

# NFWS Workforce Partnership Reporting Webinar

December 15, 2009

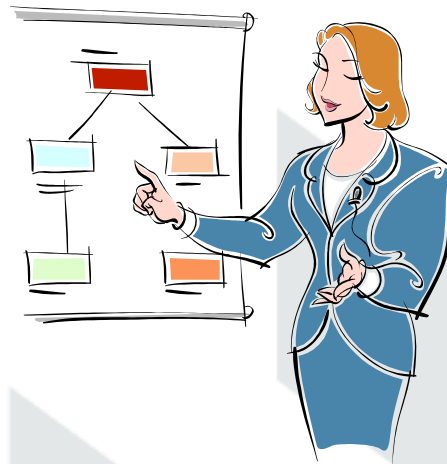
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# Presenters

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- *Suzanne Teegarden*
- *Leanne Giordono*
- *Kendra Lodewick*



# Goals of the Webinar

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- ❑ Provide information to those new to the data reporting system on **how** to report and **what** will be reported;
- ❑ Provide a refresher to those of you who did report workforce partnership data a year ago;
- ❑ Provide information on some changes to the data reporting system; and
- ❑ Let you know where you can get help on the data reporting before, during, and after reporting.

# Importance of January reporting

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- ❑ This reporting will give us the most current data that will be used to inform the annual national evaluation report.
- ❑ The January reporting is the *only* period where we directly collect data from the workforce partnerships.
- ❑ It is critical that partnership and collaborative data are entered accurately and on time.

# Key Data Entry Reminders

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- ❑ Workforce Partnership data are collected from the **contract start date** through to the reporting period. These data are **cumulative** from contract start.
- ❑ You may have multiple individuals in the system at the same time to view/review/discuss the data that was previously entered. However, **only one individual** should be logged into the system while data is being entered or changed.
- ❑ If you enter and/or submit data, then close your system, it may take a short period of time (about an hour) for the data previously entered to be available in the system. If data is not available on the first data entry page, close your system and try again later. If there is still no data later in the day, please contact us before trying to move forward in the form.
- ❑ After submitting your data (i.e., after clicking the "Finished? Submit Data" button), you may make subsequent changes to your data. However, you **MUST CLICK ALL THE WAY THROUGH** the reporting form and **RE-SUBMIT** again (i.e., click the "Finished? Submit Data" button again). If you do not re-submit the data, your changes will not be recorded.

# Next Steps

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- ✓ Send us your contact list for data reporting
- ✓ Receive your invitation to report
- ✓ Enter data
- ✓ Send to the collaborative contact for review and submission
- ✓ Receive a PDF report on your data
- ✓ ***Get help: [lgordono@programandpolicy.com](mailto:lgordono@programandpolicy.com)***