

NEW PROCEDURE CURRICULUM OUTCOME MEASURE REPORT

BHIPS now has a Curriculum Outcome Measure Report.

YPP, YPI and RBI programs that fund prevention and intervention curricula at various schools and community sites must report outcomes at the end of each fiscal quarter. This report is designed to capture those outcomes. As a Provider, you will use a series of screens to 1) select the schools/community sites that will be included on the report, 2) add and update the curricula, outcomes and outcome details, that were offered by the school/community site and 3) submit the Curriculum Outcome Measure Report to TCADA once it is complete.

To create a Curriculum Outcome Measure report:

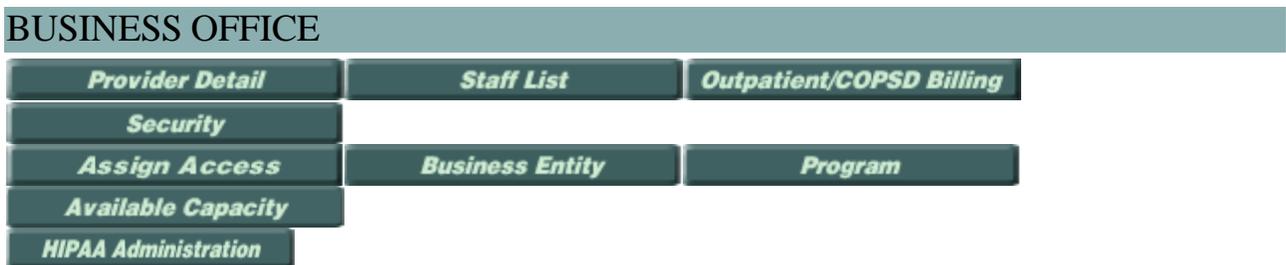
- 1). Go to the Business Office screen and select the Business Entity button.



- 2). Select the specific Program Business Entity and click Select.



- 3). Select Program button.



- 4). Select Specific Program ID.

YPI (0 - 1 of 1)		
Program ID	Program Type	Contract Number
<u>100299042</u>	YPI	<u>10689</u>

5). On the PROGRAM INFORMATION screen select the Curriculum Outcomes button.



6). Click on the Add C/O report button.



7). A Blank CURRICULUM OUTCOME Measure Report screen is displayed.

8). ENTER THE “Report End Date.”

9). Click the Save button.

10). Click the Add Curriculum button.



11). A Blank CURRICULUM OUTCOME screen is displayed.

12). Enter the curriculum data.

13). To calculate percentages click on the Calculate button.



14). Click Save or Save and Add Another C/O button to save the Curriculum Outcome and add the Curriculum Outcome Measure to the report.



15). Continue to add curriculum outcomes until the report is complete.

To submit a Curriculum Outcome Measure report:

16). Enter the “Approved By” field.

17.) Select the Submit button.



For further help, PLEASE CLICK ON THE HELP BUTTON.



If you still need assistance, please call one of the two toll-free BHIPS Help Lines at 1-866-373-1253 or 1-866-214-0547.