

## CYFAR Reporting System Tutorial

According to the Paperwork Reduction Act of 1995, an agency may not conduct or sponsor, and a person is not required to respond to, a collection of information unless it displays a valid OMB control number. The valid OMB control number for this information collection is 0524-0043. The time required to complete this information collection is estimated to average 322 hours per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information.

This information is designed to assist CYFAR Project Directors with using the CYFAR Online Reporting System. It is important to read and follow the instructions carefully in order to successfully enter your data with minimal problems. This revised tutorial includes instructions for both NCP and SCP projects.

This tutorial will take you step-by-step through each screen in the State LGU and community reporting categories. It also has many helpful hints. If you have any questions or problems when completing a report form, you can click the HELP icon near the top a data entry screen for general help or “Report Instructions” for detailed instructions for that data entry report screen. If you still have a problem that isn’t answered in the tutorial, HELP or Report Instructions, contact the CYFAR Program Specialists:

Jim Kahler, 202-690-1568, [jkahler@nifa.usda.gov](mailto:jkahler@nifa.usda.gov)  
Lindsey Jewell, 202-720-6962, [ljewell@nifa.usda.gov](mailto:ljewell@nifa.usda.gov)

The CYFAR Online reporting System is an important tool both for entering project information, but also for public viewing of projects and data. Once projects reports have completed the entire review process, reports and information are posted on the public site at: <http://cyfernetsearch.org/reporting/public/>.

All Projects, including Close-out Projects, will use the system to complete an annual narrative report. For Close-out Projects, the 5<sup>th</sup> year annual report will serve as your Project Close-Out Report.

Only person(s) with authorization can access the reporting system to input data, and they can only access the level of data for which they are authorized. The sections about the State LGU report are designed for a State LGU Project Director. A Community Director who is authorized to enter their community data can enter their community data. They will only see what relates to their community project(s) when they access the reporting system. Community Directors must not use the State LGU Director’s login to complete their community reports, as this can create problems during the approval process.

Some reports use new text boxes that make it easier to format text and to copy/paste text into the report. To do this, copy your text, click in the text box, then use your browser’s EDIT/PASTE function to paste the text into the box.

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## Accessing the Reporting System

To begin, go to the CYFAR Online Reporting web site at <http://cyfernetsearch.org/reporting/reportingapplication/login.aspx>.

The State LGU Project Director will receive an email with their login and password information before the first CYFAR reporting session. The login and password will not change from year to year, even if you have completed one five-year CYFAR project and are starting a new one. The State LGU Project Director is the only person who will have rights to access the reporting system. As you will learn later, this Director may choose to transfer these reporting rights to a State LGU Project Coordinator. Only one State LGU person – the director or coordinator – may have access rights.

Community Directors who are designated by the State LGU director with reporting rights will receive a similar email with login and password. This is the only person for their community who will have rights to access the reporting system, and they will only have access to reports for their community project. A community director may choose to transfer these reporting rights to a coordinator – only the director or coordinator can have reporting rights.

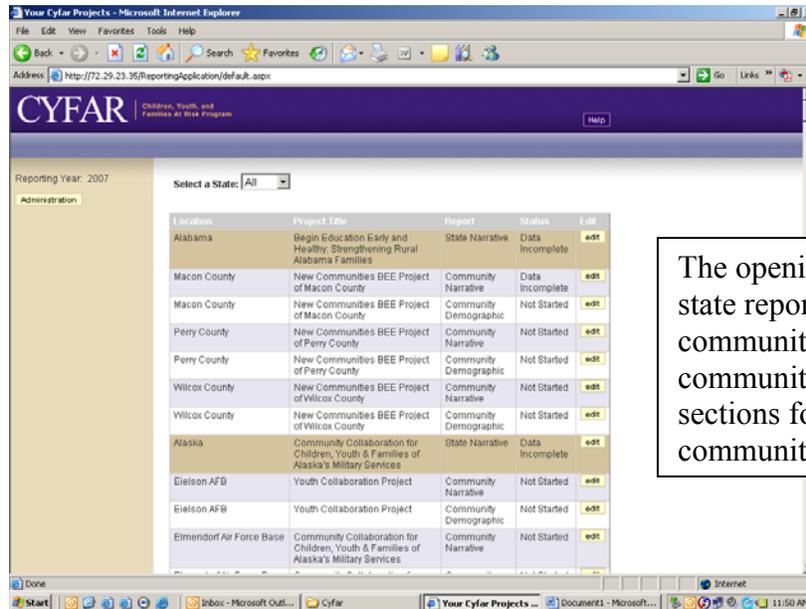
You can only access the reporting forms of the reporting system during the reporting period. This time period will be announced to project directors. After your reports have been completed and approved, you will not be able to access reporting forms. You will use the Administration system to update certain information after your report is approved (this is discussed on page 20).

Type in your sign-in name and password that you were assigned, then click SUBMIT. Use the “Help with sign-in” link if you forgot your password or can’t sign in. You can request an email with your information. There is also a link to download this tutorial.

The screenshot shows a web browser window titled "CYFAR Reporting Login - Microsoft Internet Explorer". The address bar displays "http://72.29.23.35/ReportingApplication/login.aspx". The page content includes the CYFAR logo (Children, Youth, and Families At Risk Program) and a "Help" button. On the left side, there are links for "Tutorial" and "Help with sign in". The main form area contains two input fields: "Sign in name:" and "Password:", followed by a "submit" button. At the bottom of the page, there are logos for USDA and CSREES, and the text: "Please Send Comments or Questions to: [swright@csrees.usda.gov](mailto:swright@csrees.usda.gov) Copyright ©2001". The Windows taskbar at the bottom shows the Start button, several application icons, and the system tray with the time "11:50 AM".

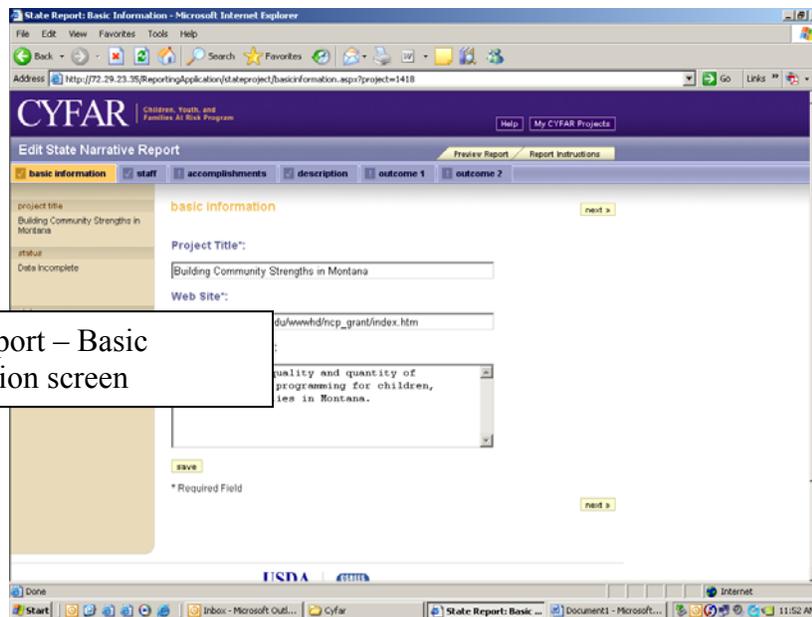
## Completing State LGU Reports

When you access the system, only your State LGU and/or community projects will be listed. Note the status column. As you enter data, it will say “Data Incomplete.” The status label will change as your report progresses. For renewed projects, much of your data has been duplicated from the previous year.



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

In the State LGU Project row, click the EDIT button to enter or edit state information. Notice the Menu bar near the top. A button will either have a check (✓) when all required data fields in that form contain data or an exclamation (!) if required data is still needed. Your Project title will be completed – edit if needed. Enter/edit your complete CYFAR Website address or type the word “None” if you don’t have a CYFAR Project Web site (don’t use your 4-H, FCS or Extension site if you don’t have a CYFAR site.) Type/edit your brief marketing statement. Click SAVE to save the data.



Click “staff” on the menu bar.

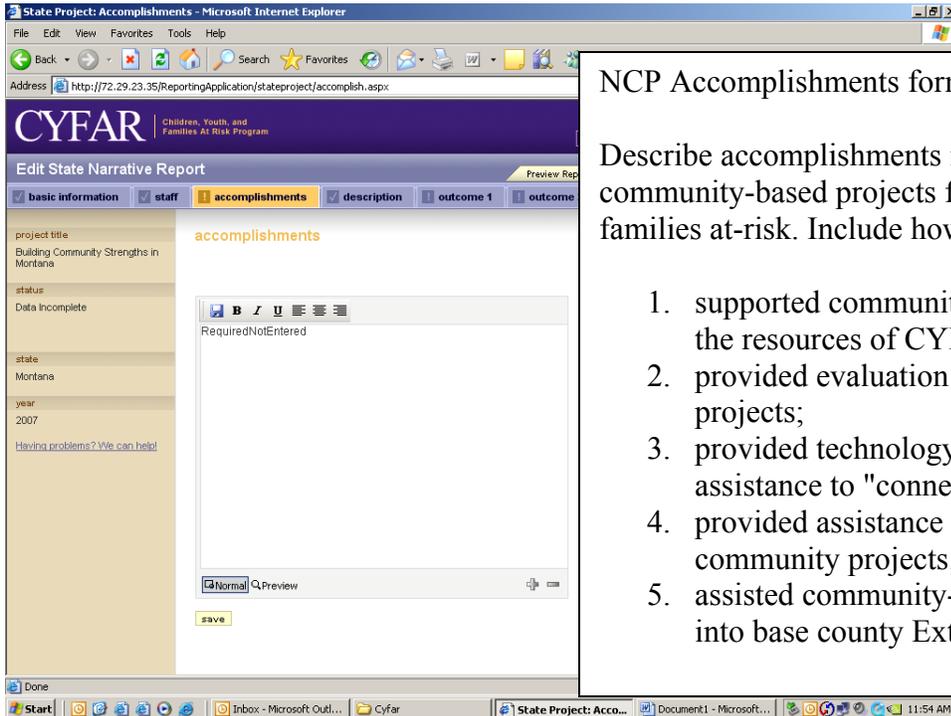
State Project Staff Form: Edit or add as needed. You must enter a Project Director or Coordinator, Evaluator and Technology Specialist to complete this form.

To edit or delete any State LGU staff already in the system, click EDIT by the person’s name. To add new staff, click the “Add New Staff” button. If you have one person who serves multiple CYFAR roles, you can use the “assign a CYFAR role to an existing person” to add more roles to the person’s record – you no longer have to create multiple records for such a person. You can change the Point of Contact (POC) from this page – for the State LGU report, this can only be the Project Director or Coordinator. This is the only person with State LGU reporting rights and who receives emails from the reporting system. If you have a new POC replacing a former POC, create the new POC record and change POC to the new person. Make the former POC inactive if they are no longer with the project.

Edit staff data. If a person left your project, open their record and click “No longer associated with this project” and SUBMIT. Use Add Staff as mentioned above to add new staff. Do not use Edit Staff to change a former staff member to a new staff member. The former staff member’s information must remain in the system.

Type/edit staff information as necessary. Required fields are noted with a “\*”.

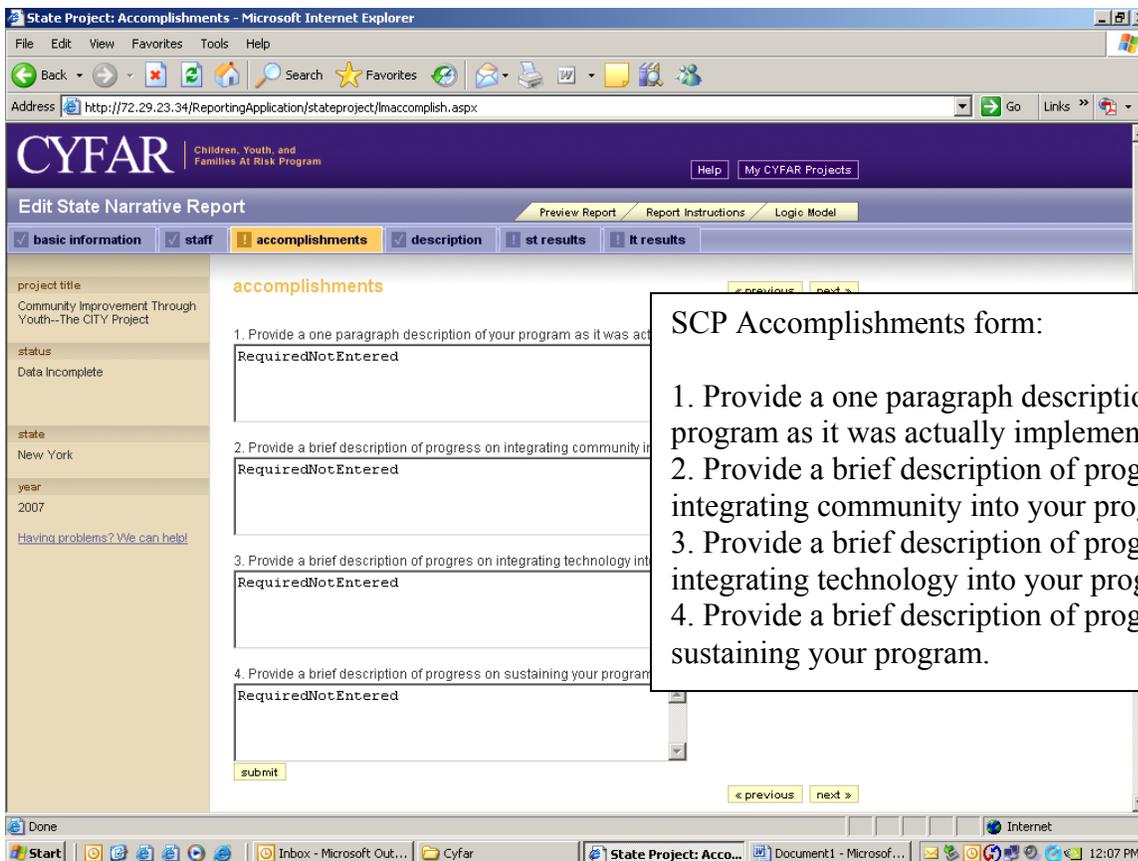
Go back to the staff page and repeat as needed to enter or update all State LGU staff positions. Be sure to click SUBMIT each time. When done with staff, click “Accomplishments” on the menu bar. Enter your FY State LGU project accomplishments. SAVE when done.



### NCP Accomplishments form:

Describe accomplishments in supporting and sustaining community-based projects for children, youth, and families at-risk. Include how State Project staff:

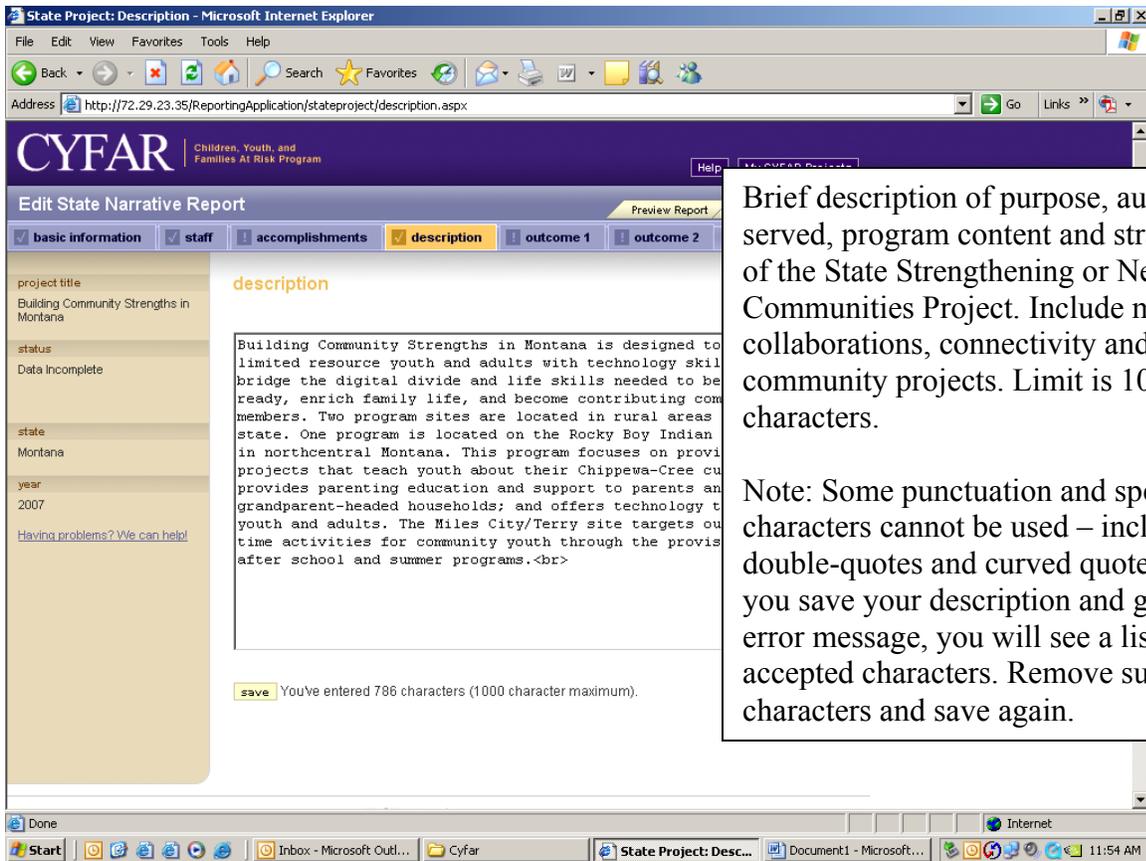
1. supported community sites and projects in using the resources of CYFERnet;
2. provided evaluation assistance to the community projects;
3. provided technology training and technical assistance to "connectivity" sites;
4. provided assistance with local sustainability of community projects; and
5. assisted community-based projects to integrate into base county Extension programs.



### SCP Accomplishments form:

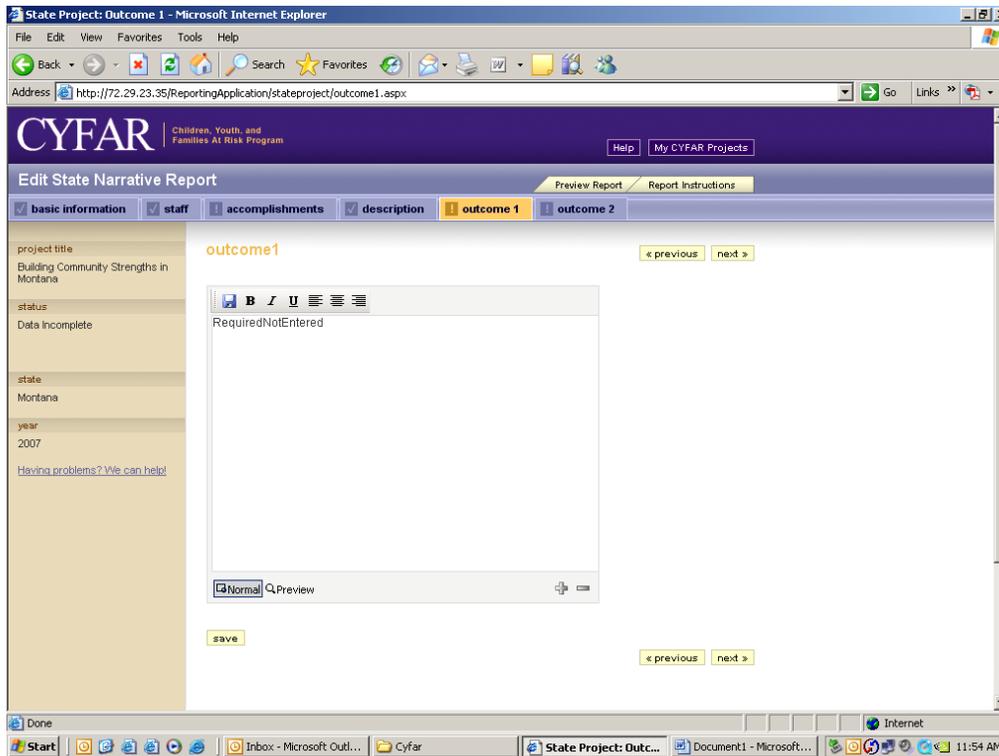
1. Provide a one paragraph description of your program as it was actually implemented.
2. Provide a brief description of progress on integrating community into your program.
3. Provide a brief description of progress on integrating technology into your program.
4. Provide a brief description of progress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

Now click on “Description.” Type or edit your project description. Click SUBMIT to save.

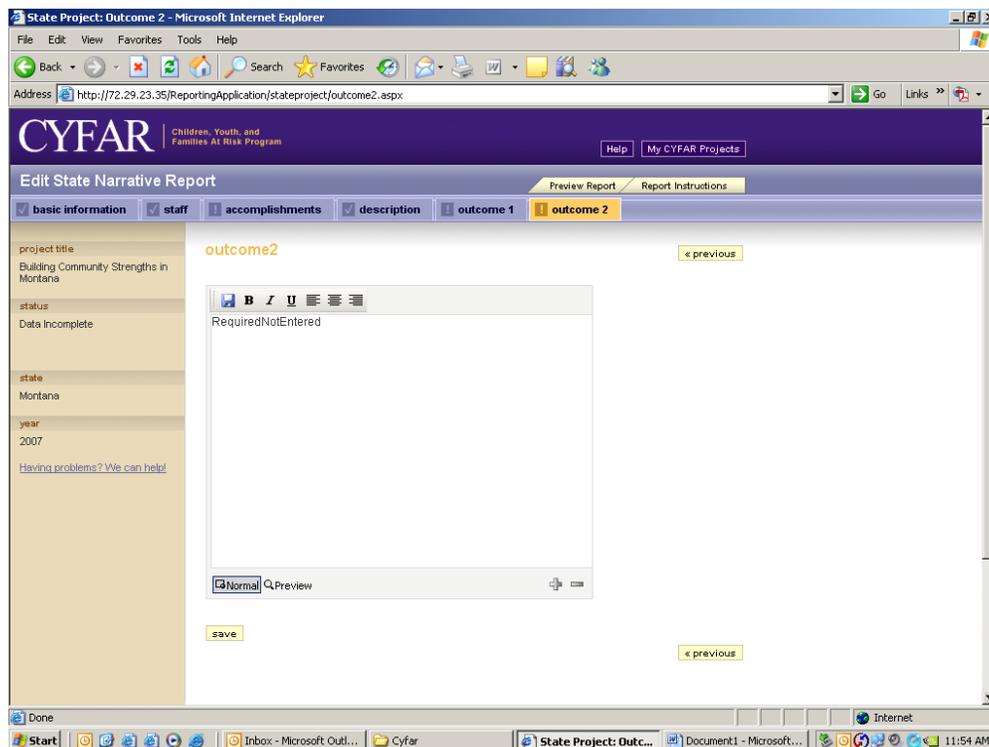


NCP and SCP projects report their outcomes differently. Continue for information about NCP Outcomes reports. SCP projects should proceed to page 8 for information about reporting short-term and long-term results based on their project logic models.

NCP: Click “Outcome 1” on the menu bar. List/edit key outcomes that demonstrate statewide capacity building to support programming for at-risk children, youth, and families. Click SUBMIT to save.

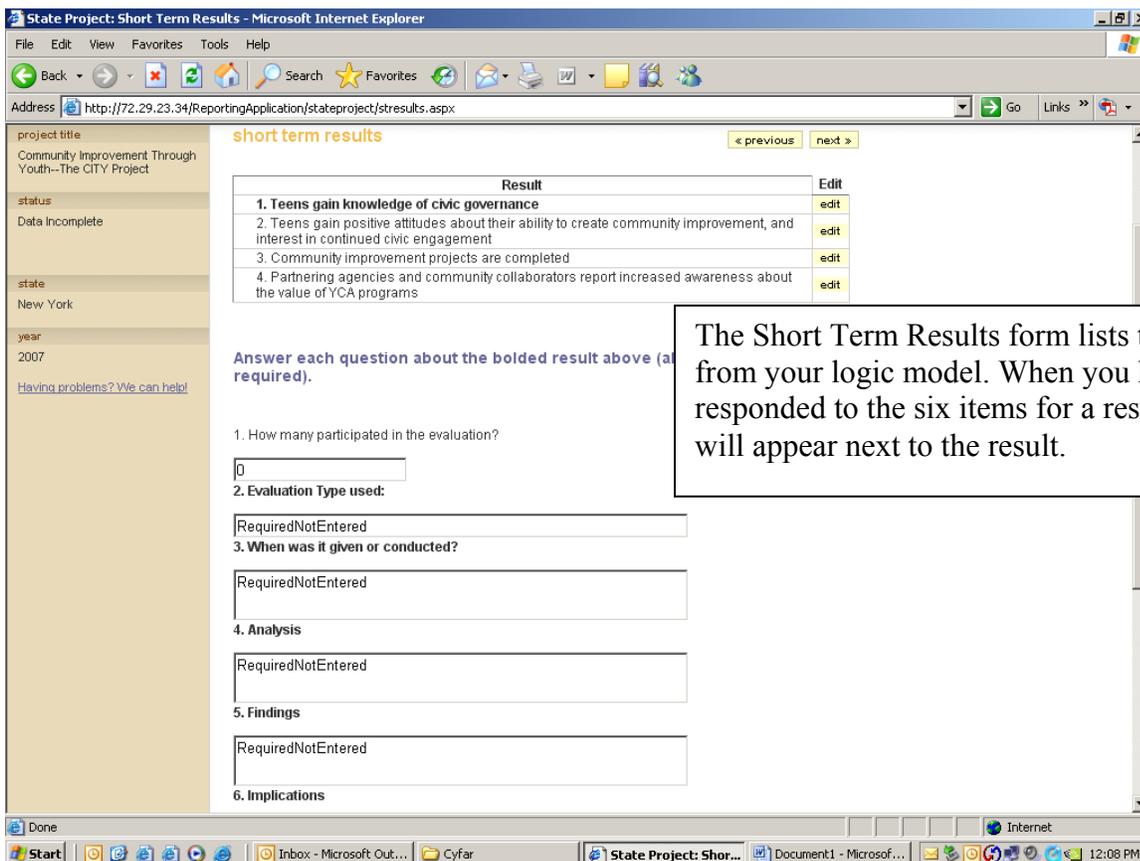
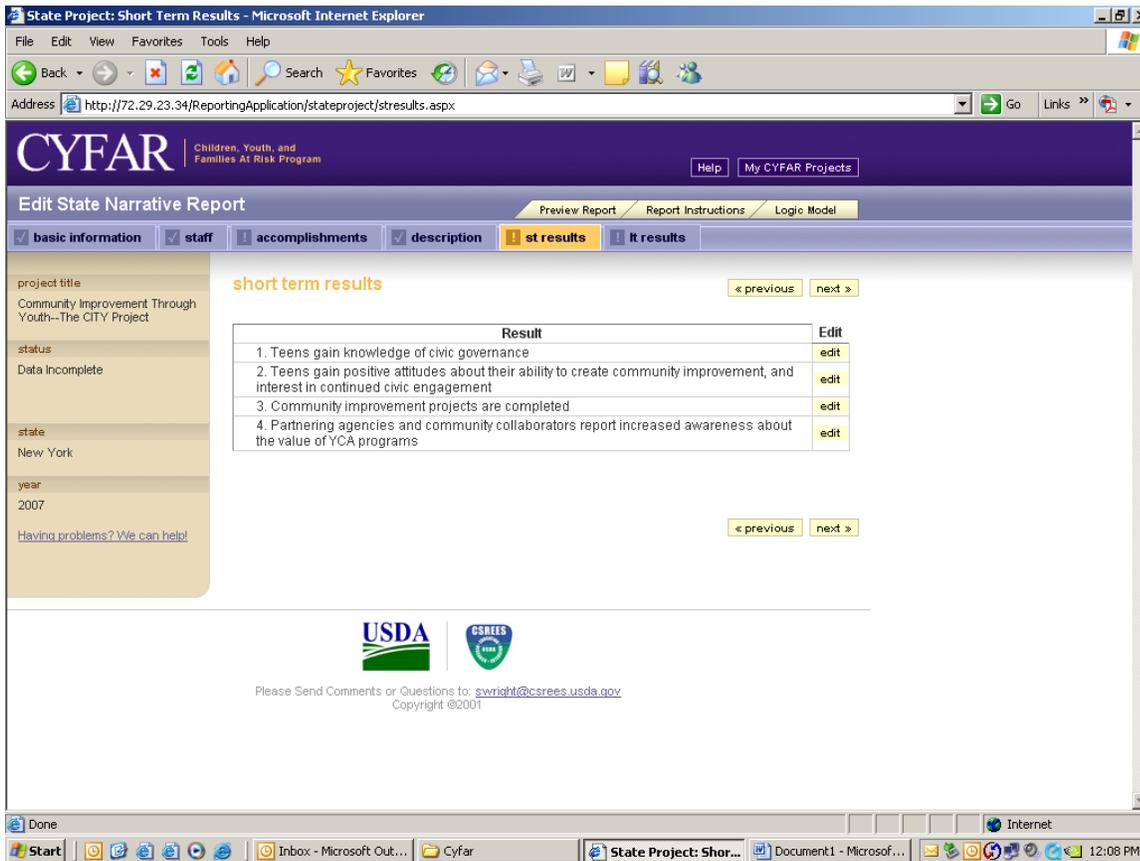


Click “Outcome 2” on the menu bar. Type/edit the outcomes for children, youth, parent/families, and communities. Click SUBMIT to save. Click NEXT to return to project listing.



NCP: Skip to page 10 to read about completing community reports.

SCP: Click ST Results to enter your short-term results based on your logic model. 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 and respond to the six items (see next screen).



Click the LT Results tab to report on long term results. Click the link to view this portion of your logic model. This form works the same way as the ST Results form and response items. You may not have any long term results to report until later years of your project, but you still need to respond to these items to complete your report. A response such as “Will be completed in [year].” is acceptable.

You can click the logic model tab at any time to view a copy of your logic model.

**Logic Model for IL (project started in 2006)**

Top

Identified Needs and Assets	Desired Results	Indicators	Activities	Resources
<p><b>Needs</b></p> <p>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 &amp; Schoen, 1996)</p> <p>Parents want specific information about what they can do to help their child, but time is a barrier to receive this information (Melmed,</p>	<p><b>Short Term</b></p> <p>1. Parents/grandparents will increase knowledge of child development.</p> <p>2. Parent/grandparents will increase their confidence and competence in functioning as a parent.</p> <p>3. Parents/grandparents</p>	<p><b>Short Term</b></p> <p>1. Score on Knowledge of Infant Development Inventory (KIDI) (McPhee, 1981, 1983) or KCDI</p> <p>2. Score on Parental Sense of Competence Scale (PSOC) (Gibaud- Wallston, &amp; Wandersman, 1978)</p> <p>3. Score on a modified</p>	<p>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</p>	<p>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</p>

## Completing Community Reports

Community data may be entered by the State LGU reporting POC or a community reporting POC (the director or coordinator) if one is assigned. For a community POC, only the reports for that community will show. Click “Edit” for the community to enter or edit a Narrative Report – (gray row NarRpt).

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

Complete all the information as requested. Check one Primary Outcome, and one Secondary Outcome (NCP only) groups that you indicated in your CYFAR proposal. Click SUBMIT to save.

Community Project: Basic Information

Project Title: Building Community Strengths in Montana

Location: Miles City/Terry

Primary Outcome:

Early Childhood
  School-age
  Teen
  Parents/Families
  Community

Secondary Outcome:

Early Childhood
  School-age
  Teen
  Parents/Families
  Community

Geographical Type:

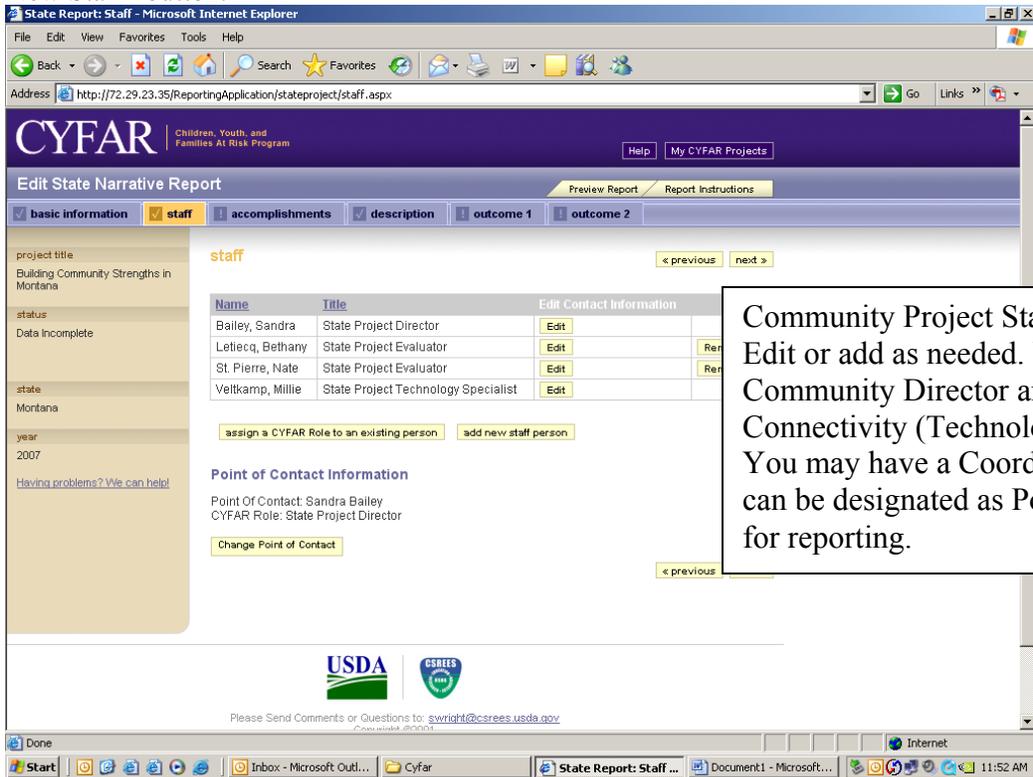
Central City
  Rural/small town
  Suburb
  Town/City

Number of Collaborating Organizations: 5

Market Statement:

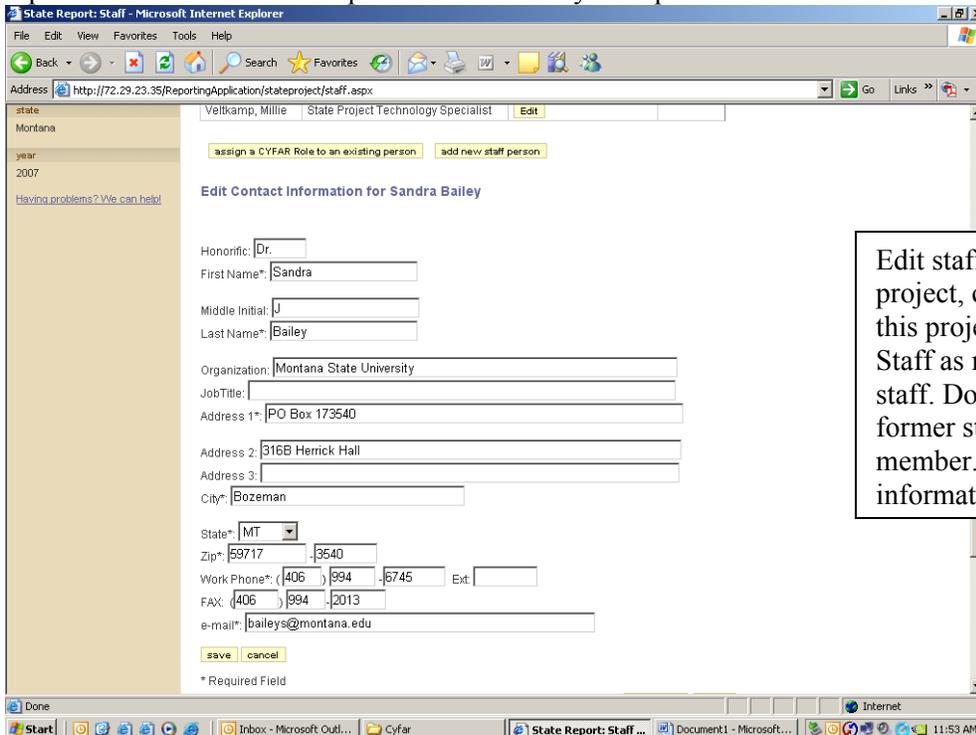
The Custer-Prairie Youth Project provides dynamic, exciting opportunities for youth to spend their out-of-school time. Hands-on experiential learning provides the basis for

Click “Staff” on the menu bar to enter or edit community staff. To edit or delete any community staff already in the system, click EDIT by the person’s name. To add new community staff, click the “Add New Staff” button.



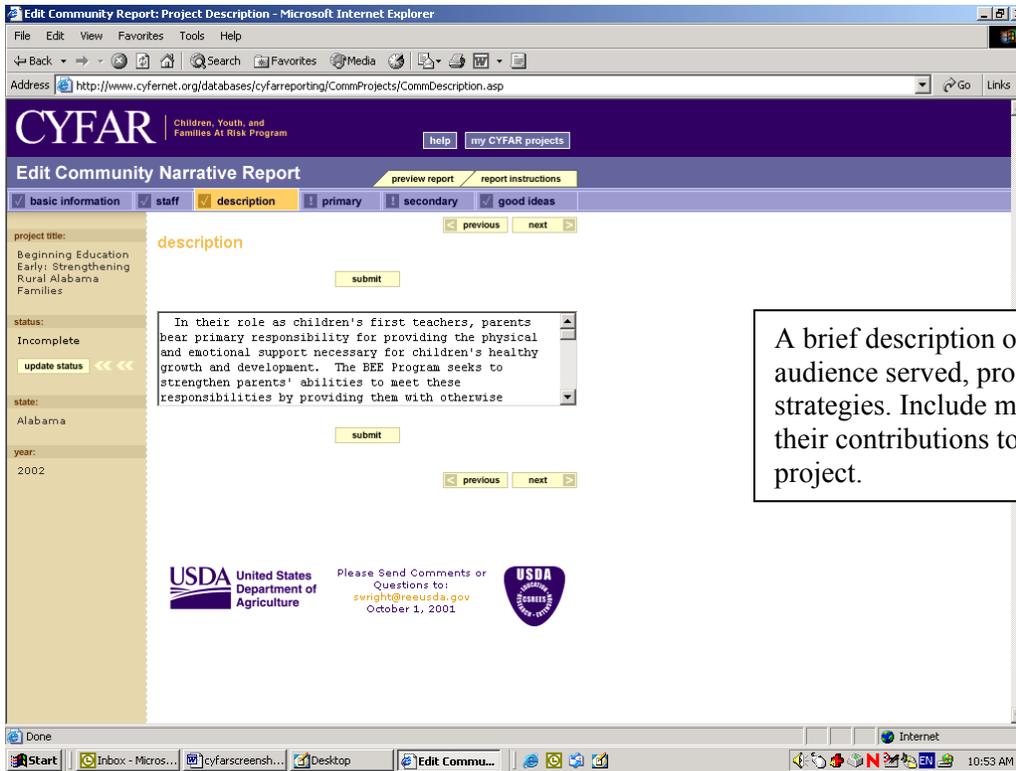
Community Project Staff Form:  
 Edit or add as needed. You must have Community Director and a Connectivity (Technology) Contact. You may have a Coordinator, who can be designated as Point of Contact for reporting.

Type/edit information as necessary. Required fields are noted with a “\*”. When the State LGU Director creates a new community staff member, there will be an additional check box to designate this person (if a Community Director or Coordinator) as a Point of Contact. This is the only community person who will have rights to enter the community annual report information. You will be asked to verify this when you submit it. Click SUBMIT to save data. To remove a staff person from the database, click the radio button for “No longer associated with this project” and click SUBMIT. Go to the page with the list of staff and repeat as needed to enter or update all community staff positions. Be sure to SUBMIT to save each time.



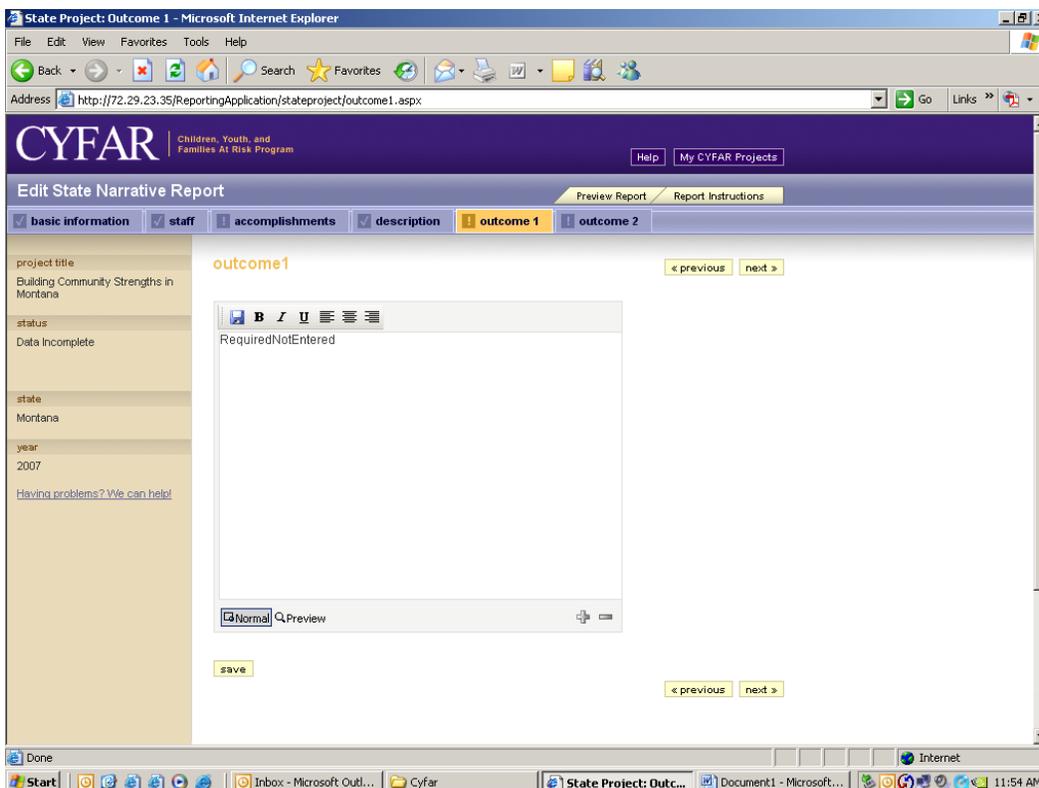
Edit staff data. If a person left your project, click “No longer associated with this project” and SUBMIT. Use Add Staff as mentioned above to add new staff. Do not use Edit Staff to change a former staff member to a new staff member. The former staff member’s information must remain in the system.

When done with staff, click “Description” on the menu bar. Type/edit the community project description. Click SUBMIT to save data. When done with Description, click “Primary” on the menu bar.



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

NCP Only – Primary & Secondary Outcomes: Describe key impacts for Primary Outcome. For example, "based on quarterly focus groups held with an average attendance of 20 parents of after-school children, 80% reported that their children are learning how to get along with peers and becoming more cooperative at home." SUBMIT, then click Secondary to type the key impacts for your Secondary Outcome. Proceed to “Good Ideas.”



## SCP Projects Only – Accomplishments: Respond to the four questions.

The screenshot shows the 'Edit State Narrative Report' page in the CYFAR system. The 'accomplishments' tab is selected. The page displays four numbered questions for the user to answer. Each question has a text area and a 'RequiredNotEntered' status indicator. The questions are:

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

Navigation buttons include '< previous' and 'next >'. A 'submit' button is located at the bottom of the form. The left sidebar shows project details: project title 'Community Improvement Through Youth--The CITY Project', status 'Data Incomplete', state 'New York', and year '2007'.

SCP Community Accomplishments:

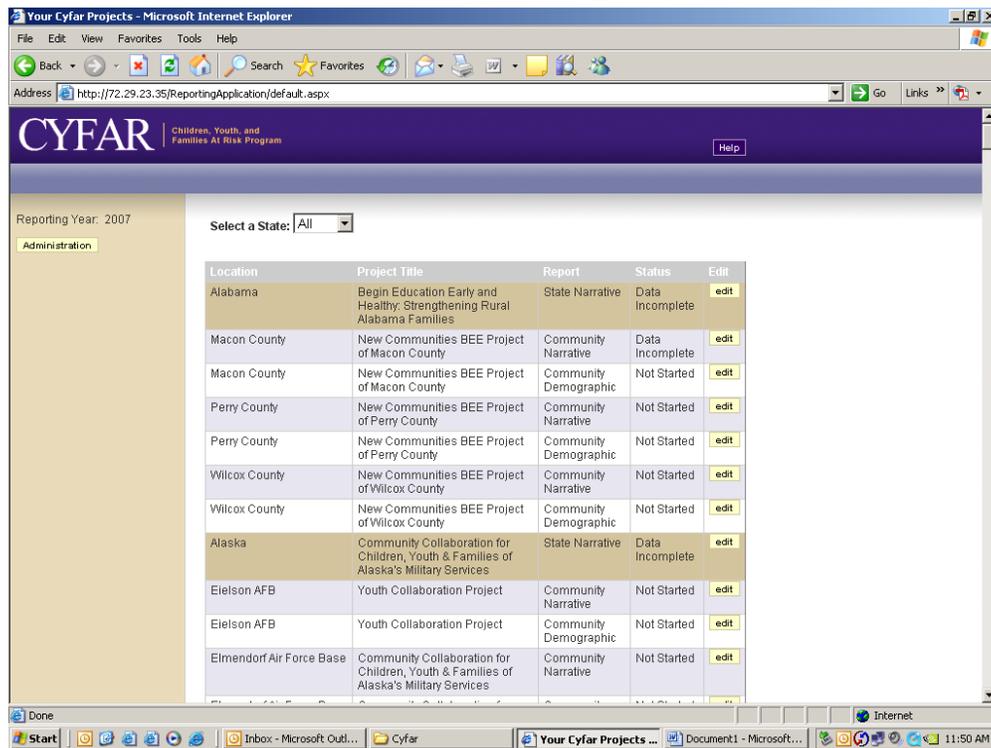
1. Provide a one paragraph description of your program as it was actually implemented.
2. Provide a brief description of progress on integrating community into your program.
3. Provide a brief description of progress on integrating technology into your program.
4. Provide a brief description of progress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

Good Ideas: You can add/edit any good ideas for your programs. If there is a good idea in the system for this reporting year, it will show here. If not, the screen will say, "There are no ideas for this project." There is a maximum of 2000 words – the system will warn you when you are approaching the limit. Click NEXT until you return to the list of projects.

The screenshot shows the 'Edit Community Narrative Report' page in the CYFAR system. The 'good ideas' tab is selected. The page displays a message: "Your changes have been accepted." Below this, a text area contains the message: "There are no ideas for this project." There is an 'add an idea' button. Navigation buttons include '< previous' and 'next >'. The left sidebar shows project details: project title 'Building Community Strengths in Montana', status 'Data Incomplete', state 'Montana', and year '2007'.

## Demographic Report

After entering the data for the Narrative Report, you'll need to enter the demographic data. Select to edit a community demographic report (white row – DemoRpt).



FORM A: Type in the appropriate numbers for your project. In federal reporting, ethnicity is distinct from race. You should indicate an ethnicity category for each participant and all racial categories that apply to each participant (i.e. a participant of more than one race would be recorded in each applicable racial category). Ideally, your total participants should equal the total of numbers in your ethnicity section if everyone reported. Totals of racial categories will be equal to or greater than your total participants if they all report racial information. Click SUBMIT after entering data.

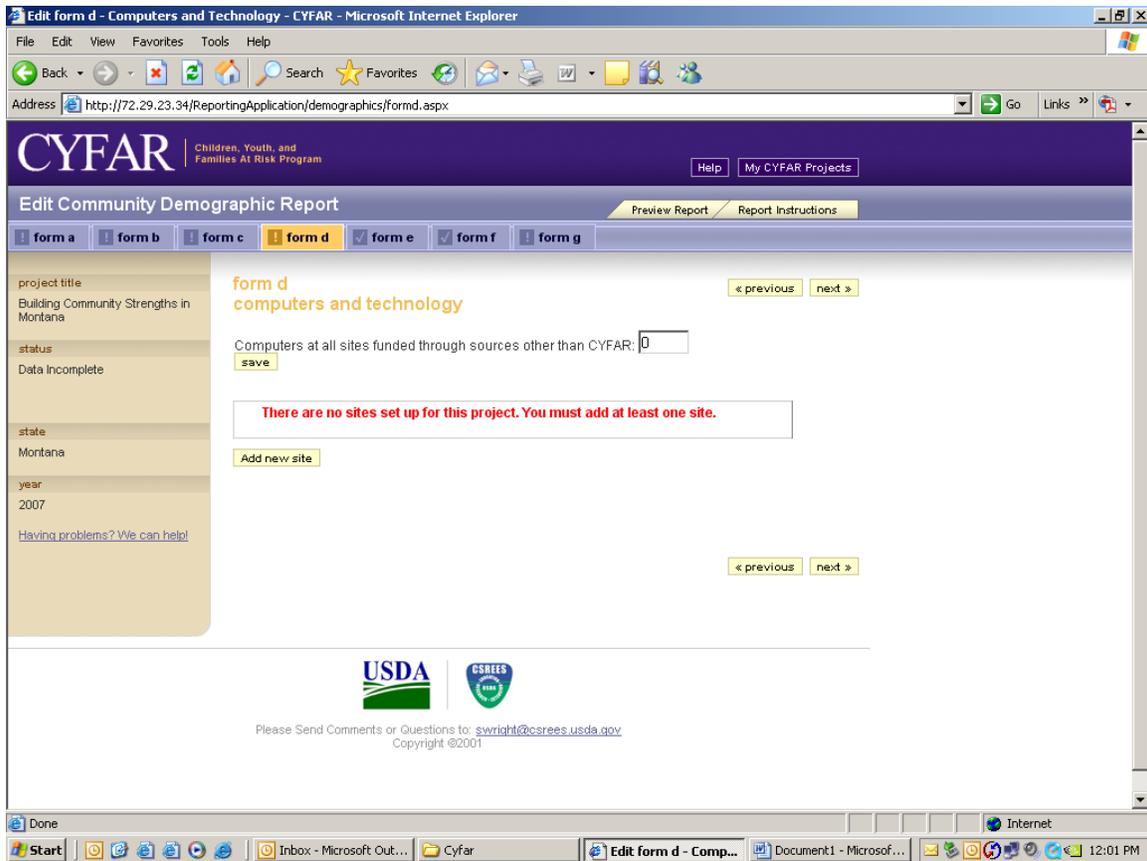
The screenshot shows the "Edit Community Demographic Report" form for "form a - age group by ethnicity and race". The browser window title is "edit form a - age group by ethnicity and race - CYFAR - Microsoft Internet Explorer". The address bar shows "http://72.29.23.34/ReportingApplication/demographics/forma.aspx?project=1419". The page header includes "Edit Community Demographic Report" and "Preview Report / Report Instructions". The form is divided into several sections:

- Project Information:** project title (Building Community Strengths in Montana), status (Data Incomplete), state (Montana), year (2007).
- Age Group by Ethnicity and Race:** A table with columns for Pre-K, K-6, Youth (Grades 7-12), and Parents.
- Total Participants:** Input fields for each age group.
- Ethnicity:** Input fields for Hispanic or Latino.
- Race:** Input fields for Not Hispanic or Latino, White, Black or African-American, American Indian or Alaska Native, Asian, and Native Hawaiian or Other Pacific Islander.
- Persons indicating more than one race:** Input fields for each age group.

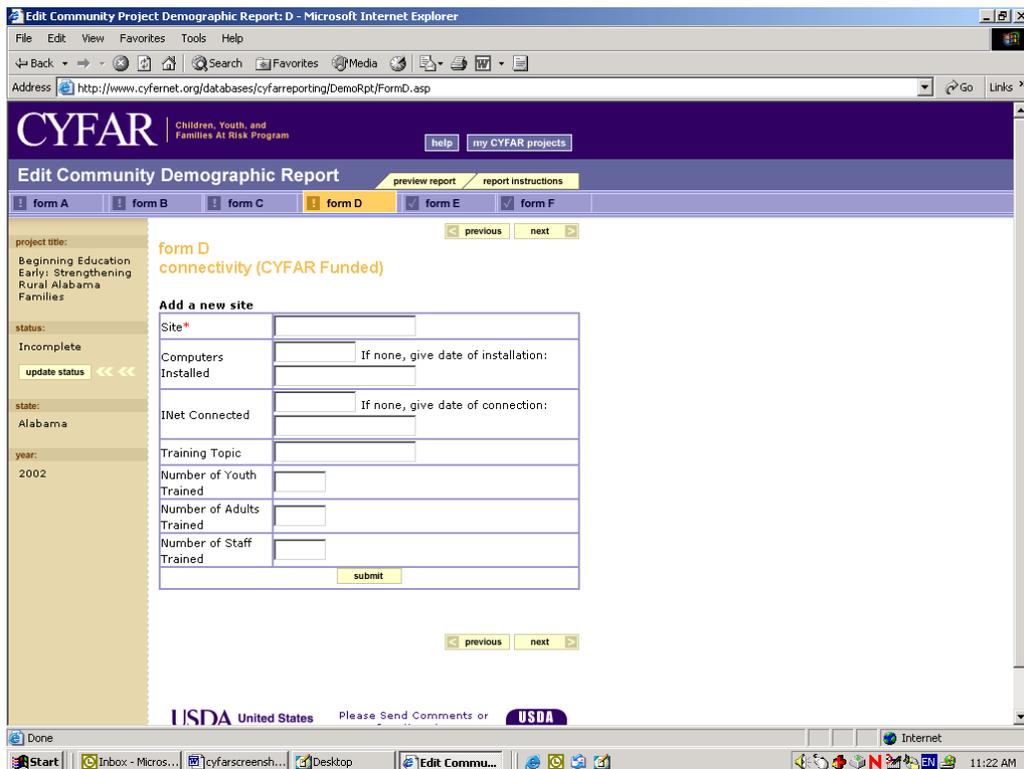
Form B: Indicate the % in poverty. The totals for each age group will be calculated and shown by the system based on the data in Form A.

Form C: Indicate the ethnic and racial data for staff and volunteers. NOTE: Staff is counted in Total Participants by FTE%. For race and ethnic data, all staff and volunteers are counted by person, not FTE%. When complete, click SUBMIT.

Form D: Type in the number of computers at all sites from sources other than CYFAR. Click “Add New Site” to enter data about a site that is using computers (from CYFAR and other sources).



Enter applicable data for a site that is using computers, then SUBMIT.



Form E: Check Delivery Method and Program Content keywords that describe your program for the child/youth audience. The keywords are used to help people search from the public site for relevant projects, so choose them carefully and select all that apply. Delivery Method describes the ways used to present the program. Program Content refers to the actual information that is presented. **Note the addition of new delivery methods: Faith-Based Partnership Programs and Community-Based Partnership Programs.** You must select the from the keyword lists – there is no way to add keywords.

In a similar manner, select keywords for adult participants.

Form G: 4-H Clubs form is for data about 4-H clubs that are a part of your CYFAR community project (not CYFAR youth or adults who are enrolled in a 4-H club or program outside of your CYFAR community project). 4-H Club means a 4-H program unit that is registered/chartered by your State LGU 4-H program, not simply using 4-H curricula or doing 4-H activities.

The screenshot shows the 'Edit Community Demographic Report' interface for Form G (4-H Clubs). The page is titled 'CYFAR Children, Youth, and Families At Risk Program'. The navigation bar includes 'form a' through 'form g', with 'form g' selected. The sidebar on the left contains the following information:

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

The main data entry area for 'form g 4-H clubs' contains the following fields:

- Total Number of Clubs:
- Total Number of Children K - 6:
- Total Number of Youth Grades 7 - 12:
- Total Number of Youth Volunteers:
- Total Number of Adult Volunteers:

Below the fields is a 'save' button. There are also 'previous' buttons and a 'Help' link. The footer includes logos for USDA and CSREES, and contact information: 'Please Send Comments or Questions to: [swright@csrees.usda.gov](mailto:swright@csrees.usda.gov) Copyright ©2001'.

### Sending Your Report to the Reviewer

Once you have entered and reviewed all of the required data in the Narrative and Demographic Reports, you must Update Status to send to the next level for review. The “Update Status” button won’t appear until all required data has been completed. If you don’t see the “Update Status” button when you are done, check that all items in the Menu Bar are preceded by a “√.” Any item with a “!” is still incomplete. Use the “Report Information” to review what is required for that report.

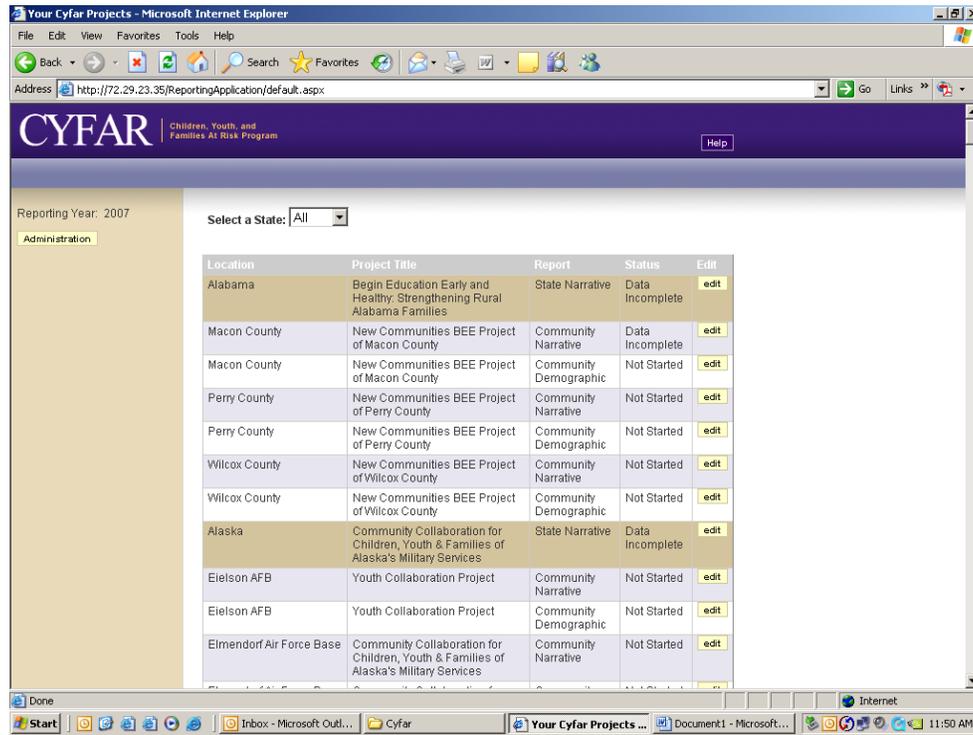
You are encouraged to click the “Preview Report” tab near the top of the screen to review your report before updating status. This can help you avoid having your report returned for incomplete or incorrect data. You can also use your browser’s PRINT function to print a copy of your report for your use.

The Update Status button is found to the left of most of the data entry pages. When you click “Update Status” you will get a warning message with information on how to terminate the Update process if necessary. Once executed, you will not be able to make changes to your report unless it is sent back to you by a reviewer. You must Update Status for your State LGU and each community project individually for both the demographic and narrative reports.

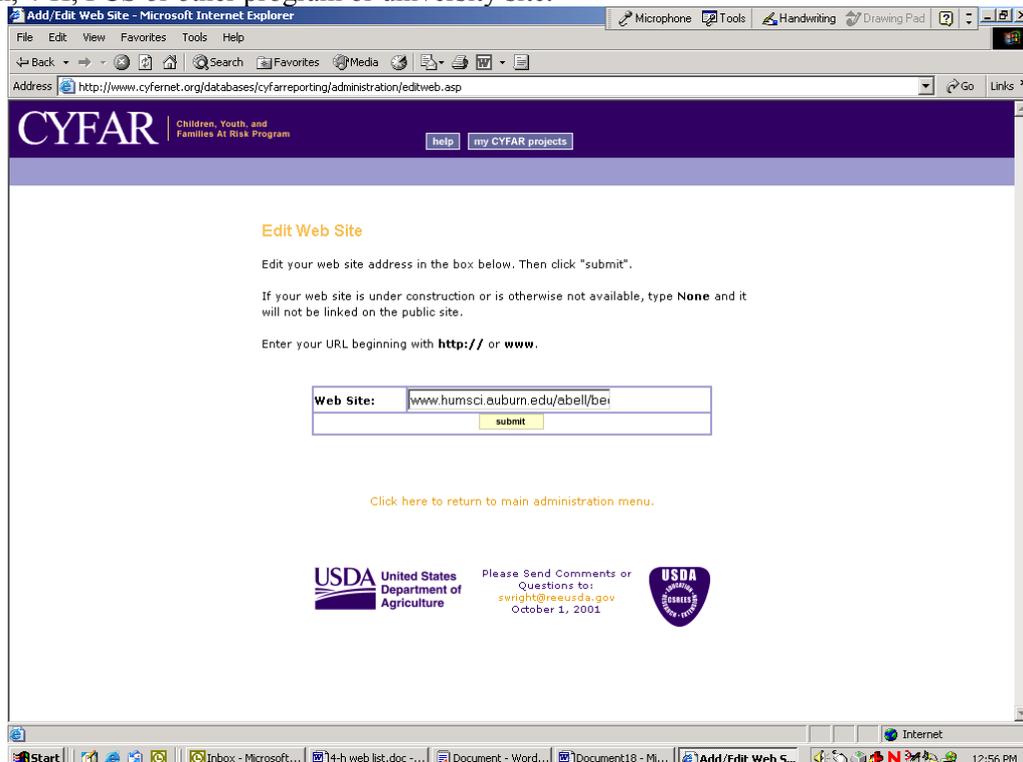
When your report is reviewed, if a change is required by a reviewer, you will receive an email informing you to make the necessary corrections. Go back into the reporting system and edit your report, following all of the same procedures as specified above. Then do Update Status as needed to return the edited report(s) to the reviewer.

## Administration - Data Entry After Posting

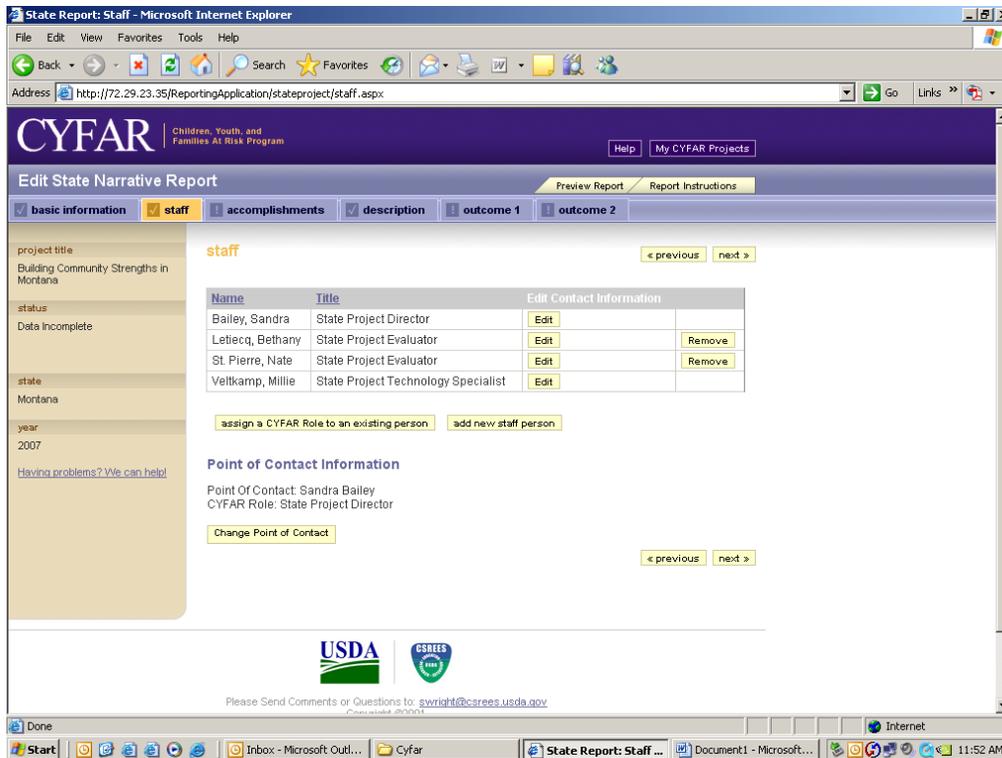
Once your project reports have completed the program review process they are posted on the public site; you are not able to edit information from the reporting part of the system. To edit staff information, Web site address, or Good Ideas after posting, login to the reporting System and click the “Administration” button. You will see editing links based on your position/level of access.



Edit Web Site: Type the URL or type NONE for no Web site. Use only your CYFAR Web site, not extension, 4-H, FCS or other program or university site.



The Edit State LGU Project Staff works as described previously in the Reporting section.



To edit community staff after report is posted, select the community and edit staff as described in the Reporting section.

Edit or add Good Ideas as described in the Reporting section.

