This guide provides step by step instructions for using the online Scores Reporter. This technology, available to network and program site leaders using the Youth or School-Age PQA as part of quality improvement efforts, has the following features built in:

<table>
<thead>
<tr>
<th>Data Entry</th>
<th>Data Export</th>
</tr>
</thead>
<tbody>
<tr>
<td>✓ Youth PQA Scores</td>
<td>✓ By Program, Organization or Network</td>
</tr>
<tr>
<td>✓ School-Age PQA Scores</td>
<td>✓ PQA Scores</td>
</tr>
<tr>
<td>✓ Form B Scores</td>
<td>✓ Program Improvement Plans</td>
</tr>
<tr>
<td>✓ Custom PQA Scores (e.g., CFPQA)</td>
<td></td>
</tr>
<tr>
<td>✓ Program Improvement Plans</td>
<td></td>
</tr>
</tbody>
</table>

The Scores Reporter has been updated to align to the revised 2012 Youth and School-Age Program Quality Assessment tools. In addition, there are several new features including:

- Ability to toggle between a form with comments or without comments
- Stronger controls on External Assessment data
- Standardized selections for Improvement Plans
- Bulk reporting of site-level reports for Network Leaders

If at any time you are having technical difficulty, or have feedback or comments about usability, please contact Paul LaMacchia at paull@cypq.org.

Please be sure to include the following in your correspondence:
- Your username and password
- A brief description of the issue you are having
- If possible, the series of clicks that brought you to the place you are stuck
- Any suggested changes to features or appearances

Thank you.
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How do I log in?

1. Type www.cypq.org into your browser’s address bar
2. Click >login on the top right corner of the screen
3. Under Scores Reporter, Click Login to the Scores Reporter
4. Enter your site-specific log-in information
5. Click Enter

Should you experience any issues logging into the website (e.g., lost password), please contact your Network lead or Weikart Center staff.
How is the Scores Reporter organized?

All actions originate from this page! Take a moment to review before moving to the next sections on entering and exporting data.

Choose from the menus on the left to enter data, enter improvement plans, run reports, and export data.

Menus expand when you click on them, revealing the actions you can take.

This dashboard provides an overview of all data currently in the system for the Programs you’re affiliated with.

Quick Tip!

To learn how to export this home page audit, see the section called “How do I export data?”
How do I enter Program Self Assessment scores?

Once logged in, you can pick which information to enter by choosing from the options in the menu on the left side of the screen.

1. Click **Program Self Assessment**

2. Click **Youth PQA** (or **School-Age PQA** or **Form B** – the process is the same.)
3. Click on the row containing your Organization or the green plus sign.

4. Click on the row containing the program for which you would like to enter scores or the green plus sign.

Click the x to return to the previous screen.

Display up to 100 programs at once by using this drop down menu.

Clicking the heading sorts the entries by that column.

Use the search feature to find a program by entering the Site Name and clicking enter.

Use these arrows to see additional programs.
5. Once you click on the program, a new window will appear on top of your screen. Fill in all of the requested information and click **Save and Continue**.

6. Choose whether to enter your data with or without the anecdotal evidence you collected.

**Quick Tip!**
If you enter comments, you can print a copy of the completed form. See the section called “How do I view the scores I have entered?”
7. Enter a score for each row in the PQA. Click **Save and Continue** when you have finished.

8. The Scores Reporter will check your data and highlight where you left items marked “X” or where you left an item blank. Any items marked “X” will not be included in the report. Check that your data is marked correctly, make any changes, and then click **Submit** at the bottom of the page.

**Quick Tip!**

Use the **TAB** key on your keyboard to take you to the next drop down.

**Quick Tip!**

If you need to leave the form before it is complete, click **Submit**.

See the section in this guide called, “How do I view the scores I have entered?” to learn how to view, edit, and delete scores.
You should then receive a confirmation screen.

Click the \( \times \) to return to the menus.
How do I view the scores I have entered?

(Also, how do I fix scores entered incorrectly or delete unwanted scores?)

Once your data is entered, you can review it, edit it, or delete it using the Submitted Forms menu.

1. Click **Program Self Assessment**

![Program Self Assessment](image1)

2. Click **Submitted Forms**

![Submitted Forms](image2)
3. Click on the **row** containing the observation for which you would like to view, edit, or delete the scores.

Clicking the heading sorts the entries by that column.

To view School-Age forms or Form B data, click here!

4. In this page, you can view, edit and change your scores. The option to display comments is found further down the page, before where the scores are entered. The options to submit, print, or delete are located at the bottom of this page.

Scroll to the bottom of this page to find the submit, print, or delete buttons.
5. The option to display comments while viewing or printing this page can be adjusted by scrolling down the page to where the scores are entered. There you will find the option to “include comments.”

Quick Tip!

You can toggle between a form with comments and a form without. Any data entered will not be lost!

6. The form that appears looks the same as when you are reviewing scores after entering them for the first time. Review the data in the form, make any changes and click **Submit** when you are finished. To view a static report of your data (without fear of making unintended changes), see the section called “How do I run a report?” in this guide.
Alternatively, click **Delete** if you would like to permanently remove the data. If you choose to delete the data, you will receive a warning screen to verify that you do in fact want to permanently delete the data. This cannot be undone.

You can print out the scores and comments by clicking the **Print** button at the bottom of the screen.
How do I enter External Assessment scores?

Exactly as you enter Program Self Assessment scores! * The only difference is that External Assessment scores can only be entered and edited by users with Observer/Consultant status and who have successfully completed the External Assessor training.

Any user affiliated with the assessed program can view External Assessment scores by running a report. See the section in this guide called, “How do I run a report?”

1. Click External Assessment

2. Click Youth PQA or School-Age PQA

3. Follow steps 3 – 7 from “How do I enter Program Self Assessment scores?”
8. The Scores Reporter will check your data and highlight where you left items marked “X” or where you left an item blank. Any items marked “X” will not be included in the report.

Quick Tip!
If you need to leave the form before it is complete, click Submit. See the section in this guide called, “How do I view the scores I have entered?” to learn how to view, edit, and delete scores.

9. Check that your data is marked correctly. Before submitting the scores, you are given the option to Publish the form. This option allows you to designate who can view the information. Selecting “YES” allows the program site to view what was entered. Selecting “No” allows only the Assessor and the Network Leader to view what was entered. Check with your Network Leader on when to publish the scores. Make any necessary changes, and then click Submit at the bottom of the page.
How do I enter Program Improvement Plans?

Program Improvement Plans are typically entered after a self assessment team has attended a Planning with Data training. This training is offered both as a live workshop and as an online course. Visit www.cypq.org for more information, or speak with your Network Lead.

1. Click **Improvement Plan**

2. Click **Enter Program Improvement Plan**
3. Click on the row containing your Organization/Grantee.

4. Click on the row containing the program for which you would like to enter the Improvement Plan.
5. Once you click on the program, a new window will appear on top of your screen. Fill in all of the requested information and click **Update**. For details about what each field means, review the Planning with Data online course materials or the Planning with Data handbook from the live training.

6. When you are finished entering all of the information, click **Update**. You should receive a confirmation screen.
How do I run a report?

1. Click **Reports**

2. Click **Run Reports**
Select the report you’d like to run by clicking on next to the report.

There are nine types of reports that the online Scores Reporter can create, though four of them are only accessible to higher-level users.

<table>
<thead>
<tr>
<th>Report</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>A. Site Level Program Self Assessment</td>
<td>This report provides either an individual report or the aggregate of selected program self assessment scores for the given site. It is the primary data source for program improvement planning.</td>
</tr>
<tr>
<td>B. Site Level External Assessment</td>
<td>This report provides either an individual report or the aggregate of selected external assessment scores for the given site. This snapshot of quality can be used for program improvement planning.</td>
</tr>
<tr>
<td>C. Site Level Program Self Assessment comparison over time</td>
<td>This report compares program self assessment data from two points in time. It is important to note that self assessment scores often decrease from one data collection to the next due to users’ experience with the tool and comfort with the low stakes process. This report is useful for second year program improvement planning.</td>
</tr>
<tr>
<td>D. Site Level External Assessment comparison over time</td>
<td>This report compares external assessment data from two points in time. This report is useful for second-year program improvement planning.</td>
</tr>
<tr>
<td>E. Site Level Program Self Assessment compared to Site Level External Assessment</td>
<td>This report aggregates completed self assessment scores for the given site and creates a comparison to all completed external assessments at the same site. These two sources of data can offer insight for program improvement planning.</td>
</tr>
<tr>
<td>F. Site Level External Assessment compared to Large National Sample External Assessment</td>
<td>This report aggregates completed external assessment scores for a given site and compares that data to a national reference sample of external assessment scores. These two sources of data can offer insight for program improvement planning.</td>
</tr>
<tr>
<td>G. Organization/Grantee Level aggregate of External Assessment compared to Large National Sample External Assessment</td>
<td>This report aggregates the external assessment scores for the given organization/Grantee and compares that data to a national reference sample of external assessments. This snapshot of quality is useful for organization-level improvement planning.</td>
</tr>
<tr>
<td>H. Network Level aggregate of External Assessment compared to Large National Sample External Assessment</td>
<td>This report aggregates the external assessment scores for the given network and compares that data to a national reference sample of external assessments. It is useful for providing context for individual programs within the network.</td>
</tr>
<tr>
<td>I. Network Level aggregate of Program Self Assessment compared to Network Level aggregate of External Assessment.</td>
<td>This report aggregates completed self assessment scores for the entire network and compares them to the aggregate of all completed external assessment scores. It can provide a big-picture overview for placing individual site scores in context.</td>
</tr>
<tr>
<td>Download Site Reports for All Sites in this Network.</td>
<td>This option will produce a zip file which contains Reports A, B, E, and F, for all sites in this network.</td>
</tr>
</tbody>
</table>

Report G is only available to organization/grantee- and network-level users.

Reports H and I and the last one on the list are only available to network-level users.
3. Next, select which data set to use: Youth PQA scores, School-Age PQA scores, or Form B scores. If you are using a custom tool, you may have an option to include all data or only data in the Youth PQA. Select based on your needs.

The next set of instructions depends on the report you’ve requested.

For Report A: Site Level Program Self Assessment or Report B: Site Level External Assessment, follow the following instructions:

4. Click on the row containing your organization.
5. Click on the **row** containing the program for which you’d like to run a report.

6. Check the **box(es)** for the offering(s) you want to include in the report.

---

**Quick Tip!**
Select more than one offering by checking multiple boxes.
To run individual reports where a single offering is reported in each report, click **Run Individual Report**. To see a single report where multiple offerings are aggregated into a single set of scores, click **Run Aggregate Report**.

7. A new window (or multiple windows) will open with a pdf report that can be saved or printed.
For Report C: Site Level Program Self Assessment comparison over time or Report D: Site Level External Assessment comparison over time, follow the following instructions:

4. Click on the row containing your organization.

5. Click on the row containing the program for which you want to run a report.
6. Check the box(es) in the first column for the offering(s) to include in the first point in time. Check the box(es) in the second column for the offering(s) to include in the second point in time.

7. Click **Run Report**.
8. A new window will open with a pdf report that can be saved or printed.
For Report E: Site Level Program Self Assessment compared to Site Level External Assessment, follow the following instructions:

4. Click on the **row** containing your organization.

5. Click on the **row** containing the program for which you want to run a report.
6. Select the Self Assessment offering(s) to include in the report by checking the boxes. The system will automatically calculate the aggregate of all completed External Assessment scores for that site and compare those to the selected Self Assessment scores.

7. Click **Run Report**.
8. A new window will open with a pdf report that can be saved or printed.
For Report F: Site Level External Assessment compared to Large National Sample External Assessment, follow the following instructions:

4. Click on the row containing your organization.

5. Click on the row containing the program for which you want to run a report.
6. Select the External Assessment offering(s) to include in the report by checking the boxes. The system will automatically compare those selected to a Large National Sample of External Assessment ($n=1263$ offerings).

7. To run individual reports where a single offering is reported in each report and compared the National Sample, click [Run Individual Report]. To see a single report where multiple offerings are aggregated into a single set of scores and those are compared to the National Sample, click [Run Aggregate Report].
8. A new window will open with a pdf report that can be saved or printed.
For Report G: Grantee Level aggregate of External Assessment compared to Large National Sample External Assessment, follow the following instructions:

4. Click on the row containing your organization.

5. A new window will open with a pdf report that can be saved or printed.

REMEMBER! Report G is only available to organization/grantee- and network-level users.
For Report H: Network Level aggregate of External Assessment compared to Large National Sample External Assessment or Report I: Network Level aggregate of Program Self Assessment compared to Network Level aggregate of External Assessment, follow the following instructions:

4. After selecting Youth or School-Age PQA, a new window will open with a pdf report that can be saved or printed.

Remember! Reports H and I are only available to network-level users.
To Download Site Reports for All Sites in this Network, follow the following instructions:

4. After selecting Youth or School-Age PQA, the system will begin to compile a zipped file of all of the reports. When the reports are completed (which may take up to a few minutes depending on the number of reports), you will be prompted to save the file on your computer.

For very large networks, you will receive an email with the files attached when the system has completed the task. It can take up to 24 hours.

Each pdf file contains the name of the organization and site, as well as the type of report.
How do I export data to Excel?

1. Click **Data Management**

2. Select which set of data to export – Youth PQA, School-Age PQA, Form B, or Improvement Plans.
If you are a Network Leader, you will have an additional option to export a Home Page Report. This provides a detailed view of all submitted forms.
After clicking, a new window will open for the file download. Save the file, and open it using Excel.

If you get this warning message from Microsoft Excel, don’t fear! The file that the scores reporter exports is a Comma Separated Value (.csv) file, and Excel will translate it into a spreadsheet when it opens it. Click yes.

Quick Tip!
The data in the “date” column appears at first to be all 0s when the file is exported. Remedy this in Excel by highlighting the whole column and formatting the cells as a date and time.
Frequently Asked Questions

1. Do I need to enter all of my data or complete my whole improvement plan at one time? What happens if I need to stop and return to it later?

   You can submit an incomplete form (Youth PQA, School-Age PQA, Form B, or Program Improvement Plan) at any time and return to it later by clicking the Submitted Forms menu under Program Self Assessment, External Assessment, or Improvement Plan.

2. Which browser is best suited for the Online Scores Reporter?

   We recommend you use the most recent version of Internet Explorer, Mozilla Firefox, or Google Chrome. Please visit their websites for a free download.
   Google Chrome: http://www.google.com/chrome

3. Who do I contact if I have technical difficulties?

   If at any time you are having technical difficulty, or have feedback or comments about usability, please contact Paul LaMacchia at paull@cypq.org.

   Please be sure to include the following in your correspondence:
   • Your username and password
   • A brief description of the issue you are having
   • If possible, the series of clicks that brought you to the place you are stuck, or the Form ID for the entry you are having trouble with.
   • Any suggested changes to features or appearances