

# **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 semiannual 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 (<u>Kathleen.zuke@ncoa.org</u>) 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:

- Log in to <u>Power BI</u>. (Each grantee has at least one user in Power BI. Contact <u>binod.suwal@ncoa.org</u> if you don't know how to log in.)
- 2. Select the "Overall Reach" tab.

	A NETWORK DA			HOST ORGANIZATIONS	IMPLEMENTATION SITES	WORKSHOPS		ENROLLED		COMPLETED
verall Reach	Grantee Account Name	UPDATED: Febr	uary 01, 2022, 23:15:46 EST	128	227	459		6,264		4,797
ality Assurance	All	~								4
	Workshop Type	County	Host Organization	n Implementatio	n Site Workshop	Name St	art Date		End Date	
kshops by State	All 🗸	All 🗸 🗸	All	∼ Ali	$\sim$ All	~ 1	/12/2009 7/1/2	2022	8/1/2021	1/31/2022
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	All	$\sim$		COMPLETION RATE TRENDS		COMPLETION RATE B	WORKSHOP TYPE			
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	Spectrum Generat	19		202 202 202 202 202	202 202 202 202 202 202 202	Hea	위	Too	Tor	100
	NATI	ONAL COMPLETION %		ENROLLED, COMPLETED, COMPLE	TION RATE BY WORKSHOP TYP	PE				
		77%		Grantee Account Name	Workshop Type		Number of Partici	ipants Numb	er of Participants	Completion Percen
	COMPLETION % BY STATE						Enrolled	Compl	eted	
				Juniper Minnesota	Arthritis Foundation Exercis	e Program	5		3	60.00%
	My Network State			Partners in Care Foundation	Arthritis Foundation Exercis	e Program	358		243	67.88%
				Spectrum Generations	Better Choices, Better Healt	h	69		42	60.87%
	N		158%	MAC Inc.	Cancer: Thriving and Survivi	ng	10		6	60.00%
	North Carolina		158%	New Jersey Division of Aging &	Cancer: Thriving and Survivi	ng	19		14	73.68%
	Municip	100%		Community Services, Department	DT					
	virginia	100%		New Mexico Department of Health	Cancer Thriving and Survivi	00	4		2	50.00%
	Time	99%		South Dakota State University	Cancer: Thriving and Survivi	na	15		12	80.00%
	iexas	99%		AgeOptions	Chronic Disease Self-Manac	ement Program (CDSMP)	42		30	71,43%
				Atlanta Regional Commission	Chronic Disease Self-Manac	ement Program (CDSMP)	65		53	81,54%
	0%	100%		Total				6 264	4.70	7 76 5 99

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

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

Grantee Account Name	PAIA	UPDATED: Feb	CS ruary 01, 2022, 23:15:46 EST	1	28	22	7	45	<b>9</b>	6,264	4	4,797
Workshop Type	c	ounty	Host Organization		Implementat	ion Site	Workshop Na	me	Start Date		End Date	
All	~ 4	All V	All	$\sim$	All	$\sim$	All	$\sim$	1/12/2009	7/1/2022	8/1/2021	1/31/2022
Vorkshop Format		Virtual Class										1
All	$\sim$	All	~									

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."

2021Qt 2021Qt 2021Qt 2021Qt 2021Qt 2021Qt 2021Qt 2021Qt 2021Qt 2021Qt	2021 QII 2021 QII 2021 QII 2021 QII 2021 QII Healthy	Home <sup>b</sup> Tool kit	Toman	्रम् ठ् Focus mode
ENROLLED, COMPLETED, COMPLETION RATE	BY WORKSHOP TYPE			
Grantee Account Name Worksh	юр Туре	Number of Participants Enrolled	Number of Part Completed	
Arthriti	s Foundation Exercise Program	5	3	60.00%
Arthritis	s 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	c Disease Self-Management Program (CDSMP)	42	30	71.43%
Chronic	Disease Self-Management Program (CDSMP)	65	53	81.54% 🗸
Total		6,264	4,79	7 76.58%

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

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0	Grantee Ac		PDF		Je		Enrolled	Completed	completion Percent
$\cup$				-	on Exercise Program	1	5	3	60.00%
<u>ц</u> ,				Arthritis Four	ndation Exercise Program		358	243	67.88%
Τ.				Better Choice	es, Better Health		69	42	60.87%
~				Cancer: Thriv	ring and Surviving		10	6	60.00%
				Cancer: Thriv	ring and Surviving		19	14	73.68%
¥				Cancer: Thriv	ing and Surviving		4	2	50.00%
				Cancer: Thriv	ring and Surviving		15	12	80.00%
				Chronic Dise	ase Self-Management Pr	ogram (CDSMP)	42	30	71.43%

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Current Values	
Exclude hidden report tabs	
Exclude hidden report tabs	

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.