

2021-2022 Implementation Training

Program Staff (session 2 of 2)

Housekeeping

- Today's Webinar will be recorded to view later.
- Please type questions/comments into the chat box at any time.
- Questions will either be addressed through the chat box or verbally at select points throughout the training.
- If your phone drops the call at any time, the call-in number is 716-273-1030.

Training Overview

- The Online Reporting Site
 - Documents Repository
 - Progress Reports
 - Program Photos
 - Physical Activity Logs
 - Youth Data
 - Implementation Plans (New)
- Remote/Virtual Implementation

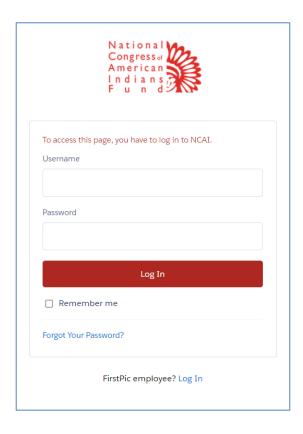
QUIZ

How do you remove a user and/or add a new user to the T.R.A.I.L. Online Reporting Site?

- A. Edit the contact on the About tab
- B. The CEO sends an updated contact form to Chris Clemens cclemens@firstpic.org
- C. The new contact person calls FirstPic and asks to be added

THE ONLINE REPORTING SITE (ORS)

https://firstpic.force.com/NCAI



Online Reporting Site

- The ORS is where you will do most of your T.R.A.I.L. program reporting.
- Sections of the ORS:
 - Documents Repository
 - -Program Reporting
 - Progress Reports
 - Physical Activity Logs
 - Youth Data
 - New Functionality: Implementation Plans

Documents Repository

Documents:

- Contact Form (was due via email to Chris 9/17/21)
- LOA and FFATA
- MOA (upload to the ORS by 10/31/21)
- Healthy Snack Recipes (optional)

Templates - Please use these downloadable templates to upload your required documents below							
Community Health Partner MOA	Healthy Snack Recipe Contact Form						
All Required Documents. The documents below are required for all T.R.A.I.L. grant reciplease use the templates above to complete and upload all reciples.	•		Year: 2021 - 2022 🔻	Update			
Name	Due Date State	s Notes	Edit/Upload View Attachment(s)				
2021 - 2022 Community Health Partner MOA	Requ	ested	1				
2021 - 2022 Contact Form	Requ	ested	1				
2021 - 2022 Healthy Snacks Recipe	Requ	ested	/				
Please note that all documents must be saved as PDF files upon document and clicking the PDF option from the 'Save as type' dro		quired Documents section.	You can do this by selecting 'Save As' on you	ır			

Documents Repository

Please Note:

- Implementation Plans: Due to the new Implementation Plan Feature, the Documents Repository will no longer be used to upload implementation plans.
- For Contact Form updates, please reach out to me at cclemens@firstpic.org.

Progress Reports

- Due dates (See Grantee Timeline)
 - Quarter 1 (Sept-Nov): due from Clubs 12/6/2021
 - Quarter 2 (Dec-Feb): due from Clubs 3/7/2022
 - Quarter 3 (March-May): due from Clubs 6/6/2022
 - Quarter 4 (June-Aug): due from Clubs 9/6/2022
- Components and reporting guide
- Submission to Funder (IHS)

Dashboard About Applications Documents

Program ▼

Site: Test Site 2

Status: Not Started

TS2 2020-2021 Q4 PROGRESS REPORT: IMPLEMENTATION REPORTING

* All fields are required.

Please consult the <u>T.R.A.I.L. Progress Reporting Guide</u> while completing this report.

1c. Are you serving more youth than required in your LOA? 1d. If so, how many Club youth in addition to the number required by the LOA participated in T.R.A.I.L. curriculum lessons as of the end of this quarter (including all previous quarters)? 1e. How many T.R.A.I.L. participants have completed the pre-test (including all previous quarters)? 1f. How many T.R.A.I.L. participants have completed the post-test (including all previous quarters)? 1g. As of the end of this quarter, how many chapters and rounds of implementation have been completed?	Curriculum Implementation	
1b. Of the number answered in 1a, how many youth have never participated in any T.R.A.I.L. programming in previous years? 1c. Are you serving more youth than required in your LOA? 1d. If so, how many Club youth in addition to the number required by the LOA participated in T.R.A.I.L. curriculum lessons as of the end of this quarter (including all previous quarters)? ② 1e. How many T.R.A.I.L. participants have completed the pre-test (including all previous quarters)? ③ 1f. How many T.R.A.I.L. participants have completed the post-test (including all previous quarters)? ③ 1g. As of the end of this quarter, how many chapters and rounds of implementation have been completed?	1a. Total number of T.R.A.I.L. youth who participated in the T.R.A.I.L. curriculum lessons as of the end this quarter (including all previous quarters): 🕝	
1d. If so, how many Club youth in addition to the number required by the LOA participated in T.R.A.I.L. curriculum lessons as of the end of this quarter (including		Numbers Only
1d. If so, how many Club youth in addition to the number required by the LOA participated in T.R.A.I.L. curriculum lessons as of the end of this quarter (including all previous quarters)? 1e. How many T.R.A.I.L. participants have completed the pre-test (including all previous quarters)? 1f. How many T.R.A.I.L. participants have completed the post-test (including all previous quarters)? 1g. As of the end of this quarter, how many chapters and rounds of implementation have been completed?	1b. Of the number answered in 1a, how many youth have never participated in any T.R.A.I.L. programming in previous years?	
Numbers Only 1e. How many T.R.A.I.L. participants have completed the pre-test (including all previous quarters)? 1f. How many T.R.A.I.L. participants have completed the post-test (including all previous quarters)? 1g. As of the end of this quarter, how many chapters and rounds of implementation have been completed?	1c. Are you serving more youth than required in your LOA?	None v
1f. How many T.R.A.I.L. participants have completed the post-test (including all previous quarters)? ② 1g. As of the end of this quarter, how many chapters and rounds of implementation have been completed?		Numbers Only
1g. As of the end of this quarter, how many chapters and rounds of implementation have been completed?	1e. How many T.R.A.I.L. participants have completed the pre-test (including all previous quarters)? 🕝	
	1f. How many T.R.A.I.L. participants have completed the post-test (including all previous quarters)? 🕜	
1h. Describe the T.R.A.I.L. program activities that your Club accomplished, hosted and/or participated in during this reporting period including activities above and beyond LOA requirements.	1g. As of the end of this quarter, how many chapters and rounds of implementation have been completed?	
1h. Describe the T.R.A.I.L. program activities that your Club accomplished, hosted and/or participated in during this reporting period including activities above and beyond LOA requirements.		
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Program Photos

- A picture is worth a 1,000 words.
- Submitting program photos.
- Photo permissions.

Physical Activity Logs

Due Dates

- The 15th of each month following the month of activity.
 (i.e., September activity reported by October 15)
- Email reminders will generate automatically from the ORS.

Please Note:

- Must be completed for every month of the grant year.
- At least 60 minutes per day when open.
- CLUB WIDE (Not just T.R.AI.L. participants).
- May include anything physical where youth are moving their bodies.
- If your site is at least partially open, there should be at least some PA Log information for every month.
- Distinction between No Activity, Club Closed, and Club Activity

TEST SITE SEPTEMBER 2020 PA LOGS

9/11/2020

9/12/2020

--None--

--None--

Grant:	Month: September	Year: 2020		Status: In Progress	
Average # of Boys: 1.50	Average # of Girls: 1.50	Average Minute	es of Activity: 30.00	Total Days Reported Open: 2	
PA Logs					
Date	Activity Status	# of Boys	# of Girls	Minutes of Activity	
9/1/2020	Club Activity 🗸	3	3	60.00	
9/2/2020	Club Activity 🗸	4	3	60.00	
9/3/2020	No Activity ~	0	0	0.00	
9/4/2020	Club Activity 🗸	2	4	75.00	
9/5/2020	Club Activity 🗸	3	3	60.00	
9/6/2020	Club Closed 🗸	0	0	0.00	
9/7/2020	Club Closed 🗸	0	0	0.00	
9/8/2020	Club Activity 🗸	4	4	65.00	
9/9/2020	Club Activity 🗸	4	5	60.00	
9/10/2020	None v				

Youth Data

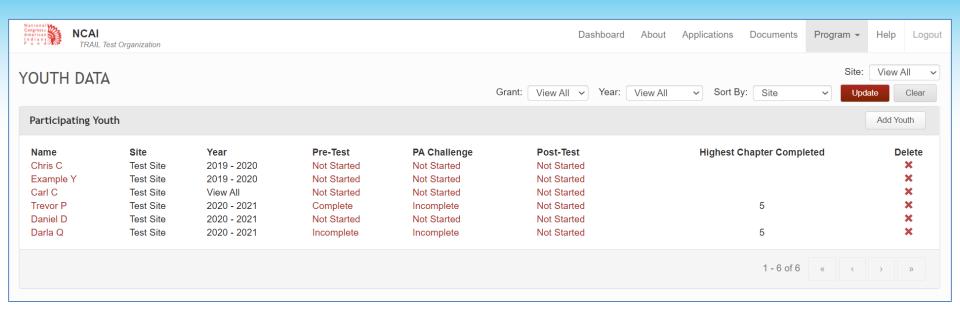
Elements of Youth Data

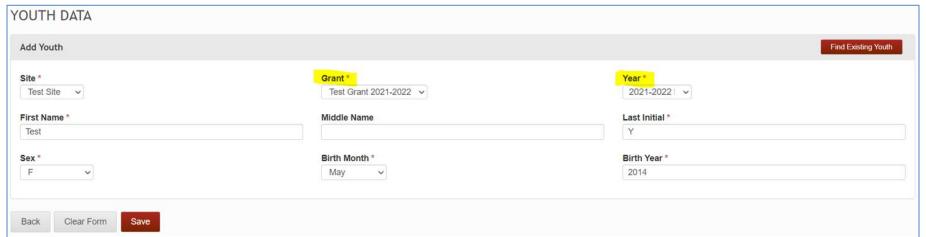
- Pre/Post Tests Measure youth's progress from the start to the end of the program.
- PA Challenges Measure youth's fitness.
 improvements over the course of the program.
- Chapter Reports Created to help you track where you and your youth are at in the program.

Youth Data

Please Note:

- Enter Youth Data as you go Do <u>not</u> wait until the end of the program.
- Youth participating in the T.R.A.I.L. program must be between 7 and 11 years old.
 - For the 2021-2022 grant year, youth should be born between
 January 2010 and January 2015.
- When completing youth information, please make sure to select the correct year and grant for your youth.





Brief Break



CHAT BOX QUESTIONS/COMMENTS

Implementation Plans

- Purpose of the Implementation Plan.
 - Help sites stay on track with program implementation and requirements.
 - Enables NCAI and FirstPic to be aware of sites' individual plans and provide technical assistance when challenges are identified.
- Implementation plans are now completed directly in the ORS.

Implementation Plans

Important Information

- Implementation Plans are due in the ORS by 10/31/2021.
- Individual Implementation Plans are required for each site implementing the T.R.A.I.L. program.
- Guidance documentation for this new process is available on the Help Tab of the ORS.

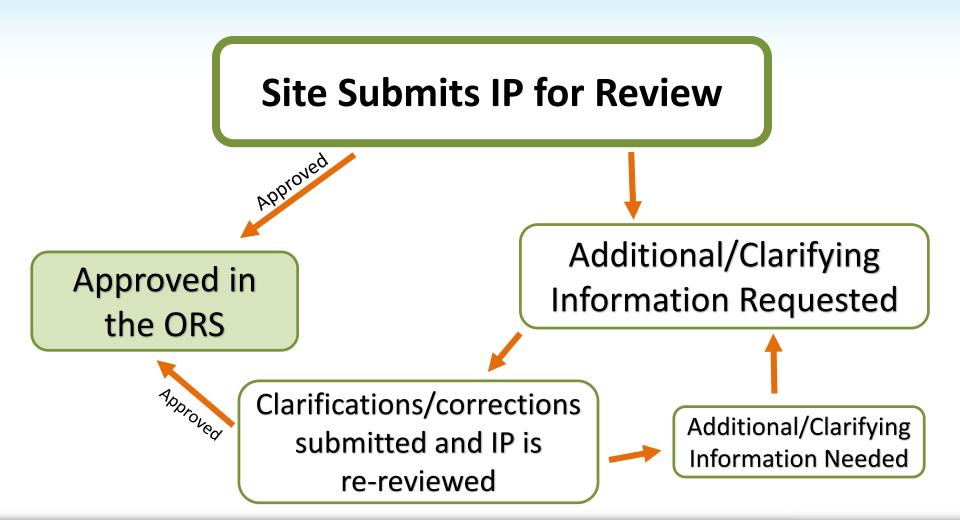
Implementation Plans

Live walk-through of the process in the ORS.

IP Helpful Tips

- All sections for all months are required fields.
 - If a section for a certain month is "Not Applicable," please enter a brief comment for why.
 - Do not just enter N/A.
 - Example: Financial Reporting: not due this month.
- All program/finance due date must be reflected on the Implementation Plan.
- All program requirements (e.g., two healthy snack demonstrations, Community Education Project, etc.) must be represented in the implementation plan.

IP Process



IP Updates/Revisions

- Changes to the Implementation Plan.
 - Adding/removing rounds of curriculum implementation.
 - Significant change of dates for curriculum implementation.
 - Changes to planning/implementing Community Education Project.
- Contact FirstPic as soon as possible for assistance with updating the Implementation Plan.

QUIZ

For a month that the curriculum is not being implemented, the Implementation Plan will reflect?

- A. Nothing, leave this month blank.
- B. Enter N/A for all sections within this month.
- C. Enter information for the sections that still require staff time (e.g., PA Logs). However, for the other sections (e.g., Curriculum), mark N/A.
- D. Provide information for all sections, including clarification on why certain sections are not applicable (e.g., The T.R.A.I.L. curriculum will not be implemented this month).

ORS Review

- Check the ORS often to ensure all reports are up to date.
 - Documents Repository
 - PA Logs
 - Progress Reports
 - Youth Data
 - Implementation Plans
- An overview of everything can be found in the Help Tab portion of the ORS, as well as NAClubs.org.

Remote/Virtual Programming

- If your Club is continuing to conduct remote/virtual/hybrid programming, assistance is available if needed.
- Guidance Documents on how to implement T.R.A.I.L. Virtually, as well as Remote non-virtual implementation are available on NAClubs.org.

Training Doesn't Stop Here

- Support is available throughout the grant year.
 - New staff training
 - General questions
 - Program guidance
 - Guidance on allowable expenses
- Club input on quarterly conference call topics.
- A link to a training evaluation form will be sent soon.

Q & A



Contact Information

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