

YSB ANNUAL REPORT FORMS:

Instructions for completion:

Report forms are now in Excel format. When opening the Excel spreadsheet, at the bottom you will see the following tabs: Report Form, Summary Sheet 1, Summary Sheet 1a, Collaboration Report, Financial Report, and Tier 1 Direct Services Report. To open up any of these tabs, left click on the tab at the bottom to open.

Report Form completion:

THERE ARE 300 ROWS ON THE REPORT FORM. This means you can enter up to 300 participants on one sheet. You may choose to fill an entire worksheet or complete a worksheet for each of your programs. If you choose to complete one worksheet for each program, you will need to copy the blank worksheet by right clicking on the report form tab and selecting “copy”. If you are interested in gathering summary data for each of your programs individually, (rather than all your programs being summarized together), you will need to copy the entire Excel workbook. To copy an entire Excel workbook, you would right click on the Excel icon prior to opening the program and select “copy”.

(The summary data will automatically calculate)

Summary Financial Form:

For financial information, follow instructions in the section titled “Administrative Core Unit Functions” at the bottom of the page.

Directions for completing section on measures on the Summary Financial Form:

of Tier 1 programs that utilize “how well” or “better off” measures: Enter # of Tier 1 programs (short term or large events lasting less than 20 hours) that use any type of evaluation tool such as pre/post test, surveys, etc.

of Tier 2 programs that utilize “how well” or better off” measures: Same instructions as above, but with Tier 2 programs (lasting more than 20 hours with clear outcome objectives)

Total # of YSB programs: This number should be all programs (Tier 1 and Tier 2) that you provide or contract out for service.

Total # of Collaborators: You will need to take the number from the Collaboration Report and insert the number onto the Summary Financial page (row 17 on the spreadsheet).