

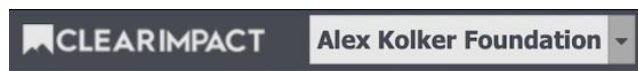


Strategic Impact Partner Outcomes Reporting

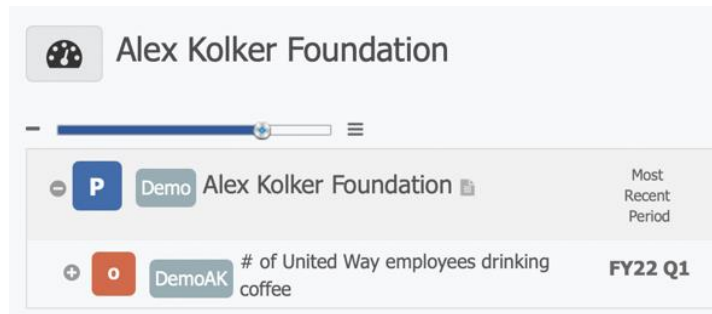
Clear Impact Instructions

Getting Started

1. Link to <https://app.resultsscorecard.com>.
2. On the next screen, the name of your organization should appear at the top, next to the Clear Impact logo in the upper left-hand corner of the page:



This is a link. Clicking it will take you to a page listing your organization as a **P** Partner and all the **O** Outcomes that you proposed to measure in your initial application:



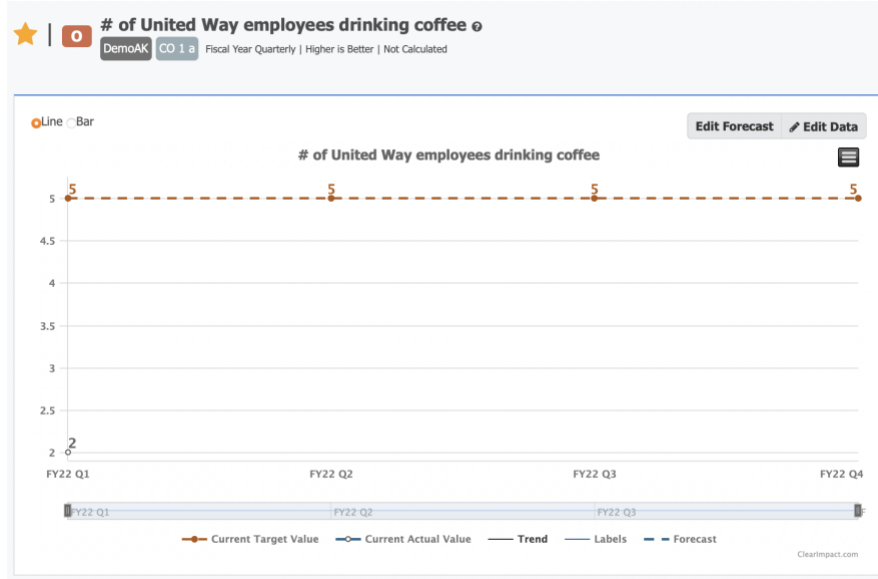
Quarterly, you will need to fill out a report **for each of the O Outcomes** under which your organization was funded.

You will be submitting reports quarterly according to the following schedule:

QUARTER	Report Due (est.)
Q1 (July, August, September)	October 15
Q2 (October, November, December)	January 15
Q3 (January, February, March)	April 15
Q4 (April, May, June)	July 15

STEP ONE: Enter Data


3. Click the **O** Outcome. At the top will be a graph tracking your quarterly progress:



WHAT YOU'RE LOOKING AT:

The dotted orange line across your chart is the FY22 outcome target you proposed at the start of the fiscal year. This chart will keep track of your progress towards that goal over the next four quarters.




Click the grey star in the upper left-hand corner of this window to turn it gold .

This will save the outcome on your personal Home Page – the one you saw when you first logged in – for easy access for future reports.

4. Click the **Edit Data** button in the upper right-hand corner of this window. This will take you to your data entry page.

You will see that the eight quarters of the two fiscal years of this funding cycle have already been programmed in, as have the outcome targets you proposed in your outcome agreement at the start of FY22. You do not need to change anything here.

Future	Actual Value	Target Value	Is Baseline / Comments
FY23 Q4			<input type="radio"/> 
FY23 Q3			<input type="radio"/> 
FY23 Q2			<input type="radio"/> 
FY23 Q1			<input type="radio"/> 
FY22 Q4		5	<input type="radio"/> 
FY22 Q3		5	<input type="radio"/> 
FY22 Q2		5	<input type="radio"/> 
FY22 Q1	2	5	<input type="radio"/> 
Past			

Your only concern are the white boxes under “Actual Value.” Each quarter, you will fill in the box appropriate to that quarter (in other words, from the bottom up).

Please enter the number of your clients who have achieved your Outcome to date.

IMPORTANT: For each report, your “Actual Value” number is **year-to-date**. That means that for Q2 you report the number of new outcomes reached *plus* the number you entered for Q1. For Q3, you enter Q3 + Q2 + Q1, and for Q4, you enter the total number of outcomes achieved throughout the year.


5. Hit the **Save** button to return to the dashboard page.


STEP TWO: Narrative Questions

6. Further down the page is a list of questions you will have to answer. Each one has its own header:



The image shows three horizontal blue bars, each representing a question header. The first bar is labeled 'What Works' with a question mark icon on the left and a pencil icon on the right. Below it is a white text input box. The second bar is labeled 'Barriers' with a question mark icon on the left and a pencil icon on the right. Below it is a white text input box. The third bar is labeled 'Influences' with a question mark icon on the left and a pencil icon on the right. Below it is a white text input box.

Click the pencil  icon on each header. This will take you to a text box for you to enter your answer.

There is a question mark icon  next to the title of each question. Clicking this icon will show you more information about what each question is asking for.

When each answer is complete, click the **Save** button. You can continue to make changes to your answers as you need, right up until the Outcome report deadline.

Here are the questions you will need to answer for FY22 Q1:

- a. *What Works: Please write briefly about your organization’s services to address this Strategy over the past three months, as well as any highlights you’ve experienced.*
- b. *Barriers: What barriers – long-standing or emerging – do you and other service agencies addressing this Strategy face? What challenges have prevented you and other providers from circumventing these barriers to service?*

- c. Influences: In the past three months:
- has anything changed about how you administer your services that address this Strategy?
 - has anything changed in terms of the community need that your services address?
- d. Client Demographics: (see page 5)
- e. Equity: In what ways is your organization working to ensure that your services are provided equitably to all Quad Citizens? What steps have you taken to diversify your organization’s staff, clients, volunteer base, and/or board of directors?
- f. Partners: Please share a list of those organizations you have partnered with to help you implement your Strategy and the contribution each partner makes to your services.
- g. Success Story: Please share a success story that illustrates the impact that your Strategy is having on community need. We accept all formats: client testimonials, videos, news stories, etc. Either type text into the blank provided or upload a file in the space provided at the bottom of the page.
- h. Additional Support: Are there ways, other than funding, that United Way could provide additional support for your organization? (For example: volunteer engagement, community and corporate partnerships, advocacy, professional development opportunities for staff)

Don't forget to save what you enter in each text window by clicking the **Save** button.

Story Behind the Curve [?]

There is a 9th question: "Story Behind the Curve."
This question does not apply for Q1 reporting and does not need a response.

STEP THREE: Client Demographics

7. The 4th question, “Client Demographics,” does not require a narrative answer.

Client Demographics 🕒 ✎ ⌵

CF1a--AKolkerDemographics.xlsx

INSTRUCTIONS:

1. Use the link above to download the Demographics spread sheet.

Instead, download the Excel spreadsheet linked at the top of the window. Each quarter, you will enter the demographics of your clients in the appropriate row:

Education Strategy 1	AGE					GENDER				RACE							ETHN	COUNTY			INCOME			
	0-5	6-12	13-18	19-30	31-54	55+	M	F	Other	Un-known	White	Afr Am	Nat Am	Asian	Multi	Other	Un-known	Hisp	RI	Scott	Low	Mid	High	
Q1 (Jul - Sep)																								
Q1-Q2 (Jul-Dec)																								
Q1-Q3 (Jul-Mar)																								
Full Year (Jul-Jun)																								



- Just as with the Outcome data in Step One, all demographic data each quarter should be year-to-date.
- Estimated demographic breakdowns are acceptable. Try to leave as few blanks as possible.

You will have one of these Excel spreadsheets for each Outcome you’re reporting on. On each sheet, report numbers only for that single Outcome.

8. In Clear Impact, click the “Upload File” button on the right side of the page to re-upload the spreadsheet.



And you are done. There is no “Submit” button. Whatever has been entered in Clear Impact at the time of the deadline will be considered your finished report.

If you have any questions or need assistance, contact Alex Kolker at akolker@unitedwayqc.org or (563) 344 – 0339.