



**2013 Progress Report Supplement (PRS) Data
Collection**
eGrants Step-by-Step Instructions for Grantees



Senior Companion Program (SCP)

BEFORE GETTING STARTED

The following eGrants screen shots and instructions will walk you through completing the Progress Report Supplement (PRS) formerly known as the Project Profile and Volunteer Activity (PPVA). Below are a few tips to remember when completing your PRS.

1. All of the fields on the PRS form are required. Each field must be completed in order to submit the PRS report. If there are no numbers to report for a particular data field, please enter a "0".
 2. Please be sure to **scroll down to the end of each category** to ensure all required fields are filled-in.
 3. You will be unable to make changes once the report has been submitted. To make changes after the submission, please contact your CNCS State Office.
 4. To print a copy of the PRS report, click on the **"Print PRS"** button on the "Review and Submit" screen.
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Instructions for Logging into eGrants

To log into eGrants: go to www.nationalservice.gov and scroll down to click on eGrants link.



You will be directed to the eGrants page on our website which gives you a brief introduction to eGrants and the eGrants Help Desk Information. You will then click on the eGrants Log-in link.



The eGrants log-in screen will appear.

***Note: You may have to temporarily enable pop-ups in order to move forward.**

All current and previous grantees can type in their grantee user name and password. Click the “*Login to eGrants*” link.

If you cannot remember your eGrants username or password, please contact the National Service Hotline at (800) 942-2677 (M -Th., 9:00A.M. – 7:00P.M. Eastern Time).

LOGIN

User Name ?

Password ?

Remember me

[Forgot your password? Get help](#)

[Don't have an eGrants account? Create an account](#)

[View system rules of behavior](#)

The Corporation for National and Community Service actively monitors this system and software activity to maintain system security, availability, and to ensure appropriate and legitimate usage. Any individual who intentionally accesses a Federal computer or system without authorization, and who alters, damages, makes unauthorized modifications to, or destroys information in any Federal interest computer, or exceeds authorized access, is in violation of the Computer Fraud and Abuse Act of 1986 (Public Law 99-474). Any evidence of possible violations of proper use or applicable laws found as a result of this monitoring may be turned over to Corporation Management and law enforcement. Any individual found to be in violation of the system proper use rules or law could be punished with loss of system access, fines and imprisonment. By proceeding, you hereby acknowledge your agreement with these terms and the **system's rules of behavior** and consent to such monitoring and informational retrieval for law enforcement and other official purposes.

[Login to eGrants](#)

[Click here to disable the pictures](#)

Instructions for Entering Information in the Progress Report Supplement

Once you have logged into eGrants with your username and password, you will be taken to the home screen.

Step (1) Click on “*Progress Report Supplement*” under Reporting to CNCS.

Reporting to CNCS

[Financial Report](#)

[Progress Report](#)

[Progress Report Supplement](#)

Step (2) Select the most current grant number. The “**edit**” link will appear on the right column; click on it to fill out the PRS form. To ensure that you have selected the correct grant number, you can check the reporting period.

Grant #11SCPUT001 - Senior Corps PRS				
Reporting Date	Due Date	Extension Date	Status	
07/01/2012 - 06/30/2013	11/15/2013		PRS Initial Entry	edit print :

*Note: If you do not know your current grant number, please contact your CNCS State Office.

Step (3) The next screen verifies the grant number with the program, the due date, the status, and the reporting period.

[cancel](#) [next](#)

For information about the Progress Report Supplement ?

Senior Corps PRS

Grant# 11SCPUT001 - SCP

Due Date: 11/15/2013

Status: PRS Initial Entry

Reporting Period: 07/01/2012 - 06/30/2013

Please note the Due Date **(12/6/2013)** and the Reporting Period **(07/01/2012 – 06/30/2013)**.

PR Supplement

→ Senior Corps PRS

Demographics

Service Information

Client Information

Special Needs Served

Stations

Review and Submit

In the left column, you will notice different sections for entering specific data. You can move through the different sections by clicking each section or by clicking the “*next*” button.

Step (4) The first section is *Demographics* with 4 groups (Age Group, Gender, Ethnicity, and Racial Group). In this section, you will enter the number of volunteers in each field. All SCP volunteers must be accounted for in the Age Group and Gender groups: the sum of the number of volunteers in the subcategories of each group should equal to the total number of volunteers active during the reporting period for your SCP project. For Ethnicity and Racial Group, please enter all available information regarding the number of volunteers in each subcategory. Click “*next*” to continue to the next section.

Progress Report Supplement

All of the fields on the PRS form are required. You must complete each field in order to submit the PRS. If there are no numbers to report for a particular data field, enter a 0.
 Be sure to scroll down to the end of each category to ensure completion of all required fields.
 For more Information click here 

Demographics

Age Group	# of Vols
55 to 67	<input type="text" value="0"/>
68 to 74	<input type="text" value="0"/>
75 to 84	<input type="text" value="0"/>
85 and over	<input type="text" value="0"/>
Gender	# of Vols
Female	<input type="text" value="0"/>
Male	<input type="text" value="0"/>
Ethnicity	# of Vols
Hispanic or Latino	<input type="text" value="0"/>
Non-Hispanic or Non-Latino	<input type="text" value="0"/>
Racial Group	# of Vols
American Indian or Alaskan Native	<input type="text" value="0"/>
Asian	<input type="text" value="0"/>
Black or African American	<input type="text" value="0"/>
Native Hawaiian or Pacific Island	<input type="text" value="0"/>
White	<input type="text" value="0"/>

Step (5) The next section is *Service Information* with 6 groups (Volunteers, Applicants, Volunteers Separated, Hours Served, Volunteer Leaders, and Volunteer Client Ratio). In this section, you will enter the number of volunteers in each field. Click “*next*” to continue to the next section.

NEW this year!
Total number of US Armed Forces Service members serving as SCP volunteers: Enter the total number of SCP volunteers who are also US Armed Forces Service members. US Armed Forces Service members include all types of military services (Reserve, National Guard, or Active).

NEW this year!
Total number of volunteers serving as SCP with family members actively serving in the military: Enter the total number of SCP volunteers with family members who are actively serving in the military. Family member is defined as immediate family members related by blood, marriage, or adoption to a veteran of the U.S. armed forces, including one who is deceased. This category includes only Active military.

Progress Report Supplement

back next

All of the fields on the PRS form are required. You must complete each field in order to submit the PRS. If there are no numbers to report for a particular data field, enter a 0.
 Be sure to scroll down to the end of each category to ensure completion of all required fields.
 For more information click here

Service Information	
Volunteers # of Vols	
Total number of Volunteers	<input type="text"/>
Total Number of Non-Stipend Volunteers	<input type="text"/>
Total number of Volunteers who served in private homes	<input type="text"/>
Number of veterans serving as SCP volunteers	<input type="text"/>
Total number of US Armed Forces Service members serving as SCP volunteers	<input type="text"/>
Total number of volunteers serving as SCP with family members actively serving in the military	<input type="text"/>
Total number of hours served	<input type="text"/>
Applicants # of Vols	
Able to enroll due to age set to 55	<input type="text"/>
Able to enroll due to income eligibility change	<input type="text"/>
Volunteers Separated # of Vols	
Employment, moved, family, new interests	<input type="text"/>
Health problems, death	<input type="text"/>
Transportation problems	<input type="text"/>
Income became over allowable guidelines to receive stipend	<input type="text"/>
Poor performance	<input type="text"/>
Hours Served # of Vols	
Number of Volunteers serving 15 - 19 Hours per week	<input type="text"/>
20 - 29 Hours per week	<input type="text"/>
30 - 40 Hours per week	<input type="text"/>
Volunteer Leaders # of Vols	
Number of Senior Companion Leaders	<input type="text"/>
Senior Companions recruited by Senior Companion Leaders	<input type="text"/>
Community Volunteers recruited by Senior Companion Leaders	<input type="text"/>
Volunteer Client Ratio # of Vols	
Serve 1 client weekly	<input type="text"/>
Serve 2 clients weekly	<input type="text"/>
Serve 3 - 5 clients weekly	<input type="text"/>
Serve 6 - 10 clients weekly	<input type="text"/>
Serve 11 or more weekly	<input type="text"/>

All of the fields on the PRS form are required. You must complete each field in order to submit the PRS. If there are no numbers to report for a particular data field, enter a 0. Be sure to scroll down to the end of each category to ensure completion of all required fields.

[For more Information click here](#)

Client Information

Clients Served	# of Clients
Total number of clients served	<input type="text" value="0"/>
Number of potential clients awaiting services of a Senior Companion	<input type="text" value="0"/>
Number of caregivers receiving respite	<input type="text" value="0"/>
Total number of veterans served	<input type="text" value="0"/>
Total number of US Armed Forces service members served	<input type="text" value="0"/>
Ages of Clients Served	# of Clients
Ages 22 - 44	<input type="text" value="0"/>
Ages 45 - 64	<input type="text" value="0"/>
Ages 65 - 74	<input type="text" value="0"/>
Ages 75 - 84	<input type="text" value="0"/>
Ages 85 or higher	<input type="text" value="0"/>

Step (6) The next section is *Client Information* with 2 groups (Clients Served and Ages of Clients Served). In this section, you will enter the number of clients in each field. Click “next” to continue to the next section.

NEW this year!

The total number of clients of US Armed Forces Service members served as SCP volunteers includes all types of military services (Reserve, National Guard, or Active).

Step (7) The next section is *Special Needs Served*. In this section for each Special Need category, you will enter the number of volunteers and the number of clients. Click “next” to continue to the next section.

All of the fields on the PRS form are required. You must complete each field in order to submit the PRS. If there are no numbers to report for a particular data field, enter a 0. Be sure to scroll down to the end of each category to ensure completion of all required fields.

[For more Information click here](#)

Special Needs Served

Special Needs	# of Vols	# of Clients
Alzheimer's Disease	<input type="text" value="0"/>	<input type="text" value="0"/>
Chronic Care Disabilities/Frail Elderly	<input type="text" value="0"/>	<input type="text" value="0"/>
Developmentally Disabled Adult	<input type="text" value="0"/>	<input type="text" value="0"/>
Emotionally Impaired Adult	<input type="text" value="0"/>	<input type="text" value="0"/>
Hearing Impaired Adult	<input type="text" value="0"/>	<input type="text" value="0"/>
Short-Term Disabilities	<input type="text" value="0"/>	<input type="text" value="0"/>
Substance Abuse (Adult)	<input type="text" value="0"/>	<input type="text" value="0"/>
Terminally Ill Adult	<input type="text" value="0"/>	<input type="text" value="0"/>
Visually Impaired Adult	<input type="text" value="0"/>	<input type="text" value="0"/>
Caregivers receiving respite through Senior Companion Services	<input type="text" value="0"/>	<input type="text" value="0"/>
Other Special Needs	<input type="text" value="0"/>	<input type="text" value="0"/>

Step (8) The next section is *Stations*. In this section, you will enter the total number of faith-based stations and volunteers in each field. Click “*next*” to continue to the next section.

The screenshot shows the 'Progress Report Supplement' form. At the top, there are 'back' and 'next' buttons. Below them is a text box with instructions: 'All of the fields on the PRS form are required. You must complete each field in order to submit the PRS. If there are no numbers to report for a particular data field, enter a 0. Be sure to scroll down to the end of each category to ensure completion of all required fields. For more information click here ?'. Below this is a section titled 'Stations' containing a table with three columns: 'Faith Based Stations', '# of Stations', and '# of Vols'. The first row of the table is 'Total number of faith-based Stations / Volunteers', with input boxes containing the number '0' in the '# of Stations' and '# of Vols' columns.

Faith Based Stations	# of Stations	# of Vols
Total number of faith-based Stations / Volunteers	<input type="text" value="0"/>	<input type="text" value="0"/>

Note: Information about other Volunteer Stations is collected via the Station Rosters submitted to the CNCS State Office at the time of the grant application submission.

Step (9) The last section is *Review and Submit*. In this section, you should click on “*View/Print PRS*” to confirm your responses. **Please review the Checklist on the following page to determine if the Progress Report Supplement is complete and ready to be submitted.**

If you need to change any responses, you can click any of the “*edit*” buttons for the appropriate section.

After any editing, click on the “*View/Print PRS*” again to confirm your answers are correct.

Click “*Submit Progress Report Supplement*” to complete the final step. This step submits your report to your Program Officer in the CNCS State Office.

The screenshot shows the 'Review and Submit' section of the PRS form. It includes the following information: 'Grant# 11SCPUT001 - SCP', 'Due Date: 11/15/2013', 'Status: PRS Initial Entry', and 'Reporting Period: 07/01/2012 - 06/30/2013'. Below this are several sections with 'edit' buttons: 'Demographics: edit', 'Service Information: edit', 'Client Information: edit', 'Special Needs Served: edit', and 'Stations: edit'. At the bottom, there is an 'Available Actions' section with two buttons: 'View/Print PRS' and 'Submit Progress Report Supplement'. The 'Submit Progress Report Supplement' button is circled in red.

SCP PRS Grantee Checklist

- Have you **printed a copy** of the report and **verified the information** before submitting?
- Do all fields contain a number? If no information is available, is a “0” entered?
- Do the totals for all subcategories under **Age Group** equal **Total Number of Volunteers**?
- Do the totals for all subcategories under **Gender** equal **Total Number of Volunteers**?
- Have you entered all available information regarding volunteer numbers in each of the subcategories under **Ethnicity**?
- Have you entered all available information regarding volunteer numbers in each of the subcategories under **Racial Group**?
- Do the totals for all subcategories under **Hours Served** equal **Total Number of Volunteers**?
- Do the totals for all subcategories under **Volunteer Client Ratio** equal **Total Number of Volunteers**?

*We understand that some grantees do not collect information related to race and ethnicity. If you do not have data, please enter “0” in these fields.

Questions? Please contact your Program Officer in the CNCS State Office.