

CYFAR Year-End Reporting System for SCP Grantees



Sponsored by 4-H National Headquarters, National Institute of Food and Agriculture (NIFA) of the United States Department of Agriculture (USDA) in partnership with the University of Arizona

Purpose

- Provides year-end report to USDA on your project status and progress towards outcomes
- All projects are required to complete an annual narrative report
- Due mid-November
- Reviewed by liaison and USDA
- Provides public view of project information when completed



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Notification

- State LGU Project Director will receive email notification when the system is opened for reporting
- System can only be accessed during the reporting period
- Once reports are completed and approved, they cannot be modified



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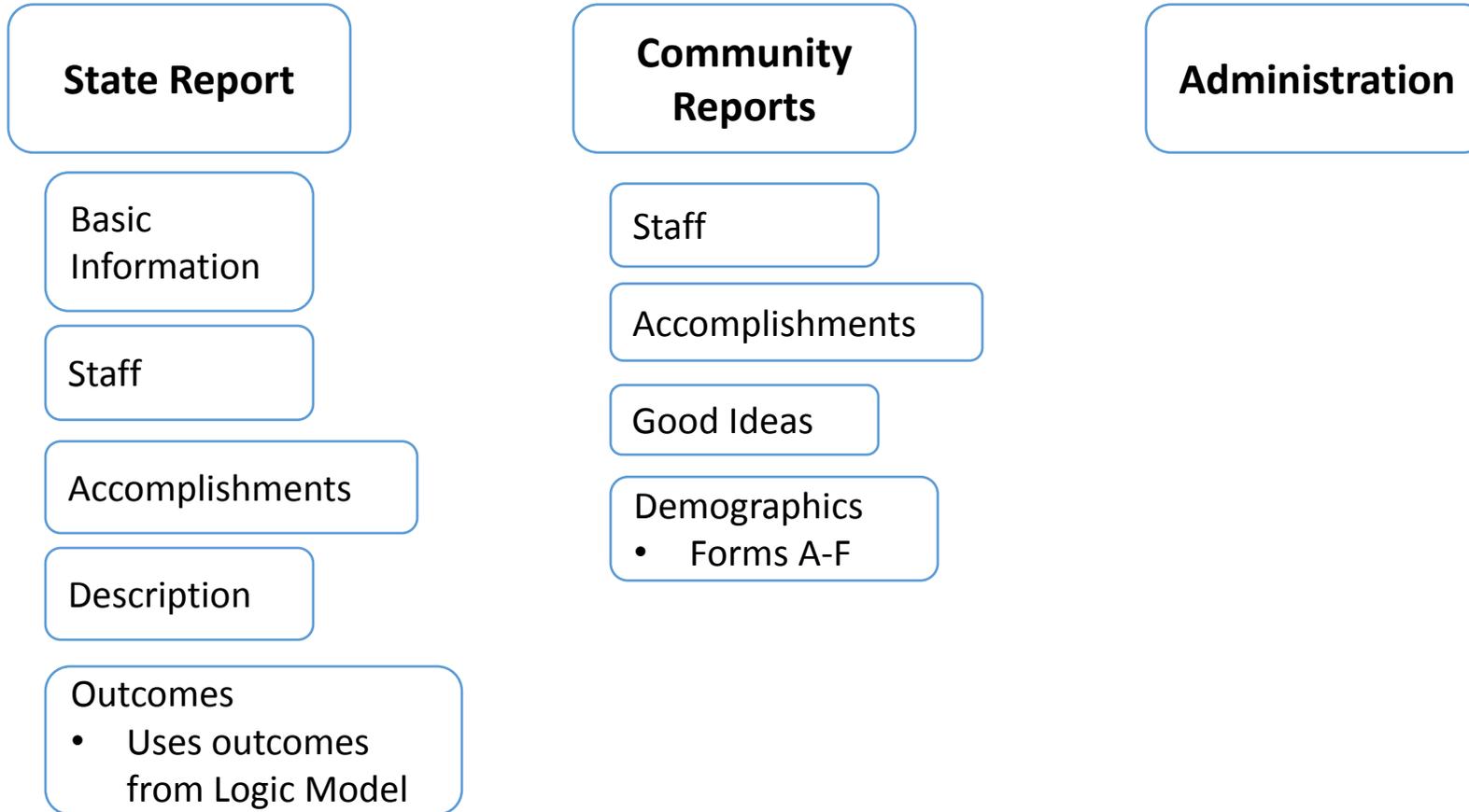
Access

- PD will receive email with login and password
- Only one person may have access at the LGU level - PD is the only one with access (they may choose to transfer access to a project coordinator)
- Community Directors designated by the PD will have access to the report section for their community project only



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Reporting Structure

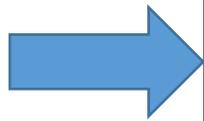


CYFAR Reporting System



- <https://cyfernetsearch.org/report>
- <http://www.csrees.usda.gov/nea/family/cyfar/cyfar.html>

Log-In



CYFAR Reporting Login - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Address <http://72.29.23.35/ReportingApplication/login.aspx> Go Links

CYFAR Children, Youth, and Families At Risk Program [Help](#)

[Tutorial](#)

[Help with sign in](#)

Sign in name:

Password:

USDA **CSREES**

Please Send Comments or Questions to: swright@csrees.usda.gov
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Done

Start | Inbox - Microsoft Outlook | Cyfar | CYFAR Reporting Logi... | Internet | 11:50 AM



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Completing a State Report

Reporting Year: 2007

Select a State: All

Location	Project Title	Report	Status	Edit
Alabama	Begin Education Early and Healthy: Strengthening Rural Alabama Families	State Narrative	Data Incomplete	edit
Macon County	New Communities BEE Project of Macon County	Community Narrative	Data Incomplete	edit
Macon County	New Communities BEE Project of Macon County	Community Demographic	Not Started	edit
Perry County	New Communities BEE Project of Perry County	Community Narrative	Not Started	edit
Perry County	New Communities BEE Project of Perry County	Community Demographic	Not Started	edit
Wilcox County	New Communities BEE Project of Wilcox County	Community Narrative	Not Started	edit
Wilcox County	New Communities BEE Project of Wilcox County	Community Demographic	Not Started	edit
Alaska	Community Collaboration for Children, Youth & Families of Alaska's Military Services	State Narrative	Data Incomplete	edit
Eielson AFB	Youth Collaboration Project	Community Narrative	Not Started	edit
Eielson AFB	Youth Collaboration Project	Community Demographic	Not Started	edit
Elmendorf Air Force Base	Community Collaboration for Children, Youth & Families of Alaska's Military Services	Community Narrative	Not Started	edit

The opening screen shows your state report section and the community narrative and community demographic report sections for each of your community sites.

Basic Information

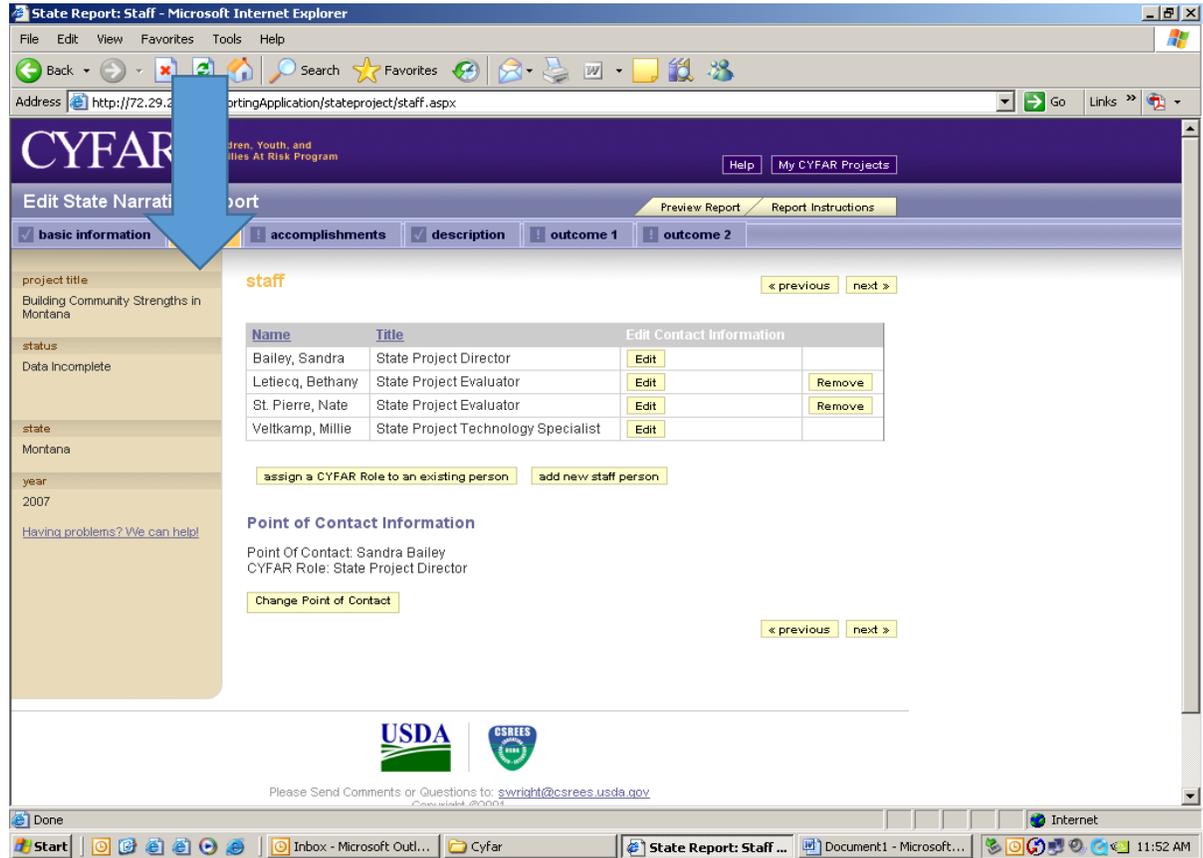
The screenshot shows a web browser window titled "State Report: Basic Information - Microsoft Internet Explorer". The address bar shows the URL: <http://72.29.23.35/ReportingApplication/stateproject/basicinformation.aspx?project=1418>. The page header features the CYFAR logo and the text "Children, Youth, and Families At Risk Program". Below the header, there are navigation tabs: "basic information", "staff", "accomplishments", "description", "outcome 1", and "outcome 2". The "basic information" tab is selected. The form contains the following fields:

- project title:** Building Community Strengths in Montana
- status:** Data Incomplete
- state:** Montana
- year:** 2007
- Project Title*:** Building Community Strengths in Montana
- Web Site*:** http://www.montana.edu/wwwhd/ncp_grant/index.htm
- Market Statement*:** To improve the quality and quantity of community-based programming for children, youth, and families in Montana.

There are "next >" buttons and a "save" button. A note at the bottom states "* Required Field". The footer includes the USDA logo and the text "USDA | eSite".

- Project Title
- Website
- Market Statement

Staff



Edit or add as needed. You must enter a Project Director or Coordinator, Evaluator and Technology Specialist to complete this form.



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Edit Staff Data

The screenshot shows a Microsoft Internet Explorer browser window displaying a web application titled "State Report: Staff". The address bar shows the URL: `http://72.29.23.35/ReportingApplication/stateproject/staff.aspx`. The page content includes a sidebar with "state" (Montana) and "year" (2007) dropdowns, and a main area titled "Edit Contact Information for Sandra Bailey".

Buttons at the top of the main area: `assign a CYFAR Role to an existing person` and `add new staff person`.

Form fields for Sandra Bailey:

- Honoric:
- First Name*:
- Middle Initial:
- Last Name*:
- Organization:
- Job Title:
- Address 1*:
- Address 2:
- Address 3:
- City*:
- State*:
- Zip*:
- Work Phone*: () Ext.
- FAX: ()
- e-mail*:

Buttons at the bottom: `save` and `cancel`. A note below reads: `* Required Field`.

Use Add Staff as mentioned to add new staff



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Accomplishments

State Project: Accomplishments - Microsoft Internet Explorer

Address: http://72.29.23.34/ReportingApplication/Project/Inaccomplish.aspx

CYFAR Children, Youth, Families At Risk

Help My CYFAR Projects

Edit State Narrative Report

Preview Report Report Instructions Logic Model

basic information staff **accomplishments** description st results lt results

project title
Community Improvement Through Youth--The CITY Project

status
Data Incomplete

state
New York

year
2007

[Having problems? We can help!](#)

accomplishments < previous next >

1. Provide a one paragraph description of your program as it was actually implemented.
RequiredNotEntered

2. Provide a brief description of progress on integrating community into your program.
RequiredNotEntered

3. Provide a brief description of progress on integrating technology into your program.
RequiredNotEntered

4. Provide a brief description of progress on sustaining your program.
RequiredNotEntered

submit < previous next >

Done

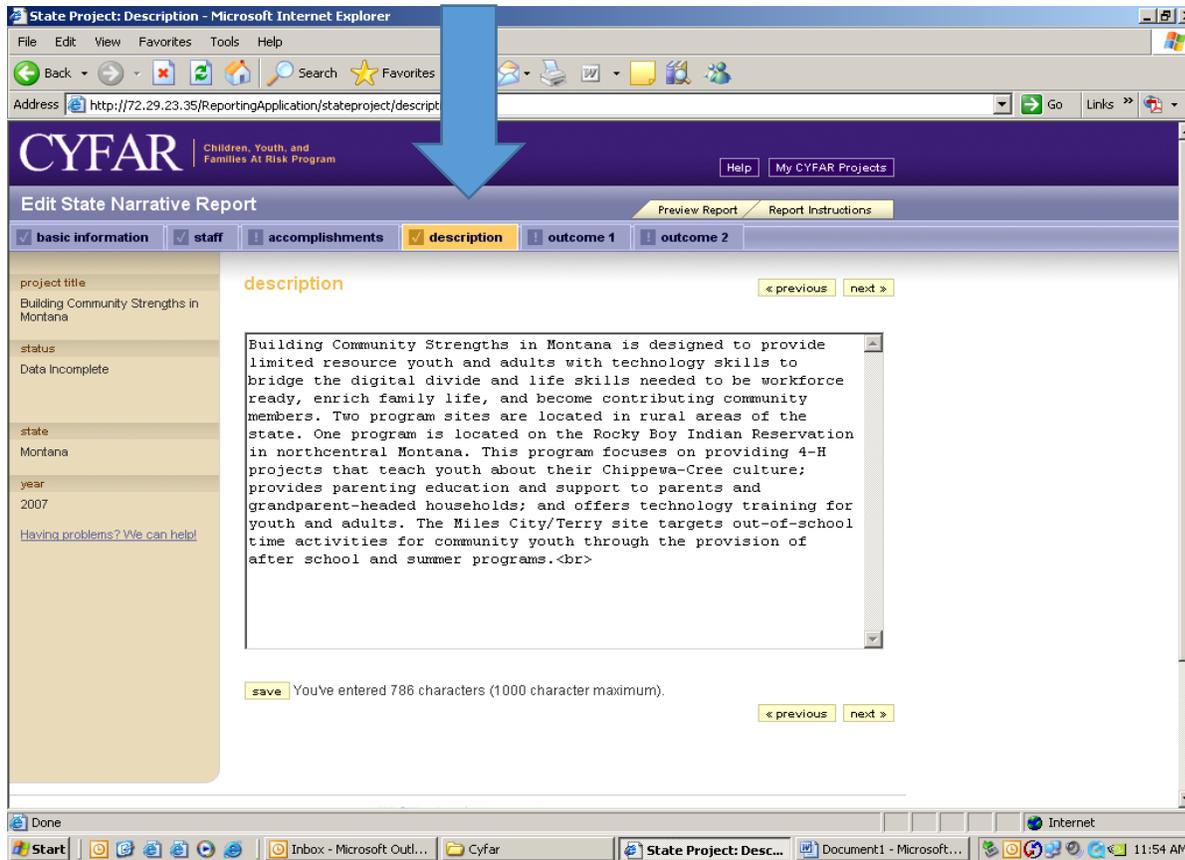
Start | Inboxes - Microsoft Out... | Cyfar | State Project: Acco... | Document1 - Microsof... | 12:07 PM

Detail SCP
Accomplishments



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Description



Brief description of purpose, audience served, program content and strategies of the Project. Include major collaborations, connectivity and the community projects. Limit is 1000 characters.

Short-Term Results

State Project: Short Term Results - Microsoft Internet Explorer

Address: http://72.29.23.34/ReportingApplication/stateproject/stresults.aspx

CYFAR Children, Youth, and Families At Risk Program

Edit State Narrative Report

Preview Report Report Instructions Logic Model

basic information staff accomplishments description **st results** lt results

project title: Community Improvement Through Youth--The CITY Project

status: Data Incomplete

state: New York

year: 2007

short term results

Result	Edit
1. Teens gain knowledge of civic governance	edit
2. Teens gain positive attitudes about their ability to create community improvement, and interest in continued civic engagement	edit
3. Community improvement projects are completed	edit
4. Partnering agencies and community collaborators report increased awareness about the value of YCA programs	edit

USDA CSREES

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Each short term result from your logic model is listed. You will note that there is a link to view that portion of your logic model. Click on each result to respond to the six items.

Short-Term Results

The screenshot shows a web browser window titled "State Project: Short Term Results - Microsoft Internet Explorer". The address bar shows the URL: <http://72.29.23.34/ReportingApplication/stateproject/stresults.aspx>. The page content includes a sidebar with project details and a main form area.

project title
Community Improvement Through Youth--The CITY Project

status
Data Incomplete

state
New York

year
2007

[Having problems? We can help!](#)

short term results < previous next >

Result	Edit
1. Teens gain knowledge of civic governance	edit
2. Teens gain positive attitudes about their ability to create community improvement, and interest in continued civic engagement	edit
3. Community improvement projects are completed	edit
4. Partnering agencies and community collaborators report increased awareness about the value of YCA programs	edit

Answer each question about the bolded result above (all fields are required).

1. How many participated in the evaluation?

2. Evaluation Type used:

3. When was it given or conducted?

4. Analysis

5. Findings

6. Implications

The Short Term Results form lists the results from your logic model. When you have responded to the six items for a result, a ✓ will appear next to the result.

Short-Term Results

The screenshot shows a web browser window with the URL <http://72.29.23.34/ReportingApplication/stateproject/lnaccomplish.aspx>. The page title is "CYFAR Children, Youth, and Families At Risk Program". The main content area is titled "Edit State Narrative Report" and has several tabs: "basic information", "staff", "accomplishments", "description", "st results", and "lt results". A blue arrow points to the "Logic Model" tab. Below the tabs, there is a sub-window titled "Logic Model for IL (project started in 2006)". The sub-window has a "Top" link and a table with five columns: "Identified Needs and Assets", "Desired Results", "Indicators", "Activities", and "Resources".

Identified Needs and Assets	Desired Results	Indicators	Activities	Resources
Needs The early years can be difficult for parents and wish they had more information and advice to help them with challenging developmental issues (Young, Davis & Schoen, 1996) Parents want specific information about what they can do to help their child, but time is a barrier to receive this information (Melmed,	Short Term 1. Parents/grandparents will increase knowledge of child development. 2. Parent/grandparents will increase their confidence and competence in functioning as a parent. 3. Parents/grandparents	Short Term 1. Score on Knowledge of Infant Development Inventory (KIDI) (McPHee, 1981, 1983) or KCDI 2. Score on Parental Sense of Competence Scale (PSOC) (Gibaud- Wallston, & Wandersman, 1978) 3. Score on a modified	1. • Identify distribution system for delivery of integrated newsletter. • Develop client data base and distribute age appropriate newsletters • Provide training to community coalition members and staff on utilizing the Parenting 24/7 website • Deliver educational programs utilizing the Your Young Child curriculum and the Parenting	1. • Author and developer of web site is Co-project director and will provide staff training, development and mentoring • Research-based newsletters and curriculums • Mobile computer labs available • Technology specialist available

You can click on the Logic Model tab to view your logic model.

Completing a Community Report

The screenshot shows the CYFAR web application interface. The header includes the CYFAR logo and the text "Children, Youth, and Families At Risk Program". Below the header, there is a "Reporting Year: 2007" section and a "Select a State:" dropdown menu set to "All". The main content area displays a table with the following columns: Location, Project Title, Report, Status, and Edit. The table lists various projects across different states, including Alabama, Macon County, Perry County, Wilcox County, and Alaska. Each row includes an "edit" button in the "Edit" column.

Location	Project Title	Report	Status	Edit
Alabama	Begin Education Early and Healthy: Strengthening Rural Alabama Families	State Narrative	Data Incomplete	edit
Macon County	New Communities BEE Project of Macon County	Community Narrative	Data Incomplete	edit
Macon County	New Communities BEE Project of Macon County	Community Demographic	Not Started	edit
Perry County	New Communities BEE Project of Perry County	Community Narrative	Not Started	edit
Perry County	New Communities BEE Project of Perry County	Community Demographic	Not Started	edit
Wilcox County	New Communities BEE Project of Wilcox County	Community Narrative	Not Started	edit
Wilcox County	New Communities BEE Project of Wilcox County	Community Demographic	Not Started	edit
Alaska	Community Collaboration for Children, Youth & Families of Alaska's Military Services	State Narrative	Data Incomplete	edit
Eielson AFB	Youth Collaboration Project	Community Narrative	Not Started	edit
Eielson AFB	Youth Collaboration Project	Community Demographic	Not Started	edit
Elmendorf Air Force Base	Community Collaboration for Children, Youth & Families of Alaska's Military Services	Community Narrative	Not Started	edit

The opening screen shows your state report section (if state POC) and the community narrative and community demographic report sections for each of your community sites.

Community Project Staff

State Report: Staff - Microsoft Internet Explorer

http://72.29.23.35/ReportingApplication/stateproject/staff.aspx

Children, Youth, and Families At Risk Program

Help My CYFAR Projects

Edit State Report

Preview Report Report Instructions

basic info **staff** accomplishments description outcome 1 outcome 2

project title
Building Community Strengths in Montana

status
Data Incomplete

state
Montana

year
2007

Having problems? We can help!

staff

< previous next >

Name	Title	Edit Contact Information
Bailey, Sandra	State Project Director	Edit
Letiecq, Bethany	State Project Evaluator	Edit Remove
St. Pierre, Nate	State Project Evaluator	Edit Remove
Veltkamp, Millie	State Project Technology Specialist	Edit

assign a CYFAR Role to an existing person add new staff person

Point of Contact Information

Point Of Contact: Sandra Bailey
CYFAR Role: State Project Director

Change Point of Contact

< previous next >

USDA CSREES

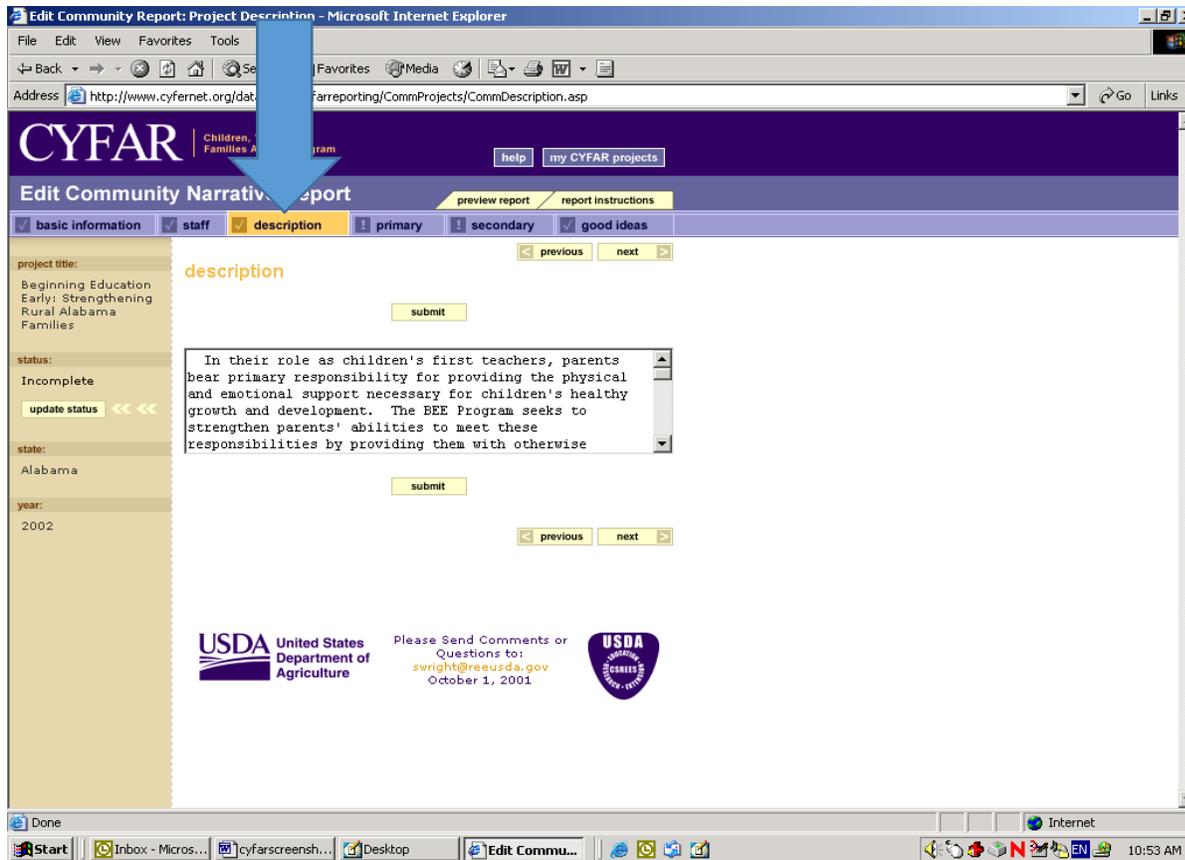
Please Send Comments or Questions to: gwright@csrees.usda.gov

Works same as state form. Edit or add as needed. You must have Community Director and a Connectivity (Technology) Contact. You may have a Coordinator, who can be designated as Point of Contact for reporting.



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Description



A brief description of the purpose, audience served, program content and strategies. Include major collaborators and their contributions to the community project.

Accomplishments

The screenshot shows a web browser window titled "State Project: Accomplishments - Microsoft Internet Explorer". The address bar shows "http://72.29.23.34/ReportingApplication/Project/lnaccomplish.aspx". The CYFAR logo is visible at the top left. The page title is "Edit State Narrative Report". The "accomplishments" tab is selected. The form contains the following questions and input fields:

- 1. Provide a one paragraph description of your program as it was actually implemented. RequiredNotEntered
- 2. Provide a brief description of progress on integrating community into your program. RequiredNotEntered
- 3. Provide a brief description of progress on integrating technology into your program. RequiredNotEntered
- 4. Provide a brief description of progress on sustaining your program. RequiredNotEntered

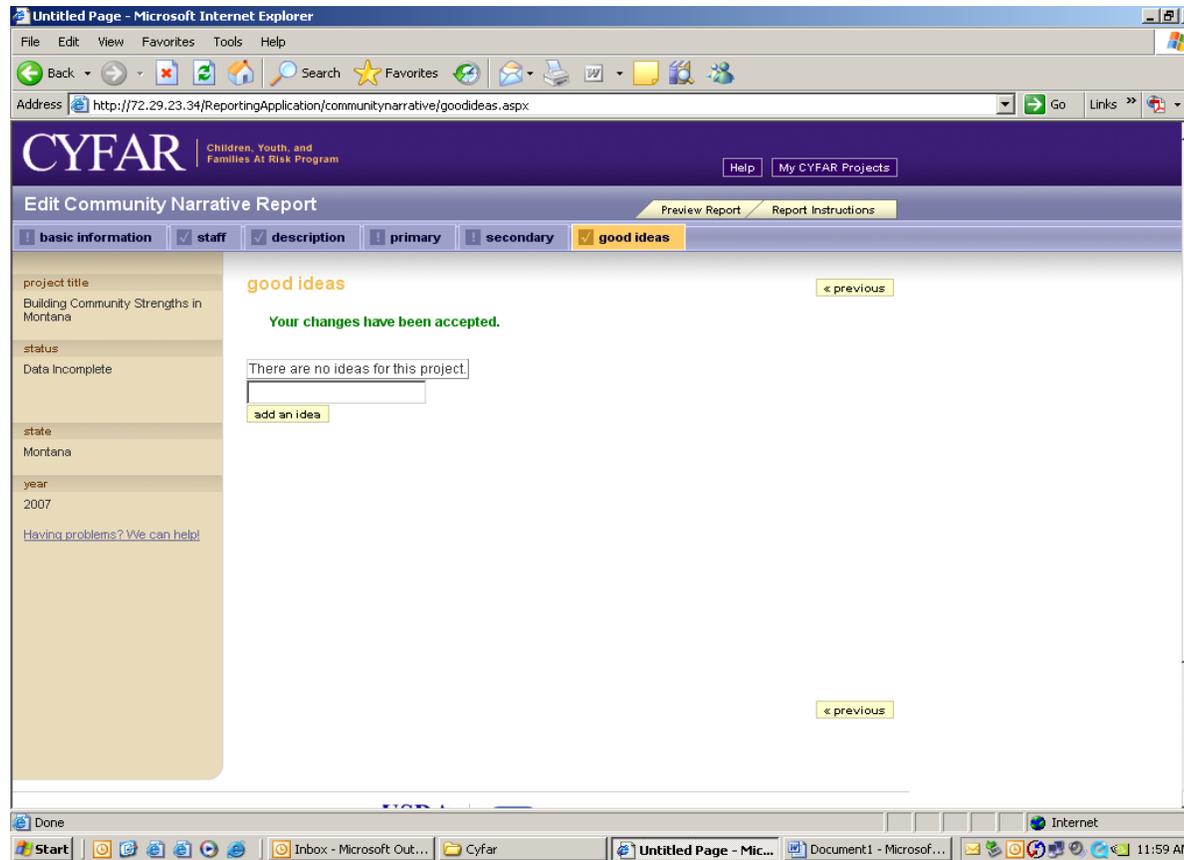
Navigation buttons include "< previous" and "next >". A "submit" button is at the bottom. The taskbar shows "Inbox - Microsoft Out...", "Cyfar", "State Project: Acco...", and "Document1 - Microsof...". The system clock shows "12:07 PM".

SCP Community Accomplishments: Respond to the four questions.



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Good Ideas



Good Ideas Form:
Add in what you
consider are the
good ideas
developed through
the course of your
project



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Demographic Reports

Reporting Year: 2007

Administration

Select a State: All

Location	Project Title	Report	Status	Edit
Alabama	Begin Education Early and Healthy: Strengthening Rural Alabama Families	State Narrative	Data Incomplete	edit
Macon County	New Communities BEE Project of Macon County	Community Narrative	Data Incomplete	edit
Macon County	New Communities BEE Project of Macon County	Community Demographic	Not Started	edit
Perry County	New Communities BEE Project of Perry County	Community Narrative	Not Started	edit
Perry County	New Communities BEE Project of Perry County	Community Demographic	Not Started	edit
Wilcox County	New Communities BEE Project of Wilcox County	Community Narrative	Not Started	edit
Wilcox County	New Communities BEE Project of Wilcox County	Community Demographic	Not Started	edit
Alaska	Community Collaboration for Children, Youth & Families of Alaska's Military Services	State Narrative	Data Incomplete	edit
Eielson AFB	Youth Collaboration Project	Community Narrative	Not Started	edit
Eielson AFB	Youth Collaboration Project	Community Demographic	Not Started	edit
Elmendorf Air Force Base	Community Collaboration for Children, Youth & Families of Alaska's Military Services	Community Narrative	Not Started	edit

Select to edit a community demographic report



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Form A: Race/Ethnicity

project title Communities Enhancing Head Start on Healthy Start (HS-HS) by Kindergarten (K)				
status Posted				
state AL - Tuskegee				
year 2011				
Having problems? We can help!				
form a age group by ethnicity and race				
	Pre-K	K-6	Youth (Grades 7-12)	Parents
Total Participants	103	0	0	94
Ethnicity:				
Hispanic or Latino	48	0	0	41
Not Hispanic or Latino	55	0	0	53
Race:				
White	22	0	0	22
Black or African-American	33	0	0	31
American Indian or Alaska Native	0	0	0	0
Asian	0	0	0	0
Native Hawaiian or Other Pacific Islander	0	0	0	0
Persons indicating more than one race	0	0	0	0

Provide total numbers for Pre-K, K-6, 7-12, and Parents

Form B: Percent in Poverty

edit form b - poverty risk factor - CYFAR - Microsoft Internet Explorer

Address: http://72.29.23.34/ReportingApplication/demographics/formb.aspx

CYFAR Children, Youth, and Families At Risk Program

Help My CYFAR Projects

Edit Community Demographic Report

Preview Report Report Instructions

form a **form b** form c form d form e form f form g

project title: Building Community Strengths in Montana

status: Data Incomplete

state: Montana

year: 2007

form b poverty risk factor

Total Number of Children Pre K-6: 0

Percent in Poverty: %

Total Number of Children K-6: 0

Percent in Poverty: %

Total Number Youth Grade 7 - 12: 0

Percent in Poverty: %

submit

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Form B: Indicate the % in poverty. The totals for each age group will be calculated and shown based on the data in Form A.



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Form C: Race/Ethnicity of SCP Staff and Volunteers

form a form b **form c** form d form e form f form g

project title
Communities Enhancing Head Start on Healthy Start (HS-HS) by Kindergarten (K)

status
Posted

state
AL - Tuskegee

year
2011

[Having problems? We can help!](#)

form c
staff and volunteers by ethnicity/race

« previous next »

	Extension Staff (FTE's)	Other Paid CYFAR Project Staff (FTE's)	Youth Volunteers	Adult Volunteers
Total Participants	0.30	0.75	1	9
Ethnicity (Number of People):				
Hispanic or Latino	0	1	1	5
Not Hispanic or Latino	3	0	0	4
Race (Number of People):				
White	2	1	1	8
Black or African-American	1	0	0	1
American Indian or Alaska Native	0	0	0	0
Asian	0	0	0	0
Native Hawaiian or Other Pacific Islander	0	0	0	0
Persons indicating more than one race	0	0	0	0
Approximate hours contributed by Adult Volunteers:				86
Approximate hours contributed by Youth Volunteers:				14

Report total FTE's for Extension Staff and other CYFAR project staff. Total number of youth and adult volunteers

Form D: Computers & Technology at all Sites – Includes Use & Training

Edit form d - Computers and Technology - CYFAR - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Address <http://72.29.23.34/ReportingApplication/demographics/Formd.aspx>

CYFAR Children, Youth, and Families At Risk Program [Help](#) [My CYFAR Projects](#)

Edit Community Demographic Report [Preview Report](#) [Report Instructions](#)

form a **form b** **form c** **form d** **form e** **form f** **form g**

project title
Building Community Strengths in Montana

status
Data Incomplete

state
Montana

year
2007

[Having problems? We can help!](#)

form d
computers and technology [previous](#) [next](#)

Computers at all sites funded through sources other than CYFAR:
[save](#)

There are no sites set up for this project. You must add at least one site.

[Add new site](#)

[previous](#) [next](#)

Please Send Comments or Questions to: swright@csrees.usda.gov
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Done

Start | [Inbox - Microsoft Out...](#) | [Cyfar](#) | [Edit form d - Comp...](#) | [Document1 - Microsof...](#) | [Internet](#) | 12:01 PM



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Form E: Delivery Method & Program Content

edit form e - child/youth keywords - Cyfar - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Address http://72.29.23.34/ReportingApplication/demographics/forme.aspx

Edit Community Demographic Report

form a form b form c form d **form e** form f form g

Preview Report Report Instructions

project title
Building Community Strengths in Montana

status
Data Incomplete

state
Montana

year
2007

[Having problems? We can help!](#)

form e
child/youth key words

← previous next →

Delivery Method	Program Content
<input type="checkbox"/> Service learning	<input checked="" type="checkbox"/> Leadership
<input checked="" type="checkbox"/> Training	<input checked="" type="checkbox"/> Social competence
<input checked="" type="checkbox"/> Mentoring	<input checked="" type="checkbox"/> Sports and recreation
<input type="checkbox"/> School enrichment	<input checked="" type="checkbox"/> Citizenship
<input checked="" type="checkbox"/> After school	<input checked="" type="checkbox"/> Life skills (Decision making/Problemsolving/Goal setting)
<input checked="" type="checkbox"/> Summer program	<input type="checkbox"/> Gardening
<input type="checkbox"/> Camp	<input checked="" type="checkbox"/> Communication
<input type="checkbox"/> Cross age teaching	<input checked="" type="checkbox"/> Computer technology
<input type="checkbox"/> Distance learning	<input type="checkbox"/> Conflict resolution
<input type="checkbox"/> CD ROM	<input type="checkbox"/> Community service
<input type="checkbox"/> Electronic networks	<input checked="" type="checkbox"/> Healthy lifestyles
<input checked="" type="checkbox"/> Computer labs	<input checked="" type="checkbox"/> Personal development
<input checked="" type="checkbox"/> Homework centers	<input type="checkbox"/> Safety
<input checked="" type="checkbox"/> Challenge/adventure based	<input checked="" type="checkbox"/> Nutrition
<input type="checkbox"/> Support group	<input checked="" type="checkbox"/> Arts/music
<input checked="" type="checkbox"/> 4-H Clubs	<input type="checkbox"/> Reading & literacy
<input checked="" type="checkbox"/> Hands On Learning	<input type="checkbox"/> Language (ESL)
<input type="checkbox"/> Youth Center	

Select keywords for the child/youth audience

Form F: Delivery Method & Program Content

edit form f - adult keywords - Cyfar - Microsoft Internet Explorer

Address: http://72.29.23.34/ReportingApplication/demographics/formf.aspx

form a | form b | form c | form d | form e | **form f** | form g

project title
Building Community Strengths in Montana

status
Data Incomplete

state
Montana

year
2007

[Having problems? We can help!](#)

**form f
adult key words**

< previous | next >

Delivery Method	Program Content
<input type="checkbox"/> Training	<input type="checkbox"/> Parent education
<input type="checkbox"/> Support group	<input checked="" type="checkbox"/> Child care
<input type="checkbox"/> Learn by mail	<input type="checkbox"/> Coalition building/Systems development
<input type="checkbox"/> Home visitation	<input type="checkbox"/> Teen pregnancy prevention
<input type="checkbox"/> Resource center	<input type="checkbox"/> Work force preparation
<input type="checkbox"/> Newsletter/fact sheets	<input checked="" type="checkbox"/> Nutrition
<input type="checkbox"/> Electronic networks	<input type="checkbox"/> Policy education
<input type="checkbox"/> Distance learning	<input type="checkbox"/> Gardening
<input type="checkbox"/> Mentoring	<input type="checkbox"/> Language (ESL)
<input type="checkbox"/> Cross age teaching	<input type="checkbox"/> Entrepreneurial skills
<input type="checkbox"/> CD ROM	<input checked="" type="checkbox"/> Family development
<input type="checkbox"/> Advisory group	<input type="checkbox"/> Citizen development
<input type="checkbox"/> Community forum	<input type="checkbox"/> Reading & literacy
<input checked="" type="checkbox"/> Open house/service providers fair	<input checked="" type="checkbox"/> Computer skills
<input checked="" type="checkbox"/> Community leaders and members meeting	<input type="checkbox"/> College readiness
<input type="checkbox"/> Field Trips	<input type="checkbox"/> Study skills
<input type="checkbox"/> Display/Fair	<input type="checkbox"/> Healthy life styles
<input checked="" type="checkbox"/> Interviews	<input type="checkbox"/> Welfare to work
<input type="checkbox"/> Simulation and games	<input type="checkbox"/> HIV/Aids prevention

Select keywords for the adult audience

Form G: 4-H Clubs

The screenshot shows a web browser window titled "edit form g - 4-H clubs - CYFAR - Microsoft Internet Explorer". The address bar shows the URL: <http://72.29.23.34/ReportingApplication/demographics/formg.aspx>. The page header includes the CYFAR logo and navigation links for "Help" and "My CYFAR Projects". The main heading is "Edit Community Demographic Report". Below this, there are tabs for forms a through g, with "form g" selected. The form content includes a sidebar with project details and a main area for demographic data.

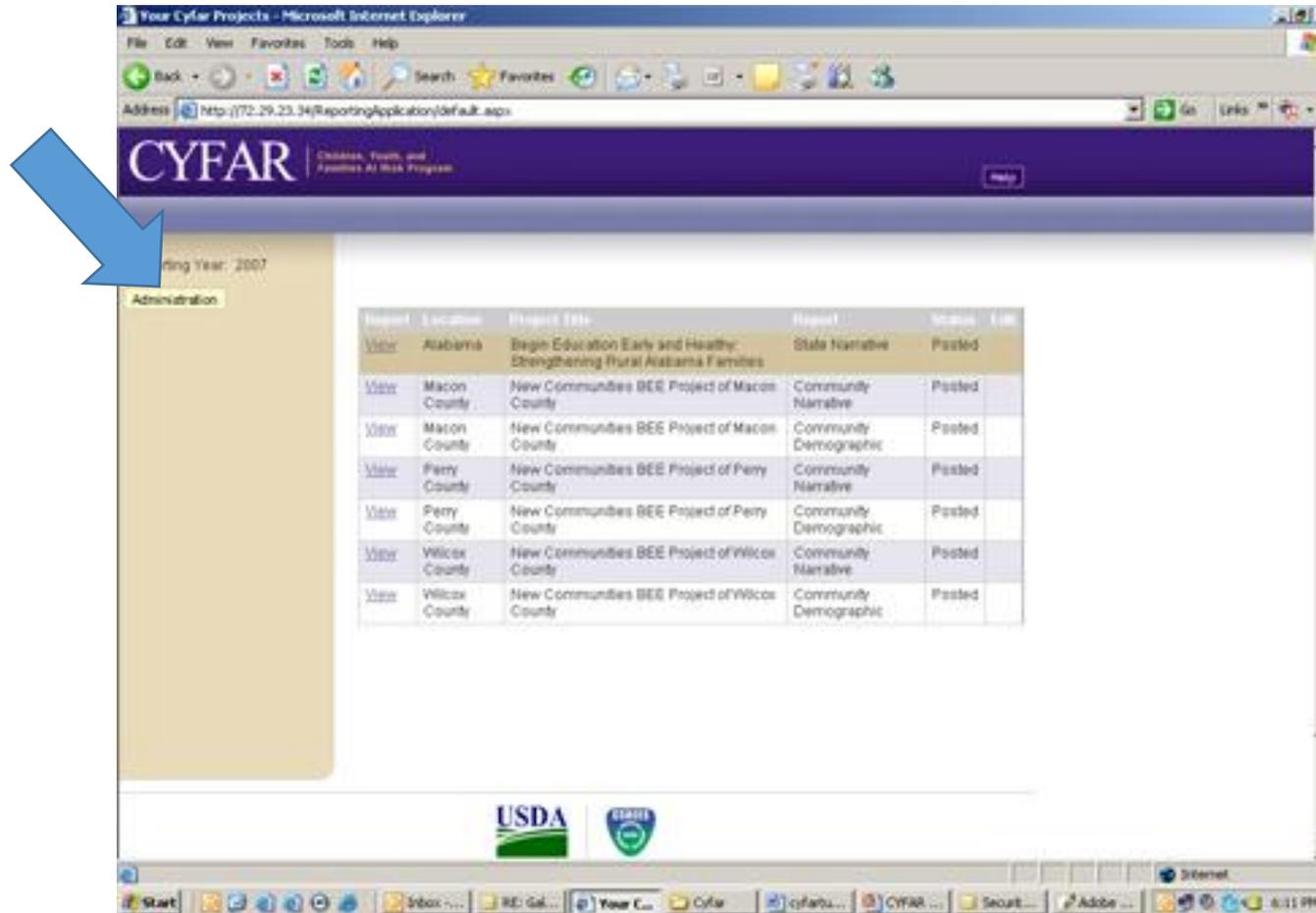
Field	Value
project title	form g 4-H clubs
status	Data Incomplete
state	Montana
year	2007
Total Number of Clubs	0
Total Number of Children K - 6	0
Total Number of Youth Grades 7 - 12	0
Total Number of Youth Volunteers	0
Total Number of Adult Volunteers	0

Buttons: "save", "previous" (two instances).

Logos: USDA, CSREES. Text: "Please Send Comments or Questions to: swright@csrees.usda.gov Copyright ©2001".

Identify the total number of 4-H clubs, children (K-6, 7-12), youth volunteers, and adult volunteers

Administration

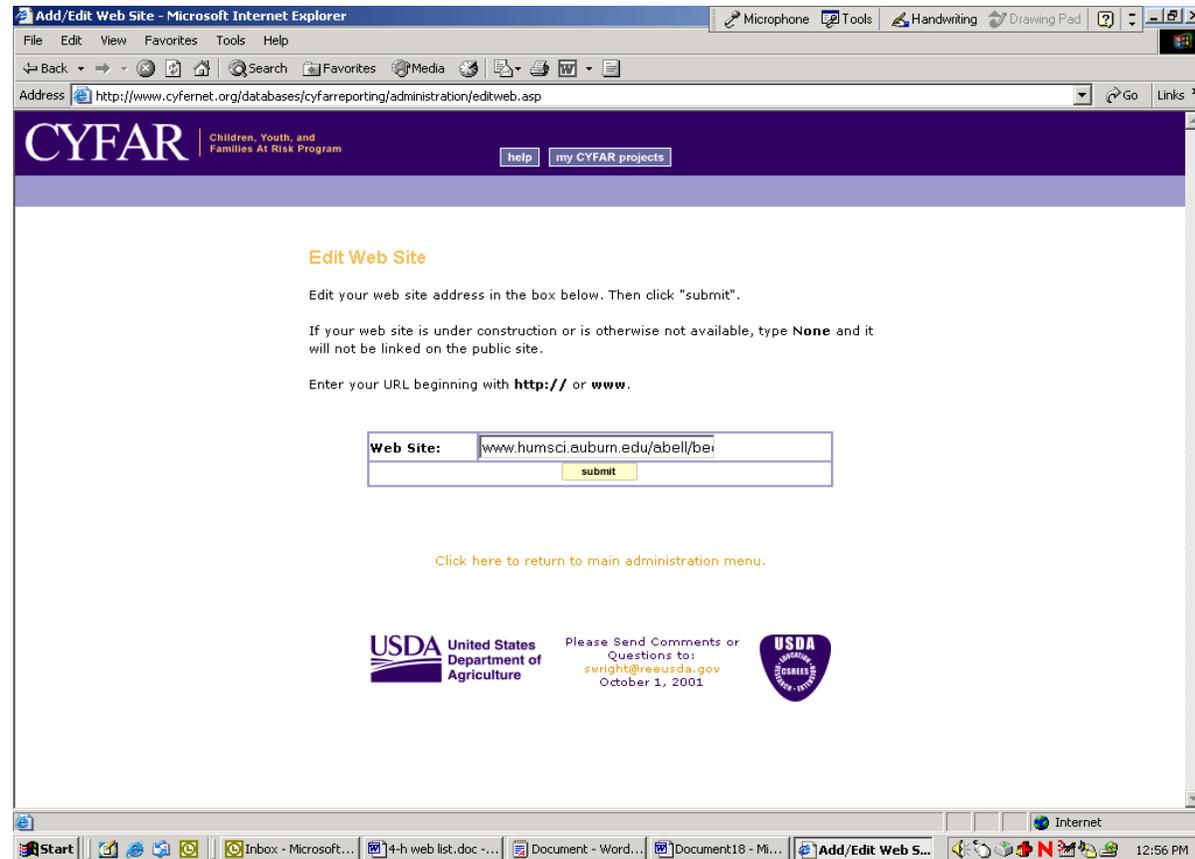


The screenshot shows the CYFAR web application interface. A blue arrow points to the 'Administration' link in the left sidebar. The main content area displays a table of reports with the following data:

Report	Location	Project Title	Report	Status	Link
State	Alabama	Begin Education Early and Healthy: Strengthening Rural Alabama Families	State Narrative	Posted	
State	Macon County	New Communities BEE Project of Macon County	Community Narrative	Posted	
State	Macon County	New Communities BEE Project of Macon County	Community Demographic	Posted	
State	Perry County	New Communities BEE Project of Perry County	Community Narrative	Posted	
State	Perry County	New Communities BEE Project of Perry County	Community Demographic	Posted	
State	Wilcox County	New Communities BEE Project of Wilcox County	Community Narrative	Posted	
State	Wilcox County	New Communities BEE Project of Wilcox County	Community Demographic	Posted	

Administration allows you to update certain data after you report has been approved and posted

Edit Website URL



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Edit CYFAR Staff and Staff Data

The screenshot shows a web browser window titled "State Report: Staff - Microsoft Internet Explorer". The address bar shows the URL: <http://72.29.23.35/ReportingApplication/stateproject/staff.aspx>. The page header includes the CYFAR logo and the text "Children, Youth, and Families At Risk Program". The main content area is titled "Edit State Narrative Report" and features a navigation menu with tabs: "basic information", "staff", "accomplishments", "description", "outcome 1", and "outcome 2". The "staff" tab is currently selected.

On the left side, there is a sidebar with the following information:

- project title: Building Community Strengths in Montana
- status: Data Incomplete
- state: Montana
- year: 2007

The main content area displays the "staff" section with a table of staff members:

Name	Title	Edit Contact Information	
Bailey, Sandra	State Project Director	Edit	
Leticq, Bethany	State Project Evaluator	Edit	Remove
St. Pierre, Nate	State Project Evaluator	Edit	Remove
Veltkamp, Millie	State Project Technology Specialist	Edit	

Below the table, there are two buttons: "assign a CYFAR Role to an existing person" and "add new staff person".

The "Point of Contact Information" section shows:

Point Of Contact: Sandra Bailey
CYFAR Role: State Project Director

There is a "Change Point of Contact" button below this information.

At the bottom of the page, there are logos for USDA and CSREES, along with the text: "Please Send Comments or Questions to: swright@csrees.usda.gov".



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Thank You!

CYFERnet Evaluation Team

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