Reports Guide



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Overview

Verdant requests three different reporting types from Grantees. They are Outcomes, Budget and Demographics.

You will be required to fill out reports quarterly.

Please note that not all three reporting types are required each quarter. The reports required are indicated within each report. They are outlined as follows:

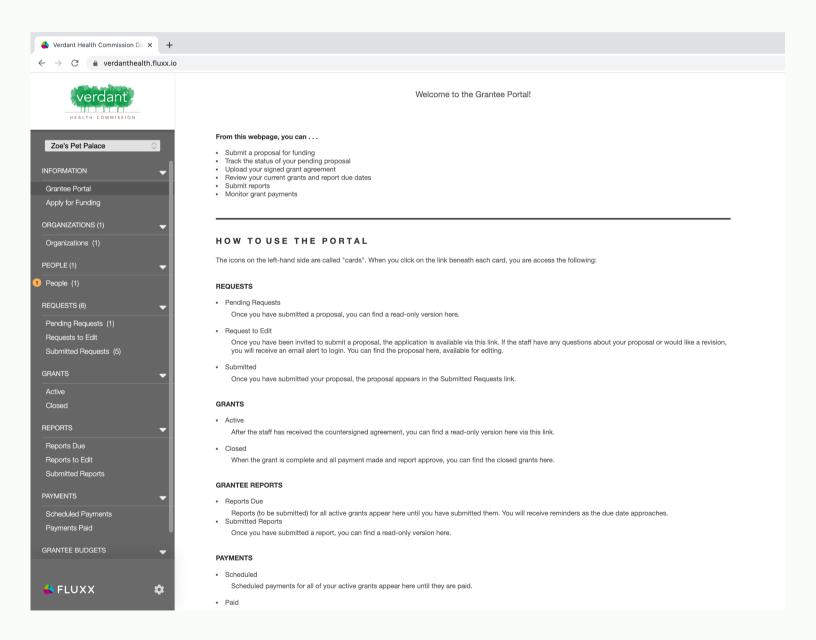
- Quarterly Outcomes Report
- Semi-Annual Outcomes and Budget Report
- Annual Outcomes, Budget and Demographics report.

Accessing Reporting:

Log in to your Fluxx account using your email and the password you set up.

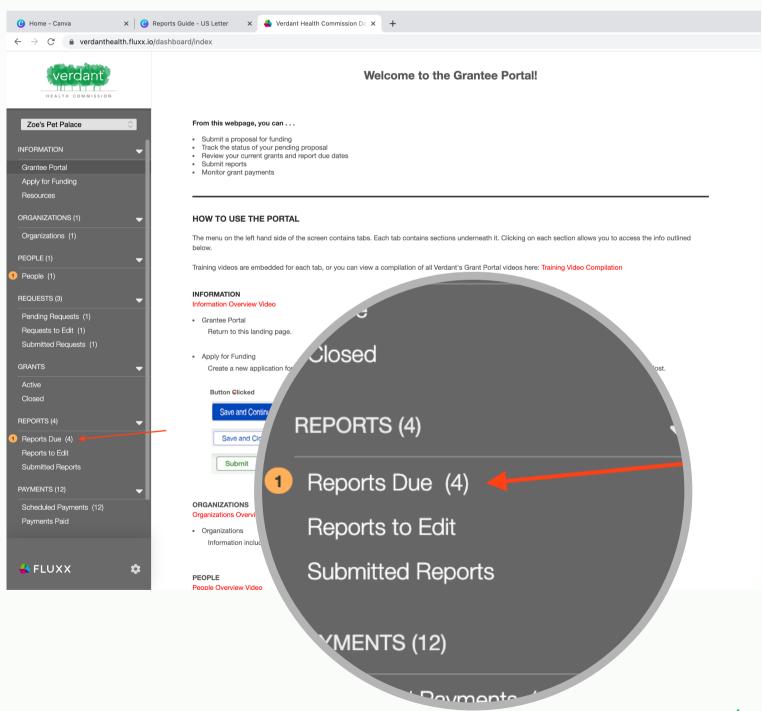
ser_sessions/new HEALTH COMMISSION Verdant Health Commission Grant Portal Welcome to the Verdant Health Commission grant Login Now: portal. If you are interested in applying for funding, please create an organizational profile by clicking the Username "Create an account now" button below. Please note that you will not be able to edit this information after submitting, so please ensure it is accurately entered. Password As part of the account creation process, you will also need to answer a series of five questions that determine your eligibility for Verdant funds. After Sign in you create your account, you will receive a validation email to confirm your account is set up. Reset or create password Once established, you will be able to submit applications for funding and if successful, access your contract and reporting documents via your Fluxx profile. Thank you for setting up your organizational profile. We look forward to getting to know you! Create an account now **♣** FLUXX Privacy Policy Accessibility

Once you sign in you will be taken to your portal homescreen.

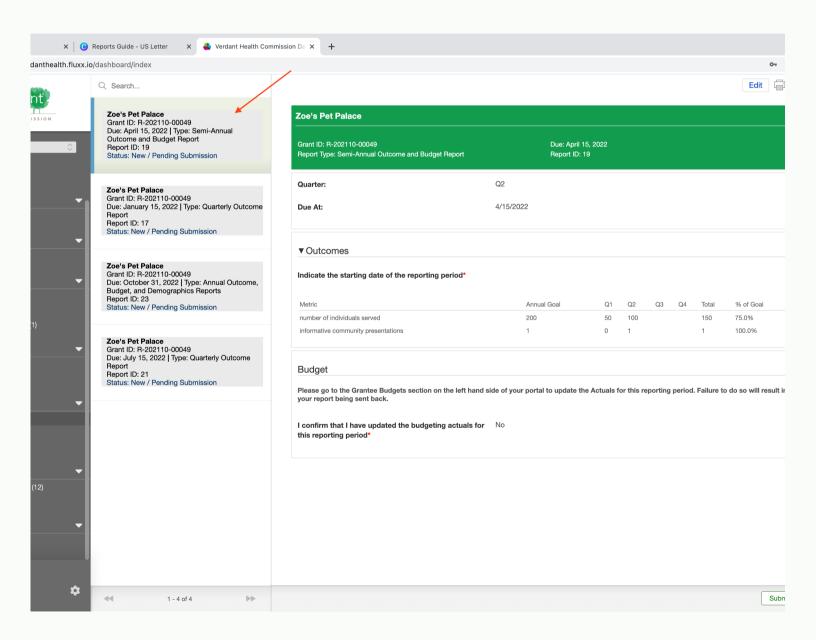


Reports Due:

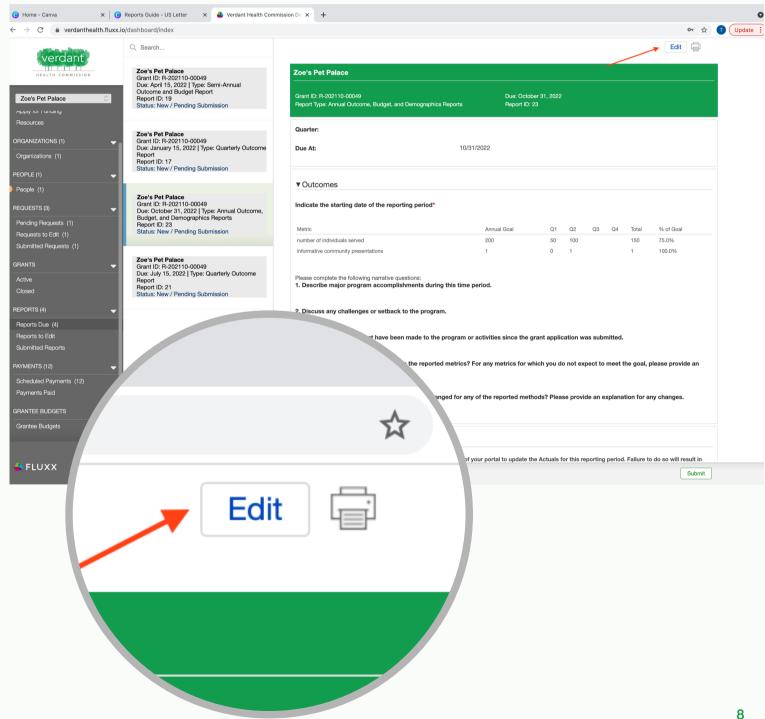
When a report is due a notification will appear to the left of the "Reports Due" tab. Select the "Reports Due" tab to begin reporting.



The reports due will be listed on the left hand side of the screen. Select the report you would like to fill out.

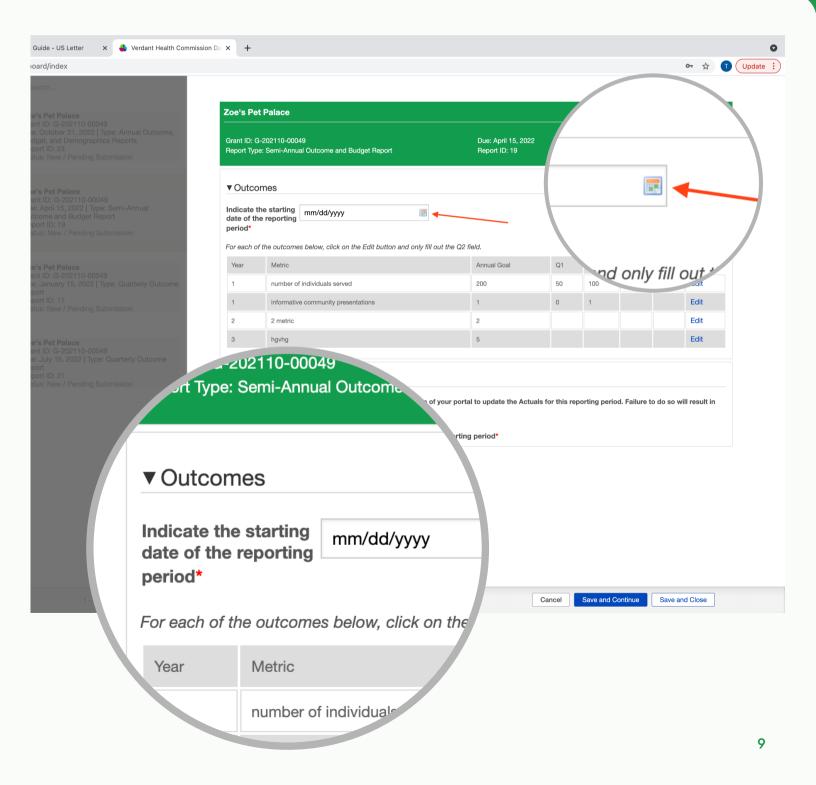


Once selecting a report, hit the "Edit" button in the top right corner of the screen to begin filling out your report.

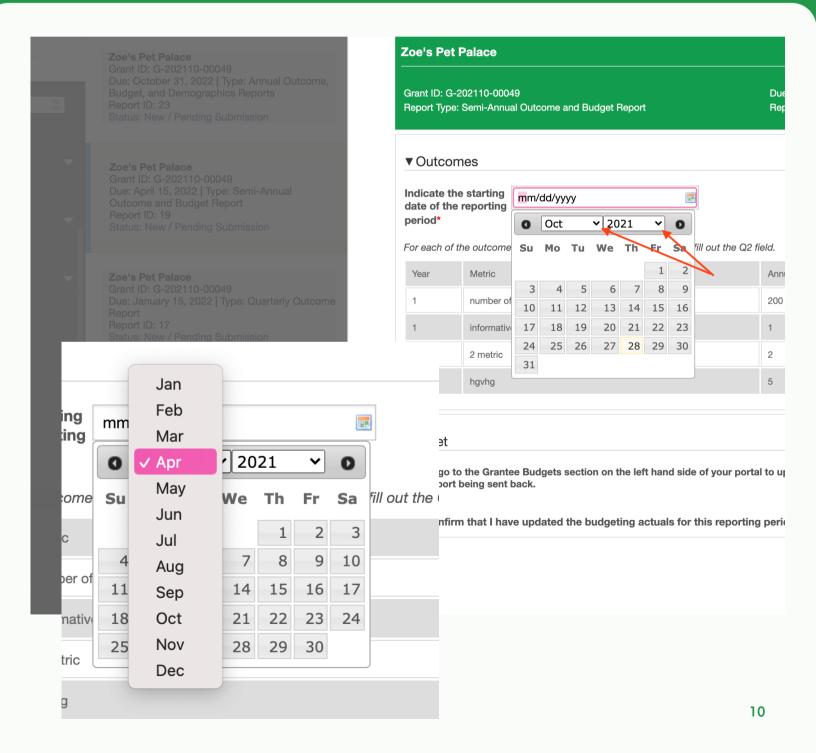


Outcomes Report:

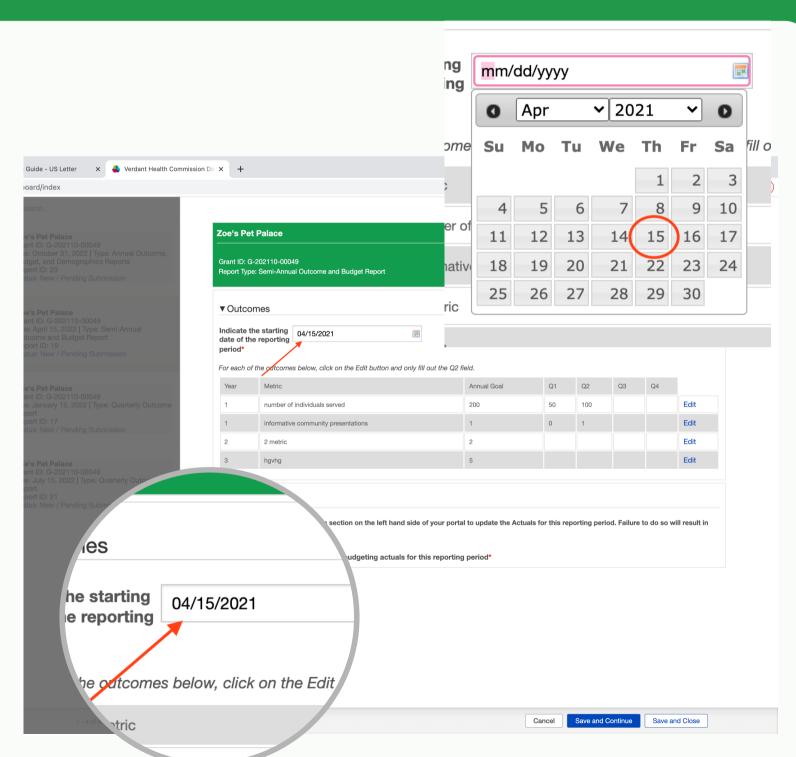
To begin the outcomes report, you will input the starting date of the reporting period by clicking the calendar icon.



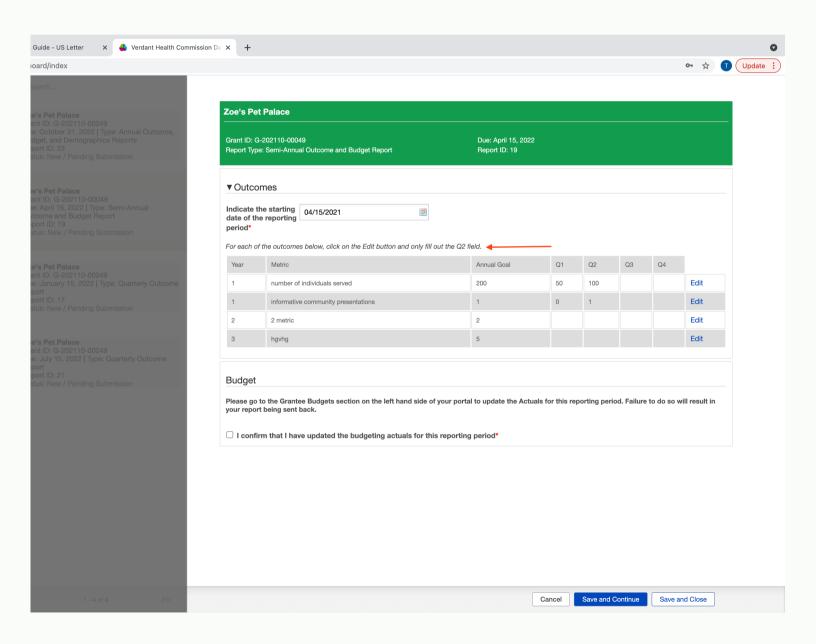
Using the drop downs. select the month and year of the reporting period start date.



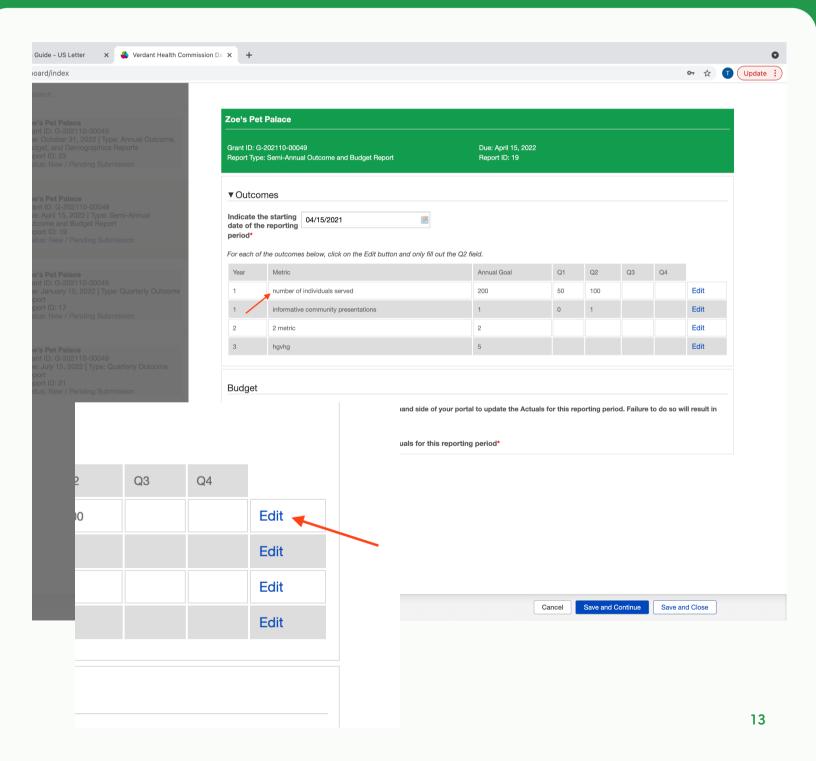
Select the day. Once you select the day, the reporting period start date should appear in the text box.



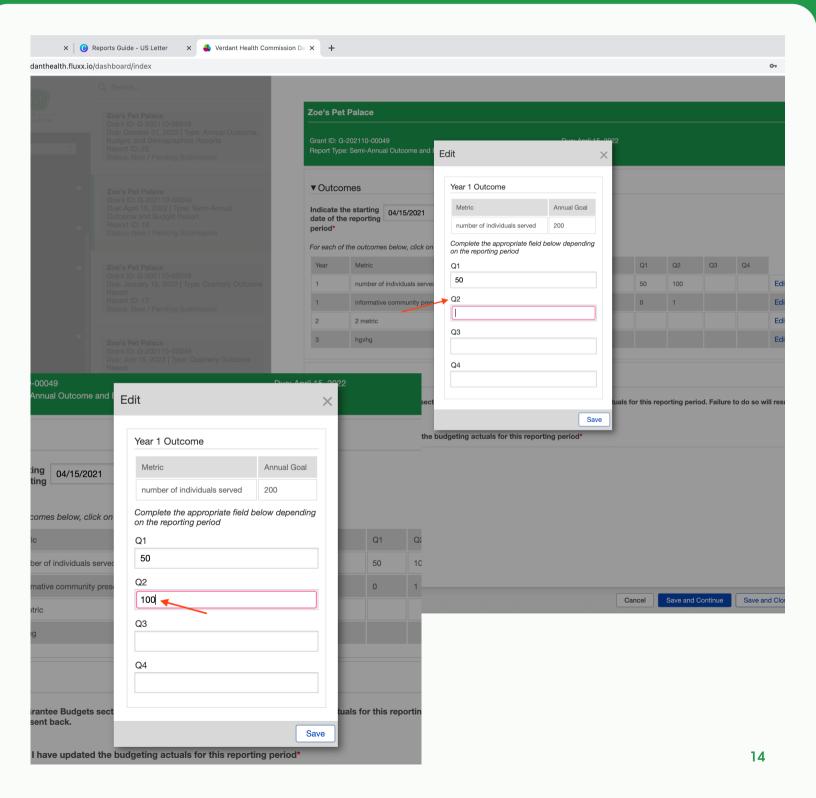
First, check which quarter you are reporting the outcomes for. The quarter for which you should fill out the table is indicated in the statement above the table.



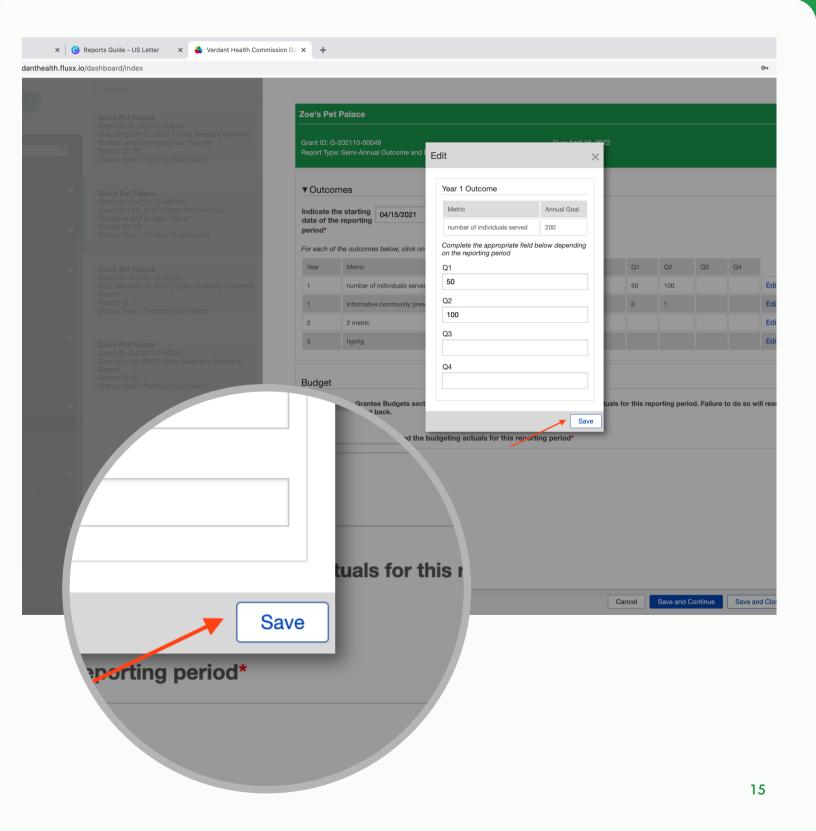
Your program outcomes are displayed in the table under "Metric". Select the "Edit" button to the right of the outcome you would like to report.



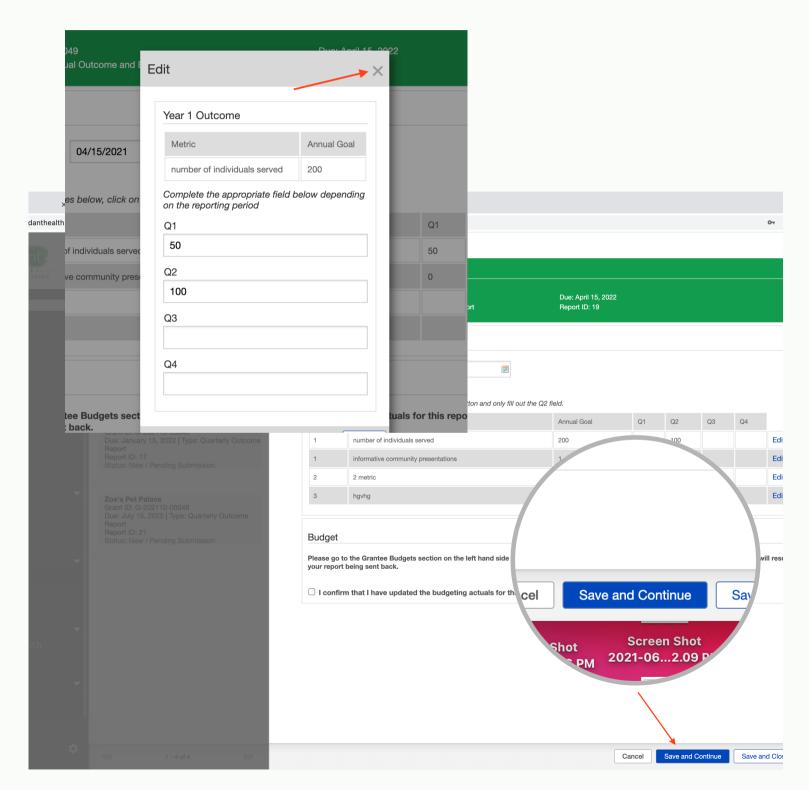
Input the value of the selected outcome for the quarter which you are reporting.



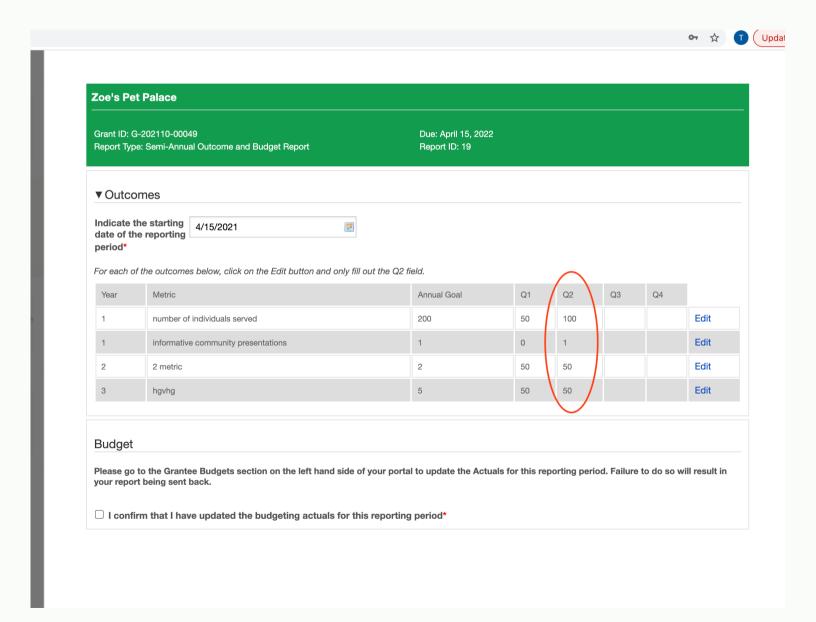
Hit save to save the value into the table.



Hit the "X" and then hit save and continue.

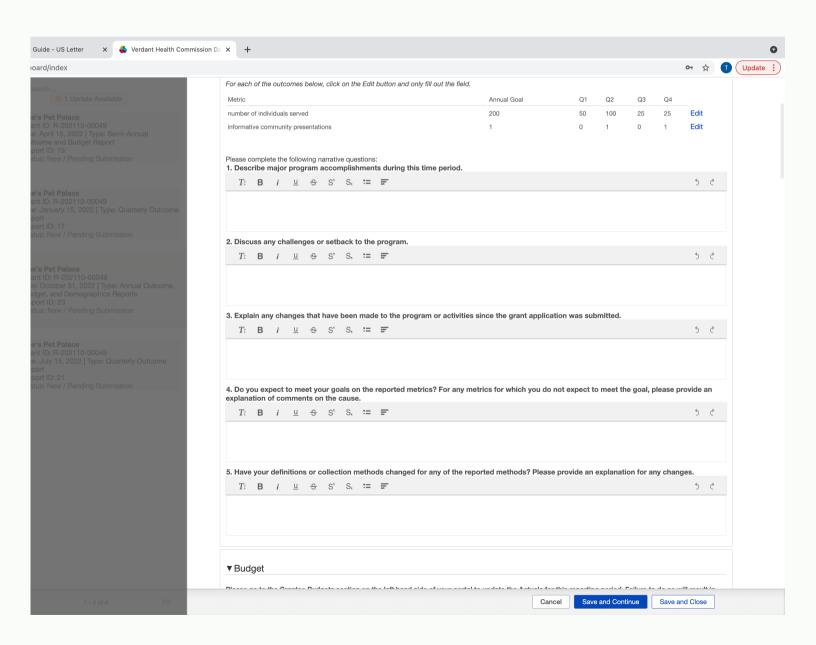


Repeat for each outcome in the table. When you are finished it should look something like this.



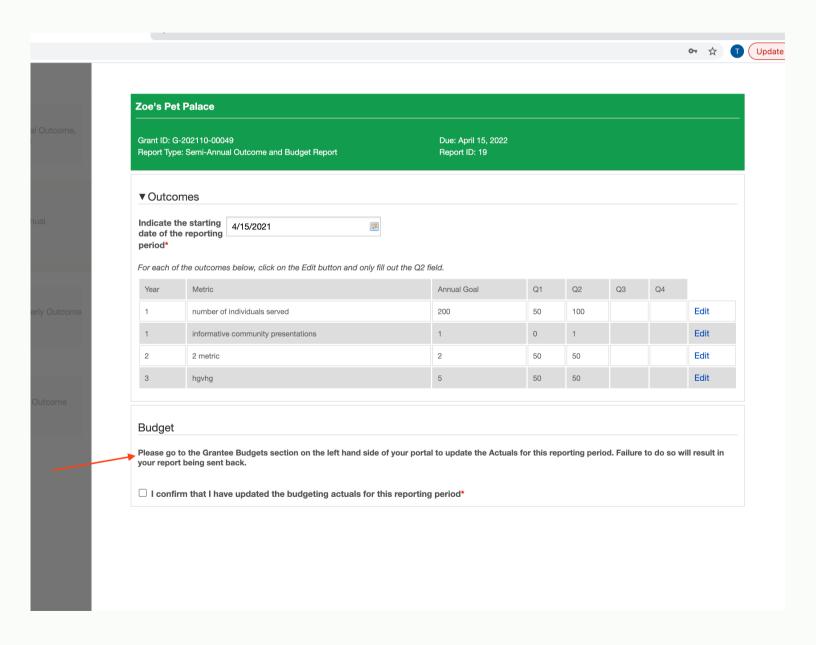
Narrative Questions:

On the Annual Report, you will be asked to answer 5 narrative questions pertaining to your program.

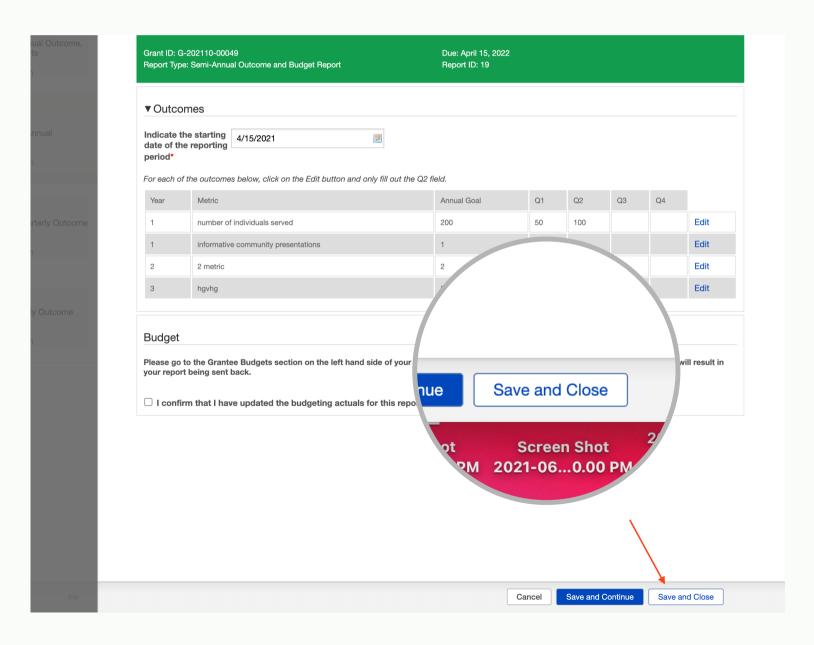


Budget Report:

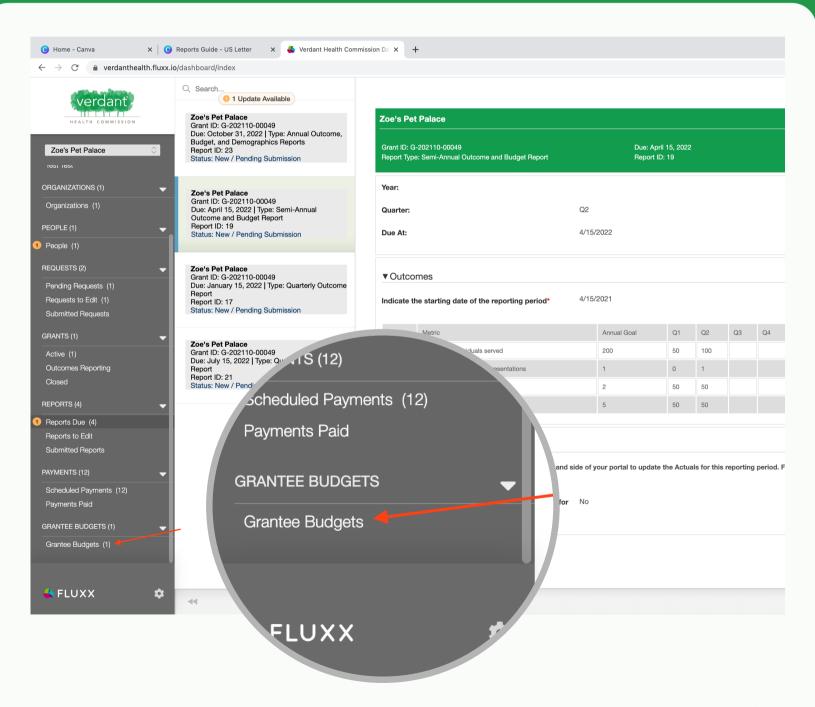
The budget report is not located in the reporting tab of your grantee portal. The note at the top of the budget section outlines where to fill out your budget report.



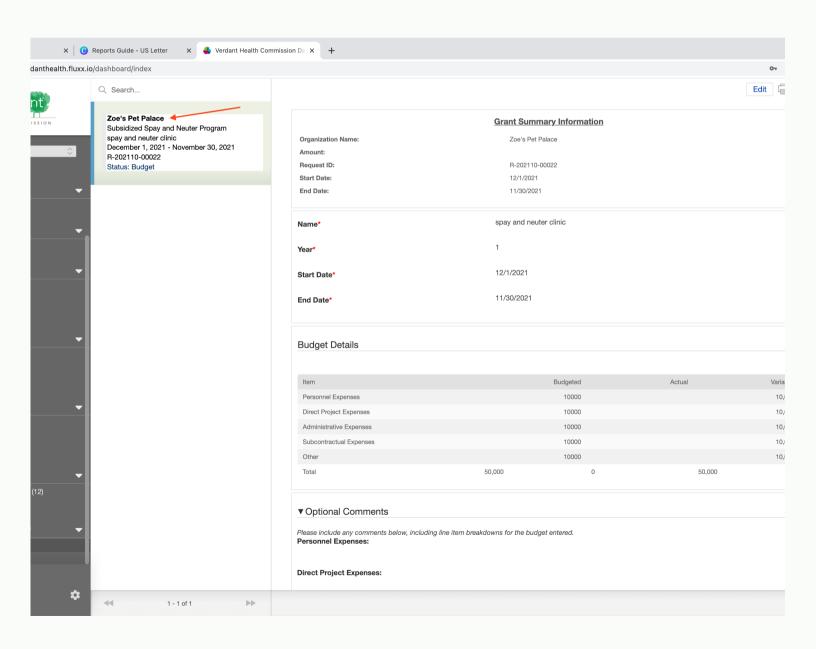
To fill out your Budget report you will need to hit "Save and Close" in the report you are currently filling out. You will be able to come back to it later.



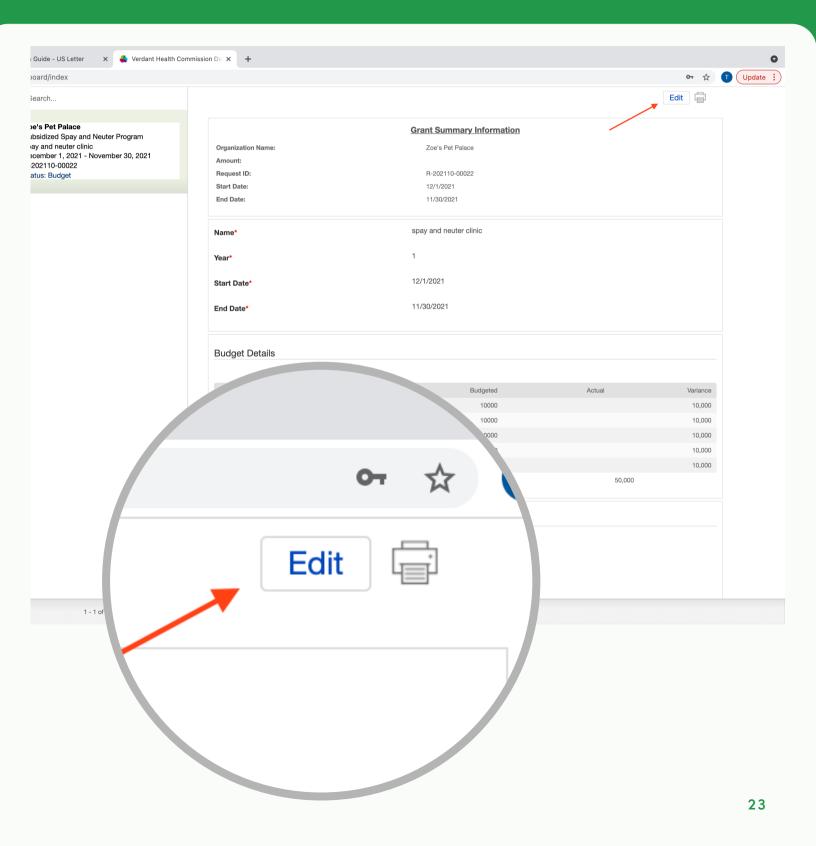
Once you are out of the editing screen, you will scroll through the menu bar on the left-hand side of the screen. Click on the "Grantee Budgets" tab.



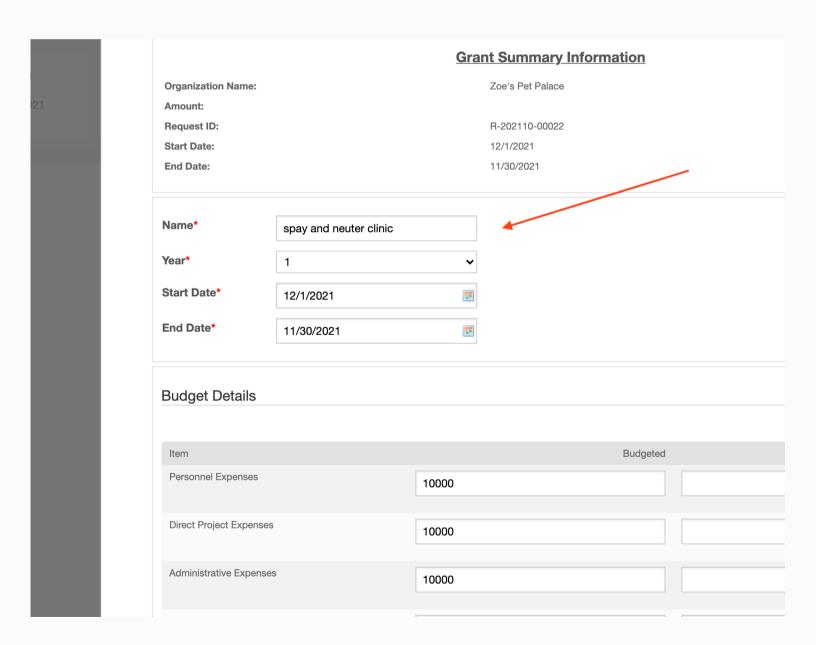
In the "Grantee Budget" tab, your budget's will be listed on the left hand side of the screen. select the budget you would like to report.



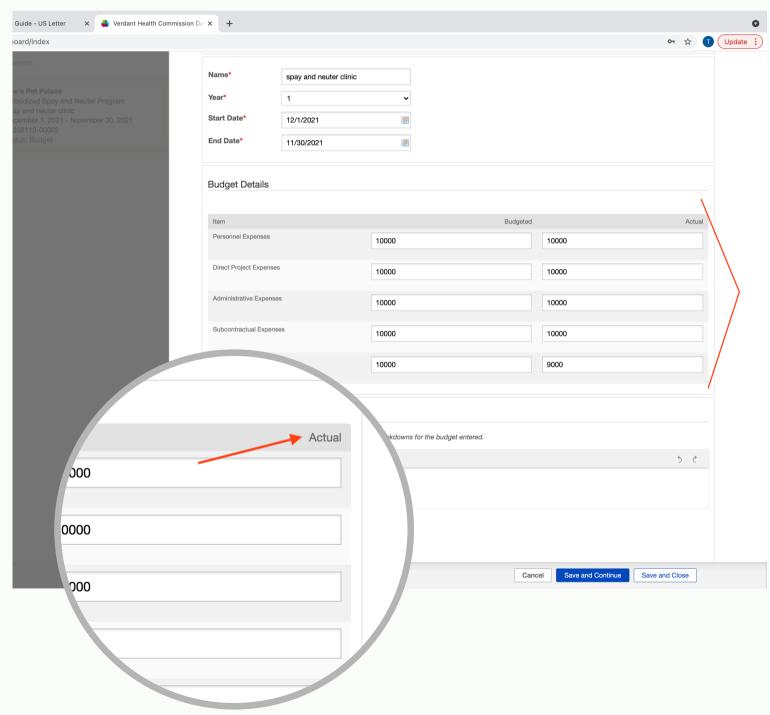
Click the edit button in the right hand corner.



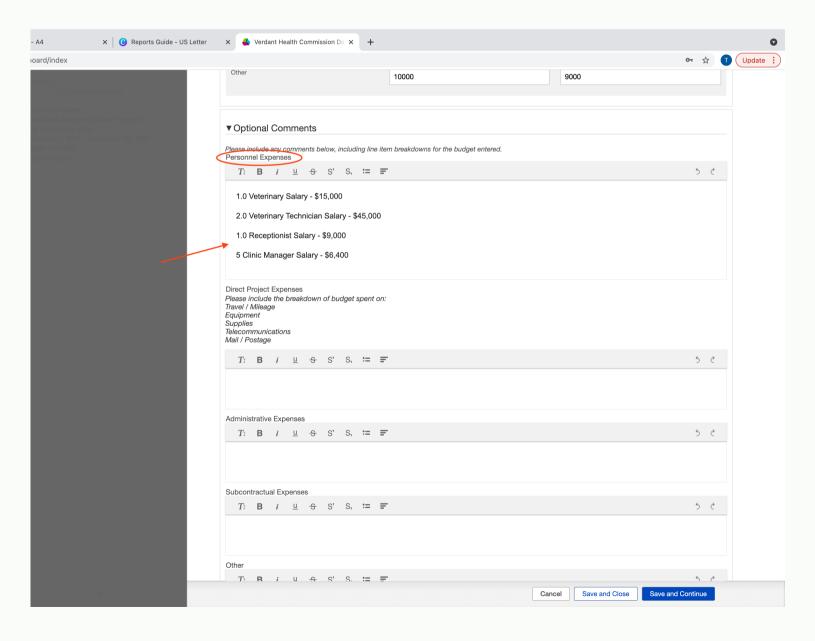
The Name, Start Date, End Date and Year will be automatically pulled from the Budget on your application. Review to make sure they are correct.



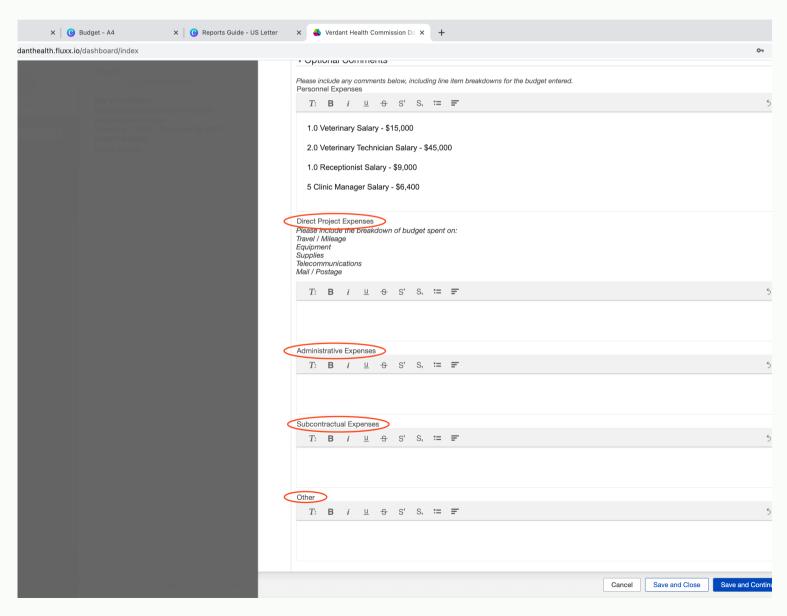
Next, you will fill out the "Actual" column on your budget table by inputting the actual expenses for each category.



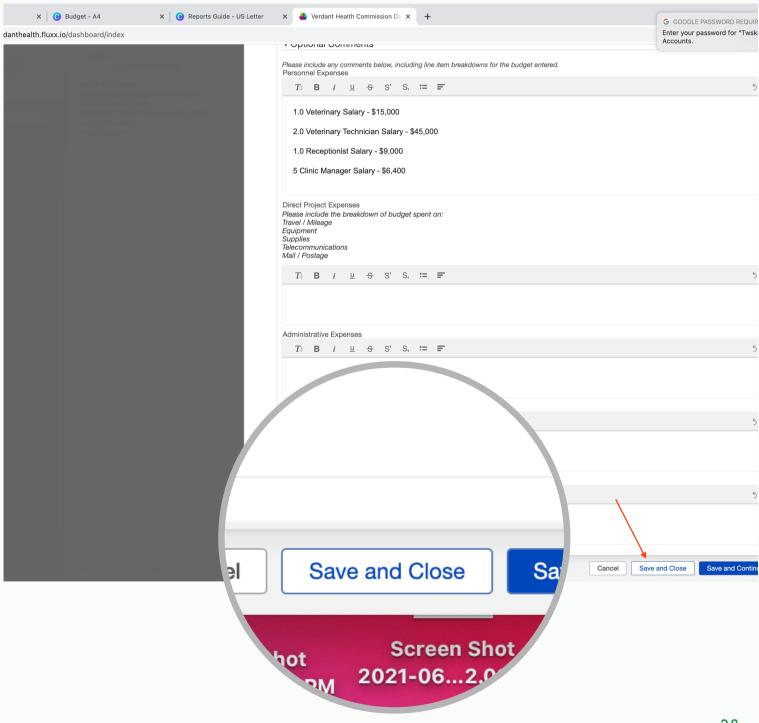
Once the table is completely filled in, scroll down to the "Optional Comments" section. If applicable, Under "Personnel Expenses", create an itemized list of each expense in th text box.



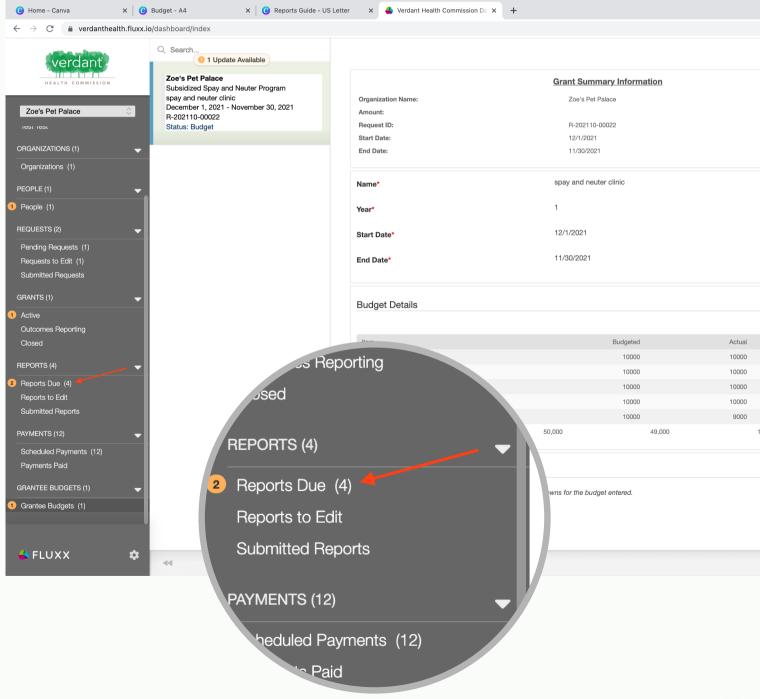
if applicable, repeat for Direct Project Expenses, Administrative Expenses, Subcontractual Expenses, and Other. If you have allocated zero dollars to one of the five categories, you may leave that secion blank or write "none"



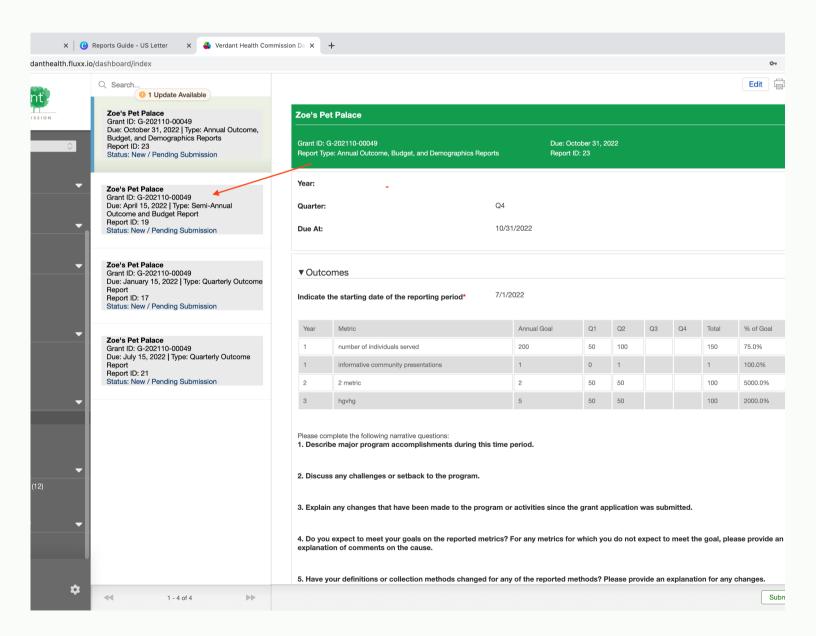
Hit "Save and Close".



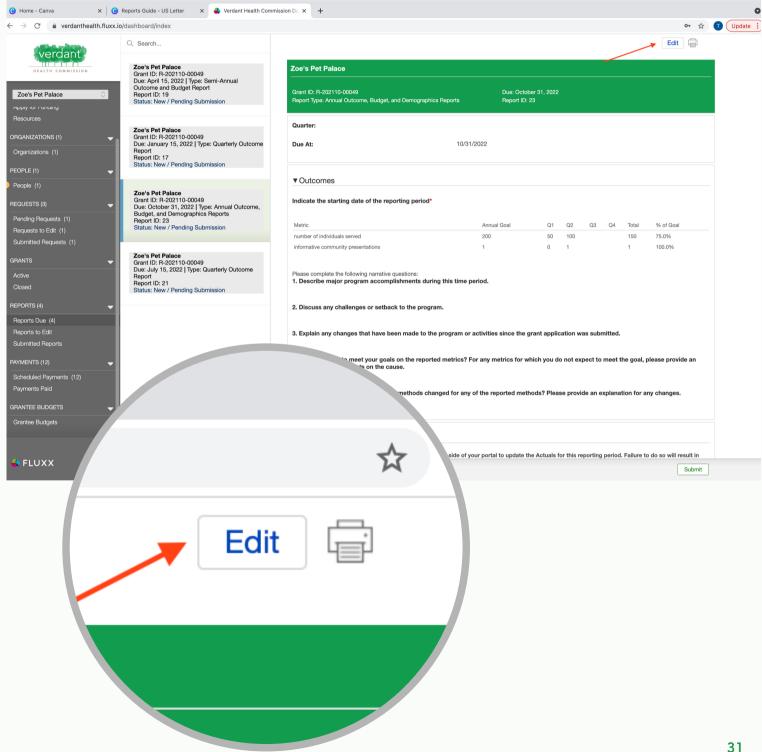
Next, go back to the "Reports Due" tab.



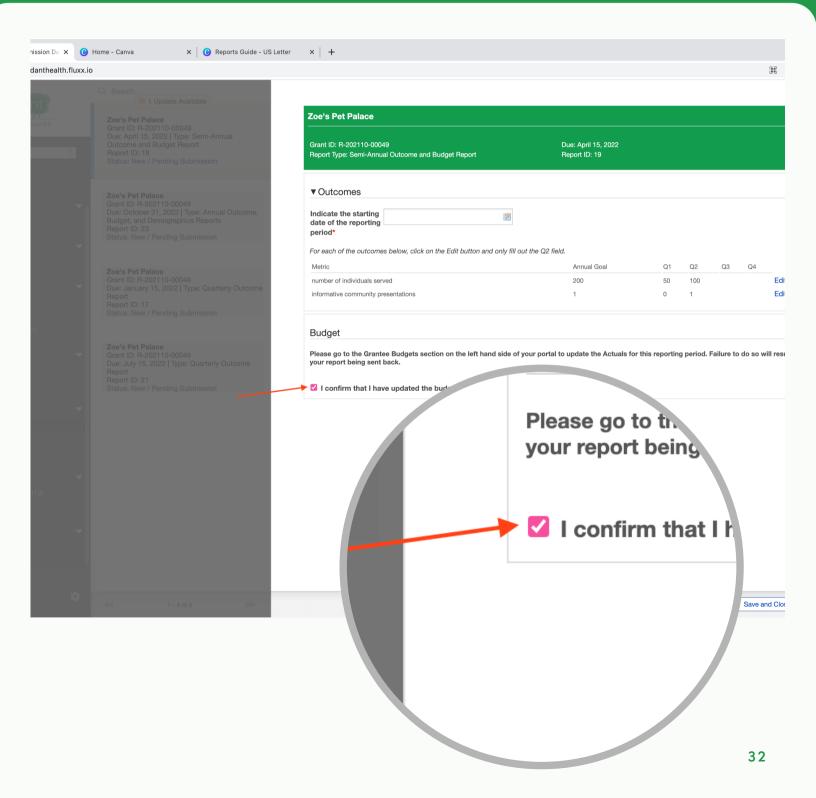
Select the report for which you filled out the budget table/ for which you are reporting.



Hit the "Edit" button in the top right corner of the screen.

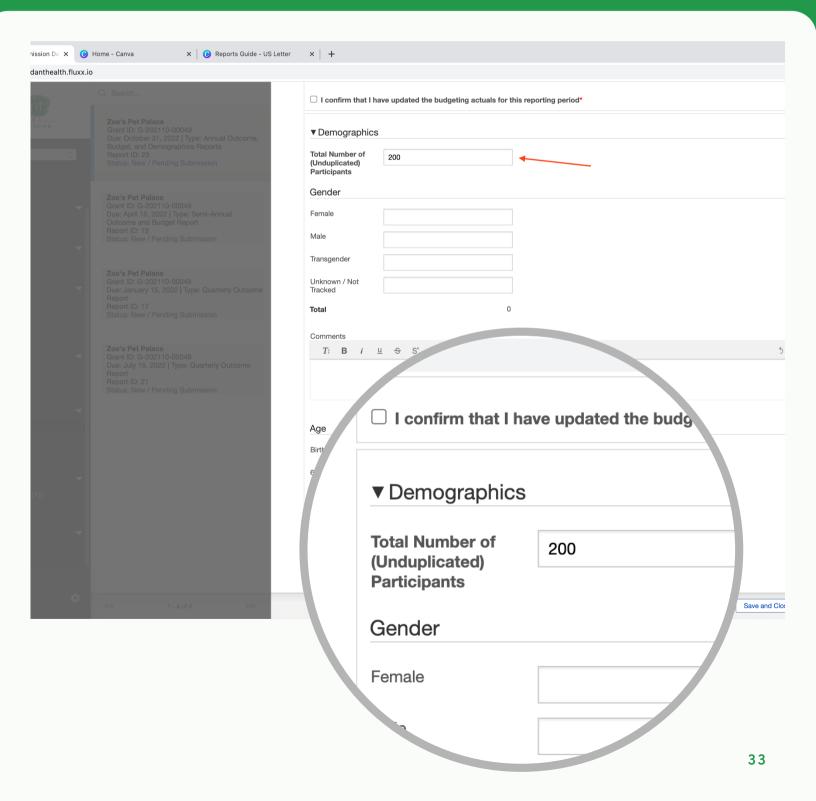


Scroll down to the Budget section of the report and Check the box to confirm that you have filled out your budget.

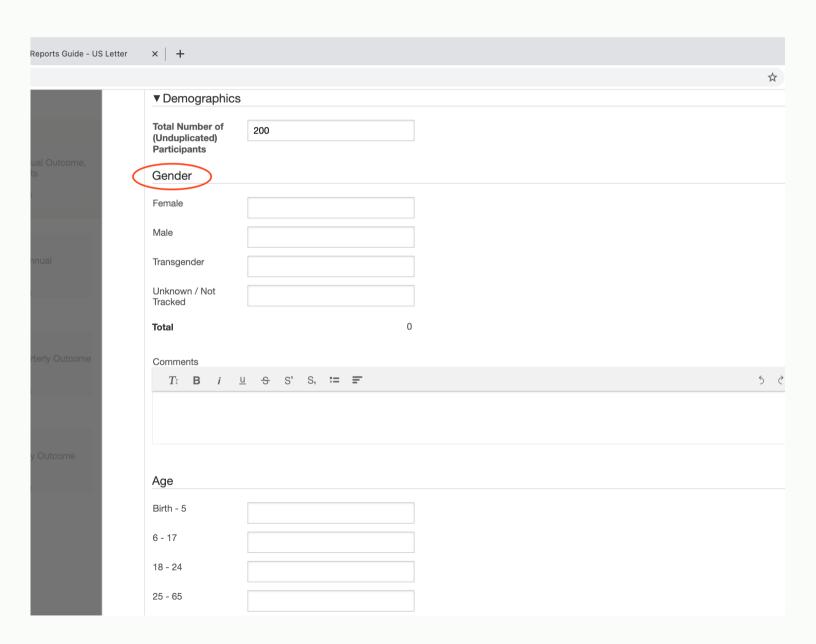


Demographics Report:

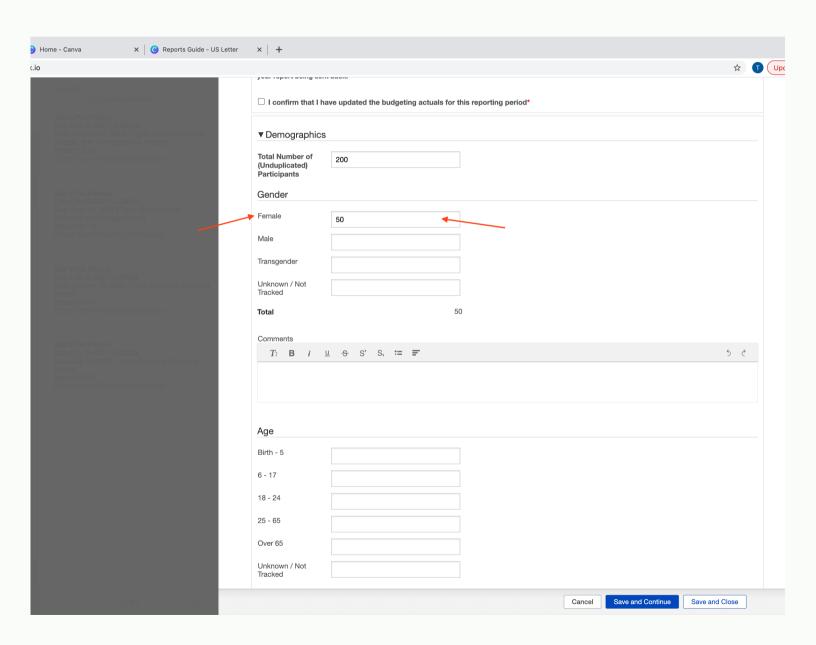
To begin your demographics report, input the Total Number of Unduplicated Participants in the text box.



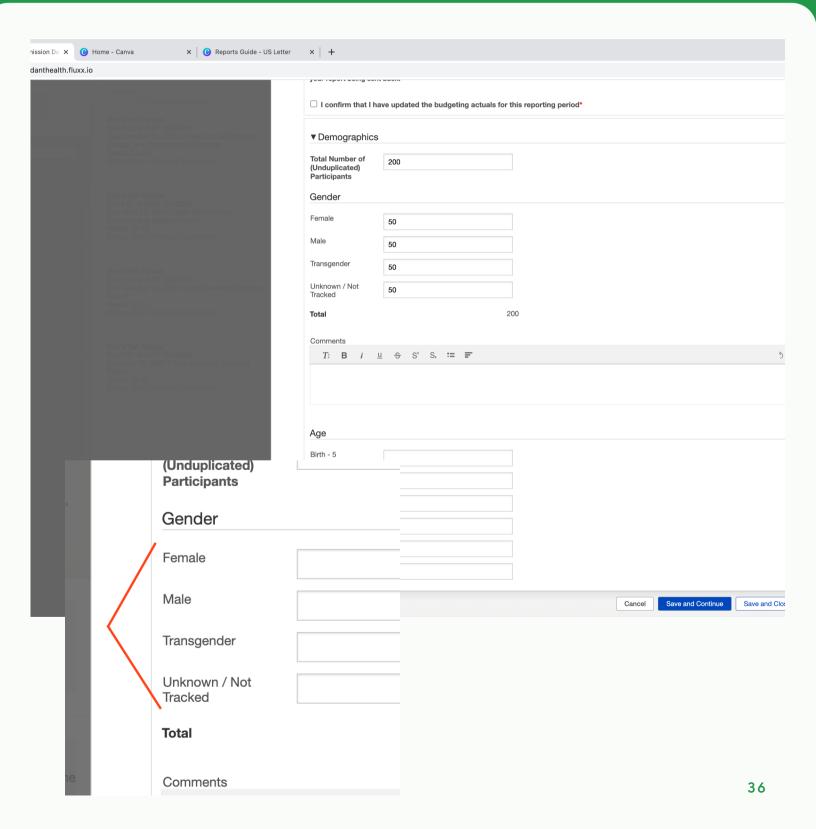
The first section of the demographics report is "Gender".



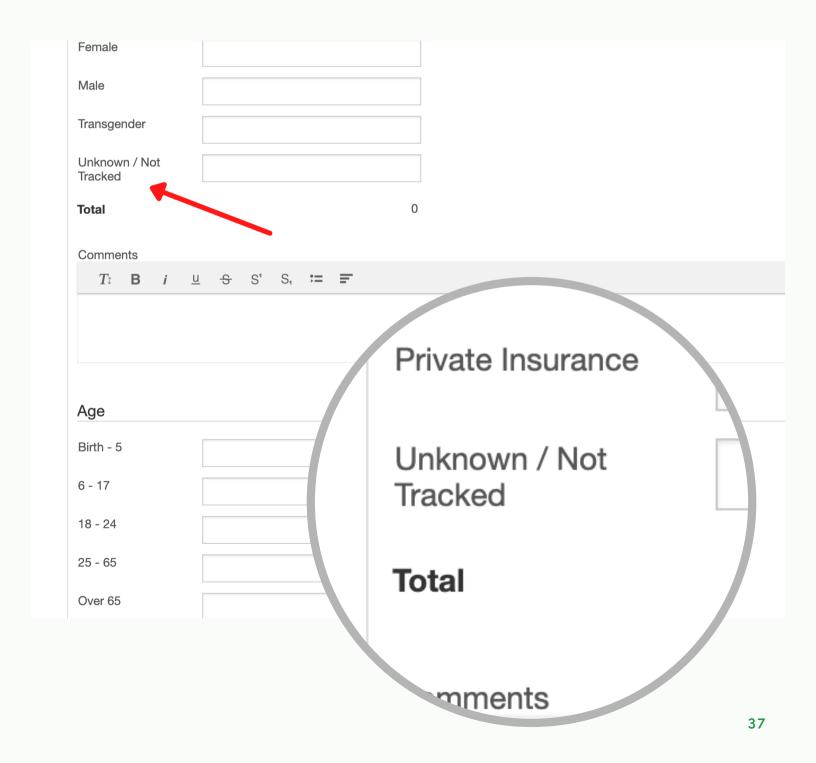
Input the number of female participants in the text box.



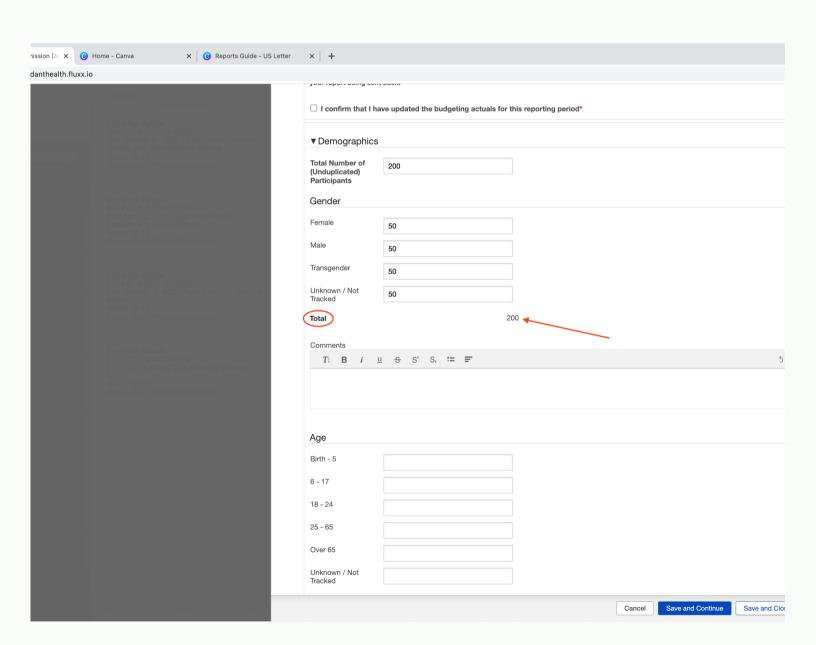
Repeat for each gender listed.



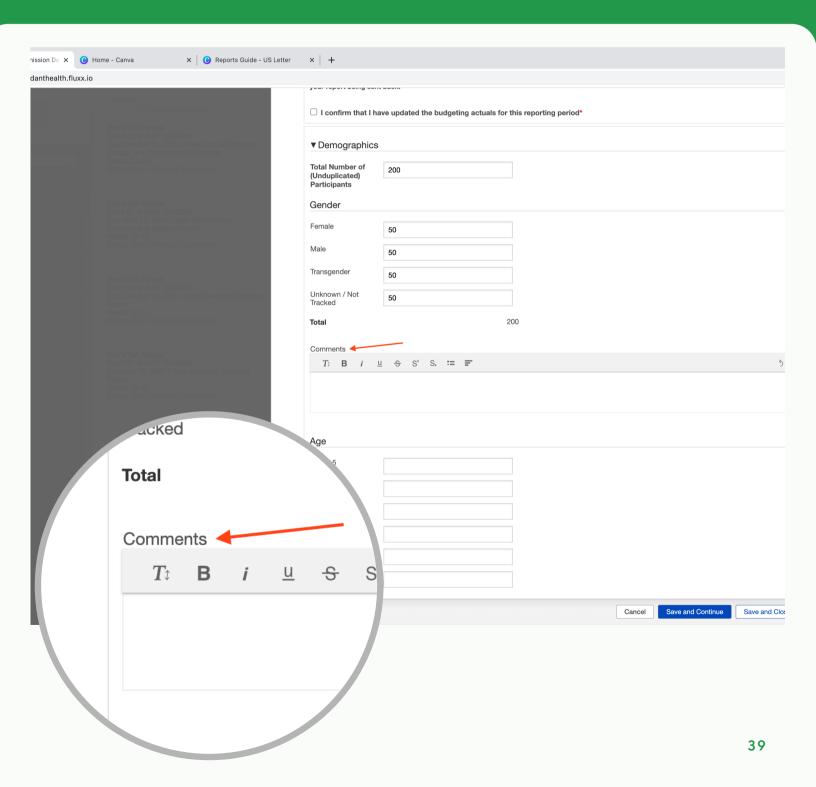
if your organization does not track one of the demographic metrics and doing so would create a barrier to clients accessing your services, please utilize the "unknown/not tracked" option.



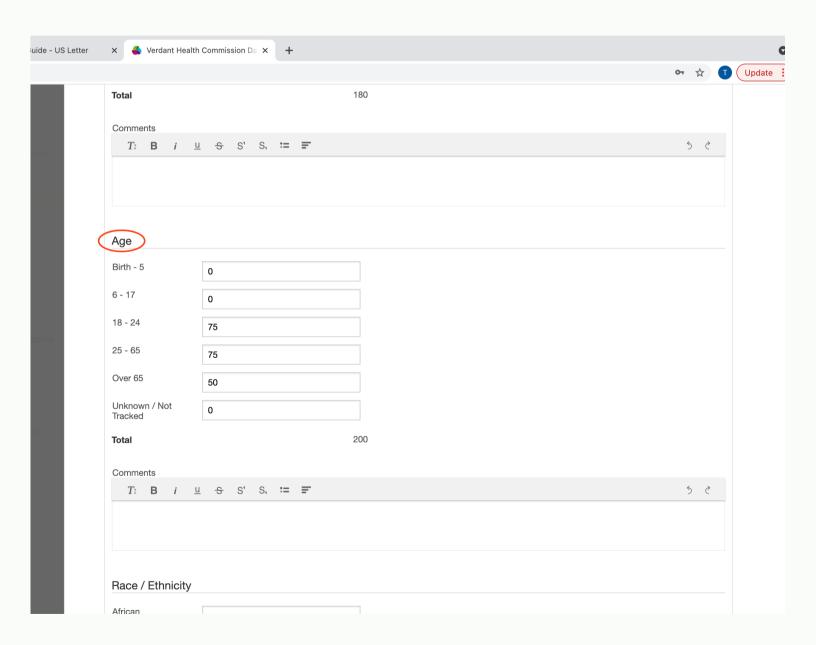
The total number of participants will appear to the right of "Total".



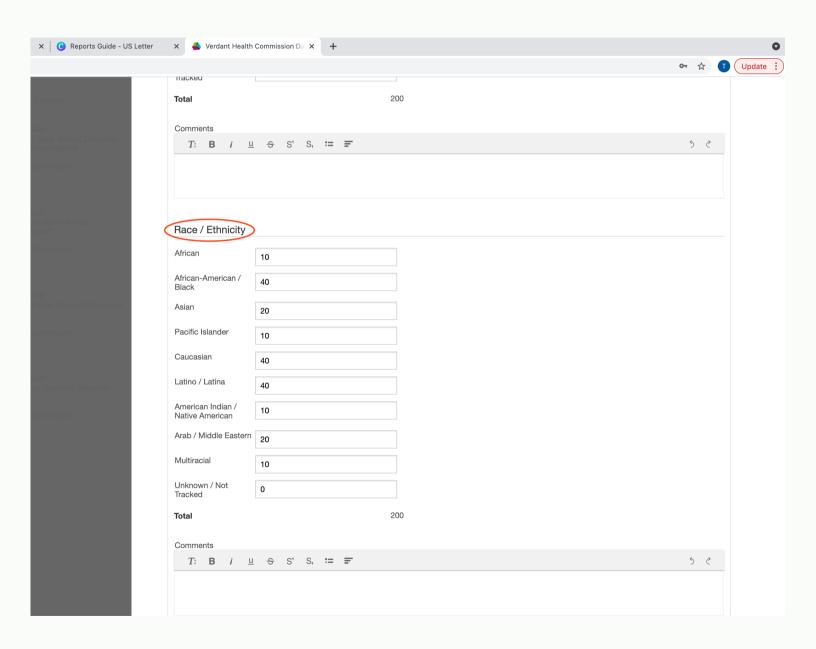
At the bottom of each section in the demographics report is an Optional Comments section. This section is not required but may be used to provide further information.



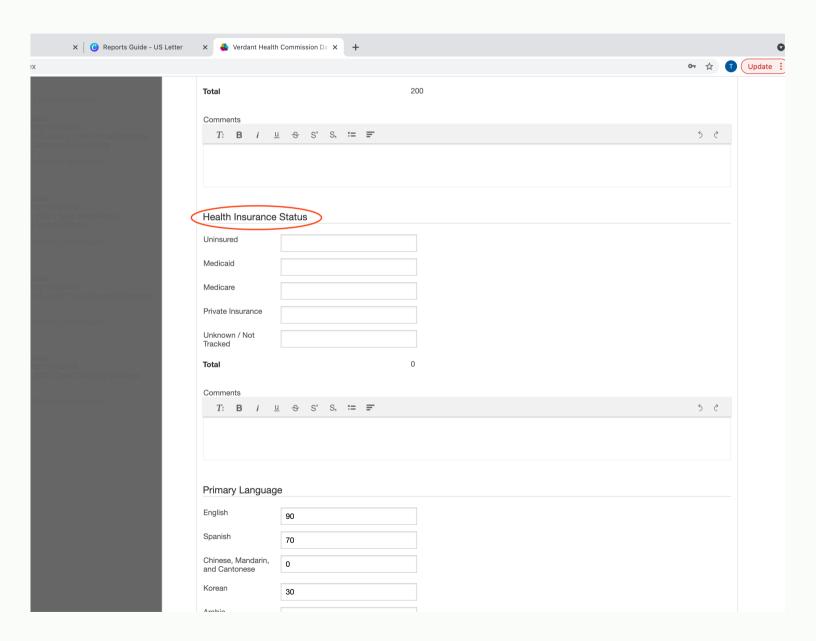
Repeat for the Age section.



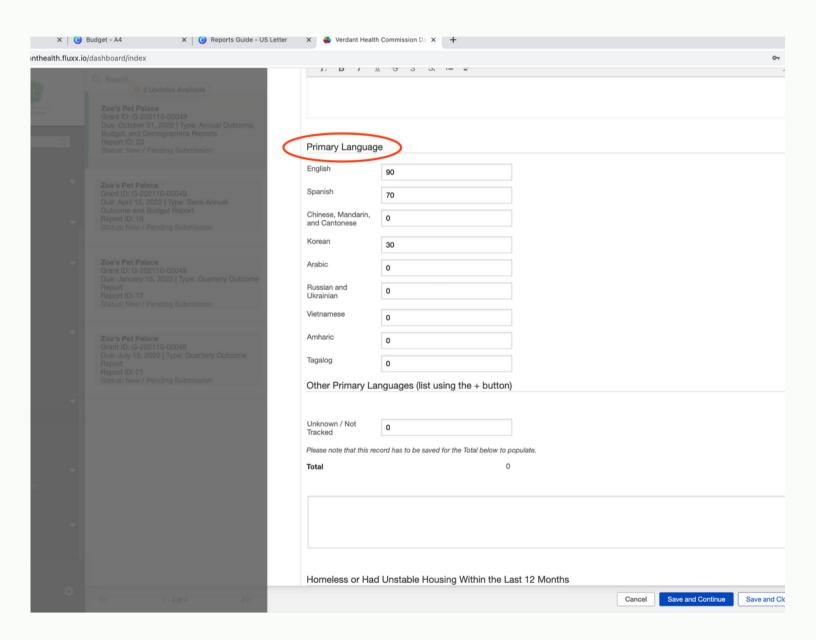
Next, repeat for the Race/ Ethnicity section.



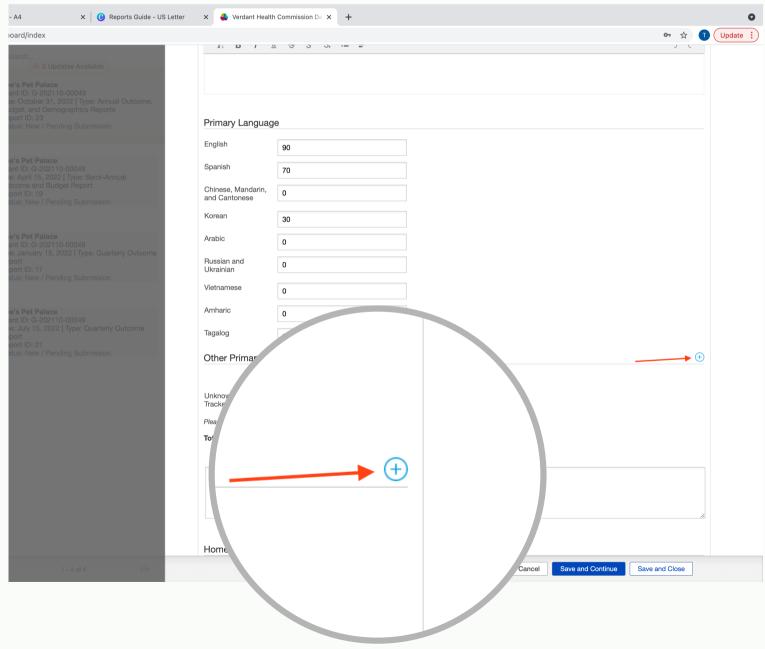
Then, repeat for the Health Insurance Status section.



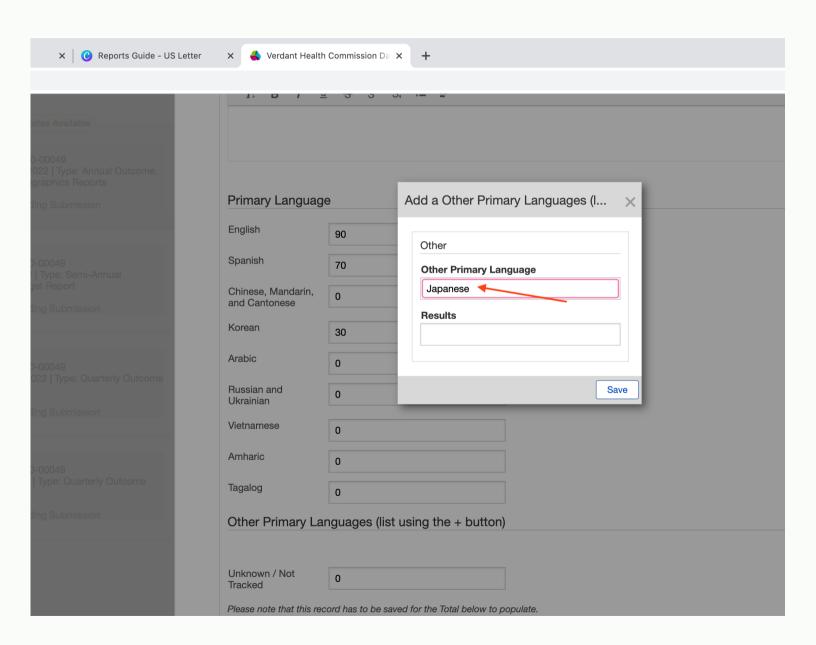
Repeat the same for the "Primary Language" section.



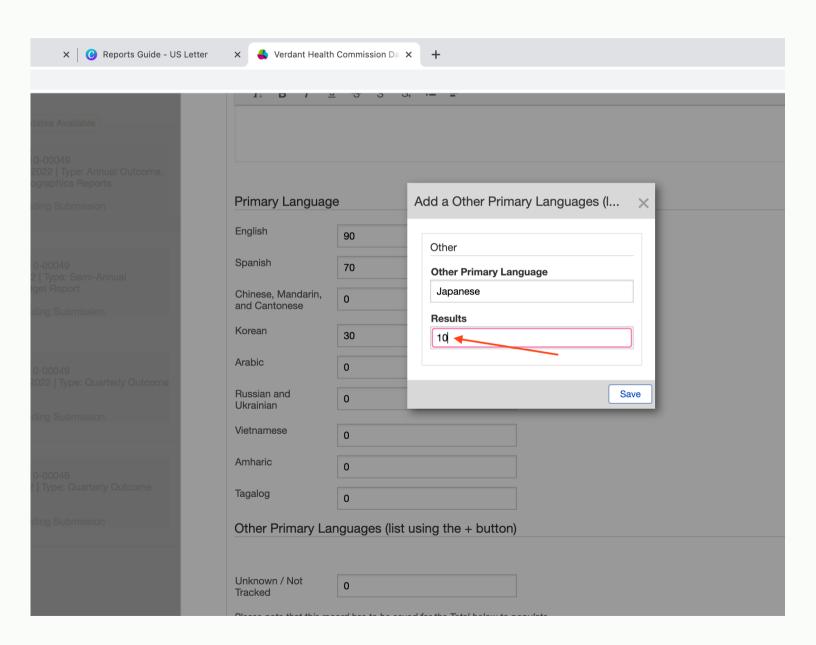
If a language is not listed, click on the blue "+" icon next to "Other Primary Languages" to add it. You may add as many additional languages as needed.



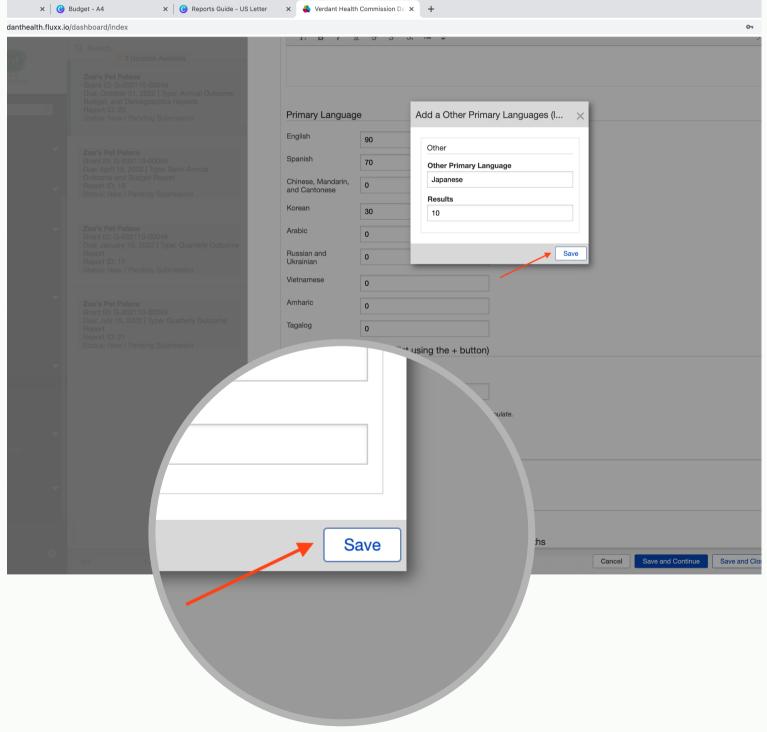
Enter the recorded unlisted language in the textbox.



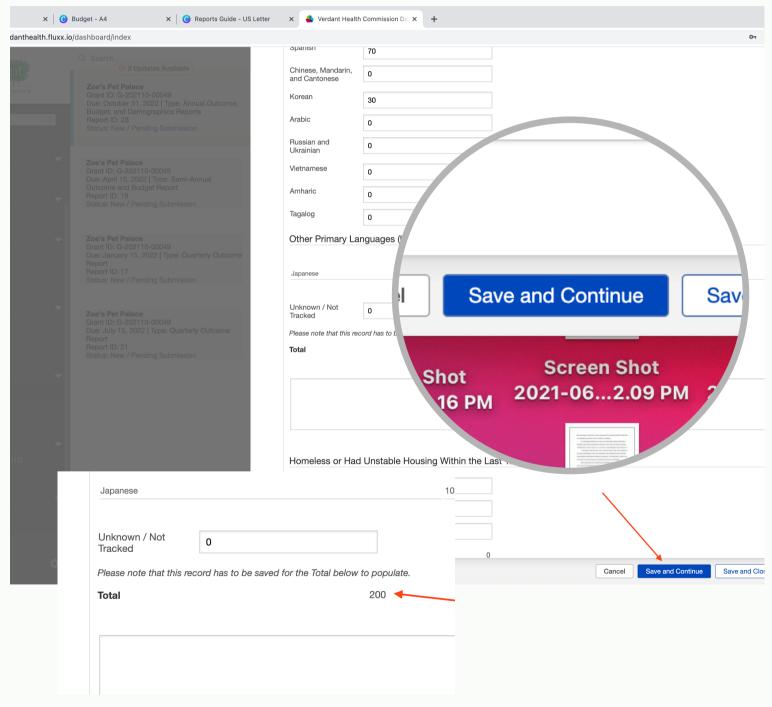
Then enter the number of recorded individuals who speak the language entered in the "Results" text box.



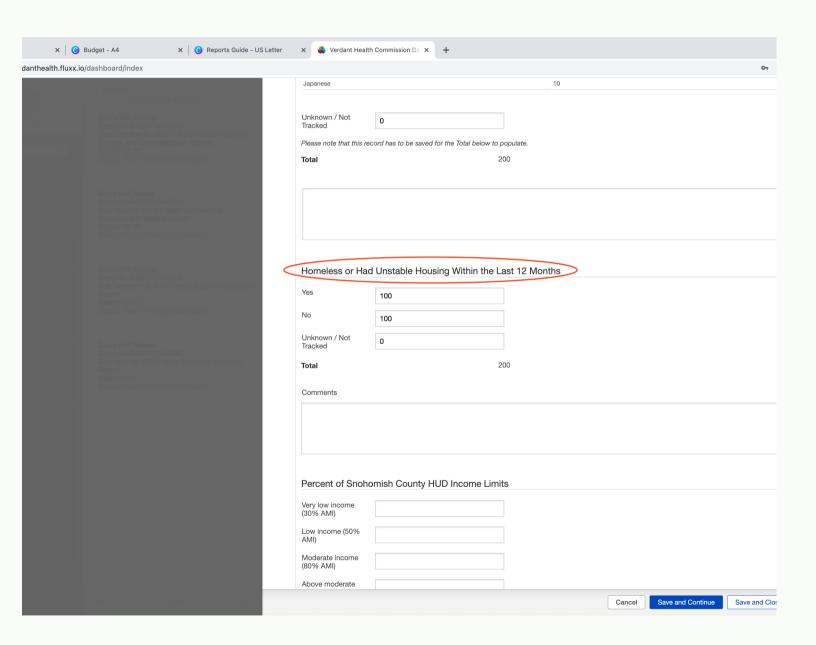
Hit "Save".



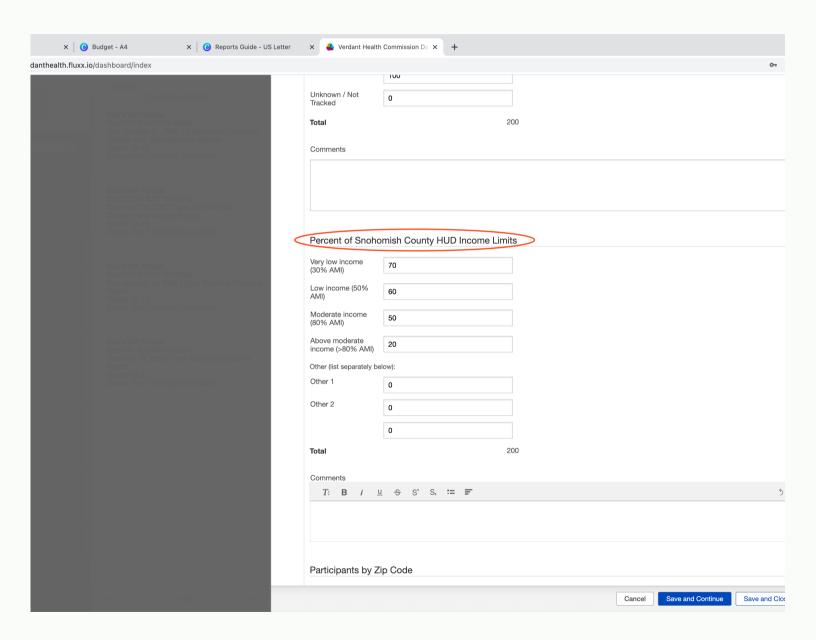
Hit "Save and Continue" to generate a section total for "Primary Language".



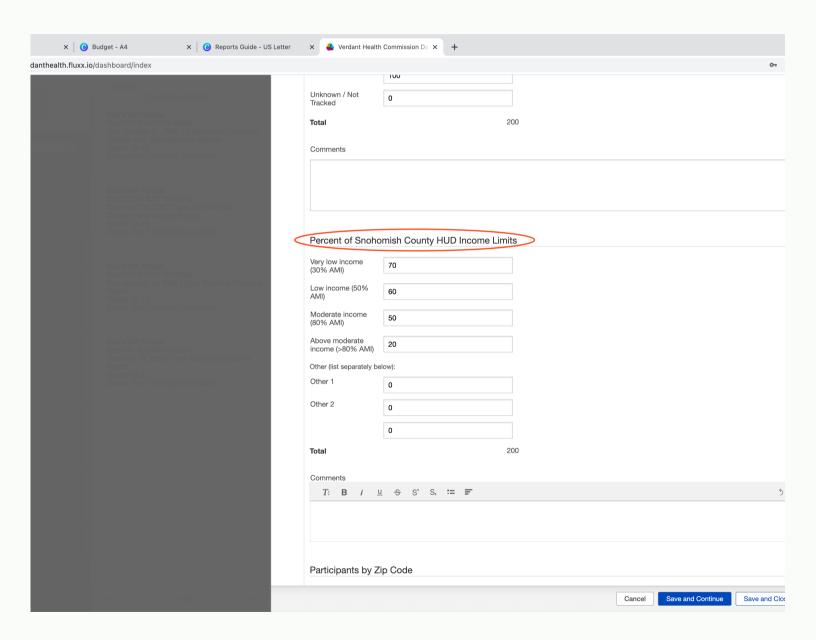
Fill out the "Homeless or Had Unstable Housing Within the Last 12 Months" section as you did the other sections.



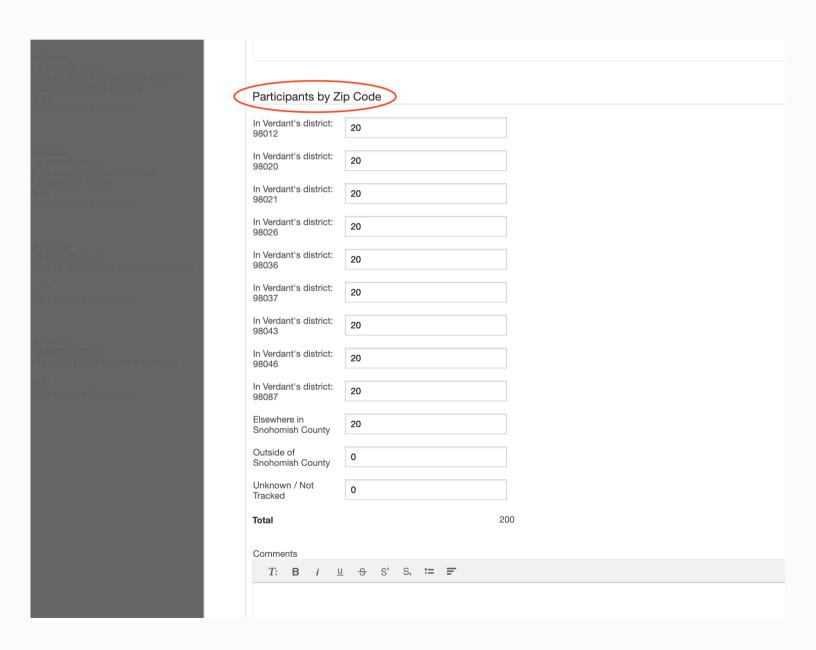
Do the same for the "Percent of Snohomish Country HUD Income Limits" section.



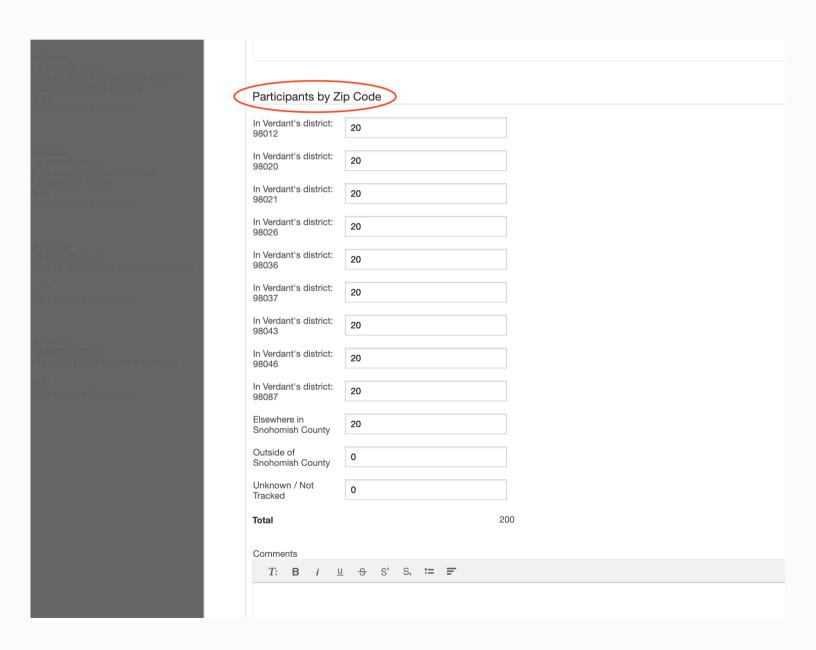
Do the same for the "Percent of Snohomish Country HUD Income Limits" section.



Lastly, do the same for the "Participants by Zip Code" section.

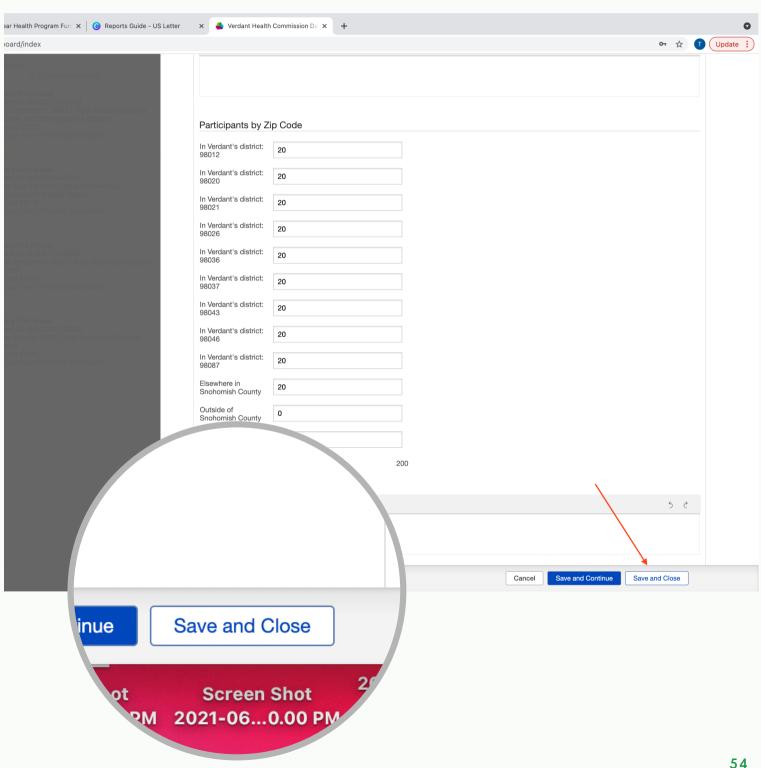


Lastly, do the same for the "Participants by Zip Code" section.



Submitting:

When you are finished with your report hit "Save and Close".



Review your that the information in your report is accurate. Then, hit "Submit" to submit your report.

