



FY22 SABG GRANTEE

Quarterly Activity Report Training

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Training Overview

1. How to Access Quarterly Reports

2. Required Reporting Data

- a. Program Information
- b. Cohort Information
- c. Participant Information
- d. Program Fidelity

3. Optional Reporting Data

- a. Additional Comments
- b. Supplemental Documentation

4. Reporting on Multiple Programs

5. Submitting Reports

6. Q&A

Introductions

In the chat, share your:
name, organization, and city
&
answer a conversation starter



Share your family dinner photos with the

Policy and The Family Dinner Project are encouraging you to celebrate Idaho Family Dinner Night on the fourth Monday of September. Set a goal with your family to have Family Dinner Night once a week!



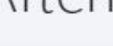
LETS GET STARTED:

Accessing Your Quarterly Activity Reports

STEP 1: LOG INTO YOUR GRANTEE PORTAL ON NEIGHBORLY AT

[HTTPS://PORTAL.NEIGHBORLYSOFTWARE.COM/ODPIDAHO/PARTICIPANT](https://portal.neighborlysoftware.com/odpidaHO/participant)

Step 2: Select your grant on your dashboard



IDAHO OFFICE OF

DRUG POLICY


Welcome to the State of Idaho - Office of Drug Policy Participant Portal

The State of Idaho- Office of Drug Policy is committed to accessibility for all applicants. If you require this material in an alternate format, please contact (208) 854-3043.

Grants

ID	NAME	PROGRAM	YEAR	APPROVED	DISBURSED	REMAINING	
30040	Continuation Example	Federal SABG Supplemental Application	2021	\$2,270.00	\$0.00	\$2,270.00	View

Step 4: Select the Reporting Period

 Home

ACCOUNT

REPORTS

DRAW REQUESTS

APPLICATION

DOCUMENTS

USERS

Case Id 30040



Program Federal SABG Supplemental Application

Name Continuation Example

Status Approved

Reports


Quarterly Report (1 of 4)

ID	DATE RANGE	AVAILABLE	DUE	STATUS	QUARTERLY REPORT	# FILES	SUBMITTED BY	ACTION
75	7/1/2021-9/30/2021	9/10/2021	10/10/2021	In Progress	5 of 6 steps completed	0		 
76	10/1/2021-12/31/2021	12/11/2021	1/10/2022	Available 12/11/2021		0		
77	1/1/2022-3/31/2022	3/11/2022	4/10/2022	Available 3/11/2022		0		
78	4/1/2022-6/30/2022	6/10/2022	7/10/2022	Available 6/10/2022		0		

Step 5: Begin Reporting on Program One

Reporting Sections Include:

- Program Information (required for all grantees)
- Cohort Information (required for all grantees)
- Participant Demographic Information (required for all grantees)
- Program Fidelity (only required for grantees implementing direct service programs)



Reports > Quarterly Report > 117

☒ A. Program One ☐ B. Program Two ☐ C. Program Three ☐ D. Program Four ☐ E. Program Five ☐ Submit

A. Program One

Please provide the following information.

PROGRAM INFORMATION

1. Program/Activity Type

2. Program/Activity Name

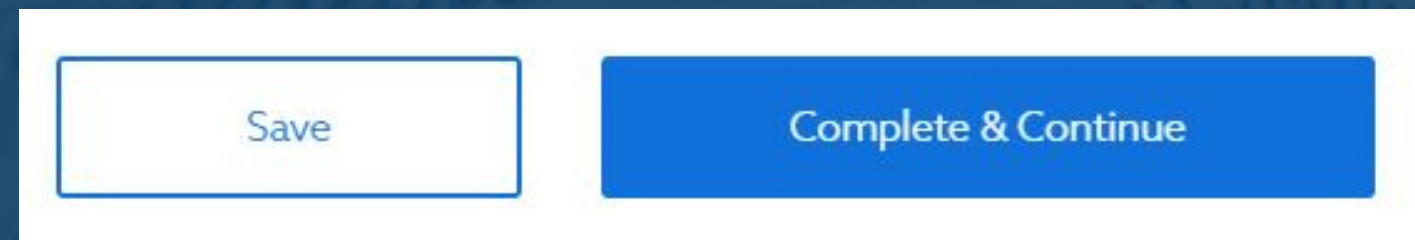
If other, please specify Program or Activity Name

3. Strategy. Review strategy definitions [here](#).

4. IOM Category. Review IOM Category definitions [here](#).

Step 6: Select "Save" or "Complete & Continue" for Program One

- **Select "Save"** if: you are not completely finished reporting on Program One and want to be able to save the information you have entered and come back to finish it later.
- **Select "Complete & Continue"** if: you are done reporting on Program One and want to finalize and lock-in your information and move on to the next step.



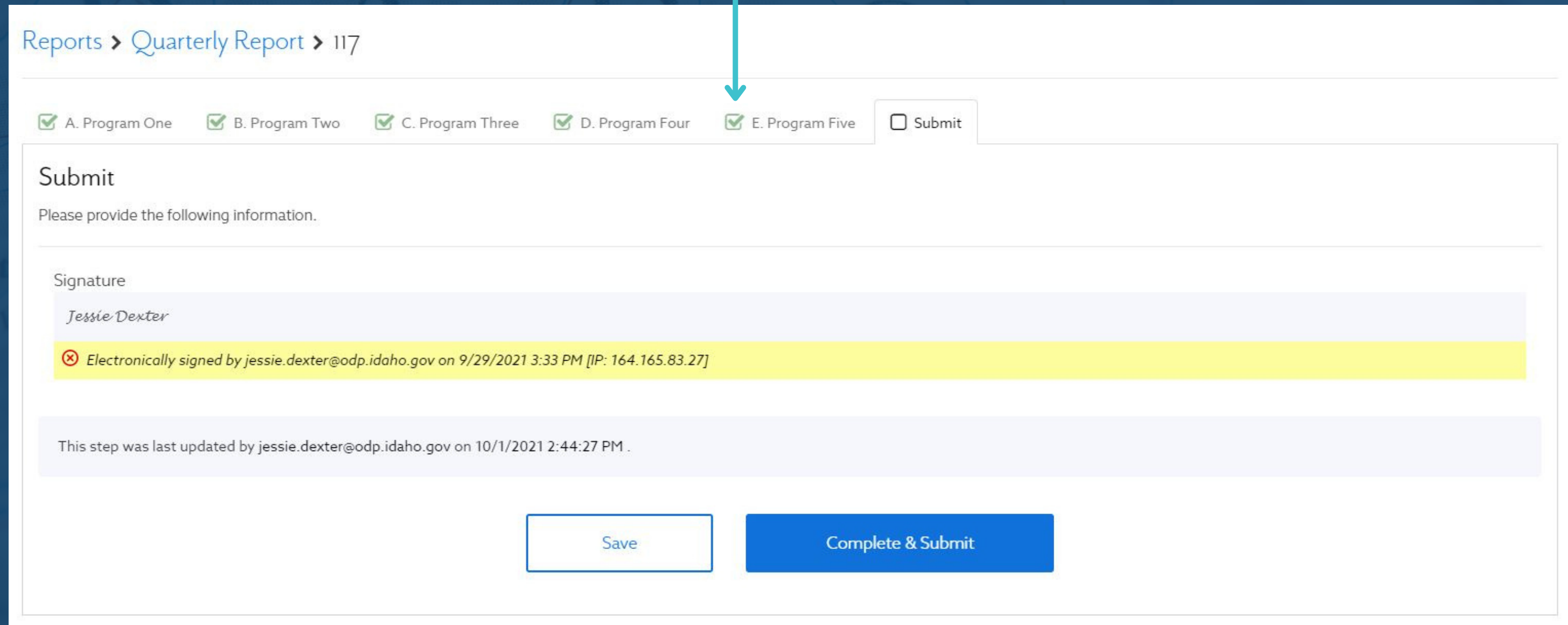
Step 7: Begin Reporting on Programs Two - Five

- If you do not have a Program Two, Program Three, Program Four, or Program Five, just scroll to the bottom of each reporting page and select "Save & Continue" to move on.

A screenshot of a web application interface for reporting. At the top, it says 'Reports > Quarterly Report > 117'. Below this is a horizontal menu with five items: 'A. Program One' (checked with a green box), 'B. Program Two' (highlighted with a blue underline), 'C. Program Three', 'D. Program Four', and 'E. Program Five'. To the right of these is a 'Submit' button. Below the menu, the section 'B. Program Two' is active, followed by the text 'Please provide the following information.' and a large empty text area. At the bottom of the page, a note reads: 'If you DO NOT have a second program, please scroll to the bottom and select "Complete and Continue" to move forward with the report.'

Step 8: Sign and Submit Your Report

- Electronically sign your completed Quarterly Activity Report
- Select "Complete & Submit"
- Note: all of the programs need to be marked as completed with a green check mark



Reports > Quarterly Report > 117

☒ A. Program One ☒ B. Program Two ☒ C. Program Three ☒ D. Program Four ☒ E. Program Five ☐ Submit

Submit

Please provide the following information.

Signature

Jessie Dexter

⊗ Electronically signed by jessie.dexter@odp.idaho.gov on 9/29/2021 3:33 PM [IP: 164.165.83.27]

This step was last updated by jessie.dexter@odp.idaho.gov on 10/1/2021 2:44:27 PM .



Accessing Your
Quarterly Reports



Optional Reporting
Data



Required Reporting
Data



Submitting Your
Reports



Questions?

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WWW.PREVENTION.ODP.IDAHO.GOV/PROVIDER-INFORMATION