



2015-2016 OHIO AMERICORPS PERFORMANCE MEASURE REPORTING INSTRUCTIONS

**PERFORMANCE MEASURES DUE IN ONCORPS
September 21, 2015**

QUARTER REPORT DUE DATES

- 1st Quarter: Start of grant through 11/30 - due in OnCorps by 12/13**
- 2nd Quarter: 12/1 through 3/31 - due in OnCorps by 4/13**
- 3rd Quarter: 4/1 through 6/30 - due in OnCorps by 7/13**
- 4th Quarter: 7/1 through 9/30 - due in OnCorps by 10/13**
- Final Quarter: 10/1 through 12/31 - due in OnCorps by 1/13**

Overview

ServeOhio utilizes OnCorps, an online tracking system, to report progress in meeting your performance measures and member service activities. OnCorps uses templates for performance measures and quarter progress reports.

This document details the step-by-step instructions program directors/coordinators are required to follow in order to enter and report on your program's performance measures.

Performance Measures

To assist with the creation of performance measures, please use the following guidance. Keep in mind that Outputs are about the program (activities/services provided), while Outcomes are about the participants and their change in knowledge/behavior, condition, skills, etc.

Each performance measure will have, at minimum, one Output and one Outcome. However, programs may have multiple Outputs and/or Outcomes within each performance measure:

- **Output** – products of a program's activities, such as the number of meals provided, classes taught, number of individuals enrolled in a class or program, brochures distributed, or participants served. Another term for "outputs" is "units of service." *A program's outputs should produce desired outcomes for the program's participants.*
- **Outcome** – describes the benefits for participants during or after their involvement with a program. Outcomes may relate to knowledge, skills, attitudes, values, behavior, condition, or status. Examples of outcomes include greater knowledge of nutritional needs, improved reading skills, more effective response to conflict, getting a job, or having greater financial stability.
- **Target Numbers should ONLY BE ENTERED AS NUMBERS.** Do *not* enter percentages (%) in the Target Number section. If your tracking is based on a percentage, calculate the number represented by the percentage and enter that number in the Target.
- **All Performance Measures must be entered into OnCorps by SEPTEMBER 21, 2015**
- **Progress reports are due December 13, 2015; April 13, 2016; July 13, 2016, October 13, 2016 and, if needed, January 13, 2017. *If the date falls on a federal holiday or weekend, reports are due the next business day.***
- **See the document "2015-2016 Quarterly Progress Report Requirements" for all data required for submission within a quarter report.**

Each program will have the following A-C performance measures:

A. Service Activity - Intervention –

At least one measure is required to report your members' activities, i.e. your program's direct service activity. This is to track the measure submitted in the application thus; **it must match the performance measure(s) in eGrants**. If you have more than one performance measure in eGrants you will need to enter each measure in OnCorps using this template. Each Service Activity performance measure will have, at minimum, one Output and one Outcome.

Programs can have more Service Activity performance measures in OnCorps, than what is in eGrants, if there are supplemental member service activities the program and/or ServeOhio requests to track. However, you should not have more than three (3) total Service Activity performance measures and you *must* communicate with Mary Cannon and gain approval prior to entering additional Service Activity measures in OnCorps that are not eGrants.

B. Volunteer Engagement–

This performance measure tracks the number of volunteers and their hours engaged in AmeriCorps-related programs, services, events and activities.

All programs will have only one (1) performance measure for Volunteer Engagement that will encompass **one Output and one Outcome**.

- The Output will track the number of NEW unduplicated volunteers engaged during the program year.
- The Outcome will track the number of hours contributed by all volunteers during the year (new and ongoing volunteers).

The Corporation for National and Community Service (CNCS) defines a volunteer as: "Citizens or residents in the community who are recruited and/or managed by the CNCS-supported organization or assigned national service participant(s) to offer time, knowledge, skills, and expertise for free to support the CNCS-supported program or organization. Community volunteers differ from national service participants in that they are under no formal obligation to provide a specific amount of assistance (e.g., as measured by service hours), and said volunteers are not enrolled in a national service program. Also referred to as "leveraged volunteers."

ServeOhio adds the following criteria to the above definition:

- A **NEW** Volunteer is an individual that has not volunteered with the AmeriCorps-supported program/event/organization during the current program year.
 - All volunteers reported in Quarter 1 are NEW.
- AmeriCorps members are not volunteers and should not be included in this performance measure.

Additionally, ServeOhio recommends strong volunteer management practices including member reporting procedures that avoid duplicating volunteer numbers, i.e. avoid the same volunteer reported on multiple member reports within the same program.

Each quarter, programs will report on the total number of NEW volunteers recruited and engaged in an Output measure. Of the new volunteers each quarter, the program will narratively report how many veterans, active military and/or their family members were volunteers (Results Narrative).

- **Output Target Number:** Report the total number of **NEW volunteers** engaged with service activities, related events and National Days of Service during the reporting quarter.
- **Output Results Narrative:** Enter the following information -
 - From the number of NEW volunteers reported in the Target Number, report how many veterans, active military and/or military family members.
 - Enter the number of all, unduplicated volunteers engaged during the quarter, i.e. number of slots filled by both new and returning volunteers.
 - NOTE - For Quarter 1, all volunteers are to be considered NEW.
- **Outcome Target Number:** Include the total (new and returning) number of hours contributed by all volunteers for the quarter.
- **Outcome Results Narrative:** Include a brief description of the volunteer's activities for the reporting period including national days of service events, special projects, on-going activities, etc.

C. Member Development –

ServeOhio views the professional development of members as a high priority. Programs will have only one (1) performance measure in this section. This may include Justice Talking, Member Training related to service responsibilities, civic and leadership development, etc.

This performance measure will have one Outputs to track the number of of training hours or training sessions and one Outcome to track the members' change in knowledge or behavior as a result of professional development.

Ideally, this measure will track the number of member training hours and demonstrate the member and Corps' professional growth and development. This can be done in a variety of ways. If needed, work with Mary Cannon to develop this measure. Examples include:

- number of professional licenses received by members;
- number of members demonstrating an increased awareness of their service field;
- number of members who became certified tutors
- number of members who successfully completed x% of their development plans.

Non-compliance

All reports must be complete and submitted by the deadline or the reports are considered incomplete and the program will receive a non-compliance notification

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A. Directions for entering Performance Measures into OnCorps by September 21, 2015

- Log onto [OnCorps](#)
 - On the Home Page, click on **Reporting** in the main navigation bar.
 - Scroll down to **Submit Program Reports**
 - Scroll over and down to **Performance Measures (New)**

The screenshot shows the OnCorps Reports website interface. The browser address bar displays <https://secure.oncorpsreports.com/index.asp?pageID=12>. The page header includes the OnCorps Reports logo and the text "On task. On time. Online." The user is logged in as "Mary Test" with the role of "Program Director | Commission Test" for the state of Ohio in 2014-2015. The main navigation bar contains several tabs: HOME, TOOLS, MANAGE RECORDS, REPORTING, FINANCIALS, TIME TRACKING, DIRECTORIES, CALENDAR, and HELP. The REPORTING tab is active, and its dropdown menu is open, showing options such as "Submit Program Reports", "Approve Program Reports", "View Program Reports", "Submit Service Reports", "Approve Service Reports", "View Service Reports", "Upload/Download Files", and "Scheduled Reports". The "Performance Measures (New)" option is highlighted in blue. A red arrow points to this option from the right. Another red arrow points to the "REPORTING" tab from the left. The page also features a "Welcome Mary" message and a "Program Web Site | Calendar | Resources | Help" link at the bottom.

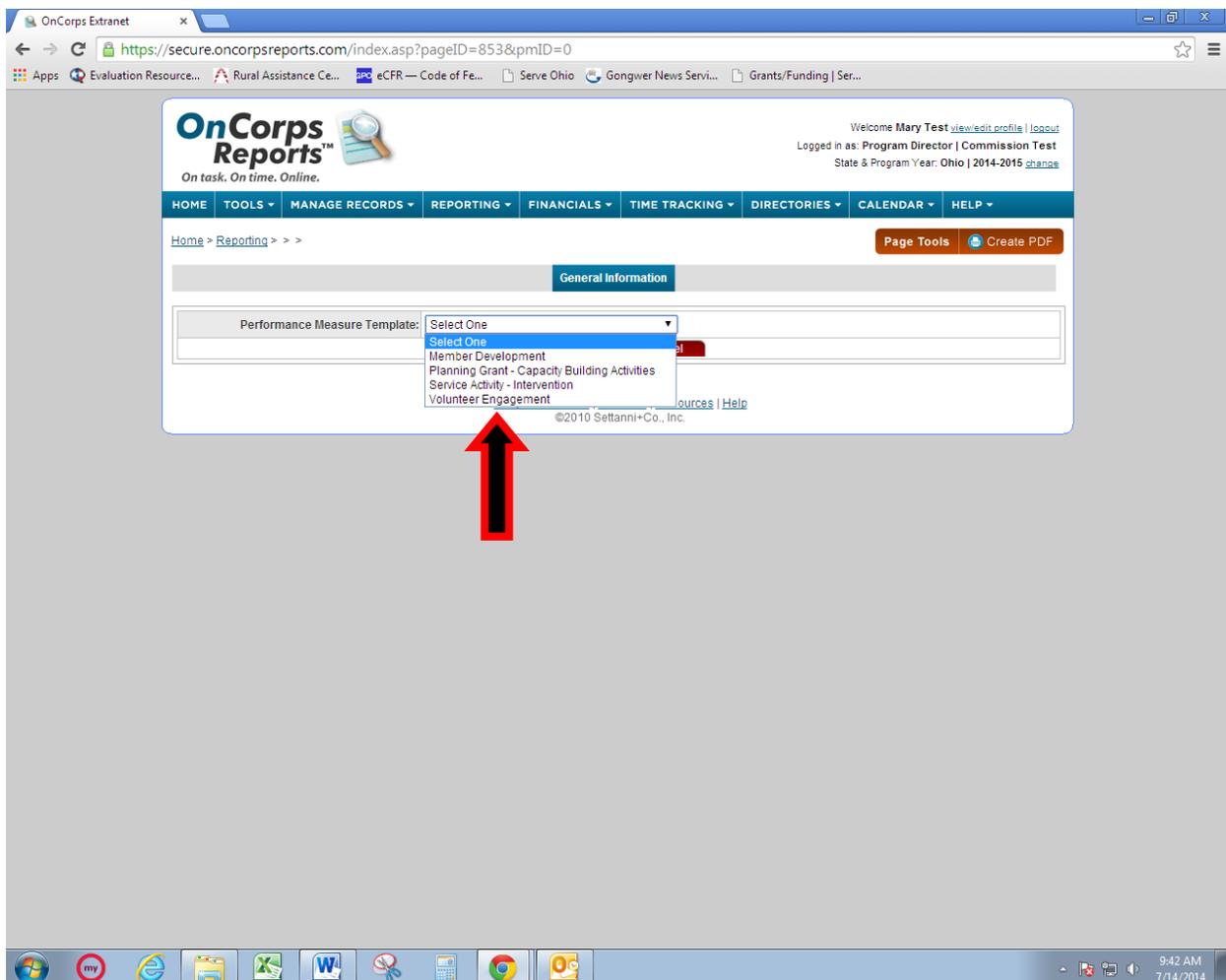
- Click on **Create a New Performance Measure**
 - On this page, you can also **Edit** a performance measure that has been rejected or saved, but not yet submitted for approval.



- Select from the **Performance Measure Template** drop-down menu
 - Service Activity – Intervention: use for members’ direct service activities
 - Member Development: use for member’s training hours and professional development
 - Volunteer Engagement: use to track the number and hours of volunteers

- NEW programs will see the following performance measure templates:
 - Needs and Service Activities –use for Members’ direct service activities
 - Participant Development – use for members professional development
 - Strengthening Communities- use to the number and hours of volunteers

- NOTE: Return to this page to submit all required Performance Measures using each template



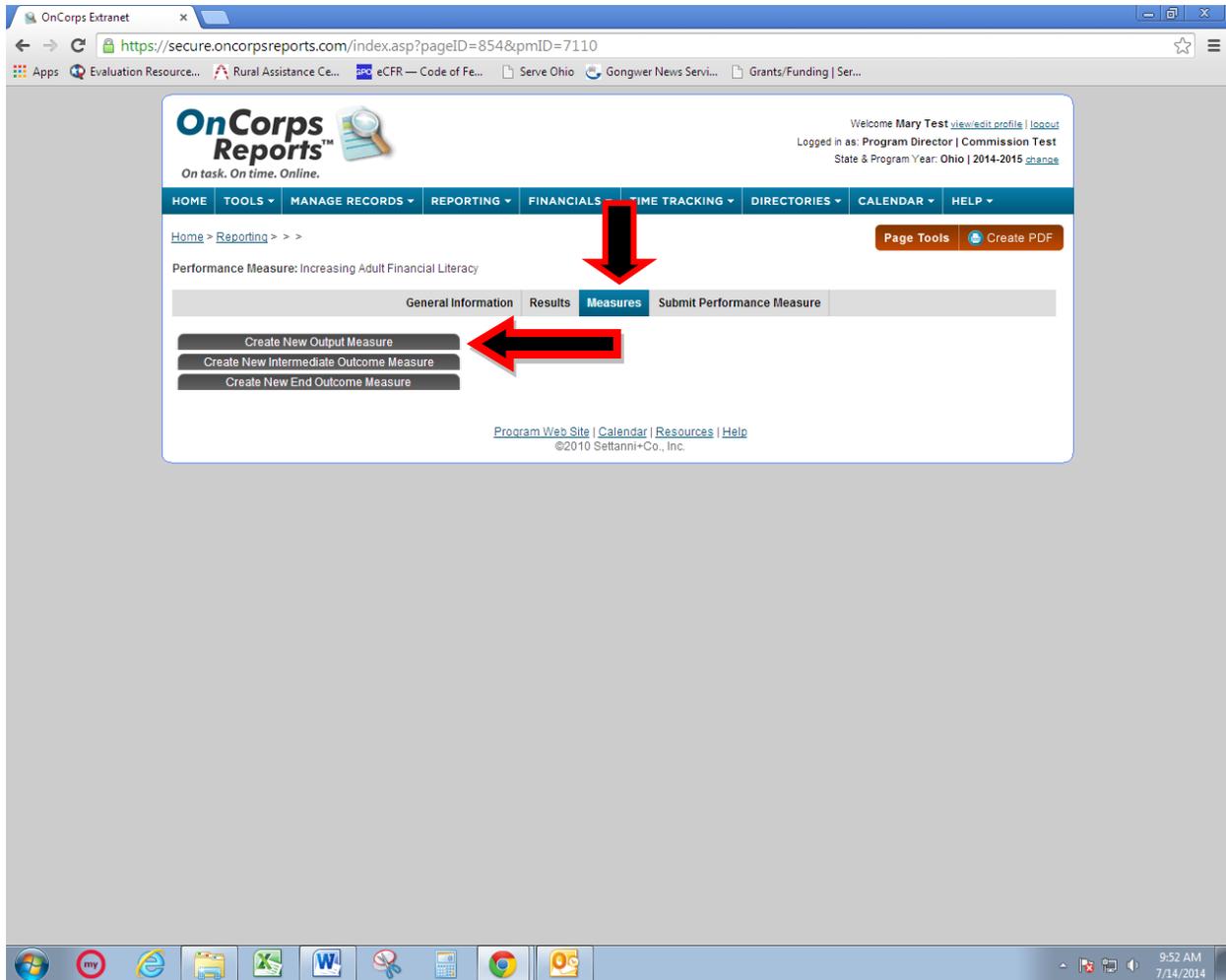
- Under General Information –
 - Submit information into **ALL** fields. **Do not leave any field blank.**
 - The Service Activity Start and End Dates should match the program/grant start and end dates.
 - Click **Save**

The screenshot displays the OnCorps Reports web application interface. At the top, the user is logged in as 'Mary Test' with the role of 'Program Director'. The navigation menu includes options like HOME, TOOLS, MANAGE RECORDS, REPORTING, FINANCIALS, TIME TRACKING, DIRECTORIES, CALENDAR, and HELP. The current page is 'Performance Measures - General' for the measure 'Adults Served'. The form contains the following fields:

- PM Title:** Adults Served
- Service activity description/Strategy to achieve results:** Members will provide adults with health activities (5000 characters left)
- Activity start date:** 08/01/2015
- Activity end date:** 07/31/2016
- Number of AmeriCorps Members participating in the activity:** 10
- Average number of days/week the activity will occur:** 5
- Average number of hours/day the activity will occur:** 7
- Staff Comments:** (empty)

At the bottom of the form, there are 'Save' and 'Cancel' buttons. A red arrow points to the 'Save' button. The Windows taskbar at the bottom shows the system time as 3:32 PM on 7/27/2015.

- Next, click on **Measures**
 - All Outputs and Outcomes will be entered from this page.
 - *DO NOT* select Create New Intermediate Outcome Measure
- Click on Create New Output Measure



- Enter data into ALL Output fields
 - Select the **Related National PM Code**, if applicable
 - The Target Number must be an actual Number
- Click **Save**

Performance Measures - Measures

Performance Measure: Adults Served

General Information **Measures** Submit Performance Measure

Result Type: Output

Measure: Adults Enroll in the Health Program

Status: Active Inactive

Related National PM Code: Healthy Futures H1: Number of individuals who are uninsured, economically disadvantaged, medical...

Output, Intermediate Outcome and End Outcome Fields

Result Type: Output

Measure Fields

Target description (Measure): Adults received referral and enrollment information

1948 characters left

Target number (Measure): 100 Number Percent

Data collection instruments: Enrollment forms

483 characters left

Save Cancel

- Once you click Save, you will return to the main Measures page
 - On this page, you may Edit , Delete, or add more Output or Outcomes measures
 - You can also see which Measures have already been created

The screenshot displays the OnCorps Reports web application. The page title is "OnCorps Reports" with the tagline "On task. On time. Online." The user is logged in as "Mary Test" in the role of "Program Director | Commission Test" for the "Ohio | 2014-2015" program year. The navigation menu includes: HOME, TOOLS, MANAGE RECORDS, REPORTING, FINANCIALS, TIME TRACKING, DIRECTORIES, CALENDAR, and HELP. The breadcrumb trail is "Home > Reporting > > >". The main content area is titled "Performance Measure: Increasing Adult Financial Literacy" and has tabs for "General Information", "Results", "Measures", and "Submit Performance Measure". Under the "Measures" tab, there are three buttons: "Create New Output Measure", "Create New Intermediate Outcome Measure", and "Create New End Outcome Measure". Below these is a table of measures:

Measure Name	Based On	Status		
O1: Number of economically disadvantaged individuals receiving financial literacy services	Output	Active	Edit	Delete

A red arrow points to the "Edit" button in the table. At the bottom of the page, there are links for "Program Web Site", "Calendar", "Resources", and "Help", along with the copyright notice "©2010 Settanni+Co., Inc." The Windows taskbar at the bottom shows the time as 9:54 AM on 7/14/2014.

➤ If all Outputs have been entered, select Create New End Outcome Measure

The screenshot shows the OnCorps Reports web application interface. The browser address bar displays the URL: <https://secure.oncorpsreports.com/index.asp?pageID=854&pmID=7110>. The user is logged in as Mary Test, Program Director, Commission Test, Ohio | 2014-2015. The navigation menu includes: HOME, TOOLS, MANAGE RECORDS, REPORTING, FINANCIALS, TIME TRACKING, DIRECTORIES, CALENDAR, and HELP. The current page is titled "Performance Measure: Increasing Adult Financial Literacy" and is in the "Measures" tab. A red arrow points to the "Create New End Outcome Measure" button. Below the buttons is a table of existing measures.

Measure Name	Based On	Status		
O1: Number of economically disadvantaged individuals receiving financial literacy services	Output	Active	Edit	Delete

Program Web Site | Calendar | Resources | Help
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- Enter all fields in the Outcome Measure
 - Selected Related National PM Code from drop-down menu
 - Target Number must an actual Number.
- Click **Save**

OnCorps Extranet (2) x Grant Applicant Homepa... x

https://secure.oncorpsreports.com/index.asp?pageID=854&pmID=9052&pmIndicatorID=0&basedOn=3

Performance Measures - Measures

Performance Measure: Adults Served

General Information **Measures** Submit Performance Measure

Result Type: End Outcome

Measure: Adults complete health service

Status: Active Inactive

Related National PM Code: Healthy Futures H9: Number of homebound OR older adults and individuals with disabilities who re...

Output, Intermediate Outcome and End Outcome Fields

Result Type: End Outcome

Measure Fields

Target description (Measure): Adults obtain necessary health service

1961 characters left

Target number (Measure): 75 Number Percent

Data collection instruments: health system database

477 characters left

Save Cancel

Program | Calendar | Resources | Help
5 Settanni+Co., Inc.

3:44 PM
7/27/2015

➤ Make sure all Outputs and Outcomes have been **Saved with an Active Status.**

The screenshot displays the OnCorps Reports web application. The browser address bar shows the URL: <https://secure.oncorpsreports.com/index.asp?pageID=8548&pmID=7110>. The page header includes the OnCorps Reports logo and the text "On task. On time. Online." The user is logged in as "Mary Test" with the role of "Program Director | Commission Test" for the "Ohio | 2014-2015" program year.

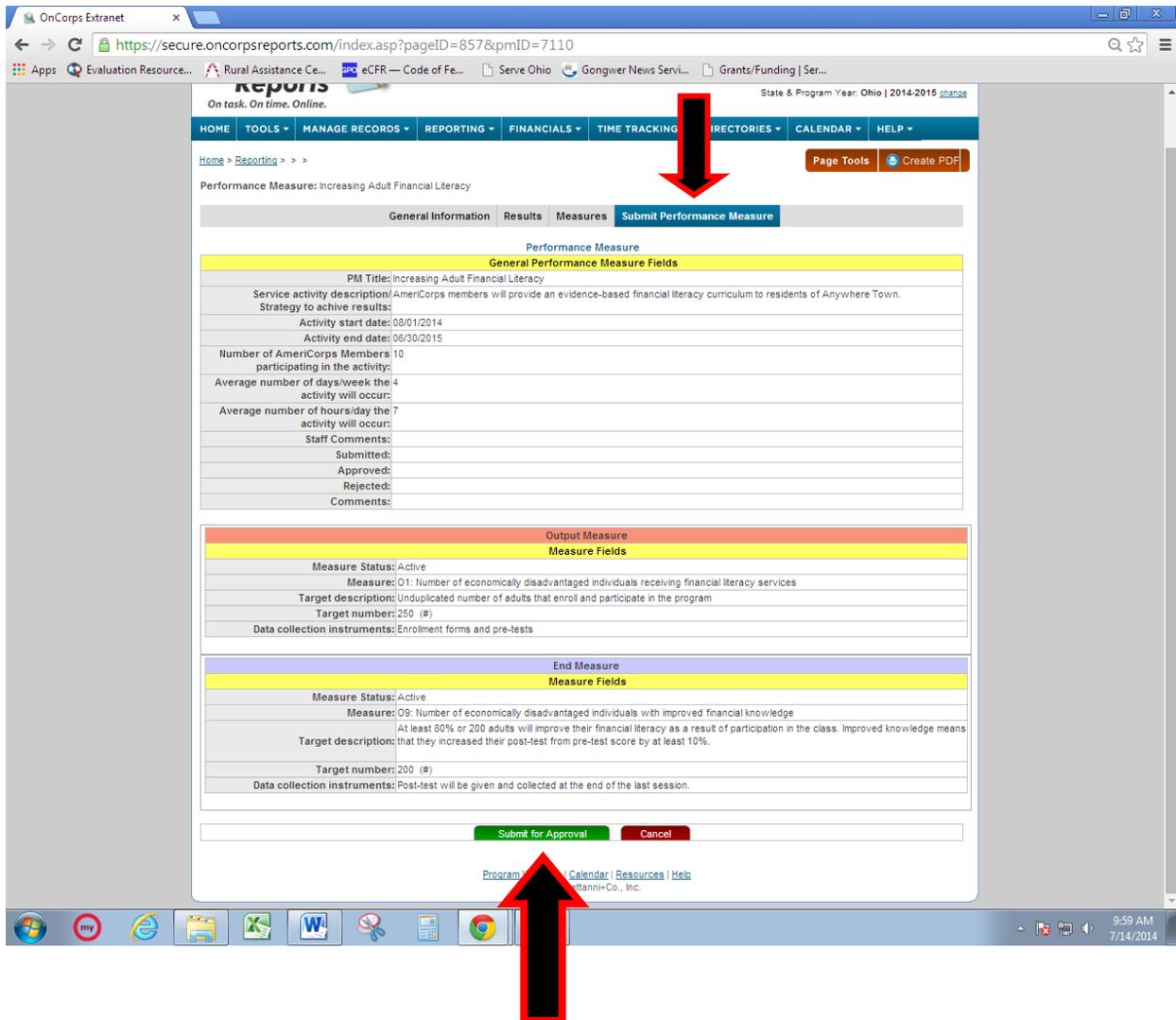
The main navigation menu includes: HOME, TOOLS, MANAGE RECORDS, REPORTING, FINANCIALS, TIME TRACKING, DIRECTORIES, CALENDAR, and HELP. The current page is "Reporting" with a breadcrumb trail: Home > Reporting > > >. There are "Page Tools" and "Create PDF" buttons.

The performance measure is "Increasing Adult Financial Literacy". The "Measures" tab is active, showing a table of measures:

Measure Name	Based On	Status	Edit	Delete
O1: Number of economically disadvantaged individuals receiving financial literacy services	Output	Active	Edit	Delete
O9: Number of economically disadvantaged individuals with improved financial knowledge	End Outcome	Active	Edit	Delete

A red arrow points to the "Active" status of the "End Outcome" measure. The footer includes links for "Program Web Site", "Calendar", "Resources", and "Help", along with the copyright notice "©2010 Settanni+Co., Inc." The Windows taskbar at the bottom shows the system time as 9:58 AM on 7/14/2014.

- Once all Measures have been entered and **Saved**, click on **Submit Performance Measure**
- Review the information for accuracy
 - If you need to make changes, navigate to the appropriate section (General Information, Results, Measures).
- If the information is correct, hit the **Submit for Approval** at the bottom
 - ServeOhio cannot see the performance measure until it has been submitted for approval.



- Once the Performance Measure has been **submitted for approval**, you will see the submission date by going here:
 - **Reporting- Submit New Program Reports – Performance Measures (New)**

The screenshot shows the OnCorps Extranet interface. At the top, the user is logged in as 'Mary Test' with the role of 'Program Director' for the 'Ohio | 2014-2015' commission test. The navigation menu includes Home, Tools, Manage Records, Reporting, Financials, Time Tracking, Directories, Calendar, and Help. The 'Reporting' section is active, showing a 'Create a New Performance Measure' button and a table of existing measures.

Performance Measure	Template	Submitted	Submitted On	Approved	Approved On
Increasing Adult Financial Literacy	Service Activity - Intervention	Yes	07/14/2014	No	

A red arrow points to the 'Submitted On' date '07/14/2014' in the table. The footer of the page includes links for 'Program Web Site', 'Calendar', and 'Resources', along with a copyright notice for '©2010 Settanni+Co., Inc.'.

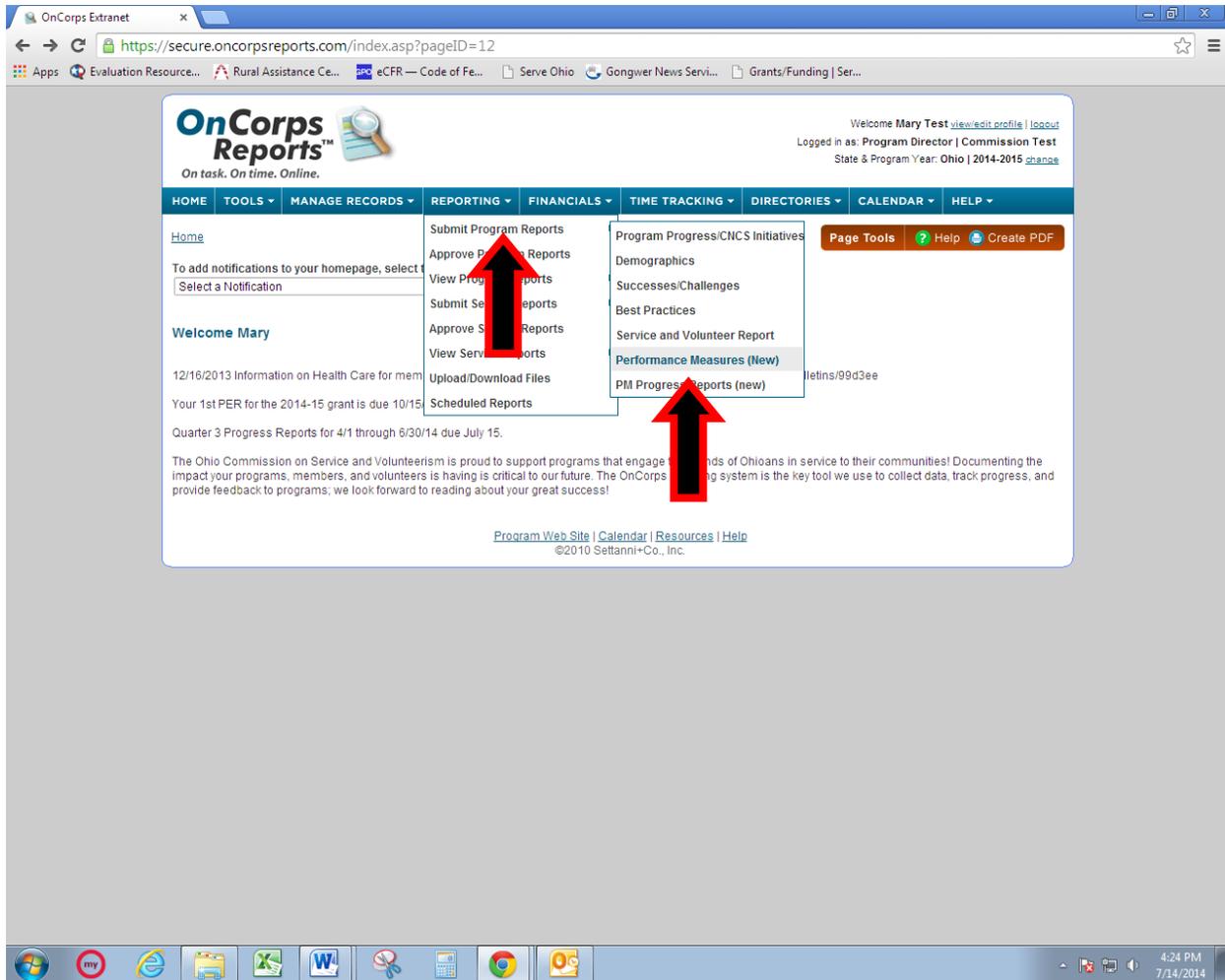
➤ Once the Performance Measure is approved, you will see the approval date.

The screenshot shows the OnCorps Reports web application interface. The page title is "OnCorps Reports" with the tagline "On task. On time. Online." The user is logged in as "Mary Test" in the role of "Program Director" for the "Ohio | 2014-2015" program year. The navigation menu includes: HOME, TOOLS, MANAGE RECORDS, REPORTING, FINANCIALS, TIME TRACKING, DIRECTORIES, CALENDAR, and HELP. The "REPORTING" menu is active, showing a breadcrumb "Home > Reporting > >". There are buttons for "Page Tools" and "Create PDF".

Performance Measure	Template	Submitted	Submitted On	Approved	Approved On	
Increasing Adult Financial Literacy	Service Activity - Intervention	Yes	07/14/2014	Yes	07/14/2014	Progress Reports
Test Service Activities	Service Activity - Intervention	Yes	07/11/2014	Yes	07/11/2014	

At the bottom of the page, there are links for "Program Web Site", "Calendar", "Resources", and "Help", along with the copyright notice "©2010 Settanni+Co., Inc.". A red arrow points to the "Approved On" date "07/11/2014" for the "Test Service Activities" row.

- If the Performance Measure is **rejected** by ServeOhio for edits
 - Select **Reporting**
 - **Submit Program Reports**
 - Scroll to **Performance Measures (New)**



➤ Select **Edit** in the row for the Performance Measure to be corrected

OnCorps Reports™
On task. On time. Online.

Welcome Mary Test [view/edit profile](#) | [logout](#)
Logged in as: Program Director | Commission Test
State & Program Year: Ohio | 2014-2015 [change](#)

HOME TOOLS MANAGE RECORDS REPORTING FINANCIALS TIME TRACKING DIRECTORIES CALENDAR HELP

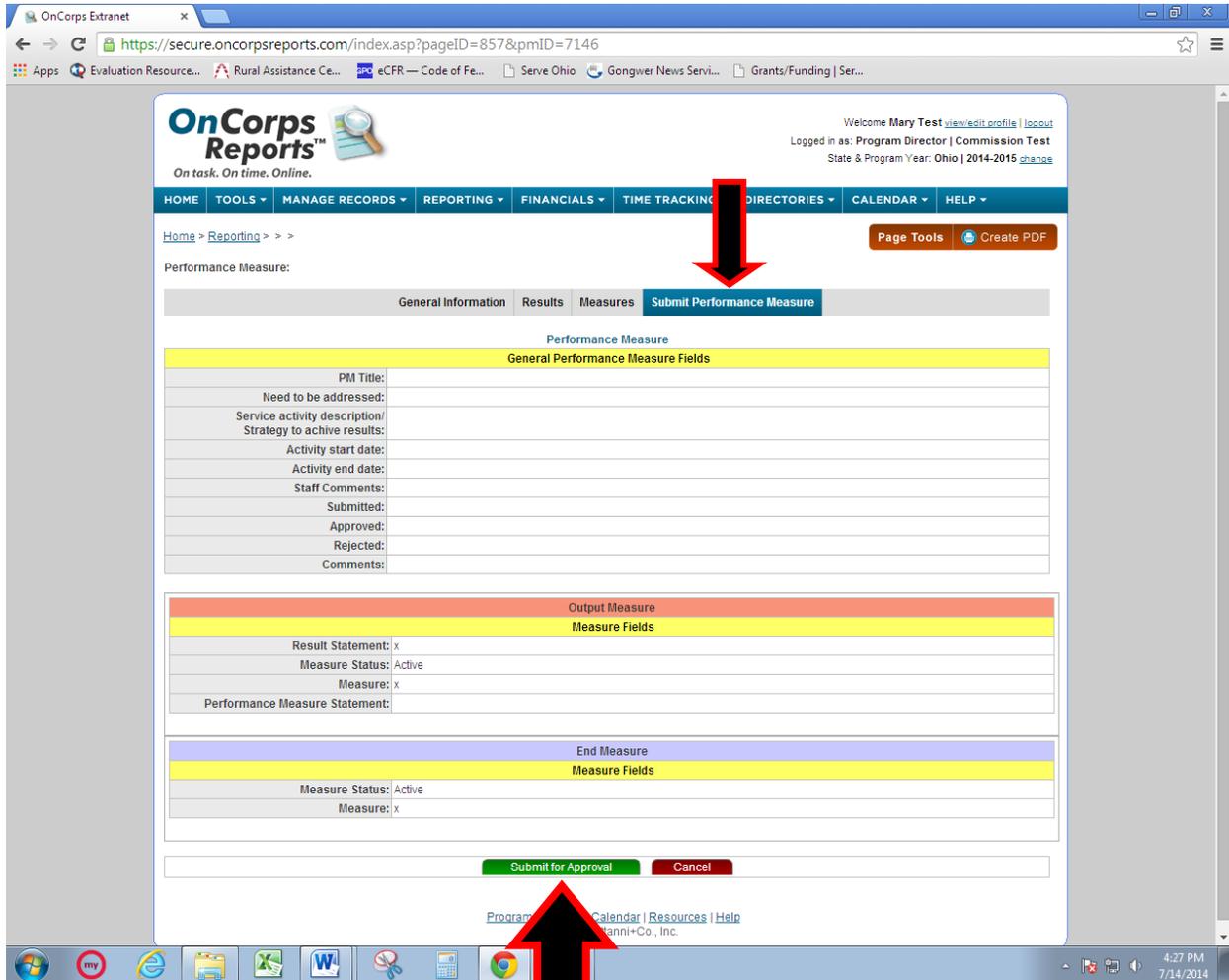
Home > Reporting > > Page Tools Create PDF

Create a New Performance Measure

Performance Measure	Template	Submitted	Submitted On	Approved	Approved On		
	Planning Grant - Capacity Building Activities	No		No		Edit	Delete

[Program Web Site](#) | [Calendar](#) | [Resources](#) | [Help](#)
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- Make the requested changes within the correct section
 - Click **Save** on each page with changes
- Select **Submit Performance Measure**
 - Check for errors
 - Hit **Submit for Approval**



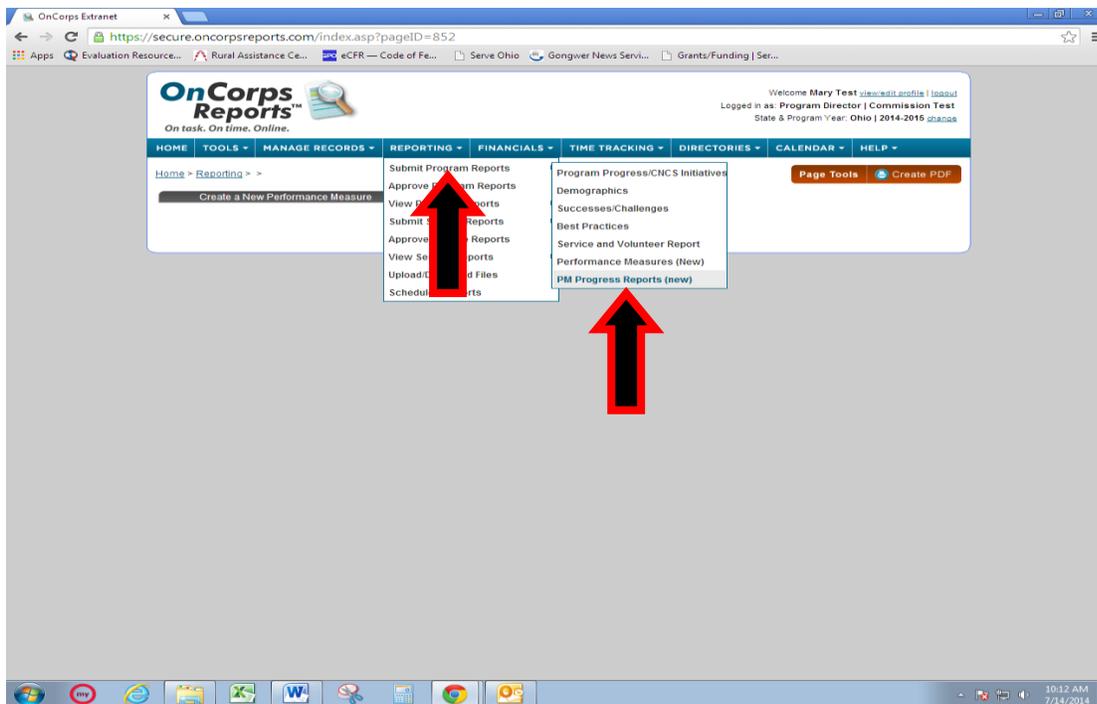
B. Directions for entering progress reports about your performance measures

ServeOhio requires all programs to submit quarterly progress reports for all performance measures in OnCorps. Due dates for the quarterly performance measures can be found in the Ohio Supplemental Terms and Conditions and as follows. If the due date falls on a weekend or federal holiday, the reports are due the next business day:

- 1st Quarter: Start of your grant through 11/30/2015 – due by 12/13/2015;
- 2nd Quarter: 12/1/2015 through 3/31/2016 – due by 4/13/2016;
- 3rd Quarter: 4/1/2016 through 6/30/2016 – due by 7/13/2016;
- 4th Quarter: 7/1/2016 through 9/30/2016– due by 10/13/2016;
- Final Report (if needed): 10/1/2016 through 12/31/2016 – due 1/13/2017.

To Submit a New Progress Report:

- Go to Reporting on the [OnCorps](#) home page
 - Select Submit Program Reports
 - Scroll over and selected **PM Progress Reports (New)**



- Select the **Progress Reports** button in the right hand row of the Performance Measure.

OnCorps Reports™
On task. On time. Online.

Welcome Mary Test [view/edit profile](#) | [logout](#)
Logged in as: Program Director | Commission Test
State & Program Year: Ohio | 2014-2015 [change](#)

HOME | TOOLS | MANAGE RECORDS | REPORTING | FINANCIALS | TIME TRACKING | DIRECTORIES | CALENDAR | HELP

Home > Reporting > >

Page Tools | Create PDF

Performance Measure	Template	Submitted	Submitted On	Approved	Approved On	
Increasing Adult Financial Literacy	Service Activity - Intervention	Yes	07/14/2014	Yes	07/14/2014	Progress Reports
Test Service Activities	Service Activity - Intervention	Yes	07/11/2014	Yes	07/11/2014	

[Program Web Site](#) | [Calendar](#) | [Resources](#) | [Help](#)
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10:14 AM
7/14/2014

➤ Click on **Create a New PM Progress Report**

OnCorps Reports™
On task. On time. Online.

Welcome **Mary Test** [view/edit profile](#) | [logout](#)
Logged in as: **Program Director | Commission Test**
State & Program Year: **Ohio | 2014-2015** [change](#)

HOME TOOLS MANAGE RECORDS REPORTING FINANCIALS TIME TRACKING DIRECTORIES CALENDAR HELP

Home > Reporting > > >

Performance Measure: Test Service Activities

Create a New PM Progress Report

Page Tools Create PDF

Program Web Site | Calendar | Resources | Help
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3:21 PM 7/11/2014

- Enter the correct reporting **start and end dates** for the corresponding quarter
 - *Ensure dates are correct and do not overlap previous progress reports*
- Enter any general **Comments** about the performance measure
- Click **Save**

The screenshot displays the OnCorps Extranet reporting interface. At the top, there is a navigation menu with options like HOME, TOOLS, MANAGE RECORDS, REPORTING, FINANCIALS, TIME TRACKING, DIRECTORIES, CALENDAR, and HELP. The main content area is titled 'Performance Measure: Increasing Adult Financial Literacy' and includes a 'Reporting Period' section. Below this, there are 'General Performance Measure Fields' with the following data:

PM Title:	Increasing Adult Financial Literacy
Service activity description/Strategy to achieve results:	AmeriCorps members will provide an evidence-based financial literacy curriculum to residents of Anywhere Town.
Activity start date:	08/01/2014
Activity end date:	08/30/2015
Number of AmeriCorps Members participating in the activity:	10
Average number of days/week the activity will occur:	4
Average number of hours/day the activity will occur:	7
Staff Comments:	
Submitted:	07/14/2014 Mary Test
Approved:	07/14/2014 Mary Cannon
Rejected:	
Comments:	

Below the performance measure fields is the 'Progress Report Reporting Period' section, which includes 'General Progress Report Fields':

- Reporting period start date: (mm/dd/yyyy)
- Reporting period end date: (mm/dd/yyyy)
- Reporting Period:
- Comments for this entire progress report:

At the bottom of the form, there are 'Save' and 'Cancel' buttons. A red arrow points to the 'Save' button, and another red arrow points to the 'Reporting period end date' field.

- Once you hit Save, you'll see a new Navigation Bar.
- Select Output and enter information into all fields.
 - Do **not leave any fields blank**- enter N/A if not applicable

The screenshot shows the 'OnCorps Extranet' interface. The browser address bar displays the URL: <https://secure.oncorpsreports.com/index.asp?pageID=886&pmID=7110&pmRptID=8334>. The navigation bar at the top has tabs for 'Reporting Period', 'Output', 'Intermediate Outcome', 'End Outcome', and 'Review and Submit'. The 'Output' tab is currently selected, indicated by a red arrow.

The main content area is divided into several sections:

- Progress Report:** Contains fields for Staff Comments, Submitted, Approved, Rejected, and Reject Comments. It also includes Period Start Date (08/01/2014), Period End Date (12/31/2014), Reporting Period (Q1), and Comments (Enrollment was higher than expected. The program started strong with slightly higher than expected enrollment. No Outcome data to report at this time).
- Performance Measure:** A section titled 'General Performance Measure Fields' with various input fields for PM Title, Service activity description, Strategy to achieve results, Activity start/end dates, Number of AmeriCorps Members, Average number of days/week, and Average number of hours/day. It also includes Staff Comments, Submitted, Approved, Rejected, and Comments fields.
- Data Collection Plan Fields:** A table with columns for Field Name, Description, and Plan followed?. The first row contains the text: 'If plan not followed, explain: Yes. Pre-test was created prior to member start. Members and host sites were trained on data administration and collection during training. . N/A'. Below the table is a character count: '5000 characters left'.

The Windows taskbar at the bottom shows the system clock as 10:19 AM on 7/14/2014.

➤ Scroll down and click **Save**

The screenshot shows a web browser window with the URL <https://secure.oncorpsreports.com/index.asp?pageID=886&pmID=7110&pmRptID=8334>. The page contains several sections:

- Data Collection Plan Fields**: A table with columns for Field Name, Description, and Plan followed? (Yes/No).
- Measure Data Collected**: A section for defining a measure, including:
 - Measure**: O1: Number of economically disadvantaged individuals receiving financial literacy services
 - Measure status**: Radio buttons for Met, Un-Met, and On-Going.
 - Target description (measure)**: Unduplicated number of adults that enroll and participate in the program
 - Target number (measure)**: 250 (#)
 - Results for this period**: 0 (#)
 - Results narrative**: A text area with a 5000 character limit.
- Measure Data Collection Plan**: A section for defining data collection plan fields, including:
 - Field Name**: When will the data be collected: / Who will collect the data: / If plan not followed, explain:
 - Description**: /
 - Plan followed?**: Radio buttons for Yes/No.
 - Text area**: For explaining if the plan was not followed, with a 5000 character limit.
- Measure Data Collected**: A section for defining measure data collected fields.

At the bottom of the form, there are **Save** and **Cancel** buttons. A red arrow points to the **Save** button. Below the buttons are links for [Program W...](#), [Calendar](#), [Resources](#), and [Help](#).

- Navigate to the End Outcome section and enter all required information
- Do **not leave any fields blank**. If not applicable, enter N/A
- Scroll down and click **Save**

The screenshot shows the OnCorps Extranet interface. At the top, there is a navigation menu with options like HOME, TOOLS, MANAGE RECORDS, REPORTING, FINANCIALS, TIME TRACKING, DIRECTORIES, CALENDAR, and HELP. The current page is titled 'Performance Measure: Increasing Adult Financial Literacy'. A red arrow points to the 'End Outcome' tab in the reporting section. Below the tabs, there is a table with columns for Reporting Period, Output, Intermediate Outcome, End Outcome, and Review and Submit. The 'End Outcome' column is currently selected. The table shows a 'Progress Report' with the following details:

Reporting Period	Output	Intermediate Outcome	End Outcome	Review and Submit
			Progress Report	
Staff Comments:			Period Start:	08/01/2014
Submitted:			Period End:	12/31/2014
Approved:			Reporting P:	Q1
Rejected:	07/14/2014		Comments:	Enrollment was higher than expected. The program started strong with slightly higher than expected enrollment. No Outcome data to report at this time.
Reject Comments:				

Below the table, there are sections for 'Performance Measure' and 'General Performance Measure Fields'. The 'General Performance Measure Fields' section includes the following information:

PM Title:	Increasing Adult Financial Literacy
Service activity description/Strategy to achieve results:	AmeriCorps members will provide an evidence-based financial literacy curriculum to residents of Anywhere Town.
Activity start date:	08/01/2014
Activity end date:	06/30/2015
Number of AmeriCorps Members participating in the activity:	10
Average number of days/week the activity will occur:	4
Average number of hours/day the activity will occur:	7
Staff Comments:	
Submitted:	07/14/2014 Mary Test
Approved:	07/14/2014 Mary Cannon
Rejected:	
Comments:	

At the bottom of the page, there are sections for 'Result Type: End Outcome', 'Output, Intermediate Outcome and End Outcome Fields', 'End Outcome Data Collection Plan', and 'Data Collection Plan Fields'. The Windows taskbar at the bottom shows the system time as 4:53 PM on 7/15/2014.

OnCorps Extranet

https://secure.oncorpsreports.com/index.asp?pageID=888&pmID=7110&pmRptID=8334

Apps Evaluation Resource... Rural Assistance Ce... eCFR — Code of Fe... Serve Ohio Gongwer News Servi... Grants/Funding | Ser...

Measure Fields

End Outcome Measure

Measure Fields

Data collection instruments: Post-test will be given and collected at the end of the last session.

Measure: O9: Number of economically disadvantaged individuals with improved financial knowledge

Measure status: Met Un-Met On-Going

Target description (measure): At least 80% or 200 adults will improve their financial literacy as a result of participation in the class. Improved knowledge means that they increased their post-test from pre-test score by at least 10%.

Target number (measure): 200 (#)

Results for this period: 0 (#)

Results narrative:

5000 characters left

Measure Data Collection Plan

Data Collection Plan Fields

Field Name	Description	Plan followed?
When will the data be collected:		<input type="radio"/> Yes <input checked="" type="radio"/> No
Who will collect the data:		<input type="radio"/> Yes <input checked="" type="radio"/> No
If plan not followed, explain:		

5000 characters left

Measure Data Collected

Measure Fields

[Program W...](#) [Calendar](#) | [Resources](#) | [Help](#)
Ganni+Co., Inc.

4:54 PM
7/15/2014



- Navigate to the **Review and Submit** section
- Review the information for accuracy

The screenshot shows the OnCorps Reports web application interface. The browser address bar displays the URL: <https://secure.oncorpsreports.com/index.asp?pageID=890&pmID=7110&pmRptID=8334>. The user is logged in as Program Director | Commission Test, State & Program Year: Ohio | 2014-2015.

The navigation menu includes: HOME, TOOLS, MANAGE RECORDS, REPORTING, FINANCIALS, TIME TRACKING, DIRECTORIES, CALENDAR, HELP. The current page is titled "Performance Measure: Increasing Adult Financial Literacy".

The main content area is divided into sections:

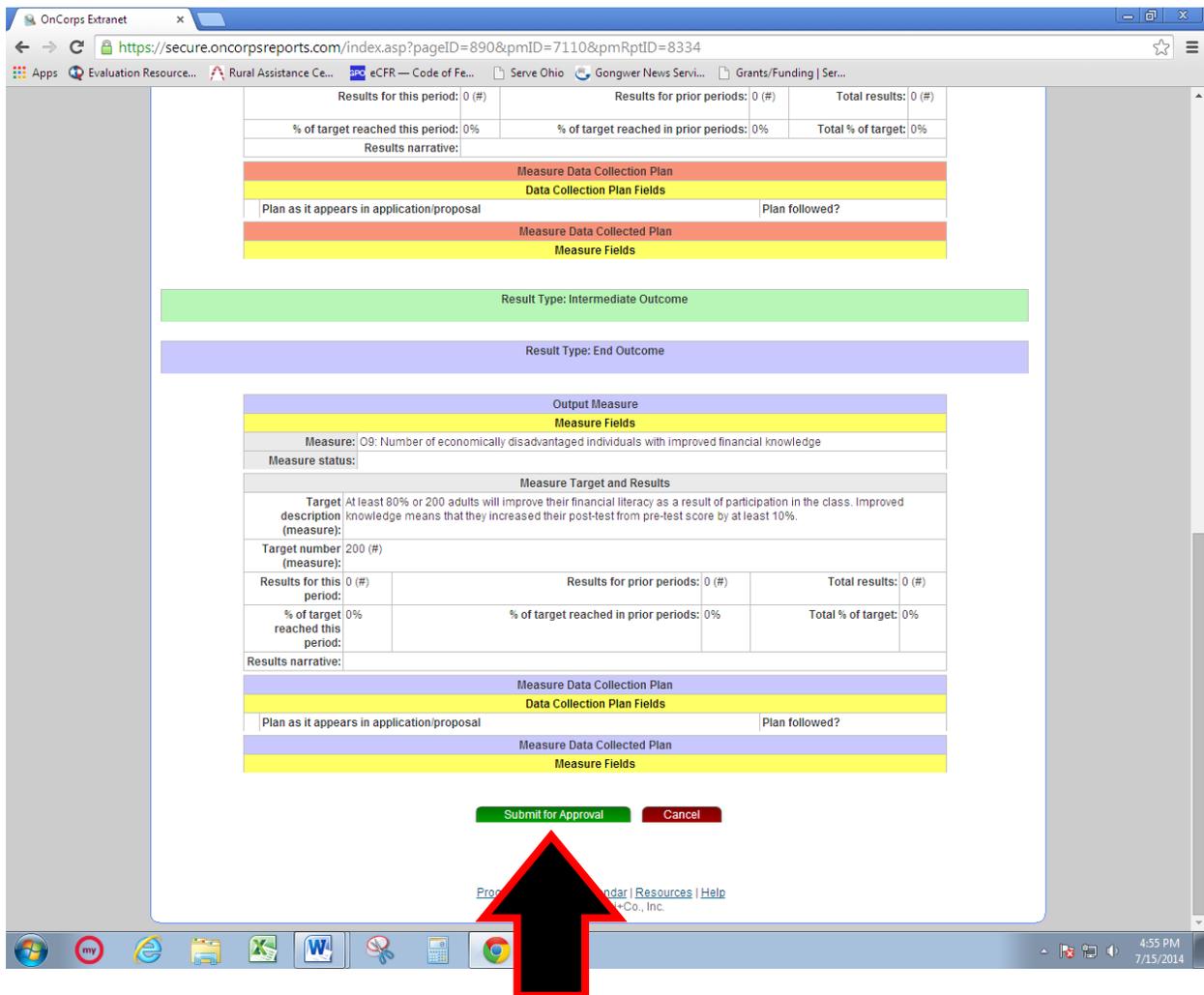
- Reporting Period** | **Output** | **Intermediate Outcome** | **End Outcome** | **Review and Submit** (highlighted with a red arrow)
- Performance Measure**
 - General Performance Measure Fields**

PM Title:	Increasing Adult Financial Literacy		
Service activity description/Strategy to achieve results:	AmeriCorps members will provide an evidence-based financial literacy curriculum to residents of Anywhere Town.		
Activity start date:	08/01/2014		
Activity end date:	06/30/2015		
Number of AmeriCorps Members participating in the activity:	10		
Average number of days/week the activity will occur:	4		
Average number of hours/day the activity will occur:	7		
Staff Comments:			
Submitted:	07/14/2014 Mary Test		
Approved:	07/14/2014 Mary Cannon		
Rejected:			
Comments:			
 - Progress Report**

Staff Comments:	Period Start Date:	08/01/2014
Submitted:	Period End Date:	12/31/2014
Approved:	Reporting Period:	Q1
Rejected:	07/14/2014	Enrollment was higher than expected. The program started strong with slightly higher than expected enrollment. No Outcome data to report at this time.
Reject Comments:	Comments:	
 - Result Type: Output**
 - Output Measure**
 - Measure Fields**

The Windows taskbar at the bottom shows the system clock as 4:54 PM on 7/15/2014.

- Scroll down and hit **Submit for Approval**
 - ServeOhio can only see the measure once it has been submitted for approval



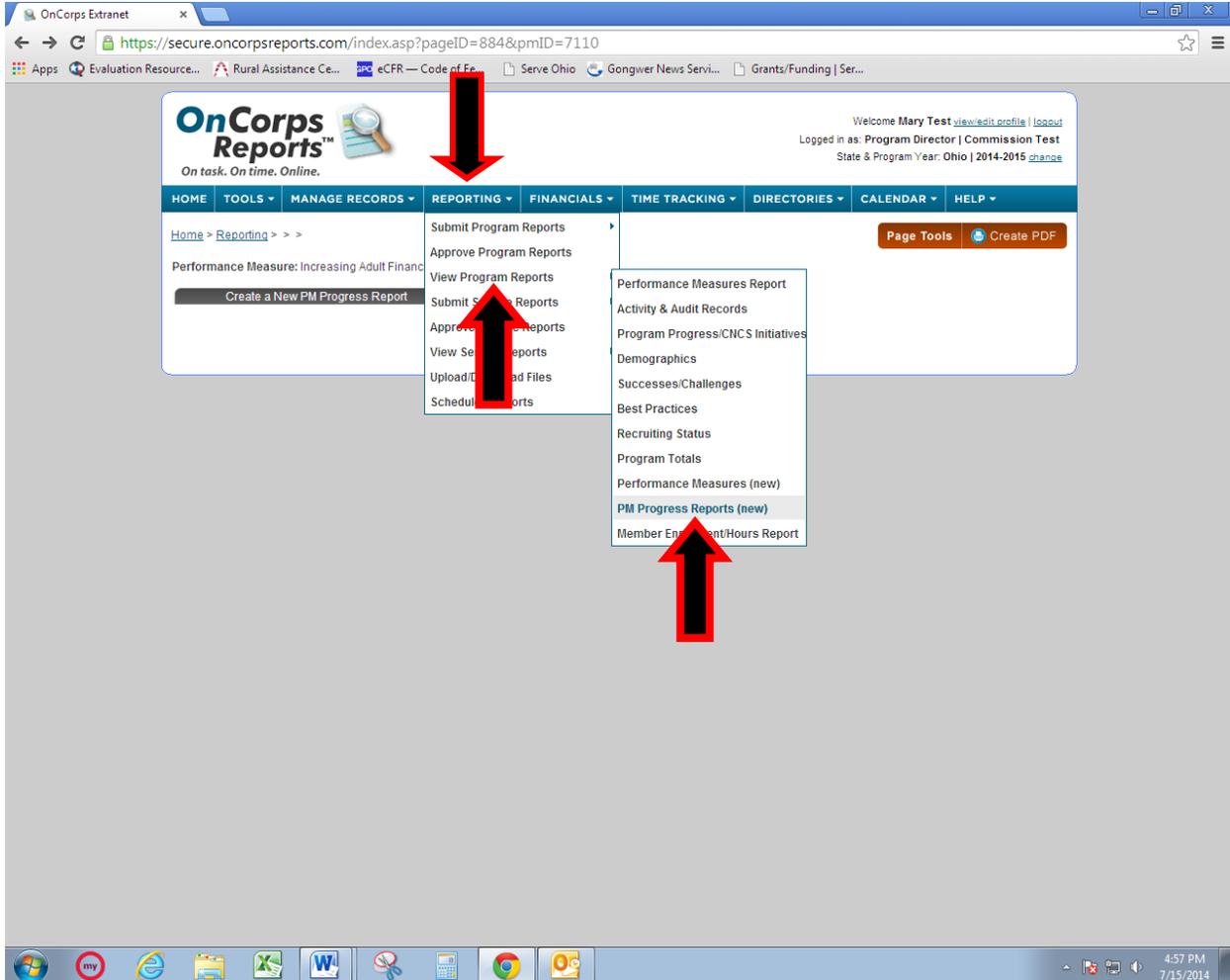
Repeat steps on **pages 22-31** to enter reports for all of your program’s performance measures including Volunteer Engagement, Member Development and, if applicable, additional Service Activity performance measures.

NOTE: In addition to performance measure reports, remember to submit all required quarter data including **Great Stories, Success & Challenges, Demographics** and **Member Reports**.

See the document “**2015-2016 Quarterly Progress Report Instructions**” for more information on quarter report requirements.

To see the status of your Submitted progress reports –

- Go to Reporting
- View Program Reports
- PM Progress Reports (New)



- Select the **Progress Reports** button to see that status of each report for the corresponding performance measure.

OnCorps Reports™
On task. On time. Online.

Welcome Mary Test [view/edit profile](#) | [logout](#)
Logged in as: Program Director | Commission Test
State & Program Year: Ohio | 2014-2015 [change](#)

HOME | TOOLS | MANAGE RECORDS | REPORTING | FINANCIALS | TIME TRACKING | DIRECTORIES | CALENDAR | HELP

Home > Reporting > >

Page Tools | Create PDF | Export

Performance Measure	Template	Submitted	Submitted On	Approved	Approved On	
Increasing Adult Financial Literacy	Service Activity - Intervention	Yes	07/14/2014	Yes	07/14/2014	Progress Reports
Test Service Activities	Service Activity - Intervention	Yes	07/11/2014	Yes	07/11/2014	Progress Reports

[Program Web Site](#) | [Calendar](#) | [Resources](#) | [Help](#)
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➤ Programs can view your reports' submission and approval dates

The screenshot shows the OnCorps Reports web application interface. At the top, there is a navigation menu with options: HOME, TOOLS, MANAGE RECORDS, REPORTING, FINANCIALS, TIME TRACKING, DIRECTORIES, CALENDAR, and HELP. Below the menu, the page title is "PM Progress Reports - List". A dropdown menu for "Select a Reporting Period" is set to "All Periods" with a "Choose" button. The performance measure is "Increasing Adult Financial Literacy". A table displays the report submission and approval status:

Performance Measure	Start Date	End Date	Period	Submitted	Submitted On	Approved	Approved On
Increasing Adult Financial Literacy	08/01/2014	12/31/2014	Q1	Yes	07/15/2014	No	

A red arrow points to the "Submitted" column of the table. At the bottom of the page, there are links for "Program Web Site", "Calendar", "Help", and "Feedback". The footer shows the copyright information "©2010 Settanni+Co." and the system tray displays the time as 4:58 PM on 7/15/2014.

➤ If the report is **not** approved

The screenshot shows the OnCorps Reports web application interface. The user is logged in as Mary Test, a Program Director for Commission Test, Ohio, 2014-2015. The main navigation menu includes Home, Tools, Manage Records, Reporting, Financials, Time Tracking, Directories, Calendar, and Help. The current page is 'PM Progress Reports - List'. A dropdown menu for 'Select a Reporting Period' is set to 'All Periods'. The performance measure is 'Increasing Adult Financial Literacy'. A table displays the report status:

Performance Measure	Start Date	End Date	Period	Submitted	Submitted On	Approved	Approved On
Increasing Adult Financial Literacy	08/01/2014	12/31/2014	Q1	No	07/15/2014	No	

A red arrow points to the 'Approved' column, which contains the value 'No'. The footer of the page includes links for Program Web Site, Calendar, Resources, and Help, along with the copyright notice ©2010 Settanni+Co., Inc. The Windows taskbar at the bottom shows the system time as 5:01 PM on 7/15/2014.

To make edits to a rejected performance measure progress report:

- Go to Reporting
- Submit Program Reports
- PM Progress Reports (New)



➤ Select the **Progress Reports** button to open the report for editing

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On task. On time. Online.

Welcome **Mary Test** [view/edit profile](#) | [logout](#)
Logged in as: **Program Director** | **Commission Test**
State & Program Year: **Ohio** | **2014-2015** [change](#)

HOME TOOLS MANAGE RECORDS REPORTING FINANCIALS TIME TRACKING DIRECTORIES CALENDAR HELP

Home > Reporting > > Page Tools Create PDF

Performance Measure	Template	Submitted	Submitted On	Approved	Approved On	
Increasing Adult Financial Literacy	Service Activity - Intervention	Yes	07/14/2014	Yes	07/14/2014	Progress Reports
Test Service Activities	Service Activity - Intervention	Yes	07/11/2014	Yes	07/11/2014	

[Program Web Site](#) | [Calendar](#) | [Resources](#) | [Help](#)
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5:02 PM
7/15/2014

Select Edit

The screenshot shows the OnCorps Extranet interface. At the top, there is a navigation menu with options: HOME, TOOLS, MANAGE RECORDS, REPORTING, FINANCIALS, TIME TRACKING, DIRECTORIES, CALENDAR, and HELP. Below the menu, there is a breadcrumb trail: Home > Reporting > > >. A button labeled 'Page Tools' and 'Create PDF' is visible. The main content area displays a table of performance measures. The table has columns for Performance Measure, Start Date, End Date, Period, Status, Submitted On, Approved On, and Rejected On. A red arrow points to the 'Edit' button in the table row for 'Increasing Adult Financial Literacy'.

OnCorps Reports™
On task. On time. Online.

Welcome Mary Test [view/edit profile](#) | [logout](#)
Logged in as: Program Director | Commission Test
State & Program Year: Ohio | 2014-2015 [change](#)

HOME TOOLS MANAGE RECORDS REPORTING FINANCIALS TIME TRACKING DIRECTORIES CALENDAR HELP

Home > Reporting > > > Page Tools Create PDF

Performance Measure: Increasing Adult Financial Literacy

Create a New PM Progress Report

Performance Measure	Start Date	End Date	Period	Status	Submitted On	Approved On	Rejected On	
Increasing Adult Financial Literacy	08/01/2014	12/31/2014	Q1	Rejected	7/15/2014 3:55:25 PM		7/15/2014 5:00:11 PM	Edit

[Program Web Site](#) | [Calendar](#) | [Resources](#) | [Help](#)
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5:03 PM 7/15/2014

- Navigate to the section(s) to make the requested changes
- Be sure to scroll down and click **Save** on each page you edit

OnCorps Reports™
On task. On time. Online.

Welcome Mary Test [view edit profile](#) | [logout](#)
Logged in as: Program Director | Commission Test
State & Program Year: Ohio | 2014-2015 [change](#)

HOME TOOLS MANAGE RECORDS REPORTING FINANCIALS TIME TRACKING DIRECTORIES CALENDAR HELP

Home > Reporting > > > Page Tools Create PDF

Performance Measure: Increasing Adult Financial Literacy

Reporting Period	Output	Intermediate Outcome	End Outcome
Progress Report			
Staff Comments:		Period Start Date:	08/01/2014
Submitted:		Period End Date:	12/31/2014
Approved:		Reporting Period:	Q1
Rejected:	07/15/2014	Comments:	Enrollment was higher than expected. The program started strong with slightly higher than expected enrollment. No Outcome data to report at this time.
Reject Comments:			

Performance Measure

General Performance Measure Fields	
PM Title:	Increasing Adult Financial Literacy
Service activity description/ Strategy to achieve results:	AmeriCorps members will provide an evidence-based financial literacy curriculum to residents of Anywhere Town.
Activity start date:	08/01/2014
Activity end date:	06/30/2015
Number of AmeriCorps Members participating in the activity:	10
Average number of days/week the activity will occur:	4
Average number of hours/day the activity will occur:	7
Staff Comments:	
Submitted:	07/14/2014 Mary Test
Approved:	07/14/2014 Mary Cannon
Rejected:	
Comments:	

Result Type: End Outcome

Output, Intermediate Outcome and End Outcome Fields

End Outcome Data Collection Plan

Data Collection Plan Fields

- You must **Review and Submit** the edited report.
- Be sure to scroll down to look for errors

The screenshot displays the OnCorps Reports web application. The browser address bar shows the URL: <https://secure.oncorpsreports.com/index.asp?pageID=890&pmID=7110&pmRptID=8334>. The user is logged in as Mary Test, Program Director | Commission Test, for the State & Program Year 2014-2015.

The main navigation bar includes: HOME, TOOLS, MANAGE RECORDS, REPORTING, FINANCIALS, TIME TRACKING, DIRECTORIES, CALENDAR, and HELP. The current page is 'Reporting'.

The report details for the Performance Measure 'Increasing Adult Financial Literacy' are as follows:

Reporting Period	Output	Intermediate Outcome	End Outcome	Review and Submit
Performance Measure				
General Performance Measure Fields				
PM Title:	Increasing Adult Financial Literacy			
Service activity description/Strategy to achieve results:	AmeriCorps members will provide an evidence-based financial literacy curriculum to residents of Anywhere Town.			
Activity start date:	08/01/2014			
Activity end date:	06/30/2015			
Number of AmeriCorps Members participating in the activity:	10			
Average number of days/week the activity will occur:	4			
Average number of hours/day the activity will occur:	7			
Staff Comments:	Submitted: 07/14/2014 Mary Test Approved: 07/14/2014 Mary Cannon Rejected: Comments:			
Progress Report				
Staff Comments:	Period Start Date:	08/01/2014		
Submitted:	Period End Date:	12/31/2014		
Approved:	Reporting Period:	Q1		
Rejected:	Comments:	Enrollment was higher than expected. The program started strong with slightly higher than expected enrollment. No Outcome data to report at this time.		
Reject Comments:	07/15/2014			
Result Type: Output				
Output Measure Measure Fields				

➤ Be sure to hit **Submit for Approval**

The screenshot shows a web browser window with the URL <https://secure.oncorpsreports.com/index.asp?pageID=890&pmID=7110&pmRptID=8334>. The page displays a report form with the following sections:

- Summary Table:**

Results for this period:	Results for prior periods:	Total results:
0 (#)	0 (#)	0 (#)
% of target reached this period: 0%	% of target reached in prior periods: 0%	Total % of target: 0%
- Results narrative:** (Text input field)
- Measure Data Collection Plan:** (Section header)
- Data Collection Plan Fields:** (Section header)
- Plan as it appears in application/proposal:** (Text input field)
- Plan followed?:** (Text input field)
- Measure Data Collected Plan:** (Section header)
- Measure Fields:** (Section header)
- Result Type: Intermediate Outcome:** (Section header)
- Result Type: End Outcome:** (Section header)
- Output Measure:** (Section header)
- Measure Fields:** (Section header)
- Measure:** O9: Number of economically disadvantaged individuals with improved financial knowledge
- Measure status:** (Text input field)
- Measure Target and Results:** (Section header)
- Target description (measure):** At least 80% or 200 adults will improve their financial literacy as a result of participation in the class. Improved knowledge means that they increased their post-test from pre-test score by at least 10%.
- Target number (measure):** 200 (#)
- Summary Table (repeated):**

Results for this period:	Results for prior periods:	Total results:
0 (#)	0 (#)	0 (#)
% of target reached this period: 0%	% of target reached in prior periods: 0%	Total % of target: 0%
- Results narrative:** (Text input field)
- Measure Data Collection Plan:** (Section header)
- Data Collection Plan Fields:** (Section header)
- Plan as it appears in application/proposal:** (Text input field)
- Plan followed?:** (Text input field)
- Measure Data Collected Plan:** (Section header)
- Measure Fields:** (Section header)

At the bottom of the form, there are two buttons: **Submit for Approval** (green) and **Cancel** (red). A large red arrow points to the **Submit for Approval** button.

C. IMPORTANT HIGHLIGHTS FOR QUARTER REPORTS

- OnCorps is a cumulative system thus quarterly data should be NEW data
- Depending on your program’s design, it may be appropriate to *not* report on every output and/or outcome in each quarter, particularly for “completion measures.”
- Make sure the quarterly report dates do NOT overlap and match the quarter report dates listed in these directions.