



# 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](mailto: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>



To access this page, you have to log in to NCAI.

Username

Password

[Log In](#)

☐ Remember me

[Forgot Your Password?](#)

FirstPic employee? [Log In](#)

# 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 recipients.

Please use the templates above to complete and upload all required documents as soon as possible. 0

Year: 2021 - 2022

Update

Name	Due Date	Status	Notes	Edit/Upload View Attachment(s)
2021 - 2022 Community Health Partner MOA		Requested		
2021 - 2022 Contact Form		Requested		
2021 - 2022 Healthy Snacks Recipe		Requested		

Please note that all documents must be saved as PDF files upon completion in order to effectively upload to the Required Documents section. You can do this by selecting 'Save As' on your document and clicking the PDF option from the 'Save as type' dropdown menu.

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# 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](mailto: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)


## TS2 2020-2021 Q4 PROGRESS REPORT: IMPLEMENTATION REPORTING

Site: **Test Site 2**  
Status: **Not Started**

\* All fields are required.

Please consult the [T.R.A.I.L. Progress Reporting Guide](#) while completing this report.


### Curriculum Implementation

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)? 

  
Numbers Only

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)? 

  
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?

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.

# Program Photos

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

# Physical Activity Logs

- Due Dates
  - The 15<sup>th</sup> 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.A.I.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

<b>Grant:</b>	<b>Month:</b> September	<b>Year:</b> 2020	<b>Status:</b> In Progress
<b>Average # of Boys:</b> 1.50	<b>Average # of Girls:</b> 1.50	<b>Average Minutes of Activity:</b> 30.00	<b>Total Days Reported Open:</b> 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-- ▾			
9/11/2020	--None-- ▾			
9/12/2020	--None-- ▾			

# 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 **not** 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.





NCAI

TRAIL Test Organization

Dashboard

About

Applications

Documents

Program

Help

Logout

## YOUTH DATA

Site: View All

Grant: View All

Year: View All

Sort By: Site

Update

Clear

### Participating Youth

Add Youth

Name	Site	Year	Pre-Test	PA Challenge	Post-Test	Highest Chapter Completed	Delete
Chris C	Test Site	2019 - 2020	Not Started	Not Started	Not Started		×
Example Y	Test Site	2019 - 2020	Not Started	Not Started	Not Started		×
Carl C	Test Site	View All	Not Started	Not Started	Not Started		×
Trevor P	Test Site	2020 - 2021	Complete	Incomplete	Not Started	5	×
Daniel D	Test Site	2020 - 2021	Not Started	Not Started	Not Started		×
Darla Q	Test Site	2020 - 2021	Incomplete	Incomplete	Not Started	5	×

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## YOUTH DATA

### Add Youth

Find Existing Youth

Site \*

Test Site

Grant \*

Test Grant 2021-2022

Year \*

2021-2022

First Name \*

Test

Middle Name

Last Initial \*

Y

Sex \*

F

Birth Month \*

May

Birth Year \*

2014

Back

Clear Form

Save

# 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

**Site Submits IP for Review**

Approved

Approved in  
the ORS

Additional/Clarifying  
Information Requested

Approved

Clarifications/corrections  
submitted and IP is  
re-reviewed

Additional/Clarifying  
Information Needed



# 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](http://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](https://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

**National Congress of American Indians**

[trail@ncai.org](mailto:trail@ncai.org)

**FirstPic, Inc.**

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