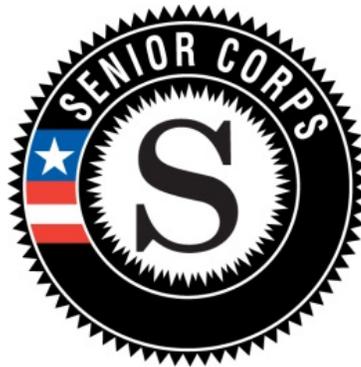




# **2014 Progress Report Supplement (PRS) Data Collection**

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 are required. Each field must be completed in order to submit the PRS. 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.
- 

## Instructions for Logging into eGrants

To log into eGrants: go to [www.nationalservice.gov](http://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 user name 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](#)

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## Instructions for Entering Information in the Progress Report Supplement

Once you have logged into eGrants with your user name 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 #13SCNOH005 - Senior Corps PRS				
Reporting Date	Due Date	Extension Date	Status	
07/01/2013 - 06/30/2014	10/31/2014		PRS Initial Entry	<a href="#">edit</a> <a href="#">print</a>

\*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.

**Senior Corps PRS**

cancel **next**

For information about the Progress Report Supplement ?

**Senior Corps PRS**

**Grant#** 13SCNOH005 - SCP

**Due Date:** 10/31/2014

**Status:** PRS Initial Entry

**Reporting Period:** 07/01/2013 - 06/30/2014

Please note the Due Date **(10/31/2014)** and the Reporting Period **(07/01/2013 – 06/30/2014)**.

**PR Supplement**

➔ Senior Corps PRS

Demographics

Service Information

Client Information

Special Needs Served

Review and Submit

In the left column, you will notice different sections for entering specific data. You cannot move to the next section until you have completed all fields. By clicking the “*next*” button, you will be able to move to the next section.

**Step (4)** The first section is *Demographics* with four 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 be 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**

← back
save
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* [?](#)

**Demographics**

<b>Age Group</b>	<b># of Vols</b>
55 to 59	<input style="width: 50px;" type="text" value="0"/>
60 to 69	<input style="width: 50px;" type="text" value="0"/>
70 to 79	<input style="width: 50px;" type="text" value="0"/>
80 to 84	<input style="width: 50px;" type="text" value="0"/>
85 and over	<input style="width: 50px;" type="text" value="0"/>
<b>Gender</b>	<b># of Vols</b>
Female	<input style="width: 50px;" type="text" value="0"/>
Male	<input style="width: 50px;" type="text" value="0"/>
<b>Ethnicity</b>	<b># of Vols</b>
Hispanic or Latino	<input style="width: 50px;" type="text" value="0"/>
Non-Hispanic or Non-Latino	<input style="width: 50px;" type="text" value="0"/>
<b>Racial Group</b>	<b># of Vols</b>
American Indian or Alaskan Native	<input style="width: 50px;" type="text" value="0"/>
Asian	<input style="width: 50px;" type="text" value="0"/>
Black or African American	<input style="width: 50px;" type="text" value="0"/>
Native Hawaiian or Pacific Island	<input style="width: 50px;" type="text" value="0"/>
White	<input style="width: 50px;" type="text" value="0"/>

**Step (5)** The next section is *Service Information* with six 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 Volunteers federally funded:** Enter the total number of SCP volunteers who **are** federally funded under CNCS funds

**NEW this year!**

**Total number of Volunteers non-federally funded:** Enter the total number of SCP volunteers who **are not** federally funded under CNCS funds.

**NEW this year!**

**Total number of seniors on waiting list to be SCP volunteers:** Enter the total number of SCP volunteers who are waiting to be a SCP volunteer.

**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* [?](#)

Service Information	
<b>Volunteers</b>	
Total number of Volunteers	# of Vols <input type="text" value="0"/>
Total number of Volunteers federally funded	<input type="text" value="0"/>
Total number of Volunteers non-federally funded	<input type="text" value="0"/>
Total Number of Non-Stipend Volunteers	<input type="text" value="0"/>
Total number of Volunteers who served in private homes	<input type="text" value="0"/>
Number of veterans serving as SCP volunteers	<input type="text" value="0"/>
Total number of US Armed Forces Service members serving as SCP volunteers	<input type="text" value="0"/>
Total number of seniors on waiting list to be SCP volunteers	<input type="text" value="0"/>
Total number of volunteers serving as SCP with family members actively serving in the military	<input type="text" value="0"/>
Total number of hours served	<input type="text" value="0"/>
<b>Applicants</b>	
Able to enroll due to age set to 55	# of Vols <input type="text" value="0"/>
Able to enroll due to income eligibility change	<input type="text" value="0"/>
<b>Volunteers Separated</b>	
Employment, moved, family, new interests	# of Vols <input type="text" value="0"/>
Health problems, death	<input type="text" value="0"/>
Transportation problems	<input type="text" value="0"/>
Income became over allowable guidelines to receive stipend	<input type="text" value="0"/>
Poor performance	<input type="text" value="0"/>
<b>Hours Served</b>	
Number of Volunteers serving 15 - 19 Hours per week	# of Vols <input type="text" value="0"/>
20 - 29 Hours per week	<input type="text" value="0"/>
30 - 40 Hours per week	<input type="text" value="0"/>
<b>Volunteer Leaders</b>	
Number of Senior Companion Leaders	# of Vols <input type="text" value="0"/>
Senior Companions recruited by Senior Companion Leaders	<input type="text" value="0"/>
Community Volunteers recruited by Senior Companion Leaders	<input type="text" value="0"/>
<b>Volunteer Client Ratio</b>	
Serve 1 client weekly	# of Vols <input type="text" value="0"/>
Serve 2 clients weekly	<input type="text" value="0"/>
Serve 3 - 5 clients weekly	<input type="text" value="0"/>
Serve 6 - 10 clients weekly	<input type="text" value="0"/>
Serve 11 or more weekly	<input type="text" value="0"/>

**Step (6)** The next section is *Client Information* with two 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.

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

**Progress Report Supplement**

back save 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 ?

**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"/>

**Progress Report Supplement**

back save 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 ?

**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 (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.

**Step (8)** 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.

Review and Submit
Please review and submit your information
<b>Grant# 13SCNOH005 - SCP</b> <b>Due Date:</b> 10/31/2014 <b>Status:</b> PRS Initial Entry <b>Reporting Period:</b> 07/01/2013 - 06/30/2014
<b>Demographics:</b> <a href="#">edit</a>
<b>Service Information:</b> <a href="#">edit</a>
<b>Client Information:</b> <a href="#">edit</a>
<b>Special Needs Served:</b> <a href="#">edit</a>
<b>Available Actions:</b> <a href="#">View/Print PRS</a>
<b>Submit Progress Report Supplement</b> 

**Thank you**

You have successfully completed the action to Submit Progress Report Supplement on 8/5/2014 at 12:00 PM, EDT.

[Return to Progress Report Supplement list](#) 

[Go to your eGrants home](#) 

## 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.