Reporting Framework Checklist

As part of the new reporting framework, FCSS programs will submit information under five main sections in the FCSS Portal. **Section 1** focuses on organizational details and high-level information and **Sections 2 - 5** focus on different types of activities your FCSS program may deliver. This document outlines what is required for each section and activity type to help you prepare for reporting.

Section 1: Overview

This section provides high-level information about your FCSS and overall programming. The following components are required:

- Financial Information
    - ❑ Report of all revenues and funding sources related to FCSS-funded activities
- Needs Assessment
    - ❑ Indication of whether a needs assessment has been conducted to inform programming
- Overview of Partnerships
    - ❑ Report on the number of community partnerships
- Overview of Volunteers
    - ❑ Report on the number of unique volunteers and total volunteer hours

Section 2: Programs

Programs refer to structured, recurring, direct or indirect services (e.g., workshops, support groups, etc.). Required reporting components include:

- ❑ Descriptive activity name
- ❑ Identification of service delivery type (direct or indirect)
- ❑ Funding breakdown per program
- ❑ Activity categorization
- ❑ Level of prevention (select primary or secondary)
- ❑ Participation counts (record of each engagement; not unique participants)
- ❑ Identification of target age group(s) (select up to 2)
- ❑ Identification of target community group(s) (select up to 2)
- ❑ Prevention strategies (select one or more)
- ❑ Prevention priorities (select one)
- ❑ Survey data (for at least one program)
- ❑ Impact narrative (optional)

Section 3: Community Events

Community events are typically one-time events that are open to the broader community. Required reporting components include:
- ❑ Descriptive activity name
- ❑ Identification of service delivery type (direct or indirect)
- ❑ Funding breakdown per event
- ❑ Activity categorization
- ❑ Level of prevention (select primary or secondary)
- ❑ Attendee counts
- ❑ Identification of target age group(s) (select up to 2)
- ❑ Identification of target community group(s) (select up to 2)
- ❑ Prevention strategies (select one or more)
- ❑ Prevention priorities (select one)
- ❑ Survey data (optional)
- ❑ Impact narrative (optional)

Section 4: Information and Referrals

Information & Referrals are activities or services that involve staff or volunteers informing community members about available services or making referrals. Interactions for information and referrals are generally transactional, one-time interactions.
- ❑ Descriptive activity name
- ❑ Identification of service delivery type (direct or indirect)
- ❑ Funding breakdown per activity
- ❑ Activity categorization
- ❑ Count of total referral interactions*
- ❑ Impact narrative (optional)

Note, no counts are required for Information activities

Section 5: Community Development & Capacity Building

These activities support broader community goals through professional development, collaboration, or systems-level initiatives (e.g., training for service providers, coalition work, etc.). Required reporting components include:
- ❑ Descriptive activity name
- ❑ Identification of service delivery type (direct or indirect)
- ❑ Funding breakdown per activity
- ❑ Activity categorization
- ❑ Level of prevention (select primary or secondary)
- ❑ Prevention strategies (select one or more)
- ❑ Prevention priorities (select one)
- ❑ Survey data (optional)
- ❑ Impact narrative (optional)

Section 6: Direct Assistance (Training Package, Appendix II)