OYCC Online Grant Reporting System Manual
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Introduction

Welcome! OYCC is excited to roll out the new reporting system. Please read through this entire manual before logging in to the system to ensure you have all of the necessary information.

As always, feel free to contact OYCC staff with any questions.

OYCC Online Grant Reporting System

To access the Online Grant Reporting System, just visit our internet website or click on the following hyperlink. https://ccwd.oregon.gov/OYCC/default.aspx

Site Navigation

MENU:

HOME
REPORTING
  • MID-YEAR REPORT – Requires Login To Access
  • FINAL REPORT – Requires Login To Access
HELP
  • Online Manual – PDF
LOGIN
Step One: Login

To access the OYCC Online Reporting System, you will need to first login into the system.

You will receive your Login Name and Password from the OYCC Staff. If you have not received your Login Name and Password, Please contact Doug Denning or Jennifer Denning.

Contact Information:

<table>
<thead>
<tr>
<th>Douglas Denning, Program Administrator</th>
<th>Jennifer Denning, Administrative Specialist</th>
</tr>
</thead>
<tbody>
<tr>
<td>Phone: 503.947.2420</td>
<td>Phone: 503.947.2444</td>
</tr>
<tr>
<td>Email: <a href="mailto:douglas.denning@state.or.us">douglas.denning@state.or.us</a></td>
<td>Email: <a href="mailto:jennifer.denning@state.or.us">jennifer.denning@state.or.us</a></td>
</tr>
</tbody>
</table>

Successful Login:
Edit your user account:

To edit your account, click on “Edit my account as seen in the above screenshot “Successful Login”.

Here you can modify your First Name, Last Name, Email Address, and create a new password. It is highly recommended that you change your password after your first successful login to a password that is easy for you to remember.

Enter your new password into the Password field and click on Update. Once updated, you will be at the OYCC Application Login Screen.
Forgot Password: Request New Password

Enter your e-mail address and click send. You will receive an email containing your new password.

Forgot Password: New Password Has Been Sent

Once you click send, you will see under the Enter your email address “An email has been sent containing your new password.

If you don’t receive and e-mail within 15 minutes, contact OYCC staff.
Your CCWD Application(s) – OYCC

Click on OYCC under “Your CCWD Application(s)” to access the OYCC Online Grant Reporting System.
Welcome to OYCC Online Grant Reporting System

Welcome to OYCC

OYCC creates meaningful opportunities for youth through significant resource projects that enhance the Oregon Community.

The Oregon Youth Conservation Corps (OYCC) was created by the 1987 Oregon Legislature to emulate the Civilian Conservation Corps of the 1930’s. OYCC builds on the strong connections between positive work experiences, work skills, personal responsibility, commitment to education, and future employment for Oregon’s youth. The purpose of the Oregon Youth Conservation Corps (OYCC) as stated in ORS 418.650 to 418.663 is:

- To establish a disadvantaged and at-risk youth work program in order to perform conservation work of public value in the most cost effective manner
- To utilize such a program as a means of needed assistance to protect, conserve, rehabilitate and improve the natural, historical and cultural resources of the state
- To utilize such a program to increase education, training and employment opportunities for disadvantaged and at-risk youth for the purpose of improving work skills, instilling the work ethic and increasing employability

Oregon Youth Conservation Corps
255 Capitol Street NE, Third Floor
Salem, Oregon 97310-1600
Phone: 503.378.8648 - Fax: 503.378.3365
改革委: OYCC

Screenshot: Home Screen – Successful Logon to OYCC Online Grant Reporting System

Site Navigation

MENU:
- HOME
- REPORTING
  - MID-YEAR REPORT – Now Available
  - FINAL REPORT – Now Available
- HELP
  - Online Manual – PDF
- LOGOUT
Reporting: Mid-Year Report

The Mid-Year Report is meant to capture all grant activities occurring between the start of the school year and December 31.

You will only be able to report on grants that OYCC has given you access to. If you do not have access and feel you should, contact OYCC staff.

Only grants for which you are listed as contact will appear in the “Select a Grant” drop down list. If the report due date has passed, the grant will not be listed.

Summer Conservations Corps (SCC) grants do not require a Mid-Year Report.

If the grant you want to report on is not listed, contact OYCC Staff.
Mid-Year Report: Selecting Grant / Grants

In the list below, any grant which is marked with an '*' has been submitted or approved and cannot be changed.

-- Select a Grant --
GRNT0834 2012-2013 CSC Tillamook School District

Screenshot: Mid-Year Grant – GRNT0834 2012-2013 CSC Tillamook School District (Test Record)
Mid-Year Report: Main Screen

All sections on the Mid-Year report need to be completed. You may or may not have any documents to upload at this time.

Mid-Year Report: Main Screen Main Categories

I. Program Information
II. Demographics & Education
III. Work Environment
IV. Project Outcomes
   Budget Detail
   Upload Photos, News Articles, Etc.
Submit Your Report

Quite a lot of information is collected on the Mid-Year Report. It’s not necessary to fill the whole thing out at once. Fill in whatever information you can and save it. Next time you log in, all your information will still be there. The red text “0 of x fields completed” helps you see at a glance where there is still work to do.
Mid-Year Report: Input Corpsmembers

When you select Input Corpsmembers, you will be starting a new Corpsmember Roster so your roster will contain no names, as shown below.

![Screenshot: Add New Corpsmember or Crew Leader](image-url)
**Input Corpsmembers: Add New - Corpsmember**

Here you will enter all the information about a Corpsmember. Once everything has been added, click on Save.

![Screenshot: Adding New Corpsmember](image)

After you have completed, please click on save.
**Input Corpsmembers: Add New – Crew Leader**

Here you will enter all the information about the new Crew Leader. Once everything has been added, click on Save.

![Screenshot: Adding New Crew Leader](image)

After you have completed, please click on save.
Input Corpsmembers: Corpsmember / Crew Leaders Roster

Here you will see all the information about the Corpsmember(s) and Crew Leader(s) that you entered in the steps above. To print the roster, click on Print Roster.

![Screenshot: Grant Roster]

Input Corpsmembers: Print Grant Roster

When you click on Print Roster, it may take a while to load. Once loaded, it will ask you to open/save in Excel.

![Screenshot: Grant Roster – Microsoft Excel]

Note: In the Education Goals Subtotal row for Corpsmembers, you will have to expand the row to show all goals. – Education Goal: 1 – Pursuing Diploma, 0 – Awarded Diploma, 0 – Pursuing GED, and 0 – Awarded GED.
Mid-Year Report - I. Program Information

Most of the Program Information section is already completed for you. If any of the information needs to be changed, contact OYCC staff. Complete the remaining information.

![Screenshot: Section I - Program Information]

After you have completed, please click on save.

Note: Textboxes having a light blue background and grey text are pre-filled and cannot be changed.
Mid-Year Report - II. Demographics & Education

These figures are calculated based on Corpsmember data.

![Screenshot: Section II – Demographics & Education]

Note: This section does not require any data entry. All the information is pulled from the Corpsmember data.
Mid-Year Report - III. Work Environment

Here is where you will check the work skills learned (or gained) during the grant.

![Screenshot: Section III – Work Environment](image)

After you have completed, please click on save.
Mid-Year Report – IV. Project Outcomes

Here is where you briefly describe the activities of the project.

After you have completed, please click on save.
Mid-Year Report – Budget Detail

Here is where you enter the budget costs of the project.

![Budget Detail Screenshot]

Note: After you have completed, please click on save.
Mid-Year Report – Upload Photo’s, News Articles, Etc.

Here is where you upload any photos taken of the project and any news articles written by the local papers of the project and or links to news articles or stories.

Note: After you have completed each Section, please click on save.
Mid-Year Report – Submit Your Report

Once you have completed, you can submit your report. Notice, once submitted you will not be able to make any changes to the report. The only way you will be able to modify your submitted report, if the report is not accepted.

Mid-Year Report – Print Your Report

OYCC COMMUNITY STEWARDSHIP CORPS

MID-YEAR REPORT
2012-2013

Due January 31, 2013

Current status: Created by Jennifer Denning on 09/06/2012

PROGRAM INFORMATION

<table>
<thead>
<tr>
<th>County</th>
<th>Tillamook</th>
<th>Grant Number</th>
<th>GRNT0534</th>
</tr>
</thead>
<tbody>
<tr>
<td>Grantee Name</td>
<td>Tillamook School District</td>
<td>Project Start</td>
<td>8/15/2012</td>
</tr>
<tr>
<td>Address</td>
<td>2510 1st St.</td>
<td>Project End</td>
<td>6/30/2013</td>
</tr>
<tr>
<td>Worskite Location(s)</td>
<td>Cape Lookout State Park</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Primary Contact</td>
<td>Bruce Rhodes</td>
<td>Number of Applicants</td>
<td>1</td>
</tr>
<tr>
<td>Title(s)</td>
<td>Primary</td>
<td>Number Interviewed</td>
<td>1</td>
</tr>
<tr>
<td>Phone Number</td>
<td>503-842-4414 x1055</td>
<td>Number of Youth Hired</td>
<td>1</td>
</tr>
<tr>
<td>E-Mail</td>
<td><a href="mailto:Rhodes5@tillamook.k12.or.us">Rhodes5@tillamook.k12.or.us</a></td>
<td>Juvenile System Involvement</td>
<td>0</td>
</tr>
</tbody>
</table>

DEMographics

<table>
<thead>
<tr>
<th>Male</th>
<th>1</th>
<th>Hispanic</th>
<th>0</th>
</tr>
</thead>
<tbody>
<tr>
<td>Female</td>
<td>0</td>
<td>Other Ethnicity</td>
<td>0</td>
</tr>
<tr>
<td>African American</td>
<td>0</td>
<td>Caucasian</td>
<td>1</td>
</tr>
<tr>
<td>Asian or Pacific Islander</td>
<td>0</td>
<td>Native American or Alaskan</td>
<td>0</td>
</tr>
</tbody>
</table>

EDUCATION

| Total Instructional Hours | 32.0 | Pursuing Diploma | 1 |
| Daily Membership Hours   | 0.16 (32.0 / 175) | Awarded Diploma | 0 |
| Avg. Daily Membership    | 0.03 (0.18 / 6.0) | Pursuing GED | 0 |
| Total Credits Earned     | 3.0  | Awarded GED | 0 |

Screenshot: Submit Report

Screenshot: Print Report for Your Records (PDF) Version
Reporting: Mid-Year CSC

Screenshot: Final CSC Mid-Year Report