

HEALTHY COMMUNITIES MID YEAR AND END OF YEAR REPORTING INFORMATION



REPORTING INSTRUCTIONS

Programs receiving a Healthy Communities grant will need to report twice per year (see dates below) on their achievements towards meeting the criteria. Your report will be online through Qualtrics using your Program name as the log in.

Mid-Year Report:

- Please report on activities completed between **1 April 2019 - 30 September 2019**.
- **Due on 15 October 2019**.

End of Year Report:

- Please report on activities completed between **1 April 2019 - 31 March 2020**.
- **Due on 15 April 2020**.

Qualtrics Links:

- All Health report links can be found at this link with due dates for each one. For Healthy Communities, the monthly report and the Mid-Year/End of Year link can be found here.
- [Bookmark this link \(you can return to it for any Health reports you need to submit, including Fitness reports, Evaluation reports, and Healthy Athletes capacity grants!\)](#)

REPORTING TRACKING TOOL

The Reporting Tracking Tool is a template designed to help gather all pieces of information before submitting in Qualtrics. You can use this reporting tracking tool as a guide to help you prepare to answer the questions. Using this tracking tool before you complete your report in Qualtrics is optional. The training tool is design to help you know what information you need to report on in advance and help you organize all of your information and formulate any questions prior to completing the online report. We highly suggest you use this tool throughout the year to collect your reporting information. Important items to note:

1. Report only on the time frame shown above for the Mid-Year and End of Year. At the End of Year, you will also have a financial report that will be due. That will be in a separate Excel document. Note that in order to receive the remaining 15% of your Healthy Communities grant, will need to submit a complete financial report. You may submit this at any time.
2. The Qualtrics link will not open until *one month* prior to the deadline.
3. If you have any questions about reporting, please contact your Regional Health Manager as soon as possible. If you have any questions or issues with Qualtrics, please contact sengel@specialolympics.org.
4. Any yellow highlighted boxes are mandatory in the Qualtrics report if your project contributed to that area. If you are not working on a particular area, please just leave that section blank or enter 0. The boxes will turn white to indicate you have filled them out in the tracking tool to help you keep track of areas not filled out yet.

CRITERIA CHECKLIST

You can use the following as a tool to determine if you are meeting the requirements for each Criteria. This does not 100% guarantee that you are meeting Criteria. That will be determined by the Healthy Communities Review Team.

Criteria 1: All Health grant requirements are met.

- Are all required Health grant reports submitted in Qualtrics including all reports found on the Health Grant Reports Link ([click here](#))?
 - If no, please fill out the required reports based on the grants your Program currently has. If you are unsure which grant reports you have already completed, please contact your Regional Health Manager.
 - Please be sure to submit your Healthy Athletes Capacity Evaluation Forms for ALL events! This will be how Criteria 2 (VIK) and Criteria 3 (# of Screenings and Disciplines) are determined.
- Have all receipts and financial documents been submitted to the Special Olympics Finance Team for previous and current Health grants?
 - If no, please submit all financial information. If you are unsure, please contact your Regional Health Manager.
 - *For Mid-Year:* This will include financial documents from any previous Health grant.
 - *For End of Year:* Financial documents and budget are required through 31 March 2020.
- If yes to all of the above, you are likely meeting Criteria 1.
- Additionally, your Program must be currently accredited.

Criteria 2: SO Program locally funds at least 50% of Healthy Athlete event costs across all Healthy Athlete events within the SO Program.

- To Calculate:
 1. Add up all VIK and Cash (not including volunteer time or SO Program staff time) for Healthy Athletes events.
 - VIK can include discounts and is not just items received for free. For example, if you have a discounted hotel room, you would determine the difference in cost (total discount) and add that to your VIK amount.
 - VIK Examples (this list is not all inclusive): equipment, meals, postage, photography, space, marketing, promotions, discounts, complimentary hotels or travel services for volunteers
 2. Determine the approved budget from SOI for Healthy Athletes events ONLY.
 3. *Calculate:* VIK and Cash for Healthy Athlete events/(VIK and Cash for HA events + approved budget from SOI).
- If you are locally funding 50% or more, you are likely meeting Criteria 2.

Criteria 3: SO Program offers at least 3 Healthy Athlete disciplines per year within the selected Healthy Community geographic focus area(s).

- Have 3 or more Healthy Athlete disciplines been offered in your geographic focus area during the reporting period?
- Have 150 or more screenings (TOTAL) occurred in these disciplines in the reporting periods?

- Are all [Healthy Athlete Evaluation Forms](#) submitted in Qualtrics for ALL events held in this reporting period?
- If yes to all of the above, you are likely meeting criteria 3.

Criteria 4: 70% of athletes in geographic focus area who receive referrals at Healthy Athletes have a place to go for follow up care following a Healthy Athletes screening.

- Are referrals offered in 2 or more disciplines in the geographic focus area?
- Do 70% or more of athletes who receive referrals at Healthy Athletes have a place to go for follow-up care in the geographic focus area?
 - *Calculate:* total number of athletes with a place to go/total # of referrals
- If yes to all of the above, you are likely meeting Criteria 4.

Criteria 5: SO Program offers health, wellness, or fitness programming outside of Healthy Athlete events for athletes involving partners, coaches, and/or families as appropriate with a minimum of 20% of athletes in the SO Program's selected geographic focus area enrolled in an ongoing wellness program.

- Are 20% of athletes in your geographic focus area participating in Health, wellness, and Fitness opportunities outside of Healthy Athlete events?
 - *Calculate:* total number of people with ID getting 6 or more session of health, wellness, and Fitness programming/athletes in geographic focus area
- If yes to the above, you are likely meeting Criteria 5.

Criteria 6: Sufficient sustainable resources to achieve the above criteria and deliver the project.

- Are we meeting all other Criteria?
- Do we have the necessary Partnerships in place to be sustainable?
- If yes to all of the above, you are likely meeting Criteria 6.

ADDITIONAL INFORMATION

- **Narratives:** Please fill out each narrative as detailed as possible. The more stories, examples, and supporting information to the Metrics, the more we can report to our funders in order to continue getting funding for Programs.
- **PDF Copy Available:** You can download a PDF copy of the report at the end of your survey to keep for your records.