

Preparing Semi-Annual Data Reports

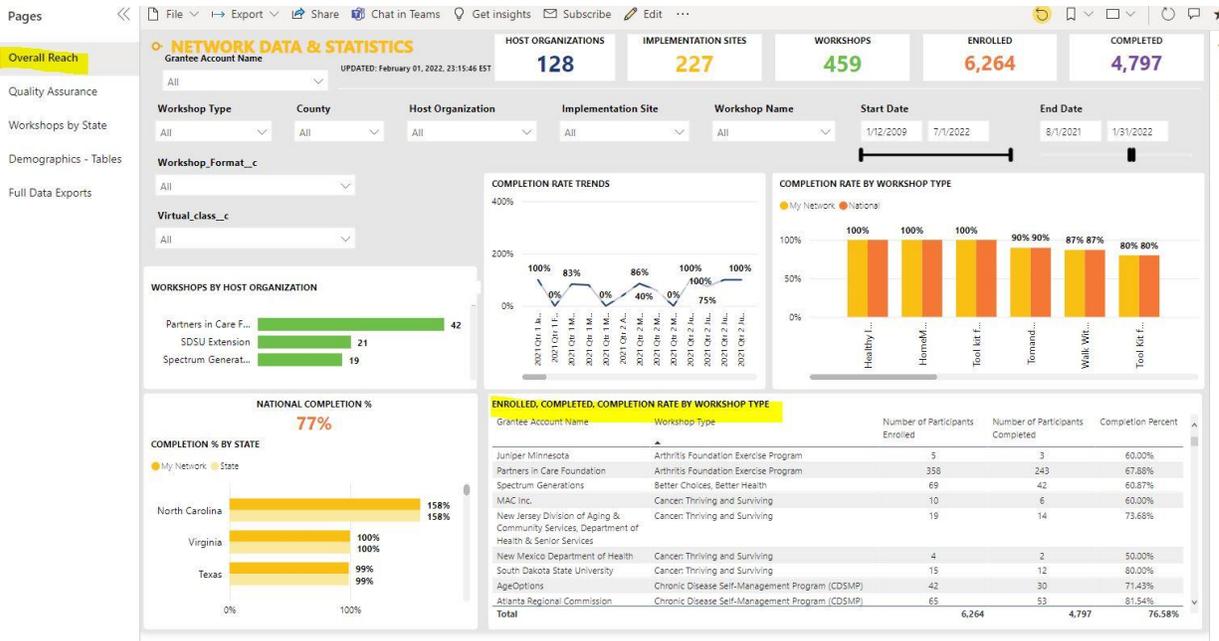
For ACL CDSME Grantees

Administration for Community Living Chronic Disease Self-Management Education (CDSME) Grantees submit progress reports on a semi-annual schedule. Each semi-annual report requires inclusion of “Appendix A,” a chart showing the participants and completers entered into the National CDSME Database. Follow the instructions below to create “Appendix A” from Power BI.

Note: If your organization has multiple CDSME grants from the Administration for Community Living, contact Kathleen Zuke (Kathleen.zuke@ncoa.org) for a data table allocated by grant year. This cannot be generated from Power BI.

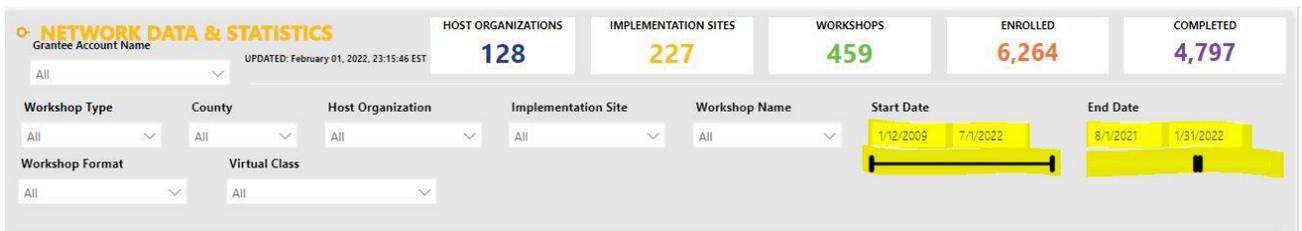
To develop Appendix A, you will create and save two (2) PDFs from Power BI:

1. Log in to [Power BI](#). (Each grantee has at least one user in Power BI. Contact binod.suwal@ncoa.org if you don't know how to log in.)
2. Select the “Overall Reach” tab.



3. **For the current reporting period:**

- Broaden the “start date” to include all years.
- Set the “end date” to the *current 6-month reporting period*. (Example: August 1- January 31).



- Ensure all filters are selected correctly, including programs, county, host organizations, implementation site, etc.

d. Hover over the right corner of the table titled, “Enrolled, Completed, Completion Rate by Workshop Type” and click the box/arrow calls “Focus.”

The screenshot shows a data table titled "ENROLLED, COMPLETED, COMPLETION RATE BY WORKSHOP TYPE". The table has columns for "Grantee Account Name", "Workshop Type", "Number of Participants Enrolled", "Number of Participants Completed", and "Completion Percent". A tooltip labeled "Focus mode" is visible in the top right corner of the table area.

Grantee Account Name	Workshop Type	Number of Participants Enrolled	Number of Participants Completed	Completion Percent
	Arthritis Foundation Exercise Program	5	3	60.00%
	Arthritis Foundation Exercise Program	358	243	67.88%
	Better Choices, Better Health	69	42	60.87%
	Cancer: Thriving and Surviving	10	6	60.00%
	Cancer: Thriving and Surviving	19	14	73.68%
	Cancer: Thriving and Surviving	4	2	50.00%
	Cancer: Thriving and Surviving	15	12	80.00%
	Chronic Disease Self-Management Program (CDSMP)	42	30	71.43%
	Chronic Disease Self-Management Program (CDSMP)	65	53	81.54%
Total		6,264	4,797	76.58%

e. Click “export” at the top of the screen, select “PDF”, select “only current page.”

The screenshot shows the top navigation bar of the application with the 'Export' dropdown menu open. The 'PDF' option is selected. The table data from the previous screenshot is visible in the background.

The screenshot shows the 'Export' dialog box. The 'Export with' dropdown is set to 'Current Values'. The 'Only export current page' checkbox is checked. The 'Export' button is highlighted in yellow.

f. Save the file and include in your report as Appendix A.

g. Repeat these steps for the cumulative grant period.

4. **For the cumulative grant period:**

- a. Broaden the “start date” to include all years.
- b. Set the “end date” to the *full grant period to date*.
- c. Ensure all filters are selected correctly, including programs, county, host organizations, implementation site, etc.
- d. Hover over the right corner of the table titled, “Enrolled, Completed, Completion Rate by Workshop Type” and click the box/arrow calls “Focus”
- e. Click “export” at the top of the screen, select “PDF”, select “only current page.”
- f. Save the file and include in your report as Appendix A.