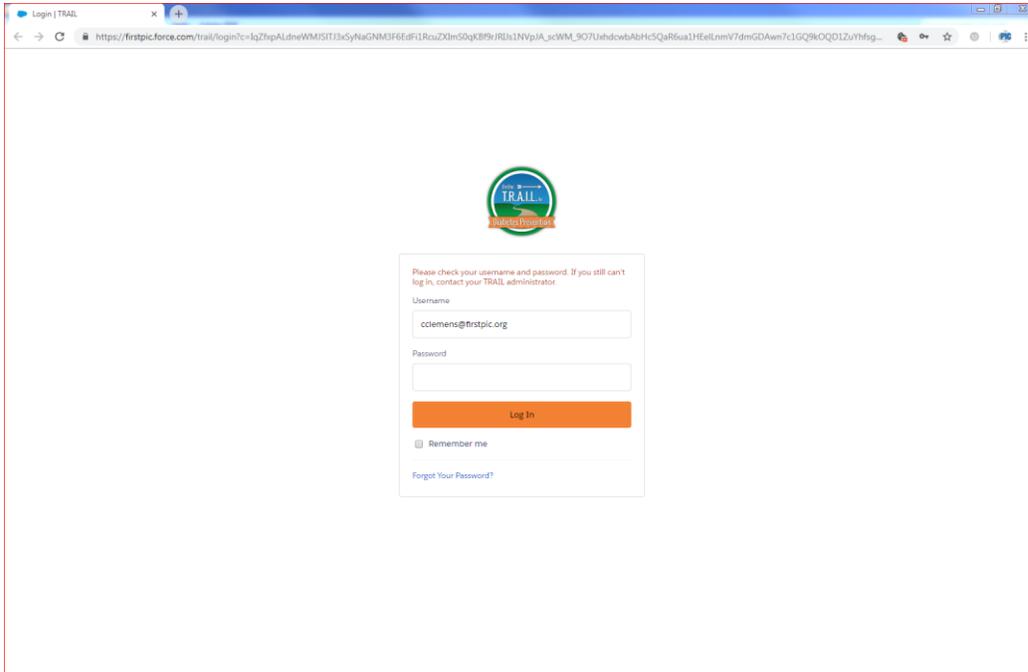


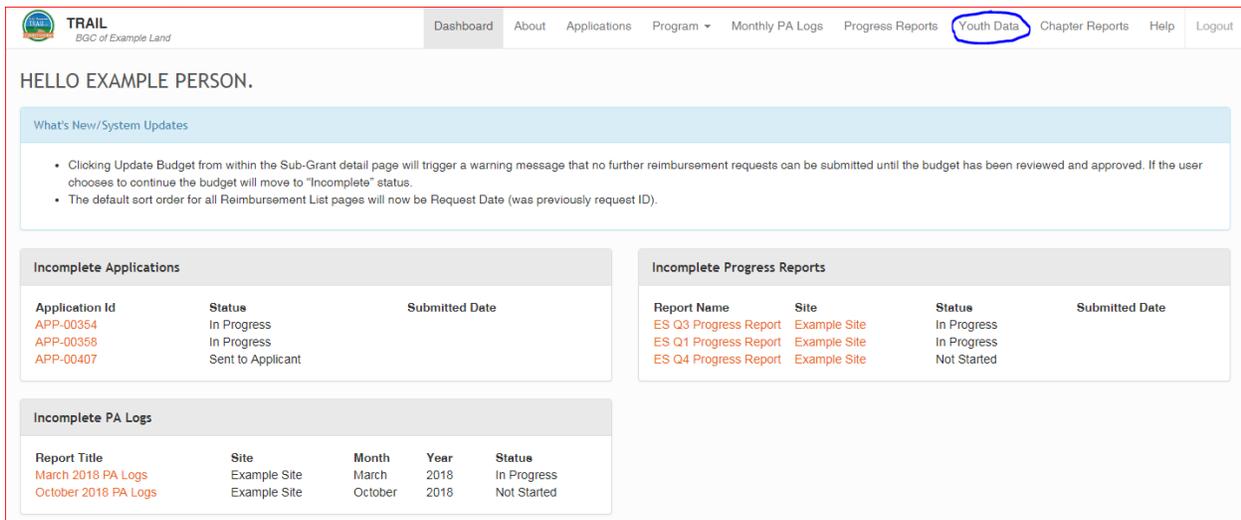
Adding Youth Data to the Online Reporting Site

Youth data is a critical requirement of participation in the T.R.A.I.L. grant and is done via the Online Reporting site. This Data is collected by the Indian Health Service (IHS) to measure the impact of the program in Native Communities across the Country.

1. Login to your T.R.A.I.L. Online Reporting Site home page at Login to your T.R.A.I.L. Online Reporting Site home page at <https://firstpic.force.com/trail/>



2. Once logged in, you will arrive at your Dashboard. From there, click on Youth Data in the upper right hand corner of your screen.



TRAIL
BGC of Example Land

Dashboard About Applications Program Monthly PA Logs Progress Reports **Youth Data** Chapter Reports Help Logout

HELLO EXAMPLE PERSON.

What's New/System Updates

- Clicking Update Budget from within the Sub-Grant detail page will trigger a warning message that no further reimbursement requests can be submitted until the budget has been reviewed and approved. If the user chooses to continue the budget will move to "Incomplete" status.
- The default sort order for all Reimbursement List pages will now be Request Date (was previously request ID).

Application Id	Status	Submitted Date
APP-00354	In Progress	
APP-00358	In Progress	
APP-00407	Sent to Applicant	

Report Name	Site	Status	Submitted Date
ES Q3 Progress Report	Example Site	In Progress	
ES Q1 Progress Report	Example Site	In Progress	
ES Q4 Progress Report	Example Site	Not Started	

Report Title	Site	Month	Year	Status
March 2018 PA Logs	Example Site	March	2018	In Progress
October 2018 PA Logs	Example Site	October	2018	Not Started

- You will then see a section named “Participating Youth”. In order to add youth to this section – and be able to add youth-specific information – you will click on the “Add Youth” link on the far right side.

TRAIL
BGC of Example Land

Dashboard About Applications Program Monthly PA Logs Progress Reports Youth Data Chapter Reports Help Logout

YOUTH DATA

Site: Example Site

Grant: View All Year: 2018 - 2019 Sort By: Site Update Clear

Participating Youth

No Participating Youth Found

Add Youth

- The following screen will allow you to enter in the relevant information for each of your participating T.R.A.I.L. youth.

Note: Be sure to select the correct site that the particular youth is being served at, as well as the correct grant and year of the program. For confidentiality purposes, please only enter your youth’s last initial. If two youth have the same first name and last initial, please use the “Middle Name” text box to differentiate between the two.

YOUTH DATA

Add Youth to Youth Data Report Y2 Find Existing Youth

Site * Example Site Grant * BGC Example Land Year * 2018 - 2019

First Name * Middle Name Last Initial *

Sex * --None-- Birth Month * --None-- Birth Year *

Back Clear Form Save

Save successful.

- If you have run the program in prior years and already added a particular youth’s information to the Online Reporting Site who will be participating again, you can select the “Find Existing Youth” Button.

YOUTH DATA

Add Youth to Youth Data Report Y2 Find Existing Youth

Site * Example Site Grant * BGC Example Land Year * 2018 - 2019

First Name * Middle Name Last Initial *

Sex * --None-- Birth Month * --None-- Birth Year *

Back Clear Form Save

Select that individual's name from the list. I will choose Adrian K. at the top of my list.

The screenshot shows a web form titled "Add Youth to Youth Data Report Y2". The form has several fields: "Site" (Example Site), "Grant" (BGC Example Land), "Year" (2018 - 2019), "First Name", "Middle Name", "Last Initial", "Sex" (--None--), and "Birth Year". A "Find Existing Youth" button is in the top right. A "Youth" dropdown menu is open, displaying a list of names: Adrian K, Amelia D, Bobby W, Elise S, Example Smith Y, Example Y, Jacob Y, Jane D, Jill R, Jill Tee R, John D, John D, John S, Kay T, Kelly C, Peter A, Sarah P, and Sierra F. The "Adrian K" name is highlighted at the top of the list. At the bottom of the dropdown is a "Cancel" button. Below the form are "Back", "Clear Form", and "Save" buttons.

This will automatically populate the information that was entered in prior years to the required fields.

The screenshot shows the "YOUTH DATA" form with the following populated fields: "Site" (Example Site), "Grant" (BGC Example Land), "Year" (2018 - 2019), "First Name" (Adrian), "Middle Name" (empty), "Last Initial" (K), "Sex" (M), "Birth Month" (June), and "Birth Year" (2011). The "Back", "Clear Form", and "Save" buttons are at the bottom.

6. After you have entered/updated your information for either you new or existing youth, click the orange "Save" link.

This screenshot is identical to the previous one, showing the "YOUTH DATA" form with the same populated fields. The "Save" button at the bottom is highlighted with a blue circle.

7. Once it has saved, you will see the "Save Successful" message in green to indicate that the youth data has been added. Repeat this process for all youth that you will be tracking for the T.R.A.I.L. grant.

8. You will return to the “Participating Youth” section, where you will see all of the youth that you have entered as participating in your program. From here you will be able to enter in their required Pre-Test, Physical Activity Challenge, and Post-Test information.

YOUTH DATA Site: Example Site

Grant: BGC Example Land Year: 2018 - 2019 Sort By: Site Update Clear

Participating Youth Add Youth

Name	Site	Year	Pre-Test	PA Challenge	Post-Test	Highest Chapter Completed	Delete
Example Y	Example Site	2018 - 2019	Complete	Submitted	Complete		✘
John S	Example Site	2018 - 2019	Not Started	Not Started	Incomplete		✘
Adrian K	Example Site	2018 - 2019	Not Started	Not Started	Not Started		✘
Peter A	Example Site	2018 - 2019	Complete	Not Started	Complete		✘
Amelia D	Example Site	2018 - 2019	Incomplete	Not Started	Not Started		✘
Jill R	Example Site	2018 - 2019	Not Started	Not Started	Not Started		✘

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