Section 6 – Managing Youth - Adding, Editing, and Reporting

Managing Youth - Adding, Editing, and Reporting

The Youth Section is used to add, edit and view Youth Group related information. Managing youth groups is only possible as a Region level user.

It is essential that all information gathered, from participants and paraprofessionals, is entered accurately. As this is the information that generates the reports for submission to the Institute and the Federal levels, the data entry person is key to an accurate, comprehensive, and quality report.

Managing Youth Groups

Youth group information (aggregated totals for each youth group) is entered for both demographic and program data. However, beginning with program year FY2013 (10/01/2012 – 09/30/2013), individual pre-post survey information is being captured for youth education. See **EFNEP Evaluation - Youth Program** for more information.

Adding New Youth Groups

1. Log into the appropriate *WebNEERS* system (EFNEP or SNAP-Ed)

Remember EFNEP and SNAP-Ed data are entered on different sites.
*The https address for **EFNEP** is:*
https://www.webneers.net
*The https address for **SNAP-Ed** is:*
https://snap.webneers.net

2. Select **Manage Youth Groups** from the *WebNEERS Home page*
3. Select **Add Youth Group**
4. Select a **Staff Member** from the list of available staff

*Remember staff must be entered before adults or youth groups can be entered. If the staff member is not listed, select **Cancel** and return to the **WebNEERS Home page**; enter the desired staff member as a new staff member. See Section **4: Manage Staff** for instructions on adding Staff*

Type the first letter of the staff person's last name in the Staff drop-down to quickly locate the record of interest.

5. Assign a **Custom ID** or leave it blank for an ID to be generated by WebNEERS at creation

Note: *IDs are shared across all regions so numbers may appear to be missing as new youth groups are added to the system.*

6. Select **Youth Group Default** from the list of available defaults or skip to step 7

Note: *Defaults need to be established before this step can be used. If defaults are not established, but you want to use them, see Section 3 Setup: Customizing WebNEERS to Meet Local Needs for more information on this topic.*

Note: *If a staff member is selected from the Add Staff screen, it will automatically override the staff member selected in the adult default. If the default already indicates an assigned staff member, it is advised that the user not select a staff member (step 4 above) to avoid possible confusion or incorrect data.*

7. Select **Next** to continue creating this youth group, select **Cancel** to exit without saving

Contact Information Tab

1. Enter the official name of the Youth Group in the Name field at the top of the form.

Note: *This will be used on all Youth Group reports.*

2. Enter the **Mailing Name, Address, City, State and Zip** for the group

Note: *The Mailing Name field is the name that will be used on the mailing labels.*

Note: *EFNEP users can capture information about the county FIPS code, Congressional District, CBSA (core based statistical area), Latitude and Longitude. These fields are not directly editable by the user. These fields can be populated automatically by: a) verifying the address after saving the form or b) using the batch address verification system. See Verifying Addresses in this section for more information on this topic.*

3. Enter the **Phone Number** – including area code**, Extension** and **Email address** associated with this youth group
    a. Fields outlined in red are required fields and must be filled in before the record can be saved.

4. Editing a **Custom ID**
   a. A Custom ID can be added or changed on the Demographics tab on any staff member at any time.
   b. The system will confirm that the Custom ID is unique (i.e., hasn't been used). If it is unique, the record can be saved and the Custom ID will be updated.
   c. If a Custom ID is the same as a previously assigned System ID, then WebNEERS will add a "_1" to the end so it does not appear to be a duplicate.

5. <u>Do not</u> *Save* at this point. The record will not save until the **ENTRY DATA** is added.

Clicking save will save all data entered on all tabs on the form so you do not have to click it every time a tab is completed.

SNAP-Ed users will not be able to see the Address Verification option on the right of the Contact Info Tab. This option is only available to EFNEP users.

LEADERS Tab

| CONTACT INFORMATION | (LEADERS) | ENTRY & EXIT DATA | DEMOGRAPHICS | YOUTH CHECKLIST |

1. The primary leader should be preselected based upon the user's earlier selection, but it may be changed by selecting a different name from the drop-down
2. Additional Leaders may be selected by checking the box to the left of their name

ENTRY & EXIT DATA Tab

| CONTACT INFORMATION | LEADERS | (ENTRY & EXIT DATA) | DEMOGRAPHICS | YOUTH CHECKLIST |

1. Enter the **Start Date**
   - i.   Type manually - MM/DD/YYYY format or
   - ii. Select the Calendar Icon (📅) and choose the correct date
2. The **Program** default is based on the system you are logged into - e.g., EFNEP in the EFNEP version of WebNEERS; SNAP-Ed in the SNAP-Ed version. If the default is incorrect, select the appropriate Program for this youth group
   - A | EFNEP
   - B | SNAP-Ed
   - C | Other
3. Indicate the appropriate **Delivery Mode** for the program (see chart for definitions).

Tip: Type the letter associated with the **Delivery Mode** in the drop-down to quickly locate the record of interest.

Note: *4-H Youth are any youth taking part in programs provided as a result of action by extension personnel (professional, paraprofessional, and volunteer). This includes youth participating in programs conducted through 1862, 1890, and 1994 land-grant universities, EFNEP, urban gardening, and other programs that may not actually use the 4-H name and emblem with participants.*

Delivery Modes and Definitions

Youth Delivery Mode	Definition
E - 4-H Club Membership	A club is an organized group of youth, led by an adult, with a planned program that is carried on throughout all or most of the year. Clubs may meet in any location and typically have elected officers and a set of rules approved by the membership to govern the club, or for very young groups, other developmentally appropriate structures and operating processes. This may include organized community clubs, during- or after-school clubs, or military clubs.
F – 4-H Special Interest/Short Term Programs	Groups of youth meeting for a specific learning experience that involves direct teaching by extension staff or trained volunteers, including teachers. Program is not part of school curriculum. Multiple-day meetings, for example on college campuses, should be reported as short-term programs.
I – 4-H Camping programs	Youth taking part in an Extension-planned educational experience of group living in the out-of-doors. Day camping consists of multiple-day programs, with youth returning home each evening. Overnight camping includes being away from home at least one night (resident, primitive, or travel camping).
J – School Enrichment Programs	Groups of youth receiving a sequence of learning experiences in cooperation with school officials during school hours to support the school curriculum. Involves direct teaching by extension staff or trained volunteers, including teachers.
L – After School Programs	After-School educational programs offered to youth outside of school hours, usually in a school or other community center. The after-school program must be supported by Extension by training the after-school staff, infusing elements such as conducting needs assessments, evaluations, and/or resource development. The primary purpose of the program is to provide care, developmental and educational experiences for children and youth while parents are working or unavailable.
M – Instructional TV/Video/Web Program	Youth offered learning experiences through Extension via broadcast or closed circuit television, including satellite transmission, or videotape replays of such series. May also include instruction delivered by internet.

4. Select **Subgroups**

Note: *At least one Federal Subgroup (F) must be selected. The EFNEP Federal Subgroup will automatically be selected as the default in the EFNEP system;*

SNAP-Ed: *The SNAP-Ed Federal Subgroup will automatically be selected as the default in the SNAP-Ed system.*

Note: *You can select as many subgroups as appropriate for the group. You can also change or add additional subgroups, as needed. There are three potential categories Federal (F), Institute (I), and Region (R). See **Section 3: Setup: Customizing WebNEERS to Meet Local Needs** for more information on this topic.*

Tip: If tabbing through the data entry fields, the space bar can be used to select/deselect checkboxes

5. Enter the **End Date**
    i.   Type manually - MM/DD/YYYY format or
    ii. Select the Calendar Icon (📅) and choose the correct date

Note: *If entering youth group at start, you may skip to the Demographics Tab and complete the exit information later. See **Viewing and Editing Existing Youth Groups** to add this information later.*

6. Enter the **Number of Lessons** the youth group completed
7. Enter the **Number of Sessions** the youth group completed. This will be how many times the educator met with the youth group.
8. Enter the total **Number of Hours** - i.e., the total number of contact hours spent providing direct education to the youth group

Note: *Do not include the hours spent entering forms into WebNEERS, shopping for supplies, setting up the room, etc.*
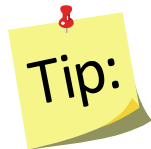
9. Enter the total **Number of Graduates**

Youth Graduates are defined by the institution. Criteria used to determine graduates will vary among institutions. For EFNEP, It should include completion of pre- and post- checklists, but may also include number of lessons attended or other requirements.

Note:

DEMOGRAPHICS Tab

Tip: The totals for each category on the Demographics tab (except Youth in Other 4-H) must be equal or you will receive an error message and you will not be able to save the information until the error is corrected.

1. Enter the **Number of Youth also in 4-H**

Note: *This should be the number of youth who participate in traditional 4-H*

2. Enter the number of **Youth By Gender**
3. Enter the number of **Youth By Residence**
4. Enter the number of **Youth By Grade**

Note: *When entering youth by grade, the "Special" category should be used for participants in a special educational program due to mental or physical handicaps. Participants who are not in a grade due to participating in an alternative educational system or having dropped out of school should be marked as the grade that corresponds to their age.*

5. Indicate the **Total Youth By Race/Ethnicity**

Note: *When entering Youth by Race/Ethnicity, the following race codes are used:*
- *AI or AN: American Indian or Alaska Native*
- *NH or OPI: Native Hawaiian or Other Pacific Islander*

6. Click on the **Race Subcategories** button and enter the number of participants for each race subcategory, if necessary

Note: *Collecting additional information on Race/Ethnic Subcategories is optional. Race/Ethnic Subcategories are not required at the Federal level, nor is this information transmitted to the Federal level.*

7. Select **Save** at the bottom of the screen

Note: *The entry of the individual youth pre- and post-education survey information cannot occur until the record is saved.*

Note: *If the user selects **Save** a second time, the youth group will close and the user will be redirected to the Manage Youth Groups screen.*

Tip: If pre- and post-education data are available and you want to enter them at the time the youth group is added to WebNEERS, select **Save** once and continue to follow the steps below. Otherwise, select **Save** twice to exit the youth group for later editing/addition of checklist data.

Demographics Tab - Screenshot

New Youth Group

⊕ Remarks

CONTACT INFORMATION | LEADERS | ENTRY & EXIT DATA | DEMOGRAPHICS | YOUTH CHECKLIST

Number of Youth in 4-H

Youth By Gender

Female	0
Male	0
Total	0

Youth By Residence

Farm	0
< 10,000 & Rural	0
10,000-50,000	0
Suburbs > 50,000	0
City > 50,000	0
Total By Residence	0

Youth By Grade

Pre-K	0
K	0
1st Grade	0
2nd Grade	0
3rd Grade	0
4th Grade	0
5th Grade	0
6th Grade	0
7th Grade	0
8th Grade	0
9th Grade	0
10th Grade	0
11th Grade	0
12th Grade	0
Special	0
Total by Grade	0

Total Youth By Race / Ethnicity

		Not Hispanic / Latino	Hispanic or Latino	Not Provided	Total By Race
Only One Race	AI or AN	0	0	0	0
	Asian	0	0	0	0
	Black	0	0	0	0
	NH or OPI	0	0	0	0
	White	0	0	0	0
	Not given	0	0	0	0
Multiple Races	AI or AN and White	0	0	0	0
	Asian and White	0	0	0	0
	Black and White	0	0	0	0
	AI or AN and Black	0	0	0	0
	All Others	0	0	0	0
	Total by Ethnicity	0	0	0	0

⊞ Race Subcategories

Total Youth with Subraces

0

YOUTH CHECKLIST Tab

When adding a checklist for youth within a youth group, there are two methods for accomplishing the task. The first is to add the checklists at the time the group is added to *WebNEERS*, the second is to add the information at a later time. Detailed below are the instructions for completing the task as part of the initial entry. Details on adding the checklist after the group has been saved can be found under **Adding Checklists** in the **Manage Checklists** section.
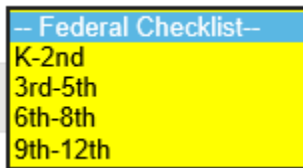
| CONTACT INFORMATION | LEADERS | ENTRY & EXIT DATA | DEMOGRAPHICS | YOUTH CHECKLIST |

1. Select the appropriate Federal Checklist (age appropriate) from the **-- Federal Checklist --** dropdown

```
-- Federal Checklist--
K-2nd
3rd-5th
6th-8th
9th-12th
```

Note: *This step must be completed before clicking on the Add Checklist button.*

2. Select the appropriate **Institute** Checklist, from the **-- Institute Checklist --** drop-down, if required

3. Select **Add Checklist**
   a. Enter **Youth Identifier**

Note: *The youth identifier must be unique inside of this youth group and can be either numeric or text based. Youth identifiers can be repeated in different youth groups and across regions; they only need to be unique within each youth group.*

   b. Enter the **Checklist Entry Date**
      i. Type manually - MM/DD/YYYY format or
      ii. Select the Calendar Icon (📅) and choose the correct date
   c. Enter the **Checklist Exit Date**
      i. Type manually - MM/DD/YYYY format or
      ii. Select the Calendar Icon (📅) and choose the correct date

Note: *If the start and end dates are entered on the Entry & Exit Data Tab, the dates will pre-populate when the checklist is added.*

    d.   Enter the value of the responses to the **Federal Question Set** for entry and exit.

Note: *This can be done by choosing the appropriate field or by entering the number reflecting the corresponding answer in the "Response Column". Review Scoring and Data Entry Instructions for each evaluation grade to ensure correct entry. For example, instructions will indicate when a response should be entered as a 0 and when it should be left blank.*

Note: *The K-2nd Survey must be scored before it is entered. For help, see the Scoring and Data Entry Instructions*

    e.   Enter the value of the responses to the **Additional Questions** for entry and for exit, if appropriate.

Note: *Additional checklists, if selected, will appear directly below the federal questions for entry and below the federal questions for exit.*

    f.   Select **Save** at the bottom of the screen and it will bring you back to Youth Checklist Tab or select **Save and Add New** to enter another of the same checklist. Select **Cancel** to exit without saving.

Note: *Repeat the steps beginning with adding a Youth Identifier to enter new checklists for each youth. If there are youth within the same group that completed different sets of checklists you will have to enter them according to the survey groups. This can still be done within the same youth group.*

Note: *The total number of checklists cannot exceed the total number of youth in a group. So, if there are 10 youth in a group, no more than 10 checklists can be added. The top right of the Youth Checklist tab can be used to see how many youth are in the group, how many checklists have been added, and how many are matched.*

Select the CONTACT INFORMATION tab

CONTACT INFORMATION	LEADERS	ENTRY & EXIT DATA	DEMOGRAPHICS	YOUTH CHECKLIST
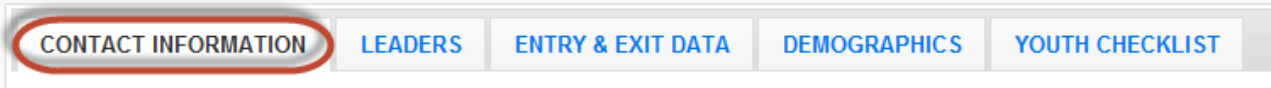
1. Select **Verify Address** (for EFNEP users only, SNAP-Ed users do not have this option)

> **Note:** *If you receive an error message, correct the address, as appropriate. See Address Verification section for additional information.*

2. Select **Save** at the bottom of the screen

> **Note:** *At this point, the complete youth group information has been entered into the system and you will be returned to the Manage Youth Groups table, listing all youth groups.*
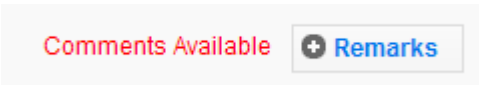
Remarks

The remarks field enables Region level users to add additional comments or information to youth group record. No entry is required in this field.

> **Note:** *Remarks are hidden from normal view. When remarks are entered and saved, a reminder "**Comments Available**" in red text will be displayed to the left of the remarks button.*
>
> Comments Available ⊕ Remarks

Viewing or Editing Existing Youth Groups

At any point after a youth group has been successfully added to **WebNEERS**, the record may need to be reviewed and/or edited. The steps for reviewing/editing a record are defined below.

1. Select **Manage Youth Groups** from the **WebNEERS Home page**
2. Select the **Wrench icon (** 🔧 **)**, under the **Manage** column, to the left of the youth group
3. Edit/modify the appropriate fields for the youth group. Changes can be made on any of the tabs; all required fields are outlined in red.
4. Select **Save** to save the changes to the youth group and return to the Manage youth groups page or select **Cancel** to exit without saving

Note: *If required fields are not appropriately completed, the form will not save and the cursor will return to the first required field that is either empty or contains incorrect data.*

Note: *The user should only click **Save** after making all necessary edits. Clicking save will save data entered on all data entry tabs (Contact Information, Leaders, Entry & Exit Data, and Demographics) so it does not need to be clicked more than once. It will also return the user to the Manage Youth Groups screen.*

5. Watch for a notification message after saving in the upper right-hand corner, indicating either the save was successful or unsuccessful

Deleting Existing Youth Groups

Deleting youth should be used rarely and done with caution. Generally only youth groups entered in error are deleted. Example: An EFNEP youth group is entered into the SNAP-Ed system, or vice versa.

1. Select **Manage Youth Groups** from the *WebNEERS Home page*

2. Select the **Delete icon (** **)**, under the **Manage** column, to the left of the youth group

3. Select **Ok**, when prompted "***Are you sure you want to delete?***" to delete the youth group or select **Cancel** to exit without saving and return to the list of youth groups

Note: *After a youth group has been deleted it cannot be restored.*

Manage Checklists

The ability to add checklists for youth is new with *WebNEERS*. Each youth participant completes a pre- and post-education evaluation survey, much like the adult participants, but with a few key differences. The question sets are age appropriate, the youth are not identified by name, and the **Entry** and **Exit Checklists** are accessed and entered at the same time.

The manage checklist function enables the user to add, review/edit, or delete checklist surveys contained within *WebNEERS* without having to access all data entered on the youth group. This is also a way to quickly access and print Youth Group Checklist Summary reports.

Adding Checklists

When adding a checklist for youth within a youth group, there are two methods for accomplishing the task. The first is to add the checklists at the time the group is added to *WebNEERS*, the second is to add the information at a later time. Detailed above are

the instructions for completing the task as part of the initial entry. Detailed below is the process for adding the checklist after the group has been saved and the user has been returned to the **Manage Youth Groups** or *WebNEERS Home page*.

1. Select **Manage Checklists** from the *WebNEERS Home page*

2. Select the **Wrench icon (** 🔧 **)**, under the **Manage** column, to the left of the youth group into which the youth checklist data are to be entered

3. Select the appropriate **Federal** checklist (age appropriate) from the --**Federal Checklist --** drop-down
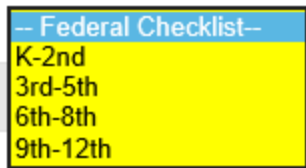
Note: *This step must be completed before clicking on the Add Checklist button.*

4. Select the appropriate **Institute** checklist from the **-- Institute Checklist --** dropdown, if required.
5. Select **Enter Checklist Answers** on the left above the table of checklists.
6. Enter a **Youth Identifier**
7. Enter the **Entry Checklist Date**
   a. Type manually as MM/DD/YYYY or

   b. Select the Calendar Icon (📅) and choose the correct date
8. Enter the **Exit Checklist Date**
   a. Type manually as MM/DD/YYYY or

   b. Select the Calendar Icon (📅) and choose the correct date

Note: *If the start and end dates are entered on the Entry & Exit Data Tab first, the dates will pre-populate when the checklist data is added.*

9. Enter the value of the responses to the **Federal Question Set** for entry and exit.

> *Note:* *This can be done by choosing the appropriate field or by entering the number reflecting the corresponding answer in the "Response Column". Review Scoring and Data Entry Instructions for each evaluation grade to ensure correct entry. For example, instructions will indicate when a response should be entered as a 0 and when it should be left blank.*

> *Note:* *The K-2nd Survey must be scored before it is entered. For help, see the Scoring and Data Entry Instructions.*

10. Enter the value of the responses to the **Additional Questions** for entry and for exit, if appropriate.

11. Select **Save** to save the checklist and return to the manage youth checklist page, **Save and Add New** to enter another checklist or select **Cancel** to exit without saving and return to the manage youth checklist page

12. Repeat the steps 5 through 11 for each additional youth survey.

View/Editing a Checklist

1. Select **Manage Checklist** from the *WebNEERS Home page*

2. Select the **Wrench icon ( )**, under the **Manage** column, to the left of the youth group

3. Select the **Wrench icon ( )**, under the **Manage** column, to the left of the youth checklist to be edited

4. Edit/modify the **Checklist data**, as appropriate

5. Select **Save** to save the checklist and return to the manage youth checklist page or select **Cancel** to exit without saving and return to the manage youth checklist page

Deleting a Checklist

Note: *Deleting a checklist should only be done if the checklist was entered accidentally. After a checklist has been deleted it cannot be restored.*

1. Select **Manage Checklist** from the *WebNEERS Home page*
2. Select the **Wrench icon (** 🔧 **)** under the **Manage** column to the left of the youth group
3. Select the **Delete icon (** ❌ **)** under the **Manage** column to the left of the youth checklist you want to delete
4. Select **Ok**, when prompted "***Are you sure you want to delete***?" to deleting the checklist or select **Cancel** to exit without deleting and to return to the list of checklists

Youth Group Checklist Report

The Youth Group Checklist Report is available at the Region level. It provides a one-page impact report for youth groups as long as there is at least five matched checklists per checklist type (ex. K-2, 3-5, 6-8 or 9-12)

Access from the Manage Checklists Screen:

1. Click on **Manage Checklists** in the *Youth Groups* section
2. Click on the report icon (🖨).

Manage	ID ▾	Staff	Name	# of Youth	# of entry/exit checklists
🔧 🖨	209	Johnson, Nicole | A10	WF Toepke-Peterson10	9	8

SEARCH: SHOW All ▾ ENTRIES

Access from the Manage Youth Groups Screen:

1. Click on **Manage Youth Groups** in the *Youth Groups* section
2. Click on the report icon (🖨).

Additional Question Sets – Institute Level

Additional Question Sets can be created at the Institute level.

To Create:

At the Institute level, select **Manage Youth Checklist Sets** from the *WebNEERS Home page*, under the *Checklists* section.

1. Select **Add Youth Checklist Set**
2. Select **Grade Level** and Okay.
3. Enter a **Question Set Name.** This is the name that will display in the drop-down at the Region level.
4. Enter a **Set ID.** The **Set ID** can be a short name for the question set. It must be a unique value
5. Select the questions you would like to add to the Checklist Set. Questions that are selected will show at the very bottom of the page.

Note: *Youth questions sets are limited to a maximum of 5 questions.*

Note: *Currently there isn't a question bank for youth questions, but WebNEERS has an advanced feature that allows you to create your own question. If you are interested in that option, please refer to the Create Your Own Question instructions.*

6. You may activate the question set for **Regions** now by selecting the appropriate regions listed at the bottom of the page. If you do not activate the question set here, you may activate the question set later by following the details below on how **To Activate for Regions**.
7. If needed, reorder your question set in the Sort Selected Questions section by clicking on the arrows ( ) next to each question and dragging and dropping the question above or below its current position.
8. Select **Create.** *WebNEERS* will return you to the Manage Youth Checklists table.

Note: *All available Question Sets are listed in the table. You may view ( ), edit ( ), or delete ( ) the question sets you created by selecting the corresponding icon next to the question set.*
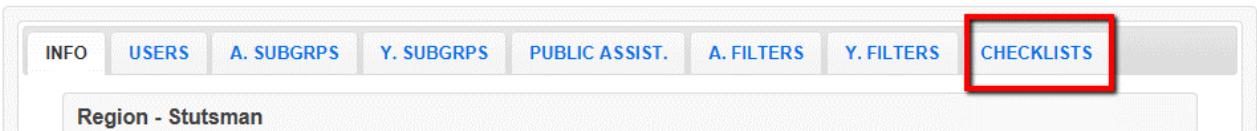
Note: *Once a question set is in use by a region, only the report icon ( ) will display next to the question set. This is to ensure data integrity for the reporting period.*

To Activate Question Sets for Regions:

Checklist Question Sets can be added to new or different regions AFTER creation. At the <u>Institute level</u>, select **Manage Regions** from the *WebNEERS Home page,* under the *Institute Regions* section.

Institute Regions
- ✏ **Manage Regions**
- ✏ **Add Region**
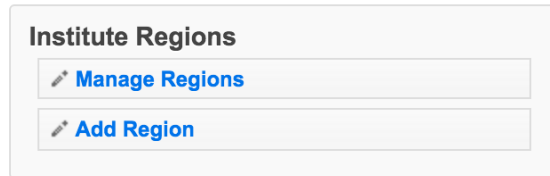
1. Select the **wrench icon** ( ) next to the region you want to add a Question Set to.
2. Select the **Checklists** tab.

INFO	USERS	A. SUBGRPS	Y. SUBGRPS	PUBLIC ASSIST.	A. FILTERS	Y. FILTERS	CHECKLISTS

Region - Stutsman

3. Click the **add icon** ( ) next to the question set(s) you wish to add to that region. You will receive a message asking if you are sure you want to add the question set. Select **OK.**

Note: *To remove the question set(s) from a region, use the ( ) icon.*

4. Repeat steps 1-3 to add a question set to other regions.

Note: *There is no save option on the **Regions** screen, once you click Ok, the change is saved.*

Note: *Question sets will be available to regions after this step. Regions must select the additional question set <u>before</u> creating a new checklist for a youth or they will not be available for entry. Select the appropriate institute checklist from the drop-down menu next to the grade level checklist to add the additional questions. If a youth already has a checklist entered that does not include the additional questions, there is no way to add the additional questions without re-entering the entire checklist.*

+ Add Checklist   9th-12th   -- Institute Checklist--

Address Verification (EFNEP Only)

The address verification option standardizes and corrects address information and provides information on youth groups' county, congressional district, and Core Based Statistical Area (CBSA) - a geographic area defined by the Office of Management and Budget (OMB) based around an urban center of at least 10,000 people and adjacent areas that are socioeconomically tied to the urban center by commuting. These data are used to create filtered reports at the Institute level, and can be used to create Graphic Information Systems (GIS) maps in the future.

Verifying the address is OPTIONAL; if the user chooses not to verify address; it will not prevent the record from saving and moving on with data entry.

*Using the address verification function has no security concerns. The actual data the user enters into the system is not being transferred or stored anywhere. A data string is sent via a secure https: server (not a website) and is 'bounced' against a USPS dataset. This allows **WebNEERS** to instantly verify the address entered, as well as ensure standard and correct addresses are captured.*

Use GD or General Delivery for addresses that are not recognized. This will "force" the system to use only the zip code for verification and help with accuracy of reports by congressional district at the Institute level.

EFNEP users can capture information about the county FIPS code, Congressional District, CBSA (core based statistical area), Latitude and Longitude. These fields are not directly editable by the user. These fields can be populated automatically by: a) verifying the address after saving the form or b) using the batch address verification system. See below.

The Process
The process for verifying addresses for youth groups can occur in two ways.

In a Youth Group Record

1. Select **Verify Address** on the **Contact Information** screen, after the youth group record has been saved. See **Adding Youth Groups** for more information on this topic.
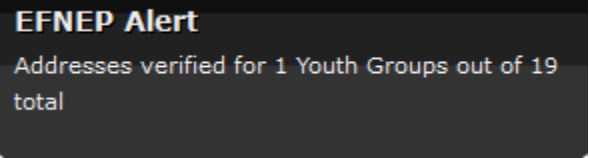
    The Verify Address button is only available after the youth group record is saved.

Address Verification

County | FIPS
| 0

Congressional ID | CBSA
0 | 0

Longitude | Latitude

[Verify Address]

Batch Verification

1. Select **Verify Addresses** from the ***WebNEERS Home page***, under the ***Youth Groups*** section.
2. A popup message will appear in the upper-right hand corner of the screen indicating "***Address Verification In Process***".

At the conclusion of the verification process, which may take several minutes, a second popup message will appear providing a status on the verification process.

EFNEP Alert

Addresses verified for 1 Youth Groups out of 19 total

Note: *If at any time during the process you close the "**Address Verification in Process**" window or select a new tab or link the process will stop. However, the process can be resumed later by completing the step above.*

Youth Group Reports

The youth group reports available through **WebNEERS** range from youth group diagnostic reports, see ***Managing Checklists*** section above, to Region level aggregated data, representing the demographics and output data, through Region/Institute level outcome data from summary reports are generated. The reports are a valuable resource to program managers/nutrition supervisors, as well as frontline staff for use with participants. WebNEERS reports are available as onscreen reports (via WebNEERS or saved as PDFs), printed reports, or as exports that include raw data.

Tip: **Reporting Period** dates are automatically populated and used to pull all available data for the current reporting period into the report. It is only necessary to enter dates to view the data for a specific period of time within the reporting period.

Youth Group Mailing Labels

Youth Group Mailing Labels are available at the <u>Region level</u>. They can be printed and used to send additional materials, lessons or information to current or past youth groups. Addresses should never be shared or distributed to outside sources without prior written consent.

1. Select **Youth Mailing Labels** from the ***WebNEERS Home page***, under the ***Reports*** section
2. Select the **Youth Group Filter** you want to use to generate the labels
3. Select the **Label Type** (Avery 5160 and 5164 are listed)
4. Select the **Print Direction**
   a. <u>Horizontal</u> - Adults are placed on labels first left to right and next top to bottom.
   b. <u>Vertical</u> - By selecting this option, adults will print first top to bottom and then left to right. This is useful when the labels being used are perforated in columns and the user would like to take advantage of them while still maintaining the labels in the correct order.
5. Select **Group Type**
   a. **Group Addresses** – this option creates a report for the addresses of the youth groups
   b. **Group Leaders** – this option creates a report for the staff member whose youth groups are selected in the Youth Group Filter
6. Select the **Sort**
   a. **Zip Code** - sorts by the zip code of the youth group in ascending numeric order
   b. **Name** - Sorts by the last name of the youth group in ascending alphabetic order
   c. Select the output of the report
      i. For PDF: Select **Print PDF**

> Note: *The *.pdf is useful if the user wishes to print the labels directly from a file. If selected a browser window will open and the file will automatically begin to download.*

      ii. For Spreadsheet: Select **Save as Spreadsheet**

> Note: *This option exports a *.csv file which can be opened with most standard database programs, for modification, or with most standard word processing software packages, for mail merges. If selected a browser window will open and the user will be asked to choose a destination for the file to be saved.*

Email List (CSV)

Email Lists are available at the Region level. The email list *.csv option exports a file which can be opened with most standard database, word processing, and spreadsheet programs, for modification and/or inclusion in email programs. This can be used to contact or follow-up with youth groups. Email addresses should never be shared or distributed to outside sources without prior written consent.

1. Select **Youth Group Email List (CSV)** from the *WebNEERS Home page*, under the *Reports* section
2. Select the **Youth Group Filter** you want to use to generate the email list
3. If you want to run the report for specific dates, enter the **Reporting Period Begin Date** and **End Date**
   a. Type manually as MM/DD/YYYY or
   b. Select the Calendar Icon () and choose the correct date

 If no dates are selected, WebNEERS will pull all available data for the current reporting period. It is only necessary to enter dates if a specific subset of the data is needed.

4. Select **Submit** to run the email list or **Cancel** to exit without viewing it

 *This option generates an *.CSV file for the selected staff member. If this option is selected you need to select the **Wrench icon** () next to the name of the staff member you want to run the email list for.*

Group Detail Report

The Group Detail Report is available at the Region level. It provides the youth group data for a specific youth group. It is essentially a PDF version of what was entered.

1. Select **Group Detail Report** from the *WebNEERS Home page*, under the *Reports* section
2. Select the **Print icon** (), under the Options column, to the left of the youth group you want to view.

Group Names by Leader

The Group Names by Leader Report is available at the <u>Region level</u>. It provides the names and IDs of the groups led by each staff person.

1. Select **Group Names by Leader** from the *WebNEERS Home page*, under the *Report* section
2. If you want to run the report for specific dates, enter the **Reporting Period Begin Date** and **End Date**
   a. Type manually as MM/DD/YYYY or
   b. Select the Calendar Icon (📅) and choose the correct date

Note: *If no dates are selected, WebNEERS will pull all available data for the current reporting period. It is only necessary to enter dates if a specific subset of the data is needed.*

3. **Select Staff**
   a. <u>For a single staff person</u>: choose the name of the staff from the list
   b. <u>For all staff</u>: leave the selection –All Staff—

Note: *This selection will provide information on all available staff who have data available for this report.*

4. Select **Submit** to view the report available for the selected staff member(s) or **Cancel** to exit without viewing it
5. To print the report, select the **Print** button at the top of the screen.

Group List

The Group List Report is available at the <u>Region level</u>. It provides a list of the Youth Groups, the group addresses/phone numbers, and the leaders of the groups for a given region.

1. Select **Group List** from the *WebNEERS Home page*, under the *Reports* section
2. Select **Sort By**
   a. **By ID** – Sorts by youth group in ascending order
   b. **By Name** – Sorts by youth group name in ascending order
3. Select **Submit** to review the list or **Cancel** to exit without viewing it
4. To print the report, select the **Print** button at the top of the screen

Group Leader Summary

The Youth Group Leader Summary Report is available at the Region level. It provides a summary of the groups reached by each staff person as well as the total number of groups, youth, lessons, sessions, and hours per staff person.

1. Select **Group Leader Summary** from the **WebNEERS Home page**, under the **Reports** section
2. If you want to run the report for specific dates, enter the **Reporting Period Begin Date** and **End Date**
   a. Type manually as MM/DD/YYYY or
   b. Select the Calendar Icon (📅) and choose the correct date

Note:
If no dates are selected, WebNEERS will pull all available data for the current reporting period. It is only necessary to enter dates if a specific subset of the data is needed.

3. Select the **Staff**
   a. For a single staff person: choose the name of the staff from the list
   b. For all staff: leave the selection –All Staff—
4. Select **Submit** to review the summary or **Cancel** to exit without viewing it
5. To print the report, select the **Print** button at the top of the screen.

Youth Checklist Review

The Youth Checklist Review Report is available at the Region level. It allows a user to quickly compare entry and exit values for questions (core or additional) as well as to see if entry or exit data is missing for youth group members.

1. Select **Youth Checklist Review** from the **WebNEERS Home page**, under the **Reports** section
2. Enter the **Youth Selection**
   a. **Entire Unit** – generate the report for the entire unit
   b. **Staff** – generate the report for each staff member
3. Enter the **Questions Selection**
   a. **Core Questions** - This will report only on the federal checklists for each youth group
   b. **Additional Questions** - This will report only on the additional checklists selected for each youth group
6. **Privacy** - Check this box to leave out the youth identifiers in this report

7. Select **Submit** to review the report or **Cancel** to exit without viewing it

Note: *If Youth Selection was **Entire Unit**, the user will be directed to the checklist review report.*

Note: *If Youth Selection was **Staff,** the user will need to select the Magnifying Glass (Preview) icon to the left of the staff member on whom they want to view the report.*

8. To print the report, select the **Print** button, at the top of the screen

Youth Summary

The Youth Summary Report is available at the Region and the Institute levels. It provides the aggregated demographic data on all youth groups.

Region Level

1. Select **Youth Summary** from the *WebNEERS Home page*, under the *Reports* section
2. Select the **Youth Group Filter** you want to use to generate the report
3. If you want to run the report for specific dates, enter the **Reporting Period Begin Date** and **End Date**
   a. Type manually as MM/DD/YYYY or
   b. select the Calendar Icon (📅) and choose the correct date

Note: *If no dates are selected, WebNEERS will pull all available data for the current reporting period. It is only necessary to enter dates if a specific subset of the data is needed.*

4. Select **Submit** to view the report or **Cancel** to exit without viewing it
5. To print the report, select the **Print** button, at the top of the screen.

Institute Level

1. Select **Youth Summary** from the *WebNEERS Home page*, under the *Summary Reports* section
2. Select the **Filter** on which the report should be generated
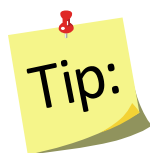3. Select the **Region(s)** to be included in the report. To view all regions together, select "*Select All*"

Note: *A region selection is required.*

4. If desired, select the **Congressional Districts, Core Based Statistical Areas (CBSA)** and/or **Counties** to be included

Note: *Congressional Districts, CBSAs and Counties are only available if addresses of the youth groups were verified by the Region level users. If you wish to include all data (including those records without a valid or a verified address) leave this section blank or select the 'All Congressional Districts', 'All CBSAs' and/or 'All Counties.' Otherwise, use the checkboxes to select the specific information you want to include in your report under each of these sections. Please note, the County is based on the address entered in WebNEERS. This may be different than the 'region' you setup. They may not be mutually exclusive.*

Tip: Selecting Congressional Districts, CBSAs and Counties along with regions affects report results. They form "AND" statements - must be in X AND Y to show up in the report. So, for example, If you select a County and a Congressional District along with your regions, adults will only show up in the report if their addresses are verified, they are in one of the regions selected, AND they are in the Congressional District AND the CBSA.

5. If you want to run the report for specific dates, enter the **Reporting Period Begin Date** and **End Date**
   a. Type manually as MM/DD/YYYY or
   b. select the Calendar Icon (📅) and choose the correct date

Note: *If no dates are selected, WebNEERS will pull all available data for the current reporting period. It is only necessary to enter dates if a specific subset of the data is needed.*

6. Select **Submit** to view the report or **Cancel** to exit without viewing it
7. To print the report, select the **Print** button at the top of the screen.

Youth Checklist Summary

The Youth Checklist Summary Report is available at the Region and the Institute levels. It provides the aggregated data from the youth checklists.

Region Level

1. Select **Youth Checklist Summary** from the *WebNEERS Home page*, under the *Reports* section
2. Select the **Youth Filter** you want to use to generate the report

3. If you want to run the report for specific dates, enter the **Reporting Period Begin Date** and **End Date**
   a. Type manually as MM/DD/YYYY or
   b. select the **Calendar Icon** (📅) and choose the correct date

   Note: *If no dates are selected, WebNEERS will pull all available data for the current reporting period. It is only necessary to enter dates if a specific subset of the data is needed.*

4. Select **Submit** to view the report or **Cancel** to exit without viewing it
5. To print the report, select the **Print** button, at the top of the screen.

Institute Level

1. Select **Youth Checklist Summary** from the *WebNEERS Home page*, under the *Summary Reports* section
2. Select the **Filter** on which the report should be generated
3. Select the **Region(s)** to be included in the report. To view all reports together, select "**Select All**"

   Note: *A region selection is required.*

4. If desired, select the **Congressional Districts, Core Based Statistical Areas (CBSA)** and/or **Counties** to be included

   Note: *Congressional Districts, CBSAs and Counties are only available if addresses of the youth groups were verified by the <u>Region level</u> users. If you wish to include all data (including those records without a valid or a verified address) leave this section blank or select the 'All Congressional Districts', 'All CBSAs' and/or 'All Counties.' Otherwise, use the checkboxes to select the specific information you want to include in your report under each of these sections. Please note, the County is based on the address entered in WebNEERS. This may be different than the 'region' you setup. They may not be mutually exclusive.*

   Tip: Selecting Congressional Districts, CBSAs and Counties along with regions affects report results. They form "AND" statements - must be in X AND Y to show up in the report. So, for example, If you select a County and a Congressional District along with your regions, adults will only show up in the report if their addresses are verified, they are in one of the regions selected, AND they are in the Congressional District AND the CBSA.

5. If you want to run the report for specific dates, enter the **Reporting Period Begin Date** and **End Date**
   a. Type manually as MM/DD/YYYY or
   b. select the Calendar Icon ( ) and choose the correct date

Note: *If no dates are selected, WebNEERS will pull all available data for the current reporting period. It is only necessary to enter dates if a specific subset of the data is needed.*

6. Select **Submit** to view the report or **Cancel** to exit without viewing it
7. To print the report, select the **Print** button at the top of the screen.

Subgroups List

The Subgroup List is available at the <u>Region</u> and <u>Institute levels</u>. It can be used to view the list of Federal, Institute and Region Youth subgroups available to that user.

Note: *<u>Region level</u> subgroups can only be viewed by <u>Region level</u> users*

Region Level

1. Select **Subgroup List** from the *WebNEERS Home page*, under the *Reports* section
2. Review the list on the screen or print by selecting the **PDF** button at the top of the screen

Institute Level

1. Select **Youth Subgroup List** from the *WebNEERS Home page*, under the *Setup - Reports* section
2. Review the list on the screen or print by selecting the **PDF** button at the top of the screen

Filter List

The Filter List is available at the <u>Region</u> and <u>Institute levels</u>. It can be used to view the list of Federal, Institute and Region Youth filters available to that user.

Region level filters can only be viewed by <u>Region level</u> users

Region Level

1. Select **Filter List** from the ***WebNEERS Home page***, under the ***Reports*** section
2. Review the list on the screen or print by selecting the **PDF** button at the top of the screen

Institute Level

1. Select **Youth Filter List** from the ***WebNEERS Home page***, under the ***Setup - Reports*** section
2. Review the list on the screen or print by selecting the **PDF** button at the top of the screen

Browse Youth Data

Browse Youth Summary – Institute Level

The Browse Youth Summary screen provides a snapshot of the number of youth in WebNEERS that fit within each of the <u>Federal</u> and <u>Institute level</u> filters, by region. This is a quick way to see in real time if data entry is complete. Use the search box on the top to quickly narrow results by filter or by region.

1. Select **Browse Youth Summary** from the ***WebNEERS Home page***, under the ***Browse*** section
2. The data will be displayed on the screen.

Browse Youth Checklist Summary – Institute Level

The Browse Youth Checklist Summary screen provides a snapshot of the number of youth with entry and exit checklists in WebNEERS that fit within each of the <u>Federal</u> and <u>Institute level</u> filters, by region. This is a quick way to see in real time if data entry is complete. Use the search box on the top to quickly narrow results by filter or by region.

1. Select **Browse Youth Checklist Summary** from the ***WebNEERS Home page***, under the ***Browse*** section
2. The data will be displayed on the screen.