



Reporting & LIA Admin

FFY19 P&P Training

Day 1

October 2018

Overview

- LIA Admin Role
- Reporting Requirements & Deadlines
- Reports

LIA Admin Role

- One person assigned per LIA
- Enhanced editing and canceling capabilities
- Access to reports

LIA Admin capabilities are meant to enhance the experience and not meant for assigning a sole person to do the data entry for your LIA.

Reporting Requirements/Timelines

- **Strategies/Activities/Communities**
 - Should reflect LIA approved work plans
 - Should enter planned work by Oct 15th

Reminder:

*Strategies/activities/communities must be submitted
& approved before actions can be created*

30/60-day Deadlines for Actions



- Real-time based on today's date
- Will be calculated based on trigger date
- After 30 days actions will be auto-completed
- After 60 days, will be auto-canceled, if not manually completed

Editing & Canceling

- LIA Admin can cancel actions up to 60 days after trigger date
- LIA Admin can make changes and (re)complete with updated data for actions within 60 days of trigger date
- ONLY LIA Admins can cancel partnerships.

Partnerships

- Add when working with an external organization
- Can update with new information any time throughout the fiscal year
- Must be finalized by Oct. 30th

Implementation Stage

- Completed by the activity at the site level
- Due dates will correspond with the SARN due dates of April 30th and Oct. 30th
- Mid-year implementation stage will only need to be updated for Year-End.

Reports Matching Game

- Work individually or with a buddy
- Draw a line connecting the two columns or write the letter next to the number



Reports (now available)

1. **Assessment Summary**

- Count of each assessments type by status

2. **Missing Implementation Stage**

- Sites which have actions that have been mapped, but don't have an implementation stage assigned to it.

3. **School Sites Missing ADE Data Report**

- List of sites where it is expected that ADE data would be available to automatically calculate demographic information.

4. **LIA Approved Activities** (summary of approved activities)

- By Focus Area
- By Community

****Currently reports are all ad-hoc and can be pulled at any time by LIA Admin ****

Missing Implementation Stage Report

There is a column labeled ***“Has Action?”*** The output in this column is either 0 or 1.

0- Indicates there are not any actions tied to the strategy/activity/community/site combo and that it was only mapped to the strategy/activity/community/site

- If the site was mapped in error, you can un-map the site by editing your strategy.
- Un-mapping sites will not require resubmission.
- Un-mapping site, will then remove it from your Implementation Stage site listing for the strategy/activity/community.

1- Indicates there is 1 or more action that has been tied to the strategy/activity/community/site combo

- If there is a 1 or more actions, you are not able to un-map and an implementation stage must be selected.
- Unfortunately, even if it was an error and the action is appropriately canceled, it cannot be un-mapped.
 - In this scenario, you would select “N/A” for Implementation Stage.

Reports (Coming Soon)

- 1. SEEDS Site Listing**
- 2. Action Count by Curricula**
- 3. PSE vs. DE**
 - Strategy Level
 - Site Level
- 4. Notes Download**
- 5. Adult Series Missing Pre/Post Survey**
- 6. Implementation Stage Summary**
- 7. Sites in Implementation/Evaluation Stage**
- 8. Action Frequency**
- 9. Partnerships by Strategy/Category**
- 10. DE vs. Events at Site Level**

Reports (Demo)



Office Hours