National Youth Sports Program

2007

User Documentation

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

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National Youth Sports Program
User Manual for

nysponline.org
2007

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Introduction

The Sports Program On-line Reporting and Tracking System (SPORTS) for 2007 has been enhanced to incorporate recommendations made by program personnel from 2001 through 2006. 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.

Internet Explorer

The 2007 SPORTS software requires use of Internet Explorer®. Version 5.5 or higher is required when using Windows® operating systems. Internet Explorer® version 5.2 for the Macintosh can also be used to enter and modify program data.

Overview

Go to **www.nysponline.org** for access to the NYSP SPORTS software 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.

School: Hall State University

Name	Login ID	Password
HallStatePA	ADMIN567	AL50H4689F
HallStateAD	ACTDIR567	AM56H5884F
HallStateCS	COMP 567	CM33F5924D
HallStateGNL	GNL567	GM51E5524F

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. Use the shift key for capital letters, not the Caps Lock key. The format for the password is:

- two (2) capital letters, followed by
- two (2) numerals, followed by
- one (1) capital letter, then
- four (4) numerals, and ending with
- one (1) capital letter

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).

> * User names for 2007 are the same as those issued for the 2006 program. Please contact the NYSP office (317/727-6447) if you cannot locate your user name and password.
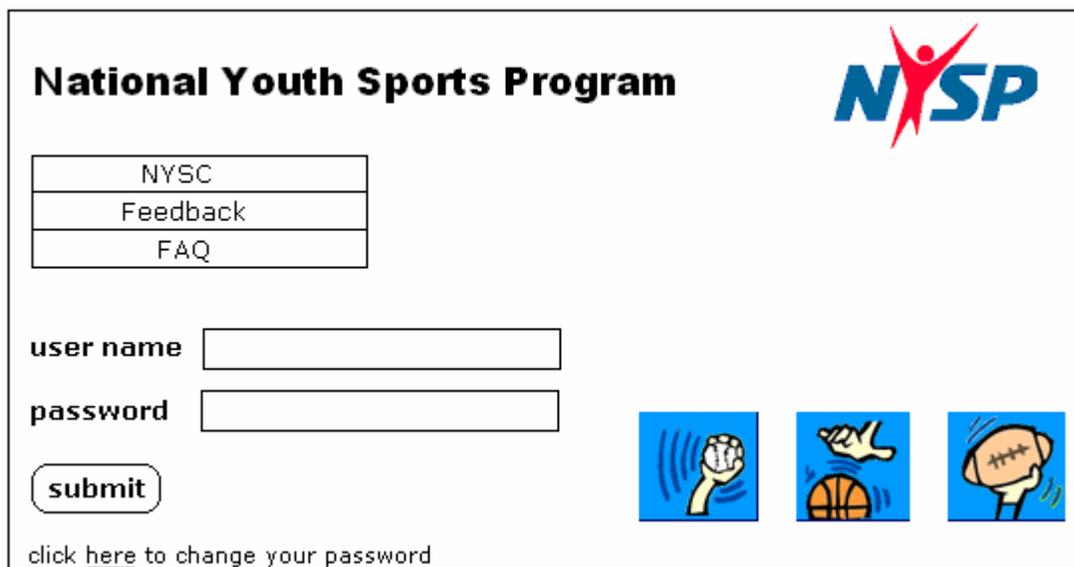
Use the **"NYSC"** button on the NYSP Home Page to go to the home page for the National Youth Sports Corporation (NYSC). The **"Feedback"** button is an email link to the NYSP national office. Use the feedback button to report problems with the software.   The **"FAQ"** (Frequently Asked Questions) button 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 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 is 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 and 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.

• The **"participants"** button takes you to data entry screens that allow you to record information about the participants in your program.

- The **"reports"** button allows you to <u>view</u> 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, the 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 every screen within the program. Use it for reporting technical problems or requesting information related to data entry.

- 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 April 4, 2007. This will provide projects with approximately three and one half weeks time in which to enter the data required in the Application for Participation (due April 27). 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 (see other sections of this manual for information regarding the Visitation Report Form and Final Report Form).

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 must be entered in the Visitation Report Form menu prior to the 15th day of your program. Once the program is complete, changes can also be made by using the screens available on the Final Report Form menu.
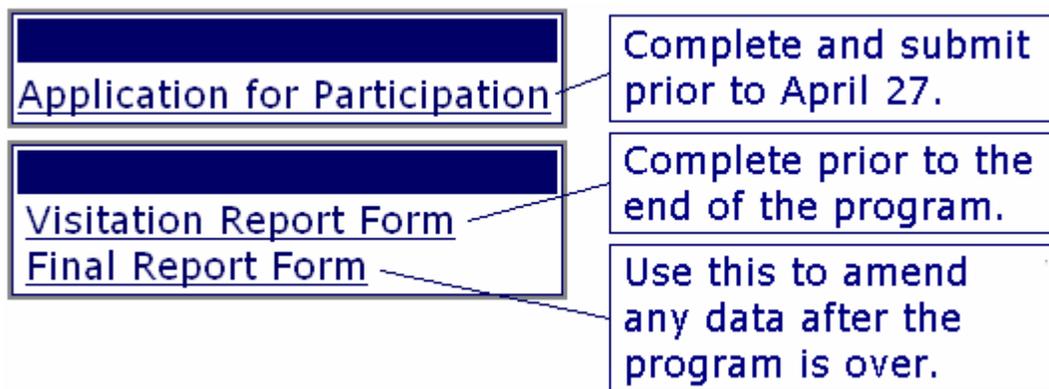
> **See Appendix A for a listing of the due dates for NYSP documents and reports.**

Technical Assistance

Questions regarding use of this software should be addressed to the national office at 317-727-6447. Every effort will be made to respond to your questions in the shortest time possible.

Preparing the
Application for Participation

The first portion of the NYSP software to 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 27, 2007. To complete the Application for Participation, follow these steps:

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

The **"Application for Participation"** selection will then be displayed.

Clicking on **"Application for Participation"** will display a list of items where data entry is required. These items are illustrated below:
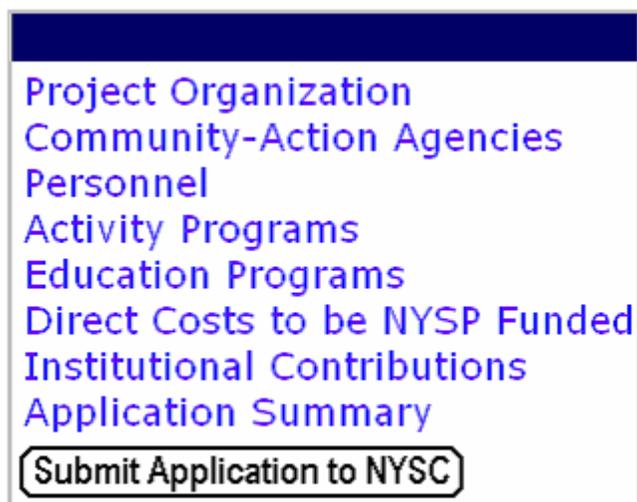
Project Organization

Click on **"Project Organization"** to enter data concerning the organization of your project.

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, 2007 would be entered as 04/09/07.

Text fields also contain suggested data entry formats.

When entering the shipping address, **please be sure to enter a street address, and not a Post Office Box.** Delivery services for equipment, etc. cannot deliver to a Post Office Box.

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 15 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	15	"15"
Total Staff Orientation Days	3	"1"
Total Participant Orientation Days	2	"1"
Sports Activity Hrs per Day	3	"2"
Total Daily Hours of Operation (Excluding Transportation)	5	"5"
Time of Day First Activity Begins	08:00	am ⦿ pm ○ "08:00"
Time of Day Last Activity Ends	02:00	am ○ pm ⦿ "05:00"

The number of meetings required by the NYSP Guidelines includes at least one weekly staff meeting and at least one (1) Advisory Committee meeting before, one (1) during and one (1) after the program.

MEETINGS

Number of Staff Meetings Scheduled During Project: 25   "5"

Number of Advisory Committee Meetings Scheduled

Before Project 3   "1"   During Project 1   "1"   After Project 1   "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 `3/15/07` *"mm/dd/yy"*

USDA Regional Office Location `Denver, Colorado` *"Indianapolis"*

	1st Meal Details	2nd Meal Details	3rd Meal Details
Type of Meal	Breakfast	Lunch	
Location of Meal	Commons	Commons	
Prepared by	Aramark	Aramark	
Served by	Aramark/NYSP Staff	Aramark/NYSP Staff	

Save   Back

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

Community-Action Agencies

Click on the **"Community-Action Agencies"** button to enter data related to the Community Action Agency(ies) that assist your project.

Up to three (3) Community-Action Agencies can be submitted using this form (although only 2 are displayed on the following page). If more than 3 Community-Action Agencies assist the program, please email the entire list of agencies to the NYSP National Office at gwiedow@NYSCorp.org.

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 prior to April 27, 2007 with the Application for Participation.

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

Agency
Contact Name
Address

Telephone

Agency
Contact Name
Address

Telephone

submit back

Personnel

Enter **"Personnel"** in the database by clicking the "Add" button. Information for staff returning from 2006 can be copied from last year. All staff must be entered. Please confirm that all contact information is complete and up-to-date.

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To add someone new to the Personnel roster, click on **"ADD."**

Return To Function Menu   Copy From Last Year   ADD
The following Personnel have been previously entered:

Select the personnel type from the drop-down menu, and click **"Add"**

Select Personnel Type

Advisory Commitee
Auxiliary Staff
Chancellor
Fiscal Officer
President
Professional
Project Admin
Project Aide
Supporting Staff

Add Back

When the **"Personnel Type"** has been selected and the "Add" button has been clicked, 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 e-mail address is required for the Project Administrator and Activity Director. Required fields are marked with an asterisk.

> **NOTE:** Complete and accurate personnel information is critical to communication between the NYSP National Office and NYSP projects. Please be sure to enter all data that is requested. A sample "Staff Information Sheet" is included in Appendix B that contains the information required for most personnel entries. Projects are encouraged to make copies of this form and distribute it to all staff when hired. Collect the information and enter the data in the appropriate records.

Some personnel screens ask for data in different ways. The "NYSP Activity" for an Auxiliary, Professional or Support staff member 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.

Do Not Include The Name of the Institution AND Do Not Abbreviate.
* indicates required fields

* Type
* NYSP Activity
* First Name
* Last Name
* Title   Dr. ☐   Mr. ☐   Ms. ☐   Rev. ☐
* Professional Position

The address data included in the database should reflect the location where any information related to NYSP is to be sent. For some staff members, a business address that is accessible to the staff member all year (i.e. the <u>Project Administrator's office at your institution</u>) is the best address to use. For others who may only work for NYSP during the summer, a home address may be preferred.

Communication is a key to success in NYSP. To facilitate communication, please try to enter all information related to each staff member.

The illustration for phone numbers below is for the Project Administrator and Activity Director, the two individuals with whom the National Office will communicate with directly.

- Enter the phone number where the staff member is most likely to be reached during the business day (<u>NYSP Phone</u>).   This could be their direct office line or the phone number for a clerical position working directly for the NYSP staff member.

- The <u>Alternate NYSP Phone</u> is a number where an individual can be reached who would have direct access to the NYSP staff member. Again, a clerical position in or close to the NYSP office may be appropriate.

- Examples of the <u>Daytime Phone</u> (outside of NYSP) might be a cell or mobile phone, or a phone number at another place of employment (for example, the NYSP Activity Director works for NYSP during the day, but works another job during non-NYSP hours).

- A <u>Home Phone</u> number is requested as an alternative in the event that the staff member cannot be reached at one of the "business" numbers referred to above.

- The <u>Fax Number</u> should be the fax number in or closest to the NYSP office. This number can be used for all NYSP staff (Auxiliary, Professionals, Project Aides and Support Staff).

- An <u>E-mail Address</u> is requested for all staff, even though it may not be a required field for some staff categories. 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 <u>ONLY</u>.

A sample "NYSP Staff Information Form" is included as Appendix B in this document. The form provides the basic information required for all staff (although additional contact information for the Project Administrator and Activity Director will still be required).   The form can be downloaded at www.nysponline.org. Click on "downloads."

Phone numbers where staff member can be contacted during the normal business day

* NYSP Phone [   ]

* Alternate NYSP Phone [   ]

* Daytime Phone
    (outside of NYSP) [   ]

* Home Phone [   ]

* Fax Number [   ]

* E-mail Address [   ]

Salary information. If a staff member is paid by NYSP funds, enter the amount in the "NYSP Funded Salary" field. Enter a zero ("0") in all other salary fields. For the maximum amount that can be paid for salaries paid by an institution 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.

NYSP Funded Salary [   ]

Non-NYSP Institutional Salary [   ]

Non-NYSP Public Salary [   ]

Non-NYSP Private Salary [   ]

Volunteer Institutional Salary [   ]

Volunteer Public Salary [   ]

Volunteer Private Salary [   ]

Please note that personnel who are not paid by NYSP, such as members of the Advisory Committee, your Project Administrator, and your institution's President or Chancellor are also entered in this section of the database. ***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. Volunteers and staff paid by non-NYSP funds can also be added after the Application for Participation has been submitted.

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 (Auxiliary, Professional, Project Aide or Support) in the NYSP database.

- An estimated value for the volunteer's service must be entered in the appropriate salary 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 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 (Auxiliary, Professional, Project Aide or Support) in the NYSP database.
- An actual or estimated value for the individual's service must be entered in the appropriate salary 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.

> **NOTE:** 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. Programs are encouraged to develop forms for documenting the contributions of educational speakers (see example below).
>
> Record of a Contribution to NYSP
>
> ## Educational Speaker
>
> Name: _____
>
> Title: _____ SAMPLE ONLY
>
> Agency: _____
>
> Agency Address: _____
>
> Topic: _____
>
> Category:
>
> ☐ Alcohol and Other Drug Abuse Prevention
> ☐ Nutrition, Disease Prevention and Personal Health
> ☐ Careers, Job Responsibilities and Higher Education
> ☐ Other _____
>
> Estimated hourly wage: $ _____   Hours contributed to NYSP: _____
>
> Total value to NYSP: $ _____
>
> This contribution is classified as:
>
> ☐ Institutional   ☐ Public   ☐ Private

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 <u>volunteers</u> to work with NYSP during their <u>non-work</u> 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.

The field titled **"Salary Paid By"** is used to clarify the source for salaries entered in the fields Non-NYSP Institutional, Non-NYSP Public and Non-NYSP Private. Examples would include "Office of Recreational Sports" for a lifeguard paid by Non-NYSP Institutional funds, or "Halstrom Police Department" for support of staff members paid by the local law enforcement agency (Non-NYSP Public). An example of a Non-NYSP Private salary might be "First National Bank" for a donation to support the hiring of additional project aides.

Salary Paid By [   ]

The **"Beginning Date"** is the first day of the program.

Beginning Date [   ]

"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.**

Date Terminated [   ]

Indicate the number of program days the staff member will be working in the program, whether or not the staff member lives or works in the target area, if the staff member is economically disadvantaged, if they are a former participant in an NYSP program (not a former staff member), and if the staff member is a certified Water Safety Instructor (WSI).

Number of Program days of Involvement	☐ "25"
Live/Work in the Target Area?	☐ Yes ☐ No
Economically Disadvantaged?	☐ Yes ☐ No
Former Participant?	☐ Yes ☐ No
Certified Water Safety Instructor?	☐ Yes ☐ No

Click **Save**.

The number of staff entered in the Personnel section will be used to determine the number of "approved" positions for your program. You must enter information for the following staff members and institutional personnel:

- The Chancellor or President of the institution
- The Fiscal Officer
- NYSP Project Administrator
- Activity Director
- Liaison Officer (optional)
- Medical Coordinator (salary may be paid with non-NYSP funds or shared)
- Education Coordinator
- Alcohol and Other Drug Prevention Specialist (optional)
- Professional Staff members (at least 30% of your instructional staff must be professionals. Instructional staff members are professionals and project aides.)
- Project Aides
- Support staff:
  - Computer Specialist (optional)
  - Lifeguard (only if you offer swimming as an activity)

If your program has not finished the hiring process prior to the deadline for submitting the Application for Participation, enter "placeholder" information for staff yet to be hired, with anticipated salaries included. The system will also require data entry in selected fields. Enter "placeholder" information in order to submit the Application and replace this information with actual names, addresses, telephone numbers, etc. when the hiring process has been completed.

The Activity Program

To enter data related to the Activity Program, select "**Activity Programs"** from the Application for Participation menu.

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Entering **"Activity Program"** data is accomplished by clicking on the "Add New" button.

Return To Function Menu | Add New

The following Activities have been previously entered:

Activity Type	Coed	Instruction Percentage	Competition Percentage
Basketball	Yes	90	10
Other Fitness	Yes	100	0
Soccer	Yes	90	10
Swimming	Yes	100	0

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."

Save | Back

Activity Program: Badminton
Is this a COED activity?   ⦿ Yes ○ No
Percent of Time for Instruction
Percent of Time for Competition
Description (Only used for type "Other")

Save | Back

The Education Program

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.

Direct Costs to be NYSP Funded

The **"Direct Costs to be NYSP Funded"** screens are used to enter and edit the expenditures that 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.

NOTE: The default amount shown in the software is $3,500. The actual amount of funding provided may vary.
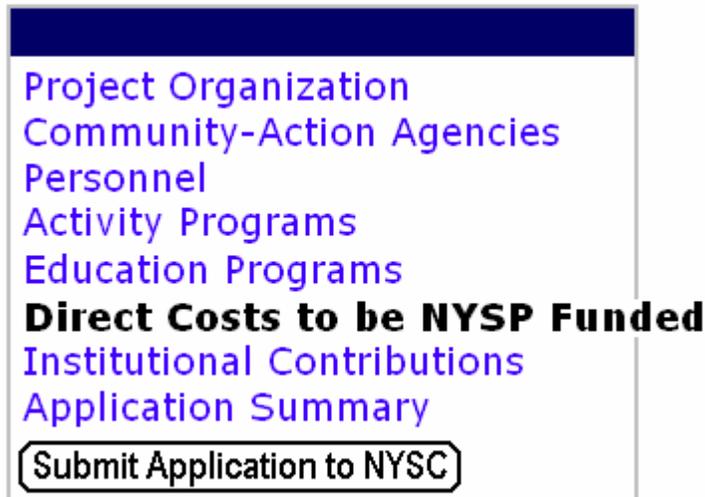
- Enter your estimate for the amount of NYSP funds to be expended for **Staff Benefits**.
- Enter your estimate for the amount of NYSP funds to be expended for **Medical Services**.

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 as $0 by the software. All participants and staff members (regardless of "paid by" category) are covered. The cost of insurance will be paid by the NYSP national office.
- Enter your estimate for the amount of NYSP funds to be expended for **Operating Costs** (Facilities Restoration, Nonexpendable Equipment, Expendable Supplies) 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.

Insurance		
Type	**Amount**	
.	$0.00	———— Automatic calculation
Total	$0.00	

Operating Costs		
Type		**Amount**
Expendable Supplies		200
Extra T-shirts		200
Facilities Restoration		500
Nonexpendable Equipment		200
Total		$1100

Miscellaneous		
Type		**Amount**
Miscellaneous expenses		898.75
Nutrition expenses		6000
Total		$6898.75

Enter estimates for these expenses

Institutional Contributions

"**Institutional Contributions**" are entered on the screens illustrated below.

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- 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.

back save

Facilities

Type	Quantity	Days	Cost per day	Total	Description
a. Football Field	1	25	100	$2500	
b. Basketball Court	4	25	50	$5000	
c. Tennis Court	6	25	25	$3750	
d. Badminton Court	0	0	0	$0	
e. Volleyball Court	0	0	0	$0	
f. Swimming Pool	1	25	250	$6250	
g. Track	1	25	100	$2500	
h. Gymnastics Room	0	0	0	$0	
i. Soccer Field	2	25	100	$5000	
j. Other	2	25	100	$5000	Softball Fields
k. Other	2	25	50	$2500	Classrooms

The illustration below displays the data entry format for Non-Expendable Equipment. See the document titled "Direct-Cost Definitions" on the download menu for additional information related to the costs reported in this section.

Estimates for the Project Administrator's Salary and Supporting Services are requested. 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

Type	Amount
a. Depreciation Costs	0
b. Repair Costs	0
c. Replacement Costs	0
Total	$0.00

Project Administrator's Salary

Type	Weekly Cost	Number of Weeks	Amount
a. Salary	500	5	$2500
Total			$2,500.00

Supporting Services

Type	Hours per Week	Hourly Rate	Number of Weeks	Estimate
a. Secretarial	4	10.5	6	$252
b. Medical	24	50	1	$1200
c. HR Payroll	4	15	2	$120
d. Custodial	10	10	6	$600
e. Fiscal Officer	2	25	2	$100
Total				$2,272.00

"Other Contributions" are illustrated on the following page. Totals are computed by the software based on "Quantity" times "Days" times "Daily Cost."

Other Contributions				
Type	Quantity	Days	Daily Cost	Total
a. Cafeteria	1	25	250	$6250
b. Offices	1	30	25	$750
c. Training Room Med Center	1	25	50	$1250
d. Phones	1	25	10	$250
e. Faxes	1	25	5	$125
f. Copiers	1	25	10	$250
g. Printers	1	30	5	$150
h. Postage	1	25	200	$5000
i. Utilities	0	0	0	$0
j. Apparel	0	0	0	$0
k. Transportation	2	25	500	$25000
l. Vehicles	1	25	20	$500
Total				$39,525.00

Grand Total: 76797

back   save

The illustration at the top of the next page 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.

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

Project Organization	Estimated Costs to be NYSP funded	Estimated Institutional Contributions

Estimated Start Date: 6/1/07
Estimated End Date: 6/29/07
Estimated Number of Boys: 20
Estimated Number of Girls: 20
Projected Enrollment: 40
Estimated ADA: 32
Estimated NYSP Inst Staff: 2
Estimated Participant-Staff Ratio: 16.0 To 1
Estimated Grant Amount: $20,000.00
Total Funded Activity Days: 28
Sports Activity Hrs per Day 3
Staff Meetings Scheduled: 25
Advisory Committee Meetings Scheduled
  Before Project: 3
  During Project: 1
  After Project: 1
	A. Staff Wages & Salaries $13,000.00
	B. Staff Benefits $1,415.00
	C. Medical Services $0.00
	D. Insurance $72.80
	E. Operating Costs $0.00
	F. Miscellaneous $520.00
	G. Transportation: $5,000.00
		Athletic Facilities $32,500.00
		Nonexpendable Equipment $0.00
		Project Administrator Salary $2,500.00
		Supporting Services $2,272.00
		Other Contributions $39,525.00

	TOTAL: $20,007.80 COUNT: 17	TOTAL: $76,797.00 COUNT: 43

Personnel

Personnel Type	Total Count	Male	Female	NYSP Funded	Salary Total
Advisory Committee	5	1	4	0	$0.00
Auxiliary Staff	6	4	2	5	$8,000.00
Chancellor	0	0	0	0	$0.00
Fiscal Officer	1	1	0	0	$0.00
President	1	1	0	0	$0.00
Professional	2	1	1	1	$2,000.00
Project Admin	1	1	0	0	$0.00
Project Aide	9	4	5	1	$500.00
Supporting Staff	3	3	0	1	$6,000.00

Activity Programs   Education Programs

Activity Programs Entered: 8   Education Programs Entered: 4
COED: 8   Total Hours Per Topic Per Participant: 23
Average Competition Time 25.00%   Total Hours in Small Groups Per Participant: 22

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 27! Be sure to print the confirmation screen and save it for future reference.

Project Organization
Community-Action Agencies
Personnel
Activity Programs
Education Programs
Direct Costs to be NYSP Funded
Institutional Contributions
Application Summary
[Submit Application to NYSC]

The Visitation Report Form
and
Final Report Form

The Visitation Report Form (VRF) and the Final Report Form (FRF) are accessed by selecting '**project data entry'** at the top of the screen.

Both the VRF and the FRF contain the same menu items. The VRF will remain accessible until the self-assessment is submitted. After that time, only the FRF will be accessible.

The VRF and the FRF are used to 1) <u>change data</u> entered in the Application for Participation or 2) <u>enter data</u> gathered during the program.

Data that can be changed include items related to Project Organization, Personnel, and the Activity or Education programs.

Data to be entered include the actual Project Dates, data related to Medical Information, actual expenditures in the program that are Direct Costs to be NYSP Funded, actual Contributions and Credits to the program, and information related to Equipment.
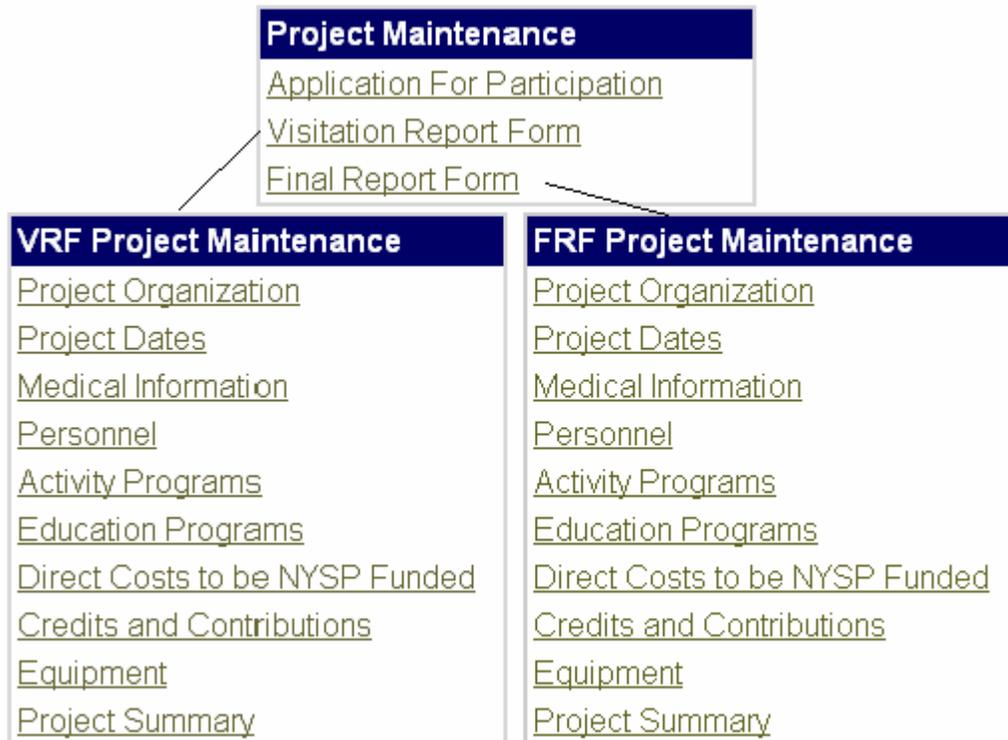
Project Organization

Use the '**Project Organization**' menu to change the starting and ending dates of the program, the starting and ending times for the program, the number of staff meetings or Advisory Committee meetings held, the types of meals served, or the shipping address for your program.

Project Dates

The '**Project Dates**' menu must be used to indicate the actual days between the starting and ending dates that the program will be is session. The menu will display every date between your start date and end date. Click those days when your program will be in session.

NOTE: The selection of project dates must be completed before you attempt to enter attendance data for your participants. See page 35 for additional information regarding the participant database.

Medical Information

There are three sections in this part of the software. The top section will display the numerical totals for 'Medical Forms Submitted' and 'Number of Medical Examinations Administered to Participants' (Paid, Free and Total). These numbers carry over automatically from the participant data entered in the software. Changes to these totals can only be made by changing corresponding sections in the 'Participant' database.

Other information that must be entered in this section includes the 'Estimated Value Per Medical Exam' and the 'Total Amount of NYSP Funds Spent on Examinations.'   The numbers appearing in the 'Total Estimated Value of All Medical Examinations' and 'Total Amount of Donated Monies for Examinations' are calculated by the software. Changes cannot be made except by changing the 'Estimated Value Per Medical Exam' or the number of exams given by changing data in individual participant records.

The last data entry required in this section is to indicate if the exams exceeded the minimum requirements of the NYSP Medical Examination Record Form. If 'Yes' is clicked, type in the reason why they exceeded.

MEDICAL INFORMATION

| Save | Back |

Medical Forms Submitted:	49
Number of Examinations Administered to Participants:	Paid: 15 Free: 11 Total: 26
Estimated Value Per Medical Exam:	`50` *"20.00"*
Total Estimated Monetary Value for All Examinations:	`900` *"1000.00"*
Total Amount of NYSP Funds Spent on Examinations:	`100` *"500.00"*
Total Amount of Donated Monies for Examinations:	800
Actual Cost Per Medical Examination:	`3.85` *"1.50"*
Do examinations exceed the minimum requirements?	⦿ yes ○ no
If yes, list the item(s):	`blood tests`

The second section of the 'Medical Information' sections asks for information about the type and number of medical problems identified during the medical examination process ('Pre-Existing Medical Conditions'). These data are to be obtained from the Medical Coordinator. Sample items from this section appear below.

Summary of Pre-Existing Medical Conditions

Condition	Number of Problems	
ADD:	`8`	*"1"*
Allergies:	`8`	*"1"*
Asthma:	`8`	*"1"*
Autistic:	`8`	*"1"*
Blood Pressure:	`8`	*"1"*
Depression:	`8`	*"1"*
Ear Problems:	`8`	*"1"*
Heart Murmur:	`8`	*"1"*
Hernia:	`8`	*"1"*
Hyperactivity:	`8`	*"1"*
Obesity:	`8`	*"1"*
Orthopedic:	`8`	*"1"*

The last section of the Medical Information screen asks for the Number of parents notified of pre-existing medical conditions and the number of medical follow-ups performed. Both of these numbers must be obtained from the Medical Coordinator. Be sure to click 'Save' before leaving this screen.

NOTE: Both parental notification and medical follow-ups are required duties of the Medical Coordinator (see NYSP Job Descriptions in the Guidelines).

Direct Costs to be NYSP Funded

This is perhaps the most overlooked portion of the software. This section in the Application for Participation contained **estimates** regarding the expenditure of NYSP grant funds. In the VRF and FRF, **actual expenditures** are entered.

When you click on '**Direct Costs to be NYSP Funded**' the resulting screen shows the amounts initially entered in the Application for Participation. Both the 'Total' column and the 'Est Total' may be identical until such time as actual expenses are entered.

The following Direct Costs have been previously entered:

Group	Subgroup	Count	Lineitem	Total	Est Total	Description
Staff Wages & Salaries	Auxiliary	5		$13000	$13000	From the Application for Participation
Staff Wages & Salaries	Professional	5		$5702	$5702	
Staff Wages & Salaries				$5201	$4201	
Staff Wages & Salaries				$7300	$4200	
Staff Benefits	FICA			$1044.5	$1544	$13,653.59 X .0765 (FICA) = $1044.50
Staff Benefits	Retirement			$368	$0	$11,500 X .032 (Retirement) = $368.00
Staff Benefits	Other 1			$131.5	$0	Workers Compensation
Medical Services	01			$565.5	$0	87 medical exams at $6.50 each.

Data that change as actual expenses are entered in the VRF or FRF.

To enter an actual expense, click on the 'ADD' button. The following screen will appear.

Select and expense 'Category' from the pull-down menu. Select a 'Sub-Category.' Enter the date paid, to whom the payment was made, the amount, and a description of the payment. **Be complete and specific in your description** (see sample below).

See the example below.

EXCEPTIONS:

1) The amount of staff salaries and wages paid are entered in the 'Personnel' section of the software. Simply enter the actual amount paid in the column titled 'NYSP PAY.'

2) Insurance is calculated by the software. The formula is the number of staff plus the average daily attendance of participants, times the number of program days, times the insurance rate.

To **change** an item that has been previously entered, double click on the item, make the change, and click on "Save."

Credits and Contributions

The '**Credits and Contributions**' section is used to record actual contributions to the program. The only contributions recorded in the Application for Participation were those attributable to the institution ('Institutional Contributions').

To record a contribution to the program, select 'Credits and Contributions' and click on the ADD button. The following screen will appear.

Receipt for Contributions to NYSP

| Category | [▼] | Sub-Category | [▼] | Date Received | [ ] |

Received from [ ] Amount [ ]

Address 1 [ ] City [ ] State [ ] Zip [ ]

Address 2 [ ]

Description [ ]

[save] [back]

Select a 'Category' and 'Sub-Category' from the pull-down menus. Enter the date received, the amount, information about the donor, and **a description of the contribution**.

See the example below.

Receipt for Contributions to NYSP

Category: Public Contribution   Sub-Category: Nutrition - USDA   Date Received: 8/15/07

Received from: Indiana Dept of Ed/SFSP   Amount: $13,612.50

Address 1: Government Center   City: Indianapolis   State: IN   Zip: 46222

Address 2: Suite 345 West

Description: USDA/SFSP reimbursement for 5000 lunches at a rate of $2.25 ($11,250) and 5,250 snacks at a rate of $.45 ($2,362.50)

[save] [back]

HINT: **Be as specific as possible**. The example above is one of the most often overlooked contributions to the program. Before final reimbursement checks are sent to participating institutions, all expenses and all contributions are reviewed. Those programs requiring additional follow-up are subject to delayed payments.

Equipment

The last section requiring data entry is the section for '**Equipment**.'   Clicking on 'Equipment' on either the VRF or the FRF will result in the display of the following screen.

		Return To Function Menu	Add New	Copy from Last Year			

The following Equipment has been previously entered:

Sport	Description	Serial Number	Acquisition Date	Acquisition Quantity	Condition	Location	Institutional Contribution
Volleyball	Mobile standards		1/1/2000	1	Mobile standards	Dow Center	Yes
Other	Tees		1/1/2000	4	Good	Dow Center	Yes
Other	Helmet		1/1/2002	4	Good	Dow Center	Yes
Other	Catchers Mask, Helmet, Guard		1/1/2002	2	Good	Dow Center	Yes
Other	Swimsuit (men)		1/1/2004	110	Good	Dow Center	Yes
Other	Swimsuit (women)		1/1/2004	100	Good	Dow Center	No
Football	Footballs (regular)		1/1/2001	21	good	Dow Center	No
Football	Footballs (jr)		1/1/2003	16	Good	Dow Center	No

To add a new piece of equipment, click on 'Add New.' The following screen will appear.

	Add	Back	
Sport	Badminton ▼		
Description of Equipment			
Serial Number			
Acquisition Date		mm/dd/yy	
Acquisition Cost			
Acquisition Quantity			
Condition			
Location			
Is this equipment an institutional contribution?	Yes ⊙ No ○		
	Add	Back	

Select the sport from the pull-down menu and enter as much data as you have regarding the equipment. Not all types of equipment have a serial number, so this field might be left blank. For major purchases such as a computer, be sure the serial number is entered, as well as the information requested for all other fields. Click on 'Add' to save the entry.

The Participant Database

The use of this section of the software is OPTIONAL for the summer of 2007.

If your NYSP Project desires to maintain a listing of participants using another system, you may do so. Optional forms for the Preliminary Attendance Report and the Final Attendance Report have been developed and are available on the download menu or by contacting the national office. These forms are Excel spreadsheets and may be submitted to the national office as email attachments. Sample copies of these reports can be found in Appendix C and D.

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 seven functions on the menu:

Participants Menu
- Participant Maintenance
- Medical Assignment Utility
- Participant Groups
- Group Assignment Utility
- Daily Attendance Sheets
- Daily Attendance Entry
- Special Usage Field Labels
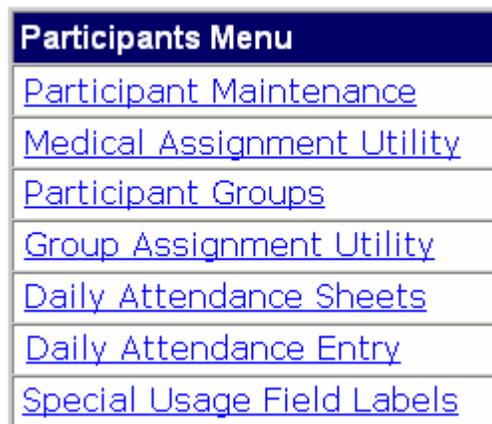
Participant Groups

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 section.

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."

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.

The result of the name change process is displayed below.

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 that were previously enrolled in NYSP 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.

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 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 Gomez, sorted by Year is shown below.

Year	Group	Last Name	First Name	Birthdate	Age	Gender	Application Approved	Medical Form	Medical Type	Edit	Copy	Delete
2003	104	Gomez	Bill	11/10/1992	10	M	Yes	Yes		Edit	Copy	Delete
2003	104	Gomez	Bob	5/31/1993	10	M	Yes	Yes		Edit	Copy	Delete
2003	105	Gomez	Bob	5/31/1994	9	M	Yes	Yes		Edit	Copy	Delete
2004	Zebras	Gomez	Bill	11/10/1992	11	M	Yes	Yes	Public	Edit	Copy	Delete
2004	Tarpons	Gomez	Bob	5/31/1994	10	M	Yes	Yes	Public	Edit	Copy	Delete
2004	Lions	Gomez	Willie	5/31/1991	13	M	Yes	Yes	Public	Edit	Copy	Delete

Totals males 6 females 0

Adding a New Participant

To add a new participant, simply click on "Add New Participant."

A screen similar to the following illustration will appear. **HOWEVER, the 2007 screen will also include a section asking for the ethnicity of the participant.**

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 31 of the program year, they are eligible for the program. If a child turns 17 on or after June 1 of the program year, they are eligible for the program.

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

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.

Some fields in the participant entry form are check boxes or radio buttons. 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. (ANY exam not paid for with NYSP funds is considered to be Free.) 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.

The Medical Exam Type should be entered depending on where the participant received their medical exam. Three choices are listed: Institutional (the institution's paid medical staff), Public (a public health agency and/or medical professionals paid with pubic funding), or Private (private practitioners).

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

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.

The program includes 25 "Fields for Special Usage." See previous sections of this manual for instructions on how to change the label of special fields.

HINT: Avoid using commas in these data fields. Exporting data later can be complicated by the presence of commas.

Copying Participants

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 current year 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	

Deleting Participants

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 database. Check those you wish to delete and click on "Delete Selected Participants" (see illustration below).

Wilson, Gail	☐	2006
Wilson, Gail	☑	2006
Woodcock, Romel	☐	2006
Woodroe, Wilson	☐	2006
Yesh, Alissa	☐	2006
Yukon, Jack	☐	2006
Zander, Carl	☐	2006

[Delete Selected Participants] [Go Back]

Medical Assignment Utility

Information regarding whether or not a medical exam has been administered free or paid for with NYSP funds, and the source of the medical (administered by a physician in a public clinic, in private practice, or employed by your institution) is normally entered at the time a child is added to the participant directory. However, in many cases this information may not be known at the time of data entry, or is overlooked in the data entry process. The "Medical Assignment Utility" allows you to view all children entered in the system and to make the following changes, individually or for all children in the system:

- Check or uncheck whether or not the child has a Medical Form
- Check or uncheck whether the medical exam received was Free (administered at no cost to NYSP) or Paid
- Check or uncheck the source of the Medical Exam, regardless of whether the exam was Free or Paid.

Group	LastName	FirstName	Birthdate	Medical Form	FREE	PAID	Public	Private	Institutional
				Check All	Check All	Check All	Check All	Check All	Check All
109	Aaron	Frank	11/23/1993	☑	☐	☑	☐	☑	☐
108	Abbott	Lou	8/23/1993	☑	☐	☑	☐	☑	☐
110	Adams	Clay	8/23/1989	☑	☐	☑	☐	☑	☐

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 ENTERED GROUPS WILL BE LOST.*

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 25 based on age (By Birthdate).

Daily Attendance Sheets

Daily 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.

Daily Attendance Sheet

Hall State University Daily Attendance Sheet - Group: Lions

Skip to group: [▼]

Last Name	First Name	Gender	1	2	3	4	5	6
Aaron	Frank	M						
Anson	Ansel	M						
Ant	Adam	M						
Bonds	Barry	M						
Boston	David	M						
Brooklyn	David	M						
Gomez	Willie	M						
Hall	David	M						
Henry	Zed	M						
Rose	Pete	M						
Wilson	Gabby	F						
Woodcock	Romel	M						
Woodroe	Wilson	M						

Totals: Males 12 Females 1

<< Previous   Return To Participant Menu   Next >>

Skip to group:

Daily 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 "Daily Attendance Entry" process. To enter this section of the software, select "Daily Attendance Entry" from the "Participants" menu. Select the date for which you want to enter attendance data and click "CONTINUE."

Daily Attendance

Project ID	874
School ID	Hall State University
Project Year	2006
Date	Day 1- 6/2/06 ⇕
	Change Dates

[CONTINUE] [Return To Participant Menu]

> **NOTE:** If your program dates differ from those you anticipated when you submitted your Application for Participation, go to "Change Dates" in either the "Visitation Report Form" or "Final Report Form" to enter the actual dates for your program.

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.**

Hall State Daily Attendance for 4/6

[Check All] [Uncheck All] [SAVE] [BACK]

Group Name	Present	Last Name	First Name	Gender
109	☑	Marley	Bobby	M
109	☑	Wilson	Gail	M
110	☑	Lopez	John	M
Bears	☑	Jackson	Mary	F
Tarpons	☑	Adams	Clay	M
Tarpons	☐	e	e	F
Tarpons	☐	Gomez	Bob	M
Tarpons	☑	Hall	Ben	M
Zebras	☐	Gomez	Bill	M
Zebras	☑	Hall	Carmen	F
	[Check All]	[Uncheck All]	[SAVE]	[BACK]

Total: Males 5 Females 2

Changing Special Field Labels

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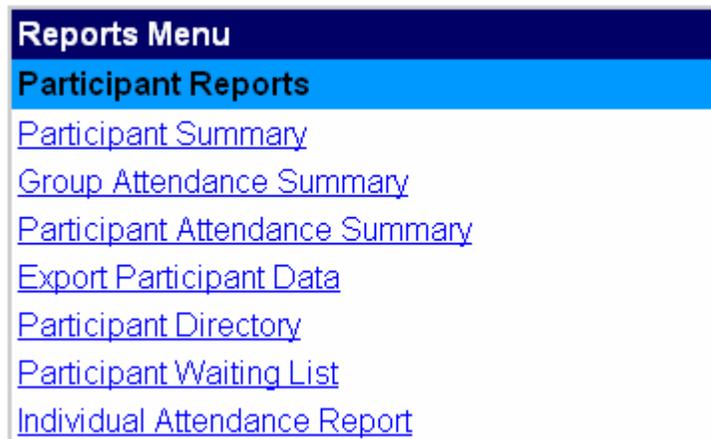
The "**Participant Summary**" report displays a breakdown of all participants that have been entered in the database. The report displays the participants by age, gender and returnee status.

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 4 - 6/7/2007 ▼ ⎯⎯⎯ Select Date

View Report ⎯⎯ Main Menu ⎯⎯⎯ Click on View Report

Group ID	Females	Males	Total
107	3	0	3
108	1	0	1
109	1	1	2
110	0	1	1
Blue	0	1	1
Boys 10	0	2	2
Boys 11	0	1	1
Girls 10	0	1	1
Total Females		5	
Total Males		7	
Total for 6/7/2007		12	

Select a different date	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
Aaron	Frank	11
Abbott	Lou	11
Adams	Clay	10
Hall	Ben	8
Hall	Carmen	10
Horton	Heidi	10
Horton	Lori	13
Jackson	Mary	12
Lopez	John	12
Marley	Bobby	8
Wilson	Gabby	9
Wilson	Gail	8
	Main Menu	

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 another section of this manual.

Download & Export Menu

DATA EXPORTS

Export Participant Data

Export Personnel Data

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 and 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.

Project Year 2007 ▼ Sort By ▼ | view report | printer friendly version | back | | find

Last Name
Age
Group

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
Adams	John	8/23/1989	14	M	True	True	False
Anson	Ansel	8/23/1991	12	M	True	True	False
Ant	Adam	8/23/1991	12	M	True	True	False
Barnard	Lynn	1/1/1988	16	M	True	True	False
Bonds	Barry	8/25/1991	12	M	True	True	False
Boston	David	8/23/1991	12	M	True	True	False
Brooklyn	David	8/23/1991	12	M	True	True	False
Crain	Mike	3/18/1993	11	M	True	True	False

An "**Individual Attendance Report**" displays attendance for each individual participant.

Participant | Hall Ben | ▼ | back

Individual Attendance Report

Project Date	Day of Week	Status
6/14/2007	Monday	Present
6/15/2007	Tuesday	Present
6/16/2007	Wednesday	Present
6/18/2007	Friday	Present

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.

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	3
Professional	0	5
Project Aide	3	3
Supporting Staff	3	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	5
Auxiliary Staff	1	1
Chancellor	0	0
Fiscal Officer	0	1
President	0	1
Professional	0	4
Project Admin	1	0
Project Aide	3	0
Supporting Staff	2	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 the following section of this manual.

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.

Name	NYSP PAY	NON NYSP Institutional PAY	NON NYSP Public PAY	NON NYSP Private PAY	Volunteer Institutional PAY	Volunteer Public PAY	Volunteer Private PAY	Gender	Title	NYSP Activity	Target Area	Former Participant	Economically Disadvantaged
Andre Agassi	1	0	0	0	0	0	5000	Male	Professional	Tennis	No	No	No
Mike Baker	1000	0	2500	0	0	0	0	Male	Auxiliary Staff	Alcohol & Drug Specialist	Yes	No	No
John Belushi	2500	0	0	0	450	0	0	Male	Professional	Basketball	Yes	No	No
Joe Blow	0	0	0	0	0	0	0	Male	Advisory Committee		No	No	No
James Bond	1000	0	0	2000	0	0	0	Male	Professional	Soccer	Yes	No	No
Nancy Bourff	0	0	0	0	0	0	0	Female	Project Admin		No	No	No
John Brown	2000	0	0	0	0	0	0	Male	Auxiliary Staff	Medical Coordinator	No	Yes	No

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).

Name	NYSP PAY	NON NYSP Institutional PAY	NON NYSP Public PAY	NON NYSP Private PAY	Volunteer Institutional PAY	Volunteer Public PAY	Volunteer Private PAY	Gender	Title	NYSP Activity	Target Area	Former Participant	Economically Disadvantaged
Jeanie Johnson	5000	0	0	0	0	0	0	Female	Auxiliary Staff	Activity Director	Yes	No	No
Rick Brown	3500	0	0	0	0	0	0	Male	Auxiliary Staff	Liaison Officer	Yes	No	No
John Belushi	2500	0	0	0	450	0	0	Male	Professional	Basketball	Yes	No	No
Karen Jones	2500	0	0	0	0	0	0	Female	Supporting Staff	Computer Specialist	Yes	Yes	No

The "**Personnel Summary by Position**" displays staff in groups based on their personnel category.

Personnel Summary by Position									
Advisory Committee									
Last Name	First Name	NYSP	Non NYSP Institutional	Non NYSP Public	Non NYSP Private	Volunteer Institutional	Volunteer Public	Volunteer Private
Blow	Joe	0	0	0	0	0	0	0
Tolliver	Dennis	0	0	0	0	0	0	0
Charles	Frank	0	0	0	0	0	0	0
Howard	Henry	0	0	0	0	0	0	0
Friesz	Jeff	0	0	0	0	0	0	0
James	Harvey							
Charles	Fancis	0	0	0	0	0	0	0
Auxiliary Staff									
Last Name	First Name	NYSP	Non NYSP Institutional	Non NYSP Public	Non NYSP Private	Volunteer Institutional	Volunteer Public	Volunteer Private
Brown	John	2000	0	0	0	0	0	0
Johnson	Jeanie	5000	0	0	0	0	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 may 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.

Project Reports

Equipment Summary Report

Project Visitation Summary

Project Visitation Report (Table of Contents)

Preliminary Attendance Report

Final Attendance Report

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 Contribution
Other	COMPUTER	23423	12/12/2001	1	here	good	No
Football			6/6/2004	20	GYM	NEW	No
Soccer			6/6/2004	20	GYM	NEW	No
Other	SWIMSUITS		6/6/2004	50	POOL	NEW	No
Other	La Cross sticks			0	gym	La Cross sticks	Yes
Basketball	Balls donated by NYSP	NA	5/12/2004	12	Gym #1	New	

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-to-staff ratio, the adjusted participant-to-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 no later than 10 calendar days after the beginning of the project (see NYSP Guidelines – Required Document Timetable). 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.

If your NYSP Project does not utilize the Participant database during the summer of 2007, an alternative form of the "Preliminary Attendance Report" may be submitted. The alternative form is available on the 'download' menu or can be obtained by contacting the national office. A sample copy of this form may be found in Appendix C.

Submit   back

Institution _Hall State University_

Project Administrator _Nancy Bourff_

1. Project Schedule: Dates of operation _6/4/2006 - 7/3/2006_

2. Enrollment:
 (a) Projected: Boys _100_ Girls _100_ Total _200_
 (b) Projected Average Daily Attendance _160_
 (c) Actual enrollment to date: Boys _7_ Girls _5_ Total _12_
 (d) Actual Average Daily Attendance: _9_

3. Total Medical Screenings: _260_   Medical Forms Submitted: _255_

4. Staff Members: Professional M _5_ **F** _0_ **Project Aide M** _3_ **F** _3_
Auxiliary M _3_ **F** _2_ **Supporting M** _3_ **F** _3_ **Total** 22

5. Actual participant-to-staff ratio: _0.82_ to _1_

Attendance For First 5 Days

Date	Males	Females	Total	ADA (Up to and including this day)	Staff on this day	Ratio
6/4/2006	7	5	12	12.00	11	1.09
6/5/2006	6	4	10	11.00	11	1.00
6/6/2006	6	5	11	11.00	11	1.00
6/8/2006	5	5	10	10.00	11	0.91
6/10/2006	3	3	6	9.00	11	0.82

Submit   back

You will receive a confirmation when you submit the Preliminary Attendance Report online. Please print a copy of the confirmation for your records.

NOTE: You will not be able to submit the Preliminary Attendance Report unless you have completed the 'Medical Information' section or entered equipment in the 'Equipment' section.

The **"Final Attendance Report"** is due no later than 10 calendar days after the end of your Project. This report can be submitted electronically if the participant database has been used and attendance for each program day has been entered, OR you can submit an alternate version of the report (see Appendix D).

Download and Feedback Menus

home	project data entry	participants	reports	**download**	feedba

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.
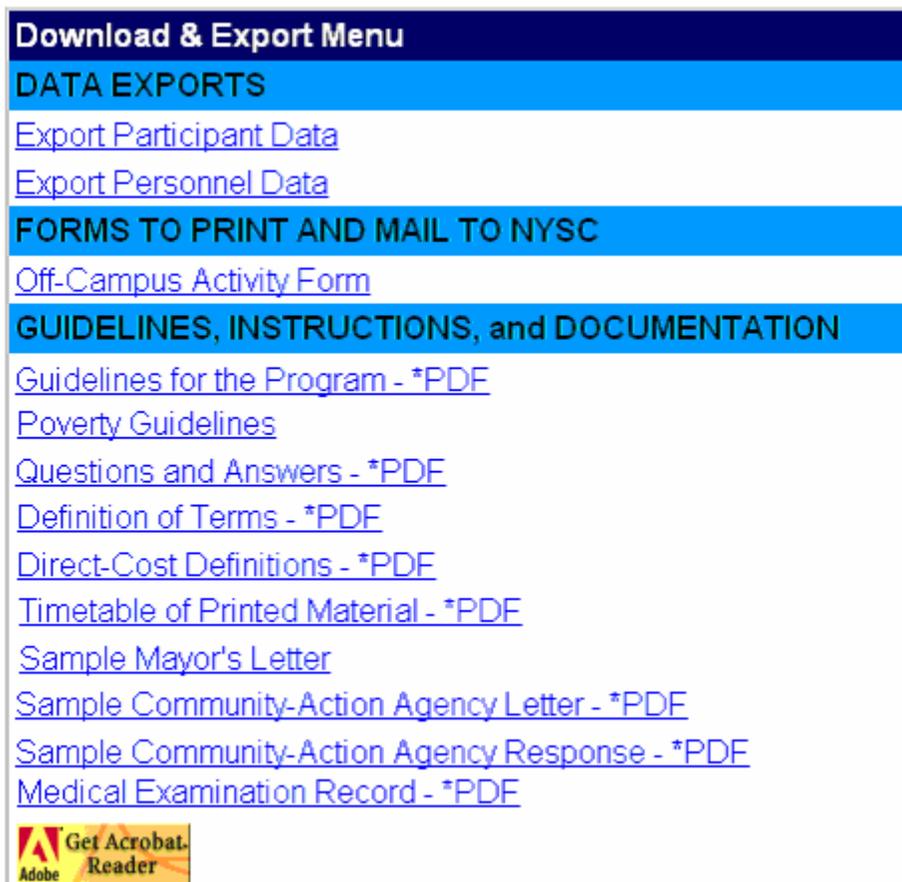
The menu includes three different types of data/documents.

1) The first section (Data Exports) facilitates the downloading of data for either participants or NYSP personnel. This is useful for obtaining the data needed to create mailing labels.
2) The second section contains an electronic copy of the Off Campus Activity Form.
3) The third section contains a number of documents related to NYSP. Menu items that are followed by *PDF are documents created using Adobe Acrobat. Acrobat documents can only be read by using the Acrobat program or by downloading Acrobat Reader (a free download from the Adobe website). Clicking on the icon at the bottom of the menu will begin the process of downloading a free copy of Adobe Acrobat Reader. (http://www.adobe.com/products/acrobat/readstep2.html)

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."

You will then 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.

```
El Amin,Kam,3050 David Street,Indianapolis,IN,57688
Gomez,Bill,3rd st.,Indianapolis,IN,57688
Gomez,Bob,4181 bob ln,Indianapolis,IN,57688
Gomez,Willie,4181 bob ln,Indianapolis,IN,57688
Hall,Ben,3422 Lake,Indianapolis,IN,77779
Hall,Carmen,545 Main Street,Muncie,IN,47302
Rose,Pete,3050 David Street,Muncie,IN,46032
Stein,Jeff,444 Main Street,Marion,IN,45645
Stein,Jeff,444 Main Street,Marion,IN,45645
Wilson,Gabby,444 Main, Indianapolis,IN,57688
Zander,Carl,3050 David Street,Muncie,IN,47302
```

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."
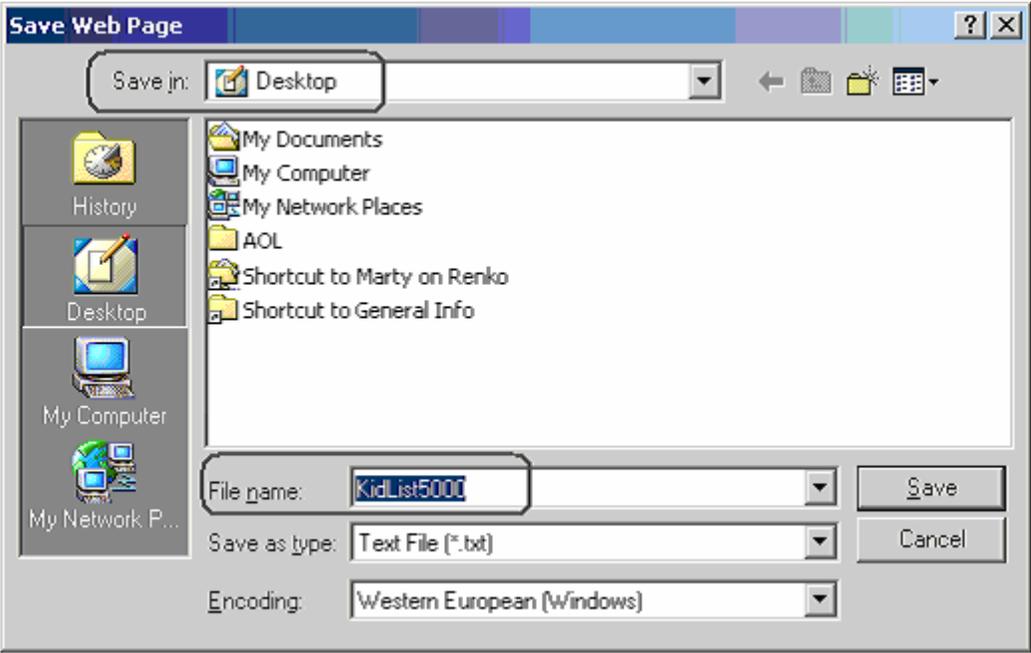
Minimize the screen and open your spreadsheet software (Microsoft Excel). Go to the "File" menu and select "Open." Locate your data file (.txt file). You may need to change the location and the file type, i.e. "Text Files" or "All Files."
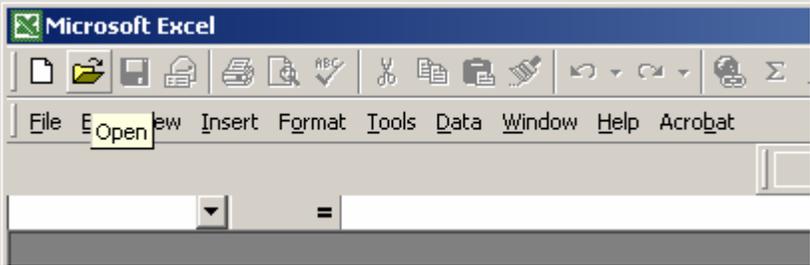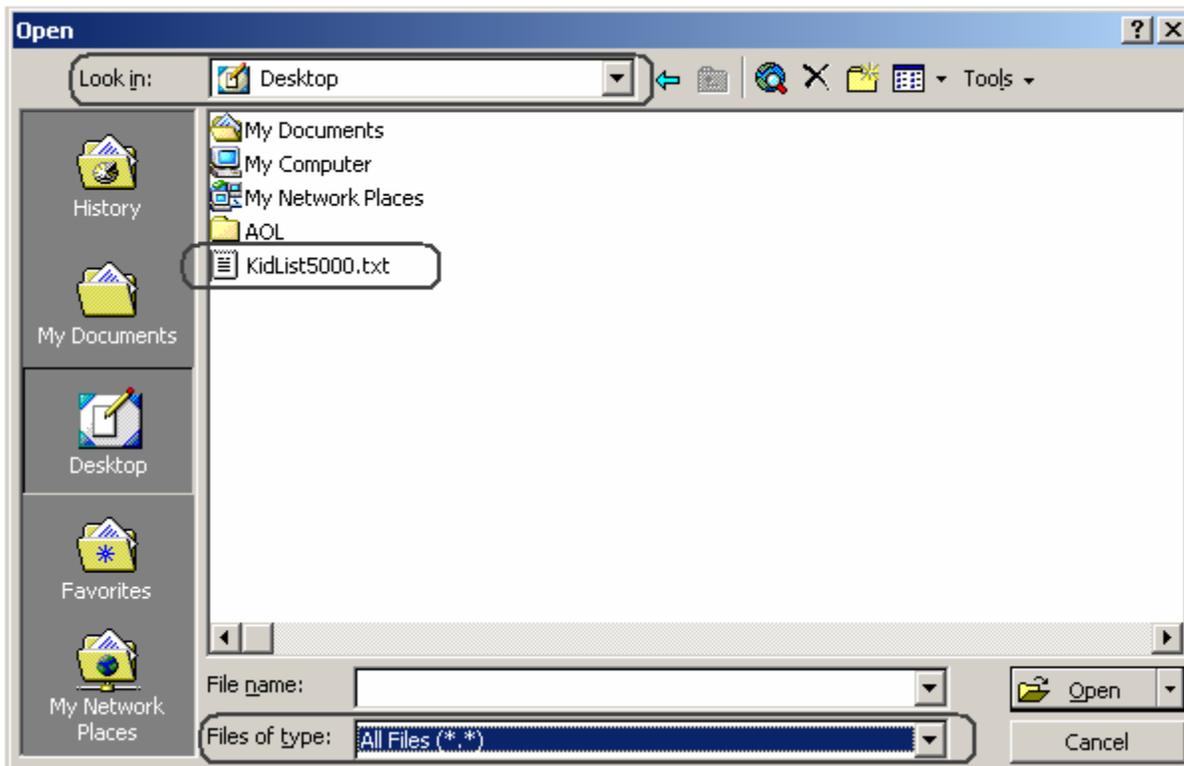
Select the name of the file and click "Open." Excel will walk you through the export. Sample screens from a Windows version of Excel are displayed on the following pages.

Be sure "Delimited" is selected and click on "Next."
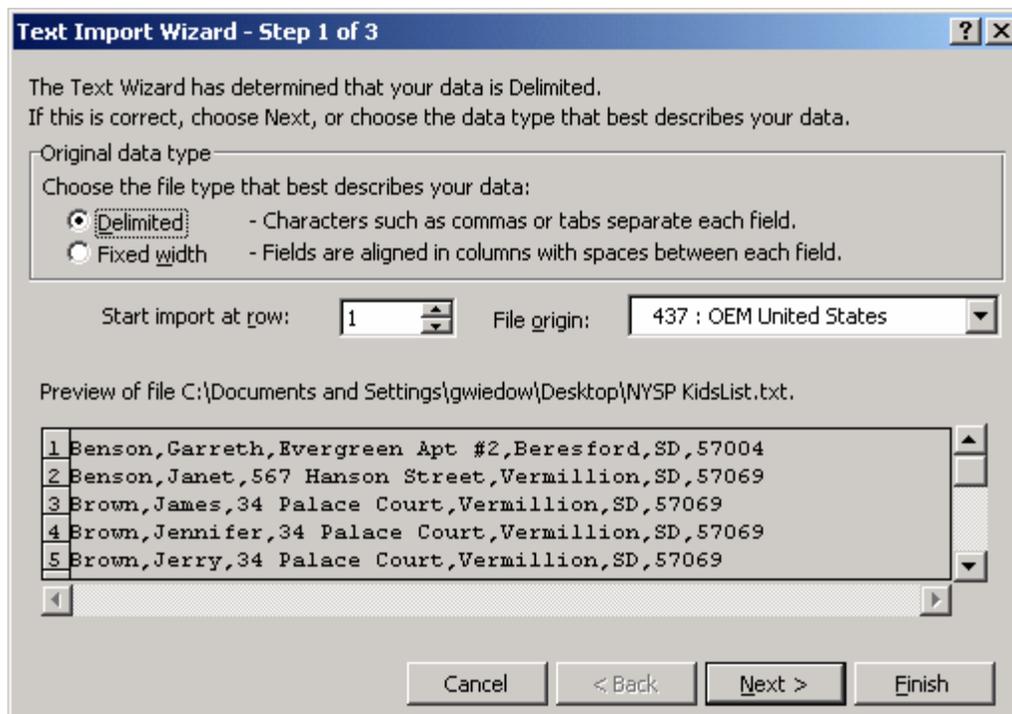
Be sure both "Tab" and "Comma" are selected and click "Next."
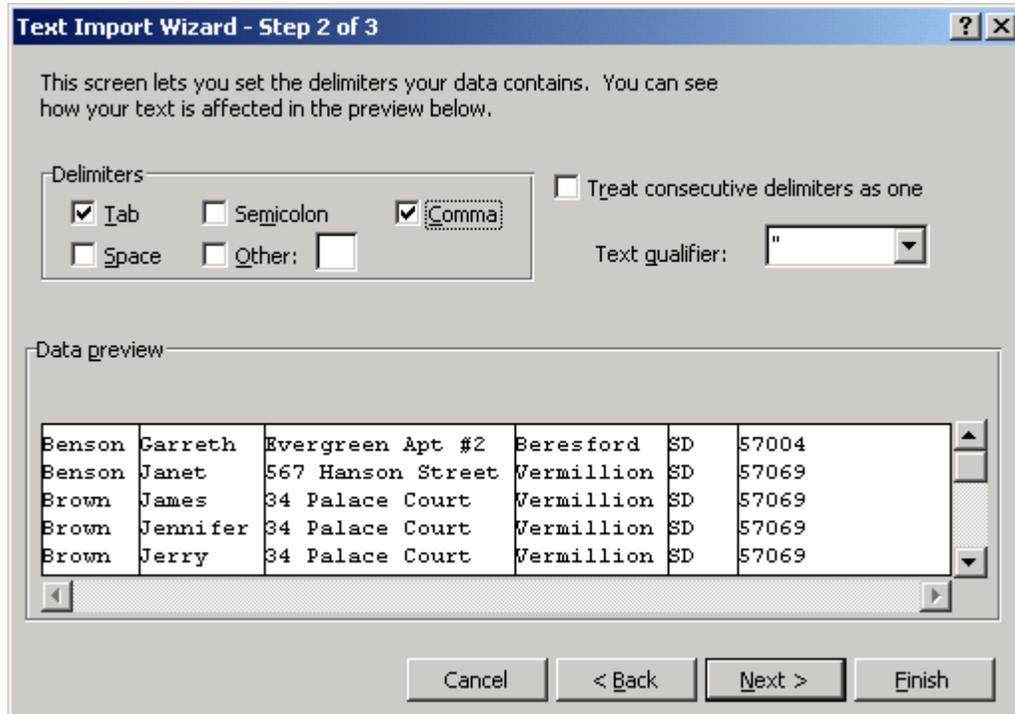
Review your data.
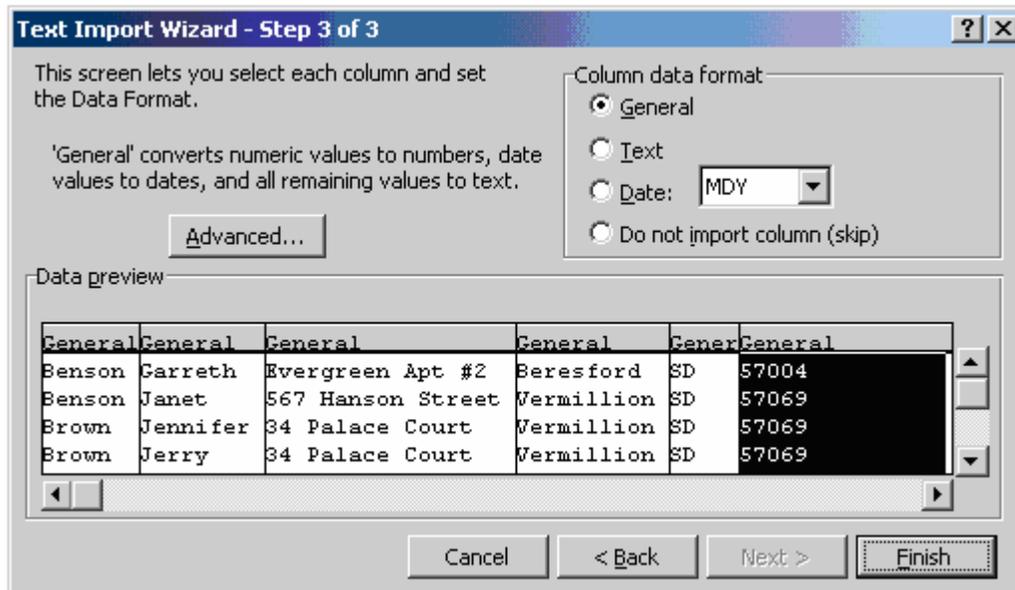
Select "Finish," then select "Save As" from the "File" menu, give your data file a name, select "Excel Worksheet" as the "File Type" and click "Save." Using this data to create mailing labels and letters can be accomplished by using Microsoft Word® and using the wizards for mailing labels, envelops and 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."

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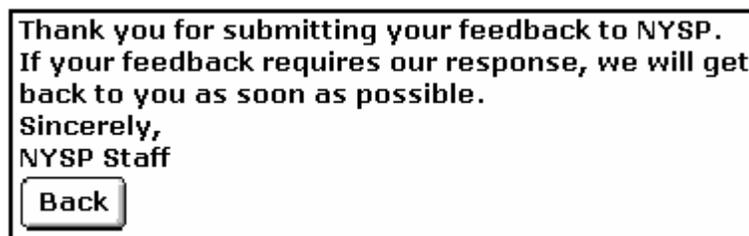
Appendix A

Required Document Timetable

NYSP

2007 NATIONAL YOUTH SPORTS PROGRAM
Required Document Timetable

A chronological timetable listing the due dates for the submission of documents and reports is provided below. Participating institutions are required to complete a number of forms and reports before, during and at the conclusion of the Project. Failure to submit forms and reports in a timely manner can affect a Program's compliance status.

These forms and reports include the following:

1. **Before operation of Project**   **Due in NYSC Office**

    a.   Project Agreement   March 15, 2007

    b.   Application for Participation *(online submission)*   April 27, 2007 (via Web site)
         http://www.nysponline.org/

    c.   Medical certification of medical coordinator(s)   No fewer than 14 calendar days before the first
                                                              day of the Project

    For those Projects offering swimming in the activity program:

    d.   Water-Safety Instructor (W.S.I) certification   No fewer than 14 calendar days before the first
                                                              day of the Project

    e.   Lifeguard certification   Before the first day of the Project

2. **During Project**

    Preliminary Attendance Report   No later than 10 calendar days after the first day
                                                              of the Project.

    Self-Assessment and documentation certifying   Completed before the end of the Project and
    that a minimum of 80% of the participants   submitted to the national office no later than 10
    in the program meet the poverty guidelines.   calendar days after the completion of the Project.

3. **After conclusion of project**

    Final Attendance Report   No later than 10 calendar days after the
                                                              completion of the Project.

Appendix B

NYSP Staff Information Form

NYSP Staff Information Sheet

The following information is required in the NYSP database (nysponline.org). This data will be entered in a secure, password protected database and will be used exclusively by NYSP for compiling reports and communicating with program personnel. Information in the database will not be shared with any outside individual, organization or agency. Please distribute this form to all NYSP staff and give the form to the computer specialist for data entry.

Please print or type the following information

Name _____ Title: Dr. ☐   Mr. ☐   Ms. ☐   Rev. ☐

Address _____ (the address to which you want NYSP information sent)

City _____ State _____ Zip Code _____

Telephone where you can be reached during the normal NYSP day: _____

Alternate Telephone (secretary/receptionist, cell, home, etc.) _____

Fax Number (use number where NYSP information is received) _____

Email address _____ Gender: Female ☐   Male ☐

Professional Position (i.e. graduate student, high school teacher/coach, etc.) _____

Position: ☐ Project Administrator

☐ Advisory Committee Member – Agency: _____ Agency Position: _____

☐ Activity Director   ☐ Liaison Officer   ☐ Medical Coordinator   ☐ Educational Specialist

☐ Alcohol-and-Other-Drug Prevention Specialist   ☐ Senior Program Specialist   ☐ Math/Science Specialist

☐ Professional Staff – NYSP Activity (also check one of the following:)

     ☐ Badminton   ☐ Basketball   ☐ Dance   ☐ Flag Football   ☐ Gymnastics

     ☐ Soccer   ☐ Softball   ☐ Tennis   ☐ Track & Field   ☐ Volleyball

     ☐ Wrestling   ☐ Swimming (WSI)   ☐ Other _____

☐ Project Aide - NYSP Activity _____ (common examples: Group Leader; Counselor; 10 Yr-Old Boys)

☐ Support Staff (also check one of the following):

     ☐ Computer Specialist   ☐ Clerical   ☐ Equipment   ☐ Custodial

     ☐ Lifeguard   ☐ Additional Swim Staff ☐ Transportation   ☐ Other _____

Employment Begin Date _____

     ☐ Live/Work in Target Area?   ☐ Economically Disadvantaged?

     ☐ Former NYSP Participant?   ☐ Certified Water Safety Instructor?

For Local NYSP Office Use Only

Salary: $ _____

Salary is: ☐ Paid with NYSP Grant Funds   ☐ Paid by Non-NYSP Funds   ☐ Volunteer

If paid by Non-NYSP Funds or Volunteer, is the source: ☐ Institutional   ☐ Public   ☐ Private

                                     (See "Definition of Terms" for clarification if needed)

Appendix C

Alternate Preliminary Attendance Report Form

2007 NATIONAL YOUTH SPORTS PROGRAM
Preliminary Attendance Report

This report must be received in the NYSP national office no later than 10 calendar days after the start of the project (e.g., project starts June 7; form due June 17).

This report is to be submitted via email attachment to gwiedow@NYSCorp.org.

Institution: _____

Project Administrator: _____

I hereby, as Project Administrator, affirm that the following information is accurate and true. ☐

1. Project Schedule: Dates of operation: _____

2. Enrollment: (all youths must be enrolled as stated in the NYSP Guidelines.)

(a) Projected: Boys: ____   Girls: ____   Total: ____   (b) Projected average daily attendance: _____

(Projected enrollment times 80 percent)

(c) Actual enrollment to date: Boys: ____   Girls: ____   Total: _____

Age	Boys	Girls	Totals	Returnees	% Returnees
9*				n/a	n/a
10				n/a**	n/a**
11					
12					
13					
14					
15					
16					

* Must be 10 prior to August 31, 2007

** While a 10 year old child may have participated when 9, they are not to be reported as a returnee.

(d) Actual average daily attendance to date: _____

3. Medical Services: Number of medical screenings completed (must equal or exceed actual enrollment): _____

4. Staff members: Those Paid for their Services   Those that Volunteer their Services

Auxiliary	M _____	F _____		Auxiliary	M _____	F _____	
Project Aides	M _____	F _____		Project Aides	M _____	F _____	
Professionals	M _____	F _____		Professionals	M _____	F _____	
Support Staff	M _____	F _____		Support Staff	M _____	F _____	
Total	M _____	F _____		Total	M _____	F _____	

Actual participant-to-staff ratio: _____ to 1.

NOTE: A ratio between 15-1 and 20-1 is required. The ratio is determined by dividing the total number of instructional staff members (professionals and project aides) into the actual average daily attendance (Line 2.d.) Include both paid and volunteer staff.

5. Attendance

FIRST FIVE (5) ACTIVITY DAYS						
Date						Total
Boys						
Girls						
Total						

Appendix D

Alternate Final Attendance Report Form

2007 NATIONAL YOUTH SPORTS PROGRAM
Final Attendance Report

This report must be received in the NYSP national office no more than 10 calendar days after the conclusion of the project (e.g., project end July 7; form due July 17).

This report is to be submitted via email attachment to gwiedow@NYSCorp.org.

An electronic copy of your Participant Directory must also be submitted with this report.

Institution: _____

Project Administrator: _____

I hereby, as Project Administrator, affirm that the following information is accurate and true. ☐

1. Project Schedule:

   (a) Number of operating weeks: _____   (b) Number of operating days per week: _____

   (c) Total operating days _____

2. Enrollment and Ethnicity: (All youths must be enrolled as stated in the NYSP Guidelines.)

Age	Boys	Girls	Totals	Returnees	% Returnees
9*				n/a	n/a
10				n/a**	n/a**
11					
12					
13					
14					
15					
16					

* Must be 10 prior to August 31, 2007   ** While a 10 year old child may have participated when 9, they are not to be reported as a returnee

Ethnicity:	Count
American Indian/Alaska Native	
Asian	
Native Hawaiian/Pacific Islander	
Black Non-Hispanic	
Hispanic	
White Non-Hispanic	
Total *	

* Should equal the total enrollment recorded above.

3. Average daily attendance: (a) Projected: _____   (b) Actual: ___

4. Staff members: Those Paid for their Services   Those that Volunteer their Services

   Auxiliary   M _____ F _____   Auxiliary   M _____ F _____
   Project Aides   M _____ F _____   Project Aides   M _____ F _____
   Professionals   M _____ F _____   Professionals   M _____ F _____
   Support Staff   M _____ F _____   Support Staff   M _____ F _____
   Total   M _____ F _____   Total   M _____ F _____

   (b) Number residing or working in target areas:

   Auxiliary ____   Professionals ____   Project Aides ____   Support Staff ____   Volunteers ____

5. Actual participant-to-staff ratio: _____ to 1.   NOTE: A ratio between 15-1 and 20-1 is required.   Page 1 of 2

2007 NATIONAL YOUTH SPORTS PROGRAM
Final Attendance Report

This report must be received in the NYSP national office no more than 10 calendar days after the conclusion of the project (e.g., project end July 7; form due July 17).
This report is to be submitted via email attachment to gwiedow@NYSCorp.org.

Institution: _____

6. Medical Services:

(a) Number of medicals provided by project completed prior to project start: _____   during project: _____

(b) Number of medical screenings provided by other sources completed prior to project start: _____
during project: _____   Total: _____

(c) Total medical screenings [add lines (a) and (b): Total: _____

(d) Number of enrollees so identified who have been referred and/or received medical treatment: _____

FIRST WEEK

Date	Mon	Tue	Wed	Thu	Fri	Sat	
Boys							Total
Girls							0
Total	0						0
	0	0	0	0	0	0	0

SECOND WEEK

	Mon	Tue	Wed	Thu	Fri	Sat	
Date							Total
Boys							0
Girls							0
Total	0	0	0	0	0	0	0

THIRD WEEK

Date	Mon	Tue	Wed	Thu	Fri	Sat	
Boys							Total
Girls							0
Total	0						0
	0	0	0	0	0	0	0

FOURTH WEEK

	Mon	Tue	Wed	Thu	Fri	Sat	
Date							Total
Boys							0
Girls							0
Total	0	0	0	0	0	0	0

FIFTH WEEK

Date	Mon	Tue	Wed	Thu	Fri	Sat	
Boys							Total
Girls							0
Total	0						0
	0	0	0	0	0	0	0

TOTALS

Total Attendance:

Boys	0
Girls	0
Total	0

List problems encountered in the conduct of your project:

_____

_____

_____

_____

_____