

FY2016 Year-End Reporting Checklist

Please use the following instructions for completing the FY2016 Year-End Reporting Requirements

- 1) Click on this web link to access the database:
 - a. <http://uweci.upicsolutions.org/eplodge/crm/Start.isp>

- 2) Underneath the “Agency Reporting” tab at top of page click on “Outcome Reporting”.

- 3) Please complete the following items for your **FY2016** Reporting Requirements:
 - a. FY2016 Year-End Activity Outputs.
 - b. FY2016 Year-End Indicator Measurements.
 - c. FY2016 Year-End Demographics.
 - d. FY2016 Year-End Narrative Questions.
 - e. Submit all items.

- 4) Please email the FY2016 Year-End Zip Code spreadsheet to ashley.zitzner@uweci.org
 - a. This spreadsheet can be found on our website at:
 - i. <http://www.uweci.org/what-we-do/our-partners/partner-resources/>

- 5) Please contact your United Way Staff Representative if you have experienced significant changes to your strategies funding and/or services and need to make changes to your **FY2017** Proposed activity outputs and indicator measurements.

Listed below are United Way Staff Representatives you may contact with any questions you have regarding the database and Year-End reporting.

| Education | Financial Stability | Health |
|--|---|---|
| Doug Griesenauer 319-398-5372 ext. 828 Douglas.griesenauer@uweci.org | Ashley Zitzner 319-398-5372 ext. 825 Ashley.zitzner@uweci.org | Ana Clymer 319-398-5372 ext. 833 Ana.clymer@uweci.org |