

National Youth Sports Program

2003



S.P.O.R.T.S. Sports Program On-line Reporting and Tracking System

User Documentation

Application for Participation

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Introduction to the NYSP Software for 2003

The Sports Program On-line Reporting and Tracking System (SPORTS) for 2003 has been enhanced to incorporate recommendations made by program personnel in 2001 and 2002. The National Youth Sports Corporation (NYSC) remains committed to assisting projects in the National Youth Sports Program (NYSP) by providing a user friendly mechanism for recording the data required for compliance with the NYSP Guidelines. The system is designed to minimize the time required for data entry and to reduce redundancy.

Browser

The SPORTS software has been developed using Microsoft web development tools. To assure proper performance of the software, please use Internet Explorer® as your web browser. Internet Explorer can be downloaded free of charge.



Overview

Go to www.nysponline.org to access the SPORTS website. Four institutional user names* and passwords have been assigned for each institution. These user names are for the: 1) Project Administrator; 2) the Activity Director; 3) the Computer Specialist; and 4) General. The first three user names and passwords permit data entry. The fourth user name (General) provides access on a "Read Only" basis. All user names and passwords are case sensitive. Be sure to enter the user name and password EXACTLY as provided, paying particular attention to uppercase and lowercase letters. Programs may use all three data entry user names simultaneously when entering large quantities of data (i.e. initial entry of participants or when entering participant attendance data). However, only one person can be logged on with each user name.

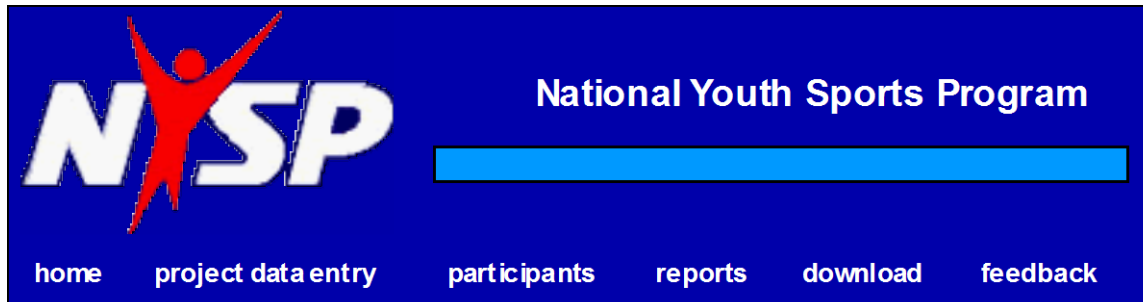
* User names for 2003 are the same as those issued for the 2002 program. Please contact the NYSP office (317/829-5777) if you cannot locate your user name/password.

The image shows a screenshot of the National Youth Sports Program (NYSP) website. The page has a dark blue background. At the top left, it says 'National Youth Sports Program' in white. At the top right is the NYSP logo, which consists of a red stylized figure with arms raised above the letters 'NYSP' in white. Below the title, there are three buttons: 'NYSC', 'Feedback', and 'FAQ', each in a blue box with white text. Below these buttons are two input fields: 'user name' and 'password', each with a white text box. Below the password field is a 'submit' button in a white box with black text. At the bottom left, there is a link: 'click [here](#) to change your password'. At the bottom right, there are three small icons: a hand holding a basketball, a hand holding a basketball, and a hand holding a football.

Use the "NYSC" button on the NYSP Home Page to go to the home page for the National Youth Sports Corporation. The "Feedback" button is an email link to the NYSP national office. Use the feedback

button to report problems with the software. The "**FAQ**" (Frequently Asked Questions) button provides a quick reference point when problems with the software occur. Check FAQ before submitting a feedback request to determine if the answer to your question is already available online.

When you have successfully logged on, the following screen will appear:



You may use this screen to navigate anywhere within the SPORTS software.

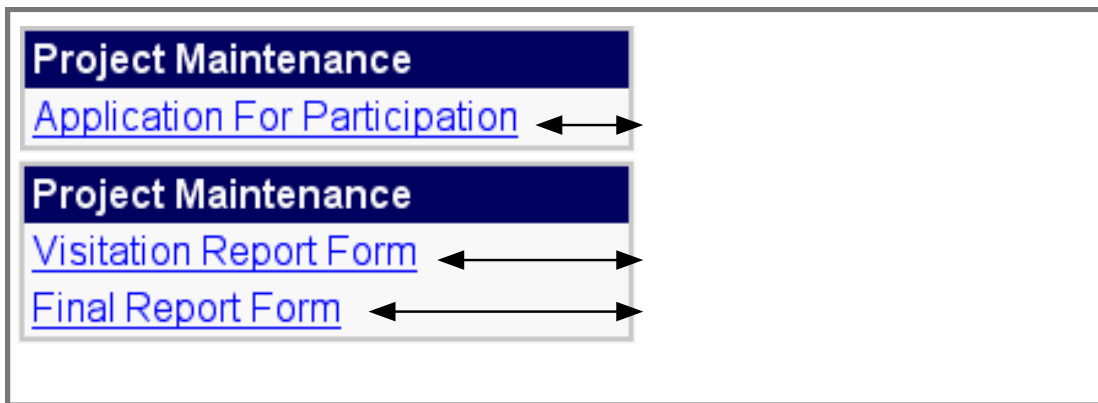
- The "**home**" button takes you back to the logon screen
- The "**project data entry**" button takes you to all screens that permit data entry. Your access to data entry screens is controlled by the national office and are available in a set sequence. Initial access is only to those screens required for the Application for Participation. Once you have entered the required data, submitted your Application for Participation and approval is granted by the national office, access to the Visitation Report Form and the Final Report Form screens will be available. See Chapter 2 for more information regarding the use of the "project data entry" screens.
- The "**participants**" button takes you to data entry screens that allow you to record information about the participants in your program. See Chapter 3 for more information regarding the use of the "participants" features.
- The "**reports**" button allows you to view the data that has been entered.
- The "**download**" button takes you to a listing of forms and informational items that complement the program. Examples include the NYSP Guidelines, sample letters, definition of terms related to NYSP, off-campus activity form, etc.
- The "**feedback**" button was mentioned earlier in the introduction as a means to report technical problems with the software. The "feedback" button is available in literally every screen within the program. Use it for reporting technical problems only.
- The "**news**" button (not displayed in the illustration above) takes you to a site where current news about NYSP is displayed. Check this site regularly for the latest updates about NYSP.
- The "**logout**" button (not displayed in the illustration above) is used to terminate your session.

Timeline for Completion of Data Entry

Access to www.nysponline.org will be available on March 17, 2003. This will provide projects with over 6 weeks time in which to enter the data required in the Application for Participation. Projects will not have access to the Visitation Report Form and Final Report Form until after the Application for Participation has been submitted, reviewed and approved at the national office.

Once the Application for Participation has been reviewed and approved, projects will no longer have access to the Application for Participation menu. Projects may, however, make additions or modifications to selected sections of the software by using the Visitation Report Form or Final Report Form menus.

All data for the evaluation process must be entered in the Visitation Report Form menu prior to the evaluation visit. Once the evaluation is complete, changes can only be made by using the screens available on the Final Report Form menu.



Instructions for the use of each of the menu items noted above are provided in the following sections of this manual.

Technical Assistance

Questions regarding use of this software should first be addressed to the evaluator assigned to your program. Contact information for your evaluator was provided at the National Workshop. If the evaluator is unable to provide the information you need, they will refer you to the national office at 317-829-5777. Every effort will be made to respond to your questions in the shortest time possible.

Chapter 1 Application for Participation

The first portion of the NYSP software that must be completed and submitted electronically to the national office is the Application for Participation. The Application for Participation must be completed and submitted prior to April 30, 2003. To complete the Application for Participation, follow these steps:

- 1) Logon to www.nysponline.org using one of the user names and passwords which permit data entry (Project Administrator, Activity Director or Computer Specialist).
- 2) Click on "**project data entry.**"



- 3) When you click on "**project data entry,**" the Application for Participation selection will be displayed.



- 4) Clicking on "**Application for Participation**" will display a list of items where data entry is required. These items include:

- Project Organization
- Community-Action Agencies
- Personnel
- Activity Programs
- Education Programs
- Direct Costs to be NYSP Funded
- Institutional Contributions, and an
- Application Summary

Project Maintenance

[Application For Participation](#)

APP Project Maintenance

[Project Organization](#)

[Community Action-Agencies](#)

[Personnel](#)

[Activity Programs](#)

[Education Programs](#)

[Direct Costs to NYSP Funded](#)

[Institutional Contributions](#)

[Application Summary](#)

Submit Application to NYSC

5. Click on "**Project Organization**" to enter data concerning the organization of your program. Each field has a suggested data entry format displayed to the right of the field (although some computers may display the format below the field). For example, the date fields ask for a format in which 2 digits are used to designate the month, the day, and the year. April 9, 2003 would be entered as 04/09/03.

Application Date	<input type="text"/>	"mm/dd/yy"
Estimated Start Date	<input type="text"/>	"mm/dd/yy"
Estimated End Date	<input type="text"/>	"mm/dd/yy"

Text fields also contain suggested data entry formats.

Ship Address1	<input type="text"/>	"123 Main St"
Ship Address2	<input type="text"/>	"Box 456"
Ship City	<input type="text"/>	"Metropolis"
Ship State	<input type="text"/>	"IN"
Ship Zip	<input type="text"/>	"46240-1840"
Congress District	<input type="text"/>	"5th"

Some fields contain data entry examples that mirror requirements of the NYSP Guidelines. For example, the NYSP Guidelines require a program to meet for a minimum of 25 activity days (although NYSP funds can be expended for up to 30 days), a minimum of one (1) day for staff orientation or participant orientation must occur prior to the first activity day of the program, and each participant must receive at least 120 minutes (2 hours) of sports activities each day (in a minimum of 2 distinctly different physical activities daily). The total hours of operation are not dictated by the NYSP Guidelines, but must be sufficient to include the required number of activity and educational hours, passing time between periods, and time spent for meals.

DAYS, HOURS, AND TIMES OF OPERATION

Total Funded Activity Days	<input type="text" value="25"/>	"25"
Total Staff Orientation Days	<input type="text" value="0"/>	"1"
Total Participant Orientation Days	<input type="text" value="0"/>	"1"
Sports Activity Hrs per Day	<input type="text" value="2"/>	"2"
Total Daily Hours of Operation (Excluding Transportation)	<input type="text" value="5"/>	"5"
Time of Day First Activity Begins	<input type="text" value="08:00"/>	am <input type="radio"/> pm <input type="radio"/> "08:00"
Time of Day Last Activity Ends	<input type="text" value="05:00"/>	am <input type="radio"/> pm <input type="radio"/> "05:00"

The number of meetings required by the NYSP Guidelines includes at least one weekly staff meeting, and at least one Advisory Committee meeting before, during and after the program.

MEETINGS

Number of Staff Meetings Scheduled During Project: "5"

Number of Advisory Committee Meetings Scheduled

Before Project "1" During Project "1" After Project "1"

Information related to nutritional services is also required within the Project Organization section. The date format is the same as that required in sections noted previously, with drop-down menus being available for the type of meal, and text entry used to describe the location, preparation and service of the meals.

NUTRITION

Date of Application to USDA "mm/dd/yy"

USDA Regional Office Location "Indianapolis"

1st Meal Details	2nd Meal Details	3rd Meal Details
Type of Meal <input type="text" value=""/>	Type of Meal <input type="text" value=""/>	Type of Meal <input type="text" value=""/>
Location of Meal <input type="text" value=""/>	Location of Meal <input type="text" value=""/>	Location of Meal <input type="text" value=""/>
Prepared by <input type="text" value=""/>	Prepared by <input type="text" value=""/>	Prepared by <input type="text" value=""/>
Served by <input type="text" value=""/>	Served by <input type="text" value=""/>	Served by <input type="text" value=""/>

Save **Back**

Be sure to **"Save"** data that is entered!

6. Click on the **"Community-Action Agencies"** button to enter data related to the community action agency(ies) that assist your project. This is the first year that this screen appears in the software (it was previously information that was mailed or faxed to the national office). Up to three (3) Community-Action Agencies can be submitted using this form (although only 2 are displayed below). If more than 3 Community-Action Agencies assist the program, please fax the entire list of agencies to the NYSP National Office at 317-829-5779.

Community-Action Agencies

The Federal government requires that the NYSP national office retain a list of community-action agencies serving areas participating in the National Youth Sports Program. Please complete the information below and return to NYSP by April 30, 2003, with NYSP application for participation.

Please provide name(s), address(es) and telephone number(s) of community-action agency(ies).

Agency	<input type="text"/>
Contact name	<input type="text"/>
Address	<input type="text"/>
	<input type="text"/>
Telephone	<input type="text"/>
Agency	<input type="text"/>
Contact name	<input type="text"/>
Address	<input type="text"/>
	<input type="text"/>
Telephone	<input type="text"/>

submit **back**

7) Entering **"Personnel"** in the database can be accomplished in two (2) ways. If the staff member worked in your NYSP program in 2002, the information can be copied from last year. If the staff member is new to NYSP or did not work for your NYSP program in 2002, they can be added as a new staff member.

To copy data for a staff member who worked in your NYSP program in 2002, click on the **"Copy From Last Year"** button, select the staff member, and click **"Copy Staff."**

To add a new staff member, click on **"ADD."** When you add a new staff member, your first required action will be to select their personnel type from the drop-down menu. ***Please note*** that personnel who are not paid by NYSP are also entered here, such as members of the Advisory Committee, your Project Administrator, and your institution's President or Chancellor. ***In addition***, any staff member paid by non-NYSP funds who works in your program or who volunteers in your program should be entered in the Personnel section. The amount of non-NYSP pay and the estimated value of a volunteer's time must be entered in the personnel section if the institution is to receive credit for these contributions.

A volunteer is any individual who contributes time to NYSP. In order to receive credit for a volunteer, the program must:

- Enter the person, with supportive information (address, phone numbers, gender, etc.) under the appropriate personal category in the NYSP database.
- An estimated value for the volunteer's service must be entered in the appropriate category in the personnel database (private, public, or institutional).

Example:

- A person who is otherwise not being paid by any agency or entity during the time when he/she works with NYSP, i.e. a parent of a participant who is unemployed, or an individual who works during hours other than those during which the NYSP is in session.

An individual paid by non-NYSP funds is any individual who works for NYSP in any capacity during normal operating hours of the program, and whose salary for those hours is paid by sources other than NYSP funds.

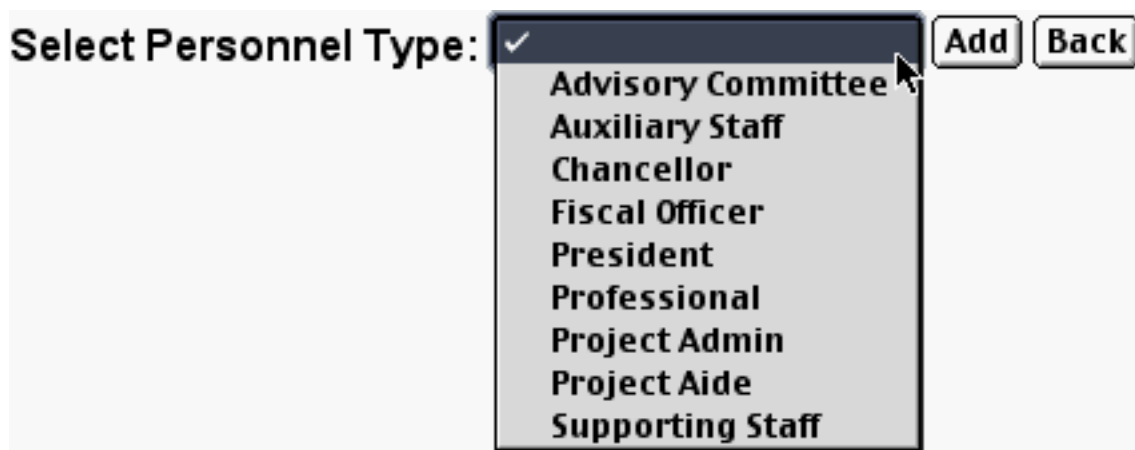
- Enter the person, with supportive information (address, phone numbers, gender, etc.) under the appropriate personnel category in the NYSP database.
- An actual or estimated value for the individual's service must be entered in the appropriate category in the personnel database (private, public, or institutional).

Examples:

- A police officer assigned to NYSP during their regular shift.
- A lifeguard paid by the institution and assigned to guard during NYSP use of the pool.
- A professional staff member whose salary for services to NYSP are paid by the athletic department or the academic department in which they are employed.

An individual who contributes their time as a speaker for the education program is not considered to be either a volunteer or an individual paid by non-NYSP funds (credit for their services to the program are documented in the "Credits and Contributions" sections of the Project Visitation Report. See Chapter 2).

To add someone to the Personnel roster, click on "**ADD**," select the personnel type from the drop-down menu, and click "**Add**"



When the "**Personnel Type**" has been selected, a data entry screen will be displayed. The fields required for data entry will vary by personnel type. For example, no salary data is required for members of the Advisory Committee. An email address is required for the Project Administrator and Activity

director, but not for Project Aides (however, please enter if available). An example of the data required for a Professional staff member is displayed below. Required fields are marked with an asterisk.

* Type	<input type="text" value="Professional"/>	
* NYSP Activity	<input type="text"/>	
* Last Name	<input type="text" value="Keep"/>	"Keep"
* First Name	<input type="text" value="Kendra"/>	"Kendra"
Title	Dr. <input type="checkbox"/> Mr. <input type="checkbox"/> Ms. <input type="checkbox"/> Rev. <input type="checkbox"/>	
* Professional Position	<input type="text" value="Director"/>	"Director"
* Address Line 1	<input type="text" value="1234 Main Street"/>	"1234 Main Street"
Address Line 2	<input type="text" value="Apt 432"/>	"Apt 432"
* City/State/Zip	<input type="text" value="Indianapolis IN 46205"/>	"Indianapolis IN 46205"
Phone Number 1	<input type="text" value="(317) 555-1234"/>	"(317) 555-1234"
Phone Number 2	<input type="text" value="(317) 555-4321"/>	"(317) 555-4321"
Fax Number	<input type="text" value="(317) 555-9876"/>	"(317) 555-9876"
E-mail Address	<input type="text" value="kkeep@mailserver.edu"/>	"kkeep@mailserver.edu"
* Gender	<input type="text" value="Male"/>	
NYSP	<input type="text" value="1000.00"/>	"1000.00"
Non-NYSP Institutional	<input type="text" value="0"/>	"0"
Non-NYSP Public	<input type="text" value="0"/>	"0"
Non-NYSP Private	<input type="text" value="0"/>	"0"
Volunteer Institutional	<input type="text" value="0 - Enter Estimated Value"/>	"0" - Enter Estimated Value
Volunteer Public	<input type="text" value="0 - Enter Estimated Value"/>	"0" - Enter Estimated Value
Volunteer Private	<input type="text" value="0 - Enter Estimated Value"/>	"0" - Enter Estimated Value
Salary Paid By	<input type="text" value="Private Donations"/>	"Private Donations"
Beginning Date	<input type="text" value="mm/dd/yy"/>	"mm/dd/yy"
Date Terminated	<input type="text" value="mm/dd/yy"/>	"mm/dd/yy"
Number of Program days of Involvement	<input type="text" value="25"/>	"25"
Live/Work in the Target Area?	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Economically Disadvantaged?	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Former Participant?	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Certified Water Safety Instructor?	<input type="checkbox"/> Yes <input type="checkbox"/> No	

Some personnel screens ask for data in different ways. The "NYSP Activity" for a Professional staff member (above) is selected from a drop-down menu. The "NYSP Activity" for a Project Aide is entered as a text field. In all instances, enter the data if available, even though the field may not be required.

Communication is a key to success in NYSP. To facilitate communication, please try to enter all information related to each staff member. Enter the phone number where the staff member is most likely to be reached during the business day (Phone 1 or Phone 2 depending on your local preference). Use a fax number for the NYSP office, or the office closest to NYSP for each staff member paid by NYSP funds (if they do not have a personal fax machine). Encourage inclusion of email addresses for all staff (NYSP does not, and will not, share these addresses with any outside vendor. They are for use by the NYSP National Office and NYSP Evaluators ONLY). Consider using the local NYSP office phone number as a

contact number if the staff member has only a home number. Use the local NYSP office phone number as Phone Number 1 if the staff member has no home phone number.

The location in which Salary information is entered may not be clearly identified on the entry screen. Salary information begins with "NYSP" immediately below the "Gender" field. If a staff member is paid by NYSP funds, enter the amount in the "NYSP" field. Enter a zero ("0") in all other salary fields. For the permissible range of salaries paid from NYSP funds, see the "download" menu and select "Questions and Answers." For staff paid by non-NYSP funds, or for those who are volunteers, enter the value of their time in the appropriate salary field and enter a zero ("0") in all other salary fields.

For volunteers and staff paid by non-NYSP funds, two (2) factors must be considered: the amount and the source. Determine the amount by taking the person's regular salary and applying it to the number of hours they work with NYSP. Determine the source by considering:

- if they work for a tax-supported agency such as the police department, the fire department or city government, and their participation in NYSP is during their normal working hours, the contribution is a " non-NYSP public" contribution;
- if they work for an agency that does not receive tax support, such as the local grocery store, a private attorney, a banker or a beautician, and their participation in NYSP is during their normal working hours, the value of their time is a " non-NYSP private" contribution.
- if they work at your institution, and their participation in NYSP is during their normal working hours, the contribution is a "non-NYSP institutional" contribution.

NOTE: If a person who works for a public or private agency, or your institution volunteers to work with NYSP during their non-work hours, the value of their time is recorded as a "volunteer public", "volunteer private", or "volunteer institutional" contribution. Example - a nurse who works at the local private hospital at night, works at NYSP during the day. The value of her time is listed as "volunteer private."

Lastly, combinations of salary sources are a possibility. For example, if a policeman works a portion of his or her regular shift with NYSP, and returns during non-duty hours to volunteer with the program, salary data can be entered in both the "non-NYSP Public" and "Volunteer Public" fields.

Projects are encouraged to do their best to generate salary data that they can justify during the evaluation visit or during an audit.

"Date Terminated" is to be used ONLY WHEN A STAFF MEMBER IS TERMINATED PRIOR TO THE LAST DAY OF THE PROGRAM. If a staff member works for the entire program, leave this field blank.

When data for the Personnel screen has been entered, click on "Continue." You will have an opportunity to edit your information before submitting it. If you wish to make changes, click on "Make Changes." If the data is acceptable, click "Submit Entries."

8) Entering "**Activity Program**" data is accomplished by clicking on the "Add New" button. Select the activity from the drop-down menu, indicate whether or not the activity is co-educational, estimate the percentage of time to be dedicated to instruction and completion, and provide a description for the activity if "Other" was selected from the drop-down menu. When finished, click on "Save."

9) Entering "**Education Program**" data is accomplished by clicking on the "Add" button and selecting the appropriate program type from the "Education Program Type" drop-down menu.

Use the "Description" field for educational programs designated as "Other" on the drop-down menu (see illustration at the top of the next page).

- Enter the number of hours and minutes - to the nearest 15-minute increment - that this topic will be presented to each participant.
- Enter the number of hours and minutes - to the nearest 15-minute increment - that this topic will be presented to groups of 35 or less ("small groups").
- Enter the number of hours and minutes - to the nearest 15-minute increment - that this topic will be presented using hands-on/interactive instructional methods.

Educational Program Type:

Description:

Total Hours per Topic per Participant: :

Total Hours in Small Groups per Participant: :

Total Hours of Hands-On/Interactive Instruction: :

10) The "Direct Costs to be NYSP Funded" screens are used to enter and edit the expenditures which will be funded by your NYSP Grant. Staff Wages & Salaries will automatically transfer from the Personnel section of the Application for Participation (if you have entered Personnel in the database). For this reason, it is suggested that you enter personnel in the database before entering other data in the "Direct Costs to be NYSP Funded" screens.

- Enter your estimate for the amount of NYSP funds to be expended for **Staff Benefits**.
- Enter your estimate for the amount of NYSP funds to be expended for **Medical Services**.

Direct Costs to be NYSP Funded

A. Staff Wages & Salaries

1. Auxiliary	Count: 6	Amount: <input type="text" value="2400.00"/>
2. Professional	Count: 5	Amount: <input type="text" value="4504.00"/>
3. Project Aide	Count: 8	Amount: <input type="text" value="3503.00"/>
4. Supporting	Count: 5	Amount: <input type="text" value="6000.00"/>
Total:		<input type="text" value="16407.00"/>

These amounts are entered automatically from the data entered in the Personnel section of the Application for Participation.

B. Staff Benefits

a. FICA	Amount: <input type="text" value="0.00"/>	
1	Amount: <input type="text" value="454.00"/>	
Total:		<input type="text" value="454.00"/>

Enter estimates for these amounts.

C. Medical Services

01	Amount: <input type="text" value="0.00"/>
	Amount: <input type="text" value="655.00"/>

The following illustration is a representation of the “Direct Costs to be NYSP Funded” screen that will be used to enter and edit the budget estimate information for the Application for Participation.

- This example shows sections “D” through “F”, or Insurance through Miscellaneous. Section G – Transportation – is not displayed.
- The **Insurance** cost will be calculated by the system, based on the information previously entered for projected enrollment and personnel.
- Enter your estimate for the amount of NYSP funds to be expended for **Operating Costs** (Facilities Restoration, Nonexpendable Equipment, Expendable Supplies, Extra T-Shirts) and **Miscellaneous** (Nutrition and Miscellaneous Expenses).
- The program will calculate a **Grand Total** that represents the total costs that have been entered and are to be NYSP Funded. The **Balance Remaining** is calculated by subtracting the **Grand Total** from the **Grant Amount** (these three fields are not displayed in this manual, but occur in the software at the bottom of the page, immediately after the entry for Transportation).
- The **"Save"** button should be selected after all information has been entered. The **"Back"** button will return you to the Application for Participation Main Menu WITHOUT saving the information that has been entered on this screen.

D. Insurance

Amount: Automatic calculation

Total:

E. Operating Costs

1. Facilities Restoration	Amount:	<input type="text" value="500.00"/>
2. Nonexpendable Equipment	Amount:	<input type="text" value="600.00"/>
3. Expendable Supplies	Amount:	<input type="text" value="3300.00"/>
4. Extra T-shirts	Amount:	<input type="text" value="252.00"/>

Total:

F. Miscellaneous

1. Nutrition expenses	Amount:	<input type="text" value="0.00"/>
2. Miscellaneous expenses	Amount:	<input type="text" value="7296.00"/>

Enter estimates for these expenses

11) "Institutional Contributions" are entered on the screens illustrated below.

- The entry screen has five sections (Facilities, Non-Expendable Equipment, Project Administrator's Salary, Supporting Services, and Other) and is represented in this manual with the following three illustrations.
- The Total field in the far right hand column is calculated based on "Qty" times "Days" times "Cost per day." Therefore, if you have a situation where you only want to enter the Total Cost, you can enter a value of 1 for both the Qty and the Days, and your total cost in the Cost per day field.
- A Description will be required when an entry is made for 'Other' facilities.

Facilities					
a. Football Field	Quantity: <input type="text" value="0"/>	Days: <input type="text" value="0"/>	Cost per day: <input type="text" value="0"/>	Total: 0	
b. Basketball Court	Quantity: <input type="text" value="0"/>	Days: <input type="text" value="0"/>	Cost per day: <input type="text" value="0"/>	Total: 0	
c. Tennis Court	Quantity: <input type="text" value="0"/>	Days: <input type="text" value="0"/>	Cost per day: <input type="text" value="0"/>	Total: 0	
d. Badminton Court	Quantity: <input type="text" value="0"/>	Days: <input type="text" value="0"/>	Cost per day: <input type="text" value="0"/>	Total: 0	
e. Volleyball Court	Quantity: <input type="text" value="0"/>	Days: <input type="text" value="0"/>	Cost per day: <input type="text" value="0"/>	Total: 0	
f. Swimming Pool	Quantity: <input type="text" value="0"/>	Days: <input type="text" value="0"/>	Cost per day: <input type="text" value="0"/>	Total: 0	
g. Track	Quantity: <input type="text" value="0"/>	Days: <input type="text" value="0"/>	Cost per day: <input type="text" value="0"/>	Total: 0	
h. Gymnastics Room	Quantity: <input type="text" value="0"/>	Days: <input type="text" value="0"/>	Cost per day: <input type="text" value="0"/>	Total: 0	
i. Soccer Field	Quantity: <input type="text" value="0"/>	Days: <input type="text" value="0"/>	Cost per day: <input type="text" value="0"/>	Total: 0	
j. Other	Quantity: <input type="text" value="0"/>	Days: <input type="text" value="0"/>	Cost per day: <input type="text" value="0"/>	Total: 0	Description: <input type="text"/>
k. Other	Quantity: <input type="text" value="0"/>	Days: <input type="text" value="0"/>	Cost per day: <input type="text" value="0"/>	Total: 0	Description: <input type="text"/>
l. Other	Quantity: <input type="text" value="0"/>	Days: <input type="text" value="0"/>	Cost per day: <input type="text" value="0"/>	Total: 0	Description: <input type="text"/>

The illustrations on the following page display the data entry format for Non-Expendable Equipment, Project Administrator's Salary, Supporting Services, and Other Contributions.

The **Estimate** in the far right hand column of the section on **Supporting Services** is calculated automatically by taking the Hours per Week times the Hourly Rate times the Number of Weeks.

Nonexpendable Equipment

a. Depreciation Costs	Amount:	<input type="text" value="0"/>
b. Repair Costs	Amount:	<input type="text" value="0"/>
c. Replacement Costs	Amount:	<input type="text" value="0"/>

Total:

Project Administrator's Salary

a. Salary Weekly Cost: Number of Weeks: Amount: 0

Total:

Supporting Services

a. Secretarial	Hours per Week:	<input type="text" value="0"/>	Hourly Rate:	<input type="text" value="0"/>	Number of Weeks:	<input type="text" value="0"/>	Estimate:	0
b. Medical	Hours per Week:	<input type="text" value="0"/>	Hourly Rate:	<input type="text" value="0"/>	Number of Weeks:	<input type="text" value="0"/>	Estimate:	0
c. HR Payroll	Hours per Week:	<input type="text" value="0"/>	Hourly Rate:	<input type="text" value="0"/>	Number of Weeks:	<input type="text" value="0"/>	Estimate:	0
d. Custodial	Hours per Week:	<input type="text" value="0"/>	Hourly Rate:	<input type="text" value="0"/>	Number of Weeks:	<input type="text" value="0"/>	Estimate:	0
e. Fiscal Officer	Hours per Week:	<input type="text" value="0"/>	Hourly Rate:	<input type="text" value="0"/>	Number of Weeks:	<input type="text" value="0"/>	Estimate:	0

Total:

Other Contributions

a. Cafeteria	Quantity:	<input type="text" value="0"/>	Days:	<input type="text" value="0"/>	Daily Cost:	<input type="text" value="0"/>	Total:	0
b. Offices	Quantity:	<input type="text" value="0"/>	Days:	<input type="text" value="0"/>	Daily Cost:	<input type="text" value="0"/>	Total:	0
c. Training Room Med Center	Quantity:	<input type="text" value="0"/>	Days:	<input type="text" value="0"/>	Daily Cost:	<input type="text" value="0"/>	Total:	0
d. Phones	Quantity:	<input type="text" value="0"/>	Days:	<input type="text" value="0"/>	Daily Cost:	<input type="text" value="0"/>	Total:	0
e. Faxes	Quantity:	<input type="text" value="0"/>	Days:	<input type="text" value="0"/>	Daily Cost:	<input type="text" value="0"/>	Total:	0
f. Copiers	Quantity:	<input type="text" value="0"/>	Days:	<input type="text" value="0"/>	Daily Cost:	<input type="text" value="0"/>	Total:	0
g. Printers	Quantity:	<input type="text" value="0"/>	Days:	<input type="text" value="0"/>	Daily Cost:	<input type="text" value="0"/>	Total:	0
h. Postage	Quantity:	<input type="text" value="0"/>	Days:	<input type="text" value="0"/>	Daily Cost:	<input type="text" value="0"/>	Total:	0
i. Utilities	Quantity:	<input type="text" value="0"/>	Days:	<input type="text" value="0"/>	Daily Cost:	<input type="text" value="0"/>	Total:	0
j. Apparel	Quantity:	<input type="text" value="0"/>	Days:	<input type="text" value="0"/>	Daily Cost:	<input type="text" value="0"/>	Total:	0
k. Transportation	Quantity:	<input type="text" value="0"/>	Days:	<input type="text" value="0"/>	Daily Cost:	<input type="text" value="0"/>	Total:	0
l. Vehicles	Quantity:	<input type="text" value="0"/>	Days:	<input type="text" value="0"/>	Daily Cost:	<input type="text" value="0"/>	Total:	0

Total:

12) The following illustration is a representation of the “**Application Summary**” screen that is used to display and print a summary of the information entered on the Application for Participation.

<u>Project Organization</u>		<u>Estimated Costs to be NYSP funded</u>		<u>Estimated Institutional Contributions</u>	
Estimated Start Date: __ Estimated End Date: __ Estimated Number of Boys: <u>20</u> Estimated Number of Girls: <u>20</u> Projected Enrollment: <u>40</u> Estimated ADA: <u>32</u> Estimated NYSP Inst Staff: <u>1</u> Estimated Participant-Staff Ratio: <u>32.0 To 1</u> Estimated Grant Amount: <u>\$50,000.00</u> Total Funded Activity Days: <u>0</u> Sports Activity Hrs per Day: __ Staff Meetings Scheduled: __ Advisory Committee Meetings Scheduled Before Project: __ During Project: __ After Project: __		A. Staff Wages & Salaries <u>\$1,000.00</u> B. Staff Benefits <u>\$0.00</u> C. Medical Services <u>\$0.00</u> D. Insurance <u>\$0.00</u> E. Operating Costs <u>\$0.00</u> F. Miscellaneous <u>\$0.00</u> G. Transportation: <u>\$0.00</u>		Athletic Facilities <u>\$0.00</u> Nonexpendable Equipment <u>\$0.00</u> Project Administrator Salary <u>\$0.00</u> Supporting Services <u>\$0.00</u> Other Contributions <u>\$0.00</u>	
		TOTAL: \$1,000.00	COUNT: 0	TOTAL: \$0.00	COUNT: 0
<u>Personnel</u>					
<u>Personnel Type</u>	<u>Total Count</u>	<u>Male</u>	<u>Female</u>	<u>NYSP Funded</u>	<u>Salary Total</u>
Advisory Committee	0	0	0	0	\$0.00
Auxiliary Staff	0	0	0	0	\$0.00
Chancellor	0	0	0	0	\$0.00
Fiscal Officer	0	0	0	0	\$0.00
President	0	0	0	0	\$0.00
Professional	1	0	1	1	\$1,000.00
Project Admin	0	0	0	0	\$0.00
Project Aide	0	0	0	0	\$0.00
Supporting Staff	0	0	0	0	\$0.00
<u>Activity Programs</u>			<u>Education Programs</u>		
Activity Programs Entered: <u>0</u>		Education Programs Entered: <u>0</u>			
COED: <u>0</u>		Total Hours Per Topic Per Participant: <u>0</u>			
Average Competition Time <u>0.00%</u>		Total Hours in Small Groups Per Participant: <u>0</u>			
<input type="button" value="Back"/>					

When you have entered and proofed all required information, Submit your Application for Participation by clicking on the "**Submit Application to NYSC**" button. The deadline is April 30!

APP Project Maintenance

[Project Organization](#)

[Community Action-Agencies](#)

[Personnel](#)

[Activity Programs](#)

[Education Programs](#)

[Direct Costs to NYSP Funded](#)

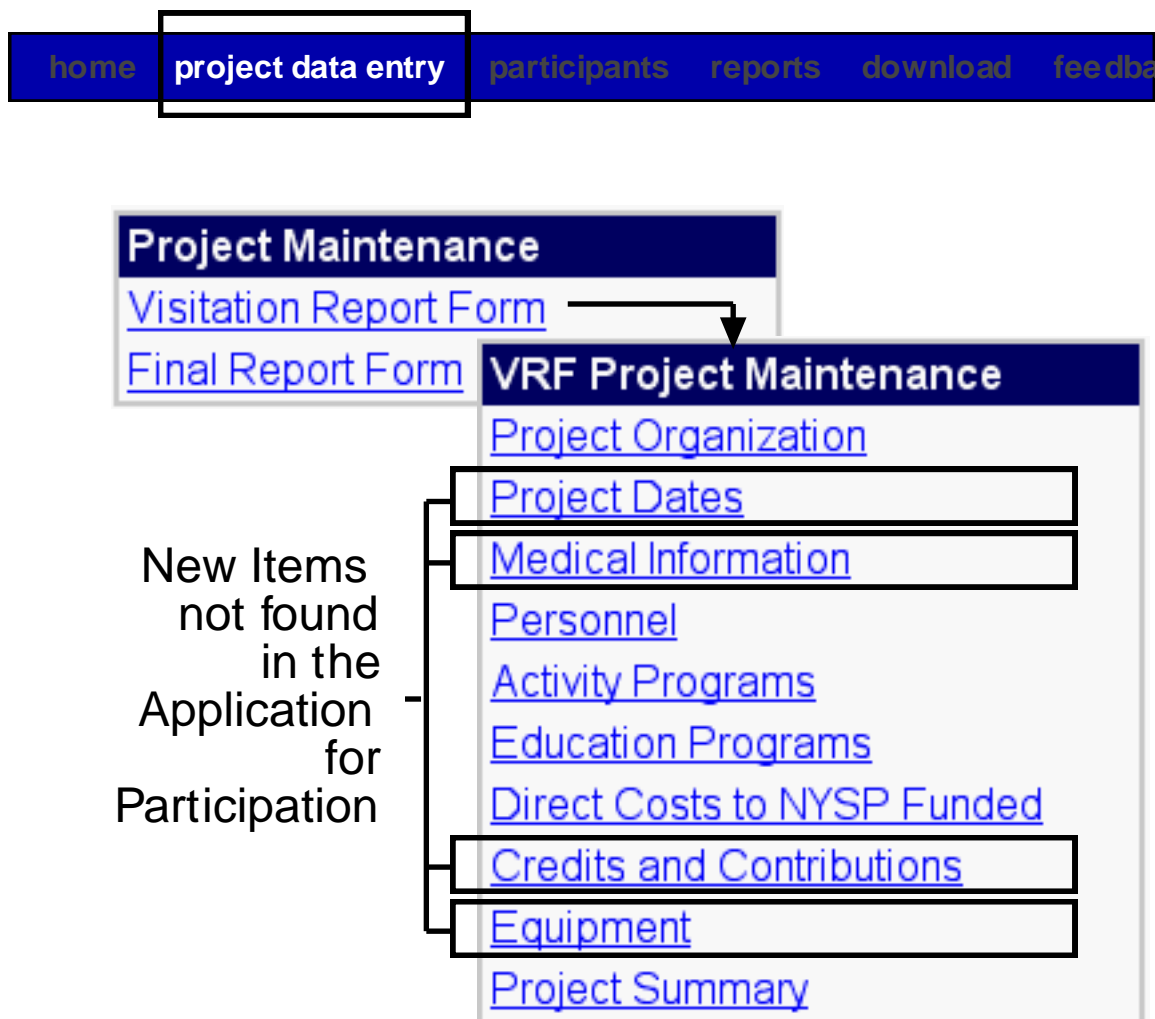
[Institutional Contributions](#)

[Application Summary](#)

Chapter 2 The Project Visitation Report

Once a program has completed initial data entry and has selected "Submit Application to NYSP," the Application for Participation will be reviewed by NYSP national office staff. The Project Administrator will be contacted if additional information is required, or if modifications are requested. If no additional information or modifications are required, the application will be approved. The approval process does not involve any formal communication with local program staff. A program can verify whether or not the Application for Participation has been approved by logging in to the NYSP site (www.nysponline.org) and viewing the "project data entry" menu.

When programs are approved, access is granted to two additional data entry screens under the "project data entry" menu. The screens are the Visitation Report Form and the Final Report Form.



The Visitation Report Form (VRF) includes 4 new menu items (see illustration above), as well as additional fields under Project Organization.

Under Project Organization, a new field for **Method of Certification** has been added. Projects need to use this field to indicate the method by which they verify the eligibility of participants, i.e. letter from Community-Action Agency/target areas, income statements, etc.

PROJECT ORGANIZATION AND SCHEDULE

Method of Certification

Additional fields have also been added under Project Organization with which to indicate if the program plans to provide additional program days, and to indicate the estimated number of participants that are transported daily.

DAYS, HOURS, AND TIMES OF OPERATION

Additional Days "2"

Estimated Number of Participants Transported Daily "50"

Project Dates

The system will use the starting and ending dates entered in the Application for Participation to develop a listing of all available program dates. Program staff must select the "**Project Dates**" menu item and indicate the dates on which the program will meet.

Please check the dates scheduled for this program

6/2/2003	<input checked="" type="checkbox"/>
6/3/2003	<input checked="" type="checkbox"/>
6/4/2003	<input checked="" type="checkbox"/>
6/5/2003	<input checked="" type="checkbox"/>
6/6/2003	<input checked="" type="checkbox"/>
6/7/2003	<input type="checkbox"/>
6/8/2003	<input type="checkbox"/>
6/9/2003	<input checked="" type="checkbox"/>
6/10/2003	<input checked="" type="checkbox"/>

Medical Information

A new menu item for "**Medical Information**" is also available. This menu includes data on the number of medical examinations submitted (an automatic calculation based on data entered in the "participant" database - see Chapter 3), as well as the number of medical examinations that were paid for with NYSP funds (Paid) and those that were administered at no cost to NYSP (Free). These numbers also carry over from the "participants" database.

This menu is also used to indicate the estimated value of each medical examination (the amount of money that a physician or clinic in your area would normally charge for a medical examination of this type). The "Total Estimated Monetary Value for All Examinations" is computed automatically, as is the "Total Amount of Donated Monies for Examinations." Projects must enter the "Total Amount of NYSP Funds Spent on Examinations" (not to exceed an average of \$7 per examination). The "Actual Cost Per Medical Examination" is computed automatically.

MEDICAL INFORMATION	
Medical Forms Submitted:	22
Number of Examinations Administered to Participants:	Paid: 0 Free: 20 Total: 20
Estimated Value Per Medical Exam:	<input type="text"/> "1.50"
Total Estimated Monetary Value for All Examinations:	<input type="text"/> "1000.00"
Total Amount of NYSP Funds Spent on Examinations:	<input type="text"/> "500.00"
Total Amount of Donated Monies for Examinations:	<input type="text"/> "1000.00"
Actual Cost Per Medical Examination:	<input type="text" value="0.00"/> "1.50"
Do examinations exceed the minimum requirements?	<input type="radio"/> yes <input checked="" type="radio"/> no
If yes, list the item(s):	<input type="text"/>

Projects must indicate if the medical examinations exceed the minimum requirements of the NYSP Medical Examination Form (see Medical Examination Form on the "download" menu). If "yes" is indicated, a short statement describing the manner in which the exam exceeds minimums is to be entered.

The remainder of the Medical Information section asks for a numerical summary of the types of pre-existing medical conditions identified during the administration of the medical examinations, as well as an indication of the number of parents who have been notified of pre-existing medical conditions and the number of medical follow-ups that have been performed. The Medical Coordinator is the staff person from whom this information is to be obtained. Projects are asked to use the categories included in the software. Any conditions that do not fit the categories listed should be totaled and entered under "Other."

Summary of Pre-Existing Medical Conditions

Condition	Number of Problems
-----------	--------------------

ADD:	<input type="text" value="0"/> "1"
------	------------------------------------

Allergies:	<input type="text" value="0"/> "1"
------------	------------------------------------

Asthma:	<input type="text" value="0"/> "1"
---------	------------------------------------

Autistic:	<input type="text" value="0"/> "1"
-----------	------------------------------------

Blood Pressure:	<input type="text" value="0"/> "1"
-----------------	------------------------------------

Vision Problems:	<input type="text" value="0"/> "1"
------------------	------------------------------------

Number of parents notified of pre-existing medical conditions:	<input type="text" value="10"/> "10"
--	--------------------------------------

Number of medical follow-ups performed:	<input type="text" value="10"/> "10"
---	--------------------------------------

Personnel

The Personnel section of the database can only be modified in certain ways. Staff paid by NYSP Funds are "locked" by the system when the Application for Participation is approved. Any changes for staff paid by NYSP funds (i.e change of salary, hiring of additional staff paid by NYSP funds, etc.) must be approved by the national office. Other staff (Advisory committee members, volunteers, or staff paid by non-NYSP funds) can be added or modified at any time. The Personnel portion of the Visitation Report Form functions the same as the Personnel section in the Application for Participation.

Activity Programs

The Activity Programs portion of the Visitation Report Form functions the same as the Activity Programs portion of the Application for Participation. Use this section to add, delete or modify the list of activities offered in NYSP.

Educational Programs

The Educational Programs portion of the Visitation Report Form functions the same as the Educational Programs portion of the Application for Participation. Use this section to add, delete or modify the list of educational programs offered in NYSP.

Direct Costs to be NYSP Funded

Data entered in the Application for Participation is displayed in the "Direct Costs to be NYSP Funded" summary screen. The summary screen reflects the estimated expenditure of NYSP funds for items related to the conduct of NYSP (see "Est Total" on the illustration that follows).

Group	Subgroup	Lineitem	Total	Est Total	Description
C. Medical Services			2000	0	NYSP Medical Examiations

Group	Subgroup	Lineitem	Total	Est Total	Description
D. Insurance			40.63	60.13	

Group	Subgroup	Lineitem	Total	Est Total	Description
E. Operating Costs	1. Facilities Restoration		0	0	
E. Operating Costs	2. Nonexpendable Equipment		0	0	
E. Operating Costs	3. Expendable Supplies		95	0.95	
E. Operating Costs	4. Extra T-shirts		342	342	

Group	Subgroup	Lineitem	Total	Est Total	Description
F. Miscellaneous	1. Nutrition expenses		434	434	
F. Miscellaneous	2. Miscellaneous expenses		500	434	Sports Equipment

To record an actual expenditure of NYSP funds, click on the item in the "Group" column that corresponds with the expense (Miscellaneous in this example). Enter the data in much the same way as you would write a personal check. Click save. The amount of the expense will now be displayed in the "Total" column of the summary screen (see illustration above).

Record of an Expense Paid with NYSP Grant Funds

Category	F. Miscellaneous ▾	Sub-Category	2. Miscellaneous expenses ▾	Date Paid	6/30/2003
Paid to	Hensley Products	Amount	500		
Description	Sports Equipment				
<input type="button" value="save"/> <input type="button" value="Add Another"/> <input type="button" value="back"/>					

Credits and Contributions

Contributions to the program are documented by adding new program contributions or by modifying those contributions anticipated during the Application for Participation process.

To modify a previously recorded contribution, click on the "Subgroup" and change the amount. In the example that follows, the institutional contribution of a basketball court was modified from the "Est Total" of 5625 to a "Total" of 5650 by clicking on "A. Athletic Facilities b. Basketball Court" and changing the amount when the entry screen was displayed.

RETURN TO FUNCTION MENU **ADD**

The following Credits and Contributions have been previously entered:

Group: 2. Institutional Contributions				
Subgroup	Lineitem	Total	Est Total	Description
A. Athletic Facilities	a. Football Field	0	0	
A. Athletic Facilities	b. Basketball Court	5650	5625	
A. Athletic Facilities	c. Tennis Court	0	0	
A. Athletic Facilities	d. Badminton Court	1500	1500	
A. Athletic Facilities	e. Volleyball Court	6250	6250	
A. Athletic Facilities	f. Swimming Pool	6250	6250	

To add a new contribution, click on "ADD" (see illustration above). An entry screen similar to that illustrated below will appear. Select a Category (Institutional, Public or Private), and a Sub-Category (Cash Donation, Equipment, Facilities, Nutrition-USDA, Nutrition-Other, Other, Speaker, Supplies, or Transportation). Enter the date that the contribution was received, indicate who the contribution was received from, the actual or estimated amount of the contribution, the address of the person from whom the contribution was received, and a brief description of the contribution. When all data has been entered, click "Save."

Receipt for Contributions to NYSP

Category	3. Public Contributions	Sub-Category	Other	Date Received	6/1/03
Received from	Dr. Mark Ferris	Amount	2500		
Address	123 Elm Street, Downtown				
Description	Medical Examinations				
<input type="button" value="save"/> <input type="button" value="back"/>					

The assumption for the contribution above is that Dr. Ferris works for a public health clinic, not a private practice.

In the example that follows, Ms. Jensen is a public employee, probably a police officer with an office at the Public Safety Center.

Receipt for Contributions to NYSP

Category	3. Public Contributions	Sub-Category	Speaker	Date Received	6/30/200
Received from	Betty Jensen	Amount	200		
Address	Public Safety Center				
Description	Education session - Drug Awareness				
<input type="button" value="save"/> <input type="button" value="Add Another"/> <input type="button" value="back"/>					

A summary of the contributions donated by institutional, public and private sources is displayed when "Credits and Contributions" is selected from either the Visitation Report Form or the Final Report Form menus.

Group: 2. Institutional Contributions				
Subgroup	Lineitem	Total	Est Total	Description
F. Speakers	a. Speakers	200	5000	Education session - Applying for Financial Aid

Group: 3. Public Contributions				
Subgroup	Lineitem	Total	Est Total	Description
Speaker		200		Education Session - Drug Awareness

Group: 4. Private Contributions				
Subgroup	Lineitem	Total	Est Total	Description
Speaker		200		Education session - Saving for the Future

Equipment

When "Equipment" is selected from the Visitation Report Form menu, the following summary screen is displayed. Equipment obtained in previous years and entered in last year's NYSP database can be copied to the current year by selecting "Copy from Last Year." To add new equipment or to add equipment not entered in the previous year's inventory, click on "Add New."

The following Equipment has been previously entered:

Equipment Type	Description	Serial Number	Acquisition Date	Acquisition Quantity	Condition	Location	Institutional Contribution

When "Add New" is selected, an entry screen appears. Only numeric data can be entered in the "Acquisition Cost" and "Acquisition Quantity" fields.

Equipment Type	Basketball ▾	
Description of Equipment	Balls donated by NYSP	"volleyball nets"
Serial Number	N/A	"ABC-54321"
Acquisition Date	4/15/2003	"mm/dd/yy"
Acquisition Cost	0	"20.00"
Acquisition Quantity	12	"2"
Condition	New	"good"
Location	Gym Storage Room #1	"locker room"
Is this equipment an institutional contribution?	Yes <input type="radio"/> No <input checked="" type="radio"/>	

Project Summary

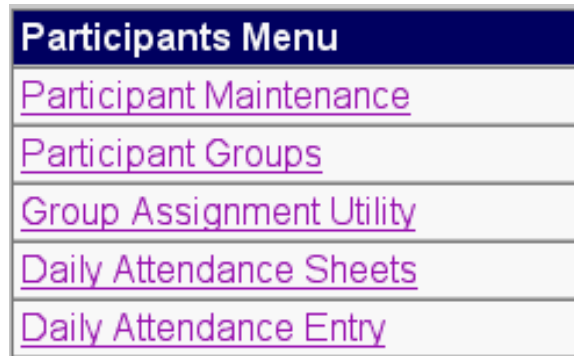
The "Project Summary" displays a summary of all data entered in the Visitation Report Form.

Project Organization		Actual Costs to be NYSP funded		Actual Institutional Contributions	
Actual Start Date: <u>6/2/2003</u> Actual End Date: <u>7/3/2003</u> Actual Number of Boys: <u>10</u> Actual Number of Girls: <u>10</u> Actual ADA: <u>18</u> Actual NYSP Inst Staff: <u>2</u> Actual Participant-Staff Ratio: <u>9.0 To 1</u> Actual Grant Amount: <u>\$50,000.00</u> Total Funded Activity Days: <u>25</u> Additional Days: <u> </u> Sports Activity Hrs per Day <u>3</u> Staff Meetings Scheduled: <u>25</u> Advisory Committee Meetings Scheduled Before Project: <u>1</u> During Project: <u>1</u> After Project: <u>1</u>		A. Staff Wages & Salaries <u>\$11,500.00</u> B. Staff Benefits <u>\$1,234.00</u> C. Medical Services <u>\$2,000.00</u> D. Insurance <u>\$40.63</u> E. Operating Costs <u>\$437.00</u> F. Miscellaneous <u>\$1,434.00</u> G. Transportation: <u>\$35,494.87</u>		Athletic Facilities <u>\$50,625.00</u> Nonexpendable Equipment <u>\$5.00</u> Project Administrator Salary <u>\$2,500.00</u> Supporting Services <u>\$14,030.00</u> Other Contributions <u>\$11,450.00</u> Speakers <u>\$200.00</u> Misc Contributions <u>\$0.00</u>	
		TOTAL: \$52,140.50		TOTAL: \$78,810.00	
Personnel					
Personnel Type	Total Count	Male	Female	NYSP Funded	Salary Total
Advisory Committee	2	1	1	0	\$0.00
Auxiliary Staff	2	2	0	2	\$6,500.00
Chancellor	1	1	0	0	\$0.00
Fiscal Officer	1	1	0	0	\$0.00
President	1	1	0	0	\$0.00
Professional	3	2	1	2	\$5,000.00
Project Admin	0	0	0	0	\$0.00
Project Aide	1	0	1	0	\$3,000.00
Supporting Staff	1	1	0	1	\$6,000.00
Activity Programs		Education Programs		Equipment	
Activity Programs Entered: <u>6</u> COED: <u>6</u> Average Competition Time <u>20.00%</u>		Education Programs Entered: <u>4</u> Total Hours Per Topic Per Participant: <u>17</u> Total Hours in Small Groups Per Participant: <u>18</u>		Equipment Items Entered: <u>1</u>	
Back					

Chapter 3 The Participant Database



The Participant Database is used to prepare documents required for compliance with the NYSP Guidelines, as well as assist projects in maintaining an accurate record of participants and their attendance. There are five functions on the Participants Menu:



Participant Groups

Although not the first item on the Participants Menu, one of the first considerations suggested for organizing your participants is to decide how they will be divided into groups. You can create groups manually, or you can use the "Group Assignment Utility" to have the computer create groups for you. The "Group Assignment Utility" will be described later in this chapter.

If you plan to manually assign participants to groups, decide how many groups you will have and what the name of each group will be. In the example that follows, six (6) groups are anticipated and the groups are identified with the names of animals. Groups are created by typing the name of the group in the "Group Name" field and clicking on "Add."

Participant Group Maintenance	
Project ID	268
School ID	TEST SCHOOL 16
Project Year	2003
Group Name*	<input type="text"/>
<input type="button" value="Add"/> <input type="button" value="Return To Participant Menu"/>	

* These Groups already exist. To EDIT one select from this list:

[Lions](#)
[Tigers](#)
[Bears](#)
[Giraffes](#)
[Zebras](#)
[Jaquars](#)

The groups identified on the "Participant Groups" menu will appear in drop-down menus when participants are actually entered in the "Participant Maintenance" section of the database.

Group names can be changed and groups can be deleted. In the example below, the group name "Tigers" is being changed to "Tiger Cubs." To change a group name click on the name of the existing

group and edit the group name in the "Group Name" field. Click on "SAVE CHANGE" to complete the process.

Participant Group Edit	
Project ID	268
School ID	TEST SCHOOL 16
Project Year	2003
Group Name	<input type="text" value="Tiger Cubs"/>
<input type="button" value="DELETE"/> <input type="button" value="SAVE CHANGE"/>	

*** This is a listing of the Groups that currently exist:**
Lions
Tigers
Bears

Here is the result of the name change process:

*** These Groups already exist. To EDIT one select from this list:**
[Lions](#)
[Tiger Cubs](#)
[Bears](#)

Groups can be added, modified or deleted by using the "Participant Groups" menu.

Participant Maintenance

The "Participant Maintenance" menu is used to enter participants in the database, to modify information related to a participant, or to perform searches and sorts. Participants who were enrolled in NYSP at your site in the summer of 2001 or 2002 can be "copied" to this year's participant directory. When copying participants from one year to another, verify that addresses and phone numbers are still accurate, as some participants may have relocated since participating in last year's program.

When you select "Participant Maintenance," the following "Find Applicant/Participant" screen will appear. An "Applicant" is a child for whom you have either an NYSP Application or an NYSP Medical Examination Record form, or both. An "Applicant" does not become a "Participant" until you have both an NYSP Application and an NYSP Medical Examination Record form and the child has attended NYSP for at least one (1) activity day.

Find Applicant/Participant	
Search String	<input type="text" value="2003"/>
Search In	Project Year
Sort By	Last Name
<input type="button" value="Search"/>	

If you were to click on "Search" on the screen above, you would get an alphabetical listing of all applicants who have been entered in the 2003 database, sorted by last name. If you wanted to find a child named Anderson, enter Anderson in the "Search String" field and select Last Name in the "Search In" field. You can have the results of your search sorted by any of the available fields: Last Name, First Name, Zip Code, Age, Group or Project Year.

The result of a search for participants with the last name of Benson, sorted by First Name is shown below.

Year	Group	Last Name	First Name	Birthdate	Age	Gender	Application	Medical	Approved	Form
2003	101	Benson	Garreth	3/6/1988	15	M	Yes	Yes	Yes	Yes
2003	101	Benson	Janet	6/5/1987	15	F	Yes	Yes	Yes	Yes

When entering participants in the database, you might first do a search for an applicant by last name, sorted by first name. The result of such a search (all previous applicants with the last name you selected) can assist in data entry. You can copy this person from a previous program year to the 2003 roster by clicking on "Copy" in the participant's record.

You can copy multiple participants by clicking on the "Copy Multiple Participants" selection (see illustration below). The result of this action will be an alphabetical list (by last name) of all previous NYSP participants. Check the participants you want to move to the current year and click "Copy."

Participant Maintenance
Add New Applicant to add a new individual for the current year
Copy Multiple Participants to copy multiple participants from previous year
Delete Multiple Participants to delete multiple participants from current year

You can delete multiple participants, for instance, all applicants who submitted applications but did not follow through and either obtain a medical examination or attend the program. Clicking on "Delete Multiple Participants" will result in an alphabetical listing, by last name, of all applicants in the current (2003) database. Check those you wish to delete and click on "Delete Selected Participants" (see illustration on the following page).

Prince, Andy	<input checked="" type="checkbox"/>	2003
Prince, Candy	<input type="checkbox"/>	2003
Prince, Mandy	<input checked="" type="checkbox"/>	2003
Rennes, Sarah	<input type="checkbox"/>	2003
Williams, Jessica	<input checked="" type="checkbox"/>	2003
Wood, David	<input type="checkbox"/>	2003

Adding a New Participant:

To add a new participant, simply click on "Add New Participant." The following screen will appear:

PARTICIPANT DIRECTORY

** indicates required field*

Project ID **268**
School ID **TEST SCHOOL 16**
Project Year **2003**

* Birth Date "mm/dd/yy"
Age

* Last Name * First Name M.I.
* Gender Group **Lions** * Previous Years in NYSP

Application Completed? Medical Form Submitted?
Lives In Target Area? Economically Disadvantaged?

Medical Examination: Free -OR- Paid with NYSP Funds

Phone Address
City State Zip
Parent's Name Home Phone Work Phone
Emergency Contact Name Home Phone Work Phone
Relationship

Begin by entering the participant's date of birth. The system has been designed to determine if a child is within the acceptable age range when the date of birth is entered. A child must be within the age range of 10 to 16 years of age. If a child turns 10 on or prior to August 30 of 2003, they are eligible for the program. If a child turns 17 on or after June 1, 2003, they are eligible for the program.

Examples of birth dates that fall outside the acceptable range, and the resultant alerts, are shown on the following page.


PARTICIPANT DIRECTORY

*** indicates required field**

Project ID **268**
 School ID **TEST SCHOOL 16**
 Project Year **2003**

* Birth Date "mm/dd/yy"
 Age
 * Last Name * F

Internet Explorer Script Alert

 **Applicant is too young.**


PARTICIPANT DIRECTORY

*** indicates required field**

Project ID **268**
 School ID **TEST SCHOOL 16**
 Project Year **2003**

* Birth Date "mm/dd/yy"
 Age
 * Last Name * F

Internet Explorer Script Alert

 **Applicant is too old.**

If an applicant is within the acceptable age range for the program, continue to enter data. Last Name, First Name and Middle Initial (MI) are added as text fields. Gender, Group and Previous Years in NYSP are drop-down menus. You may select an item from a drop-down menu or strike the key that corresponds with the first letter (or number) of your desired entry. For example, entering "F" in the "Gender" field will automatically select "Female." Striking a "T" in the "Group" field will automatically select "Tigers" as the group. Typing the number "2" in the "Previous Years in NYSP" field will place a 2 in the corresponding box.

* Last Name * First Name M.I.

* Gender Group * Previous Years in NYSP

Completed? Hitted?
 Lives In Target Area? Advantaged?
 Medical Examination: Free Paid with NYSP Funds

Phone Address

Some fields in the participant entry form are check boxes or radio buttons. All check boxes are "checked" as the default. To "uncheck" a check box, click on the box, or hit the space bar when the check box is highlighted. A radio button allows only one selection in a series to be chosen. The selection choices for the "Medical Examination" section are "Free" or "Paid with NYSP Funds." "Free" is the default selection. To change the selection, simply click on "Paid with NYSP Funds" or hit the space bar when the "Paid with NYSP Funds" button is highlighted.

Application Completed?	<input checked="" type="checkbox"/>	Medical Form Submitted?	<input checked="" type="checkbox"/>
Lives In Target Area?	<input checked="" type="checkbox"/>	Economically Disadvantaged?	<input checked="" type="checkbox"/>
Medical Examination:	Free <input checked="" type="radio"/>	-OR- Paid with NYSP Funds	<input type="radio"/>

When all data for a child has been entered, click on "Save Changes" at the bottom of the entry screen.

Phone	<input type="text"/>	Address	<input type="text"/>
City	<input type="text"/>	State	<input type="text"/>
Parent's Name	<input type="text"/>	Home Phone	<input type="text"/>
Emergency Contact Name	<input type="text"/>	Home Phone	<input type="text"/>
Relationship	<input type="text"/>	Work Phone	<input type="text"/>
<input type="button" value="Save Changes"/> <input type="button" value="BACK"/>			

The data will be displayed for review, along with access to additional "Fields for Special Usage." To access the special use fields, click on "Fields for Special Usage" at the bottom of the entry screen.

Emergency Contact Name	<input type="text" value="Lucille"/>	Home Phone	<input type="text" value="234-5678"/>	Work Phone	<input type="text"/>
Relationship	<input type="text" value="Sister"/>	<input type="button" value="Fields for Special Usage"/>			
<input type="button" value="Save Changes"/> <input type="button" value="Add Another"/> <input type="button" value="BACK"/>					

The program includes 15 "Fields for Special Usage." Entries are limited to 20 characters per field.

Special Usage Fields for F Green	
Field 1:	<input type="text" value="Bus #2"/>
Field 2:	<input type="text" value="Works on Tuesdays"/>
Field 3:	<input type="text" value="Meds at 10:00 daily"/>
Field 4:	<input type="text" value="Sister in Lions"/>
Field 5:	<input type="text"/>
Field 6:	<input type="text"/>
Field 7:	<input type="text"/>
Field 8:	<input type="text"/>
Field 9:	<input type="text"/>
Field 10:	<input type="text"/>
Field 11:	<input type="text"/>
Field 12:	<input type="text"/>
Field 13:	<input type="text"/>
Field 14:	<input type="text"/>
Field 15:	<input type="text"/>

Group Assignment Utility

The "Group Assignment Utility" can be used to divide your participants into groups of a select size based on age, gender and age, or in random order. If you select this function, ALL PREVIOUSLY ENTER GROUPS WILL BE LOST.

This Utility will DELETE all existing groups and all existing group assignments and then will create new groups and assign the participants to the new groups based upon the criteria selected.

Group Size

Using

Method

To use this utility, select "Group Assignment Utility" from the participant menu and indicate both the desired size of your groups and the criteria for placement. In the examples below, All Participants have been selected for assignment to groups of 20 based on age (By Birthdate).

Group Size

Using All Applicants
 Participants Only

Method

Group Size

Using


Method By Birthdate
 By Gender, Then Birthdate
 Random (Sorted By Last Name)

Group Attendance Sheets

Group attendance sheets can be printed for each group by selecting "Group Attendance Sheets" from the "participants" menu. The attendance sheets facilitate recording up to 6 days of attendance on one group attendance sheet.


The group attendance sheet is provided for the use of NYSP staff in conducting manual counts of participants. Daily attendance must also be entered in the NYSP software using the "Group Attendance Entry" process described on the following page.

Group Attendance Sheet

Skip to group:		Lions 					
Last Name	First Name	1	2	3	4	5	6
Benson	Garreth	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Benson	Janet	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Brown	James	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Brown	Jennifer	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Brown	Jerry	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Collins	Ray	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Gray	Jolinda	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Green	Fred	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Green	Sandra	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Greene	Nick	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Hanson	Andy	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Rennes	Sarah	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Group Attendance Entry

The recording of daily attendance of all participants, by name, is an NYSP Guideline requirement. To facilitate verification of daily attendance, each participant's attendance is to be entered into the computer daily. This process is facilitated by use of the "Group Attendance Entry" process. To enter this section of the software, select " Group Attendance Entry" from the "participants" menu. Select the date for which you want to enter attendance data and click "CONTINUE." (If your actual program dates differ from those you anticipated when you submitted your Application for Participation, use "Change Dates" to enter the actual dates for your program.)

Daily Attendance	
Project ID	268
School ID	TEST SCHOOL 16
Project Year	2003
Date	Day 1 - 6/2/2003 
Change Dates	
CONTINUE	Return To Participant Menu

A listing of all participants in your database will be displayed, sorted by group and alphabetized by last name. You may choose to "Check All" participants as being present, and then proceed to uncheck those absent, or you can "Uncheck All" and check those that are present. **Be sure to "Save" your data prior to leaving this screen.**

<input type="button" value="Check All"/> <input type="button" value="Uncheck All"/> <input type="button" value="SAVE"/> <input type="button" value="BACK"/>			
Group Name	Last Name	First Name	Present
Bears	Green	Gary	<input type="checkbox"/>
Bears	Green	Mandy	<input type="checkbox"/>
Bears	Hanson	Sandy	<input type="checkbox"/>
Bears	Jackson	Harold	<input type="checkbox"/>
Bears	Jones	Jennifer	<input type="checkbox"/>
Lions	Benson	Janet	<input type="checkbox"/>
Lions	Brown	James	<input type="checkbox"/>
Lions	Brown	Jerry	<input type="checkbox"/>
Lions	Collins	Ray	<input type="checkbox"/>
Lions	Gray	Jolinda	<input type="checkbox"/>

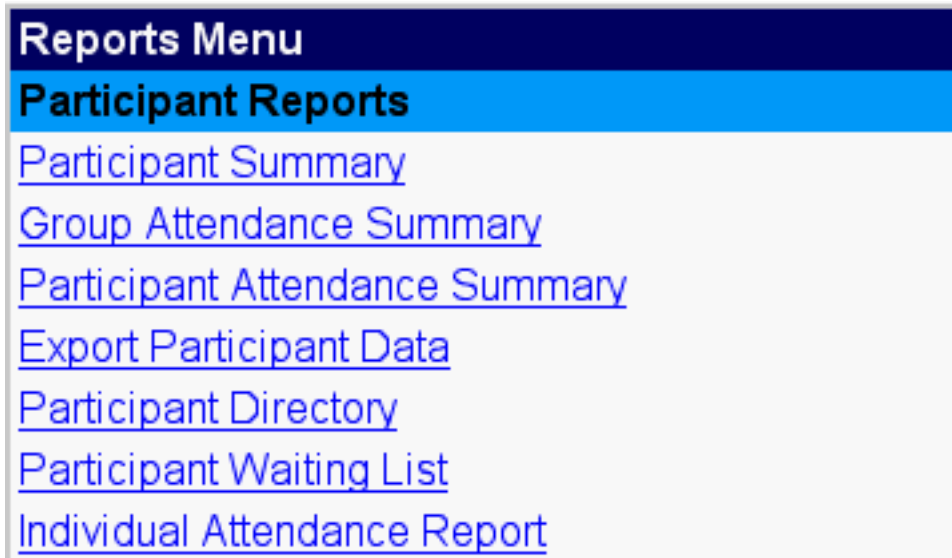
Chapter 4 Reports



The "reports" menu provides you with an opportunity to review data that was entered using the "project data entry" screens. The "reports" menu is divided into three sections: participant reports, personnel reports, and project reports.

Participant Reports

There are seven (7) report formats that allow you to view data you have entered related to the participants in your program. Each report is described below.



The "Participant Summary" report displays a breakdown of all participants that have been entered in the database. The report displays the participants by age, gender and returnee status.

Ages	Males	Females	Totals	Total Returnees	Percentage of Returnees**
9*	0	0	0	n/a	n/a
10	1	0	1	n/a	n/a
11	1	0	1	1	100.00%
12	1	2	3	2	66.67%
13	3	0	3	3	100.00%
14	1	5	6	6	100.00%
15	3	3	6	6	100.00%
16	0	0	0	0	0
Grand Totals:	10	10	20	18	94.74%

The "Group Attendance Summary" permits selection of a specific date, followed by a display of the number of female and male participants indicated as being present in each group on that day. A summary of the total number of males and females present on that day is also displayed.

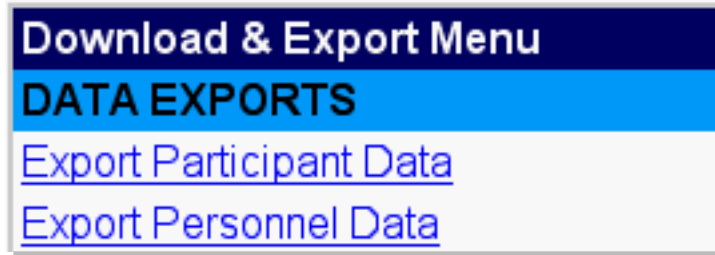
Daily Attendance By Group	
Date	Day 1 - 6/2/2003 <input type="button" value="↓"/>
<input type="button" value="View Report"/> <input type="button" value="Main Menu"/>	

Group ID	Females	Males	Total
Bears	2	2	4
Lions	5	4	9
Tigers	3	3	6
Total Females		10	
Total Males		9	
Total for 6/2/2003		19	
<input type="button" value="Select a different date"/>		<input type="button" value="Main Menu"/>	

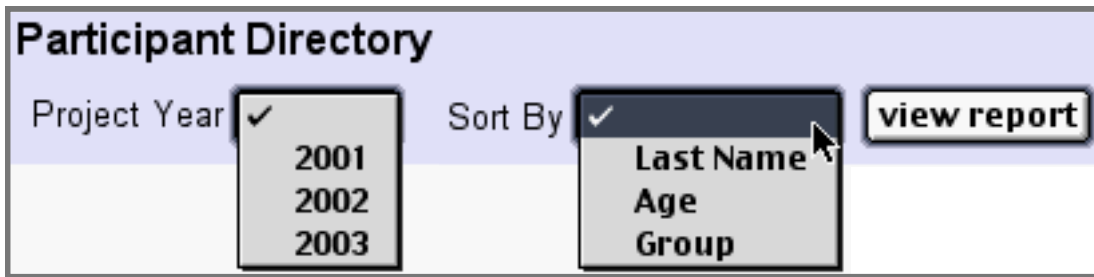
The "Participant Attendance Summary" provides an alphabetical listing of all program participants followed by the number of days they have been recorded as being present.

Last Name	First Name	Days Attended
Benson	Garreth	1
Benson	Janet	1
Brown	James	2
Brown	Jennifer	2
Brown	Jerry	2
Collins	Ray	2
Givens	John	2
Gray	Jolinda	2
Green	Gary	2
Green	Sandra	2
Hanson	Andy	1

The "Export Participant Data" menu permits you to export selected data fields. A detailed description of the use of this menu item is included in Chapter 5 - The "Download" menu.



A complete list of all participants in the database can be viewed by selecting "Participant Directory." To view participants, indicate the project year you wish to view, as well as the manner in which you would like to sort the participants. A printer friendly version of the report is available, and should be used to print the list of program participants.



A "Participant Waiting List" is created automatically and contains a listing of applicants who have submitted an Application and a Medical Form, but who have not yet attended the program for at least one (1) day (according to the NYSP Guidelines, an "Applicant" does not become a "Participant" until they meet three (3) criteria: a complete Application, signed by a parent or guardian is on file, the child has been seen by a medical professional and the NYSP Medical Examination Record is completed, and the child has attended a minimum of one program day).

Participant Waiting List							
Last Name	First Name	Birth Date	Age	Gender	Application	Medical Form	Participant
Green	Fred	10/10/1990	12	M	True	True	False
Green	Larry	12/23/1989	13	M	True	True	False
Green	Mandy	12/23/1988	14	F	True	True	False
Greene	Larry	12/23/1989	13	M	True	True	False
Greene	Nick	10/1/1988	14	M	True	True	False
Wood	David	8/23/1989	13	M	True	True	False

[back](#)

An "individual attendance report" (no illustration provided) displays attendance for each individual participant.

Personnel Reports

The "Personnel Reports" menu allows you to view data entered in the "Personnel" section of the Application for Participation, the Visitation Report Form, and the Final Report Form.

Reports Menu	
Personnel Reports	
Staff-NYSP Funded	
Staff-Non-NYSP Funded and Volunteers	
Export Personnel Data	
Personnel Summary	
Personnel Summary by Position	

The "Staff-NYSP Funded" report provides a summary list of the number of males and females in each staff category that are paid by NYSP funds.

Staff-NYSP Funded:		
Staff Type	Females	Males
Auxiliary Staff		2
Professional	1	1
Supporting Staff	0	1

The "Staff-Non-NYSP Funded and Volunteers" report provides a summary list of the number of males and females in each staff category that are paid by Non-NYSP funds or those who volunteer their time to assist with NYSP.

Staff-Non-NYSP Funded and Volunteers:		
Staff Type	Females	Males
Advisory Committee	1	1
Auxiliary Staff	0	0
Chancellor	0	1
Fiscal Officer	0	1
President	0	1
Professional	1	2
Project Admin	0	0
Project Aide	1	0
Supporting Staff	0	1

The "Export Personnel Data" menu permits you to export selected data fields. A detailed description of the use of this menu item is included in Chapter 5 - The "Download" menu.



The "Personnel Summary" provides a listing of all personnel entered in the system, including those entered as paid by NYSP Funds, those paid by Non-NYSP Funds, and those who volunteer with the program. The illustration below includes a sample view of the report, showing only the first 10 columns of the report.

<u>Name</u>	<u>NYSP PAY</u>	<u>NON NYSP Institutional PAY</u>	<u>NON NYSP Public PAY</u>	<u>NON NYSP Private PAY</u>	<u>Volunteer Institutional PAY</u>	<u>Volunteer Public PAY</u>	<u>Volunteer Private PAY</u>	<u>Gender</u>	<u>Title</u>
James Abbott	0	0	0	0	0	0	0	Male	President
Gloria Barnes	0	0	0	0	0	0	0	Female	Advisory Committee
Jerry Bartling	0	0	0	0	0	0	0	Male	Fiscal Officer

Data in the personnel summary can be sorted by clicking on the title at the top on each column. The figure above shows personnel sorted by last name (Name). The figure below is sorted by NYSP Pay. Clicking on a column title a second time will reverse the order of the sort (i.e. a sort from A to Z will become Z to A with the second click).

<u>Name</u>	<u>NYSP PAY</u>	<u>NON NYSP Institutional PAY</u>	<u>NON NYSP Public PAY</u>	<u>NON NYSP Private PAY</u>	<u>Volunteer Institutional PAY</u>	<u>Volunteer Public PAY</u>	<u>Volunteer Private PAY</u>	<u>Gender</u>	<u>Title</u>
Donald Peterson	4500	0	0	0	0	0	0	Male	Auxiliary Staff
Donna Dunn	500	0	250	250	0	0	0	Female	Professional
Dave Gottsleben	500	500	500	0	0	0	0	Male	Professional

The "Personnel Summary by Position" displays staff in groups based on their personnel category. The figure below shows the first 6 columns in the "Personnel Summary by Position" report.

President					
Last Name	First Name	NYSP	Non NYSP Institutional	Non NYSP Public	Non NYSP Private
Abbott	James	0	0	0	0

Professional					
Last Name	First Name	NYSP	Non NYSP Institutional	Non NYSP Public	Non NYSP Private
Dunn	Donna	500	0	250	250
Gottsleben	Dave	500	500	500	0
Boots	Dave	0	2500	0	0

Project Reports

The "Project Reports" menu contains reports for information not displayed in the participant and personnel reports noted above. **Some of the reports below must be submitted electronically to the national office prior to established deadline dates.** Please review the NYSP Guidelines and other program materials to insure compliance with all report submission deadlines.

Reports Menu
Project Reports
Equipment Summary Report
Project Visitation Summary
Project Visitation Report (Table of Contents)
Preliminary Attendance Report
Final Personnel Roster
Final Attendance Report
Final Financial Report
Final Financial Audit Schedules
Evaluation Report
General Project Information

The "Equipment Summary Report" displays a listing of the equipment entered in the Visitation Report Form and/or the Final Report Form. The summary displays as follows:

Equipment Type	Description	Serial Number	Acquisition Date	Acquisition Quantity	Location	Condition	Institutional Contrib
Basketball	Basketballs - from NYSP	N/A	2/2/2002	6	Gym #1	New	No
Basketball	Slip-On Jerseys	N/A	6/1/2000	24	Gym #1	Good	Yes
Football	Flag Football belts/flags	N/A	6/1/1999	24	Field #1	Good	Yes
Basketball	Cones	N/A	6/1/2000	10	Gym #1	Good	No
Football	Footballs - from NYSP	N/A	6/1/2002	6	Field #1	New	No

The "Visitation Report Summary" displays data by section in each of the following:

- A. Participating Youth - a listing to the projected enrollment, actual enrollment, average daily attendance and the returnee rate.
- B. Project Personnel - including the number of staff paid in each category by source of funds, the participant:staff ratio, the adjusted participant:staff ratio, and the number of former participants.
- C. Data related to the project schedule
- D. A listing of the activities in the Activity Program with an indication of the availability of lesson plans, unit plans, skill tests and whether or not the activity is co-educational.
- E. A listing of topics included in the Education Program with the number of hours recorded per participant, the number of hours in small groups, the number of hours in which hands-on interactive activities are used, and the availability of lesson plans and block plans.
- F. Information regarding the nutrition program.
- G. A summary of medical information, and
- H-K Information about institutional and financial contributions and resources.

The "Project Visitation Report" can be viewed by section using the "Table of Contents" option. All report sections are available by clicking on the corresponding section title in the table.



The "Preliminary Attendance Report" must be submitted within 10 calendar days after the beginning of the project (see NYSP Guidelines - Section L. Application and Reporting Procedures.) The illustration below shows the general layout of the report and the types of data requested (the numbers used in this illustration are fictitious and were used only for software testing.) Data is entered in the Visitation Report Form and in the Participants menu.

Project Administrator ___

1. Project Schedule: Dates of operation 6/2/2003 - 7/3/2003

2. Enrollment:
 (a) **Projected: Boys** 20 **Girls** 20 **Total** 40
 (b) **Projected Average Daily Attendance** 32
 (c) **Actual enrollment to date: Boys** 15 **Girls** 11 **Total** 26
 (d) **Actual Average Daily Attendance:** 20

3. Total Medical Screenings: 23 **Medical Forms Submitted:** 23

4. Staff Members: Professional M 0 **F** 1 **Project Aide M** 0 **F** 0
Auxiliary M 2 **F** 0 **Supporting M** 1 **F** 0 **Total** 4

5. Actual participant-to-staff ratio: 20.00 to 1

Attendance For First 5 Days

<u>Date</u>	<u>Males</u>	<u>Females</u>	<u>Total</u>	<u>ADA (Up to and including this day)</u>	<u>Staff on this day</u>	<u>Ratio</u>
6/2/2003	9	10	19	19.00	1	19.00
6/3/2003	13	8	21	20.00	1	20.00
6/4/2003	12	8	20	20.00	1	20.00
6/5/2003	11	10	21	20.00	1	20.00
6/6/2003	11	9	20	20.00	1	20.00

The "Final Personnel Roster" must also be submitted within 10 calendar days after the beginning of the project. A portion of a report is illustrated below. To submit the report, click on "Submit."

Final Personnel Roster	
Staff Paid by Grant Funds	Amount
Bruce Fischbach	\$2,000.00
Donald Peterson	\$4,500.00
Total: 2 Staff Members of type Auxiliary Staff	\$6,500.00
Donna Dunn	\$500.00
Dave Gottsleben	\$500.00
Total: 2 Staff Members of type Professional	\$1,000.00

The "Final Attendance Report" is due 10 calendar days after the completion of the project.

The "Final Financial Report" and "Final Financial Audit Schedules" are due no later than November 1, 2003. The "Final Financial Report" consists of numerous pages, ending with a summary page (see below). To review your data entry, click on "Financial Report Review." When you are confident that your report is accurate and complete, click on "Submit Financials." The "Final Financial Audit Schedules" carry over entries from the "Application for Participation," the "Project Visitation Report Form," and the "Final Report Form." Any data that appears to be missing from the report is entered using one of these reports (the "Project Visitation Report Form" can be used if the entry is made prior to the evaluation visit. The "Final Report Form" is used for data entry after the evaluation and prior to November 1.) The "Final Financial Audit Schedules" are submitted automatically when the "Submit Financials" button is clicked.

Submit Financials Financial Report Review Back												
RECAPITULATION												
<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 70%;">Total NYSP Grant:</td> <td style="text-align: right;">\$50,000.00</td> </tr> <tr> <td>Part I. Direct Costs</td> <td style="text-align: right;">\$52,143.75</td> </tr> <tr> <td>Part II. Total Institutional Contribution</td> <td style="text-align: right;">\$80,960.00</td> </tr> <tr> <td>Part III. Total Other Public Contributions</td> <td style="text-align: right;">\$200.00</td> </tr> <tr> <td>Part IV. Total Private Sector (Noninstitutional) Contribution</td> <td style="text-align: right;">\$200.00</td> </tr> <tr> <td style="text-align: right;">GRAND TOTAL</td> <td style="text-align: right;">\$133,503.75</td> </tr> </table>	Total NYSP Grant:	\$50,000.00	Part I. Direct Costs	\$52,143.75	Part II. Total Institutional Contribution	\$80,960.00	Part III. Total Other Public Contributions	\$200.00	Part IV. Total Private Sector (Noninstitutional) Contribution	\$200.00	GRAND TOTAL	\$133,503.75
Total NYSP Grant:	\$50,000.00											
Part I. Direct Costs	\$52,143.75											
Part II. Total Institutional Contribution	\$80,960.00											
Part III. Total Other Public Contributions	\$200.00											
Part IV. Total Private Sector (Noninstitutional) Contribution	\$200.00											
GRAND TOTAL	\$133,503.75											
<p>Certified by an internal auditor, CPA, university business manager or controller.</p> <p><input checked="" type="checkbox"/> The Fiscal Officer has reviewed and approved this report for submittal. (Please enter the name)</p> <div style="border: 1px solid black; padding: 2px; width: 150px; margin-left: 500px;">Jonathon Fredricks</div> <p><input checked="" type="checkbox"/> The Project Administrator has reviewed and approved this report for submittal. (Please enter the name)</p> <div style="border: 1px solid black; padding: 2px; width: 150px; margin-left: 500px;">James D. James</div>												
Submit Financials Financial Report Review Back												

The "Evaluation Report" displays the "Project Assessment Report" checklist (completed manually during the evaluation visit exit interview and entered in the database by the program evaluator after the on-site evaluation).

The "General Project Information" report provides an on-line record of the date reports were submitted, as well as a summary of Credits and Contributions and the number of NYSP Applicants/Participants. The illustration below shows a portion of the "General Project Information" report.

Submitted Forms and Reports					
Application for Participation	Preliminary Attendance Report	Final Personnel Roster	Final Attendance Report	Final Financial Report	Community Action-Agencies
10/25/2002					10/24/2002

Chapter 5 Download, Feedback, News and Logout Menus



The "download" menu provides access to both program data and documents that are required for the NYSP program. The menu also includes items that clarify program requirements, and that simplify different aspects of the program. A sampling of download items is illustrated below.

Download & Export Menu

DATA EXPORTS


- [Export Participant Data](#)
- [Export Personnel Data](#)

FORMS TO PRINT AND MAIL TO NYSC

- [Off-Campus Activity Form - *PDF](#)

GUIDELINES, INSTRUCTIONS, and DOCUMENTATION

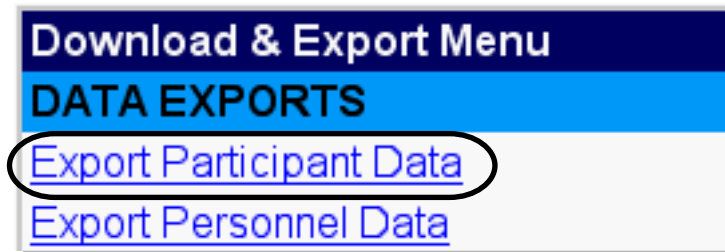
- [Timetable of Printed Material - *PDF](#)
- [Application for Participation Checklist - *PDF](#)
- [Sample Mayor's Letter - *PDF](#)
- [Guidelines for the Program - *PDF](#)
- [Medical Examination Record - *PDF](#)
- [Questions and Answers - *PDF](#)
- [Participant Application](#)
- [Activity Lesson Plan](#)
- [Activity Block Plan](#)
- [Education Program Lesson Plan](#)



The menu includes three different types of data/documents.

- 1) The first section (Data Exports) facilitates the downloading of data for either participants or NYSP personnel.
- 2) Menu items that are followed by *PDF are documents created using a computer program titled Adobe Acrobat. Acrobat documents can only be read by using the Acrobat program or by downloading Acrobat Reader. Clicking on the icon at the bottom of the menu will begin the process of downloading a free copy of Adobe Acrobat Reader.
- 3) Items that are not followed by *PDF are generally Microsoft Word documents. These items can be downloaded and modified for individual program use.

To export participant data, first select "Export Participant Data" from the "download" menu.



The following table will then appear, allowing you to select the fields you wish to download. You may select items individually or you may select all fields by clicking on "Check All." The default data source will be data in the current year, and the default format will be as a comma delimited file. Indicate your desired year and format, select the fields you wish to download, and click on "Download."

Check All Uncheck All Download Back

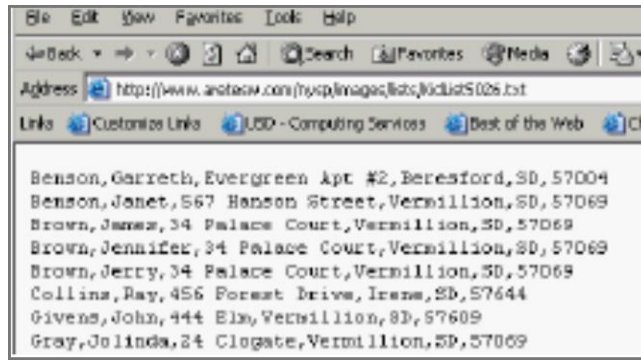
Select Fields For Download

year: current year ▼ format: comma delimited ▼

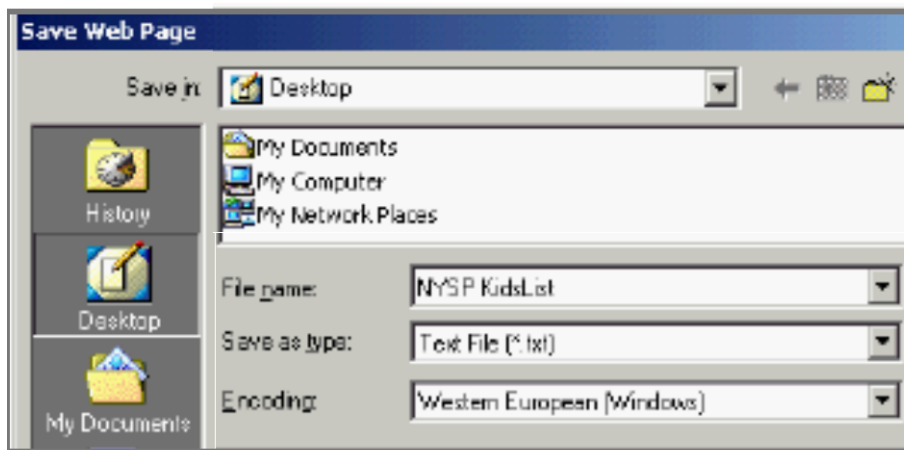
Last Name	<input type="checkbox"/>	Age	<input type="checkbox"/>	Group	<input type="checkbox"/>	School Usage2	<input type="checkbox"/>	School Usage11	<input type="checkbox"/>
First Name	<input type="checkbox"/>	Application	<input type="checkbox"/>	Parent1 Name	<input type="checkbox"/>	School Usage3	<input type="checkbox"/>	School Usage12	<input type="checkbox"/>
Middle Initial	<input type="checkbox"/>	Medical Form	<input type="checkbox"/>	Parent1 Phone1	<input type="checkbox"/>	School Usage4	<input type="checkbox"/>	School Usage13	<input type="checkbox"/>
Address	<input type="checkbox"/>	Medical Exam	<input type="checkbox"/>	Parent1 Phone2	<input type="checkbox"/>	School Usage5	<input type="checkbox"/>	School Usage14	<input type="checkbox"/>
City	<input type="checkbox"/>	Participant	<input type="checkbox"/>	Parent2 Name	<input type="checkbox"/>	School Usage6	<input type="checkbox"/>	School Usage15	<input type="checkbox"/>
State	<input type="checkbox"/>	Phone	<input type="checkbox"/>	Parent2 Phone1	<input type="checkbox"/>	School Usage7	<input type="checkbox"/>	Date Added	<input type="checkbox"/>
Zip Code	<input type="checkbox"/>	Yrs. in Program	<input type="checkbox"/>	Parent2 Phone2	<input type="checkbox"/>	School Usage8	<input type="checkbox"/>	Date Changed	<input type="checkbox"/>
Gender	<input type="checkbox"/>	Target Area	<input type="checkbox"/>	Relation	<input type="checkbox"/>	School Usage9	<input type="checkbox"/>	Added By	<input type="checkbox"/>
BirthDate	<input type="checkbox"/>	Econ. Disadv.	<input type="checkbox"/>	School Usage1	<input type="checkbox"/>	School Usage10	<input type="checkbox"/>	Changed By	<input type="checkbox"/>

Check All Uncheck All Download Back

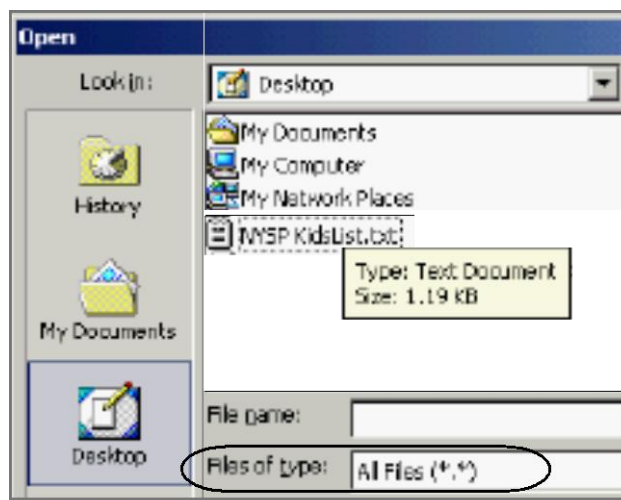
You will now get a screen that displays your data. In the illustration that follows, the Last Name, First Name, Address, City, State and Zip Code were selected for the download.



To save this data, select "Save As" from the "File" menu. Note the location to which you are saving the file. Name your file and click "Save."

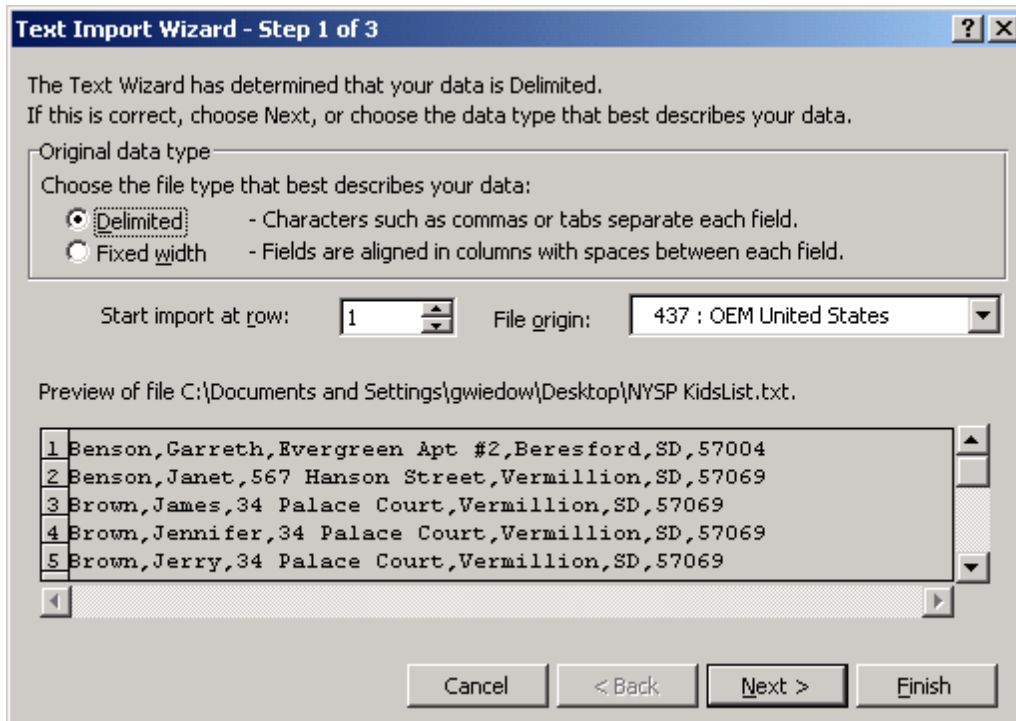


Minimize the screen and open your spreadsheet software (MSEXcel). Go to the "File" menu and select "Open." Locate your data file (.txt file). You may need to change the location and the file type, i.e. ".Text Files" or "All Files."

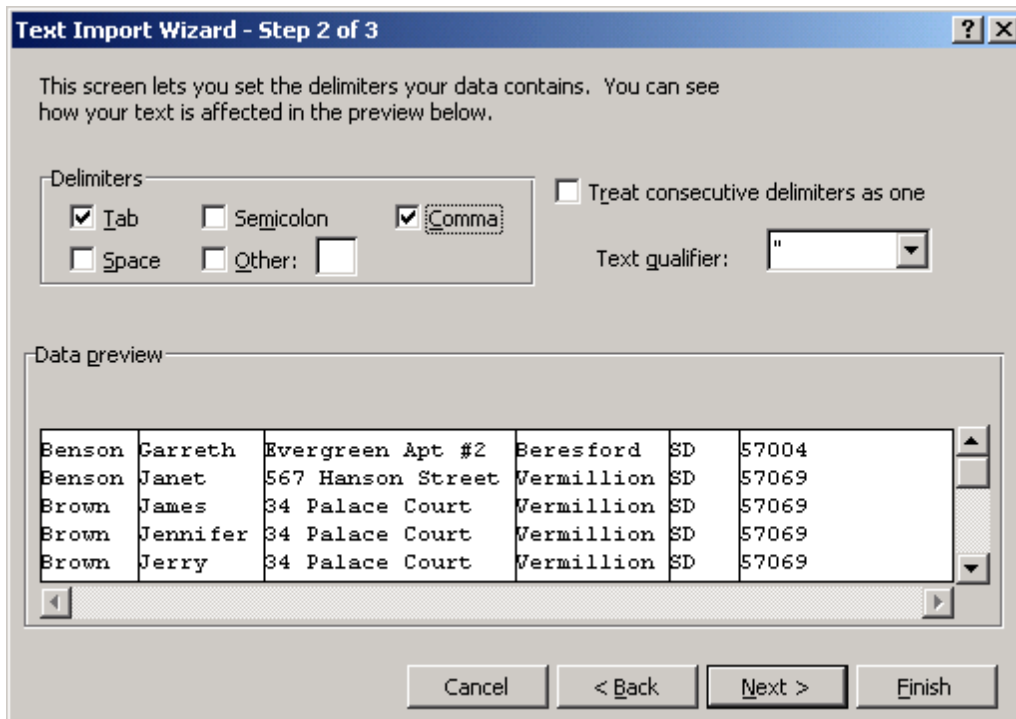


Select the name of the file and click "Open." Excel will walk you through the export. Sample screens from a Windows version of Excel are displayed on the following pages.

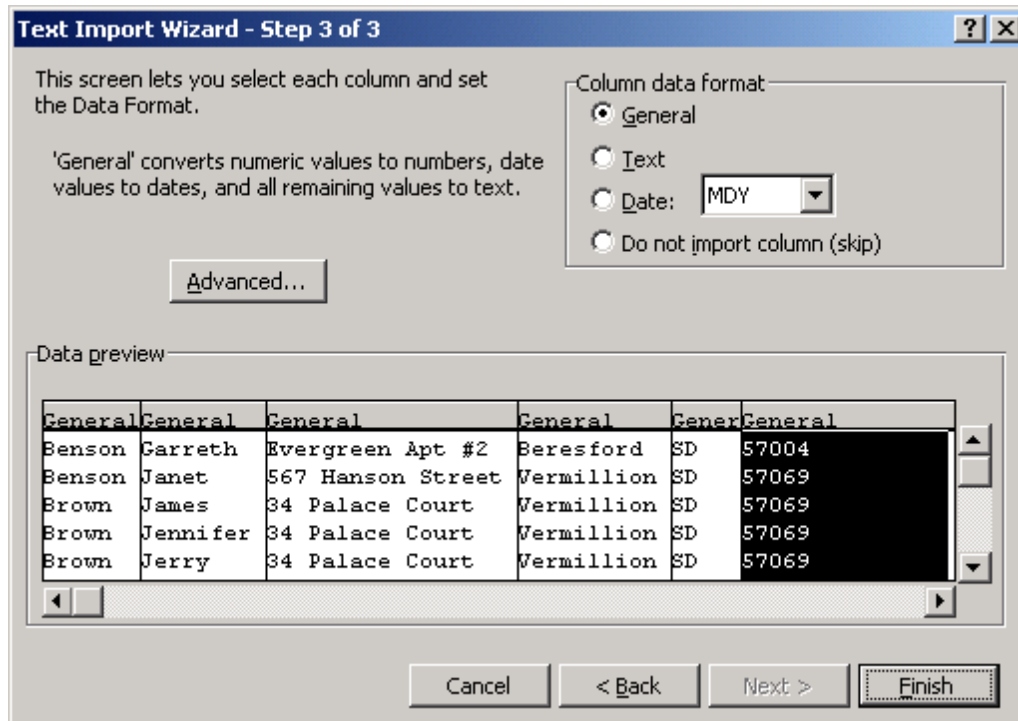
Be sure "Delimited" is selected and click on "Next."



Be sure both "Tab" and "Comma" are selected and click "Next."



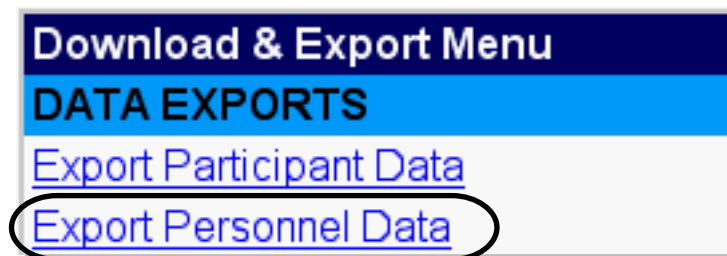
Review your data.



Select "Finish." You now have your data in a spreadsheet.

Using this data to create mailing labels and letters can be accomplished by using Microsoft Word and using the wizards for mailing labels, envelopes and letters. See the "Tools" menu for options, and follow instructions in the documentation that accompanies your Word software.

To export personnel data, first select "Export Personnel Data" from the "download" menu. Follow the same instructions as those provided above for exporting participant data.



The downloading of documents on the remainder of the download list is accomplished simply by clicking on the name of the document you wish to download. Again, Adobe Acrobat Reader is required for all PDF files, and Microsoft Word is used for the remaining text files.

The "feedback" menu is used to report problems with the software. Provide as much detail as possible and click on "Submit."

This feedback mechanism should be used for technical questions ONLY, not general inquiries.

Your e-mail	<input type="text"/>
Institution	<input type="text"/>
Contact Name	<input type="text"/>
Priority	<input type="text"/>
Subject	<input type="text"/>
URL of page this is in reference to (if applicable)	<input type="text"/>
For bug reports, enter the line number where the error occurred (if known)	<input type="text"/>
Please enter any other text you would like to send to NYSP:	
<input type="text"/>	
<input type="button" value="Submit"/>	<input type="button" value="Back"/>

A confirmation screen will inform you of the successful submission of your request.

Thank you for submitting your feedback to NYSP.
If your feedback requires our response, we will get back to you as soon as possible.
Sincerely,
NYSP Staff

Clicking on the "news" menu provides access to the most recent news and updates regarding NYSP. The file format for NYSP news may be either PDF or Word.

Select the links below for news from the NYSC National Office.

[Click here to view all news items.](#)



News for [11/26/02](#)

News for [11/15/02](#)

News for [11/06/02](#)

The "logout" menu is used to terminate your session and returns you to the NYSP On-line Home Page.

- End -