

How do I create a Self-Assessment Report?

1 CLICK ON CREATE REPORT

2 CHOOSE PQA

3 SELECT WHICH PQA
FORM YOU ARE USING

4 SELECT YOUR SITE

5 CHECK THE BOX NEXT
TO SELECT SELF FORM

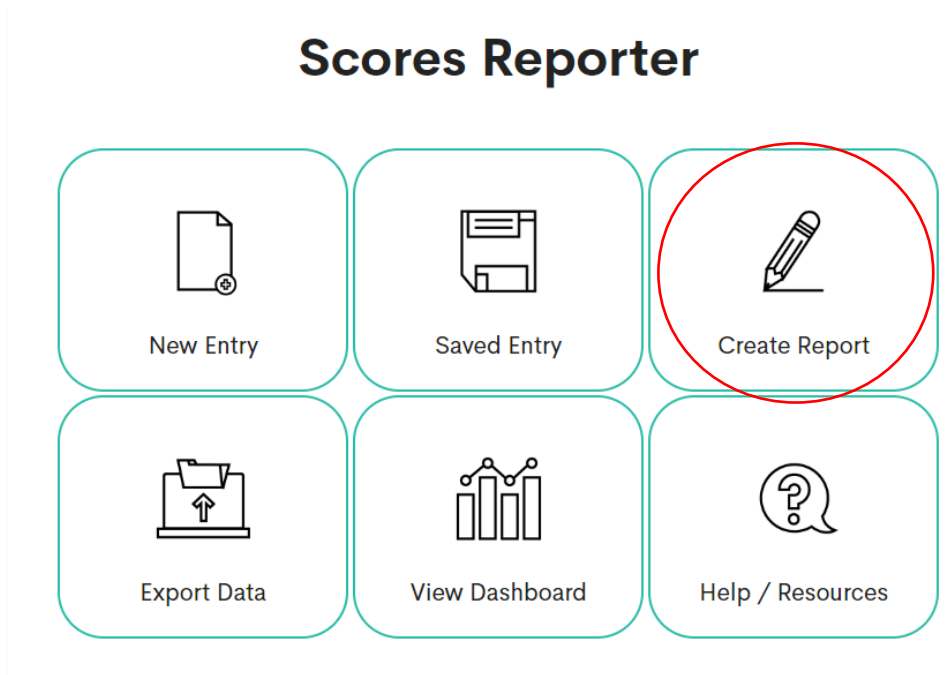
6 SELECT A
SELF-ASSESSMENT ENTRY

7 RUN REPORT

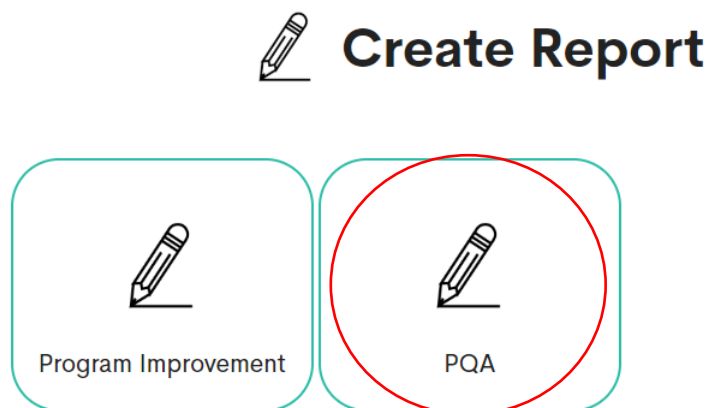
Self-assessment reports are useful for anyone who would like to check the results of their self-assessment and see where they may improve, as well as develop recommendations on effective ways to advance their program.

NOTE: You will only be able to run reports for forms that have already been submitted.

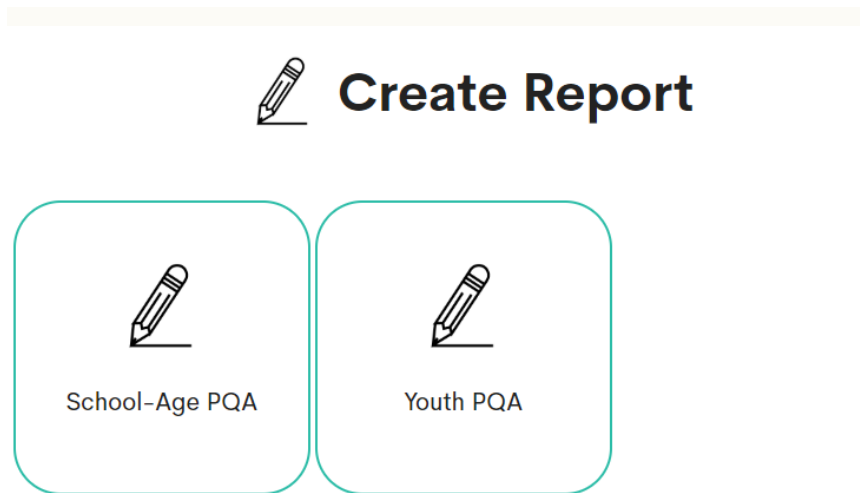
1. From the CYPQ homepage (depicted below), click the 'Create Report' tile (circled in red below) located in the top right of the tile cluster.



2. On the next page click on the 'PQA' tile (circled in red below).

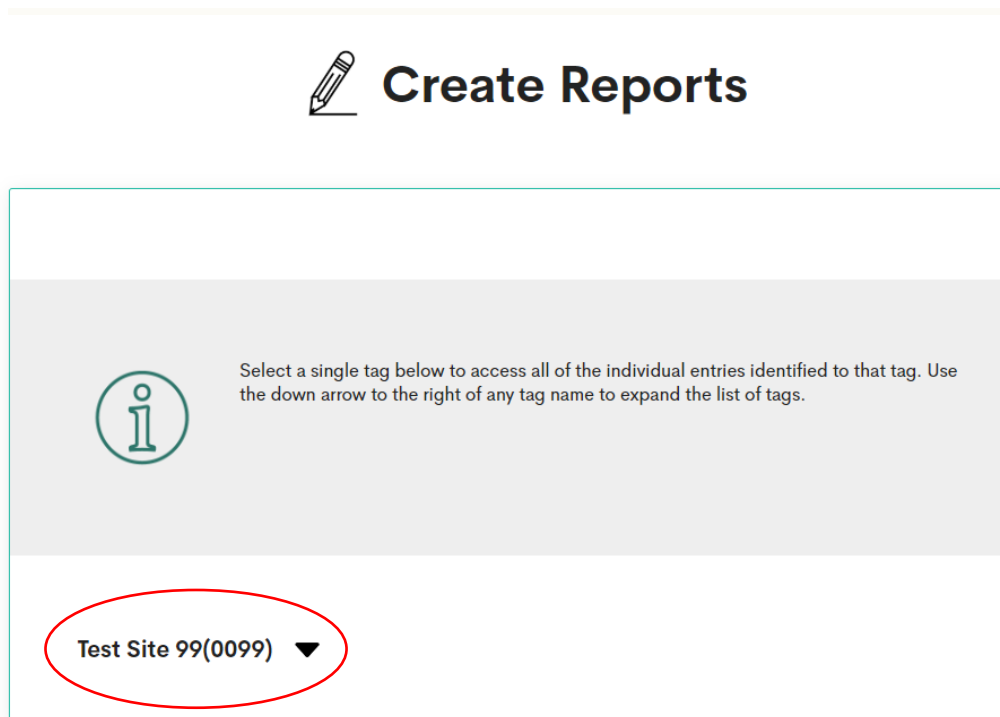


- From there you must select what type of PQA form you were using (e.g. Youth PQA, School-Age PQA, etc.)



- Once the form type is selected, select the site for which you are interested in creating a report for by clicking the site name (example circled below in red)

NOTE: Most users will only have the option of choosing their particular site on this menu. If you don't see the name of your site in this menu please contact the CYPQ Portal helpdesk at scoresreporter@cypq.org



5. From there, check the box to the left of 'Select Self Form' (in red box below).

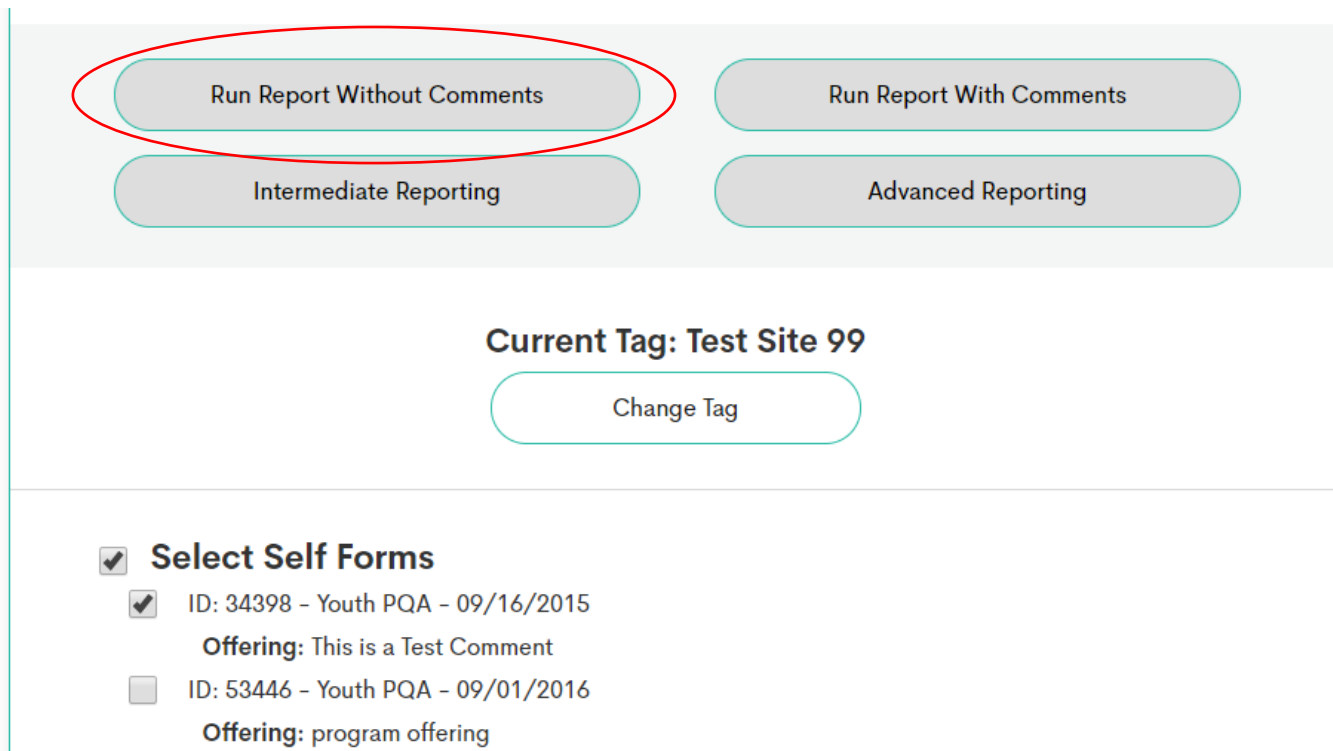
The screenshot shows a web interface with several buttons: 'Run Report Without Comments', 'Run Report With Comments', 'Intermediate Reporting', and 'Advanced Reporting'. Below these is a section for 'Current Tag: Test Site 99' with a 'Change Tag' button. At the bottom, there is a checkbox labeled 'Select Self Forms' which is highlighted with a red rectangular box.

6. This will bring up all available self-assessment forms for the selected site. Select the form for which you are interested in running the report (example circled below in red).

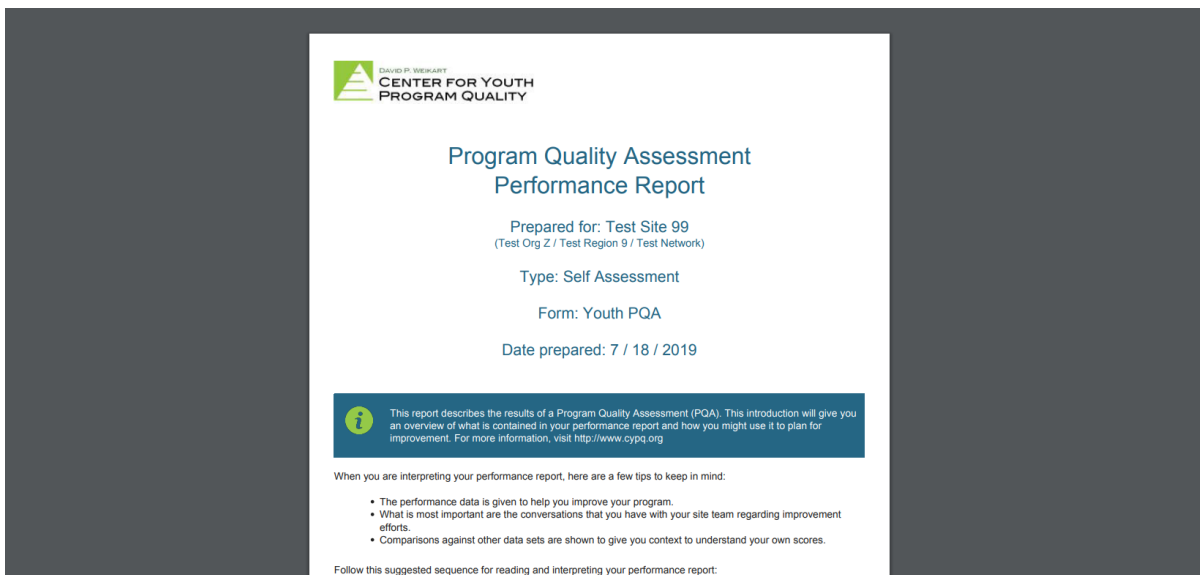
NOTE: If more than one entry is selected within either category (self-forms or external forms) the results of those entries will be aggregated (averaged) into a single entry (i.e. if you selected both ID 34437 and ID 35007 within the self-form category, the result would be a report that is a single entry made up of the average of those two forms). However if the forms come from different categories (i.e. self forms and external forms) then the results will be displayed in a comparative way as opposed to being aggregated. For more advanced features visit the 'Advanced Reporting' page located below the 'Run Report' button.

This screenshot shows the same interface as above, but with the 'Select Self Forms' checkbox checked. Below the checkbox, two items are listed, each with a checkbox and an offering description. The first item is 'ID: 34398 - Youth PQA - 09/16/2015' with the offering 'This is a Test Comment'. The second item is 'ID: 53446 - Youth PQA - 09/01/2016' with the offering 'program offering'. A red oval highlights the 'Select Self Forms' checkbox and the first two list items.

7. Once a report has been selected the 'Run Report' button at the top of the page (circled in red below) will turn blue. Click it to process and display the report for the self-assessment.



The new report will appear in a new browser tab.



The report is broken down into five main sections. The first section is comprised of the first two pages and provides a guide to report interpretation. The second section will give information regarding overall (domain and scale level) performance both visually and numerically. The third section will give a more detailed (item level) review. The fourth section is where you may review any anecdotes/observations that were made. And the fifth section is a tool to help you develop and enhance your program using the information provided in the report.