

# Program Progress Report

## Step 1: Quick Guide and Instructions for Using this Wizard

You can run this report in three easy steps:

1. Choose the type of results you would like to see: data required, data entered, contract progress, or any combination of the three. Click Next.
2. Choose up to four date ranges over which to view your progress. Select a date range by clicking the check box to the left and entering the desired dates. To see your progress over all dates, select no date ranges. Click Next.
3. Select the format in which you would like to view the report and click “Export and Save” or use “Click here” to view the data as a new webpage.

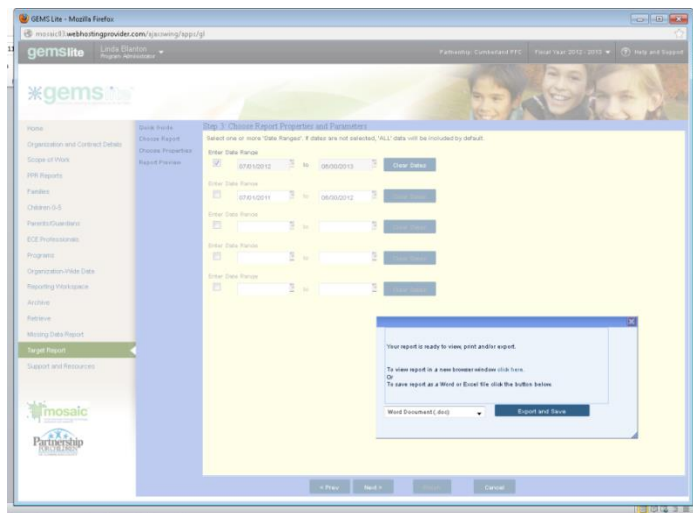
## Step 2: Choose the type of report

Select the type of results that you will like to see in the report:

- (1) Data Required: Type of data that you need to enter to show progress towards your contract’s targets.
- (2) Data Entered: Overview of the data that you have entered that will count towards your contract’s targets.
- (3) Contract Progress: Progress you have made towards your contracts targets.
- (4) Projected Value: Value projected in target assignment.

## Step 3: Choose Report Properties and Parameters

Select one or more 'Date Ranges'. If dates are not selected, 'ALL' data will be included by default.



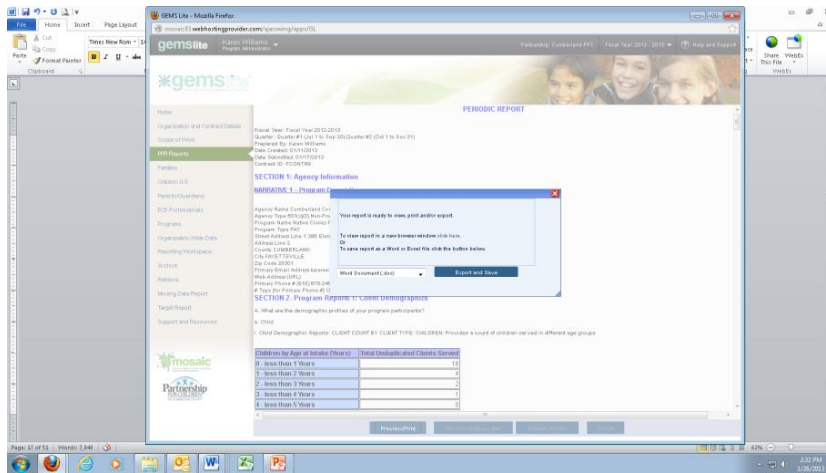
## Program Progress Report (Required Date Stamped Quarterly Reporting Tool)

The Program Progress Reports (PPR) will be completed by each partner agency for each contract on a quarterly (or a pre-determined interval) basis. The purpose of the PPR will be primarily to collect narrative information from the partner agencies.

### PPR CREATION IN GEMS TRACKER

The PPR will be accessed by clicking on a hyperlink on the GEMS Desktop. Clicking on this link will take users to a window with three options:

1. Load an Existing Report
2. Generate a New Report
3. Exit



GEMS users will select ‘Generate a New Report’ unless they have already begun a report and wish to continue working on it. After clicking on ‘Generate a New Report’ users will select the period for which the report will be generated. First a Fiscal Year must be selected and then the reporting period. Once both the selections are made, user will click “ok” to proceed.

The report that is generated will have the following sections, which will all appear on the same form:

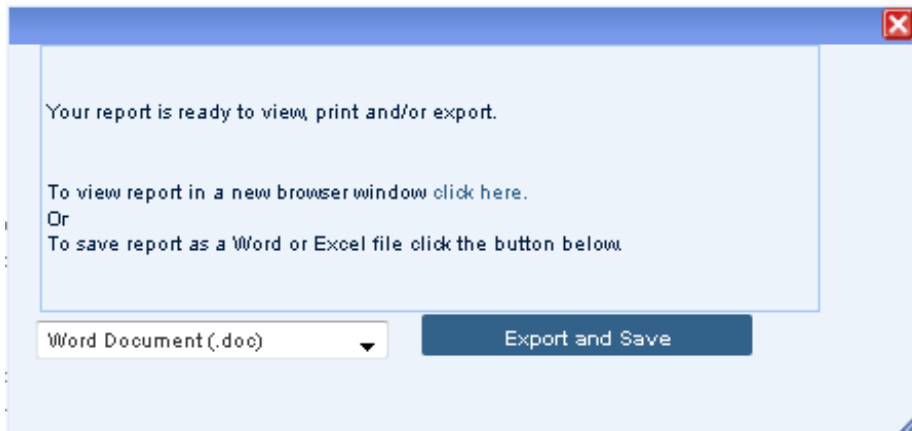
- a. Basic (Cover Page) Information**
  1. In this screen users will see basic identifying information for the report such as Short Title, Fiscal Year, Report Period, Report Date, Organization/Program Name, Prepared by, and Title.
- b. Section 1: Agency Information**
  1. In this screen users will see basic identifying information for the report such as Agency name, agency type, program name, program type, address, phone number.
- c. Section 2: Client Demographics (if applicable)**
  1. In this screen users will see information such as child demographics, parent demographics, family demographics, ECE Professionals Demographics, Program Demographics
- d. Section 3: Client Count by Community Area**
  1. In this screen users will see information such as client count by county
- e. Section 4: Client Count by Services**
  1. In this screen users will see client count by services
- f. Section 5: Units of Service**
  1. In this screen users will see counts by units of services information
- g. Section 6: System Narratives**
  1. Progress Narrative: Agencies provide narrative information to report on the progress in these activities.

See Exhibit: Sample Program Progress Report

**NOTE:** The Program Progress Report is made up of 85 elements that can be turn on and off depending on the needs of your program. The items in blue are typically turned on for all users and will be turned off upon request.

### **PPR PREVIEW/PRINT; SAVE FOR EDITING LATER**

Users will also be able to save a copy of the report in the midst of completing it by clicking on “save for editing later” button. The reports are saved in their library and can be retrieved by selecting “load an existing report” option when they click on the PPR hyperlink on the GEMS Desktop. If additional data has been entered in GEMS, click on refresh report button to ensure the PPR reflects the most current data.



### **SUBMISSION**

To submit the PPR electronically, user will click on the “submit” button in the PPR. GEMS will prompt the user to confirm their intention to proceed with submission. Once submitted, PPRs cannot be edited.

