2018 Webtracker Reporting Upgrades

In response to the Ministry of Children and Youth Services updated data elements and reporting requirements, the web tracker monthly reporting screen, school details page and grant renewal component will be refreshed to reflect the new data elements that must be reported to the ministry.

School Details Page

The school details screen has been expanded to include program details for *all* programs operating at the site that do not change from month to month. These include the program type, delivery approach, the number of program days each program at the site normally operates as well as space utilized at the site to support the delivery and preparation of the program. Since the ministry is requiring all lead agencies to track discontinued programs the school closure pick box has been revised to reflect some common reasons for the closure. When a program is discontinued (with the exception of school closures, amalgamations or where more than one program operates at the site) CDW’s will enquire as to the reason for the closure so it can be tracked and reported to the ministry. This is a data element that *must* be completed and reported for each quarter. The school details page will be visible to all users but only managers and admin level users will be able to revise and/or add program details.

Reporting Monthly Program Activity

The most significant change in the new reporting requirements is that children served will no longer be a data element. All programs operating from the same site will complete *one* monthly report. There will be one user name and password provided to each site. (Consult with your local CDW to facilitate this process). Multiple programs will be identified as Program 1, Program 2 etc.

Programs will now be asked to estimate the number of meals/snacks that are prepared for each program operating at the site. For example, all programs now will be asked; *how many meals/snacks are prepared each day the program operated?*  The response should reflect how many meals/snacks are put out for the students to access. For bin programs we would ask: *how many meals/snacks are placed in the bin each day the program operates?* In the past the count for these types of programs may have closely reflected the total school enrollment. However under the new reporting requirements, this count should reflect the number of complete meals/snacks that are placed in the bin.

As per our current practice, the monthly report will need to be completed before the 1st business day of the next month; all sections of the monthly report must be completed; and you will asked to provide the number of days each program at the site operated. It is important to accurately capture this detail and local CDW’s will help provide information to ensure that the number of program days reflects the maximum number of school days in the month as well as the number of days each program operates weekly. All funds leveraged at the program level will be reported by the program on the monthly report. Programs must report program expenditures for *all programs* operating at the same site.

 When completing your monthly report, please pay particular attention to the following details:

* Number of meals prepared.
* Number of program days; ensure that number of program days does not exceed number of school days
* Program sites that are supporting multiple programs will report on the same monthly report. This will require all food expenditures, volunteer numbers and hours of support, donated products and internal financial contributions to reflect *all* programs operating at the site.
* Food expenditures; review carefully and follow up if these seem too low or too high
* Program food expenditures purchased using gift cards should be noted as such in the expenditure details.

All program data must be reviewed and confirmed by the local community development workers by the 5th of that month. The system will be locked at that point.