

# **MBCC ONLINE NARRATIVE REPORTING**



**STEP-BY-STEP INSTRUCTIONS**

## MBCC Online Narrative Reporting

### Step-By-Step Instructions

Revised 10/07/2019

*Start at:* [www.mbcc.mt.gov](http://www.mbcc.mt.gov)

*Click* **Funding**

*Click* **Reporting**

*Click* **MBCC Quarterly: Narrative 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

mt.gov  
Montana's Official State Website

**MBCC NARRATIVE REPORTING**

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

**Welcome to MBCC Narrative Reporting**

**Narrative Reporting Login**

This application has a 60-minute inactivity timeout window. We recommend that you save your work before leaving your computer unattended.

User ID:

Password:

[Forgot your Password?](#)

Login

[TRY THE DEMO](#)

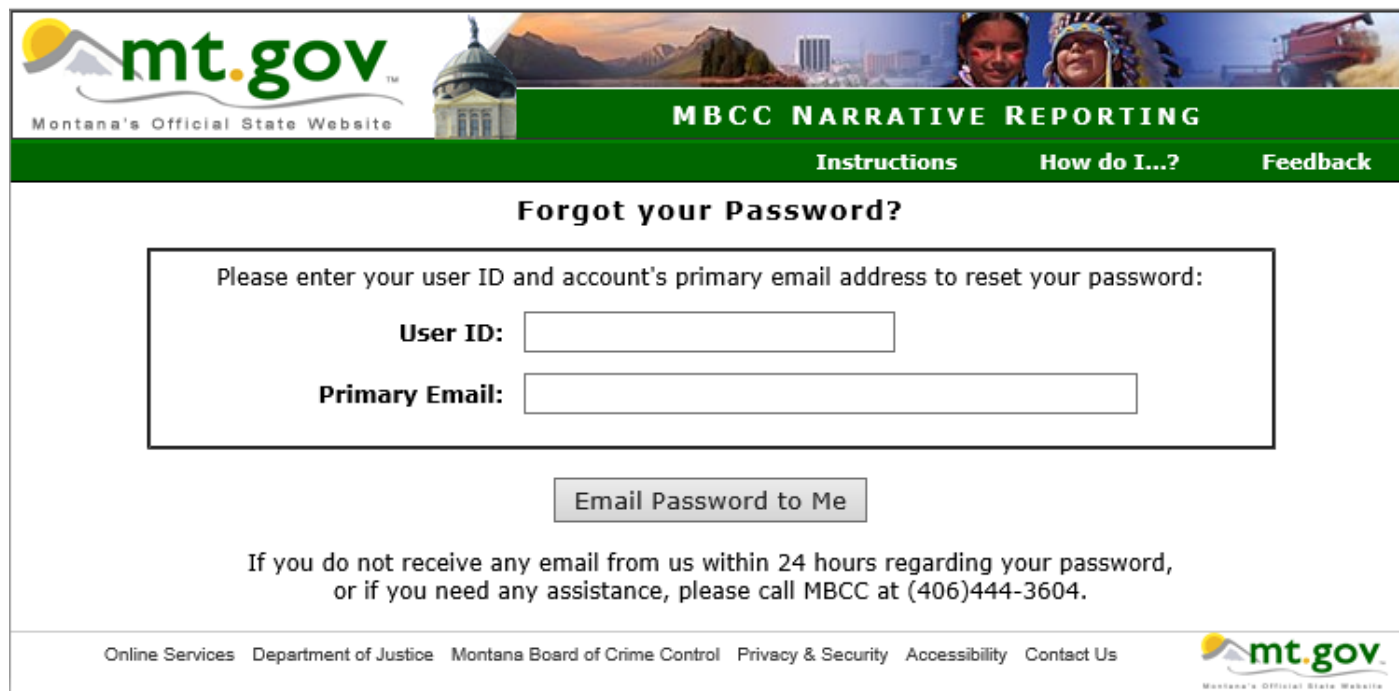
Online Services Department of Justice Montana Board of Crime Control Privacy & Security Accessibility Contact Us

mt.gov  
Montana's Official State Website

*Enter the User ID and Password you received from MBCC with your grant award documents.*

*Click*  *to continue*

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



The screenshot shows the Montana State Website (mt.gov) header with the text "Montana's Official State Website". Below the header is a green navigation bar with the text "MBCC NARRATIVE REPORTING" and three links: "Instructions", "How do I...?", and "Feedback". The main content area is titled "Forgot your Password?". It contains a form with the text "Please enter your user ID and account's primary email address to reset your password:". The form has two input fields: "User ID:" and "Primary Email:". Below the form is a button labeled "Email Password to Me". At the bottom of the form area, there is a note: "If you do not receive any email from us within 24 hours regarding your password, or if you need any assistance, please call MBCC at (406)444-3604." The footer of the page contains links for "Online Services", "Department of Justice", "Montana Board of Crime Control", "Privacy & Security", "Accessibility", and "Contact Us", along with the mt.gov logo and the text "Montana's Official State Website".

*Enter your User ID*

Email Password to Me

*Click*

***\*\*Note - The User Id will always be the last part of your Subgrant # after the first hyphen.  
Example: Subgrant # 18-W02-81806 will be W02-81806.***

***You will receive your password via email 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.*

**mt.gov**  
Montana's Official State Website

**MBCC FINANCIALS REPORTING**

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

**Initial Login for B01-90222**

This is the first time you've logged into MBCC Financials Reporting, or your account password has been reset by a member of the MBCC administrative staff.

Please confirm your contact email addresses and specify a new password:

**Primary Email:**

**Confirm Primary Email:**

**Secondary Email:**

**Confirm Secondary Email:**

**New Password:**

**Confirm New Password:**

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

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*Enter your primary and secondary email. 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](mailto:sburright@mt.gov)  
**Program Manager Phone:** (406)444-3651  
**Fiscal Manager:** Stacy Purdom  
**Fiscal Manager Email:** [stpurdum@mt.gov](mailto:stpurdum@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](#)

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Montana's Official State Website

*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*

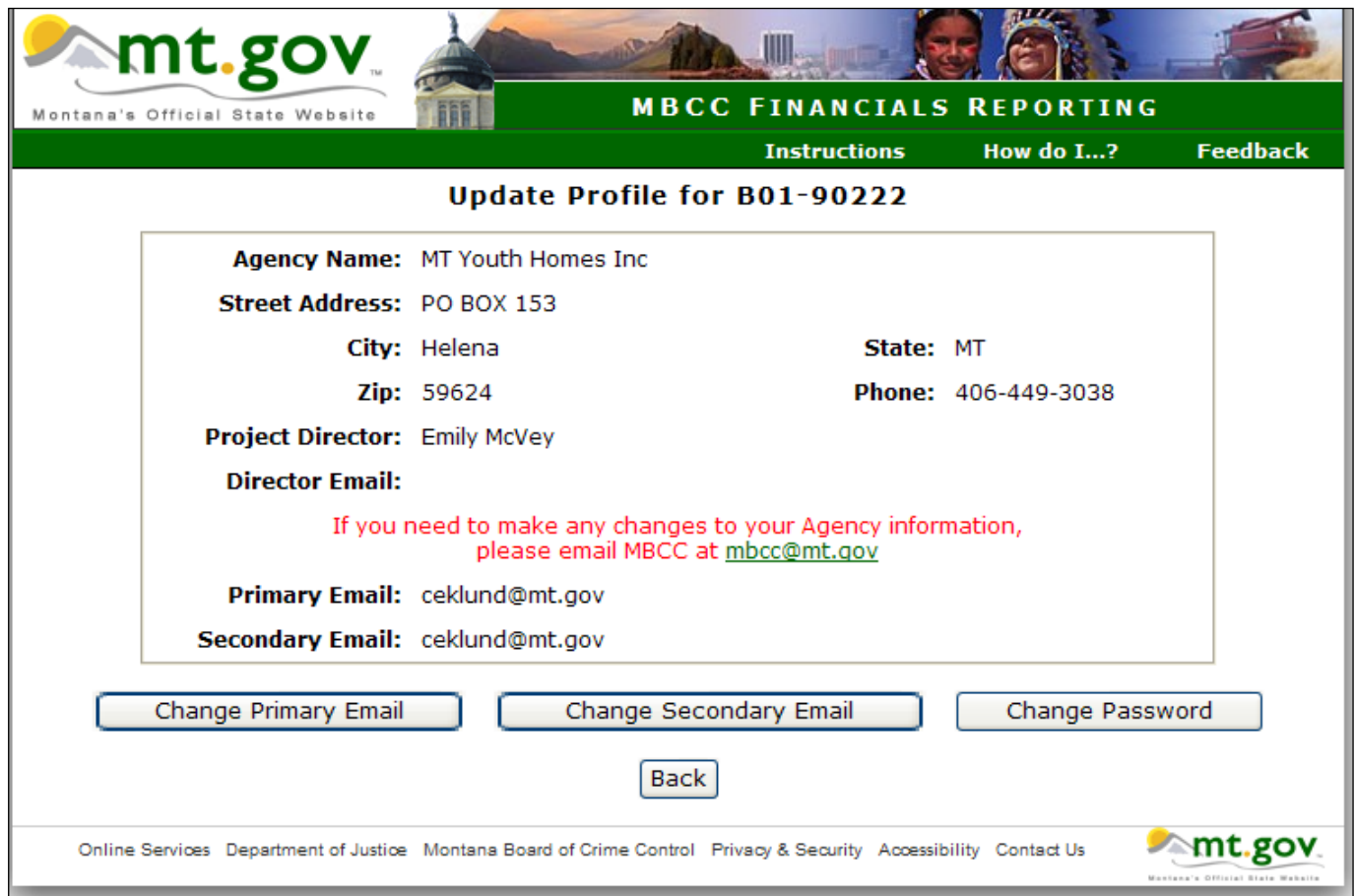
**View Current Draft:** *Allows you to view the report before submitting to MBCC*

**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



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

If you need to make any changes to your Agency information,  
please email MBCC at [mbcc@mt.gov](mailto:mbcc@mt.gov)

[Change Primary Email](#) [Change Secondary Email](#) [Change Password](#)

[Back](#)

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

**mt.gov**  
Montana's Official State Website

**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.

Narratives Reporting - Objectives Status Report - Windows Internet Explorer  
http://test.mbcc.mt.gov/narrep/objectives\_status.aspx

mt.gov  
Montana's Official State Website

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.

You have used 0/350 characters.

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

You have used 0/350 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.

The screenshot shows a web browser window with the URL "Montana Board of Crime Control & Prevention - Narratives Reporting - Online". The page displays a form for "Objective #4: To provide tutoring for 100% of program participants behind grade level throughout the school year." The form includes a character count "You have used 17/350 characters." and a section titled "Status for Quarter Ending 09/30/2008:". Below this, there are two numbered questions: "1. Describe the progress this quarter towards meeting the above objective. Identify any activities that were especially helpful in obtaining the objective." and "2. Describe any obstacles that you have encountered in meeting the above objective this quarter. What is being done to resolve them?". Each question has a text area for the answer and a character count. At the bottom of the form, there are "Save Status" and "Back" buttons. The footer of the page 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.

If you get a phone call or interruption you need to save your work. The program times out if left inactive for 30 minutes or more. You certainly don't want to be the recipient of this message:

The screenshot shows a web browser window displaying a timeout message. The header includes the "mt.gov" logo and the text "Montana's Official State Website". Below the header, there is a green banner with the text "MBCC NARRATIVES REPORTING" and links for "Instructions", "How do I...?", and "Feedback". The main content area displays the message: "Your session has timed-out due to 60 minutes of inactivity. You will need to login again to continue your work." Below the message is a "Return to Login" button. The footer of the page 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.



*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.*

http://test.mbcc.mt.gov/narrep/generate\_pdf.aspx?type=draft - Windows Internet Explorer

http://test.mbcc.mt.gov/narrep/generate\_pdf.aspx?type=draft

File Edit Go To Favorites Help

http://test.mbcc.mt.gov/narrep/generate\_pdf.aspx?...

1 / 3 67.1% Find

**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:** 07-127-90105 - 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  
**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-6 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-6 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.  
 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.

**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 were especially helpful in obtaining the objective.  
 nothing to report  
 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

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

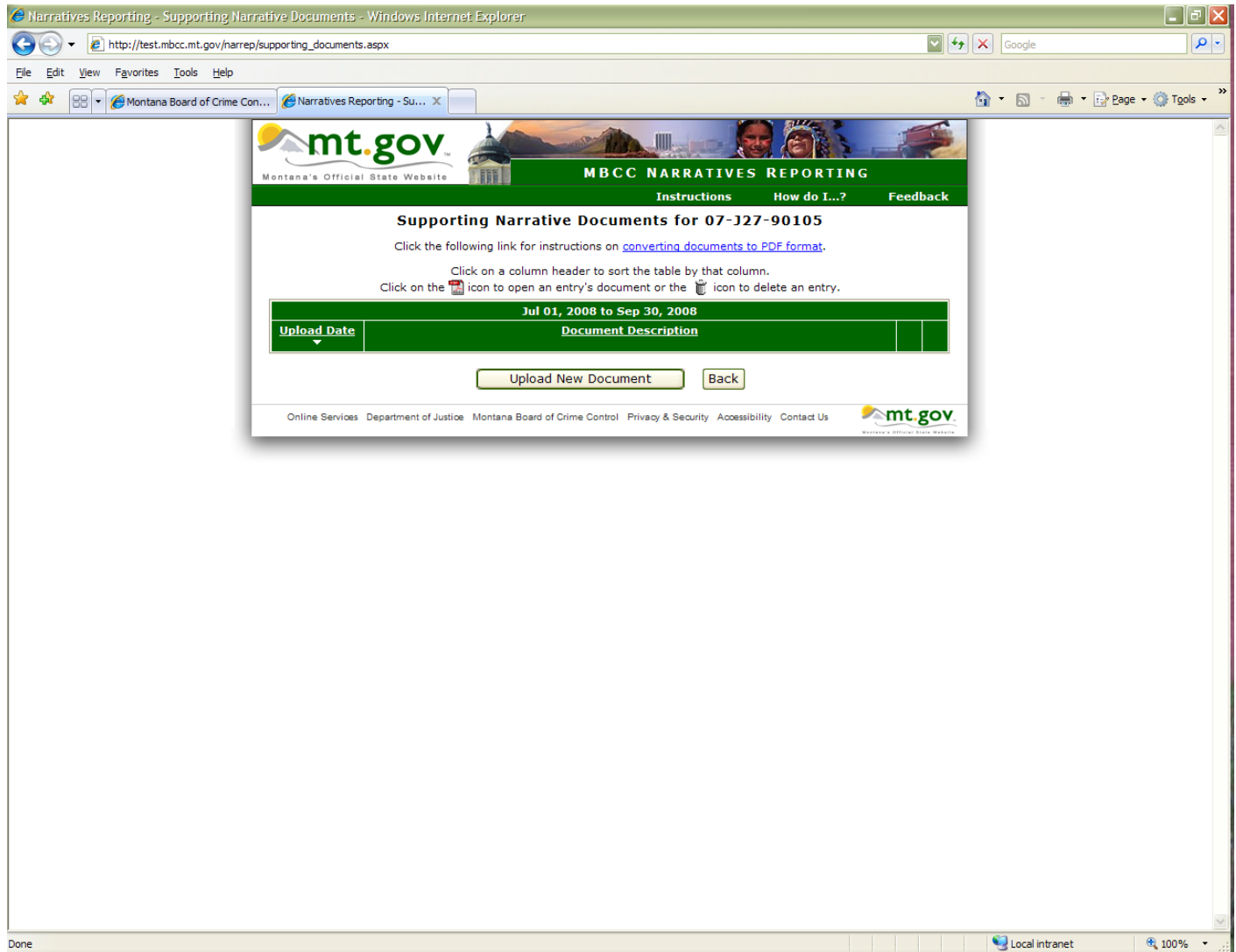
9/18/2008 3:39:40 PM - DRAFT COPY Subgrant: 07-127-90105 Quarter Ending: 09/30/2008 - Page 1 of 3

Done Unknown Zone

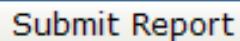
*Please review this report for accuracy and correct any errors before final submission. Closing the Adobe document will return you to the Main Menu.*

## Upload Documents

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



## Submit Report

A rectangular button with a thin blue border and a light beige background. The text "Submit Report" is centered in a dark blue, sans-serif font.

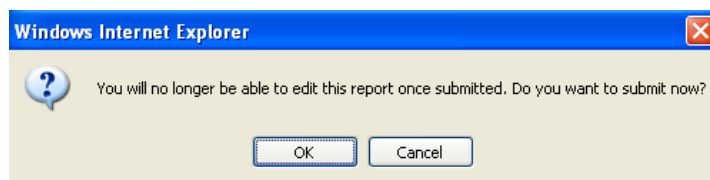
*When you are ready to submit your report, click*

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

A rectangular button with a thin blue border and a light beige background. The text "Submit" is centered in a dark blue, sans-serif font.

*Check the I Certify box and click*

*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*

A rectangular button with a thin blue border and a light beige background. The text "OK" is centered in a dark blue, sans-serif font.

*to continue or*

A rectangular button with a thin blue border and a light beige background. The text "Cancel" is centered in a dark blue, sans-serif font.

*to*



[View Report](#)

Click

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

