



2015-2016

Quarterly Progress Reporting Requirements

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 – 12/31 - due in OnCorps by 1/13

The following instructions are for reporting on your program's success through quarterly data reports. Programs that do not adhere to these reporting requirements will be placed on non-compliance status.

How ServeOhio will use the information you provide:

- (1) Sharing the impact of Ohio AmeriCorps programs with stakeholders to build support.
- (2) Identifying needs and opportunities for member and program director/coordinator training.
- (3) Supporting programs in meeting their performance measures.
- (4) Meeting reporting/monitoring requirements for the Corporation for National and Community Service.
- (5) Developing reports about Ohio Commission on Service and Volunteerism.

I. At the start of the program year:

Log into OnCorps to enter the required information below (1-8) -

- (1) Program Information
- (2) Program Director(s) Account(s)
- (3) Regional Coordinator(s) (optional)
- (4) Service Sites -
 - Site Name
 - Status
 - Site Supervisor (select from drop down menu)
 - School District
 - Contact email
 - Address, City, County, Zip, Phone
- (5) Site Supervisors
- (6) Timesheet Set-Up and Dates (under Administration Tools)
- (7) Member Account - Enter in OnCorps after officially enrolled in eGrants but still within 15 calendar days of member start date – and includes the following:
 - Contact Information
 - Primary Service Site
- (8) Performance Measures must be entered into OnCorps by **September 21, 2015**. See the document: "[2015-2016 Ohio AmeriCorps Performance Measure Reporting Requirements](#)" for detailed instructions on entering performance measures.

II. Quarterly Progress Reports includes all reports 1-5 listed below:

- 1) Performance Measure reports on all of the following:
 - a) Volunteer Engagement/Strengthening Communities
 - b) Member Development/Participant Development
 - c) Service Activity-Intervention/Needs and Service Activities – *may have more than one*

See the document: "[2015-2016 Ohio AmeriCorps Performance Measure Reporting Requirements](#)" for detailed instructions on submitting performance measure reports.

Go to: Reporting – Submit Program Reports – PM Progress Reports (new)

- 2) Great Story(ies)

Programs may describe how AmeriCorps members' service is making an impact in the community that would not have been possible through existing staff and/or volunteers.

Great Stories can be submitted by program directors, members, and site supervisors. The program Director will promote *at least one* Great Story each quarter.

Member and Supervisor Great Stories must be "promoted" in order for ServeOhio to see them. Be sure to check the "promoted" box.

Go to: Reporting→ Submit Service Reports→ Great Stories; Click the button: "Add a New Great Story"

To promote Supervisor or Member Great Stories, Go to: Reporting→ Submit Service Reports→ Promote Supervisor Stories or Coordinator Stories or Member Stories

- 3) Success AND Challenge

Programs may, if applicable, describe how AmeriCorps has enabled the program to leverage new public-private partnerships, funding and other resources

Programs may share how they have ensured their members consistently find satisfaction, meaning and opportunity.

Program Directors must enter both a Success and Challenge your program has encountered during the reporting quarter.

The topics can relate to member management, program elements, partnerships, meeting objectives, etc., and can include things that went well, or lessons learned, to share with other programs.

Go to: Reporting→ Submit Program Report→ Successes/Challenges

4) Demographics

Program Directors will enter Demographics. Ensure data is UNDUPLICATED quarter to quarter for the entire program year and will include the following:

- a) Number of Applicants for the quarter
- b) Additional al Demographic data as requested by ServeOhio and appropriate for your program design, i.e. number of veterans serving as an AmeriCorps member.
- c) See *IV. Demographic Definitions* below for additional information

Go to: Reporting→ Submit Program Reports→ Demographics

Be sure to “Save as Finalized” to submit the report.

5) Member Reports

- a) Member Timesheets: Required for all members and approved by the site supervisor
- b) Civic Engagement Report for Justice Talking leaders to reflect upon the discussions facilitated during the reporting period.

III. Optional Reports

Programs can determine use for additional reports available in OnCorps.

- 1) Great Stories – One Great Story is required each quarter; however, the program can determine additional requirements for members/staff/supervisors to submit a Great Story.
- 2) Civic Engagement Report - Justice Talking Leaders are expected to use this report to reflect on their facilitation of session throughout the reporting quarter. However, all members can use this report to reflect on their national days of service and/or Justice Talking sessions.
- 3) Volunteer Mobilization
- 4) Member Reflection Logs
- 5) Direct Service Activities
- 6) Capacity Building Activities
- 7) OnCorps includes additional program and service reports

Visit the OnCorps “Help” section for the FAQ & Help Resources and Tutorials for more information about available reports.

IV. Demographic Definitions

Demographics should capture UNDUPLICATED data from quarter to quarter for the entire program year.

- 1) A NEW Volunteer or Individual is someone who has not volunteered in the current program year
- 2) Applicants - # of individuals who applied to be AmeriCorps members in the reporting period for the current or upcoming program year
- 3) Leveraged volunteers - # of volunteers recruited, coordinated, or supported by your programs: N/A - Enter information in Performance Measure
- 4) Disadvantaged children and youth - # serving as leveraged volunteers: Enter # of NEW volunteers for the quarter
- 5) College students - # of leveraged volunteers enrolled in a degree-seeking program: Enter # of NEW volunteers for the quarter
- 6) Baby Boomers - # of individuals born between 1946 and 1964 who serve as volunteers: Enter # of NEW volunteers for the quarter
- 7) AmeriCorps members - # who participated in disaster services projects: Enter total # of members who responded for the quarter
- 8) AmeriCorps members - # certified in disaster preparedness and response: Enter # of NEW members who became certified to respond in the quarter
- 9) AmeriCorps members - # available for deployment in support of any disaster: N/A
- 10) Disadvantaged children and youth - # served: Enter # of NEW children and youth served in the quarter
- 11) Children and youth of incarcerated parents - # served: Enter # of NEW children and youth served in the quarter
- 12) Individuals mentored - # of individuals mentored: Enter # of NEW individuals mentored in the quarter
- 13) Independent living services - # of clients who received independent living services: Enter # of NEW individuals to receive services in the quarter
- 14) Disaster services - # of local disasters to which AmeriCorps members have responded: Enter total # of local disasters responded in the quarter
- 15) Disaster services - # of individuals affected by disaster receiving assistance from members: Enter total # of individuals receiving assistance
- 16) Number of veterans serving as AmeriCorps members: Enter # of veterans that become NEW AmeriCorps members in the quarter
- 17) Number of veterans served: Enter # of NEW veterans to receive services in the quarter
- 18) Number of veteran family members served: Enter # of NEW veteran family members served in the quarter
- 19) Number of military family members served: Enter # of NEW active duty military family members to receive services in the quarter
- 20) Number of active duty military members served: Enter # of NEW active duty military individuals to received services in the quarter