



**CHSP
NARRATIVE REPORT
PREPARATION
&
SUBMISSION**



Quarterly/Year-End Report	Reporting Period	Report Submission Deadline
First Quarter	October 1 st through December 31 st	January 25 th
Second Quarter	January 1 st through March 31 st	April 25 th
Third Quarter	April 1 st through June 30 th	July 25 th
Year-End Report	October 1 st through September 30 th	October 31 st

Login Information

- Log into your account at:
<https://chspportal.org>
- If you forgot your password
 - Click on ***forgot your password?***
 - Follow directions to log in

The screenshot displays the CHSP Portal's login interface. At the top, a dark navigation bar contains five menu items: 'About Us' (with an information icon), 'News' (with a newspaper icon), 'Volunteer' (with a red heart icon), 'Partner Agencies' (with a group of people icon), and 'Login' (with a key icon). Below this, the main content area features a light gray login box. Inside this box, there are two input fields: 'User Name' with an envelope icon and 'Password' with a lock icon. A prominent green button labeled 'Login' is positioned below the fields. At the bottom of the login box, there is a blue link that reads 'Forgot your password?'.

How to Start a Report

Click on the **Q Report** icon (4th icon)

Click on **Start Report** (black button)

Home > Quarterly Reporting

Navigation icons: Information, Person, Document, **Q Report**, Pencil

Reports

Application Cycle: Select an Application Cycle
Funding Year: Select a Funding Year
Reporting Period:
Team: Select a Team

Start Report

Delete	Application Cycle	Funding Year	Reporting Period	Report	Team	Program	Submitted By	Submitted Date Time	Status
X	Application Cycle 2018 - 2020	Fiscal Year 2018/2019	Quarter 1	Submitted Electronically	01-Children Services	xyz			In Progress
X	Application Cycle 2018 - 2020	Fiscal Year 2018/2019	Quarter 1	Submitted Electronically	01-Children Services	xyz			In Progress
X	Application Cycle 2017 - 2018	Fiscal Year 2017-18	Year-End	Submitted Electronically	01-Childrens Services	s			In Progress
X	Application Cycle 2017 - 2018	Fiscal Year 2017-18	Quarter 2	Submitted Electronically	02-Community Support	XYZ			In Progress

How to Start a Report

From the dropdown options

- Select the correct Funding Year
- Select your CHSP Team
- Enter your Program Name as listed in your contract
- Select the Reporting Period
- Click **Next**

Start Report

Select the Funding Year, Reporting Period, Funding Source, and Team. Then click next to begin completing the report form.

*** Agency**

*** Funding Year**

*** Team**

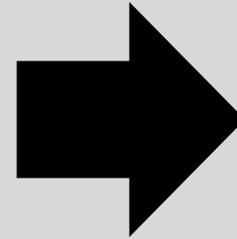
*** Program**

*** Reporting Period**

Progress Navigation

You will see each section and subsection of the report if you click on the vertical navigation bar on the right side of your screen; this bar expands and contracts as you click on it.

A **green** checkmark on the subsections means that you completed this portion of the report.



Print  Save to PDF 

CHSP County Training

Fiscal Year 2019/2020
Year End

Team : 01-Children Services xyz

Navigation

Section 1: Persons Served [-]

-  Demographics & Income Guidelines
- Census Tract Data
- Anticipated vs Actual YTD

Section 2: Program Accomplishments [-]

- Implementation Timeline
- Obstacles/Challenges
- Major Accomplishments
- CRT Findings
- CRT Obstacles

Section 3: Verification

Click here to collapse progress navigation

Section 1: Persons Served

A and B: Demographics & Income Guidelines

Agencies
Section 1: Persons Served

Save

A Unduplicated Persons Served Demographics

Print

Save to PDF

Pounds Served Quarterly

Estimated Number Of Meals (Quarterly)

Persons Served	Black / African American	White	Asian	American Indian / or Alaskan Native	Native Hawaiian / Other Pacific Islander	American Indian / Alaskan Native & White	Asian & White	Black / African American & White	Ar In Al Na B A Ar
Male	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Female	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Other	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Totals	0	0	0	0	0	0	0	0	
Ethnicity									
Hispanic	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Age Categories									
Birth - 5	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

< Back

Continue >

Click here to collapse progress navigation

CHSP County Training

Fiscal Year 2017-18 Year End

Team : 01- Childrens Services

XYZ

Navigation

- Section 1: Persons Served [-]
- Demographics & Income Guidelines
- ✓ Census Tract Data
- Anticipated vs Actual YTD
- Section 2: Program Accomplishments [-]
- Implementation Timeline
- Obstacles/Challenges
- Major Accomplishments
- CRT Findings
- CRT Obstacles
- Section 3: Verification

- Complete appropriate fields and click *Continue*. Please note that this section requires you to provide **unduplicated** (new clients) numbers served during the reporting period only; all subsection totals **must** match, except for the number of Hispanic persons served.
- Click **Save** as needed and **Continue**

Section 1: Persons Served

C: Census Tract Data

Quarterly Reporting In Progress

Home > Agency > Quarterly Reporting > Quarterly Report

Section 1: Persons Served

C Census Tract Data & Number of Persons Served for Each Tract Area for Current Report

Use the section below to report Census Tract data for the persons served during this reporting period. For more instructions visit the Press icon American Factfinder and press icon Address Search. In accordance with the Department of Housing and Urban Development individual who lacks a fixed, regular, and adequate nighttime residence, or an individual who has a primary nighttime residence that is a privately operated shelter designed to provide temporary living accommodations (including welfare hotels), an institution that provides residential care for individuals intended to be institutionalized, or a public or privately place not designed for, or ordinarily used as, a regular sleeping quarters.

Census Tract Number	Number of Persons Served in Census Tract Area	Census Tract Number	Number of Persons Served in Census Tract Area
2	<input type="text"/>	3.01	<input type="text"/>
3.02	<input type="text"/>	3.03	<input type="text"/>
4	<input type="text"/>	5	<input type="text"/>
6	<input type="text"/>	7	<input type="text"/>
8	<input type="text"/>	9.01	<input type="text"/>

< Back
Continue >

CHSP County Training

Fiscal Year 2017-18
Year End

Team : 01- Childrens Services XYZ

Navigation

- Section 1: Persons Served [-]
- Demographics & Income Guidelines
- ✓ Census Tract Data
- Anticipated vs Actual YTD
- Section 2: Program Accomplishments [-]
- Implementation Timeline
- Obstacles/Challenges
- Major Accomplishments
- CRT Findings
- CRT Obstacles
- Section 3: Verification

Click here to collapse progress navigation

- **Complete this section only if your program receives Promise Zone (Team 10) funding.** The total number you report here should match the total unduplicated number you listed in the previous **Section 1: Persons Served A: Demographics**
- Click **Save** and **Continue**

Section 1: Persons Served

D: Anticipated vs. Actual YTD

The screenshot shows a web interface for 'Quarterly Reporting'. The breadcrumb trail is 'Home > Agency > Quarterly Reporting > Quarterly Report'. The main heading is 'Section 1: Persons Served'. Below this is a sub-heading 'D Total Number of Anticipated versus To-Date Persons Served'. There are two input fields: 'Anticipated Number of Unduplicated Persons Served as Stated in the Contract, Attachment A' and 'Cumulative Number of Unduplicated Persons Served To-Date'. At the bottom right, there are 'Back' and 'Continue' buttons.

- The number entered for **Anticipated Number of Persons to be Served as Stated in the Contract, Attachment A**, should be the exact number listed in the Contract. **Refer to your contract:** Question C3 (or C2 for Promise Zone Contracts)
- The **Cumulative Number of Unduplicated Persons Served To-Date** should reflect the total number of **unduplicated** clients served since October 1st.
- Click **Save** as needed and **Continue**

Section 2: Program Accomplishments A and A2: Implementation Timeline

Quarterly Reporting

In Progress

Home > Agency > Quarterly Reporting > Quarterly Report

Section 2: Program Accomplishments

A Implementation Timeline

Program Implementation Timeline: List program tasks, activities, and outputs **EXACTLY** as stated in your current Agency Agreement Implementation Timeline. Add each of the tasks, activities, and outputs listed in your Program Implementation Timeline by using the button. For each, describe in detail specific achievements.

Add Task, Activity, or Output

A2 Outcome Measurement Framework: List program outcomes and measurable indicators **EXACTLY** as stated in your current Agency Agreement Outcome Measurement Framework. Add each by using the Add Program Outcome button. For each describe in detail specific accomplishments.

Add Program Outcome

< Back

Continue >

Print



Save to PDF



CHSP County Training

Fiscal Year 2017-18
Year End

Team : 01- Childrens
Services

XYZ

Navigation

- Section 1: Persons Served [-]
 - Demographics & Income Guidelines
 - ✓ Census Tract Data
 - Anticipated vs Actual YTD
- Section 2: Program Accomplishments [-]
 - Implementation Timeline
 - Obstacles/Challenges
 - Major Accomplishments
 - CRT Findings
 - CRT Obstacles
- Section 3: Verification

Click here to collapse progress navigation

Section 2: Program Accomplishments A: Program Implementation Timeline

- The **Task/Activity/Output** field should be the exact language from the **Program Implementation Timeline** chart in the **contract**.
- The **Specific Achievement** field should **list** specific information such as the number of clients served, program activities completed, frequency of activities, description of events, dates if applicable, etc.
- Click **Save**
- Note: **Refer to your contract to ensure you are reporting on the exact deliverables listed in your contract.**

Program Implementation Timeline

In the Task/Activity/Output field, enter EXACTLY as listed in your Agency Agreement/Contract Program Implementation Timeline. Only enter one at a time. In the Specific Achievement field, list specific information such as the number of clients served, program activities completed, frequency of activities, description of events, etc

* Task/Activity/Output

* Specific Achievement

Cancel Save

Section 2: Program Accomplishments

A2: Outcome Measurement Framework

The screenshot shows a web form titled "Outcome Measurement Framework" with a blue header and a close button (X) in the top right corner. Below the header is a paragraph of instructions: "In the Program Outcome field, enter EXACTLY as listed in your Agency Agreement/Contract Outcome Measurement Framework. Only enter one at a time. In the Measurable Indicator field, enter the measurable indicator(s) related to the Program Outcome EXACTLY as listed in your Agency Agreement/Contract Outcome Measurement Framework. In the Specific Accomplishment field, precisely describe the program accomplishments. Include numbers and correlating percentages." Below this text are three text input fields. The first is labeled "* Program Outcome", the second is labeled "* Measurable Indicators", and the third is labeled "* Specific Accomplishment". To the left of the "Specific Accomplishment" field is a red note: "Note: Only made available in the Year-End report." At the bottom right of the form are two buttons: a grey "Cancel" button and a green "Save" button.

- The **Program Outcome** field should be the exact language from **Attachment C: Program Logic Model/Outcome Measurement Framework Program Outcome** chart in the **contract**.
- The **Measurable Indicators** field should be the exact language from **Attachment C: Program Logic Model/Outcome Measurement Framework Measurable Indicators** chart in the **contract**.
- The **Specific Achievement** field should precisely describe the program accomplishments, including numbers and correlating percentages.
- Click **Save and Continue**
- Note: **Refer to your contract to ensure you are reporting on the exact deliverables listed in your contract.**

Section 2: Program Accomplishments

B: Obstacles/Challenges

Quarterly Reporting

Select the Funding Source

Update Funding Source

In Progress

Home > Quarterly Reporting > Quarterly Report

Section 2: Program Accomplishments

B Obstacles/Challenges

Highlight specific challenges and needs facing your program and the actions taken to resolve them

© 2021 Community Human Service Partnership
System by Paul Consulting Group | Version History

Back Continue

Print Save to PDF

CHSP County Training

Fiscal Year 2019/2020
Year End

Team : 01-Children Services xyz

Navigation

- Section 1: Persons Served [-]
- Demographics & Income Guidelines
- ✓ Census Tract Data
- Anticipated vs Actual YTD
- Section 2: Program Accomplishments [-]
- Implementation Timeline
- Obstacles/Challenges
- Major Accomplishments
- CRT Findings
- CRT Obstacles
- Section 3: Verification

Click here to collapse progress navigation

- Highlight specific challenges and needs facing your program and the actions taken to resolve them
- Click **Continue**

Section 2: Program Accomplishments

C: Major Accomplishments

The screenshot shows a web application interface for reporting program accomplishments. At the top, there is a header with a logo, the text "Quarterly Reporting", a "Funding Source" dropdown menu with the text "Select the Funding Source", a green "Update Funding Source" button, and the text "In Progress". Below the header is a breadcrumb trail: "Home > Quarterly Reporting > Quarterly Report". A blue banner reads "Section 2: Program Accomplishments". The main content area is titled "C Major Accomplishments and Sustainable Partnerships" and includes the instruction "List major collaborative accomplishments and discuss efforts toward developing sustainable partnerships achieved during this reporting period." Below this is a large empty text input field. At the bottom of the main content area, there is a copyright notice: "© 2021 Community Human Service Partnership System by Paul Consulting Group | Version History". At the very bottom, there are two buttons: "Back" and "Continue". On the right side, there is a sidebar with a vertical label "Click here to collapse progress navigation". The sidebar contains a "Print" button, a "Save to PDF" button, the text "CHSP County Training", "Fiscal Year 2019/2020 Year End", "Team : 01-Children Services", and "xyz". Below this is a "Navigation" section with a list of items: "Section 1: Persons Served [-]", "Demographics & Income Guidelines", "Census Tract Data" (with a green checkmark), "Anticipated vs Actual YTD", "Section 2: Program Accomplishments [-]", "Implementation Timeline", "Obstacles/Challenges", "Major Accomplishments", "CRT Findings", and "CRT Obstacles".

- List major collaborative accomplishments and discuss efforts toward developing sustainable partnerships achieved during this reporting period.
- Click **Continue**

Section 2: Program Accomplishments

D: Citizens Review Team Findings and E: CRT Obstacles

Home > Quarterly Reporting > Quarterly Report

Section 2: Program Accomplishments

D Citizens Review Team Findings

If the Citizens Review Team issued a finding or serious concern (i.e., a concern that directly impacts the capacity of the agency to effectively deliver the program) in your current CHSP award letter, please state the specific finding or serious concern in the chart below. When completing the sections below regarding the finding or serious concern as well as the corrective action plan/task, state the precise language included in the contract. In the timeline for completion section, state the date that the task was completed.

* Or The Agency does not have a CRT Finding or Serious Concern for this reporting period

- **Section D: Refer to your contract.** If there are any **Citizens Review Team Findings** listed in your contract, please enter the exact language, and provide an update on measures taken to resolve the concerns. **If no concerns are noted in your contract**, click the box *The Agency does not have a CRT finding or Serious Concern for this reporting period*.
- **Section E:** Discuss any significant obstacles encountered in the resolving CRT findings or concerns
- Click **Save** and **Continue**

Section 3: Verification

Quarterly Reporting In Progress

Home > Agency > Quarterly Reporting > Quarterly Report

Section 3: Verification

<p>* Report Prepared By <input type="text"/></p> <p>* Agency Contact Person's Phone Number <input type="text"/></p> <p>Signature of Agency Director: <div style="border: 1px solid #ccc; height: 80px; width: 100%;"></div></p> <p style="text-align: right;">Sign above <input type="button" value="Clear"/></p>	<p>* Agency Contact Person <input type="text"/></p> <p>* Agency Contact Person's Email <input type="text"/></p>
--	---

Print Save to PDF

CHSP County Training

**Fiscal Year 2017-18
Year End**

Team : 01- Childrens Services	XYZ
-------------------------------	-----

Navigation

Section 1: Persons Served [-]

- Demographics & Income Guidelines
- ✓ Census Tract Data
- Anticipated vs Actual YTD

Section 2: Program Accomplishments [-]

- Implementation Timeline
- Obstacles/Challenges
- Major Accomplishments
- CRT Findings
- CRT Obstacles

Section 3: Verification

Click here to collapse progress navigation

- Complete **all** fields, sign click **Save** and **Submit**
- It is important that all parties who need to sign off on Applications and/or Reports are registered in the CHSP Portal. Please reach out to your Contract Manager for further assistance, if applicable.



QUESTIONS?