

CYFAR Annual Report Instructions

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Introduction

According to the Paperwork Reduction Act of 1995, an agency may not conduct or sponsor, and a person is not required to respond to, a collection of information unless it displays an OMB control number. The OMB control number for this information collection is 0524-0043.

The time required to complete this information collection is estimated to average 322 hours per response, including the time for reviewing instructions, searching existing data sources, gathering, and maintaining the data needed, and completing and reviewing the collection of information.

This information is designed to assist Children, Youth, and Families At-Risk (CYFAR) project directors with using the CYFAR Annual Reporting application. It is important to read and follow the instructions carefully in order to successfully enter your data with minimal problems.

This tutorial is a step-by-step guide for both the State and Community reports.

All CYFAR projects, including projects finishing their final year, will use the system to complete an annual narrative report. For projects that are ending, the 5th year annual report will serve as your Project Close-Out Report.

Questions should be directed to Bonita Williams at bonita.williams@usda.gov or (816) 926 1685. Technical questions about the CYFAR Annual Report should be directed to cyfarpdta@umn.edu.

Only person(s) with authorization can access the reporting system to input data, and they can only access the level of data for which they are authorized. The sections about the State report are designed for the Grant Principal Investigator (PI). A Community Director who is authorized to enter their community data can enter their community data. They will only see what relates to their community project(s) when they access the reporting system. Community Directors must not use the Grant PI login to complete their community reports, as this can create problems during the approval process.

Some reports use text boxes that make it easier to format text and to copy/paste text into the report. To do this, copy your text, click in the text box, then use your browser's EDIT/PASTE function to paste the text into the box.

Logging Into the System

- Access the CYFAR reporting tools at: <http://cyfar.org>
- Select the “**Tools**” tab and click “**CYFAR Suite**” and then select “**Annual Report**”
- Login using your email address as your username.
- If you have forgotten your password, you can reset it by selecting the words in blue below the Login button that state “Forgot your password? [Click here](#) to reset it.”
- If you reset your password and are still unable to login, please contact:
cyfarpdta@umn.edu

The screenshot displays the University of Minnesota website header with the logo and navigation links. Below this, the CYFAR Suite interface is shown, featuring a navigation bar with options like Home, About Us, Learn, Evaluation, Tools, and CYFAR Event. The 'Tools' dropdown menu is open, highlighting 'CYFAR Suite' and listing various tools including Survey Builder, Survey Builder Demo, Logic Model Builder, Spider Web, Annual Report, and Coaching Tools. A large banner image shows two children, a girl and a boy, smiling. Below the banner, the 'CYFAR Suite' section is visible, with a 'Login' button and a 'Forgot your password?' link. The login form includes fields for 'E-mail Address' and 'Password', a 'Remember me?' checkbox, and a 'Login' button. The footer of the page indicates the copyright year 2020 and the version 3.0.8.

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Home About Us ▾ Learn ▾ Evaluation ▾ Tools ▾ CYFAR Event ▾

Promoting the Well-Being of Children, Youth, and Families at Risk

CYFAR Suite
Survey Builder Logic Model Annual Report Log In CYFAR.org

Login

Please enter your username and password. [Register](#) if you don't have an account. If a PI has created a profile for you, you must [register](#). We will automatically connect your account to that existing profile.

E-mail Address

Password

☐ Remember me?

Login

Forgot your password? [Click here](#) to reset it.

[Instructions for Annual Report](#)

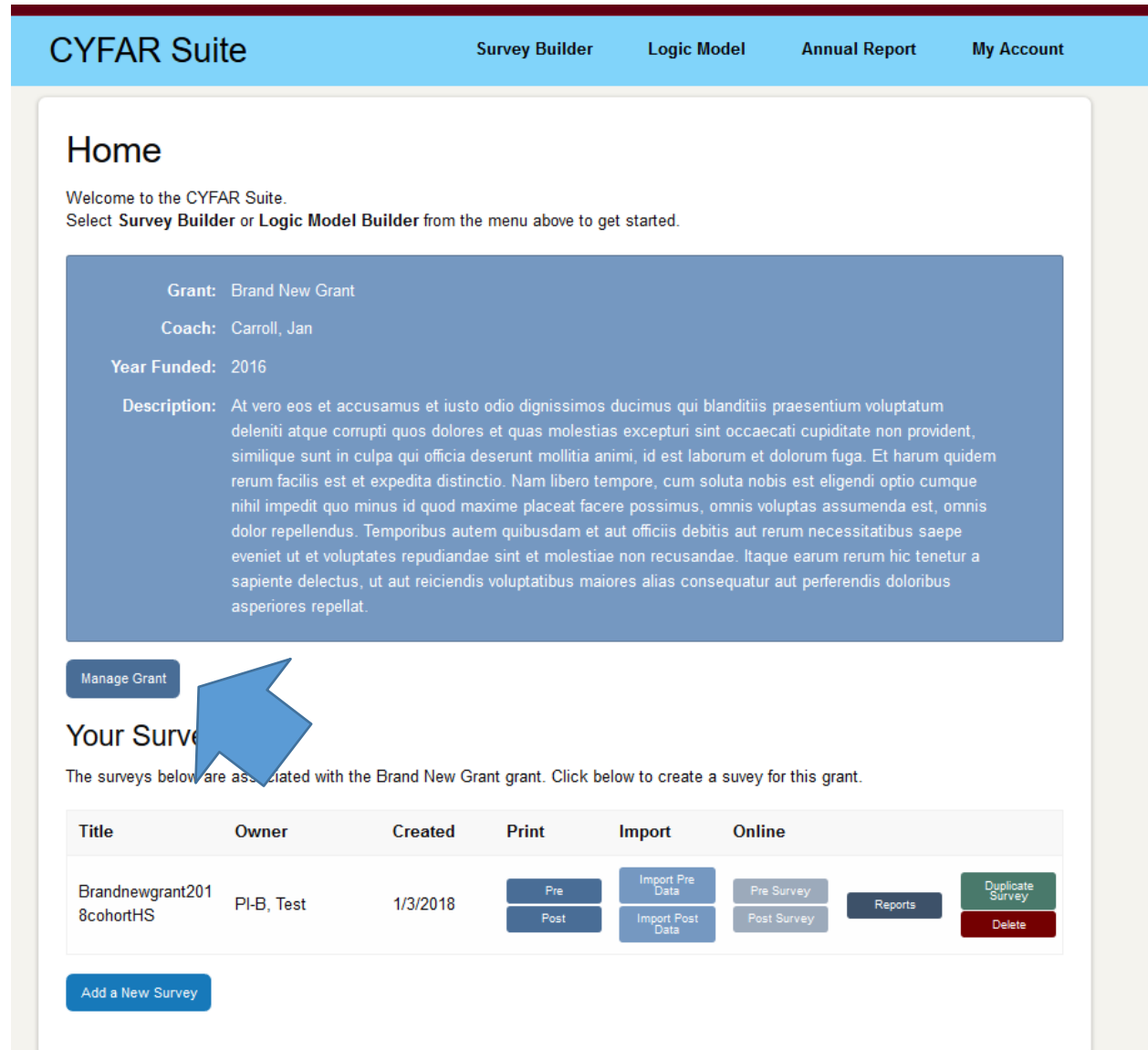
© 2020 - CYFAR Suite
Version 3.0.8

<https://cyfar.org/suite/Survey/Home>

Verify and Modify Grant Details

Before you begin inputting data into the Annual Report tool, you need to verify and update any grant details.

Select “**Manage Grant**” from the CYFAR Suite’s first screen



The screenshot shows the CYFAR Suite interface. At the top is a navigation bar with links: CYFAR Suite, Survey Builder, Logic Model, Annual Report, and My Account. The main content area is titled 'Home' and includes a welcome message and instructions to select 'Survey Builder' or 'Logic Model Builder'. Below this is a blue box containing grant details: Grant: Brand New Grant, Coach: Carroll, Jan, Year Funded: 2016, and a detailed description. A 'Manage Grant' button is visible. Below the blue box is a section titled 'Your Surveys' with a blue arrow pointing to it. This section contains a table of surveys and an 'Add a New Survey' button.

CYFAR Suite Survey Builder Logic Model Annual Report My Account

Home

Welcome to the CYFAR Suite.
Select **Survey Builder** or **Logic Model Builder** from the menu above to get started.

Grant: Brand New Grant
Coach: Carroll, Jan
Year Funded: 2016

Description: At vero eos et accusamus et iusto odio dignissimos ducimus qui blanditiis praesentium voluptatum deleniti atque corrupti quos dolores et quas molestias excepturi sint occaecati cupiditate non provident, similique sunt in culpa qui officia deserunt mollitia animi, id est laborum et dolorum fuga. Et harum quidem rerum facilis est et expedita distinctio. Nam libero tempore, cum soluta nobis est eligendi optio cumque nihil impedit quo minus id quod maxime placeat facere possimus, omnis voluptas assumenda est, omnis dolor repellendus. Temporibus autem quibusdam et aut officiis debitis aut rerum necessitatibus saepe eveniet ut et voluptates repudiandae sint et molestiae non recusandae. Itaque earum rerum hic tenetur a sapiente delectus, ut aut reiciendis voluptatibus maiores alias consequatur aut perferendis doloribus asperiores repellat.

[Manage Grant](#)

Your Surveys

The surveys below are associated with the Brand New Grant grant. Click below to create a survey for this grant.

Title	Owner	Created	Print	Import	Online
Brandnewgrant2018cohortHS	PI-B, Test	1/3/2018	Pre Post	Import Pre Data Import Post Data	Pre Survey Post Survey Reports Duplicate Survey Delete

[Add a New Survey](#)

Select “**Edit Grant Details.**”

Grant Management

[Edit Grant Details](#)

State Project

Below are all the staff assigned to this state project. You can edit staff project by clicking the **Edit Staff** link, and you can remove assigned users by clicking the **Remove** button.

Staff Members

User Name	Role	
jackson mizusaki	State Coordinator	Remove
jackson mizusaki	State Project Director	Remove

[Edit Staff](#)

Community Projects

Below are all the community projects assigned to this grant. You can edit each project by clicking the **Edit** link, and you can see and manage assigned users by clicking the **Details** link.

Test Community Project A	
Staff Members	Edit Details Deactivate
No Users Assigned	
Add User to Project	

On this screen you can edit and update your grant's -

- **Description:** Brief description of purpose, audience served, program content and strategies of the CYFAR Project including major collaborations, connectivity and community projects
- **Marketing Statement**
- **Website:** CYFAR Website address (enter "None" if you don't have a CYFAR Project website, and don't use your 4-H, FCS or Extension site if you don't have a CYFAR website)
- **Affiliation:** The Land-Grant University that was awarded the grant
- **Common Name:** The common or short-hand name for the grant (often an acronym)
- **Long Name:** The long name of the grant, usually the official grant name from the grant proposal (often has the acronym spelled out)
- **Counties:** Counties where the CYFAR Grant Communities are located

Select **“Save”** when finished.

Edit Grant

Use the form below to edit the information about this grant.

Description

At vero eos et accusamus et iusto odio dignissimos ducimus qui blanditiis praesentium voluptatum deleniti atque corrupti quos dolores et quas molestias excepturi sint occaecati cupiditate non provident, similique sunt in culpa qui officia deserunt mollitia animi, id est laborum et dolorum fuga. Et harum quidem rerum facilis est et

MarketingStatement

Comprehensive programming for all children 12-15.

Website

<http://www.cyfar.org/suite>

Affiliation

University of North Huron

Common Name

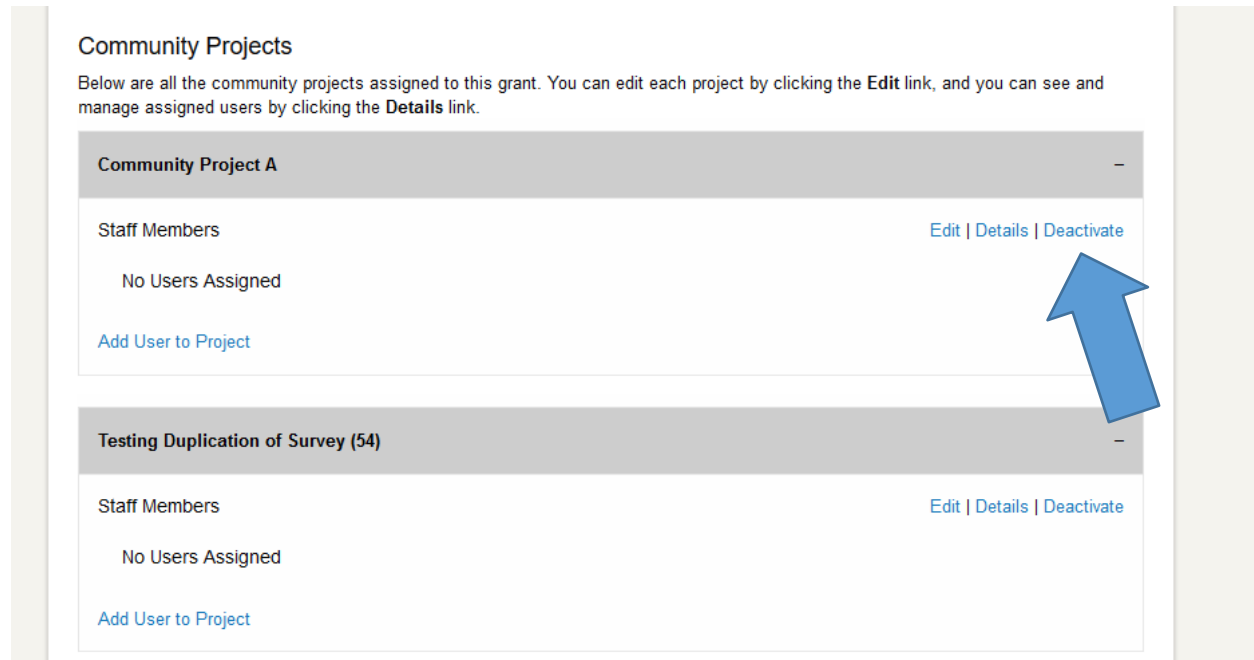
Short Name Used with participants

Long Name

The long and official name with acronyms spelled out

Verify and Modify Community Projects

Review the Community Projects listed for the grant. If a Community Project is no longer active, select the “Deactivate” link for that project.



Community Projects

Below are all the community projects assigned to this grant. You can edit each project by clicking the **Edit** link, and you can see and manage assigned users by clicking the **Details** link.

Community Project A	—
Staff Members	Edit Details Deactivate
No Users Assigned	
Add User to Project	

Testing Duplication of Survey (54)	—
Staff Members	Edit Details Deactivate
No Users Assigned	
Add User to Project	

If you have a new Community Project that is not listed, or are changing one of your sites, please request approval to add or change a site from USDA/NIFA by emailing Dr. Bonita Williams. Forward the approval email to cyfarpdta@umn.edu with the following details:

- Community Project Name
- Description
- Location
- Marketing Statement
- Collaborating Organizations
- National Outcome (i.e., Early Childhood, School Age, Teen, or Parent/Family)
- Geographic Type (i.e., Central City, Rural/Town, Suburb, or Town/City)

Staff

Creating New Staff Accounts

The State Person of Contact (State POC) is the person responsible for completing the State portion of the Annual Report and would have rights to create accounts for each Community POC if the State is not inputting the Community Project reports. If the Grant PI is not the State POC, the Grant PI will need to create a new account for the State POC.

To create a new Staff Account, select “**CYFAR Suite**” to return to the main CYFAR Suite page for the grant and then select the “**Manage Grant**” button.

The screenshot shows the CYFAR Suite web application. At the top is a blue navigation bar with the text "CYFAR Suite" on the left and four links: "Survey Builder", "Logic Model", "Annual Report", and "My Account". Below the navigation bar is a "Home" section with a welcome message and instructions to select "Survey Builder" or "Logic Model Builder". A large blue box contains grant details: "Grant: Brand New Grant", "Coach: Carroll, Jan", "Year Funded: 2016", and a long "Description" in Latin. Below this box is a "Manage Grant" button, which is highlighted with a blue arrow. The "Your Surveys" section follows, with a message about surveys associated with the grant. Below this is a table of surveys with columns for Title, Owner, Created, Print, Import, and Online. The table has one row for "Brandnewgrant2018cohortHS" with owner "PI-B, Test" and creation date "1/3/2018". To the right of the table are buttons for "Pre", "Post", "Import Pre Data", "Import Post Data", "Pre Survey", "Post Survey", "Reports", "Duplicate Survey", and "Delete". At the bottom left is a button labeled "Add a New Survey".

CYFAR Suite Survey Builder Logic Model Annual Report My Account

Home

Welcome to the CYFAR Suite.
Select **Survey Builder** or **Logic Model Builder** from the menu above to get started.

Grant: Brand New Grant
Coach: Carroll, Jan
Year Funded: 2016

Description: At vero eos et accusamus et iusto odio dignissimos ducimus qui blanditiis praesentium voluptatum deleniti atque corrupti quos dolores et quas molestias excepturi sint occaecati cupiditate non provident, similique sunt in culpa qui officia deserunt mollitia animi, id est laborum et dolorum fuga. Et harum quidem rerum facilis est et expedita distinctio. Nam libero tempore, cum soluta nobis est eligendi optio cumque nihil impedit quo minus id quod maxime placeat facere possimus, omnis voluptas assumenda est, omnis dolor repellendus. Temporibus autem quibusdam et aut officiis debitis aut rerum necessitatibus saepe eveniet ut et voluptates repudiandae sint et molestiae non recusandae. Itaque earum rerum hic tenetur a sapiente delectus, ut aut reiciendis voluptatibus maiores alias consequatur aut perferendis doloribus asperiores repellat.

Manage Grant

Your Surveys

The surveys below are associated with the Brand New Grant grant. Click below to create a survey for this grant.


Title	Owner	Created	Print	Import	Online
Brandnewgrant2018cohortHS	PI-B, Test	1/3/2018	Pre Post	Import Pre Data Import Post Data	Pre Survey Post Survey Reports Duplicate Survey Delete

Add a New Survey

Select the “**Add Staff to Grant**” button.

Manage Grant: Brand New Grant

Add Staff to Grant



State Project

Below are all the staff members assigned to this state project. You can edit staff project by clicking the **Edit Staff** link, and you can remove assigned users by clicking the **Remove** button.

Staff Members

User Name	Role	
Tom Alvarez	State Project Evaluator	<button>Remove</button>
mark otto	State Coordinator	<button>Remove</button>
mark otto	PI	<button>Remove</button>
Test User	State Project Technology Specialist	<button>Remove</button>

[Assign Roles for your State Users](#)[Edit | Details](#)

Community Projects

Below are all the community projects assigned to this grant. You can edit each project by clicking the **Edit** link, and you can see and manage assigned users by clicking the **Details** link.

SLP Test Community Project

Staff Members

User Name	Role	
Tom Alvarez	Community Point of Contact	<button>Remove</button>

If the user is already created, you can select them from the “**Select a User**” drop down box, otherwise, complete the form to Create a New User. You will select a “Role Type” – State or Community.

Add User to Grant

Use the form below to select an existing user, create a new user, and assign a role.

Find a User to Add

Select a User

-- Select One --

Or, create a new user

First Name

Last Name

Email

Title

Lastly, select a Role

Role Type

-- Select One --

Add

After you have selected a Role Type, a new drop down box with roles will appear. Select the role that you want to assign to your staff.

Roles that can be assigned to State level staff are State Coordinator, State Project Evaluator, State Project Director, State Project Technology Specialist, and State Point of Contact.

Lastly, select a Role

Role Type

State

Select a State Role

-- Select One --

Add

[Back to Grant](#)

Roles that can be assigned to Community level staff are Community Project Connectivity Contact, Community Project Director, Community Project Coordinator, Community Point of Contact, and Grant Staff. For Community Projects, you will also assign the user to one of your Community Projects.

Lastly, select a Role

Role Type

Community

Select a Community Project

-- Select One --

Select Community Project Role

-- Select One --

Add

[Back to Grant](#)

Click “**Add**” after selecting (or creating) your user and selecting the appropriate role.

The primary PI is the only staff who can complete the Annual Report. If other State or Community staff need access to populate the Annual Report the PI should contact cyfarpdta@umn.edu and request access.

Completing the State Report

Select the Annual Report from the menu bar, then select **“Edit State Report”**

Accomplishments

Select **“Accomplishments”** on the menu bar. Enter your State project accomplishments for the fiscal year. Select the **“Save”** button when done.

The accomplishments should describe accomplishments in supporting and sustaining community-based projects for children, youth, and families at risk.

- Provide a one paragraph description of your program as it was actually implemented
- Provide a brief description of progress on integrating community into your program
- Provide a brief description of progress on integrating technology into your program
- Provide a brief description of progress on sustaining your program

CYFAR Suite | Survey Builder | Logic Model | Annual Report | My Account

Project Name
Brand New Grant

Status
Data Incomplete

Update Status

State
Minnesota

Year
2017

Description
At vero eos et accusamus et iusto odio dignissimos ducimus qui blanditiis praesentium voluptatum deleniti atque corrupti quos dolores et quas molestias excepturi sint occaecati cupiditate non provident, similique sunt in culpa qui officia deserunt mollitia animi, id est laborum et dolorum fuga. Et harum quidem rerum facilis est et expedita distinctio. Nam libero tempore, cum soluta nobis est eligendi optio cumque nihil impedit quo minus id quod maxime placeat facere possimus, omnis voluptas assumenda est, omnis dolor repellendus. Temporibus autem quibusdam et aut officiis debitis aut rerum necessitatibus saepe eveniet ut et voluptates repudiandae sint et molestiae non recusandae. Itaque earum rerum hic tenetur a sapiente delectus, ut aut reiciendis voluptatibus maiores alias consequatur aut perferendis doloribus asperiores repellat.

Edit Accomplishments

1. Provide a paragraph describing your program as it was actually implemented.

2. Provide a brief description of progress on integrating community into your program.

3. Provide a brief description of progress on integrating technology into your program.

4. Provide a brief description of progress on sustaining your program.

Save

Results

Select **“Results”** on the menu bar to enter your short-term and long-term results based on your logic model. Each result from your logic model is listed.

Results are linked to the logic model approved by USDA NIFA and are not allowed to be changed by the grant without the prior approval of the sponsor.

If your short- or long-term results have changed since the previous year's report, please send an email to cyfarpdta@umn.edu detailing the changes to be made and including sponsor approval. Please indicate which results are intended to be short- or long-term results.

[Accomplishments](#) [Results](#) [Preview Report](#)

Short Term Results

Short Term Result A

1. How many participated in the evaluation?

0

2. Evaluation Type used:

3. When was it given or conducted?

4. Analysis

5. Findings

5. Implications

Short Term Result B

1. How many participated in the evaluation?

0

2. Evaluation Type used:

3. When was it given or conducted?

Sending the Report to the Reviewer

Once you have entered and reviewed all of the required data in the State Report, you must Update Status to send to the next level for review.

You are encouraged to **“Preview Report”** tab near the top of the screen to review your report before updating status. This can help you avoid having your report returned for incomplete or incorrect data. You can also use your browser’s PRINT function to print a copy of your report for your use.

CYFAR Suite Survey Builder Logic Model Annual Report My Account

Project Name
Brand New Grant

Status
Data Incomplete

Update Status

State
Minnesota

Year
2017

Description
At vero eos et accusamus et iusto odio dignissimos ducimus qui blanditiis praesentium voluptatum deleniti atque corrupti quos dolores et quas molestias excepturi sint occaecati cupiditate non provident, similique sunt in culpa qui officia deserunt mollitia animi, id est laborum et dolorum fuga. Et harum quidem rerum facilis est et expedita distinctio. Nam libero tempore, cum soluta nobis est eligendi optio cumque nihil impedit quo minus id quod maxime placeat facere possimus, omnis voluptas assumenda est, omnis dolor repellendus. Temporibus autem quibusdam et aut officiis debitis aut rerum necessitatibus saepe eveniet ut et voluptates repudiandae sint et molestiae non recusandae. Itaque earum rerum hic tenetur a sapiente delectus, ut aut reiciendis voluptatibus maiores alias consequatur aut perferendis doloribus asperiores repellat.

Edit Accomplishments

Accomplishments Results **Preview Report**

1. Provide a paragraph describing your program as it v

2. Provide a brief description of progress on integrating community into your program.

3. Provide a brief description of progress on integrating technology into your program.

4. Provide a brief description of progress on sustaining your program.

Save

Change the drop down to the option **“Submit to Coach”** and then select the **“Update Status”** button to move the report to your Coach for review. Once executed the status will change to **“Awaiting Coach Review”** and you will not be able to make changes to your report unless it is sent back to you by a reviewer. This status must be updated for the State and each Community Project report.

When your report is reviewed, if a change is required by a reviewer, you will receive an email informing you to make the necessary corrections. Go back into the reporting system and edit your report, following all of the same procedures as specified above. Then update the status as needed to return the edited report(s) to the reviewer.

Completing the Community Project Report

Community Project Details

Community project details should be verified and updated by the State POC earlier in the process. As a reminder, changes to the list of community projects need to be approved by NIFA. However, a Community POC may have additional information, or need to clarify the description, marketing statement, etc. To do this they select Edit Community Project Details.

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CYFAR Suite Survey Builder Logic Model Annual Report Admin My Account Search

Project Name
Community Project A

Status
Not Started

Update Status

State
Mississippi

Year
2017

Description

Community Information

Name
Community Project A

Location
Minnesota

Outcome
Teen

Geographical Type
Central City

Organizations
2

Market Statement
We are one Community Project
[Edit Community Project Details](#)

Staff

User Name	Role
Liberty Bell	Community Project Director

Accomplishments

1. Provide a paragraph describing your program as it was actually implemented.

2. Provide a brief description of progress on integrating community into your program.

3. Provide a brief description of progress on integrating technology into your program.

4. Provide a brief description of progress on sustaining your program.

Save

© 2018 - CYFAR Suite

Edit: Huron County Rockets Community Project

Name	Huron County Rockets
Description	
Location	Treenville
MarketingStatement	To make the best better by offering a great CYFAR Program
CollaboratingOrganizations	3
Select a National Outcome	School-age
Select a Geographical Type	Central City

Save

[Back to List](#)

Accomplishments

Select “**Accomplishments**” on the menu bar. CYFAR Grant Community Accomplishments:

- Provide a one paragraph description of your program as it was actually implemented
- Provide a brief description of progress on integrating community into your program
- Provide a brief description of progress on integrating technology into your program
- Provide a brief description of progress on sustaining your program

The screenshot displays the CYFAR Suite web application interface. At the top, the University of Minnesota logo and name are visible, along with a navigation bar for various campuses. Below this, the 'CYFAR Suite' header is prominent, with links to 'Survey Builder', 'Logic Model', 'Annual Report', 'Admin', and 'My Account'. A search bar is also present. The main content area is divided into two panels. The left panel, titled 'Project Name', shows details for 'Community Project A', including its status ('Not Started'), state ('Mississippi'), year ('2017'), and a description. It also lists community information such as name, location, outcome, geographical type, and organizations, along with a market statement and staff details. The right panel, titled 'Accomplishments', features a tabbed interface with 'Accomplishments' selected. It contains four numbered prompts for providing descriptions of program implementation, community integration, technology integration, and program sustainability. A blue arrow points to the 'Accomplishments' tab. A 'Save' button is located at the bottom of the right panel. The footer indicates the copyright year as 2018.

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myU > One Step >

CYFAR Suite Survey Builder Logic Model Annual Report Admin My Account Search

Project Name
Community Project A

Status
Not Started

Update Status

State
Mississippi

Year
2017

Description
Community Information

Name
Community Project A

Location
Minnesota

Outcome
Teen

Geographical Type
Central City

Organizations
2

Market Statement
We are one Community Project
[Edit Community Project Details](#)

Staff

User Name	Role
Liberty Bell	Community Project Director

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Accomplishments Form A Form B Form C Form D Form E Form F Form G Preview Report

Accomplishments

1. Provide a paragraph describing your program as it was actually implemented.

2. Provide a brief description of progress on integrating community into your program.

3. Provide a brief description of progress on integrating technology into your program.

4. Provide a brief description of progress on sustaining your program.

Save

Form A

Select “**Form A**” on the menu bar. Type in the appropriate numbers for your project. In federal reporting, ethnicity is distinct from race. You should indicate an ethnicity category for each participant and all racial categories that apply to each participant (i.e. a participant of more than one race would be recorded in each applicable racial category). Ideally, your total participants should equal the total of numbers in your ethnicity section if everyone reported. Totals of racial categories will be equal to or greater than your total participants if they all report racial information. Select **SAVE** after entering data.



Accomplishments **Form A** Form B Form C Form D Form E Form F Form G Preview Report

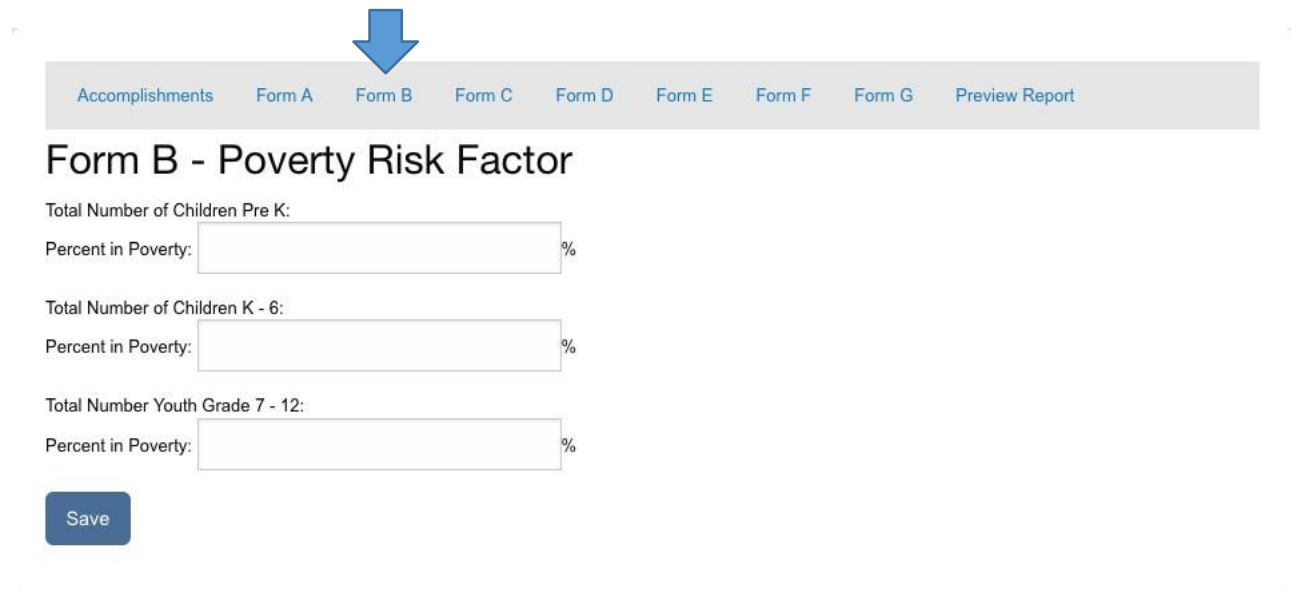
Form A - Age Group by Ethnicity and Race

	Pre-K	K-6	Youth (Grades 7-12)	Parents
Total Participants	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Ethnicity				
Hispanic or Latino	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Not Hispanic or Latino	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Race				
White	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Black or African-American	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
American Indian or Alaska Native	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Asian	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Native Hawaiian or Other Pacific Islander	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Persons indicating more than one race	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Save

Form B

Select “Form B” on the Menu Bar. Indicate the % in poverty. The totals for each age group will be calculated and shown by the system based on the data in Form A. Select **SAVE** when complete.



The screenshot shows a web application interface. At the top, a horizontal menu bar contains several tabs: 'Accomplishments', 'Form A', 'Form B', 'Form C', 'Form D', 'Form E', 'Form F', 'Form G', and 'Preview Report'. A large blue arrow points down to the 'Form B' tab. Below the menu bar, the title 'Form B - Poverty Risk Factor' is displayed. The form consists of three sections, each with a label, a text input field, and a percentage symbol. The first section is for 'Total Number of Children Pre K:', the second for 'Total Number of Children K - 6:', and the third for 'Total Number Youth Grade 7 - 12:'. Each section has a corresponding 'Percent in Poverty:' label and input field. At the bottom left of the form is a blue button labeled 'Save'.

Accomplishments Form A **Form B** Form C Form D Form E Form F Form G Preview Report

Form B - Poverty Risk Factor

Total Number of Children Pre K: %

Percent in Poverty: %

Total Number of Children K - 6: %

Percent in Poverty: %

Total Number Youth Grade 7 - 12: %

Percent in Poverty: %

Save

Form C

Select “Form C” on the Menu Bar. Indicate the ethnic and racial data for staff and volunteers. NOTE: Staff is counted in Total Participants by FTE%. For race and ethnic data, all staff and volunteers are counted by person, not FTE%. When complete, Select **SAVE**.



Accomplishments Form A Form B **Form C** Form D Form E Form F Form G Preview Report

Form C - Staff and Volunteers by Ethnicity/Race

	Extension Staff (FTE's)	Other Paid CYFAR Project Staff (FTE's)	Youth Volunteers	Adult Volunteers
Total Participants	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Ethnicity				
Hispanic or Latino	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Not Hispanic or Latino	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Race				
White	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Black or African-American	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
American Indian or Alaska Native	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Asian	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Native Hawaiian or Other Pacific Islander	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Persons indicating more than one race	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

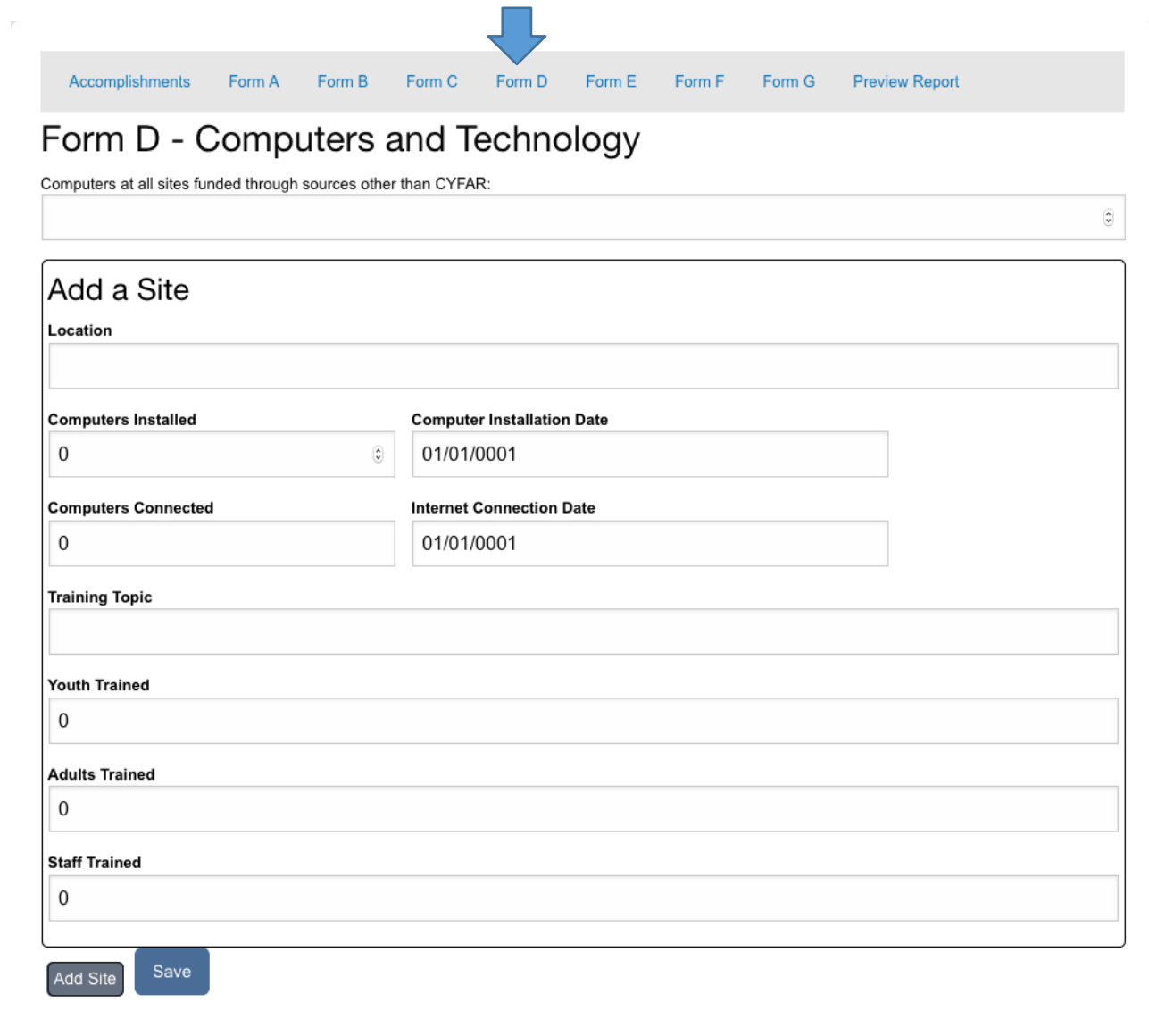
Approximate hours contributed by Adult Volunteers:

Approximate hours contributed by Youth Volunteers:

Save

Form D

Select “Form D” on the Menu Bar. Type in the number of computers at all sites from sources other than CYFAR. Select “Add New Site” to enter data about a site that is using computers (from CYFAR and other sources). Enter applicable data for a site that is using computers, then Select **SAVE**.



Accomplishments Form A Form B Form C Form D Form E Form F Form G Preview Report

Form D - Computers and Technology

Computers at all sites funded through sources other than CYFAR:

Add a Site

Location

Computers Installed **Computer Installation Date**

Computers Connected **Internet Connection Date**

Training Topic

Youth Trained

Adults Trained

Staff Trained

Form E

Select “Form E” on the Menu Bar. Check Delivery Method and Program Content keywords that describe your program for the child/youth audience. The keywords are used to help people search from the public site for relevant projects, so choose them carefully and select all that apply. Delivery Method describes the ways used to present the program. Program Content refers to the actual information that is presented. You must select the from the keyword lists – there is no way to add keywords.

Select **Save** when finished

Computer

uite

Survey Builder Logic Model Annual Report Admin My Account

Accomplishments Form A Form B Form C Form D Form E Form F Form G Preview Report

Form E - Youth Delivery Methods and Program Contents

Youth Delivery Methods

- ☐ Service learning
- ☐ Training
- ☐ Mentoring
- ☐ School enrichment
- ☐ After school
- ☐ Summer program
- ☐ Camp
- ☐ Cross age teaching
- ☐ Distance learning
- ☐ CD ROM
- ☐ Electronic networks
- ☐ Computer labs
- ☐ Homework centers
- ☐ Challenge/adventure based
- ☐ Support group
- ☐ 4-H Clubs
- ☐ Hands On Learning
- ☐ Youth Center
- ☐ Newsletters
- ☐ Field Trips
- ☐ Small group discussions
- ☐ Interviews
- ☐ Simulation and Games
- ☐ Home visiting/enrichment
- ☐ Learning Centers
- ☐ Consumer education
- ☐ Resource center
- ☐ Financial counseling
- ☐ Peer teaching
- ☐ Journaling
- ☐ Arts and crafts
- ☐ Family programs
- ☐ Physical activities
- ☐ Referrals
- ☐ Talking circles
- ☐ Health centers
- ☐ Job shadowing
- ☐ Display/Fair
- ☐ Individual one-to-one
- ☐ Faith-based partnership programs
- ☐ Community-based partnership programs

Youth Program Contents

- ☐ Leadership
- ☐ Social competence
- ☐ Sports and recreation
- ☐ Citizenship
- ☐ Life skills (Decision making/Problem solving/Goal setting)
- ☐ Gardening
- ☐ Communication
- ☐ Computer technology
- ☐ Conflict resolution
- ☐ Community service
- ☐ Healthy lifestyles
- ☐ Personal development
- ☐ Safety
- ☐ Nutrition
- ☐ Arts/trustic
- ☐ Reading & literacy
- ☐ Language (ESL)
- ☐ Alcohol prevention education
- ☐ Drug prevention education
- ☐ Teen pregnancy prevention
- ☐ Science
- ☐ Work force preparation
- ☐ Academic achievement/readiness
- ☐ Parenting skills
- ☐ Crime/Violence prevention
- ☐ Money Management
- ☐ Respecting diversity
- ☐ Time management
- ☐ Suicide prevention education
- ☐ Learning readiness
- ☐ Study skills
- ☐ Computer skills
- ☐ Adolescent sexuality
- ☐ HIV/AIDS prevention
- ☐ Teen parenting
- ☐ Leadership skills
- ☐ Animal care
- ☐ College training
- ☐ Cultural traditions
- ☐ Ecological awareness
- ☐ Entrepreneurial skills
- ☐ Physical skills
- ☐ Character education

Save

Form F

Select “Form F” on the Menu Bar. Select keywords for adult participants.

The screenshot displays the CYFAR Suite web application interface. At the top, a dark red header bar contains the text "Campus:" on the right. Below this is a light blue navigation bar with the text "CYFAR Suite" on the left and a series of links: "Survey Builder", "Logic Model", "Annual Report", "Admin", and "My Account".

The main content area is divided into two columns. The left column contains a form for project information, including fields for "Project Name" (Community Project A), "Status" (Not Started), "State" (Mississippi), "Year" (2017), "Description", "Community Information" (Name, Location, Outcome, Geographical Type, Market Statement), and "Staff" (User Name, Role). The right column displays the "Form F - Adult Delivery Methods and Program Contents" section, which includes two sub-sections: "Adult Delivery Methods" and "Adult Program Contents". Each sub-section contains a list of checkboxes for selecting various delivery methods and program contents.

The "Adult Delivery Methods" section includes checkboxes for: Training, Support group, Learn by mail, Home visitation, Resource center, Newsletter/fact sheets, Electronic networks, Distance learning, Mentoring, Cross age teaching, CD ROM, Advisory group, Community forum, Open house/service providers fair, Community leaders and members meeting, Field Trips, Display/Fair, Interviews, Simulation and games, Group discussions, Role playing, Hands-on experience, Games, Financial planning, Intergenerational, Consumer education, Community college, Family programs, Parent/staff conferences, Focus groups, Individual/one-to-one, Talking circles, Faith-based partnership program, and Community-based partnership program.

The "Adult Program Contents" section includes checkboxes for: Parent education, Child care, Coalition building/Systems development, Teen pregnancy prevention, Work force preparation, Nutrition, Policy education, Gardening, Language (ESL), Entrepreneurial skills, Family development, Citizen development, Reading & literacy, Computer skills, College readiness, Study skills, Healthy life styles, Welfare to work, HIV/Aids prevention, Family policy, Child development, Substance abuse education, Academic achievement/readiness, Science/technology, Health, Money management, Crime/violence prevention, Immunization, Conflict resolution, Parenting for grandparents, Resource development, Parenting skills, Computer technology, Prevention of abuse and neglect, GED preparation, Job skills, Life skills education, Credit management, Work and family, Record keeping, Communication skills, Agriculture, Arts and crafts, Leadership skills, Respecting diversity, and Cultural traditions.

At the bottom of the right column, there is a "Save" button. The footer of the page indicates "© 2018 - CYFAR Suite".

Form G

Select “Form G” on the Menu Bar. The 4-H Clubs Form is for data about 4-H clubs that are a part of your CYFAR community project (not CYFAR youth or adults who are enrolled in a 4-H club or program outside of your CYFAR community project). 4-H Club means a 4-H program unit that is registered/chartered by your State 4-H program, not simply using 4-H curricula or doing 4-H activities. Complete the form and Select **SAVE** when done.

[Accomplishments](#) [Form A](#) [Form B](#) [Form C](#) [Form D](#) [Form E](#) [Form F](#) [Form G](#) [Preview Report](#)

Form G - 4-H Clubs

Total Number of Clubs:

Total Number of Children K - 6:

Total Number of Youth Grades 7 - 12:

Total Number of Youth Volunteers

Total Number of Adult Volunteers

Save

Sending the Report to the Reviewer

Once you or the Community POC have entered and reviewed all of the required data in the Community Project Report, you must Update Status to send to the next level for review.

You are encouraged to “Preview Report” tab near the top of the screen to review your report before updating status. This can help you avoid having your report returned for incomplete or incorrect data. You can also use your browser’s PRINT function to print a copy of your report for your use.

Change the drop down to the option “Submit to Coach” and then select the “Update Status” button to move the report to your Coach for review. Once executed the status will change to “Awaiting Coach Review” and you will not be able to make changes to your report unless it is sent back to you by a reviewer. This Status must be updated for the State and each Community Project report.

The screenshot shows the CYFAR Suite interface. At the top is a blue header with the text "CYFAR Suite". Below this is a form with the following fields and values:

- Project Name:** Community Project A
- Status:** Awaiting Coach Review (indicated by a blue arrow pointing to the dropdown menu)
- Update Status:** A blue button.
- State:** Minnesota
- Year:** 2017
- Description:**
 - Community Information:**
 - Name:** Community Project A
 - Location:** Treeville
 - Outcome:** School-age
 - Geographical Type:** Central City
 - Organizations:** 3
 - Market Statement:** To make the best better by offering a great CYFAR Program

At the bottom of the form, there is a link: [Edit Community Project Details](#).

When your report is reviewed, if a change is required by a reviewer, you will receive an email informing you to make the necessary corrections. Go back into the reporting system and edit your report, following all of the same procedures as specified above. Then select Update Status as needed to return the edited report(s) to the reviewer.

Adding your Impact Statement

After the State Report and Community Reports are completed, please complete your 2019 Impact Statement by selecting “Impact Statement”.

[Instructions for Annual Report](#)


CYFAR PDTA Test Grant

STATE REPORT

Name	Status	Action
CYFAR PDTA Test Grant	Not Started	Edit State Report Impact Statement

COMMUNITY REPORTS

Community Project Name	Status	Action
Test Community Project A	Not Started	Edit Community Report



The Impact Statement will ask you to select your program topic area. There are fields for a program report, an optional featured Quote, lessons learned or quality improvement information, links to any articles about your project, a sustainability paragraph, and photos from your program.

Please note the character limits for the program description, lessons learned, and sustainability text boxes.

After entering your information and uploading pictures, select the “Save Statement” button. The Impact Statement will not go to a reviewer.

Impact Statement for 2023

Program Topic Area
Which program topic area(s) best describes your program?

- ☐ Leadership Development
- ☐ Nutrition
- ☐ Parenting
- ☐ Physical Activity
- ☐ Science
- ☐ Technology
- ☐ WorkforcePreparation

The following questions ask you to consider your programs' impact and outcomes for 2023 in a way that can include both qualitative and quantitative data. This information should be shared in a way that contributes to the CYFAR story for the year 2023.

2023 Program Report *

Please provide a description of your project. This should be done so that someone unfamiliar with your project could read the overview, and have a good idea about the work you completed this year. You may also explain the impact of your program, and the program outcomes you have accomplished. This should be in sentence/paragraph form and is limited to 2000 characters.

Note: You can use the triangle in the lower right corner to resize the text box.

Featured Quote (optional)

Please include a quote that could be featured about your project. Please also attribute your quote (participant, parent, staff, volunteer, etc)

Note: You can use the triangle in the lower right corner to resize the text box.

Lessons Learned/Quality Improvement Information: *

In paragraph form, please share some of the lessons learned from implementing your CYFAR program. You may also share quality improvement information here. Please note that you are limited to a maximum of 1000 characters.

Note: You can use the triangle in the lower right corner to resize the text box.

Links to any articles written about your project: *

You may include academic journal articles, as well as non academic press coverage. Please cite your academic articles APA style (7th edition), and please verify any links to non academic articles or press coverage are active and accessible to the general public.

Note: You can use the triangle in the lower right corner to resize the text box.

Sustainability Paragraph: *

Please briefly (1000 characters max) describe how your project will be sustained beyond the 5 years of CYFAR funding.

Note: You can use the triangle in the lower right corner to resize the text box.

Additional Information Upload:

If you would like to include any additional information (graphs, stories, etc.), please upload a word document with this information.

Add attachment:

No file chosen

As part of the annual report, you have the ability to provide up to three photos from your CYFAR program. For each photo, please also include a caption. Please do not upload photo collages. If you have more photos to share, please email cylfarpdta@umn.edu.

Photos Upload

Please confirm that you have a media release form on file for ALL the individuals who appear in EACH of the photos.

☐ Yes, a media release form is on file for the individuals who appear in these photos. They may be used in the report.

☒ No, a media release form is not on file. Therefore, these photos cannot be used in the report.

