

How do I report or edit program data?

View in Help Scout

(<https://secure.helpscout.net/docs/61fc18ba2130e51694683b0b/article/6222901dab585b230a89d767>)

Reporting Program Data

1. Click Education Programs on your top navigation bar. Select Complete in the Status column dropdown menu at the top of the page:

The screenshot shows the NAMI Education Program Listings page. The top navigation bar includes the NAMI logo, 'Education Programs', and 'Reporting'. A 'Create Program Listing' button is visible. Below the navigation, there are filters for 'NAMI Program' (set to 'All'), 'Status' (set to 'Complete'), and 'Order by Date' (set to 'Oldest to newest'). The main content is a table with the following data:

Event	Status	# Regs	Data
JAN 21 2022 NAMI Family Support Group NAMI Test State Organization Fri, Jan 21, 2022, 2:30 am EST	COMPLETE	1	VIEW
FEB 3 2022 NAMI Family Support Group NAMI Test State Organization Thu, Feb 3, 2022, 8:00 am EST	COMPLETE	2	ADD
FEB 10 2022 NAMI Family & Friends NAMI Test State Organization Thu, Feb 10, 2022, 12:00 am EST	COMPLETE	5	ADD

On this page, you will see a list of all completed Program Listings.

- Program listings where View appears in the Data column already have a program data report attached – simply click View to view the program data report.
- Program listings where Add appears in the Data column have not had any data reported.
- This list will automatically update to include any Program Listings that have been completed as they occur.

2. To create a Program Data Report, simply click "Add" under the Report column for the Program Listing you're reporting data:

Event	Status	# Regs	Data
JAN 21 2022 NAMI Family Support Group <small>NAMI Test State Organization</small> <small>Fri, Jan 21, 2022, 2:30 am EST</small>	COMPLETE	1	VIEW
FEB 3 2022 NAMI Family Support Group <small>NAMI Test State Organization</small> <small>Thu, Feb 3, 2022, 8:00 am EST</small>	COMPLETE	2	ADD
FEB 10 2022 NAMI Family & Friends <small>NAMI Test State Organization</small> <small>Thu, Feb 10, 2022, 12:00 am EST</small>	COMPLETE	5	ADD

3. Fill in the required information to submit your report (the example below list data fields for Presentations):

- Program Leaders (2 required per program)
- # of Audience Members
- # of Veterans, Active Duty or Related
- # of Presentations
- Audience Description
- Presentation Language

Note: Data collected for Presentations, Support Groups, and Classes varies slightly based on program type, so your data fields might not exactly match those above.

4. Indicate whether your program was in partnership with the VA by checking the box accordingly

5. Click “Create Report” in the bottom right to save your program data report

Editing/Updating a Program Data Report

1. After creating a report, you have the ability to edit/update any information by returning to the Education Programs page and clicking View in the Data column of the program listing:

NAMI Education Programs Reporting NA

Education Program Listings

Create Program Listing

NAMI Program: All Status: Complete Order by Date: Oldest to newest

Event	Status	# Regs	Data
JAN 21 2022 NAMI Family Support Group <small>NAMI Test State Organization</small> <small>Fri, Jan 21, 2022, 2:30 am EST</small>	COMPLETE	1	VIEW
FEB 3 2022 NAMI Family Support Group <small>NAMI Test State Organization</small> <small>Thu, Feb 3, 2022, 8:00 am EST</small>	COMPLETE	2	ADD
FEB 10 2022 NAMI Family & Friends <small>NAMI Test State Organization</small> <small>Thu, Feb 10, 2022, 12:00 am EST</small>	COMPLETE	5	ADD

2. Edit any of the information on the program data report, then click Update Report to save your edits

Program Report

Program Leader 1: Cade Schreger (cschreger@gmail.com) - Program Leader

Program Leader 2: Test Leader One (testleaderone@nami.org) - Program Leader

*# of Participants: 20

*# of First-Time Participants: 2

*# of Veterans, Active Duty or Related: 2

*Presentation Language: English

Partnership with Veterans Administration:

Back to Program Listing Update Report