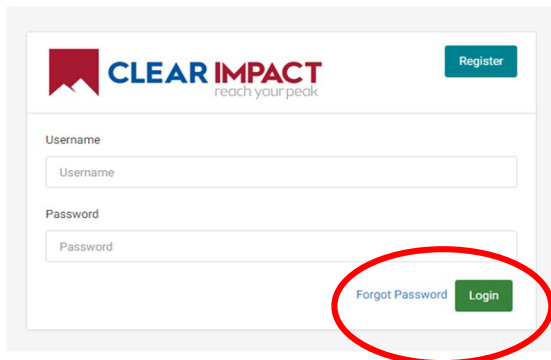


Instructions for using Results Scorecard

Step 1: Login

<https://control.clearimpact.com>



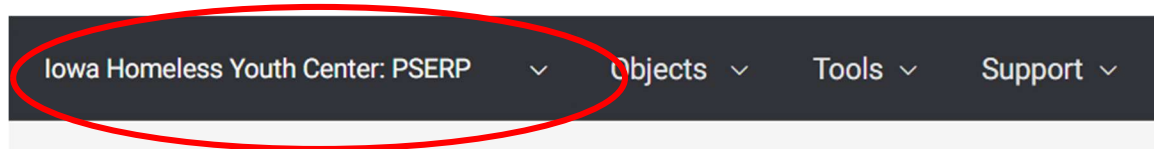
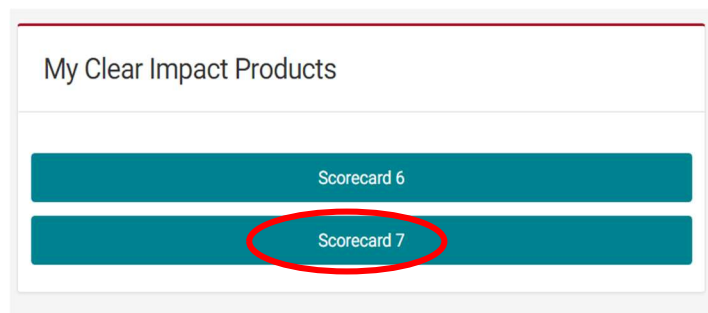
The login page for CLEAR IMPACT. It features a header with the CLEAR IMPACT logo and a 'Register' button. Below the header are two input fields labeled 'Username' and 'Password'. At the bottom of the form, there are two buttons: 'Forgot Password' and 'Login'. The 'Forgot Password' button is circled in red.

Your username is the email of the staff responsible for entering data into Scorecard. If you forget your password, follow these instructions:

Go to the login page, enter your username/login and then click "Forgot Password." It will reset and send a new password to your email. It will be from HostedServices@resultsscorecard.com (check "junk mail" if not in regular mail).

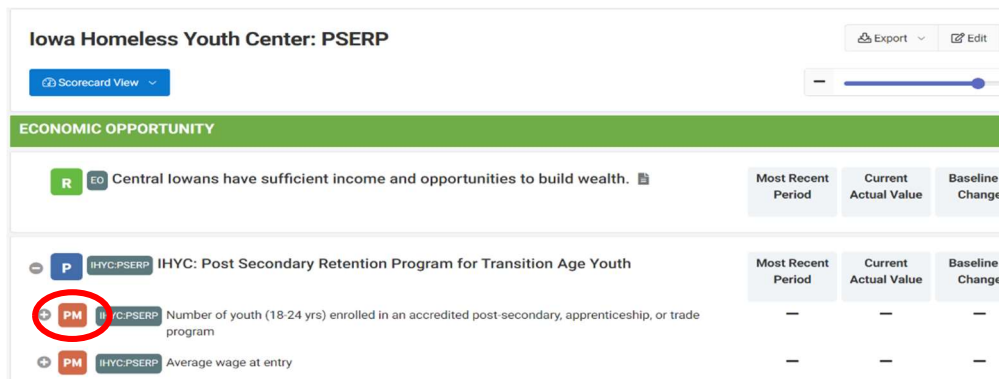
Step 2: After logging into Scorecard, select Scorecard 7. If you select version 6, don't worry, Scorecard 6 is an older version.

Step 3: Go to the Scorecard homepage by clicking on your agency name at the top left-hand corner in the black tool bar. If you have access to more than one Scorecard, you may need to click on the drop-down arrow to access the correct Scorecard.



Step 4: Enter data into the performance measures in your Program's Scorecard (there are two ways to do this)

Method A: Click on the Orange "PM" box to the left of the performance measure and click "Add Data Values."



The 'Iowa Homeless Youth Center: PSERP' Scorecard View page. It shows a green header for 'ECONOMIC OPPORTUNITY' and a list of performance measures. The first measure is 'Central Iowans have sufficient income and opportunities to build wealth.' Below it is a table with columns for 'Most Recent Period', 'Current Actual Value', and 'Baseline % Change'. The second measure is 'IHYP:PSERP IHYC: Post Secondary Retention Program for Transition Age Youth'. The third measure is 'PM IHYP:PSERP Number of youth (18-24 yrs) enrolled in an accredited post-secondary, apprenticeship, or trade program'. The 'PM' box for this measure is circled in red. The fourth measure is 'PM IHYP:PSERP Average wage at entry'.

A1. Click on the + sign next to "Future" until you get to **Start Date-7/1/2021 and Time Period FY 2022** (this is the starting point)

WARNING: If you click on "-" next to "Future" or "Past", it will delete the time period and your data for that row.

IHYC:PSERP Number of youth (18-24 yrs) enrolled in an accredited post-secondary, apprenticeship, or trade program

Data Source

Future + - Past + - Baseline No baseline ▼

	Start Date	Time Period	Actual Value	Target Value	Comment	Baseline
1	7/1/2021	FY 2022				
2	7/1/2020	FY 2021				
3	7/1/2019	FY 2020				
4	7/1/2018	FY 2019				

A2. Enter data value in the “Actual Value” box. Please leave the “Target Value” empty.

A3. Click “**Save**” in the lower right corner of the box to save your data.

Method B: Click on the performance measure text for the measure that needs updating.

Iowa Homeless Youth Center: PSERP

Scorecard View

ECONOMIC OPPORTUNITY

R EO Central Iowans have sufficient income and opportunities to build wealth.

P IHYC:PSERP IHYC: Post Secondary Retention Program for Transition Age Youth

M IHYC:PSERP Number of youth (18-24 yrs) enrolled in an accredited post-secondary, apprenticeship, or trade program

PM IHYC:PSERP Average wage at entry

	Most Recent Period	Current Actual Value	Baseline % Change

★ **PM** Number of youth (18-24 yrs) enrolled in an accredited post-secondary, apprenticeship, or trade program

IHYC:PSERP Fiscal Year | Do Not Display | Not Calculated

Sticky Chart

Line Graph Settings Trend Line Comparison Edit Forecast **Edit Data**

B1. Click on “Edit Data” button.

B2. Click on the + sign next to “Future” until you get to **Start Date-7/1/2021 and Time Period FY 2022** (this is the starting point)

I-HYC:PSERP Number of youth (18-24 yrs) enrolled in an accredited post-secondary, apprenticeship, or trade program

Data Source

Future Past Baseline

	Start Date	Time Period	Actual Value	Target Value	Comment	Baseline
1	7/1/2021	FY 2022				
2	7/1/2020	FY 2021				
3	7/1/2019	FY 2020				
4	7/1/2018	FY 2019				

B3. Enter data value in the “Actual Value” box. Please leave the “Target Value” empty.

B4. Click the “**Save**” box in the lower right corner of the box to save your data.

*You will **not** be able to add numerical values to the performance measures that have a small green or red dot. These performance measures are calculating from other performance measures.*

Congratulations! You have added quantitative data to your scorecard!

Below is a table to assist with the timing of entering data into the tool.

Fiscal Year	Time Frame
FY 2022	7/1/2021-6/30/2022
FY 2023	7/1/2022-6/30/2023
FY 2024	7/1/2023-6/30/2024
FY 2025	7/1/2024-6/30/2025
FY 2026	7/1/2025-6/30/2026
FY 2027	7/1/2026-6/30/2027