

Completing the Progress Report in GeMS

*Updated 9/22/2014

Progress Report due on October 1, 2014

TIPS BEFORE STARTING YOUR REPORT

1. Ensure your grant is in “Grant Awarded” status; if it is not, contact the Affiliate at jmbrinkmeyer@komenquadcities.org or 563-421-1905.
2. Have copies of your original application for your reference. To print PDF versions of your original application, see instructions on page 3 of this document.
3. Write up your client story in a Word document, which you will upload on the Narrative page. The client story should include:
 - ✓ Client circumstances
 - ✓ What Komen funds allowed to happen that wouldn’t have happened otherwise
 - ✓ Whether the client would be comfortable sharing experience directly with Komen Quad Cities or HQ, and if so, who at the grant agency should be contacted to reach the client
4. Gather supplemental materials for upload: flyers, education pieces, patient tracking logs (anonymized to remove identifying patient information), etc.

COMPLETING YOUR PROGRESS REPORT

1. Navigate to your CGA application, which opens the standard application-editing menu.
2. If your grant is in “Grant Awarded” status, select “View Related Items” below Examine Related Items.
3. Click on “Initiate a CG Final Report” and click on “I Agree” on the next screen.
4. To begin, complete, or edit your Progress Report, click on “View Forms” under View, Edit and Complete Forms.
5. Verify GeMS functionality
 - a. Click on the Progress Report – Work Plan (Objectives) link. When the page opens, verify there is a drop-down menu in the upper right-hand corner that has pre-populated objectives pulled from your application. **IF YOU DO NOT HAVE PRE-POPULATED ITEMS, CONTACT JENNY BEFORE WORKING ON ANY PAGES.**
 - b. Click on the Progress Report – Budget link. When the page opens, verify your total project budget has pre-populated with the amounts pulled from your application. **IF YOU DO NOT HAVE PRE-POPULATED ITEMS, CONTACT JENNY BEFORE WORKING ON ANY PAGES.**
 - c. If both pages are pre-populating correctly, proceed to steps 6-13 below.
6. Progress Report Narrative
 - a. Enter dates for reporting period: 4/1/2014-9/31/2014
 - b. Enter information requested in each of the fields on the page per the chart on page 4.
**TIP: you will upload your patient/client story on this page*
7. Progress Report – Individuals Served
 - a. Enter information requested in each of the fields per the chart on page 5
 - b. Refer to chart to determine how to code undocumented vs documented not-WWC/BCCP eligible

- c. This section is time-consuming to complete. Give yourself time to think through how to set this section up for your reporting and start early! Please be as thorough as possible when completing this section as it provides vital information to our agency's reach throughout our service area.
 - *TIP: you must enter information for each column and use the horizontal scroll bar at the bottom to enter the total number of unique individuals for each demographic cluster served.*
 - *TIP: you will need to use a separate individuals served table for each service/intervention method that corresponds to an objective. To create a new individuals served page, save the current page, then click the pink "Add" button in the upper right-hand corner.*
8. Progress Report – Individuals Served Total
 - a. The pre-populated number is calculated by GeMS from the numbers you entered on the Individuals Served page.
 - b. Total number of unduplicated individuals that received services: enter total number of unique, unduplicated individuals served from April 1, 2014 – September 31, 2014
 - c. Total number of breast cancers detected: enter the total number of breast cancers detected throughout the grant period
9. Progress Report – Work Plan Objectives
 - a. % complete: enter a percentage based on the following formula: $A \div B$, where
 - A = total number of unique individuals to receive the service/intervention during the grant term (*NOTE: this number should match the total individuals reported in corresponding individuals served tables completed in Step 7 above*)
 - B = original goal number of unique individuals stated in your original grant application
 - b. Discussion of objectives that are not at 100% completion
 - c. Evaluation methods/techniques used to measure impact of objective – upload patient tracking logs, indicator evaluations, etc. here. To upload more than one file, click the "Save" button after each upload.
10. Progress Report – Budget
 - a. Enter Komen funds used through September 31, 2014 by expense category
 - b. Use budget justification box to explain any expenses that are 1) less than 100% spent down, or 2) have a variance compared to the budgeted amount for that category that exceeds 5% of the total grant awarded
11. Education Materials
 - a. Upload flyers, brochures, patient tracking logs, or other materials your organization created to execute your Komen grant-funded project (*NOTE: it's not necessary for you to submit copies of materials ordered from Komen HQ*).
 - *TIP: this section is simply storage of the final product.*
12. Change status to Authorized Signature Required.
13. Authorized Signer changes status to Final Report Submitted

INSTRUCTIONS TO CREATE PDF VERSION OF APPLICATION

1. Click on My CG Applications tab
2. In the CG Applications Type dropdown, pick this year's application and select Execute
3. Select your application
4. From the CG Application Menu, click on the View Management Tools button under Access Management Tools
5. Select Full Print Version

Progress Report – Narrative

NARRATIVE QUESTION	SPECIAL INSTRUCTIONS
Describe successes and accomplishments to date. Examples include: increased collaboration, decreased time between screening and diagnosis and/or diagnosis and treatment and increasing the percentage of people who enter, stay in, or progress through the continuum of care.	1,500 character limit
List any unforeseen challenges and how you have addressed them to meet the goals and objectives set forth in your application.	1,500 character limit
Identify lessons learned and how you will incorporate those lessons moving forward.	1,500 character limit
Please include a best practice example from your project that can be shared with other grantees.	1,500 character limit
Have you secured additional funds for this program since the beginning of this program grant cycle?	Select “Yes” or “No”
If so, please describe and explain how this will impact overall program development and sustainability.	1,500 character limit
Provide a story of an individual who has been served with your Komen funding. Please share this story in a general way and do not include any personal identifiable information.	Enter: SEE ATTACHED WORD DOCUMENT <i>*You will upload your Word document at the bottom of the page</i>
Willing to expand on the story above or provide another story? If so, are you willing to discuss and be contact by: <i>(Please check all that apply)</i>	If your grant agency is willing to share more details of the client experience, indicate whether you’re willing to share that information with Komen Quad Cities and/or Susan G. Komen Headquarters and then indicate who at your agency should be contacted.
Upload required documentation as outlined by the Affiliate [CHOOSE FILE]	Attach Patient/Client Story

Progress Report - Individuals Served

1. Please create one “Individuals Served” table for each “service” category funded by your Komen grant and/or listed as an objective in your application. To create multiple tables, click the “Save” button to save your existing table, then click on the “Add” button in the upper right-hand corner.
2. If you need more rows for any one table, hitting “Save” after all the rows have been completed will create more rows.
3. If you serve an individuals who could fit into multiple named groups, choose the category that the individual would identify with first. If that information is unavailable, choose the category that corresponds with a target population you identified in your application.
4. Unspecified (used for different categories) – means that either the individual didn’t want to report on that data or you did not collect that information.
5. Every column should be completed – County, Race and Ethnicity, General Population (age range), Gender, Named Groups and # Served. If, for some reason, you did not collect this information, please provide a brief explanation in the relevant Objective page that is related to the Individual Served table.

Data Fields	Special Instructions
Service Name	A short, simple phrase that distinguishes one Individuals Served table from another AND corresponds to objectives in your original grant application.
Service	Drop-down menu of intervention method(s); should correspond to what you selected in your grant application
County	Select from drop-down menu; <i>(NOTE: only list services provided to individuals whose residence is a county inside the Komen Quad Cities service area)</i>
Race and Ethnicity	Select from drop-down menu
General Population	Age of population - select from drop-down menu
Gender	Select from drop-down menu
Named Groups	Select from drop-down menu; choose from: <ul style="list-style-type: none"> • Co-survivors • ESL (use for documented ESL patients/clients) • Immigrants/Newcomers/Refugees (use for undocumented patients/clients) • LGBTQ • Offenders/Ex-Offenders • Survivors • Survivors living w/metastatic disease • Healthcare providers • Uninsured/Underinsured (use for documented patient who are documented but not WWC or BCCP eligible, including permanent residents <5 years) • Migrant • Jewish • People with disabilities • Homeless
# Served	Enter number of people served that corresponds with each service/intervention method used in your project