

7-9-18

### Instructions for completing BBBS Program report for PCCD

Due to the change in data collection processes for BBBS at the national level the process for reporting data for all PCCD grants has also changed. The procedure for reporting data for the April-June 2019 quarter and on will be as follows:

**Step 1-** Process data: Complete all process data fields in the EPISCenter Excel Data collection and analysis tool for the Apr.-June 2019 quarter. Please be sure to add this to your existing tool that includes previous quarters of data for Fiscal Year 2018-2019. Do not paste any YOS or SOR data from match force into this tool- it is not designed for match force data.

Link to this tool can be found under "Program Resources" on the BBBS Program Page: [Click Here](#)

**Step 2** YOS data: Utilize the template "PCCD YOS Baseline vs. Results" in Public Reports. You will have to add a filter to the report for PCCD matches. Many thanks to Johnna Palm from BBBS Capital Region for her proactive work on this template, these instructions, and her willingness to share her expertise with all affiliates!

#### Instructions for utilizing the template and adding the necessary filter:

1. Click on "PCCD YOS Baseline vs. Results"
2. Click "Edit" button (top right-hand corner)
3. Click on "Filters" (top of page at the left of the report)
4. In the "Add filter" field, type "Affiliated Active Grant."
5. A window to set the filter parameters will pop up. Set "Operator" to "contains" in the first field box and the grant name in the second field box. Click "Apply" to set filter.
6. Click "Run" button (top right-hand corner)
7. Save the template to your own private folder. The report should automatically update.
8. To export the report to Excel, click on the drop-down arrow next to the Edit button (top right-hand corner) and select "Export." Choose "Details Only" as report type. *Important note: Right now, the Completion Date filter is set for "greater than April 1." As time goes on, this filter will need to be adjusted to the start date of the quarter for which affiliate is reporting.*
9. Save the excel file with your grant number in the title

**Final Submission of Report:** Submit BOTH the match force excel file with your YOS data AND your EPISCenter excel tool that contains your process data to egrants.

Need Help? Johnna has graciously offered her support if anyone struggles with this process, her contact details are below:

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Please also feel free to contact the EPISCenter via email or phone:

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