

This Help Document is for the Program Statistics only and to demonstrate how the process works for all Quarterly Reports. The other reports will have different information, but the process is the same.

Login to <http://www.icdvvaquarterlyreport.org>

Username: \_\_\_\_\_

Password: \_\_\_\_\_

Click on Program Statistics (under Quarterly Reports)

ICDVVA Grant Reporting System  
Program Reports

Logged in as: \_\_\_\_\_

[Main](#) | [Index](#) | [Logout](#)

**Instructions**  
All programs are required to complete the [Program Statistics](#) every quarter (once) regardless of which grant(s) they administer.

**4th Quarter/Final FY2006 (06/30/2007)**  
**Report Deadline is Tuesday, 07/31/2007**

Please review your [Program's Profile](#) and make any necessary changes.

The reporting system now saves your work, you may save your work and complete later and/or have it renewed before submitting the finalized report to ICDVVA. You may also assign additional workers to complete and/or review the report by adding a user below. Please be sure to select at least one "primary" contact as the grant administrator.

**Quarterly Reports** [Click here](#)

- [Program Statistics](#)
- [YQCA](#)
- [Family Violence](#)
- [State-Battered Treatment](#)
- [State-Domestic Violence](#)

**Program Profiles**

- [Program Admin Only](#)
- [Manage Program Info](#)
- [Manage User Info](#)

**Restricted Access**

- [ICDVVA Admin](#)

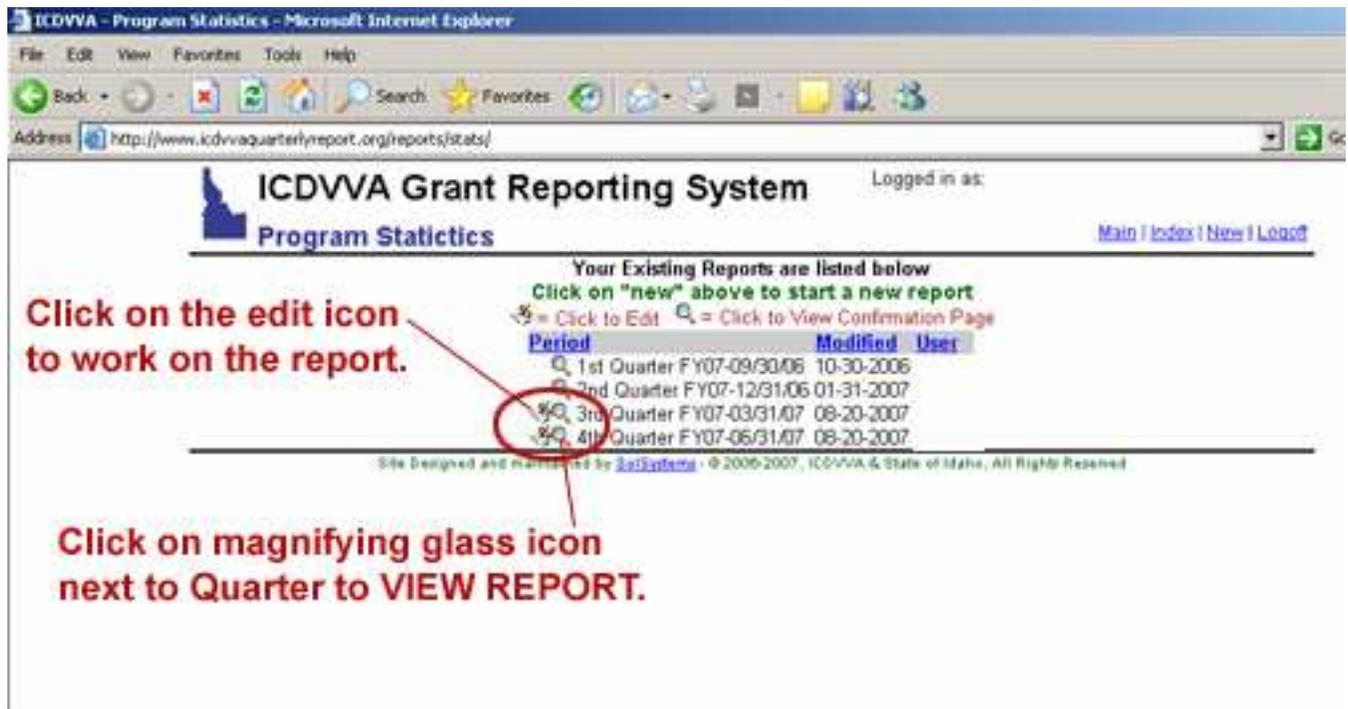
**Workbooks**  
These PDF worksheets are for reference only, please do not submit worksheets for your report.

- [Program Statistics](#)
- [YQCA](#)
- [Family Violence](#)
- [State-Battered Treatment](#)
- [State-Domestic Violence](#)
- [Program Info](#)

PDF files on this site require Adobe 5.0 or greater!

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System will display the Quarters for this report. If just the magnifying glass is next to the Quarter  this indicates that the report has been completed. If the edit AND magnifying glass icons are next to the Quarter  this indicates that the report is unfinished and can be edited. Click on the magnifying glass icon next to the quarter you want to view or click on the edit icon work on and complete the report.



**Click on the edit icon to work on the report.**

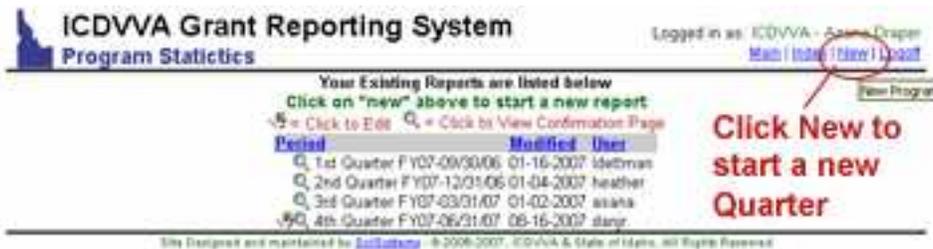
**Click on magnifying glass icon next to Quarter to VIEW REPORT.**

Your Existing Reports are listed below  
 Click on "new" above to start a new report  
 = Click to Edit = Click to View Confirmation Page

Period	Modified	User
1st Quarter FY07-09/30/06	10-30-2006	
2nd Quarter FY07-12/31/06	01-31-2007	
3rd Quarter FY07-03/31/07	08-20-2007	
4th Quarter FY07-06/30/07	08-20-2007	

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If the Quarter you need to report on is NOT on the list, Click New in the upper left corner.



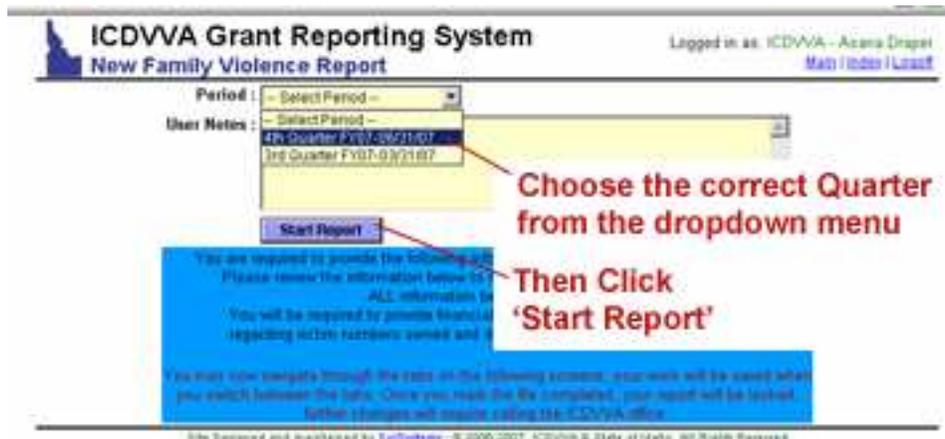
**Click New to start a new Quarter**

Your Existing Reports are listed below  
 Click on "new" above to start a new report  
 = Click to Edit = Click to View Confirmation Page

Period	Modified	User
1st Quarter FY07-09/30/06	01-16-2007	idelman
2nd Quarter FY07-12/31/06	01-04-2007	heather
3rd Quarter FY07-03/31/07	01-02-2007	asaha
4th Quarter FY07-06/30/07	08-16-2007	stanr

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Choose the correct Quarter from the dropdown menu and then click 'Start Report'.



**Choose the correct Quarter from the dropdown menu**

**Then Click 'Start Report'**

You are required to provide the following information:  
 Please review the information below to ALL information to  
 You will be required to provide the following information:  
 reporting unit numbers assigned and

You must now navigate through the steps in the following system - your work will be saved when you switch between the tabs. Once you reach the 6th completed, your report will be locked. Further changes will require calling the ICDVVA office.

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The first tab will show you general statistics about victims served. The totals must match or you will receive an error. So, if you had 10 victims served, the Male/Female numbers must add up to 10. The Race and Age numbers must also add up to 10. And so on.....

**ICDVVA Grant Reporting System** Logged in as: [Main](#) | [Notes](#) | [Logout](#)

**Program Statistics Report**

Profile | Disability | Income/Education

Last Modified : 06/20/2007 by sara  
Reporting Period : 3rd Quarter F107-06/31/07

Please enter the number of victims served by your agency this quarter in the boxes provided below.  
Enter a zero (0) if not applicable.

Sex		Age	
Male :	<input type="text" value="0"/> Total Participants	0 to 5 Years :	<input type="text" value="0"/>
Female :	<input type="text" value="0"/>	6 to 12 Years :	<input type="text" value="0"/>
Race		13 to 17 Years :	<input type="text" value="0"/>
White :	<input type="text" value="0"/>	18 to 29 Years :	<input type="text" value="0"/>
Black :	<input type="text" value="0"/>	30 to 44 Years :	<input type="text" value="0"/>
Hispanic :	<input type="text" value="0"/>	45 to 64 Years :	<input type="text" value="0"/>
Asian :	<input type="text" value="0"/>	65 + Years :	<input type="text" value="0"/> Total By Age
American Indian :	<input type="text" value="0"/>		
Multi-Racial :	<input type="text" value="0"/> Total By Race		
Other/Not Specified :	<input type="text" value="0"/>		

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**NOTE: A report does NOT save the information to the database unless you click on Save & Continue to Next Tab each time you input data!!!!**

If your total victims served numbers do not match, you will see a plus or minus and a number that is over or under.

**ICDVVA Grant Reporting System** Logged in as: ICDVVA - Asana Draper [Main](#) | [Notes](#) | [Logout](#)

**Program Statistics Report**

Profile | Disability | Income/Education

Last Modified : 06/16/2007 by daryl  
Reporting Period : 3rd Quarter F107-06/31/07

Please enter the number of victims served by your agency this quarter in the boxes provided below.  
Enter a zero (0) if not applicable.

Sex		Age	
Male :	<input type="text" value="5"/> Total Participants	0 to 5 Years :	<input type="text" value="5"/>
Female :	<input type="text" value="35"/> 40	6 to 12 Years :	<input type="text" value="2"/>
Race		13 to 17 Years :	<input type="text" value="4"/>
White :	<input type="text" value="2"/>	18 to 29 Years :	<input type="text" value="0"/>
Black :	<input type="text" value="2"/>	30 to 44 Years :	<input type="text" value="0"/>
Hispanic :	<input type="text" value="16"/>	45 to 64 Years :	<input type="text" value="7"/> Total By Age
Asian :	<input type="text" value="10"/>	65 + Years :	<input type="text" value="4"/> 40 0
American Indian :	<input type="text" value="4"/>		
Multi-Racial :	<input type="text" value="2"/> Total By Race		
Other/Not Specified :	<input type="text" value="8"/> 36 -6		

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After saving, you will be redirected to the Disability Stats. Again, all categories must add up to 10 (or whatever your Victims Served total is).

After saving, you will be redirected to the Income/Education Stats. Again, all categories must add up to 10 (or whatever your Victims Served total is).

Click Save & Finish when you have entered all information on every tab.

Reporting Period : 3rd Quarter FY07-03/31/07

Please enter the number of victims served by your agency this quarter in the boxes provided below.  
Enter a zero (0) if not applicable.

**Income Level (# of Participants)**

\$0 to \$8,000 :	<input type="text" value="2"/>
\$8,001 to \$12,000 :	<input type="text" value="2"/>
\$12,001 to \$17,000 :	<input type="text" value="2"/>
\$17,001 to \$24,000 :	<input type="text" value="2"/>
\$24,001 to \$30,000 :	<input type="text" value="2"/>
\$30,001 & Up :	<input type="text"/>
<i>Total this Section</i>	<input type="text" value="10"/>

**Education**

College :	<input type="text" value="2"/>
Some College :	<input type="text" value="2"/>
High School :	<input type="text" value="4"/>
Some High School :	<input type="text" value="2"/>
Elementary School :	<input type="text"/>
<i>Total this Section</i>	<input type="text" value="10"/>

Notes: (not required)  
Use this space for unusual circumstances which the other fields don't apply and for clarifications

**Click Save & Finish when you are finished!**

When you are sure you have completed the report for the quarter, REMEMBER to click the button that says "Click Here" to save the report as "completed".

ICDVVA Grant Reporting System  
 Statistics Printout

Logged in as: ICDVVA - Asana Draper  
[Main](#) | [Index](#) | [Reports](#) | [Logout](#)

Please review, [edit](#) and print this confirmation page for your records.

Once you have reviewed and made any appropriate changes, please [Click Here](#) to save the report as "completed".

Program Name : Jefferson County Prosecutor  
 Last Modified : 08/23/2007 by asana draper  
 Reporting Period : 3rd Quarter FY07-03/31/07

**Gender**  
 Male : 5  
 Female : 5

**Race**  
 White : 5  
 Black : 3  
 Hispanic : 0  
 Asian : 2  
 American Indian : 0  
 Multi Racial : 0  
 Other Race : 0

**Age**  
 0 to 5 Years :  
 6 to 12 Years : 1  
 13 to 17 Years : 3  
 18 to 29 Years : 2  
 30 to 44 Years : 4  
 45 to 64 Years :  
 65 + Years :

**Type of Disability/Handicap**  
 Able body : 7  
**Differently Abled**  
 Blindness : 1  
 Deafness : 1  
 Non-ambulatory : 1  
 Developmental : 0

**You MUST click on the Click Here button to COMPLETE the report!**

You will then be returned to the list of quarters for the report you were working on. If there is NO edit icon next to the magnifying glass icon, then the report is complete. If there IS an edit icon, then you still need to complete the report!

ICDVVA Grant Reporting System  
 Program Statistics

Logged in as: ICDVVA - Asana Draper  
[Main](#) | [Index](#) | [New](#) | [Logout](#)

Your Existing Reports are listed below  
 Click on "new" above to start a new report  
 ✎ = Click to Edit    🔍 = Click to View Confirmation Page

Period	Modified	User
1st Quarter FY07-09/30/06	01-16-2007	ldettman
2nd Quarter FY07-12/31/06	01-04-2007	heather
3rd Quarter FY07-03/31/07	01-02-2007	asana
4th Quarter FY07-06/31/07	08-16-2007	danjr

Remember, if there are NO Edit Icons, then the report has been completed!

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You will be returned to this page so you can start/complete any pending reports