

# My AmeriCorps State and National Reports as an Information Tool



Corporation for  
**NATIONAL &  
COMMUNITY  
SERVICE** 

# Agenda

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- Reporting: turning “data” into “information”
- Importance of inputting correct report criteria
- Report output options and benefits
- Review of Reports
  - Enrollment Approval Cycle Time
  - Exit Approval Cycle Time
  - Member Roster
  - Retention Rate
  - Slots Table
  - User Role
  - Enrollment Rate
  - Member Download
  - Member Roster by Count
  - Service Location
  - Table Audit
- What’s next?



# Turning data into information

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- Reporting in My AmeriCorps provides
  - Timely up to date information
  - In formats that are easy to understand
  - Flexible for further analysis
- Reports in My AmeriCorps delivers powerful information for
  - Making the most informed decisions
  - Monitoring program and/or grantee performance
  - Measuring and improving performance
  - Validating adherence to Corporation policy
  - Retrieving information for the purpose of verification and documentation



# Inputting correct report criteria

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- Take time to carefully input your report criteria
  - Reports will run faster when providing more information
  - Reports will likely be more useful if key criteria is provided
  - Save a tree
- “Most” reports will ask for
  - Report name
  - Program Code
  - Program Year
  - Report Format

State/National Reports

Please select a report type and appropriate criteria below. Then click 'submit' to generate the selected report. Depending on the type of report and the criteria selected, your report may take a few minutes to generate. **Please be patient and do not reload the page.**

\* Select Report: Enrollment Rate Report

Program Code: 06ACHMA0010002

Program Year: 2008

\* Report Format: PDF

submit

# Additional Report Inputs

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- A few reports will ask for additional input parameters such as the member, service location, and table audits.
- Some inputs are mandatory, some optional

**State/National Reports**

Please select a report type and appropriate criteria below. Then click 'submit' to generate the selected report. Depending on the type of report and the criteria selected, your report may take a few minutes to generate. **Please be patient and do not reload the page.**

\* Select Report: **Member Roster Report**

Program Code:

Program Year:

Include child programs in results?

\* Report Format: **PDF**

**State/National Reports**

Please select a report type and appropriate criteria below. Then click 'submit' to generate the selected report. Depending on the type of report and the criteria selected, your report may take a few minutes to generate. **Please be patient and do not reload the page.**

\* Select Report: **Service Locations Report**

Program Code:

Program Year:

Service Location Status:

\* Report Format: **PDF**

- The Table audit reports are the most complex

# Report output options and benefits

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- Options

- PDF
- Excel
- HTML
- CSV (Comma Separated Value)

- Benefits

- Professional published look
- Option to “work with data” in a spreadsheet
- Easy to publish to a web page or for viewing inside a browser
- For use by a wide variety of third party programs

- Naming the output file (Be sure to change from the default – which is the same for all reports)

- Patience: Reports take time to generate. Don't reload!



# Reporting

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4/16/2009, 05:58 PM, EDT

home my account help logoff

Cooperation for  
**NATIONAL & COMMUNITY SERVICE**

## eGRANTS

Welcome Alyson

State/National Reports

Portal Home

- Trainee Profile
- Search Potential Applicants
- Search Submitted Applications
- Manage Members
- Invite Members
- Manage Events
- Manage Programs
- Manage Service Locations
- Manage Users
- Recruitment Workbasket
- S&N Workbasket
- S&N Reports**
- VISTA Workbasket
- VISTA Reports

Please select a report type and appropriate criteria below. Then click 'submit' to generate the selected report. Depending on the type of report and the criteria selected, your report may take a few minutes to generate. **Please be patient and do not reload the page.**

\* Select Report:

- Enrollment Approval Cycle Time Report
- Enrollment Rate Report
- Exit Approval Cycle Time Report
- Member Download Report
- Member Roster Report
- Member Roster by Count Report
- Retention Rate Report
- Service Locations Report
- Slots Table Report
- Table Audit Reports
- User Role Report

# Enrollment Approval Cycle Time

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- Answers the question: Were all of my members' enrollments approved within 30 days of the start of service?
- Displays the number of days between enrollment and activation (\*please note that enrollment date, activation date, as well as all the days in between are counted).
- Activation date is the approval date.
- No summary.

## Enrollment Approval Cycle Time

Searched for:  
Program Code: 06ACHMA0010002  
Grant Year: 2008

GRANT YEAR	PROGRAM NAME	PROGRAM CODE	NSP ID	MEMBER LAST NAME	MEMBER FIRST NAME	ENROLLMENT DATE	ACTIVATION DATE	TOTAL DAYS BEFORE APPROVAL
2008	City Year Boston	06ACHMA0010002	543218			07/14/2008	08/15/2008	33
2008	City Year Boston	06ACHMA0010002	599033			09/02/2008	09/26/2008	25
2008	City Year Boston	06ACHMA0010002	599034			09/02/2008	09/26/2008	25
2008	City Year Boston	06ACHMA0010002	599035			09/02/2008	09/26/2008	25
2008	City Year Boston	06ACHMA0010002	599036			09/02/2008	09/26/2008	25
2008	City Year Boston	06ACHMA0010002	599037			09/02/2008	09/26/2008	25
2008	City Year Boston	06ACHMA0010002	599038			09/02/2008	09/26/2008	25

# Enrollment Rate

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- Answers the question: What percentage of slots are filled in my program(s)?
- This percent is called the average enrollment rate.
- Includes summary.

## Enrollment Rate Calculation

Searched for:  
Program Code:  
Grant Year: 2007

GRANT YEAR	PROGRAM NAME	PROGRAM CODE	ENROLLMENT START DATE	ENROLLMENT END DATE	CATEGORY	CODE	MEMBERS ENROLLED	TOTAL SLOTS	% SLOTS FILLED
			07/19/2007	07/17/2008	With living allowance	One Year Half Time	4	4	100%
	City Year	06NDHMA001	07/01/2007	06/30/2008	With living allowance	Full Time	238	254	93.7%
	City Year Columbus	06NDHMA0010002	07/01/2007	06/30/2008	With living allowance	Full Time	26	26	100%
	City Year Little Rock	06NDHMA0010003	07/01/2007	06/30/2008	With living allowance	Full Time	36	37	97.3%
			07/01/2007	06/30/2008	With living allowance	One Year Half Time	1	2	50%
	City Year Seattle/King	06NDHMA0010004	07/01/2007	06/30/2008	With living allowance	Full Time	54	56	96.4%
			07/01/2007	06/30/2008	With living allowance	One Year Half Time	4	4	100%
	City Year Los Angeles	06NDHMA0010005	07/01/2007	06/30/2008	With living allowance	Full Time	75	70	107.1%
			07/01/2007	06/30/2008	With living allowance	One Year Half Time	2	10	20%
	City Year Detroit	06NDHMA0010006	07/01/2007	06/30/2008	With living allowance	Full Time	6	6	100%
	City Year Columbia	06NDHMA0010007	07/01/2007	06/30/2008	With living allowance	Full Time	24	25	96%
			07/01/2007	06/30/2008	With living allowance	One Year Half Time	0	2	0%
	City Year Care Force	06NDHMA0010008	07/01/2007	06/30/2008	With living allowance	Full Time	7	7	100%
	City Year Chicago	06NDHMA0010009	07/01/2007	06/30/2008	With living allowance	Full Time	10	10	100%
	City Year Miami	06NDHMA0010010	07/01/2007	06/30/2008	With living allowance	Full Time	0	0	0%
			07/01/2007	06/30/2008	With living allowance	One Year Half Time	7	8	87.5%

Total number of filled slots: 1507  
Total number of granted slots: 1577  
Average enrollment rate: 95.600 %

# Exit Approval Cycle Time

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- Answers the question: How many days lapse between the actual completion date and the exit activation date?
- This report provides both dates and counts for the days in between and is listed by program and individual member (\*please note that the actual completion date, exit activation date, as well as all the days in between are counted).
- Exit activation date is the approval date.
- No summary.

## Exit Approval Cycle Time

Searched for:  
Program Code: 06ACHMA0010002  
Grant Year: 2008

GRANT YEAR	PROGRAM NAME	PROGRAM CODE	NSP ID	MEMBER LAST NAME	MEMBER FIRST NAME	ACTUAL COMPLETION DATE	EXIT ACTIVATION DATE	TOTAL DAYS BEFORE EXIT
2008	City Year Boston	06ACHMA0010002	543218	[REDACTED]	[REDACTED]	02/27/2009	02/27/2009	1
2008	City Year Boston	06ACHMA0010002	599033	[REDACTED]	[REDACTED]	11/10/2008	11/21/2008	12

# Member Download Report

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This report provides a comprehensive listing of member information including permanent and current address, phone, email, status, slot type, living allowance, hours, start and completion dates. The member status is not an indication of whether or not a member exited with or without an award. Programs should see the member roster report for that information.

## State/National Member Download

Searched for:  
Program Code:  
Grant Year: 2007

GRANT YEAR	PROGRAM CODE	PROGRAM NAME	PROGRAM ENROLLMENT START DATE	PROGRAM ENROLLMENT END DATE	SERVICE LOCATION	OPERATING SITE CODE	OPERATING SITE NAME	NSRD	LAST NAME	FIRST NAME	MIDDLE NAME	SSN	DATE OF BIRTH
2007	06NDHMA001	City Year	07/01/2007	06/30/2008		06NDHMA0010009	City Year Chicago	545228			L	****1047	06/02/1988
2007	06NDHMA001	City Year	07/01/2007	06/30/2008		06NDHMA0010009	City Year Chicago	545246			M	****3140	04/06/1983
2007	06NDHMA001	City Year	07/01/2007	06/30/2008		06NDHMA0010009	City Year Chicago	545288			A	****3720	03/29/1989
2007	06NDHMA001	City Year	07/01/2007	06/30/2008		06NDHMA0010009	City Year Chicago	545288			D	****3140	03/29/1989

CURRENT ADDRESS 2	CURRENT CITY	CURRENT STATE	CURRENT ZIP	CURRENT HOME PHONE	CURRENT WORK PHONE	CURRENT EMAIL	PERM. ADDRESS 1	PERM. ADDRESS 2	PERM. CITY	PERM. STATE	PERM. ZIP	PERM. HOME PHONE	PERM. WORK PHONE	PERM. EMAIL	MEMBER STATUS	SLOT TYPE	LIVING ALLOWANCE	MEMBER STATUS	SLOT TYPE	LIVING ALLOWANCE	TOTAL HOURS
	Chicago	IL		773.863.0047			2809 W 84th St		Chicago	IL		773.863.0047			Exited Early	FT	Y	Exited Early	FT	Y	293
	Farmington Hills	MI		248.553.0069		tsol@cns.gov	29050 Marvin		Farmington Hills	MI		248.553.0069			Exited	FT	Y	Exited	FT	Y	1754
	Chicago	IL		773.542.1857			1529 S. Spaulding		Chicago	IL		773.542.1857			Exited	FT	Y	Exited	FT	Y	1808
	Detroit	MI		313.522.8706			19701 Larned		Detroit	MI		313.515.0014			Exited	FT	Y	Exited	FT	Y	

# Member Roster Report

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- Do you need to see a member roster broken down by Award Status?
  - Did not earn an award
  - Earned an award
  - Earning an award
  - Education Award Under Review
- Provides sub total for each category above.

Member Roster Report																	
Searched for:																	
Program Code: 06ACHMA0010002																	
Grant Year: 2008																	
<b>Earned an Award</b>																	
GRANT YEAR	PROGRAM CODE	PROGRAM NAME	ENROLLMENT START DATE	ENROLLMENT END DATE	MEMBER LAST NAME	MEMBER FIRST NAME	MEMBER MIDDLE NAME	NSPID	UNDER 17?	ENROLLMENT TYPE	MEMBER STATUS	START DATE	EXPECTED CMP. DATE	COMPLETION DATE	HOURS	EXPECTED HOURS	% COMPLETED
2008	06ACHMA0010002	City Year Boston	07/01/2008	07/22/2008					N	FT	Ended Service Early	07/14/2008	06/18/2008	02/27/2008	1700	1700	100%
Total members in this category: 1																	
<b>Earning an Award</b>																	
GRANT YEAR	PROGRAM CODE	PROGRAM NAME	ENROLLMENT START DATE	ENROLLMENT END DATE	MEMBER LAST NAME	MEMBER FIRST NAME	MEMBER MIDDLE NAME	NSPID	UNDER 17?	ENROLLMENT TYPE	MEMBER STATUS	START DATE	EXPECTED CMP. DATE	COMPLETION DATE	HOURS	EXPECTED HOURS	% COMPLETED
2008	06ACHMA0010002	City Year Boston	07/01/2008	07/22/2008					N	FT	Active	09/02/2008	06/18/2008	06/18/2008	1700	1700	
2008	06ACHMA0010002	City Year Boston	07/01/2008	07/22/2008					N	FT	Active	09/02/2008	06/18/2008	06/18/2008	1700	1700	
2008	06ACHMA0010002	City Year Boston	07/01/2008	07/22/2008					N	FT	Active	09/02/2008	06/18/2008	06/18/2008	1700	1700	
2008	06ACHMA0010002	City Year Boston	07/01/2008	07/22/2008					N	FT	Active	09/02/2008	06/18/2008	06/18/2008	1200	1200	

# Member Roster by Count Report

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This report provides many useful counts related to awards, slots, and transfers.

<b>Member Roster by Count Report</b>		
Searched for: Program Code: 06ACHMA0010002 Grant Year: 2008		
Count earning an award		123
Count earned an award		1
Count did not earn an award		16
Count Awarded Slots by Slot Type	Full-time	153
	Half-time	14
	Reduced HT	0
	2yr Half-time	0
	Quarter-time	0
Count Pending Enrollments		0
Count members serving in a third term		0
Count Total Enrolled by Slot Type	Full-time	140
	Half-time	0
	Reduced HT	0
	2yr Half-time	0
	Quarter-time	0
Count Total Transferred by Slot Type	Full-time	1
	Half-time	0
	Reduced HT	0

# Retention Rate Calculation

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The retention rate is determined by the number of members “active” plus “exited with an award” divided by the number of slots filled. The report displays by program, though also includes totals for all programs, along with the average retention rate.

## Retention Rate Calculation

Searched for:  
Program Code:  
Grant Year: 2008

GRANT YEAR	PROGRAM NAME	PROGRAM CODE	ENROLLMENT START DATE	ENROLLMENT END DATE	CATEGORY	CODE	# FILLED SLOTS	ACTIVE / EXIT W / AWARD	EXITED W/ NO AWARD	RETENTION RATE
2008	City Year	06ACHDC0010003	07/01/2008	06/30/2009	With living allowance	HT	0	0	0	0%
2008	City Year, Inc.	06AFHFL0010033	08/01/2008	07/31/2009	With living allowance	FT	30	29	1	96.7%
2008	Testing this In a	06NDHMA0010010	07/01/2008	06/30/2009	With living allowance	HT	0	0	0	0%

Total number of filled slots: 1638

Total number exited without award: 122

Average retention rate: 92.6%

# Service Location Report

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This reports totals MSY and total members for each service location. Also includes basic service location information, along with operating site information.

Service Location Report											
Searched for: Program Code: Grant Year: 2008 Service Location Status:											
GRANT YEAR	SERVICE LOCATION	ADDRESS	CONTACT NAME	CONTACT EMAIL	STATUS	PROGRAM NAME	PROGRAM CODE	OPERATING SITE NAME	OPERATING SITE CODE	TOTAL MEMBERS	TOTAL MSYs
2008	South	12345 Southern Avenue Columbus, OH 44556	Cy South	test@cna.gov	Active	City Year	06NDHMA001	City Year Columbus	06NDHMA0010002	0	
2008	West	, 57423-0111			Active	City Year	06NDHMA001	City Year Columbus	06NDHMA0010002	0	

# Slot Table Report

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Need to know all your slot and MSY counts ?

Awarded, Filled, Refilled, Serving in Third Term, Available Slots, Available Refill .

## Slots Table Report

Searched for:  
Grant Year: 2008  
Program Code: 06ACHMA0010002

PROGRAM CODE	ENROLLMENT START DATE	ENROLLMENT END DATE	AWARDED SLOTS							FILLED SLOTS																
			FT	HT	2YR	RPT	QT	MT	FT	HT	2YR	RPT	QT	MT	FT	HT	2YR	RPT	QT	MT	FT	HT	2YR	RPT	QT	MT
			w/LA	No LA	w/LA	No LA	w/LA	No LA	w/LA	No LA	w/LA	No LA	w/LA	No LA	w/LA	No LA	w/LA	No LA	w/LA	No LA	w/LA	No LA	w/LA	No LA	w/LA	No LA
06ACHMA0010002	07/01/2008	07/22/2008	153	14	0	0	0	0	0	140	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0

REFILLED						SERVING IN THIRD TERM						AVAILABLE SLOTS						AVAILABLE REFILL SLOTS											
FT	HT	2YR	RPT	QT	MT	FT	HT	2YR	RPT	QT	MT	FT	HT	2YR	RPT	QT	MT	FT	HT	2YR	RPT	QT	MT	FT	HT	2YR	RPT	QT	MT
0	0	0	0	0	0	0	0	0	0	0	0	13	14	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0

FILLED MSYs (w/ LA)	FILLED MSYs (no LA)	TOTAL FILLED MSYs	FILLED REFILL MSYs	MSYs SERVING THIRD TERM	TOTAL AWARDED MSYs	MSY UTILIZATION
140	0	140	0	0	160	87.5%

# User Role Report

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- Need to see what roles a specific user has in a program?
  - Reports specific user role
  - Includes all service locations
  - Listed by program year

## State/National User Roles Report

Searched for:  
Program Code: 06ACHMA0010002

PROGRAM YEAR	PROGRAM CODE	PROGRAM NAME	SERVICE LOCATION	USER NAME	LAST NAME	FIRST NAME	EMAIL ADDRESS	ACCESS ROLE
2008	06ACHMA0010002	City Year Boston	All locations	TESTACCNT1	TESTACCNT1	TEST	test@test.com	State and National Grantee Member Management
2007	06ACHMA0010002	City Year Boston	All locations	TESTACCNT1	TESTACCNT1	TEST	test@test.com	State and National Grantee Member Management
2006	06ACHMA0010002	City Year Boston	All locations	TESTACCNT1	TESTACCNT1	TEST	test@test.com	State and National Grantee Member Management

# Table Audit Reports

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- Used on an as-needed basis.
- Reports data changes in the database for various activities.
- Use when there is a dispute, concern, or question about changes in portions of the database.
- Provides historical review of key activities.
- Requires from and to dates.
- Addendum will be provided.

Please select a report type and appropriate criteria below. Then click 'submit' to generate the selected report. Depending on the type of report and the criteria selected, your report may take a few minutes to generate. **Please be patient and do not reload the page.**

\* Select Report:

\* Table to Audit:

\* Date from:   (mm/dd/yyyy)

\* Date to:   (mm/dd/yyyy)

\* Report Format:

submit

# Table Audit Reports

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- Grantee Permissions to Programs and Operating Sites
- Grantee Permission to Service Locations
- Slot Enrollment by Program Service Period
- General Member Information
- Member address
- Detailed Member Assignment Information
- Changes in Member Assignment
- Member Service Term Information
- Program Service Period Information
- Program Address Information
- Budgets Per Program Service Period

Please select a report type and appropriate criteria below. Then click 'submit' to generate the selected report. Depending on the type of report and the criteria selected, your report may take a few minutes to generate. **Please be patient and do not reload the page.**

\* Select Report:

\* Table to Audit:

\* Date from:

\* Date to:

\* Report Format:

CN_PEOPLE_PGM - Grantee permissions to Programs and Operating Sites
CN_PEOPLE_SERV_LOC - Grantee permissions to Service Locations
NAA_BLI - Slot Enrollment by Program Service Period
NATL_SERV_PARTS - General Member Information
NSP_ADDRESSES - Member Addresses
NSP_ASSIG_ACTS - Detailed Member Assignment Information
NSP_ASSIG_STAT_ACTS - Changes in Member Assignment
NSP_SERV_TERM - Member Service Term Information
PGM_SERV_PRDS - Program Service Period Information
PROGRAM_ADDRESSES - Program Address Information
PSP_BGT_LI_ASSIGNS - Budgets per Program Service Period
TRUST_ENROLL_ACTS - Member Enrollment in the Trust

# What's Next?

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- The Resource Center
  - [www.nationalservicerresources.org/ac-training-support](http://www.nationalservicerresources.org/ac-training-support)
  - Includes other tutorials
  - Live training and registration schedule
- The eGrants Coaching Unit
  - 1-888-333-8272
  - [egrantstta@jbsinternational.com](mailto:egrantstta@jbsinternational.com)
  - Training/Technical Assistance
- The eGrants Help Desk
  - 1-888-677-7849
  - Technical Assistance
  - User name/Password reset assistance

