1. Login using the credentials given by United Way staff to the online reporting portal
	1. You can find the reporting portal through uweci.org, hover over “What We Do” then click on Partner Resources. Under the FY2017 Year-End & FY18 Proposed you will see a link “To login:<http://uweci.upicsolutions.org/epledge/crm/Start.jsp>”
2. **You will see the Community Building Homepage.** Listed below are additional training materials, videos, and the timeline of events and due dates.
3. Hover over “Reporting” at the top right hand of the screen, click the third option called “Outcome Reporting”
4. This section is titled “Packages”, you will want to click on the first option which is labeled: “FY18 Reporting Requirements- Outcome Funding”.
5. You will see two sections, the first to enter Agency information and the second to enter Strategy information.
6. **Agency Reporting Requirements:**
	1. Complete and submit the FY2018 Risk Assessment Form under the Agency Section.
	2. Complete and submit the Agency Profile under the Agency Section.
7. **Strategy Reporting Requirements:** Next you will enter all of your proposed information under the Specific Strategy Section.
8. **Outcomes**
	1. **Outcomes tell us what sub-goal(s) you will report on and allow you to report on certain indicators in the Indicator Measurement Section.**
		1. *Example: Reducing Adverse Experiences*
	2. You will see the outcomes previously reported on; verify that these are still what you will continue to report on. When finished Click Submit.
	3. **If you do not see any Outcomes listed you will need to add them.**
		1. Click the add button.
		2. Scope should be Long Term
		3. Choose the Community Outcome you proposed in your RFP from the drop-down. Ignore the Sequence number.
		4. Repeat to include as many Outcomes as you have stated you will report on.
		5. When finished, click submit.
		6. NOTE: once you click submit you can no longer enter more or change what has already been entered.
9. **Activities & Outputs**
	1. You will see a list of the **Activities** previously reported on (unless you are a new partner). Verify that this is still accurate or create new Activities.
		1. Click Add
		2. Do not worry about the Sequence number
		3. Enter description of the activity that you will engage in. Click Add.
			1. *Example: Giving puppies to children*
		4. Select the outcome (checkbox) that this activity will contribute to
	2. **Outputs:** Measure of quantity. The total number served (*not* success achieved).
		1. Enter the number you propose to serve with this activity- if nothing is there, then click add and add your output.
			1. This is where you would type in the outputs you have listed to report on in your RFP.
			2. Enter in the total number you propose to serve in the first fiscal year of the grant cycle.
				1. *Example: Number of puppies given to children: 20*
				2. *Example: Number of puppy crates given: 15*
				3. *Example: Pounds of puppy food distributed: 200*
	3. Click update. This will take you back to the Activity and Output summary page. If all the information looks accurate, click submit. NOTE once you click submit the data can no longer be edited without contacting your United Way Manager.
10. **Indicators:** Measure of Quality. This tells us how much success you expect to achieve in the next fiscal year. How many clients are leaving with positive outcomes that speak to the chosen indicator (success achieved).
	1. You will see a list of the **Indicators** previously reported on (unless you are a new partner). Verify that this is still accurate or create new Indicator measurements.
		1. Click on existing indicator to modify or Click Add to add a new indicator measurement
		2. Select the outcome this indicator will report to
			1. Example: If funded under the health pillar, there are 3 outcomes to choose from, in giving puppies to children we are hoping to improve social connectedness and so we will report to the Reducing Adverse Experiences outcome.
		3. Do not worry about the Sequence number
		4. Select the Indicator you will report on.
			1. *Example: Number/ Percent with increased feelings of social connectedness*
		5. Select the outcome (checkbox) that this activity will contribute to
	2. **Measurements:** This is where you will enter in the data indicating the numbers you will be serving that achieve successful outcomes. **Below are step by step instructions with definitions**
		1. **T-Base:** First, you will enter in the total number you will serve with this service that speak to the selected indicator
			1. *Example: T-Base Proposed: 20*
		2. **Skip to the S-Base:** The second step is to tell us how many of the T-Base you propose to sample with your collection method. NOTE if you plan to survey everyone, this number will be the same as T-Base Achieved. This number should never be larger than your T-Base Achieved. As a rule of thumb, you will want to survey at least 30% of total you plan to serve to provide a more accurate estimate.
			1. Example: S-Base Achieved: 15
		3. **S-#:**  This is the total number of those you plan to survey that you think will achieve the desired results.
			1. Example: S-Base Achieved: 12
		4. **S-% Achieved: THIS VALUE WILL AUTOFILL!** This is the success rate of those you sampled.
			1. Example: S-% Achieved: 80%
		5. **T-% Achieved:** This is the estimated success rate of the total you served. This is the exact same as S% Achieved. You will type the S% Achieved in the T% Achieved.
			1. Example: T-% Achieved: 80%
		6. **T-# Achieved: THIS VALUE WILL AUTOFILL!** This is the estimated total that achieved successful results based on your sample results.
			1. Example: T-# Achieved: 16

NOTE: This means that I gave puppies to 20 children. Of those 20, I surveyed 15 children. Of those 15 children, 12 of them said that they now have improved feelings of social connectedness as a result.

* 1. Collection Method- Briefly, how are you measuring success?
		1. *Example: survey of children receiving puppies with Child Behavior Checklist*
	2. Data Source: List the tool used to collect this information.
		1. Example: Staff administered survey; tracked in puppy database
	3. Click Add. This will take you back to the Indicator Measurements summary page. If all of the information looks accurate, and you have no more indicators to enter, click submit. NOTE once you click submit the data can no longer be edited without contacting your United Way Manager.
1. That completes Reporting for Proposed information. You do not need to complete the narrative sections nor the demographics sections. Those will be completed at mid-year and year-end.