

United Way of Northwest Arkansas ANDAR Community Building Module Web User Manual

UWNWA Contact Information

If you have any problems or questions about the Community Building Module, please contact:

United Way of NWA Community Impact Team

impact@unitedwaynwa.org

479-750-1221

Table of Contents

Log In Information.....	Page 2
Menu.....	Page 3
Packages.....	Page 4
Things to Remember.....	Page 5
Terminology.....	Page 6

Log In Information

Access the Community Building Module

Website: <https://uwna.upicsolutions.org/crm/>

OR

Visit www.unitedwaynwa.org and click on “FOR NONPROFITS” located in the top right corner of the homepage. On the Non-Profit page, click the “Agency Portal” tab, then “Click Here to Login.”

Log In Information

Each individual accessing the Community Building Module needs to have and use their own Username and Password for the Community Building Module.

If you DO NOT have a user name or password to access the Community Building Module, please contact Holly Sparks Hill, hsparks@unitedwaynwa.org, 479-303-4417 or Melody Timinsky, mtiminsky@unitedwaynwa.org. You will be assigned a username and password.

Username:

Password:

Changing Your Password

We recommend that you change your password from the initial password assigned. To change your password:

1. Click “My Profile” from the Main Menu located on the left-hand side
2. Click on the paper/pencil icon located in the “Password” section of your profile
3. Complete the information listed
4. Select “Save”

Menu

Administration Roles

Each funding cycle has an administration role assigned.

- Children Living in Poverty Admin—Contains all of the information related to Children Living in Poverty funding, including First Step Funding
- CB Admin—Contains all of the information for the agencies funded by UWNWA under Education, Income, Health, and Safety Net

If you have access to multiple administration roles, you can switch between roles by utilizing the “Functions” menu located below the Main Menu on the left-hand side.

Children Living in Poverty Admin Menu

- Home Page
- Packages
 - This is where all applications and reporting can be found
- Board Members
 - This is where you will keep an updated list of your current board members
 - Please update list on an annual basis
- Children Living in Poverty
 - Directly links you to UWNWA’s Children Living in Poverty section with statistics, reports, videos, and an interactive free/reduced lunch map
- UWNWA Website
 - Directly links you to UWNWA’s website
- My Profile
- Signoff

CB Admin Menu

- Home Page
- Charting the Course Document
 - Strategic Plan around Education, Health, Income, and Safety Net
- Packages
 - This is where all applications and reporting can be found
- Audit, Financial Review, and 990
 - When your organization obtains a new Audit, Financial Review, and/or 990, upload in this section
- Individual Profile
- UWNWA Website
 - Directly links you to UWNWA’s website

- Report List
 - Run a Logic Model Report and Package reports
 - These reports will only function if the information has been submitted
- Logoff

Packages

Basic Package Information

- All reporting can be found in the “Packages” section
- Click on all hyperlinks (underlined descriptions) to ensure that you complete all necessary portions of the report
- If you submit a section of the report, you will no longer be able to edit that portion of the report. If you need to make changes, you must contact UWNWA staff.
- The system does not verify that all fields have been completed. Therefore, you can submit a section of a report, and it not be complete.

Navigating “Packages”

- Due Date
 - All packages will be automatically locked at midnight of the day the report is due
- Description
 - Click on “Description” to navigate to the package
- Status
 - This is the overall status of the package as a whole, and will either be “Outstanding” or “Complete”

Navigating a Specific Package

- Agency Information vs. Program Information
 - Some information is attributed to the Agency and is located near the top of the page
 - Other information is attributed to the Program and is located near the bottom of the page
- Section
 - Click on each “Section” individually to navigate to that portion of the report
- Status
 - When you complete a specific section of the report and submit it, the status will change to “Complete”
 - All sections must be “Complete” before the package status will change to “Complete”

Things to Remember

When working in the Community Building Module, there are several things to remember. These are important reminders, dos and don'ts, as well as general tips for navigating the website and completing your reporting.

<p>1. Children Living in Poverty Administrative Access</p>	<p>It is important to remember that anyone who has a User ID and Password into the CB module can access and edit the information; hence, each person has access to overwrite any information someone else has completed. We suggestion typing answers into a Word document (like the CLIP LOI Worksheet), and then pasting into the CB module. The last person who saves and submits is the winner!</p>
<p>2. Internet Browser BACK arrow</p>	<p>Do not use your back arrow in your browser window. If you do, Click refresh to the left of your address bar at the top of your screen, then Continue, and this will take you back to the online system. To return to a list of forms without using the back arrow, Click on  at the bottom of the page.</p>
<p>3. Saving your work</p>	<p>You must click  at the bottom of your forms often – with inactivity, your system will time out. This is a setting on your individual computers. Please see your Information Technology Staff to adjust your settings if your system is timing out too quickly.</p>
<p>4. Submitting your work</p>	<p>Click  when you are completely done with the form you are completing. Once you Click Submit, you cannot make any changes to your data. If you accidentally hit Submit, please contact UWNWA to unlock the form for you.</p>
<p>5. Finish</p>	<p>You will know when all of your forms have been completed by seeing the word COMPLETE instead of OUTSTANDING in the Status beside each form in the package details. It is very important to note that incomplete Packages will not be accepted for review. Each of the forms must say COMPLETE for your Package to be entirely complete.</p>

Terminology

<p>1. Activities</p>	<p>The services that a program provides to fulfill its mission. The term “activities” should be interpreted broadly, and can include key processes, projects, services, courses, interventions, or anything else clients “do” in the program. Program activities result in <i>outputs</i>.</p>
<p>2. Outputs</p>	<p>What specific activities will produce or create. They can include descriptions of types, levels, and audiences or targets delivered by a program.</p> <p>Products of a program’s activities such as the number of meals provided, classes taught, brochures distributed, or participants served. Outputs should be described in quantity as well as quality. Output quality is the direct measurement of the quality of program activities, e. g., satisfaction ratings, reduction in errors, and decrease in time on the waiting list. A program’s <i>outputs</i> should produce desired <i>outcomes</i> for the program participants.</p>
<p>3. Outcomes</p>	<p>Changes in participants as a result of the program.</p> <ul style="list-style-type: none"> • Short Term (1-3 Years)—Focus on Learning Changes <ul style="list-style-type: none"> ○ Awareness, Knowledge, Skills, Aspirations, Motivations • Intermediate (4-6 Years)—Focus on Action Changes <ul style="list-style-type: none"> ○ Behaviors, Practices, Decision-Making, Policies • Long Term (7-10 Years)—Focus on Condition Changes <ul style="list-style-type: none"> ○ Social, Economic, Civic, Environmental
<p>4. Indicators</p>	<p>Indicators are the specific items of information that track a program’s success on outcomes. They describe observable, measurable characteristics or changes that represent achievement of an outcome. An indicator states the number and percent of program participants who demonstrate the outcome is an indicator of how well the program is doing with respect to the outcome.</p> <p>It is important to remember that each outcome must have at least one indicator connected to it, and outcomes can have more than more indicator.</p>
<p>5. Target</p>	<p>The numerical objectives for a program’s level of achievement on its outcomes.</p>
<p>6. Units of Service</p>	<p>Activities that define a service to a client. Example: Clinical visit, pounds of food, hour of reading instruction.</p>
<p>7. Basis for Target</p>	<p>Explains why the target number was selected. Is the target based on previous success of the program? Is the target based on a similar program model and its success?</p>
<p>8. Data Source</p>	<p>Where and how are you collecting the data? With what frequency are you collecting the data? Who (staff/volunteers) is collecting the data?</p>
<p>9. Actual, Current, Proposed</p>	<ul style="list-style-type: none"> • Actual information from the previous fiscal year • Current information from the current fiscal year • Proposed information for the next fiscal year
<p>10. Measurements</p>	<ul style="list-style-type: none"> • # Measured—Total number of participants • % Achieved—Will automatically calculate once you add # Achieved

	• # Achieved—Number of participants that meet the indicator
--	---