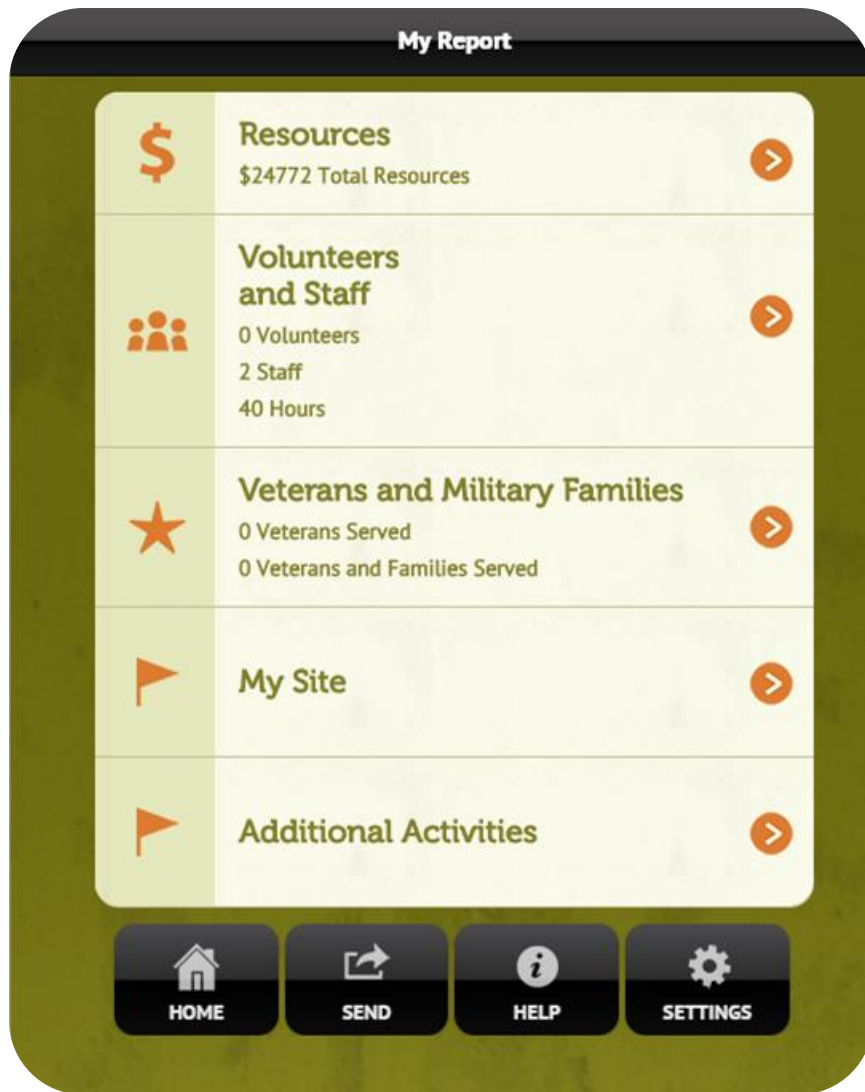
·[Glossary](#)

·[Help](#)

Resources

Volunteers & Staff





MY REPORT

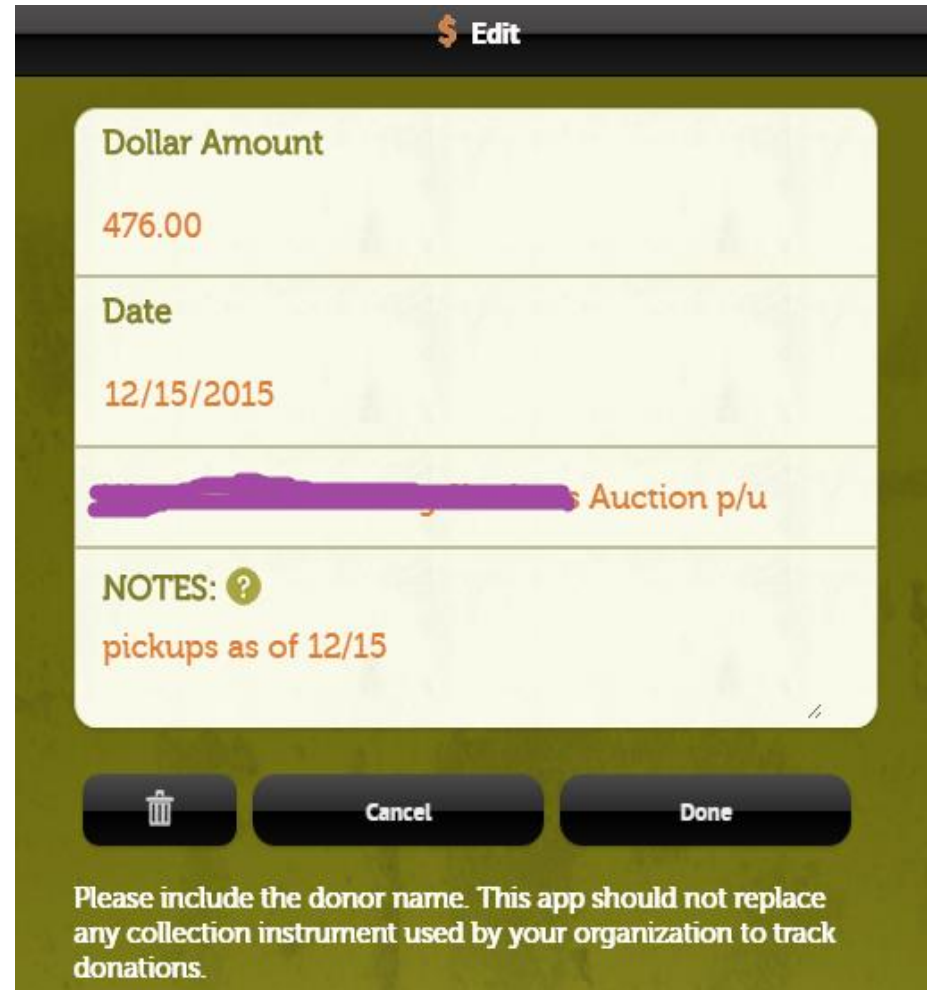
- Resources
 - Cash & In-Kind leveraged resources
- Volunteers & Staff
 - Managed
 - Recruited
 - Trained
- Veterans and Military Families
- My Site
 - Management Practices
 - Capacity Building Services Delivered
 - Community assessments
 - New Systems & Processes
- Additional Services



RESOURCES: CASH RESOURCES

Cash Resources

- Click Cash Resources
- Add
- Enter Dollar Amount/Date/Donor Name

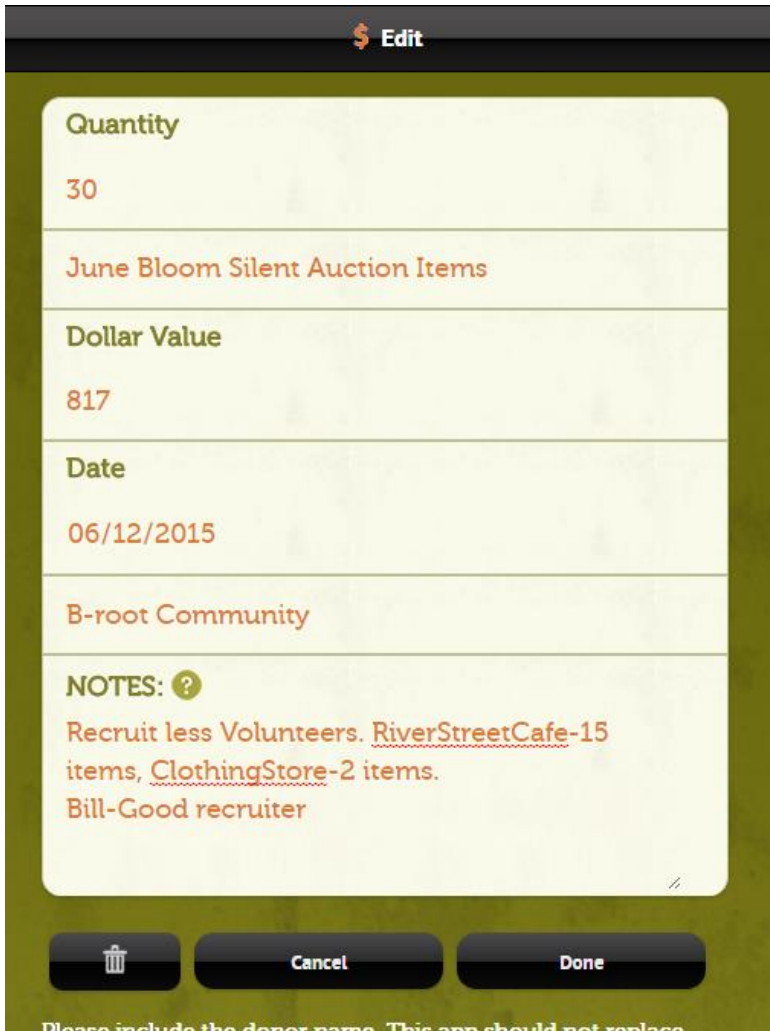


The screenshot shows a mobile application interface for entering cash resource information. At the top right, there is a "\$ Edit" button. The main form is divided into several sections:

- Dollar Amount:** 476.00
- Date:** 12/15/2015
- Donor Name:** A purple redaction bar covers the name, followed by "Auction p/u".
- NOTES:** A question mark icon is next to the label. The note text is "pickups as of 12/15".

At the bottom of the form, there are three buttons: a trash can icon, "Cancel", and "Done". Below the buttons, a disclaimer reads: "Please include the donor name. This app should not replace any collection instrument used by your organization to track donations."

RESOURCES: IN-KIND RESOURCES



The screenshot shows a mobile application interface for editing an in-kind resource entry. At the top, there is a dark grey bar with a white dollar sign icon and the word "Edit". Below this is a light green form with several fields:

- Quantity:** 30
- June Bloom Silent Auction Items:** (This is the item name)
- Dollar Value:** 817
- Date:** 06/12/2015
- B-root Community:** (This is the donor name)
- NOTES: ?**
Recruit less Volunteers. RiverStreetCafe-15 items, ClothingStore-2 items.
Bill-Good recruiter

At the bottom of the form, there are three buttons: a trash can icon, "Cancel", and "Done". Below the form, there is a small text prompt: "Please include the donor name. This app should not replace".

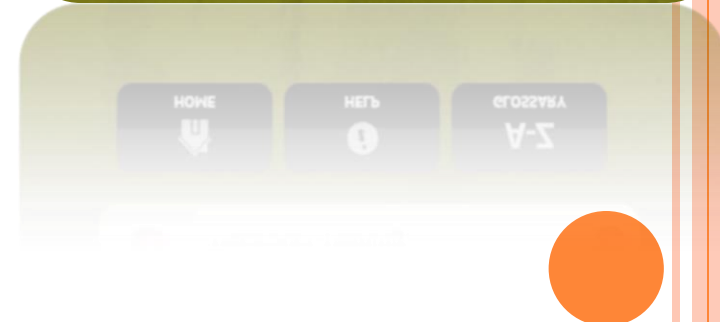
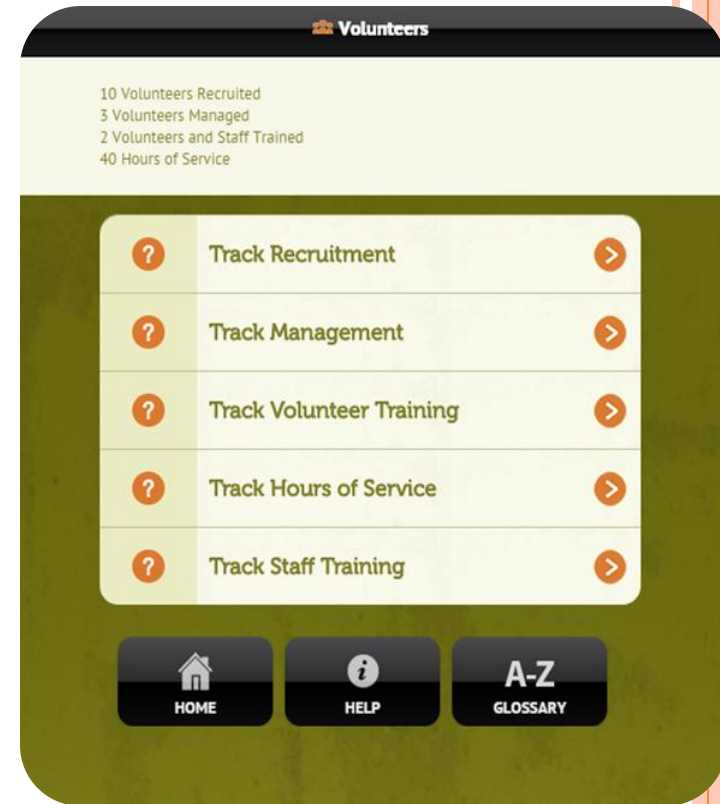
In-Kind Resources

- Click In-Kind Resources
- Add
- Enter Quantity, Event, etc....
- Notes-great for names.

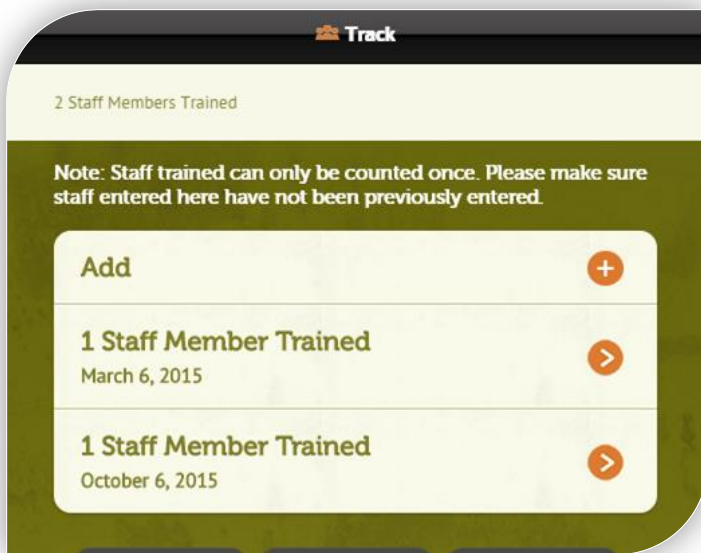


MY REPORT: VOLUNTEERS AND STAFF

- Track Recruitment
 - # of enlisted volunteers
- Track Management
 - # of volunteer coordinated/supervised
- Volunteer Training
 - # of volunteers trained
- Hours of Service
 - # of service of each volunteer totaled
 - 3 volunteers for 2 hours each = 6 hrs
- Staff Training
 - # of staff trained
 - Notes-distinguished training



MY REPORT: VOLUNTEERS & STAFF



Track

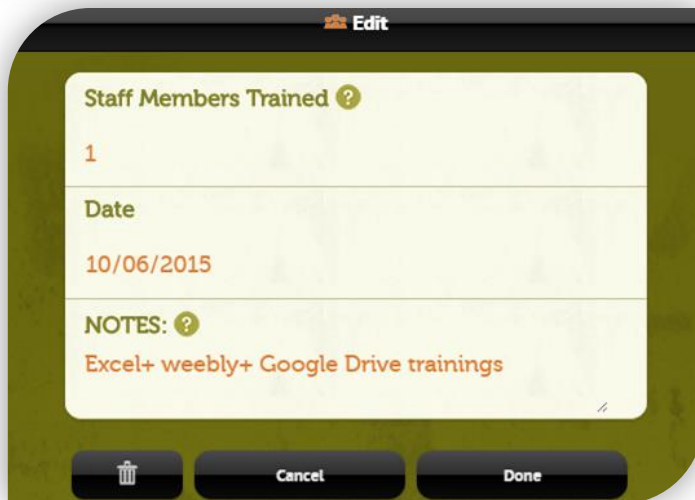
2 Staff Members Trained

Note: Staff trained can only be counted once. Please make sure staff entered here have not been previously entered.

Add	+
1 Staff Member Trained March 6, 2015	>
1 Staff Member Trained October 6, 2015	>

Staff Training

- Add # of members trained
- Utilize notes to distinguish training sessions



Edit

Staff Members Trained ?

1

Date

10/06/2015

NOTES: ?

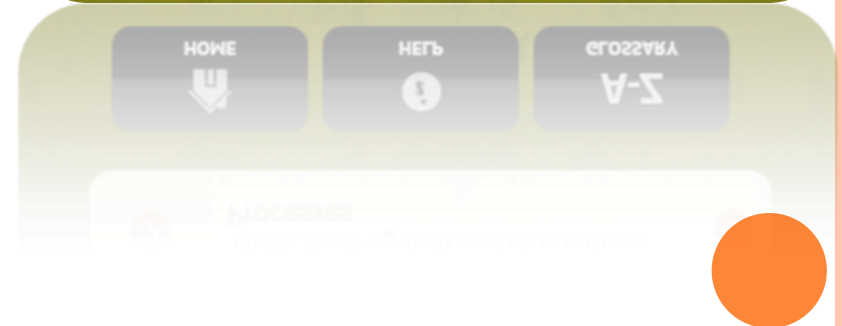
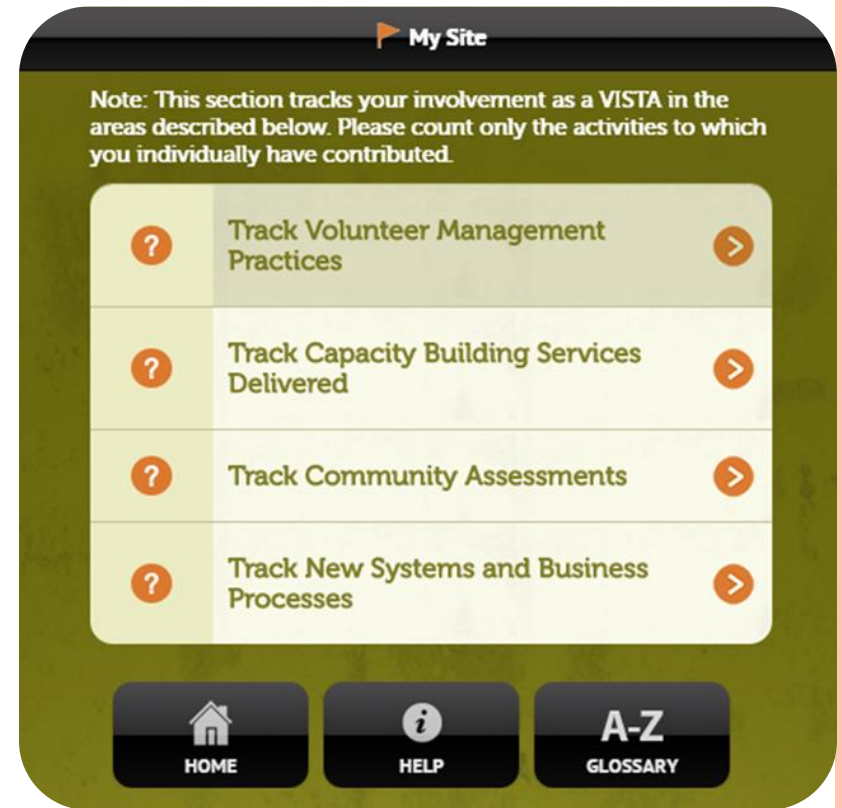
Excel+ weebly+ Google Drive trainings

Cancel Done



MY REPORT: MY SITE

- Volunteer Management Practices
 - E-recruiting, orientations
- Capacity Building Services Delivered
 - Auctions, Pint Nights, Fundraisers, Farmers' Markets
- Community Assessments
 - Coalitions, Partnerships
- New Systems & Business Processes
 - Policy changes, new database, new practices





THAT'S ALL FOLKS.

