

As a Kansas Volunteer Commission 2015 Kansas STEM Mentoring Initiative Grantee, you are responsible for submitting quarterly progress reports on or before the given deadline.

Requests for extensions of the progress report may be granted when:

- The report cannot be finished in a timely manner for reasons legitimately beyond the control of the grantee and;
- The KVC receives a request explaining these circumstances and the need for an extension before the due date of the report

**You are required for submitting information on the following:**

- 1) Performance Measures Progress (Categorized under “Submit Program Reports”)**
- 2) Successes and Challenges (Categorized under “Submit Program Reports”)**
- 3) Volunteer Mobilization (Categorized under “Submit Service Reports”)**
- 4) Output Data Report (no longer utilizing OnCorps-process to be determined)**

**Instructions for submitting Progress Reports:**

## Step 1: Log On

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- Log into OnCorps: <http://vgf.americorpsks.org/index.asp?pageID=353&redir=X>
- Select current program year (2014-2015)
- Select your program and program director

## Step 2: Performance Measures

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- Under “REPORTING”, hover over “Submit Program Reports”
  - You will have multiple options under this tab
  - For every quarter, you will be responsible for submitting data for each measure
  - If this is your first time submitting a progress report for the program year, you will have to create your performance measures (see Creating Performance Measures, below, for instructions) BEFORE you can enter your progress data
  - Click on “PM Progress Reports (new)”

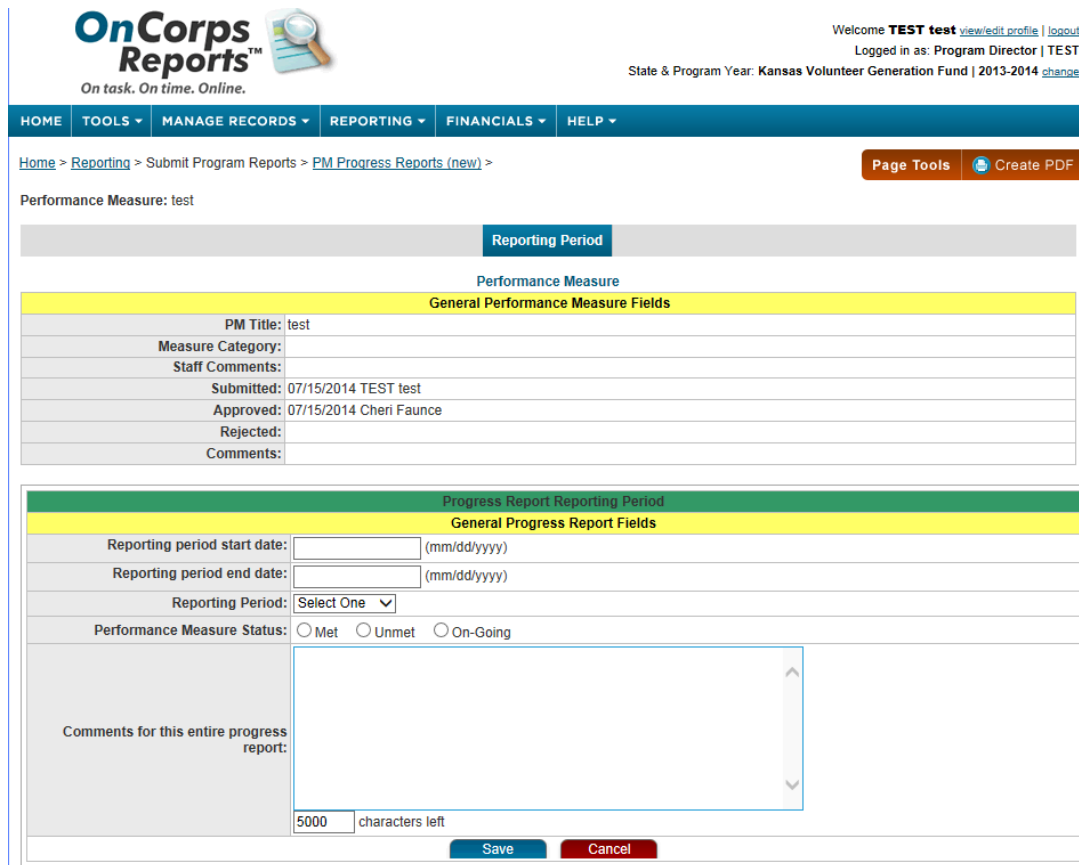
2015 KANSAS STEM MENTORING INITIATIVE  
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- You will see a list of your approved Performance Measures
- For EVERY Performance Measure, regardless of progress made or not made, you will enter Progress (click on “Progress Reports”)

Performance Measure	Template	Submitted	Submitted On	Approved	Approved On
test	VGF	Yes	07/15/2014	Yes	07/15/2014

- Click on “Create a New PM Progress Report”
- Select the appropriate reporting period (Q1, Q2 etc.)
- Select “met”, “unmet” or “ongoing” for each Starting Measure, Intermediate Measure and End Measure
- Enter data under Comments
  - Please do this every quarter, even if no progress has been made on the measure
  - Please be sure to include any factors you have found to positively or negatively influence program performance in this section
  - Terminology and phrasing should match in your quarterly reporting and your Performance Measures
- Hit the “Save” button



The screenshot shows the OnCorps Reports interface. At the top, there is a navigation menu with options: HOME, TOOLS, MANAGE RECORDS, REPORTING, FINANCIALS, and HELP. Below the menu, the user is logged in as 'TEST test' and the state/program year is 'Kansas Volunteer Generation Fund | 2013-2014'. The main content area is titled 'Performance Measure: test' and 'Reporting Period'. It contains two main sections: 'General Performance Measure Fields' and 'General Progress Report Fields'. The first section includes fields for PM Title (test), Measure Category, Staff Comments, Submitted (07/15/2014 TEST test), Approved (07/15/2014 Cheri Faunce), Rejected, and Comments. The second section includes Reporting period start and end dates (mm/dd/yyyy), Reporting Period (Select One), Performance Measure Status (radio buttons for Met, Unmet, On-Going), and a large text area for 'Comments for this entire progress report' with a 5000 character limit. At the bottom of the form are 'Save' and 'Cancel' buttons.

- You may then be prompted to fill out specific information depending on Performance Measure type. Please follow the prompts accordingly.
- Once this is complete, be sure to hit the “Submit for Approval” button
- KVC staff will provide feedback
  - If follow-up is needed, KVC staff will inform you via email

## Creating Performance Measures

- Under “REPORTING”, hover over “Submit Program Reports” and click on “Performance Measures”
  - Click on “Create a New Performance Measure”
- Under the “General Information” tab you have the option to name your performance measure
  - Giving your performance measure a name will help keep you organized
- Click on the “Measures” tab and choose the appropriate type of measure (ie: output, outcome)
  - Most performance measures are “output” measures (ie: conduct x number of trainings or perform x number of technical assistance hours)
- After you have written your performance measure, make sure you save it

Performance Measure:

General Information		<b>Measures</b>	Submit Performance Measure
Result Type: Output			
Measure:	<input type="text"/>		
Status:	<input checked="" type="radio"/> Active <input type="radio"/> Inactive		
Output, Intermediate Outcome and End Outcome Fields			
Result Type:	Output		
Measure Fields			
		<input type="button" value="Save"/>	<input type="button" value="Cancel"/>

- Click on the “Submit Performance Measure” tab, review your work, and click on the green “Submit for Approval” button.
- KVC Staff will review your performance measure and either approve it, or disapprove it
- If your performance measure is disapproved, KVC staff will contact you with further instructions


## Step 3: Successes and Challenges

- On the Home Page, hover over “REPORTING”, “Submit Program Reports” and click on “Successes and Challenges”
- Add new Successes/Challenges
- In this section, you can include (but you are not limited to) a response to the following topics:
  - Successes or challenges in regards to meeting approved performance measures
    - If improvement is needed, be sure to include any corrective actions that are being planned
  - Data
    - Data collection instruments, strategies for accessing data and analyzing data
  - Making adequate progress toward grant goals
  - Describe efforts or strategies used to ensure the sustainability of programming beyond the grant period. This may induce a list of match sources, strategic partnerships, in-kind resources or capacity building efforts.
- Include a plan of action on how your program intends to address any highlighted challenges.

## Step 4: Volunteer Mobilization

- On the Home Page, hover over “REPORTING”, “Submit Service Reports” and click on “Volunteer Mobilization”

- Add a New Volunteer Mobilization Event for each activity that Skilled-Based Volunteers are doing. Rule of Thumb: If you are reporting a skilled-based volunteer in your quarterly numbers, you must complete a description of the activities.
- Fill form out as completely as possible including:
  - Total number of volunteers
  - Total number of new volunteers
  - Number of volunteer opportunities/slots created
  - List and/or describe volunteer activities
- If you do not have any data or information to report, please indicate in your OnCorps APR



The screenshot shows the 'Reports' interface for 'Volunteer Mobilization'. At the top, it says 'Reports™ On task. On time. Online.' and 'State & Program Year: Kansas Volunteer Generation Fund | 2013-2014'. The navigation menu includes HOME, TOOLS, MANAGE RECORDS, REPORTING, FINANCIALS, and HELP. The breadcrumb trail is 'Home > Reporting > Submit Service Reports > Volunteer Mobilization'. There are buttons for 'Page Tools', 'Help', and 'Create PDF'. The form title is 'Volunteer Mobilization'. A warning message reads: 'To avoid duplication, please make sure the volunteer data entered in this report has not been (or will not be) entered into the system again by others in your program.' The form fields include: Event Name (text input), Date (text input with format '(mm/dd/yyyy)'), Duration (dropdown menu), Reporting Period (dropdown menu), Impact Area of Project (dropdown menu), Other (text input), Total Number of Volunteers (text input), Total Number of New Volunteers (text input), and Number of volunteer opportunities/slots created (text input). Below these is a large text area labeled 'List and/or describe volunteer activities'. At the bottom, there are 'Save' and 'Cancel' buttons, with a small 'ABC' icon above the Save button.

## Tips for Reporting in OnCorps

Stuck? Click on the “Help” tab in the upper-right-hand corner of the page, and go to “Help Resources & Tutorials”. There are tutorials present for every reporting tool listed above with the exception of the Outcome Data Report.

After you fill out a report, be sure to hit the “Save” button. If there is a “Submit for Approval” button, don’t forget to click on it! This is the only way the Program Officer can view and approve/disapprove your reports!!!

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Be detailed in your responses! Use these reports as a mechanism to help improve your program model. More detail will help you as you work on your final report at the end of the grant year.

If you have submitted a report for approval, and you have not heard from your Program Officer within 48 hours, please send her an email to make sure she has received your report, [cfaunce@ksde.org](mailto:cfaunce@ksde.org).

# Reporting Periods

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## Reporting Period 1

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### **Reporting Due Date: April 10, 2015**

*Includes grant activities taking place between January 1, 2015—March 31, 2015*

Progress Report Requirements:

- PM Progress Reports
- Successes and Challenges
- Volunteer Mobilization
- Output Data Report

## Reporting Period 2

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### **Reporting Due Date: July 10, 2015**

*Includes grant activities taking place between April 1, 2015—June 30, 2015*

Progress Report Requirements:

- PM Progress Reports
- Successes and Challenges
- Volunteer Mobilization
- Output Data Report

## Reporting Period 3

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### **Reporting Due Date: October 10, 2015**

*Includes grant activities taking place between July 1, 2015—September 30, 2015*

Progress Report Requirements:

- PM Progress Reports
- Successes and Challenges
- Volunteer Mobilization
- Output Data Report

## Reporting Period 4- Final Report

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### **Reporting Due Date: February 10, 2015 (anticipate)**

*Includes grant activities taking place between October 1, 2015—December 31, 2015*

Progress Report Requirements:

- PM Progress Reports
- Successes and Challenges
- Volunteer Mobilization
- Output Data Report

Final Report (TBD)

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