ADCANP/CTF Grantee Training 2026

CTF PORTAL REPORTING:

- It is recommended that grantees login ***weekly*** (at minimum) to check for updated information and notifications of upcoming deadlines.
- What information is contained in the Portal? *Everything* pertaining to your program is "housed" in the CTF Portal:
    - AU Program Code
    - Portal users (Including contact information)
    - Congressional district
    - Organization name
    - Project name
    - Program Type (Home Visiting, Parent Education and Support, Mentoring, Non-School Based, School-Based/After School, Public Awareness and Training, Respite Care, or Fatherhood)
    - Grant number
    - Funding award
    - Target type (Surveys, Direct Service, Outreach, Direct Service + Outreach)
    - Adult and/or Youth target number
    - Field Director
    - How many surveys (adult and youth) we have received to date
    - Presentation Report totals
    - Target completion percentage.
    - Previous project year data. Most reports (PY9-PY11) and previous table summaries (PY10-PY11) are available in the Vault Tab. EOY reports can be viewed at ctfeval.com/reports.
- The CTF Portal is where you submit reports and access surveys:
    - **SURVEYS**: Access digital surveys and print the paper surveys you will administer to participants.
    - **MASTER CODE LIST (MCL)**: Enter the names of the participants you plan to survey in your MCL, and participant ID numbers will be assigned automatically.
    - **PRESENTATION REPORTS (PR)**: The people you impact (direct service & outreach). Presentation report individuals should not receive a survey.
    - **GROSS IMPRESSIONS**: Report numbers for social media, text messages, email campaigns, billboards, television, newspaper, radio ads, and similar channels.
    - **TESTIMONIALS:** Written testimonials from participants.
    - **CBCAP programs *only*:** CBCAP Monthly Statistics (CMS) report. This report is entered monthly by only CBCAP programs.
    - **TANF programs *only*:**
        - **TMS report**: The TANF Monthly Statistics (TMS) is where TANF programs enter information in the Portal about their participants.
        - **WQS report**: This report is now optional and only completed by TANF grantees.

TARGET NUMBERS AND TARGET COMPLETION %:

- For most programs, your Target Number is the **number of surveys** you indicated that you would administer in your grant proposal.
    - AU Evaluation does not determine your target number. Your target number is the number you submitted in your grant proposal to CTF.
    - Please check the Portal and make sure your target # has been approved. If you need to change your target #, please contact your ***field director***. AU Evaluation cannot make changes to your target #.
- *Most* CTF grantees (except Public Awareness programs) and ALL TANF grantees' target type is SURVEYS. CTF determines the "target type."
- If your target type is SURVEYS, then your ***primary focus*** is SURVEYS. We encourage you to promote your program through community events to help you recruit participants. You should report the numbers from these events in a presentation report as outreach.
- In the CTF Portal, under "Home" tab, your target completion % is reflected. This is updated daily; however, *it takes longer to reflect paper survey data*.
    - **Your target completion % is # of surveys we receive divided by your survey target (**Remember **SERVED = SURVEYED). If your target type is not surveys, it is the sum of direct service and/or outreach participants submitted on presentation reports.**
    - **EXAMPLE:** Let's say your program's target number is 50 Adult surveys and 0 Youth surveys.
        - If, by the end of this project year, you are only able to collect **47** surveys.
        - Your target completion percentage would be 47 (surveys we received) / 50 (your target) = 0.94 = 94%

SURVEYS:

- **Paper** and **Digital** surveys are auto-generated in the portal under the MCL tab. After you "Add Participant," you will enter your program code, select which survey they should receive, add their first and last name, age, any tags, and/or notes, *and click save*.
    - The Portal's Master Code List tracks all participants you plan to ***survey.***
    - As survey are processed, the "Survey Received Field" will change to "yes" and the processed date will be added. If a survey is blank, a comment will be added to the MCL in the notes section and the survey will not count toward your target completion.
    - Participant IDs are <u>auto-generated</u> this year. You no longer have to keep track of which ID you need to assign.
        - NEW this year: **TAGS**. Tags are custom labels you can add to participants when you enter them into the MCL. This can help you organize your participant IDs later when you go to administer the survey. Participants can have multiple "tags".
          EXAMPLE: Participant: Ami Landers Tags: LAMP High School, Mrs. Jones, 11th grade.

DIGITAL SURVEYS:

- Add participants to your MCL but ignore the Print Survey option. To administer a digital survey, you have the option to use the QR code **or** the provided short link.
    - When the participant opens the survey, they will enter your program code and select their participant ID from a drop-down list.
    - Participant IDs can only be used once. Once an ID is submitted, it is removed from the drop-down list.
    - Digital surveys cannot be saved and submitted later, they must be completed in one continuous attempt.
- Participants will be asked to confirm their first and last initial to make sure they selected the correct participant ID.
- It may be useful to export your Master Code List from the Portal or have an extra device so you know which ID belongs to which participant when administering the surveys.
    - TAGS can be especially useful here. Just be sure to **filter** your MCL before exporting the file.
- When a digital survey is submitted by a participant, the Portal **automatically updates** and records that survey as received.
- **REMEMBER: ALL** surveys are only to be completed by the **participants** . *Paper survey responses cannot be transferred into a digital survey by a grantee*. We want to maintain our evaluation integrity and adhere to our evaluation code of ethics.

PAPER SURVEYS:

- Paper surveys MUST be printed *directly from Portal*. The participant ID and other identifying information is automatically populated on the survey. For this reason, photocopies should not be made as every participant's survey is unique.
- Make sure that all four black corners of the survey are visible. Also ensure that all QR codes were populated onto the survey. There are 7 QR codes on the first page and 2 QR codes on all other pages.
- Discourage grantees from doodling over QR codes and corners as this may make the survey unreadable.
- It may be useful to export your Master Code List from the Portal or have an extra device so you know which ID belongs to which participant when administering the surveys.
    - TAGS can be especially useful here. Just be sure to **filter** your MCL before exporting the file.
- **Do not write the participants' names on the survey.**
- **HOW TO MARK SURVEYS**
    - PENS, PLEASE! Be sure you have enough blue or black **PENS** to give your participants to use when you administer the survey. Make sure they make **dark marks** when completing paper surveys.
    - To mark an answer participants may make an "X" (**must be in pen)** or fill in the entire circle.
    - **Participants ONLY**- Grantees should not go behind their participants and alter a response on the survey. Please place collected surveys into a

manilla envelope as soon as you receive them. Do not review the surveys; place them in the envelope as is.
    - If a participant marks an answer by mistake, please instruct the participant to X the original mark and then bubble in their new selection.
    - There are example pictures in the portal (go to surveys tab and scroll down).

MAILING DATA TO AUBURN:

- Paper surveys should be mailed to Auburn University Evaluation within 5 days of completion. Do not wait until the deadlines to submit your data. Please limit shipments to 75 surveys per class ID. This helps our students process your data faster.
- For health and safety reasons, please do not mail surveys contaminated with human bodily fluids or sugary drinks, as they may mold.
- In your packet, please include your coversheet; this is the form that tells us what is in your data packet/envelope. It is created and printed directly from the portal.
    - Please **do not** write anything on the coversheet.
- We ask that you do not create the coversheet until you are ready to print it. If you do not, you will receive an email from the Portal notifying you that your data is overdue.
- Count your surveys as you put them into the envelope and ensure the number printed on the coversheet is correct. If it is not, **edit the coversheet in the Portal and reprint**.
- There is a 2nd page that prints with each Coversheet with an optional barcode.
    - If you cut it out and place it on your data packet, we will scan the barcode once we receive the packet. The Portal updates and reflects that we have received your data packet.
    - Make sure to place it on the bottom left or back of the envelope. Do not cover postage.
- You can monitor your shipments on the data log. Your data has 5 statuses:
    - Not Processed: Assigned when you generate the coversheet, indicates that the data is not in Auburn.
    - Delivered: The data has been delivered to Auburn, but the package has not been opened. This option is only available if the optional QR code is affixed to your package.
    - Processed: The package has been opened and its contents have been validated.
    - Scanned: The data has been scanned into our system. At this point, you will see the statuses for participant IDs on the MCL update to received (“turn green”).
    - Lost in Mail/ Void: This is an uncommon status applied to data that has either been lost in the mail, critically damaged, or has some other disqualifying factor.
- Every “SURVEY” target type program should have some data to us no later than June 30, 2027. **ALL data** is due by September 15, 2027. Data should be delivered to Auburn University by these dates, not just postmarked.
- **Please refer to the website (www.ctfeval.com/shipping-surveys) for additional information.**

PRESENTATION REPORTS:

- A presentation report is primarily used for PUBLIC AWARENESS Programs and/or for programs with a TARGET TYPE of: DIRECT SERVICE, OUTREACH, or DIRECT SERVICE + OUTREACH. The numbers entered in ***your*** Presentation Reports cumulate to provide your target completion percentage. Individuals submitted in a presentation report should ***not*** have received a survey.
- You must complete a presentation report documenting the activity conducted, its purpose, and whether it involved direct service or outreach. The more information you provide, the faster we will be able to approve your report.
    - DIRECT SERVICE examples: training sessions, K-2nd graders, people who do not complete the program but receive part of it, mentorship/counseling, participants who completed the program after you surpassed your target.
    - OUTREACH examples: brochures and flyers, speaking to a group about your program, fairs, Child Abuse Prevention Awareness Month, etc.
    - Sometimes, the Portal will ask for *additional* information. You will receive an email explaining what additional information we need.
    - *REMEMBER: SURVEY target type programs can submit presentation reports to document outreach and additional direct services. EVERY program should submit at least ONE presentation report each project year during APRIL- Child Abuse and Neglect Prevention month. However, the numbers reported in them* ***do not*** *count toward your target #.*
- Presentation reports do NOT include social media numbers!
- Non-duplicated numbers mean that each person can only count once in a project year.
    - EXAMPLE: Let's say you are a CTF-funded Public Awareness program at the ABC agency. CTF also funded a Parent Education program at your agency. Both of you distribute flyers about all your programs at the fair. Please report the numbers in the presentation report *once*, not for both CTF-funded programs.
- You should have a logical way of counting/ estimating who interacted with your presentation. This could be the number of physical items distributed, a head count, or a class roll.
    - For example, if you had a booth at the county fair, you would not count the total number of fair attendees but rather the number of items you distributed from your booth.
- Only count first-hand interactions, not ASSUMED second-hand interactions.
    - For example, if you hand a cup to a child and tell them to show it to their parents you cannot count both the parent and the child in a presentation report. There is no way of reasonably estimating how many children showed the cup to their parents therefore you cannot count this secondary interaction on a report.
- The presentation report has 6 statuses:
    - Auto-Accepted: This is the most common status. Your report passed our automated content checks and has been accepted into the system. Please note that staff can still manually review and update the reports status.
    - Pending Review: Something in the report has triggered a deeper review by our team. Don't worry, most reports are still accepted.

    - Action Required: The automatic checks detected a small error like a short description or mismatched data that needs to be corrected before the report can be accepted. These updates can be made instantly.
    - Staff Accepted: Our team has reviewed the report and manually accepted it. This status is most common after a report is marked as Pending Review.
    - Not Applicable: The report will not be counted. This status is most commonly applied to data from previous project years or content that qualifies as a gross impression rather than a presentation.
- Presentation Report DEADLINE change! Last year, presentation reports never "locked". You could enter them at any point throughout the project year. However, that did not work. In the previous project year, we locked them monthly; that didn't work either. This year, we are going to try one more strategy: presentation reports will lock every Quarter.
- **DEADLINES:** Mark your calendar for these dates:
    - **1st quarter deadline: Dec 31st**
    - **2nd quarter deadline: March 31st**
    - **3rd quarter deadline: June 30th**
    - **4th and FINAL quarter deadline: Sept 15th**

GROSS IMPRESSION NUMBERS:

- What are gross impression numbers?
    - Social media numbers
    - Billboards
    - Radio Ads
    - TV Ads/ Interviews
    - Email Campaigns
    - Text Message Campaigns
    - **If you have any questions, please contact Claire Stimpson (Claire.Stimpson@ctf.alabama.gov) or CTF Evaluation (ctfeval@auburn.edu).*
- **Deadline:** September 15, 2027

TESTIMONIALS:

- CTF requests that each funded program submit an annual testimonial. Several will be randomly selected to be featured in the End of the Year report.
    - When collecting testimonials, encourage participants to be succinct (1000 characters or less).
- The testimonial tab is now open all year. This way, when you have a participant story you would like to share, you can enter it as it happens.
- **Deadline**: September 15, 2027.

CMS REPORT: (CBCAP programs ONLY):

- A CMS report is the CBCAP Monthly Statistics report that ONLY CBCAP-funded grantees enter. If you are not a CBCAP program, you do not have access to this tab in the Portal and do not have to complete a monthly CMS report.
- **DEADLINE:** These reports are due monthly by the LAST day of every month. The FINAL deadline for this and all reports is September 15, 2027.

TMS REPORT: (TANF programs ONLY):

- A TMS report is the TANF Monthly Statistics report that ONLY TANF-funded grantees enter. If you are not TANF-funded, you do not have access to this tab in the Portal and do not have to complete a monthly TMS report.
- **DEADLINE:** These reports are due **monthly** by the 10th day of **every month** for the ***previous*** month (June's report is due no later than July 10th). The FINAL deadline for this and all reports is September 15, 2027.

WQS REPORT: (TANF Programs ONLY):

- A WQS report is the TANF Workforce Quarterly Statistics report that ONLY TANF-funded grantees enter. If you are not TANF-funded, you do not have access to this tab in the Portal and do not have to complete a monthly TMS report.
- The WQS report is *optional* this year.

Changes from Last Year:

- Surveys are updated **annually**. Always print and use the current year's survey ***directly from Portal***.
    - The HV-PE Spanish survey is only available digitally this grant cycle, and only for HVPE program types.
- Participant IDs now auto-assign. You will add your participants' names to the MCL (Add Participant), and it will assign their participant ID numerically.
    - Tags can be used to group participants to make them easier to find later.
    - The class ID is now added to the MCL. This can be used to help pair shipments with your participant IDs. All digital surveys class IDs are the 3-digit program code followed by 99. For example, 10199.
    - By default, all participants are assigned a language of "English." Don't worry HV-PE participants completing the digital survey can update their language later.
- There is no longer a Survey Information Sheet. The SIS information is now included on each individual survey (notice extra QR codes). You must ***still include*** a **coversheet** when mailing paper data, but your Class ID is also **auto-assigned**.

    - *The coversheet form now asks if surveys were printed single-sided, double-sided, or a Mix. This helps our student workers make sure that none of your survey pages were missed.*
- **Deadline change** for **Presentation Reports:** report numbers will lock QUARTERLY.
- Presentation reports provide instant feedback after submission. Most common content errors can be fixed without receiving an email from the team.
- The Portal's dashboards have changed a little bit! They seem much more user-friendly to us.
    - The data log is only visible after you generate your first coversheet. If you are only submitting digital surveys, view your survey totals on the homepage.

IMPORTANT DATES/*FINAL* DEADLINES:

SURVEYS:
- June 30, 2027
- September 15, 2027

ALL REPORTS* and NUMBERS:**
- September 15, 2027

PORTAL SHUTDOWN:
- September 15, 2027

**Presentation Reports are due QUARTERLY by the last day of the Quarter.*
******CMS*** *Report is due on the* ***last day of every month*** *but is* ***ONLY*** *for* ***CBCAP*** *programs.*
******TMS*** *Report is due on the* ***10th*** *day of* ***every*** *month for the previous month and* ***ONLY*** *for* ***TANF*** *grantees. The FINAL TMS report for September is due September 15th).*

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