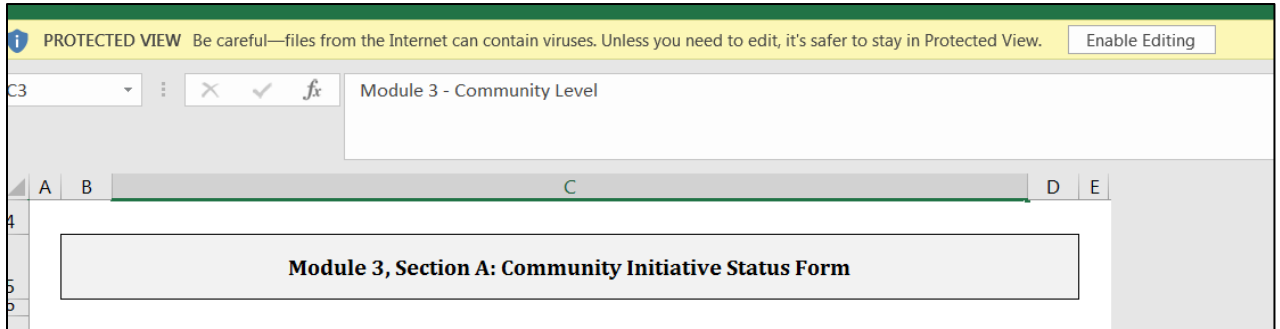


**Downloading and Saving your Module 3 SmartForms:**

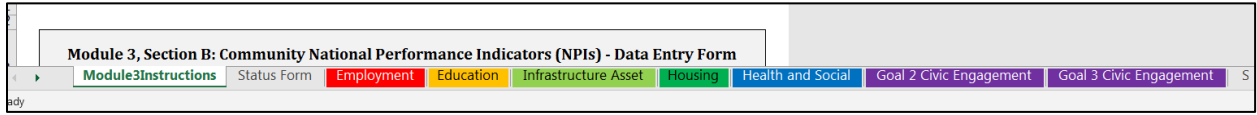
- 1) **Click on the Dropbox link provided in the email from NASCSP to download your FY18 Module 3 SmartForms Package. If you cannot access Dropbox, contact Katy Kujawski ([kkujawski@nascsp.org](mailto:kkujawski@nascsp.org)) to receive the files in a different format.**
- 2) **Save the package onto your computer.**
- 3) **Right click on the folder and choose “Extract All” to unzip the folder and access its contents.**
- 4) **What you should see:**
  - a) One Module 3 per agency.
  - b) Please share each file with each agency in your state.
  - c) If agencies have multiple Module 3 submissions, they should create and save multiple blank versions of the SmartForm. The file should be saved and renamed for each initiative submitted as: FY18\_[State]\_M3\_[Agency Name]\_[Agency DUNS]\_1 of 2  
FY18\_[State]\_M3\_[Agency Name]\_[Agency DUNS]\_2 of 2

**Using the SmartForms:**

- 1) Open the SmartForm and click Enable to access the Community Initiative Status Form.



- 2) Go to the Status Form tab to begin entering data. The Status Form can be considered the “Home Base” of this document because selections you make on that page will populate other parts of the form.



**Components of the Status Form**

#1 – Initiative Name: Enter the name of the initiative.

#2 - Initiative Year: Use the drop-down list and select the year that the initiative is in.

The screenshot displays the "Module 3, Section A: Community Initiative Status Form". It includes a "Print" button in the top right corner. The form is divided into several sections:
 

- Name of CSBG Eligible Entity Reporting:** Example Agency
- State:** Includes a dropdown menu for "State" and a "DUNS:" field with the value "123456789". A note below says "Use the dropdown menu to select the response where appropriate."
- 1. Initiative Name:** Example Initiative
- 2. Initiative Year:** A dropdown menu showing the number "4".
- 3. Problem Identification:** A list of items numbered 1 through 7.
- 4. Goal/Agenda:** A list of items numbered 1 through 7.
- 5. Issue/CSBG Community Domains:** A grid of checkboxes for categories like Employment, Education and Cognitive Development, Health and Social/Behavioral Development, Housing, Infrastructure, and Asset Building, and Civic Engagement and Community Involvement.

 To the right of the form, there is a red instruction: "To enter data into text fields on the left-hand side of the screen (Items 3, 4, 10, 13, and 16), select the field (e.g. cell C8) and then click the edit button, below. A text box will pop-up. Enter your narrative data into the pop-up." Below this instruction is an "Edit" button.

#3, #4, #8, #10, #13, and #16: Narrative Fields.

To enter data into the narrative text fields on the left-hand side of the screen (Items 3, 4, 10, 13, and 16), select the field (e.g. cell C8) and then click the edit button which will appear to the right. A text box will pop-up. Enter your narrative data into the pop-up and click OK

Select the narrative field:

This screenshot is similar to the previous one but highlights the "Problem Identification" field (item 3) with a red border. The text in this field reads: "A large percent of children in Smithville County are not ready to enter kindergarten because there are not available screenings in the community to identify and subsequently treat emotional/behavioral". The "Edit" button is now visible to the right of this field. The "Goal/Agenda" field (item 4) contains the text: "Increase the percent of children in Smithville County that are kindergarten ready, make additional emotional/behavioral health screenings available in the community and open a Family Resource Center."

Select “edit”:

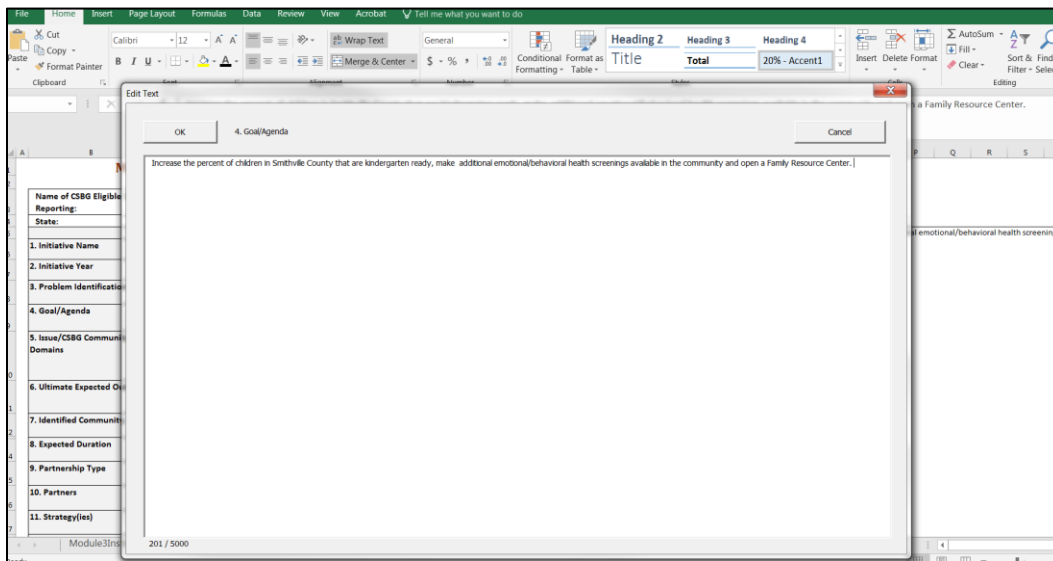
Module 3, Section A: Community Initiative Status Form		Print
Name of CSBG Eligible Entity Reporting:	Example Agency	
State:	State	DUNS: 123456789
Use the dropdown menu to select the response where appropriate.		
1. Initiative Name	Example Initiative	
2. Initiative Year	3	
3. Problem Identification	A large percent of children in Smithville County are not ready to enter kindergarten because there are not available screenings in the community to identify and subsequently treat emotional/behavioral	
4. Goal/Agenda	Increase the percent of children in Smithville County that are kindergarten ready, make additional emotional/behavioral health screenings available in the community and open a Family Resource Center.	
5. Issue/CSBG Community Domains	<input type="checkbox"/> Employment <input checked="" type="checkbox"/> Education and Cognitive Development <input type="checkbox"/> Health and Social/Behavioral Development <input type="checkbox"/> Housing <input checked="" type="checkbox"/> Infrastructure, and Asset Building <input type="checkbox"/> Civic Engagement and Community Involvement	

To enter data into text fields on the left-hand side of the screen (Items 3, 4, 10, 11, and 16), select the field (e.g. cell C3) and then click the edit button, below. A text box will pop-up. Enter your narrative data into the pop-up.

Edit

4. Goal/Agenda

Type narrative into the pop-up box and click OK:



#5 – Domains: Use the check boxes to select the domain or domains that the initiative is working in. By default, all boxes will be checked, so be sure to deselect any domains that do not apply. The only tabs that will remain visible at the bottom of the form are the selected domains.

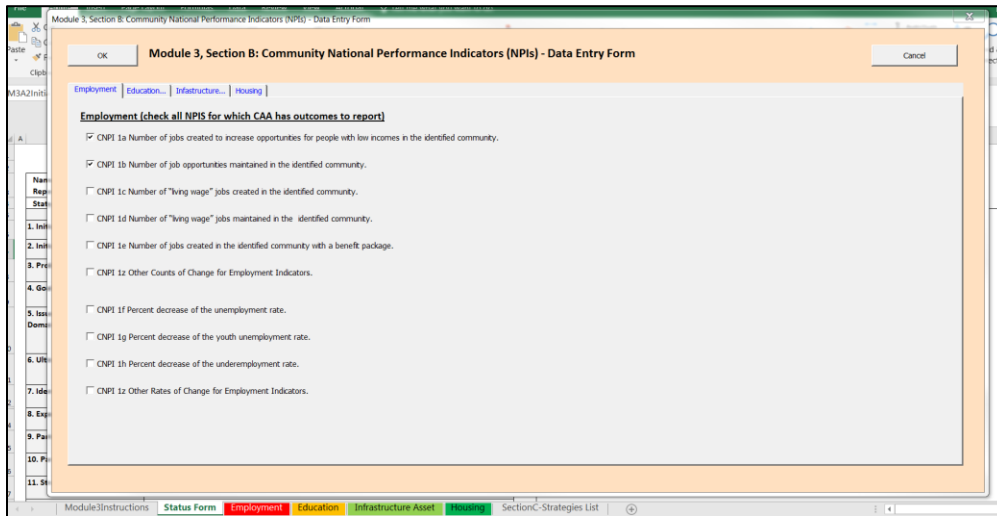
<b>5. Issue/CSBG Community Domains</b>	<input checked="" type="checkbox"/> Employment	<input checked="" type="checkbox"/> Education and Cognitive Development	<input type="checkbox"/> Health and Social/Behavioral Development
	<input checked="" type="checkbox"/> Housing	<input checked="" type="checkbox"/> Infrastructure, and Asset Building	<input type="checkbox"/> Civic Engagement and Community Involvement

#6 – Ultimate Expected Outcome: Select the indicators that the initiative will be reporting in.

First, click the underlined text in #6. This will display the list of Community National Performance Indicators (NPIs) in a pop-up window.

<b>6. Ultimate Expected Outcome</b>	<a href="#">Module 3, Section B: Community National Performance Indicators (NPIs) - Data Entry Form</a>
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Next, select the indicators that you will be reporting on. Note that the tabs at the top of the pop-up correspond with the domains selected in #5 and there is a list of indicators under each domain. Click OK when finished.



#7 – Identified Community: Use the drop-down list to select the identified community. If “other” is selected, type in the community.

<b>7. Identified Community</b>	Other
	<b>7. Other</b> Example Other Community

#8 – Expected Duration: This is a narrative field, enter the duration.

<b>8. Expected Duration</b>	5 Years
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#9 – Partnership Type: This is a drop-down, enter the type of partnership.

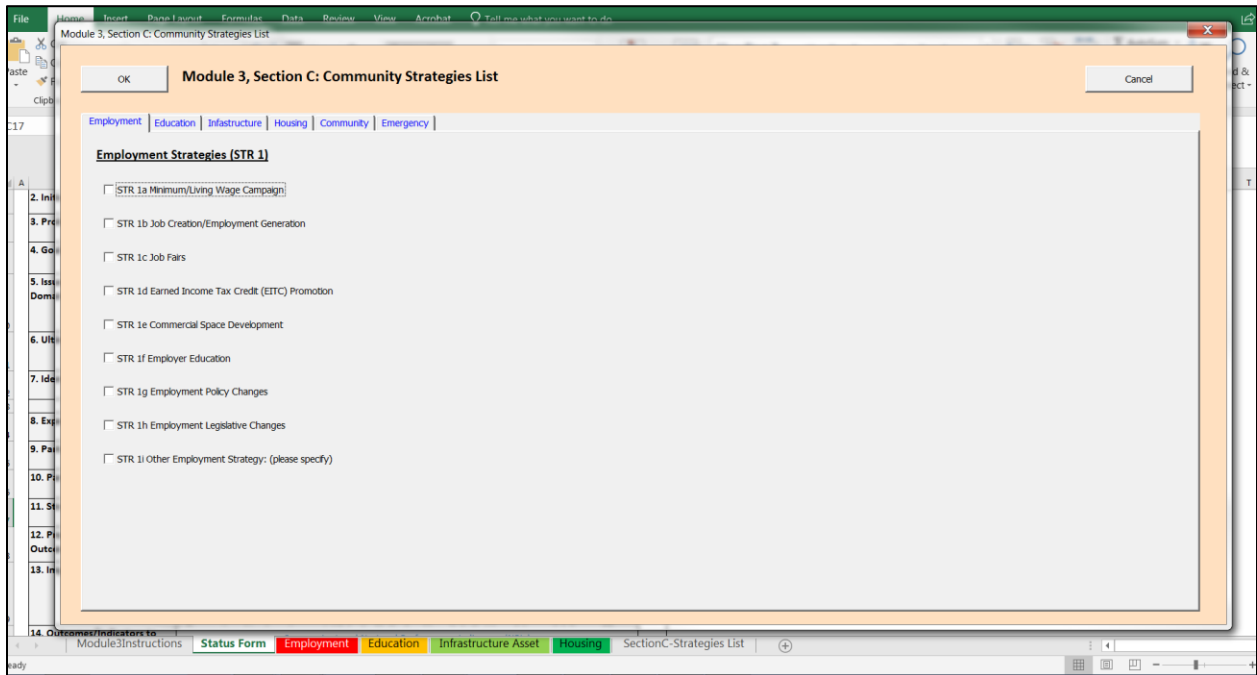
#10 – Partners: This is a narrative field, follows the directions above in #5 to enter the narrative.

#11 – Strategies: Select the strategies the initiative will be using.

First, click the underlined text in #11. This will display the Community Strategies List in a pop-up window.

<b>11. Strategy(ies)</b>	<a href="#">Module 3, Section C: Community Strategies List</a>
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Next, select the strategies. Note that the tabs at the top of the pop-up correspond with the domains selected in #5. There is also the option to select strategies from two additional domains: Community Support and Emergency Management. Click OK when finished.



#12 – Progress on Outcomes/Indicators: This is a drop-down. Select the progress obtained by the initiative.

#13 – Impact of Outcomes: This is a narrative field, follows the directions above in #5 to enter the narrative.

#14 – Outcomes/Indicators to Report. Go to each domain to report PLANNED numbers and OUTCOMES (IF ANY WERE OBTAINED). There is no need to click on the text in #14. Go directly to the domain tabs at the bottom of the SmartForm. The NPI information selected in #6 will pre-populate on each domain tab.

First, click the domain.

<b>14. Outcomes/Indicators to Report</b>	<a href="#">Community Level National Performance Indicators (NPIs)</a> (Reference the Community NPIs listed in Section B)	
<b>15. Final Status</b>	Initiative Active	
<b>16. Lessons Learned</b>	Our initial "leader" in the single-point-of-entry was Public Health. At first this appeared to be running smoothly, however we later found out that it was having an adverse effect on one of the project	

Next, enter PLANNED and OUTCOME DATA (IF ANY OUTCOMES WERE OBTAINED). While there may not be outcomes to report, each selected indicator must identify targets.

**Module 3, Section B: Community National Performance Indicators (CNPIs) - Data Entry Form**  
**Goal 2: Communities where people with low incomes live are healthy and offer economic opportunity.**  
**Employment Indicators**

Name of CSBG Eligible Entity Reporting: \_\_\_\_\_

Counts of Change for Employment Indicators (CNPI 1)		I.) Identified Community (auto-populated)	II.) Target (#)	III.) Actual Results (#)	IV.) Performance target accuracy (% auto calculated)
<b>Counts of Change</b>	CNPI 1a Number of jobs <b>created</b> to increase opportunities for people with low incomes in the identified community.	Example Other Community	25		0%
	CNPI 1b Number of job opportunities <b>maintained</b> in the identified community.	Example Other Community	30		0%
	CNPI 1c Number of "living wage" jobs <b>created</b> in the identified community*.				
	CNPI 1d Number of "living wage" jobs <b>maintained</b> in the identified community*.				
	CNPI 1e Number of jobs <b>created</b> in the identified community with a benefit package.				

\*When reporting on indicators related to living wage, agencies can provide their own definition or select from national or locally-defined models. Please indicate the living wage definition used in the General Comment box.

Other Counts of Change for Employment Indicators (CNPI 1z) - Please specify below.		I.) Identified Community (auto-populated)	II.) Target (#)	III.) Actual Results (#)	IV.) Performance target accuracy (% auto calculated)
Other Counts of Change					

#15 – Final Status: This is a drop-down. Enter the status of the initiative.

#16 – Lessons Learned: This is a narrative. Follow the directions above in #5 to enter the narrative.

Refer to the [CSBG Annual Report Instruction Manual](#) or contact Katy Kujawski ([kkujawski@nascsp.org](mailto:kkujawski@nascsp.org)) with any questions.