



ADDING YOUTH DATA TO THE ONLINE REPORTING SITE

Youth data is a critical requirement of the T.R.A.I.L. grant and is documented via the Online Reporting Site (ORS). This data is collected by the Indian Health Service (IHS) to measure the impact of the program in Native communities participating in the T.R.A.I.L. Program.

1. In order to add youth data into the ORS, you must first login to your T.R.A.I.L. Online Reporting Site home page at <https://firstpic.force.com/ncai/>.



To access this page, you have to log in to NCAI.

Username

Password

☐ Remember me

[Forgot Your Password?](#)



2. Once logged in, you will arrive at your Dashboard. From there, click on the “Program” link in the top right corner of the screen, which will lead to a drop-down menu. Please select “Youth Data”.

NCAI
TRAIL BGC of Example Land

Dashboard About Applications Documents **Program** Help Logout

HELLO EXAMPLE PERSON.

What's New/System Updates

- Clicking Update Budget from within the Sub-Grant detail page will trigger a warning message that no further reimbursement requests can be submitted until the approved. If the user chooses to continue the budget will move to "Incomplete" status.
- The default sort order for all Reimbursement List pages will now be Request Date (was previously request ID).
- The approved amount will be visible on the reimbursement list page after final approval.

Incomplete Applications

No Incomplete Applications Found

Incomplete Progress Reports

Report Name	Site	Status	Submitted Date
S2 2019-2020Q1 Progress Report	Site 2	Not Started	
S2 2019-2020 Q2 Progress Report	Site 2	Not Started	

Incomplete PA Logs

Report Title	Site	Month	Year	Status
October 2019 PA Logs	Site 2	October	2019	Not Started
November 2019 PA Logs	Site 2	November	2019	Not Started

Incomplete Mid-Year & Final Reports

No Incomplete Mid-Year & Final Reports Found

3. You will then see a section named “Participating Youth”. In order to add youth to this section – and be able to add youth-specific information – you will click on the “Add Youth” link on the far-right side.

TRAIL
BGC of Example Land

Dashboard About Applications **Program** Monthly PA Logs Progress Reports Youth Data Chapter Reports Help Logout

YOUTH DATA

Site: Example Site

Grant: View All Year: 2018 - 2019 Sort By: Site **Update** Clear

Participating Youth

No Participating Youth Found

Add Youth



4. The following screen will allow you to enter in the relevant information for each of your participating T.R.A.I.L. youth.

Note: Be sure to select the correct site that the particular youth is being served at, as well as the correct grant and year of the program. For confidentiality purposes, please only enter your youth's last initial. If two youth have the same first name and last initial, please use the "Middle Name" text box to differentiate between the two.

YOUTH DATA

Add Youth to Youth Data Report Y2 Find Existing Youth

Site * Example Site	Grant * BGC Example Land	Year * 2018 - 2019
First Name *	Middle Name	Last Initial *
Sex * --None--	Birth Month * --None--	Birth Year *

Back Clear Form Save

Save successful.

5. If you have run the program in prior years and have already added a particular youth's information to the Online Reporting Site who will be participating again, you can select the "Find Existing Youth" Button.

YOUTH DATA

Add Youth to Youth Data Report Y2 Find Existing Youth

Site * Example Site	Grant * BGC Example Land	Year * 2018 - 2019
First Name *	Middle Name	Last Initial *
Sex * --None--	Birth Month * --None--	Birth Year *

Back Clear Form Save



Select that individual's name from the list. As an example, I will choose Adrian K. at the top of this list.

The screenshot shows the 'Add Youth to Youth Data Report Y2' form. A dropdown menu is open, displaying a list of names: Adrian K, Amelia D, Bobby W, Elise S, Example Smith Y, Example Y, Jacob Y, Jane D, Jill R, Jill Tee R, John D, John S, Kay T, Kelly C, Peter A, Sarah P, and Sierra F. The form fields include Site (Example Site), Grant (BGC Example Land), Year (2018 - 2019), First Name, Middle Name, Last Initial, Sex (None), Birth Month, and Birth Year. Buttons for Back, Clear Form, Save, and Find Existing Youth are visible.

Selecting the name will automatically populate the information that was entered in prior years to the required fields.

The screenshot shows the 'Add Youth to Youth Data Report Y2' form with the dropdown menu closed. The name 'Adrian K' is selected, and the form fields are populated: Site (Example Site), Grant (BGC Example Land), Year (2018 - 2019), First Name (Adrian), Middle Name, Last Initial (K), Sex (M), Birth Month (June), and Birth Year (2011). Buttons for Back, Clear Form, and Save are visible.

- After you have entered/updated your information for either your new or existing youth, click the orange "Save" link.

The screenshot shows the 'Add Youth to Youth Data Report Y2' form with the 'Save' button highlighted. The form fields are populated with the same information as the previous screenshot: Site (Example Site), Grant (BGC Example Land), Year (2018 - 2019), First Name (Adrian), Middle Name, Last Initial (K), Sex (M), Birth Month (June), and Birth Year (2011). Buttons for Back, Clear Form, and Save are visible.



7. Once it has saved, you will see the “Save Successful” message in green to indicate that the youth data has been added. Repeat this process for all youth that you will be tracking for the T.R.A.I.L. grant. At minimum, you should be entering enough youth data records to fulfil the required number of youth to be served as outlined in your organization’s Letter of Award (LOA).

8. You will then return to the “Participating Youth” section, where you will see all of the youth that you have entered. As you can see in the circled filter drop-down options below, these youth have been associated with:

a. A certain grant (“BGC Example Land” in the below example)

YOUTH DATA

Site: Example Site

Grant: BGC Example Land Year: 2018 - 2019 Sort By: Site Update Clear

Participating Youth

Name	Site	Year	Pre-Test	PA Challenge	Post-Test	Highest Chapter Completed	Delete
Example Y	Example Site	2018 - 2019	Complete	Submitted	Complete		X
John S	Example Site	2018 - 2019	Not Started	Not Started	Incomplete		X
Adrian K	Example Site	2018 - 2019	Not Started	Not Started	Not Started		X
Peter A	Example Site	2018 - 2019	Complete	Not Started	Complete		X
Amelia D	Example Site	2018 - 2019	Incomplete	Not Started	Not Started		X
Jill R	Example Site	2018 - 2019	Not Started	Not Started	Not Started		X

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b. A certain year (2018-2019 in the below example)

YOUTH DATA

Site: Example Site

Grant: BGC Example Land Year: 2018 - 2019 Sort By: Site Update Clear

Participating Youth

Name	Site	Year	Pre-Test	PA Challenge	Post-Test	Highest Chapter Completed	Delete
Example Y	Example Site	2018 - 2019	Complete	Submitted	Complete		X
John S	Example Site	2018 - 2019	Not Started	Not Started	Incomplete		X
Adrian K	Example Site	2018 - 2019	Not Started	Not Started	Not Started		X
Peter A	Example Site	2018 - 2019	Complete	Not Started	Complete		X
Amelia D	Example Site	2018 - 2019	Incomplete	Not Started	Not Started		X
Jill R	Example Site	2018 - 2019	Not Started	Not Started	Not Started		X

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c. A certain site (Example Site in the below example).

YOUTH DATA

Site: Example Site

Grant: BGC Example Land Year: 2018 - 2019 Sort By: Site Update Clear

Participating Youth

Name	Site	Year	Pre-Test	PA Challenge	Post-Test	Highest Chapter Completed	Delete
Example Y	Example Site	2018 - 2019	Complete	Submitted	Complete		X
John S	Example Site	2018 - 2019	Not Started	Not Started	Incomplete		X
Adrian K	Example Site	2018 - 2019	Not Started	Not Started	Not Started		X
Peter A	Example Site	2018 - 2019	Complete	Not Started	Complete		X
Amelia D	Example Site	2018 - 2019	Incomplete	Not Started	Not Started		X
Jill R	Example Site	2018 - 2019	Not Started	Not Started	Not Started		X

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These specifications will be useful in the case that you need to review records of certain youth in the future (be that later in that same grant year, or in potential future grant years). If you need to search for a specific youth, please use the above filter drop-down menus to specify your search by grant, year, or site as needed. Once you have found your relevant youth, you will be able to review their information, as well as enter in any required additional information – including their Pre-Test, Physical Activity Challenge, and Post-Test.