



SHE/HIG Report Reminders

HC Webinar July 9th, 2024



Reporting Due Dates:

United States Programs (CDC-funded):

- **Grant Year 3: August 1st 2023 - July 31st 2024**
- **Reports Due in Qualtrics:**
 - Mid-Year: February 15th 2024
 - **End-of-Year: August 15th 2024**

Non-US Programs (Golisano-funded):

- **Grant Year 3: January 1st 2024 - December 31st 2024**
- **Reports Due in Qualtrics:**
 - **Mid-Year: July 15th 2024**
 - End-of-Year: January 15th 2025



General Qualtrics Reminders

1. To save your progress re-open the survey in the same browser on the same computer
2. Only upload requirement is the collaborations list.
3. Once you submit the survey you cannot edit it, but you will have an option to download your responses
4. The SHE excel tracker follows the same flow as the qualtrics report. If it is filled out you can use it to populate the answers in qualtrics.
5. End-of-Year reports must include numbers for the entire grant year



Avoiding Common Mistakes: General

1. Do not report on events that have not happened yet/are planned for the future.
2. Do not report on events that were scheduled but canceled.
3. Sometimes once you enter in a number for Healthy Athlete Events, Qualtrics glitches and won't let you go back and change this. If this is the case and for example you entered 8 HA events but really had 6 and Qualtrics is making you fill out information for the last 2 entries put in all zeros but please clarify in the last question which is open ended. That way we won't have to reach out to you for clarification.

Avoiding Common Mistakes - Healthy Athletes

1. **Do not report multiple disciplines at one Healthy Athlete event as separate events.** When you fill out the information for a HA event the survey specifically asks which disciplines you held at that event. Please select all disciplines that were held at that one event.
 - a. If you did in fact have two separate events on the same day, please let us know in the last open-ended question. That way we won't have to reach out to you for clarification.
2. You should always have at least 1 clinical director/Health Professional Volunteer for every discipline at every Healthy Athlete event. If you do not it is not a Healthy Athlete event and you cannot report it as one

Which disciplines did you offer at this event?

Fit Feet

FUNfitness

Health Promotion

Healthy Hearing

MedFest

Opening Eyes

Special Smiles

Strong Minds

Healthy Young Athletes

Avoiding Common Mistakes - Healthy Athletes Referrals

- You are asked for your total Non-urgent and total Urgent referrals separately.** You are then asked how many of those referrals were confirmed to have a place to go and then how many of those referrals with a place to go were confirmed to have received care. The number of referrals who were confirmed to have received care should not exceed the number of referrals that were confirmed to have a place to go. And neither of those, in addition to the Non-urgent referral question about how many Non-urgent referrals were confirmed to be participating in fitness programming, should exceed the total number of referrals for Non-urgent or Urgent.
- If you are unsure how to classify a referral (as Non-urgent or Urgent) please ask!** either via email or office hours. That way we won't have to follow up with you after you submitted your report.

How many total athletes were screened at Fit Feet at your event on 06/06/04.

Please tell us about the Fit Feet referrals you provided on 06/06/04.

Please look at your HAS forms from the Event to answer these questions. Maintenance Referrals do not count as either non-urgent or urgent referrals.

	Number
Number of non-urgent referrals:	<input type="text" value="18"/>
Of the non-urgent referrals, how many were confirmed to have a place to go for follow-up care?	<input type="text" value="18"/>
Of the non-urgent referrals, how many were confirmed to have received care?	<input type="text" value="15"/>
Number of urgent referrals:	<input type="text" value="5"/>
Of the urgent referrals, how many were confirmed to have a place to go for follow-up care?	<input type="text" value="4"/>
Of the urgent referrals, how many were confirmed to have received care?	<input type="text" value="3"/>