

## Commission Staff Training Agenda

### Introduction to OnCorps Reports

- Logging In
- The Program Website and Resource Pages
- The Notifications/Home page

### Manage Records

- Staff
- Programs
- Program Directors
- Prospective Members
- Delete Members

### Reporting

#### Program Reports

- Performance Measures (old)
- Performance Measures (new)
- Program Progress/CNCS Initiatives
- Demographics
- Successes/Challenges
- Best Practices
- Upload/Download Files

#### Service Reports

- Great Stories
- Volunteer Mobilization
- Civic Engagement
- Direct Service
- Capacity Building
- Reflection Logs

### Time Tracking

#### Member Service Hours

- Filter Member Timesheets
- Total Member Hours Graph
- Member Total Hours by Date
- Member Total Hours by Month
- Member Hours by Service Site

#### Supervisor In-Kind Hours

- Supervisor In-Kind Hours Report

### Financials

#### Approve Reports

- Budget
- Periodic Expense Reports
- Aggregate Financial Report
- Budget Modifications

#### View Reports

- Current Budget
- Current Periodic Expense Reports
- Current Aggregate Financial Reports
- Budget History
- Periodic Expense Report History
- Aggregate Financial Report History

#### Other Financial Reports

- In-Kind Other
- Supervisor In-Kind Hours

### Tools

- User Permissions
- Program Year Toggle
- Export Data
- Notifications On/Off
- Staff Program Assignment
- Program Director Notifications
- Timesheet Dates
- Copy Program Data

### Website, Resource Page, and Calendar

- Uploading Images and Documents
- Update Program Website
- Update Resource Page
- Update Calendar
- Home Page Note
- Website Note

### Help Resources

- FAQ
- Help Resources and Tutorials
- Request Help Form
- [help@oncorpsreports.com](mailto:help@oncorpsreports.com)

# Performance Measures

## NEW Performance Measure Reporting Process

- 1. Create a Performance Measure Template – State Commission Staff**
  - Manage Records > Performance Measure Templates > Manage PM Templates
- 2. Assign a PM Template to a Program – State Commission Staff**
  - Manage Records > Performance Measure Templates > Assign PM Templates to Programs
- 3. Creating and Submitting a Performance Measure - Program Directors**
  - Reporting > Submit Reports > Create Performance Measures
- 4. Approve a Performance Measure – State Commission Staff**
  - Reporting > Approve Reports > Performance Measures
- 5. Create a Performance Measure Progress Report for a Performance Measure – Program Directors**
  - Reporting > Submit Reports > Performance Measure Progress
- 6. Approve a Performance Measure Progress Report – State Commission Staff**
  - Reporting > Approve Reports > Performance Measure Progress
- 7. View Performance Measures and Performance Measure Progress Reports –Both Directors and Staff**
  - Reporting > View Reports > Performance Measures Report

## OLD Performance Measure Reporting Process

- 1. Creating and Submitting a Performance Measure - Program Directors**
  - Reporting > Submit Reports > Create Performance Measures
- 2. Approve a Performance Measure – State Commission Staff**
  - Reporting > Approve Reports > Performance Measures
- 3. Create a Performance Measure Progress Report for a Performance Measure – Program Directors**
  - Reporting > Submit Reports > Performance Measure Progress
- 4. Approve a Performance Measure Progress Report – State Commission Staff**
  - Reporting > Approve Reports > Performance Measure Progress
- 5. View Performance Measures and Performance Measure Progress Reports –Both Directors and Staff**
  - Reporting > View Reports > Performance Measures Report