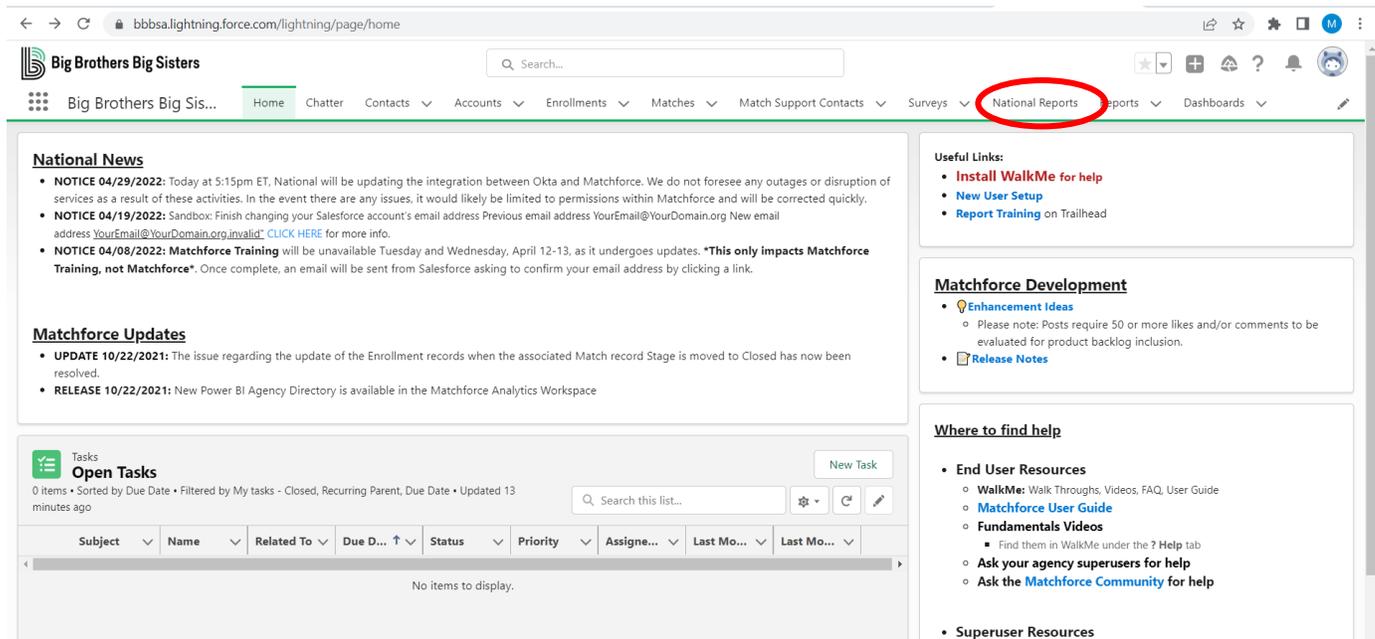


To Access the Child/Youth Outcomes Report for PCCD-EPIS Quarterly Reporting:

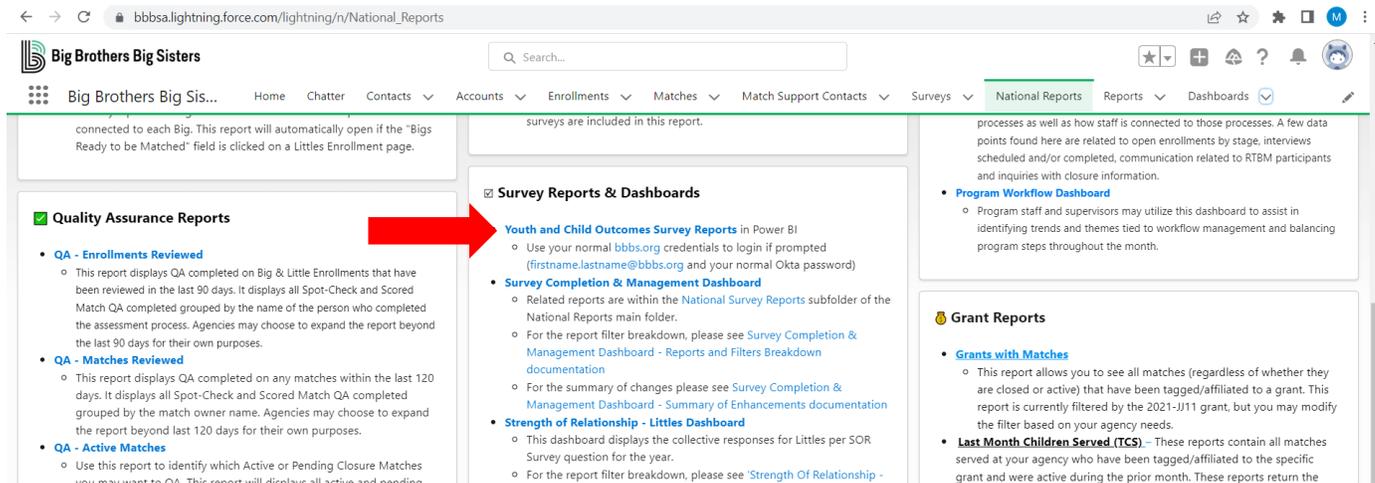
Log on to Matchforce and select “National Reports.”



The screenshot shows the Matchforce home page for Big Brothers Big Sisters. The navigation menu includes Home, Chatter, Contacts, Accounts, Enrollments, Matches, Match Support Contacts, Surveys, National Reports (circled in red), Reports, and Dashboards. The main content area is divided into several sections:

- National News:** Contains three notices regarding system updates and training.
- Matchforce Updates:** Contains two updates regarding enrollment records and a new Power BI Agency Directory.
- Open Tasks:** A task list section currently showing "No items to display."
- Useful Links:** Includes links for "Install WalkMe for help", "New User Setup", and "Report Training on Trailhead".
- Matchforce Development:** Includes "Enhancement Ideas" and "Release Notes".
- Where to find help:** Lists "End User Resources" (WalkMe, User Guide, Videos) and "Superuser Resources".

On the National Reports tab, scroll down to Survey Reports & Dashboards and click on Youth and Child Outcome Reports. Log-in using your Matchforce credentials (firstname.lastname@bbbs.org)



The screenshot shows the Matchforce National Reports page. The 'National Reports' menu item is selected. The page content includes:

- Quality Assurance Reports:** A section with a green checkmark icon, containing links for "QA - Enrollments Reviewed", "QA - Matches Reviewed", and "QA - Active Matches".
- Survey Reports & Dashboards:** A section with a checked checkbox icon, containing a link for "Youth and Child Outcomes Survey Reports in Power BI" (highlighted with a red arrow) and other dashboard links like "Survey Completion & Management Dashboard" and "Strength of Relationship - Littles Dashboard".
- Grant Reports:** A section with a yellow icon, containing links for "Grants with Matches" and "Last Month Children Served (TCS)".

The PowerBI platform will automatically take you to the report filter screen where you can adjust the filters to retrieve specific grant information. You will need to adjust the **Completion Dates** filter and the Match Grant filter to reflect the quarter and grant on which you are reporting. The reporting period should be the start date of your grant until the last day of your reporting quarter, i.e. if your grant started on July 1, 2022 and you are reporting on the 2nd quarter of the grant, the date range would be 7/1/2022 to 12/31/2022.

The screenshot shows the PowerBI report filter interface for the 'YOUTH AND CHILD OUTCOMES SURVEY REPORT' by 'Big Brothers Big Sisters of the Capital Region'. The interface includes a left-hand navigation pane with sections for 'Agency Metrics & Finances', 'COS/YOS', and 'Filters'. The main report area displays various filters and summary statistics. A red arrow points to the 'FOLLOW-UP SUR' filter, which is set to 'DATE' with a range of '4/1/2022' to '6/12/2022'. Another red circle highlights the 'MATCH GRANT' filter, which is set to 'CVPRI32214'. The summary statistics show 'COMMUNITY' with 3 'Youth with Surveys' and 'SITE BASED' with 36 'Youth with Surveys'. The 'OPTIONAL MEASURES' section includes checkboxes for 'Excused Absences', 'Goal Setting and Pursuit Skills', 'Interests or Sparks', 'Life Satisfaction', 'Protective Behaviors', 'Risky Behaviors - Personal Conduct', and 'Risky Behaviors - School Misbehavior'. The 'FOLLOW-UP PROGRAM TYPE' is set to 'Community'.

Export your report into a .pdf that can be uploaded to the Egrants platform.

This screenshot shows the same PowerBI report filter interface as above, but with the 'Export' menu open. A red arrow points to the 'Export' button in the top navigation bar. The 'Export' menu is open, showing options for 'Analyze in Excel', 'PowerPoint', and 'PDF'. The 'PDF' option is circled in red. The rest of the report interface, including the filters and summary statistics, remains the same as in the previous screenshot.

Once the PowerBI platform has exported your report to the .pdf format, save the exported report to your computer for future access.

NOTE: The Youth and Child Outcomes Survey Report combines both community- and site-based survey outcomes into a single aggregated report. If you wish to report community-based and site-based outcomes separately, you sometimes can separate the results using the Program Name filter, depending on your agency's nomenclature. If your agency uses the optional measure questions and you have included them as outcomes in your grant request, you can include these in your report by checking the appropriate measures on the Filters page.

Power BI Matchforce Analytics Workspace

COS/YOS Survey Report | Data updated 6/13/22

YOUTH AND CHILD OUTCOMES SURVEY REPORT

BBBS of the Capital Region

COMMUNITY 3 Youth with Surveys | **SITE BASED** 36 Youth with Surveys

OPTIONAL MEASURES

- Excluded Absences
- Goal Setting and Pursuit Skills
- Interests or Sparks
- Life Satisfaction
- Protective Behaviors
- Risky Behaviors - Personal Conduct
- Risky Behaviors - School Misbehavior

Filters:

- AGENCY ID: 538
- AGENCY NAME: BBBS of the Capital Region
- AGENCY LOCATION: All
- AGENCY GROUP: All
- PROGRAM NAME: All
- TRUE BASELINE SURVEY: True
- YOUTH MATCHFORCE ID: All

Other Filters:

- FOLLOW-UP PROGRAM TYPE: Community, Site
- FOLLOW-UP SURVEY COMPLETION DATE: 4/1/2022, 6/12/2022
- CONTACT GRANT: All
- MATCH GRANT: CVPRI32214
- STATE: All, POSTAL CODE: All
- COUNTY: All
- AGE: 0, 117, GENDER: All
- ETHNICITY: All