

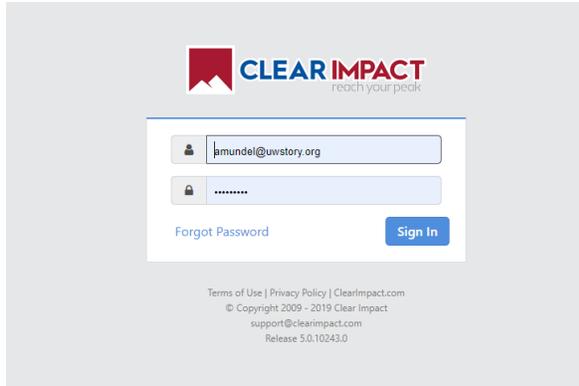
## Basic Instructions on using Clear Impact Scorecard

\*\* Thanks to all partners whose information is “snipped” below. \*\*

### Step 1: Login

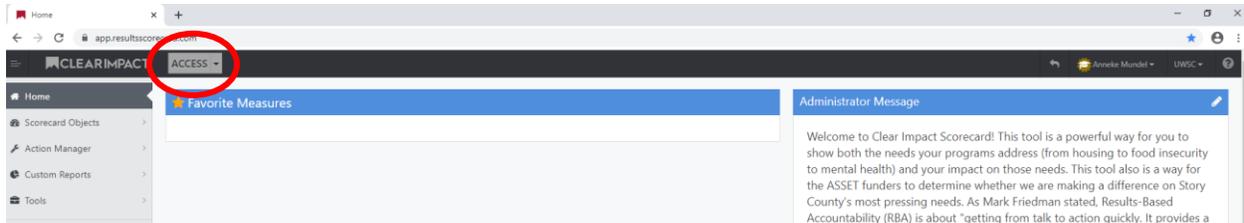
<https://app.resultsscorecard.com>

Your username is your e-mail address. If you forget your password, follow these instructions: Go to the login page, enter your username/login and then select "forgot password". It will reset and send a new password to the user's email. It will be from [HostedServices@resultsscorecard.com](mailto:HostedServices@resultsscorecard.com) (check “junk mail” if not in regular mail)



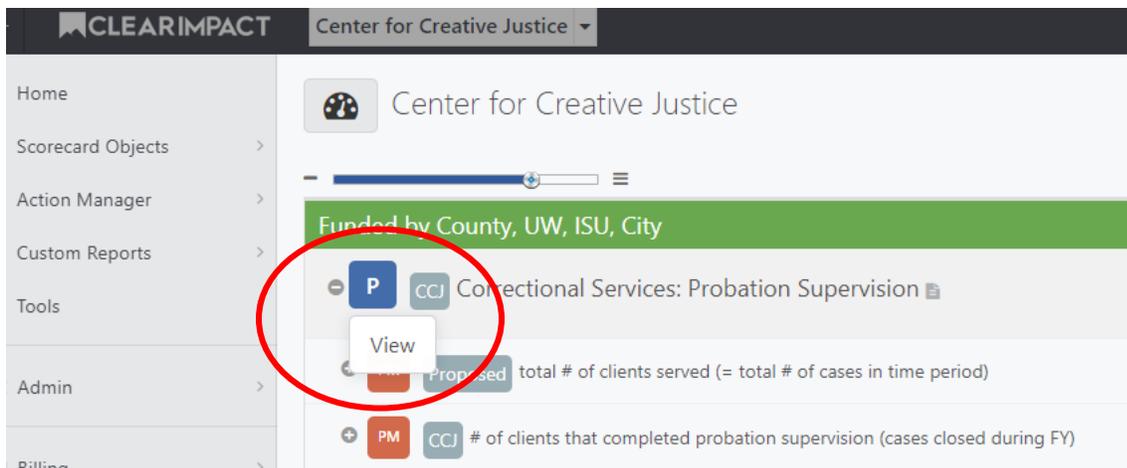
### Step 2: Get into your Scorecard

Click on the Scorecard you want to edit. If you have access to more than one Scorecard, you may need to click on the drop down arrow to access the correct Scorecard.



### Step 3: Update each program’s information

Click on the blue “P” (which stands for “Program”), then select “View.”



This will take you to a screen to add or update information on the program itself. ***\*\*Please note that this is now required to be completed (by September of each year). This takes the place of the ASSET Budget Form 5-(0). \*\****

- “What We Do” = Program description
- “Who We Serve” = Information on clientele. Please note if clients who are eligible to be served must be turned away (i.e. is there unmet need?)
- “How We Impact” = Summary of the need(s) or issues the program is intended to address and the program’s efficacy in doing so.

To add/update information in any of these sections, click on the pencil icon (circled below), add your narrative, then select “Save”!

Volunteer Management: For 55+ [Export] [Options] [Add]

**What We Do** [Pencil icon]

Central Iowa RSVP offers adult volunteers aged 55+ (federal requirement) quality opportunities to share their skills, interests, and life experiences in response to a wide variety of community needs. RSVP offers a unique service to Story County by providing the mechanism for individuals 55+ to pursue meaningful volunteer opportunities that meet their unique needs, while helping to address the many needs of their community (literacy and education, public safety, services to frail elderly and/or low income families, etc.). RSVP also offers a distinctive service to over 60 public, non-profit, and health care agencies (volunteer stations). For these agencies, RSVP is a valuable resource for community volunteers who can provide staff support or direct client services. RSVP also provides ongoing follow-up and support to these organizations as well as benefits to the volunteers.

**Who We Serve** [Pencil icon]

RSVP enhances the lives of individuals age 55 and older by connecting them with rewarding volunteer experiences that meet community needs. RSVP serves the 55+ volunteers, the public, non-profit, and health care agencies where these volunteers are placed, and the clients/participants of these agencies benefiting from the help of RSVP volunteers.

**How We Impact** [Pencil icon]

There are many ways in which RSVP volunteers have and will continue to address the needs of Story County families and individuals in the areas of Education, Healthy Futures, Disaster Services, and Economic Opportunity assignments, (school-based assignments, home delivered meals, transportation, representative payee/bill payers, food pantry helpers, housing/weatherization services, and more). One of the strengths of RSVP is our ability to adapt programming to address existing/emerging community needs and changing demographics. RSVP annually develops and measures the impact of volunteer assignments that demonstrate a defined community need, service activity, inputs, accomplishments and outcomes. Projected outcomes/impact for each work plan is unique depending on the nature of the volunteer assignment and the need being met. Most importantly, RSVP has an impact on the lives of the volunteers by engaging them in meaningful volunteer assignments that help them to continue to offer their like skills, interests, and time to help others.

**Step 4: Add data (sources and values)**

There are several ways to enter data into Scorecard. The easiest is simply to click on the orange “PM” (“Performance Measure”) and then select “Add Data Values” from the drop down menu.

Funded by UW, ISU, City

[-] P ACPC Day Care Infants (ACPC Infants-Caterpillars)

+	PM Proposed	total # of infants served
+	View	total # of infants on wait-list
+	View Definition	assessed in literacy skills
+	Add Data Values	who maintain or improve proficiency in literacy sk
+	Add to Favorites	

In the box that opens, please:

1) **Enter your data source** in the first field available (survey name and/or question #, internal database query, etc.). **\*\* This is now required, so please be sure to do this. This helps ensure accuracy of data from year to year. \*\*** (See red circle.)

2) **Enter your data values.** To enter current data, you simply need to type the number into the “Actual Value” box. (Remember: With the exception of a few monthly performance measures, you will be reporting fiscal year data. The fiscal year we use is July 1 – June 30.) **If the FY21-22 “Time Period” is not showing, click on the “Future +” button** to get this added. (See yellow circles.)

3) *Optional:* **Enter comments** if there is something notable about this data.

4) **Click the green “Save”** to save your work.

Example:

RSVP # of clients being transported

Data Source: Assisted Rides Platform

Future + - Past + - Baseline No baseline ▾

	Start Date	Time Period	Actual Value	Target Value	Comment	Baseline
1	7/1/2021	FY21-22				
2	7/1/2020	FY20-21	55		Due to the impact of COVID-19, the RSVP Transportation Program operated at about 60% capacity in 20-21.	
3	7/1/2019	FY19-20	72			
4	7/1/2018	FY18-19	96			
5	7/1/2017	FY17-18	105			

Close Save

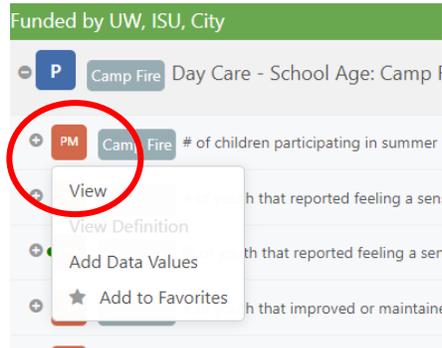
**Special note:** If you should need to enter past data, select “Past +”. You can add as many past time periods as needed.

**PM** FYI - You will not be able to add numerical values to the performance measures that have a dot on them, as shown. These measures have a formula associated with them, and data is auto-calculated based upon other performance measures.

**Step 5: Explain your data!**

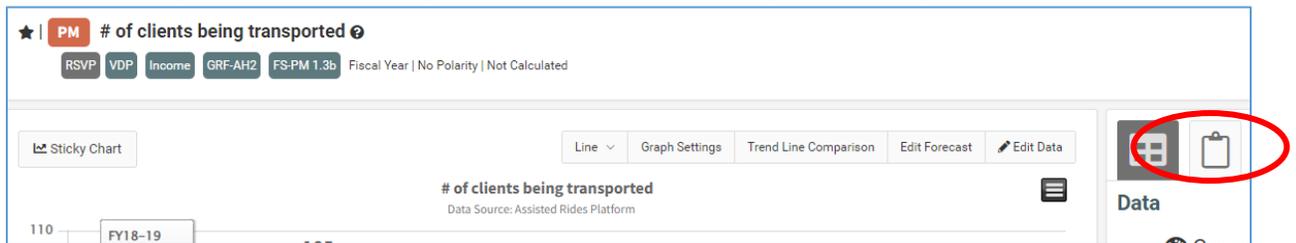
It is highly recommended that you explain your data, particularly if there has been a sharp increase or decrease. (Remember that funders and the ASSET team are now viewing this data regularly.) You can do this in the “Story Behind the Curve” and/or “Action Plan” sections, accessed as follows:

- 1) Click on the orange “PM” (“Performance Measure”), then on “View”:



*New with Scorecard 7.0:*

- 2) Click on the clipboard icon on the right. (If you hover over this clipboard, it says “Notes”):



You should now see the following:



- 3) Click on the pencil icon beside the “Story Behind the Curve” or “Action Plan” to add text. If you are adding to narrative already there, start with today’s date to mark when you added this information. Example: “07/15/22 – The recent decline is due to ....” This helps us connect the explanation with the data.
- 4) When done, please be sure to select the green “Save.”

## A Note Regarding Some Other Annual Requirements Completed In Scorecard

### “What Works: Annual Impact Story”

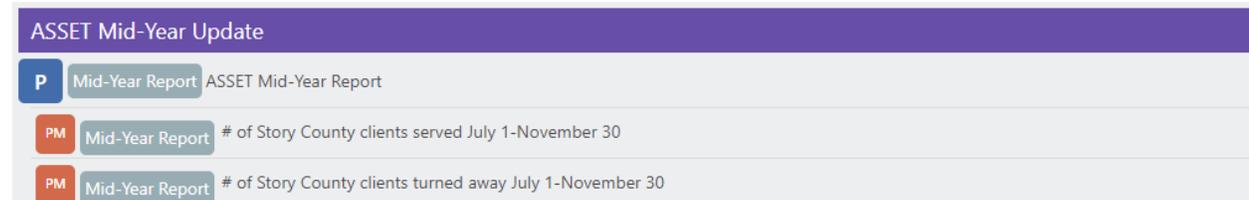
Each UWSC partner agency is required to submit at least one story per year on a set schedule. You will see a section for this entry at the very bottom of your Scorecard:



See [www.uwstory.org/toolkit-partner-agencies](http://www.uwstory.org/toolkit-partner-agencies) for more information.

### ASSET Mid-Year Update

Effective for FY21-22, all ASSET-funded agencies are required to complete Mid-Year Updates for each funded program or service **\*\*using the Scorecard platform.\*\***



These updates are due December 15 of each year. The Mid-Year Update has the following fields: Service Delivery, Outcomes Measurement Status, # of Clients Served July 1-November 30, and # of Clients Turned Away July 1-November 30. Please see the ASSET Reference Manual for additional detail.