

Guidance documents lack the force and effect of law, unless expressly authorized by statute or incorporated into a contract. USDA may not cite, use, or rely on any guidance that is not available through their guidance portal, except to establish historical facts.

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
Lindsey Jewell, 202-720-6962, 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 5th 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.

Tutorial Contents:

Accessing the Reporting System	2
Completing State LGU Reports	3
Completing Community Reports	10
Completing Demographic Report	14
Sending Your Report to the Reviewer	19
Administration - Data Entry After Posting	20

Guidance documents lack the force and effect of law, unless expressly authorized by statute or incorporated into a contract. USDA may not cite, use, or rely on any guidance that is not available through their guidance portal, except to establish historical facts.

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.

swright@csrees.usda.gov Copyright ©2001'. The Windows taskbar at the bottom shows the Start button, several application icons, and the system clock at 11:50 AM."/>

CYFAR Reporting Login - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Forward Stop Home Search Favorites RSS Print Mail

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:

Please Send Comments or Questions to: swright@csrees.usda.gov
Copyright ©2001

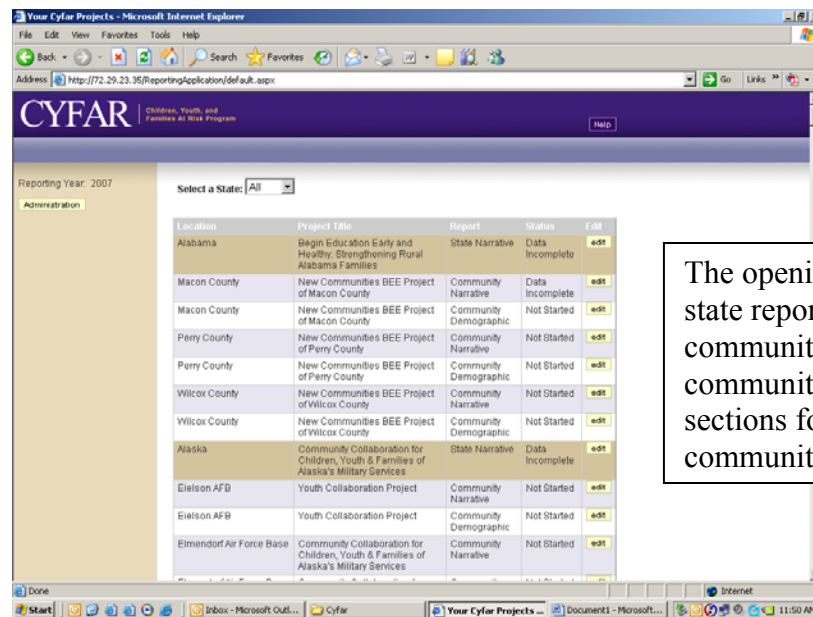
Done

Start |     | Internet 11:50 AM

Guidance documents lack the force and effect of law, unless expressly authorized by statute or incorporated into a contract. USDA may not cite, use, or rely on any guidance that is not available through their guidance portal, except to establish historical facts.

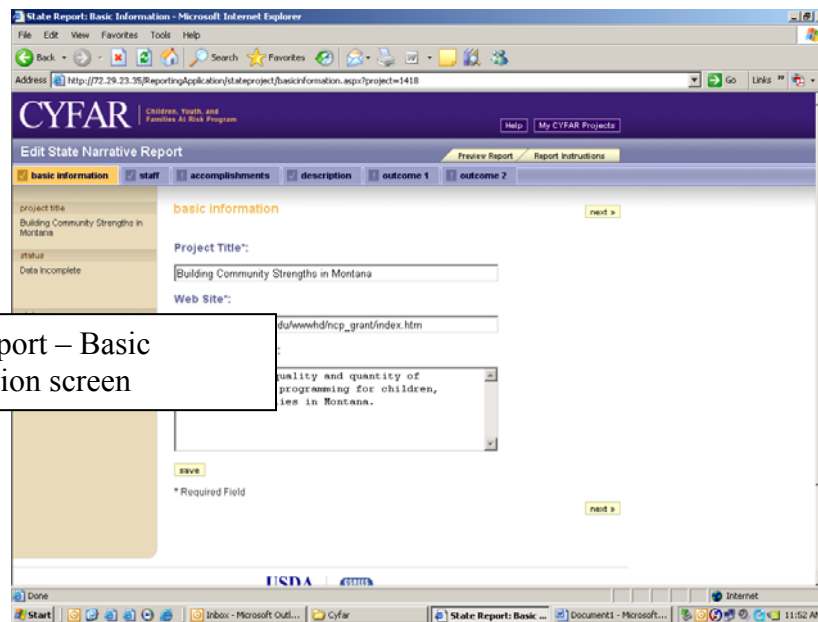
Completing State LGU Reports

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.



State Report – Basic Information screen

Guidance documents lack the force and effect of law, unless expressly authorized by statute or incorporated into a contract. USDA may not cite, use, or rely on any guidance that is not available through their guidance portal, except to establish historical facts.

Click “staff” on the menu bar.

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.

Guidance documents lack the force and effect of law, unless expressly authorized by statute or incorporated into a contract. USDA may not cite, use, or rely on any guidance that is not available through their guidance portal, except to establish historical facts.

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.

Guidance documents lack the force and effect of law, unless expressly authorized by statute or incorporated into a contract. USDA may not cite, use, or rely on any guidance that is not available through their guidance portal, except to establish historical facts.

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

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

Note: Some punctuation and special characters cannot be used – including double-quotes and curved quotes (“). If you save your description and get an error message, you will see a list of accepted characters. Remove such characters and save again.

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.

Guidance documents lack the force and effect of law, unless expressly authorized by statute or incorporated into a contract. USDA may not cite, use, or rely on any guidance that is not available through their guidance portal, except to establish historical facts.

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.

The screenshot shows a web browser window titled "State Project: Outcome 1 - Microsoft Internet Explorer". The address bar shows the URL: <http://72.29.23.35/ReportingApplication/stateproject/outcome1.aspx>. The page header features the CYFAR logo and the text "Children, Youth, and Families At Risk Program". Below the header, there is a navigation bar with tabs: "basic information", "staff", "accomplishments", "description", "outcome 1", and "outcome 2". The "outcome 1" tab is selected. On the left side, there is a sidebar with fields: "project title" (Building Community Strengths in Montana), "status" (Data Incomplete), "state" (Montana), and "year" (2007). The main content area is titled "outcome1" and contains a text editor with the text "RequiredNotEntered". Below the text editor, there is a "save" button and a "previous" button. The browser's taskbar at the bottom shows the Start button, several open applications, and the system clock showing 11:54 AM.

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.

The screenshot shows a web browser window titled "State Project: Outcome 2 - Microsoft Internet Explorer". The address bar shows the URL: <http://72.29.23.35/ReportingApplication/stateproject/outcome2.aspx>. The page header features the CYFAR logo and the text "Children, Youth, and Families At Risk Program". Below the header, there is a navigation bar with tabs: "basic information", "staff", "accomplishments", "description", "outcome 1", and "outcome 2". The "outcome 2" tab is selected. On the left side, there is a sidebar with fields: "project title" (Building Community Strengths in Montana), "status" (Data Incomplete), "state" (Montana), and "year" (2007). The main content area is titled "outcome2" and contains a text editor with the text "RequiredNotEntered". Below the text editor, there is a "save" button and a "previous" button. The browser's taskbar at the bottom shows the Start button, several open applications, and the system clock showing 11:54 AM.

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

Guidance documents lack the force and effect of law, unless expressly authorized by statute or incorporated into a contract. USDA may not cite, use, or rely on any guidance that is not available through their guidance portal, except to establish historical facts.

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).

State Project: Short Term Results - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Forward Stop Search Favorites Go Links

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

CYFAR Children, Youth, and Families At Risk Program 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!

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

< previous next >

USDA CSREES

Please Send Comments or Questions to: swright@csrees.usda.gov
Copyright ©2001

State Project: Short Term Results - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Forward Stop Search Favorites Go Links

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

CYFAR Children, Youth, and Families At Risk Program 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!

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 required).

1. How many participated in the evaluation?
0

2. Evaluation Type used:
RequiredNotEntered

3. When was it given or conducted?
RequiredNotEntered

4. Analysis
RequiredNotEntered

5. Findings
RequiredNotEntered

6. Implications
RequiredNotEntered

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.

Guidance documents lack the force and effect of law, unless expressly authorized by statute or incorporated into a contract. USDA may not cite, use, or rely on any guidance that is not available through their guidance portal, except to establish historical facts.

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.

CYFAR Children, Youth, and Families At Risk Program

Help My CYFAR Projects

Edit State Narrative Report

Preview Report Report Instructions Logic Model

basic information staff accomplishments description st results lt results

Untitled Page - Microsoft Internet Explorer

Address: http://72.29.23.34/ReportingApplication/displayLM.aspx?projectId=1316&state=IL&year=2006

Logic Model for IL (project started in 2006)

Top

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

Start | Inbox - Microso... | Cyfar | State Project: ... | Document1 - Mi... | Untitled Page ... | 12:08 PM

Guidance documents lack the force and effect of law, unless expressly authorized by statute or incorporated into a contract. USDA may not cite, use, or rely on any guidance that is not available through their guidance portal, except to establish historical facts.

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).

The screenshot shows the 'Your Cyfar Projects' page in Microsoft Internet Explorer. The address bar shows the URL: http://72.29.23.35/ReportingApplication/default.aspx. The page has a purple header with the CYFAR logo and the text 'Children, Youth, and Families At Risk Program'. Below the header, there is a sidebar on the left with 'Reporting Year: 2007' and a link to 'Administration'. The main content area has a 'Select a State:' dropdown menu set to 'All'. Below this is a table with columns: Location, Project Title, Report, Status, and Edit. The table lists projects for Alabama, Macon County, Perry County, Wilcox County, and Alaska, with various project titles and report statuses. Each row has an 'edit' link 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

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.

The screenshot shows the 'Community Project: Basic Information' form in Microsoft Internet Explorer. The address bar shows the URL: http://72.29.23.34/ReportingApplication/communitynarrative/basicinformation.aspx?project=1419. The form has a sidebar on the left with fields for 'project title', 'status', 'state', 'year', and a link 'Having problems? We can help!'. The main content area is titled 'basic information' and has a 'next >' button. The form contains several sections with radio button options: '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), and '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).

Guidance documents lack the force and effect of law, unless expressly authorized by statute or incorporated into a contract. USDA may not cite, use, or rely on any guidance that is not available through their guidance portal, except to establish historical facts.

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.

State Report: Staff - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Address <http://72.29.23.35/ReportingApplication/stateproject/staff.aspx>

CYFAR Children, Youth, and Families At Risk Program

Help My CYFAR Projects

Edit State Narrative Report

Preview Report Report Instructions

basic information **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
St. Pierre, Nate	State Project Evaluator	Edit
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

USDA CSREES

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

© 2003

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.

State Report: Staff - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Address <http://72.29.23.35/ReportingApplication/stateproject/staff.aspx>

CYFAR Children, Youth, and Families At Risk Program

Help My CYFAR Projects

Edit State Narrative Report

Preview Report Report Instructions

basic information **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!](#)

Edit Contact Information for Sandra Bailey

Honorable: Dr.

First Name: Sandra

Middle Initial: J

Last Name: Bailey

Organization: Montana State University

Job Title:

Address 1: PO Box 173540

Address 2: 316B Herrick Hall

Address 3:

City: Bozeman

State: MT

Zip: 59717 3540

Work Phone: (406) 994-6745 Ext:

FAX: (406) 994-2013

e-mail: baileys@montana.edu

save cancel

* Required Field

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.

Guidance documents lack the force and effect of law, unless expressly authorized by statute or incorporated into a contract. USDA may not cite, use, or rely on any guidance

that is not available through their guidance portal, except to establish historical facts.

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.

CYFAR Children, Youth, and Families At Risk Program

Edit Community Narrative Report

basic information staff **description** primary secondary good ideas

project title: Beginning Education Early: Strengthening Rural Alabama Families

status: Incomplete

update status << >>

state: Alabama

year: 2002

description

In their role as children's first teachers, parents bear primary responsibility for providing the physical and emotional support necessary for children's healthy growth and development. The BEE Program seeks to strengthen parents' abilities to meet these responsibilities by providing them with otherwise

submit

previous next

USDA United States Department of Agriculture

Please Send Comments or Questions to: zwright@reeusda.gov October 1, 2001

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.”

CYFAR Children, Youth, and Families At Risk Program

Edit State Narrative Report

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

project title: Building Community Strengths in Montana

status: Data Incomplete

state: Montana

year: 2007

outcome1

RequiredNotEntered

save

previous next

USDA United States Department of Agriculture

Please Send Comments or Questions to: zwright@reeusda.gov October 1, 2001

Guidance documents lack the force and effect of law, unless expressly authorized by statute or incorporated into a contract. USDA may not cite, use, or rely on any guidance that is not available through their guidance portal, except to establish historical facts.

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

The screenshot shows the 'Edit State Narrative Report' form in the CYFAR system. The 'accomplishments' tab is selected. The form includes a sidebar with project details (title: Community Improvement Through Youth--The CITY Project, status: Data Incomplete, state: New York, year: 2007) and a main content area with four numbered questions. Each question has a text input field with the placeholder 'RequiredNotEntered'. Navigation buttons for 'previous', 'next', and 'submit' are visible.

State Project: Accomplishments - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Address <http://72.29.23.34/ReportingApplication/stateproject/maccomplish.aspx>

CYFAR Children, Youth, and Families At Risk Program Help My CYFAR Projects

Edit State Narrative Report Preview Report Report Instructions Logic Model

basic information staff **accomplishments** description st results It 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 Inbox - Microsoft Out... Cyfar State Project: Acco... Document1 - Microsof... Internet 12:07 PM

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' form in the CYFAR system. The 'good ideas' tab is selected. The form includes a sidebar with project details (title: Building Community Strengths in Montana, status: Data Incomplete, state: Montana, year: 2007) and a main content area. The 'good ideas' section displays the message 'Your changes have been accepted.' and 'There are no ideas for this project.' with an 'add an idea' button. Navigation buttons for 'previous' and 'next' are visible.

Untitled Page - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Address <http://72.29.23.34/ReportingApplication/communitynarrative/goodideas.aspx>

CYFAR Children, Youth, and Families At Risk Program Help My CYFAR Projects

Edit Community Narrative Report Preview Report Report Instructions

basic information staff description **primary** secondary **good ideas**

project title
Building Community Strengths in Montana

status
Data Incomplete

state
Montana

year
2007

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

good ideas < previous

Your changes have been accepted.

There are no ideas for this project.

add an idea

< previous

Done Start Inbox - Microsoft Out... Cyfar Untitled Page - Mic... Document1 - Microsof... Internet 11:59 AM

Guidance documents lack the force and effect of law, unless expressly authorized by statute or incorporated into a contract. USDA may not cite, use, or rely on any guidance that is not available through their guidance portal, except to establish historical facts.

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).

The screenshot shows the CYFAR web application interface. The top navigation bar includes 'File', 'Edit', 'View', 'Favorites', 'Tools', and 'Help'. The address bar shows the URL: <http://72.29.23.35/ReportingApplication/default.aspx>. The main content area displays a table of projects with columns for Location, Project Title, Report, Status, and Edit. The table lists projects for Alabama, Macon County, Perry County, Wilcox County, and Alaska. The 'Status' column indicates 'Data Incomplete' for some projects and 'Not Started' for others. The 'Edit' column contains a yellow 'edit' button for each row.

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

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 in the CYFAR web application. The form is titled 'form a - age group by ethnicity and race'. It includes a sidebar with project information: project title 'Building Community Strengths in Montana', status 'Data Incomplete', state 'Montana', and year '2007'. The main form area contains a table for entering data by age group and ethnicity/race. The table has columns for 'Pre-K', 'K-6', 'Youth (Grades 7-12)', and 'Parents'. The rows include 'Total Participants', 'Ethnicity: Hispanic or Latino', 'Race: Not Hispanic or Latino', 'White', 'Black or African-American', 'American Indian or Alaska Native', 'Asian', 'Native Hawaiian or Other Pacific Islander', and 'Persons indicating more than one race'. Each cell contains a text input field for entering a number.

	Pre-K	K-6	Youth (Grades 7-12)	Parents
Total Participants				
Ethnicity:				
Hispanic or Latino				
Race:				
Not Hispanic or Latino				
White				
Black or African-American				
American Indian or Alaska Native				
Asian				
Native Hawaiian or Other Pacific Islander				
Persons indicating more than one race				

Guidance documents lack the force and effect of law, unless expressly authorized by statute or incorporated into a contract. USDA may not cite, use, or rely on any guidance that is not available through their guidance portal, except to establish historical facts.

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.

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

File Edit View Favorites Tools Help

Back Forward Stop Home Search Favorites Go Links

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

Having problems? We can help!

form b poverty risk factor previous next

Total Number of Children Pre K-6: 0
Percent in Poverty: 0 %

Total Number of Children K-6: 0
Percent in Poverty: 0 %

Total Number Youth Grade 7 - 12: 0
Percent in Poverty: 0 %

submit previous next

USDA CSREES

Please Send Comments or Questions to: gswright@csrees.usda.gov
Copyright ©2001

Done

Start Inbox - Microsoft Out... Cyfar edit form b - pover... Document1 - Microsof... Internet 12:00 PM

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.

edit form c - age group by ethnicity and race - CYFAR - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Forward Stop Home Search Favorites Go Links

Address http://72.29.23.34/ReportingApplication/demographics/formc.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 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	0	0	0
Ethnicity:				
Hispanic or Latino	0	0	0	0
Race:				
Not Hispanic or Latino	0	0	0	0
White	0	0	0	0
Black or African-American	0	0	0	0
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:				
Approximate hours contributed by Youth Volunteers:				

submit previous next

USDA CSREES

Please Send Comments or Questions to: gswright@csrees.usda.gov
Copyright ©2001

Done

Start Inbox - Microsoft Out... Cyfar edit form c - age gr... Document1 - Microsof... Internet 12:01 PM

Guidance documents lack the force and effect of law, unless expressly authorized by statute or incorporated into a contract. USDA may not cite, use, or rely on any guidance that is not available through their guidance portal, except to establish historical facts.

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).

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 >

USDA CSREES

Please Send Comments or Questions to: swright@csrees.usda.gov
Copyright ©2001

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

Address: <http://www.cyfarnet.org/databases/cyfarreporting/DemoRpt/FormD.asp>

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

project title: Beginning Education Early: Strengthening Rural Alabama Families

status: Incomplete

update status <<<

state: Alabama

year: 2002

form D connectivity (CYFAR Funded) < previous next >

Add a new site

Site*	
Computers Installed	If none, give date of installation:
Inet Connected	If none, give date of connection:
Training Topic	
Number of Youth Trained	
Number of Adults Trained	
Number of Staff Trained	

submit

< previous next >

USDA United States Please Send Comments or USDA

Guidance documents lack the force and effect of law, unless expressly authorized by statute or incorporated into a contract. USDA may not cite, use, or rely on any guidance

that is not available through their guidance portal, except to establish historical facts.

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.

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

File Edit View Favorites Tools Help

Back Forward Stop Search Favorites

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

Delivery Method

- ☐ Service learning
- ☒ Training
- ☒ Mentoring
- ☐ School enrichment
- ☒ After school
- ☒ Summer program
- ☐ Camp
- ☐ Cross age teaching
- ☐ Distance learning
- ☐ CD ROM
- ☐ Electronic networks
- ☒ Computer labs
- ☒ Homework centers
- ☒ Challenge/adventure based
- ☐ Support group
- ☒ 4-H Clubs
- ☒ Hands On Learning
- ☐ Youth Center

Program Content

- ☒ Leadership
- ☒ Social competence
- ☒ Sports and recreation
- ☒ Citizenship
- ☒ Life skills (Decision making/Problemsolving/Goal setting)
- ☐ Gardening
- ☒ Communication
- ☒ Computer technology
- ☐ Conflict resolution
- ☐ Community service
- ☒ Healthy lifestyles
- ☒ Personal development
- ☐ Safety
- ☒ Nutrition
- ☒ Arts/music
- ☐ Reading & literacy
- ☐ Language (ESL)

Done

Start Inbox - Microsoft Out... Cyfar edit form e - child/... Document1 - Microsof... Internet 12:02 PM

In a similar manner, select keywords for adult participants.

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

File Edit View Favorites Tools Help

Back Forward Stop Search Favorites

Address http://72.29.23.34/ReportingApplication/demographics/formf.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 f adult key words

Delivery Method

- ☐ Training
- ☐ Support group
- ☐ Learn by mail
- ☐ Home visitation
- ☐ Resource center
- ☐ Newsletter/fact sheets
- ☐ Electronic networks
- ☐ Distance learning
- ☐ Mentoring
- ☐ Cross age teaching
- ☐ CD ROM
- ☐ Advisory group
- ☐ Community forum
- ☒ Open house/service providers fair
- ☒ Community leaders and members meeting
- ☐ Field Trips
- ☐ Display/Fair
- ☒ Interviews
- ☐ Simulation and games

Program Content

- ☐ Parent education
- ☒ Child care
- ☐ Coalition building/Systems development
- ☐ Teen pregnancy prevention
- ☐ Work force preparation
- ☒ Nutrition
- ☐ Policy education
- ☐ Gardening
- ☐ Language (ESL)
- ☐ Entrepreneurial skills
- ☒ Family development
- ☐ Citizen development
- ☐ Reading & literacy
- ☒ Computer skills
- ☐ College readiness
- ☐ Study skills
- ☐ Healthy life styles
- ☐ Welfare to work
- ☐ HIV/Aids prevention

Done

Start Inbox - Microsoft Out... Cyfar edit form f - adult ... Document1 - Microsof... Internet 12:02 PM

The screenshot shows a web browser window with the address bar displaying 'http://72.29.23.34/ReportingApplication/demographics/formg.aspx'. The page title is 'edit form g - 4-H clubs - CYFAR'. The CYFAR logo is prominently displayed at the top left, with the tagline 'Children, Youth, and Families At Risk Program'. Navigation links for 'Help' and 'My CYFAR Projects' are available. The main heading is 'Edit Community Demographic Report', with sub-links for 'Preview Report' and 'Report Instructions'. A series of tabs labeled 'form a' through 'form g' are present, with 'form g' being the active tab. On the left, a sidebar contains the following information: 'project title: Building Community Strengths in Montana', 'status: Data Incomplete', 'state: Montana', and 'year: 2007'. A link 'Having problems? We can help!' is also visible. The main content area is titled 'form g 4-H clubs' and contains five data entry rows, each with a label and a text input field: 'Total Number of Clubs:', 'Total Number of Children K - 6:', 'Total Number of Youth Grades 7 - 12:', 'Total Number of Youth Volunteers', and 'Total Number of Adult Volunteers'. A 'save' button is located below these fields. A 'previous' button is also visible. At the bottom of the page, the USDA and CSREES logos are shown, along with the text 'Please Send Comments or Questions to: swright@csrees.usda.gov' and 'Copyright ©2001'. The browser's taskbar at the very bottom shows the Start button, several open applications including 'Inbox - Microsoft Out...', 'Cyfar', and 'edit form g - 4-H cl...', and the system clock indicating '12:03 PM' on '12/3/2007'.

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.

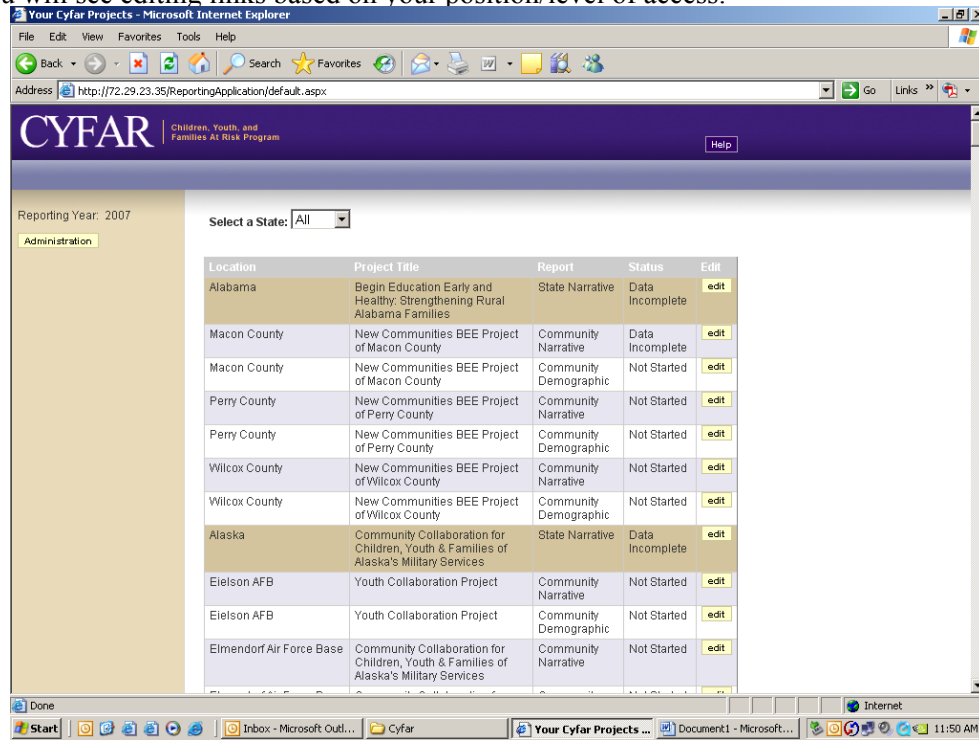
The Update Status button is found to the left of most of the data entry pages. When you click “Update Status” you will get a warning message with information on how to terminate the Update process if necessary. Once executed, you will not be able to make changes to your report unless it is sent back 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.

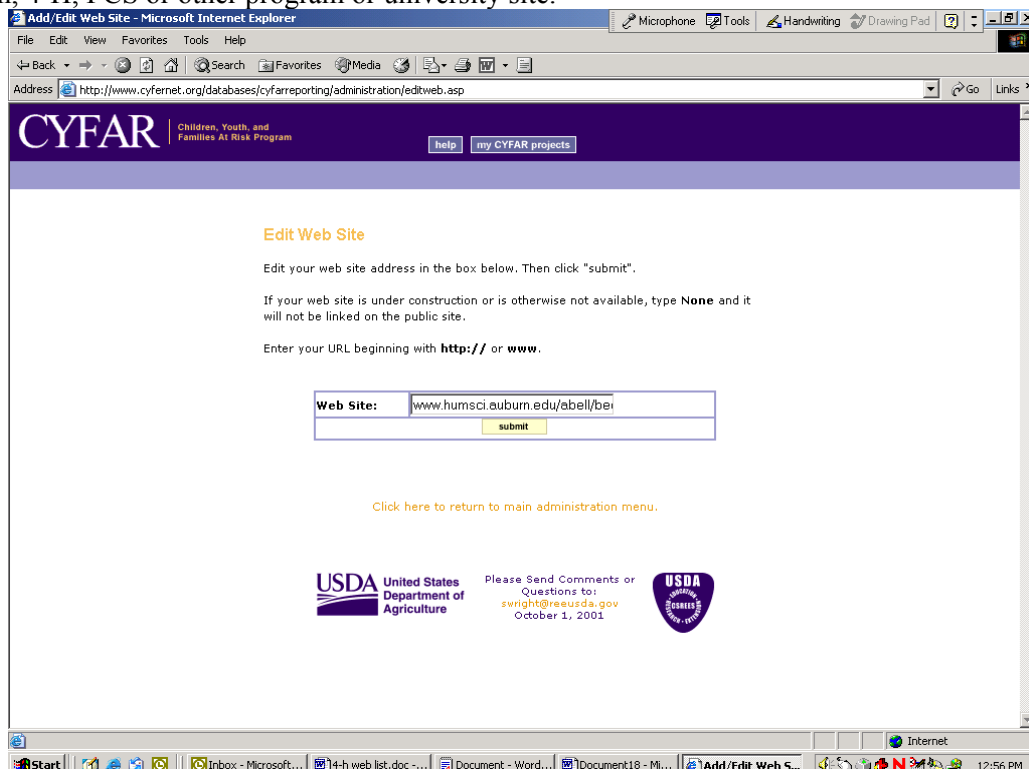
Guidance documents lack the force and effect of law, unless expressly authorized by statute or incorporated into a contract. USDA may not cite, use, or rely on any guidance that is not available through their guidance portal, except to establish historical facts.

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.



Guidance documents lack the force and effect of law, unless expressly authorized by statute or incorporated into a contract. USDA may not cite, use, or rely on any guidance that is not available through their guidance portal, except to establish historical facts. The Edit State LGU Project Staff works as described previously in the Reporting section.

The screenshot shows the 'Edit State Narrative Report' page in the CYFAR system. The 'staff' tab is selected, displaying a table of staff members. The table has columns for Name, Title, and Edit Contact Information. The staff listed are Sandra Bailey (State Project Director), Bethany Letiecq (State Project Evaluator), Nate St Pierre (State Project Evaluator), and Millie Veltkamp (State Project Technology Specialist). Each row has an 'Edit' button, and the last two rows also have a 'Remove' button. Below the table are buttons for 'assign a CYFAR Role to an existing person' and 'add new staff person'. The 'Point of Contact Information' section shows Sandra Bailey as the Point of Contact with the role of State Project Director, and a 'Change Point of Contact' button is available. The left sidebar shows project details for 'Building Community Strengths in Montana' with status 'Data Incomplete', state 'Montana', and year '2007'. The bottom of the page features the USDA and CSREES logos and a contact email: swright@csrees.usda.gov.

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

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.

The screenshot shows the 'Edit Community Narrative Report' page in the CYFAR system. The 'good ideas' tab is selected, displaying a message: 'Your changes have been accepted.' Below this message is a text input field containing 'There are no ideas for this project' and an 'add an idea' button. The left sidebar shows project details for 'Building Community Strengths in Montana' with status 'Data Incomplete', state 'Montana', and year '2007'. The bottom of the page features the USDA and CSREES logos and a contact email: swright@csrees.usda.gov.