



# Operations Manual

<b>Governed By:</b> Operations	<b>Effective Date:</b> 9/23/2014
<b>Procedure:</b> #10 CAP 60 CSBG Reporting	<b>Updated Last:</b> July 2015
<b>Purpose:</b> To provide instruction for pulling CSBG reporting information out of CAP60.	

## Steps:

- Click on the **CAP Reports** button in the top right corner of the screen.

- Click on **CSBG** in the left hand side of the screen.

- To update the "Date Range" to relevant PPR click "Edit" in the Action column.
- Select proper date range and "save"

CSBG
<b>Actions</b>
<a href="#">Edit</a>
<a href="#">Delete</a>

- Select the relevant year
- Under "Program" select "all"

Year	2014
Program	All

- To organize the list by program name, click on "name"
- First "Update All"
- Then select "Section G" to access your programs demographics
- If you have any questions or issues with pulling your CSBG report, please contact Program Operations for assistance.

CSBG	Name	Narrative	Update Sections	Sections
<a href="#">Edit</a>	Name: 21st Century County: All Center: All City: All	Goal 1 Goal 2 Goal 3 Goal 4 Goal 5 Goal 6 Custom Goal	<a href="#">Update All</a> IS Report 1. Enrollment (Requires Update) 2. Follow-Ups (Requires Update) 3. Services (Requires Update) 4. Referrals (Requires Update)	Section D Section E Section F Section G Goal 1 Goal 2 Goal 3 Goal 4 Goal 5 Goal 6 Custom Goals Service Areas
<a href="#">Edit</a>	Name: Community Connections County: All Center: All City: All Program: Community Connections Service: All Year: 2014 Funding: All Date Range: 04/01/2014 - 06/30/2014	Goal 1 Goal 2 Goal 3 Goal 4 Goal 5 Goal 6 Custom Goal	<a href="#">Update All</a> IS Report (Last Updated 06/11/2014) 1. Enrollment (Requires Update) 2. Follow-Ups (Requires Update) 3. Services (Requires Update) 4. Referrals (Requires Update)	Section D Section E Section F Section G Goal 1 Goal 2 Goal 3 Goal 4 Goal 5 Goal 6 Custom Goals Service Areas