

MBCC ONLINE NARRATIVE REPORTING



STEP-BY-STEP INSTRUCTIONS

Revised 09/23/2008

The Montana Board of Crime Control Online Narrative Reporting System will become active on October 1st of 2008. We are very happy to be able to provide this service and we hope you will find it easier and more efficient than submitting reports on paper. If you have questions or comments please contact your Program Manager at MBCC.

Online reporting will be available until 20 days past the end of each quarter (e.g. it will be closed after midnight on October 20th). All reports for each quarter must be submitted by then. It will be made available for the next quarter starting on the first day of the second month of the quarter (e.g. November 1st).

To get started entering your Narrative Reports online, go to:

www.mbcc.mt.gov

Click Grants

Click Online Application and Reporting

Click Narrative Quarterly Report

Important – Please refrain from using the Browser’s “Back” and “Forward” arrows / buttons for navigation. Only use the “Continue” and “Back” buttons provided on each page of the report to navigate.

Login



Enter the User ID and Password you received from MBCC with your Quarterly Reporting Reminder Letter/Email.

Click  to continue

If you forgot your User ID and Password: Click [Forgot your Password?](#)



Enter your User ID



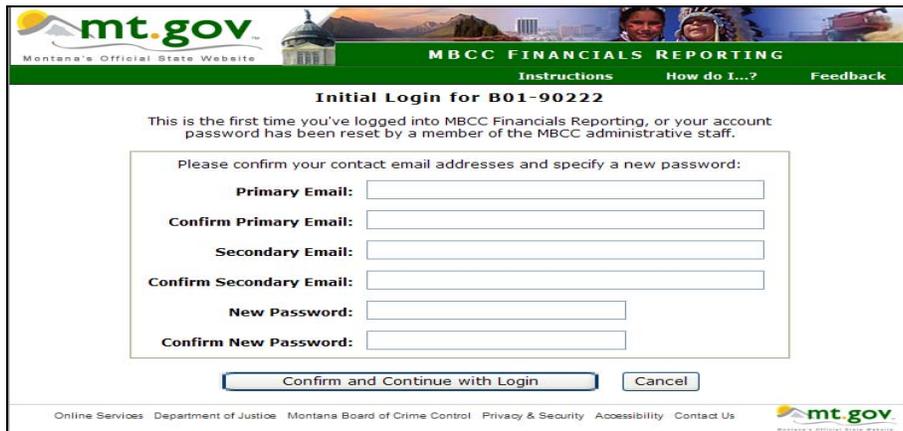
Click

****Note - The User Id will always be the last part of your Subgrant # after the first hyphen. Example: Subgrant # 08-W02-81806 will be W02-81806.**

You will receive your password via email at the email address you previously entered, within 24 hours. If not, call MBCC at 406-444-3604.

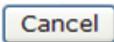
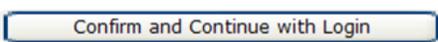
Initial Login

The first time you login to the system, you'll be asked to enter a new password.



Enter your primary and secondary email. It's important to enter a secondary email, as future Reminder Letters and other notices will go out via email only.

Enter a new password.



Click

or

to return.

Main Menu

mt.gov
Montana's Official State Website

MBCC NARRATIVES REPORTING

Instructions How do I...? Feedback

Main

Subgrant Number: 07-J02-90104
Subgrant Title: Hill County Alternatives to Detention Initiative
Subgrant Project Period: Jul 01, 2007 to Jun 30, 2008
Subgrant Program: JUVENILE JUSTICE - J - Juvenile Justice & Delinquency Prev.
Program Manager: Sheryl Burright
Program Manager Email: sburright@mt.gov
Program Manager Phone: (406)444-3651
Fiscal Manager: Stacy Purdom
Fiscal Manager Email: stpurdom@mt.gov
Fiscal Manager Phone: (406)444-6678
Current Reporting Quarter: Jul 01, 2008 to Sep 30, 2008
Report Due: **Oct 20, 2008**

Enter Narrative Information Upload Documents Submit Report

View Current Draft View Previous Reports

Update Profile Log Off

Online Services Department of Justice Montana Board of Crime Control Privacy & Security Accessibility Contact Us

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The Main Menu has the following options:

Enter Narrative Information: *Takes you to the screen to respond to the narrative questions*

Upload Documents: *Allows you to upload attachments to your report such as data sheets or documents created with your grant funds, articles about your program, etc.*

Submit Report: *Submits your report to MBCC – you will no longer be able to edit the report once it has been submitted*

View Current Draft: *Allows you to view the report before submitting to MBCC*

View Previous Reports: *Allows you to view prior reports of current grant year*

Update Profile: *Allows you to update primary and secondary email addresses and change the password*

Log Off: *Exits the narratives reporting system*

Update Profile

mt.gov
Montana's Official State Website

MBCC FINANCIALS REPORTING

[Instructions](#) [How do I...?](#) [Feedback](#)

Update Profile for B01-90222

Agency Name: MT Youth Homes Inc
Street Address: PO BOX 153
City: Helena **State:** MT
Zip: 59624 **Phone:** 406-449-3038
Project Director: Emily McVey
Director Email:

If you need to make any changes to your Agency information,
please email MBCC at mbcc@mt.gov

Primary Email: ceklund@mt.gov
Secondary Email: ceklund@mt.gov

[Online Services](#) [Department of Justice](#) [Montana Board of Crime Control](#) [Privacy & Security](#) [Accessibility](#) [Contact Us](#)

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Update Profile allows changes to the primary and secondary email addresses and the password. Any changes to your Agency (project director, phone number, etc.) need to be emailed to MBCC.

Responding to Narrative Questions

Up to five objectives from your online grant application have been transferred to the online narrative report. Beneath each objective are two questions. There is one general question at the end. Responses to each question must be very brief, 350 characters or less. Begin by clicking in a response window and typing. A counter at the end of the window will let you know how many characters you have used. The program will stop accepting information when you have reached 350 characters. You must enter a response in each window, even if you just type *nothing to report*. Save progress at any time by clicking the "Save Status" button located at the bottom of the page. If you need assistance, contact your program director shown at the top of the Narrative Report.

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MBCC NARRATIVES REPORTING
Instructions How do I...? Feedback

Objectives Status Report for 07-J27-90105

Directions:

1. Answer all questions. If you have nothing to report for a question, enter the response, "Nothing to report".
2. If you are in need of assistance, contact your program manager, [Sheryl Burright](#).
3. You may save your progress at any time by clicking the "Save Status" button located at the bottom of this page.

Objective #1:

1) To identify and assess 30 students in K-8 grades who have been referred to the Truancy Intervention Program (TIP) by school staff or another collaborative agency as being truant throughout school year.

Status for Quarter Ending 09/30/2008:

1. Describe the progress this quarter towards meeting the above objective. Identify any activities that were especially helpful in obtaining the objective.

This quarter we identified and assessed 14 students in K-8 grades who have been referred to the Truancy Intervention Program (TIP) by school staff or another collaborative agency as being truant throughout the school year. That brings us to 14/30 or 46% of our objective for the year. Most of the referrals have come from law enforcement.

You have used 340/350 characters.
2. Describe any obstacles that you have encountered in meeting the above objective this quarter. What is being done to resolve them?

Nothing to report.

You have used 18/350 characters.

Objective #2:

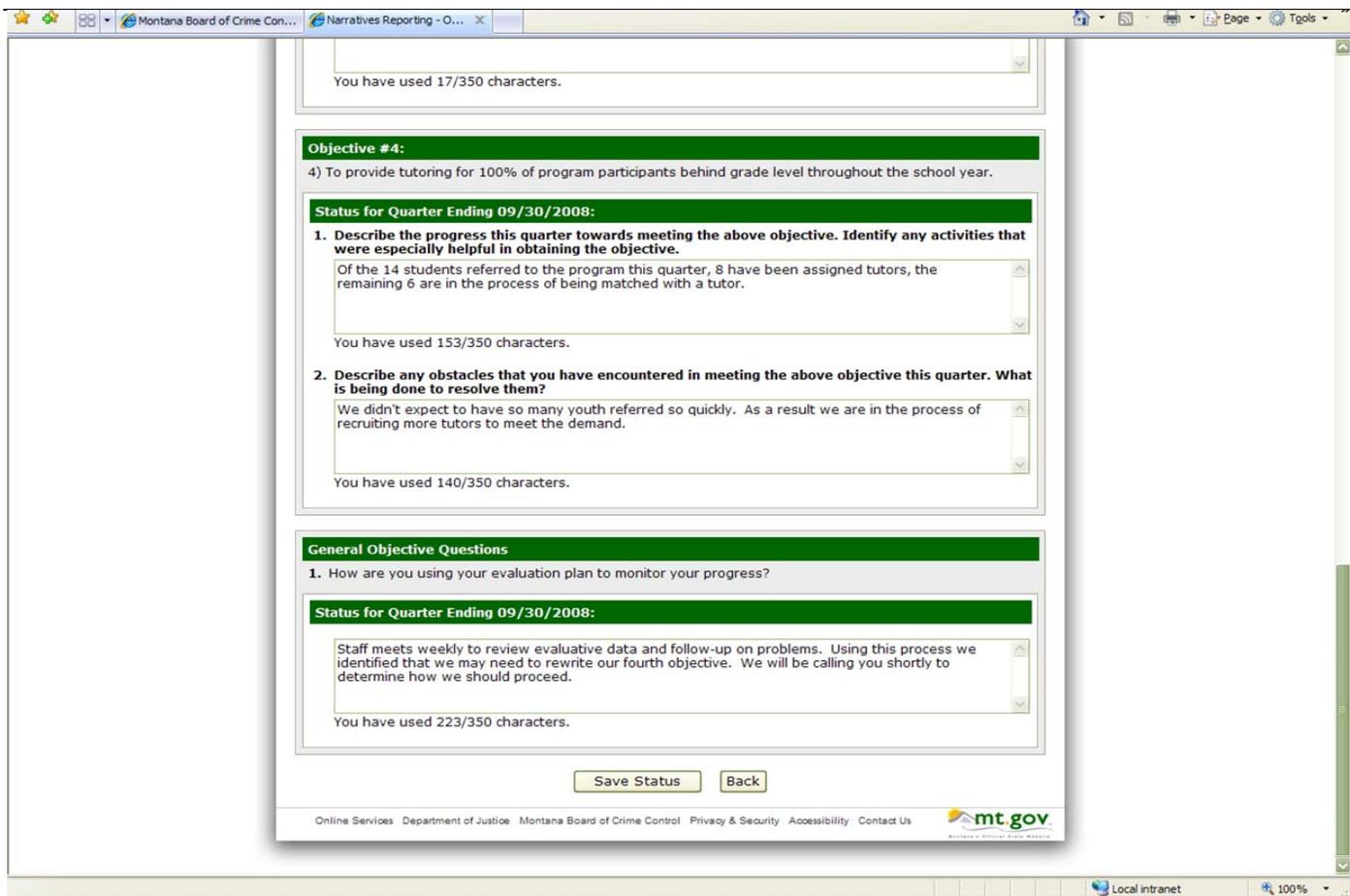
2) To increase student attendance by 50% for majority of program participants by the end of the 2007/2008 school year compared to the previous school year.

Status for Quarter Ending 09/30/2008:

1. Describe the progress this quarter towards meeting the above objective. Identify any activities that

Local intranet 100%

Save progress at any time by clicking the “Save Status” button located at the bottom of the page. If you need assistance, contact your program director shown at the top of the Narrative Report.



If you get a phone call or interruption you need to save your work. The program times out if left inactive for 60 minutes or more. You certainly don't want to be the recipient of this message:



Once you have completed your narrative and saved it, click on "Back" to return to the Main Menu. Click "View Draft Narrative" to print and review your draft document in Adobe.

STATE OF MONTANA - BOARD OF CRIME CONTROL
PO Box 201408 - 3075 N Montana Ave - Helena MT 59620-1408
Phone: (406)444-3604 Fax: (406)444-4722

NARRATIVES STATUS REPORT

Subgrant: 07-J27-90105 - Truancy Intervention Program
Program: JUVENILE JUSTICE - J - Juvenile Justice & Delinquency Prev.

Program Manager: Sheryl Burright sburright@mt.gov (406)444-3651	Fiscal Manager: Stacy Purdom stpurdom@mt.gov (406)444-6678
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Director: Joe Mehrens
Grantee: Anaconda School District
1510 W Park St
Anaconda, MT 59711

Project Period: 07/01/2007 to 06/30/2008
Current Quarter: 07/01/2008 to 09/30/2008
Due Date: 10/20/2008
Final Report: No

Objective #1:
1) To identify and assess 30 students in K-8 grades who have been referred to the Truancy Intervention Program (TIP) by school staff or another collaborative agency as being truant throughout school year.

Status for Quarter Ending 09/30/2008:

- Describe the progress this quarter towards meeting the above objective. Identify any activities that were especially helpful in obtaining the objective.
This quarter we identified and assessed 14 students in K-8 grades who have been referred to the Truancy Intervention Program (TIP) by school staff or another collaborative agency as being truant throughout the school year. We have met 46% of our objective for the year. Most of the referrals have come from law enforcement.
- Describe any obstacles that you have encountered in meeting the above objective this quarter. What is being done to resolve them?
Nothing to report.

Objective #2:
2) To increase student attendance by 50% for majority of program participants by the end of the 2007/2008 school year compared to the previous school year.

Status for Quarter Ending 09/30/2008:

- Describe the progress this quarter towards meeting the above objective. Identify any activities that were especially helpful in obtaining the objective.
nothing to report
- Describe any obstacles that you have encountered in meeting the above objective this quarter. What is being done to resolve them?
nothing to report

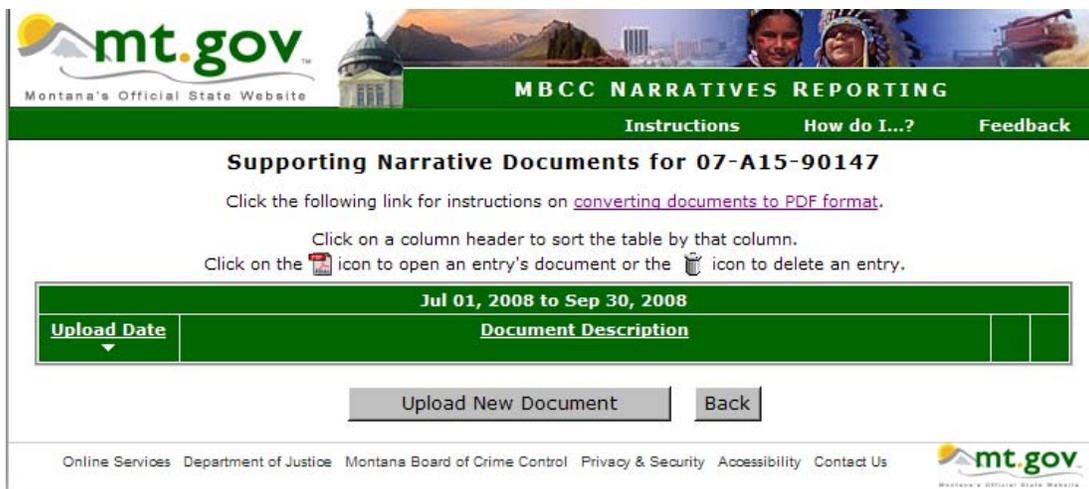
Objective #3:
3) To monitor the attendance and academic progress of 100% of program participants weekly throughout the school year.

9/18/2008 3:39:40 PM - DRAFT COPY Subgrant: 07-J27-90105 Quarter Ending: 09/30/2008 - Page 1 of 3

Please review this report for accuracy and correct any errors before final submission. Closing the Adobe document will return you to the Main Menu.

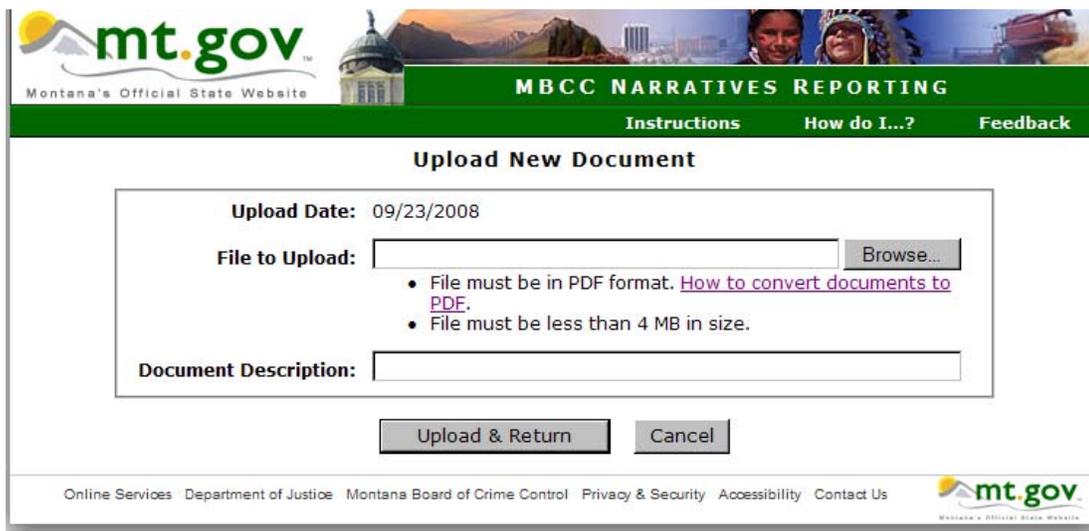
Upload Documents

If you want to attach data sheets, documents created by the program, or articles about the program, click "Upload Documents" on the Main Menu and follow the instructions on the screen..



The screenshot shows the 'Supporting Narrative Documents for 07-A15-90147' page. It features a table with columns for 'Upload Date' and 'Document Description'. The table is currently empty, with a date range of 'Jul 01, 2008 to Sep 30, 2008'. Below the table are buttons for 'Upload New Document' and 'Back'. The page includes the 'mt.gov' logo and navigation links like 'Instructions', 'How do I...?', and 'Feedback'.

Your document must be in pdf format. There are helpful instructions on how to convert a document to pdf. Please enter a document description.



The screenshot shows the 'Upload New Document' form. It includes a date field set to '09/23/2008', a 'File to Upload' field with a 'Browse...' button, and a 'Document Description' field. Below the fields are 'Upload & Return' and 'Cancel' buttons. The page also features the 'mt.gov' logo and navigation links.

Submit Report

[Submit Report](#)

When you are ready to submit your report click **Submit Report** from the Main Menu

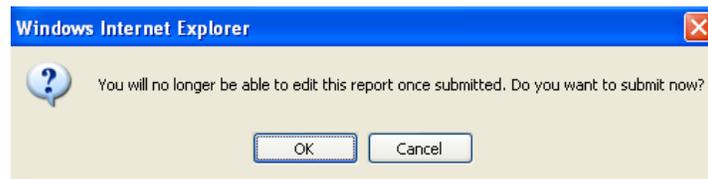
The screenshot shows the 'Submit Quarterly Report for 07-A15-90147' page on the mt.gov website. The page has a green header with the mt.gov logo and navigation links for 'Instructions', 'How do I...?', and 'Feedback'. The main content area contains a 'Comments/Notes' text area with a character count of 0/255. Below this are input fields for 'Name', 'Title', 'Phone' (with a format hint '(###)###-####'), and 'Ext'. A 'Date' field is pre-filled with 'Sep 23, 2008'. At the bottom of the form is a 'Final Report' section with radio buttons for 'Yes' and 'No'. A red warning message states 'This report will be unavailable for modification after submittal!'. At the bottom of the form are buttons for 'Save', 'View Current Draft', 'Submit', and 'Back'. The footer includes links for 'Online Services', 'Department of Justice', 'Montana Board of Crime Control', 'Privacy & Security', 'Accessibility', and 'Contact Us', along with the mt.gov logo.

Enter any Comments/Notes you may have along with your Name, Title, and Phone Number.

Click Final Report if this is the last quarter of the subgrant.

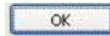
Click [Submit](#)

The following warning message appears:



Once the report is submitted – no further changes can be made.

If you are sure everything is reported correctly – click



to continue or

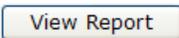


to go back and make changes.

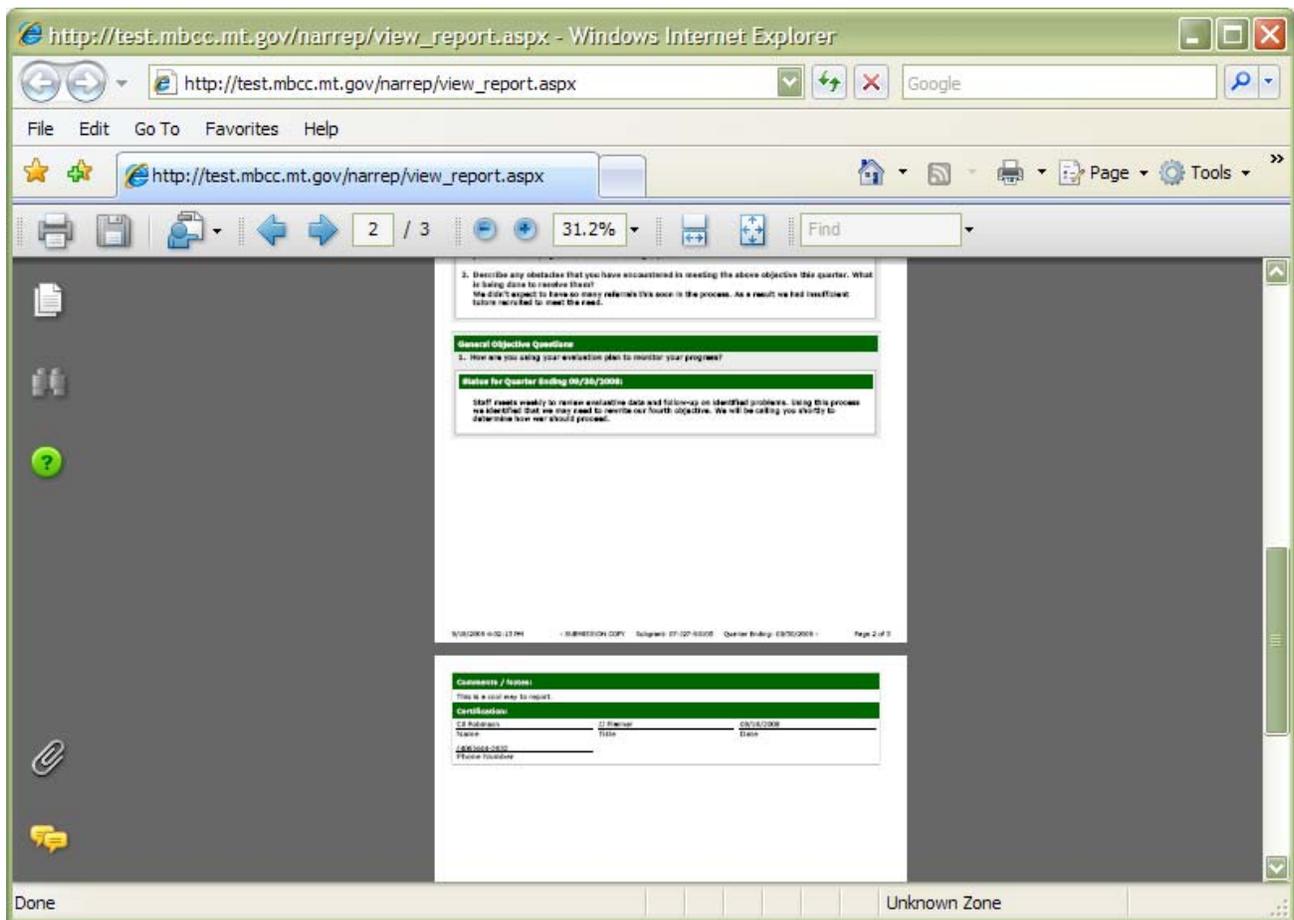
After submitting you will see the following screen:



Click



to view and print a copy of the final report that has been submitted.



If you have a Title II, Title V or JABG grant:

Please fill out and attach a Juvenile Justice Grants Statistic data sheet and a DCTAT quarterly reporting sheet and upload them with your Online Narrative Report. You will need to convert these files to PDF before you upload them. These data sheets can be found on MBCC website (<http://mbcc.mt.gov>) under Grants and Reporting. Or use the following link:

<http://mbcc.mt.gov/Grants/Reporting/Reporting.asp>