



Final Report Training

2017-18 Community Grants

Due: May 15, 2018



Need to Know Information

- Documents due: GeMS report, Story Collection Form, Data Outcome Sheet
- DUE DATE: May 15, by 5 p.m.
→ GeMS Status will say “final report submitted”
- Report on ALL activities and services provided from April 1, 2017 to March 31, 2018 (or when funds ran out)
- Report **ONLY** on activities paid for by the Komen Colorado grant
- Do not wait until last minute to complete. As part of the grant agreement, all reports and materials must be submitted on time.



Before We Get Started

The reports due throughout the grant year are meant to be a dialogue between your organization and Komen Colorado.

The prompts for information allow us to be helpful and think of ways we can improve or expand on the grant program.

Thank you in advance for being thoughtful and thorough in your responses. We know how tedious this process can be and appreciate your assistance to ensure we are meeting community needs in the most efficient ways possible.



Initiating a Final Report

2

The screenshot shows the top navigation bar of the Susan G. Komen Colorado website. The 'My CG Applications' link is circled in green. Below the navigation bar, there is a 'Welcome Mary' section with a 'Change My Picture' link. To the right, there are instructions for using the system, including links for 'Applying for an Opportunity', 'Using System Messages', 'Understanding your Tasks', and 'Managing your awarded grant'.

STEP 1: Project Director logs into GeMS

STEP 2: Click “My CG Applications” on the top left

STEP 3: Enter “2017” in the year field and hit “Execute” on the top right

➤ Do not complete any other field when searching, only enter the year

3

The screenshot shows the 'KOMEN Document Tab Search - CG Applications' page. The 'Execute' button is circled in green. Below the search bar, there are fields for 'CG Application Types', 'CG Application Name', 'Person', 'Status', 'Organization', and 'Year'. The 'Year' field is also circled in green. At the bottom, there are options for 'Export Results to', 'Results Per Page', and 'Sort By'.

STEP 4: Click on the application name (ex: CGA-2017-CO102-XXXX)

➤ If Current Status is not listed as Grant Awarded, contact Mary immediately at (303) 744-2088 ext. 314

4


Results

Document Type	Organization	Name	Current Status	Year
CG Application	Adena Health System- Cancer Center	CGA-2011-OH102-ADEN25-00002	Application Cancelled	2011
CG Application	Berger Health Foundation	CGA-2011-OH102-BERG25-00001	Application Review Complete	2011

1

Initiating a Final Report Cont.

5



Menu Forms Menu Status Changes Management Tools **Related Documents and Messages**

[Back](#)

Document Information: CGA-2017-CO102-TSTA28-00001

[Details](#)

APPLICATION SNAPSHOT

Organization Name:	TestApplicant2013
Project Title:	
Address: City, State, Zip:	123 Main Street Denver, Colorado 80010
Project Director: Project Director Email:	Mary Aspen Miller mmiller@komencolorado.org
Authorized Signer: Authorized Signer Email:	
Award Amount:	
Payments Processed:	\$0.00
Application Status:	Grant Awarded

- When you click into the application, the first page will be the Application Snapshot

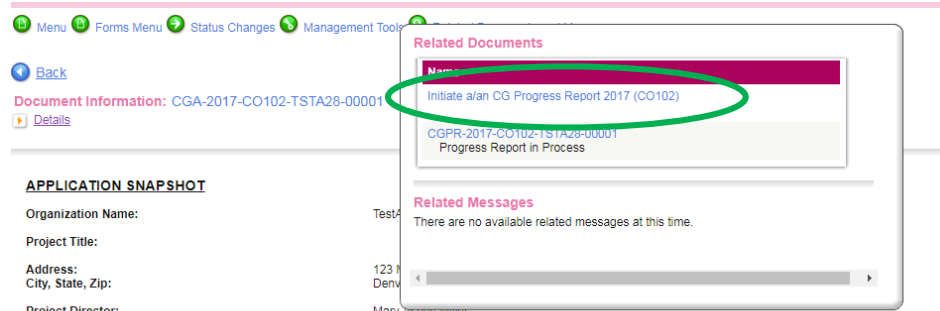
STEP 5: Hover over “Related Documents and Messages

STEP 6: Click “Initiate a/n CG Final Report 2017”

STEP 7: Click the “I Agree” button

- You will be automatically directed to the Final Report Snapshot

6



Menu Forms Menu Status Changes Management Tools **Related Documents**

[Back](#)

Document Information: CGA-2017-CO102-TSTA28-00001

[Details](#)

APPLICATION SNAPSHOT

Organization Name:	TestApplicant2013
Project Title:	
Address: City, State, Zip:	123 Main Street Denver, Colorado 80010
Project Director: Project Director Email:	Mary Aspen Miller mmiller@komencolorado.org
Authorized Signer: Authorized Signer Email:	
Award Amount:	
Payments Processed:	\$0.00
Application Status:	Grant Awarded

Related Documents

- Initiate a/n CG Progress Report 2017 (CO102)
- CGPR-2017-CO102-TSTA28-00001 Progress Report in Process

Related Messages

There are no available related messages at this time.

7



Agreement

Please make a selection below to continue.

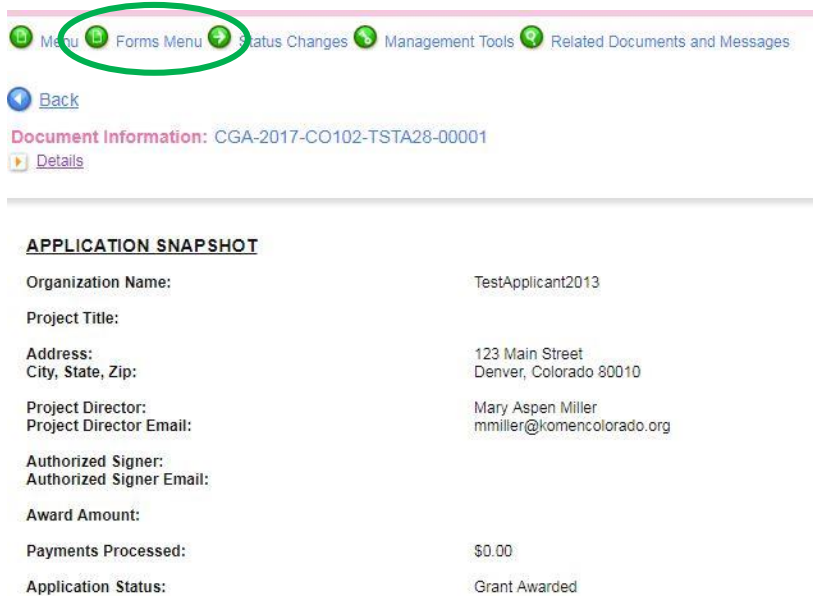
Are you sure you want initiate a Community Grants Progress Report?

I AGREE **I DO NOT AGREE**

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Completing the Final Report

1



Menu Forms Menu Status Changes Management Tools Related Documents and Messages

[Back](#)

Document Information: CGA-2017-CO102-TSTA28-00001

[Details](#)

APPLICATION SNAPSHOT

Organization Name: TestApplicant2013

Project Title:

Address: 123 Main Street
City, State, Zip: Denver, Colorado 80010

Project Director: Mary Aspen Miller
Project Director Email: mmiller@komencolorado.org

Authorized Signer:
Authorized Signer Email:

Award Amount:

Payments Processed: \$0.00

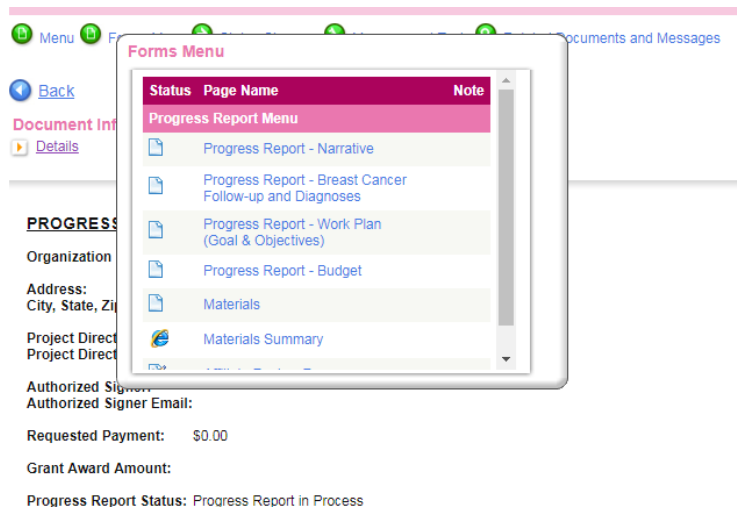
Application Status: Grant Awarded

STEP 1: Hover over “Forms Menu” to see the Final Report Menu

STEP 2: Enter a section to complete; sections do not need to be completed in order

➤ Click the pink “Save” box in the top right corner before navigating to another page or else all information will be lost

2



Menu Forms Menu Status Changes Management Tools Related Documents and Messages

[Back](#)

Document Information: CGA-2017-CO102-TSTA28-00001

[Details](#)

PROGRESS REPORT

Organization:

Address: City, State, Zip:

Project Director: Project Director Email:

Authorized Signer: Authorized Signer Email:

Requested Payment: \$0.00

Grant Award Amount:

Progress Report Status: Progress Report in Process

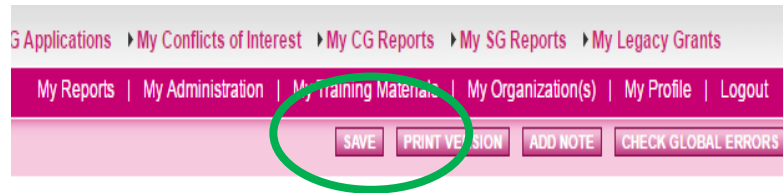
Forms Menu

Status	Page Name	Note
Progress Report Menu		
	Progress Report - Narrative	
	Progress Report - Breast Cancer Follow-up and Diagnoses	
	Progress Report - Work Plan (Goal & Objectives)	
	Progress Report - Budget	
	Materials	
	Materials Summary	

➤ The following slides will review each section's content

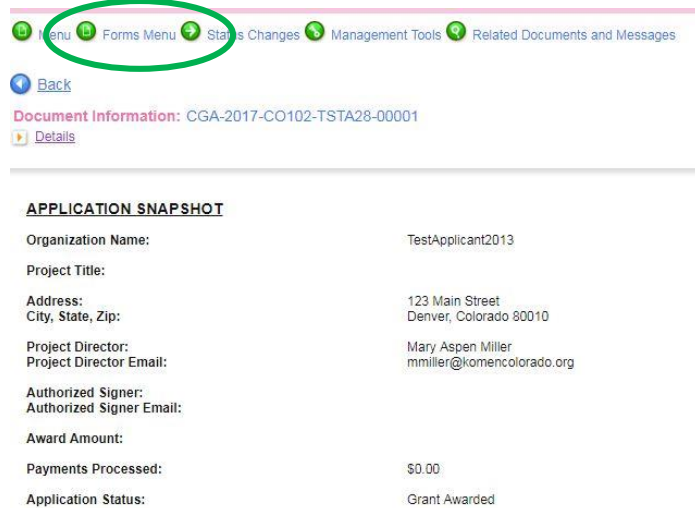
Moving Between the Pages

1



➤ When you want to go to another page in the progress report:

2

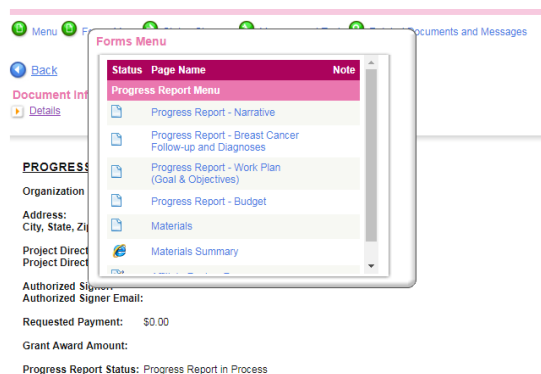


STEP 1: Scroll to the top and click “save” in the top right corner

STEP 2: Hover over “Forms Menu” on the left side to see the Final Report Menu

STEP 3: Click the name of the section you want to complete

3



➤ Repeat as necessary until all report sections are complete

Narrative

NARRATIVE QUESTION	SPECIAL INSTRUCTIONS
How did your project have an impact on the priority you selected in your application?	1,500 character limit
Describe overall successes and/or accomplishments.	
List any unforeseen challenges encountered during the implementation of this project and how you have addressed them to meet the goal and objectives set forth in your application.	1,500 character limit
Identify lessons learned from the planning, implementation or evaluation of the project and how you will incorporate those lessons into future projects and programs moving forward.	1,500 character limit
Include an example of a promising practice (a method or technique that showed success) from your project that can be shared with other grantees.	1,500 character limit
Provide a story of an individual who has been served by this project with Komen funding.	<p>REMINDER: You are <u>required to provide a story using the Story Collection Form</u>. In the story box, you <u>must write</u> “See attached Word document” and follow the instructions below to upload the form.</p> <ol style="list-style-type: none"> 1. At the end of the narrative page is a prompt titled “Upload required documentation as outlined by the Affiliate” 2. Click “Choose File” and find where your form is saved 3. You will see the file name to the right of the “Choose File” box if you were successful (if it still shows “No file chosen” please try again) <p>Please <u>do not forget</u> to indicate if the Komen Colorado and/or headquarters can use the story in publicity efforts</p> <p>Please <u>include the contact information</u> for the appropriate person at your organization if we are able to use the information in the story</p>



Narrative Cont.

- In the “Affiliate Category” boxes on the narrative page, each organization must speak to progress on meeting benchmarks outlined in the RFA based on the funding priority.
- This information can also be addressed on the Work Plan page if there is not enough space on the narrative page.
- Enter your responses to the questions on the following slide in one or both of the boxes at the end of the narrative section marked “Affiliate Category”

Affiliate Category -

0 of 1500

Affiliate Category -

0 of 1500



Narrative Cont.

Priority One: Clinical Care

- For those with **screening/diagnostics**, answer the following:
 1. What percentage of Komen-funded individuals with abnormal screening results received a definitive diagnosis within 60 days? What challenges did you have tracking this information? How does this information allow your organization to improve patients' breast health outcomes?
 2. What percentage of Komen-funded individuals diagnosed with breast cancer initiated treatment within 30 days of diagnosis? What challenges did you have tracking this information? How does this information allow your organization to improve patients' breast health outcomes?
- Based on the following benchmarks outlined in the RFA:
 - Percentage of Komen-funded individuals with abnormal screening results who received a definitive diagnosis within 60 days
 - Percentage of Komen-funded individuals diagnosed with breast cancer who initiated treatment within 30 days of diagnosis



Narrative Cont.

Priority One: Clinical Care

- For those with treatment, answer the following:
 1. What percent of Komen-funded patients received survivorship care plans? What challenges did you have with this outcome? How does this information allow your organization to improve patients' breast health outcomes?
- Based on the following benchmarks outlined in the RFA:
 - Percentage of Komen-funded patients who received survivorship care plans



Narrative Cont.

Priority Two: Culturally-Competent Education and Navigation

➤ Answer the following:

1. Describe how individuals' understanding has changed about: 1) breast cancer risk; 2) breast cancer screening guidelines; 3) breast health care services covered by health insurance plans. (Consider: Which concepts have individuals shown greatest increase in knowledge about? Which concepts have individuals struggled to show increase in understanding about? What percentage of people who have received education have shown increase in understanding and how did you measure that?)
2. Describe changes in individuals' decision-making about seeking screening and/or diagnostic care for their specific circumstances because of this program. (Consider: What percentage of people who have received education made decisions or took actions to complete screenings and how did you measure that?)

➤ Based on the following benchmarks outlined in the RFA:

- Summary of changes in individuals' understanding about:
 - breast cancer risk and screening guidelines
 - breast health care services covered by health insurance plans
- Summary of changes in individuals' decision-making regarding seeking screening and/or diagnostic care appropriate for their specific circumstances
- Number of completed mammograms from referrals



- Complete the two charts to indicate:
 - time to a definitive resolution following an abnormal screening
 - number of breast cancers diagnosed:
 - FOR SCREENING/DIAGNOSTIC FUNDING: **ONLY** enter breast cancers diagnosed covered under the Komen grant
 - FOR TREATMENT FUNDING: Enter the stage of all breast cancer patients enrolled in the program, regardless of where they were diagnosed

[illegible]

Work Plan (Goal & Objectives)

You are here: > CG Progress Report Menu > Forms Menu > Progress Report Menu

PROGRESS REPORT - WORK PLAN (OBJECTIVES)

Progress Report - Work Plan (Objectives): This section will collect the information needed to describe the progress made to achieve the goal and objectives of the grant.

Objective Short Name
Access for minority women

Full SMART Objective Description from Application

Increase access to preventive breast care and education to Hispanic women and other racial/ethnic minorities. At least 50 percent of all patients who receive Kom identify as part of a racial or ethnic minority.

Select one service that best represents this objective.

Immediately below this text is the drop down list, click anywhere on it to make it expand.

If you selected "Interventions to increase the quality of health care delivery" from the above dropdown menu, enter the specific activity conducted to increase the qu

If you selected "Other" from the above dropdown menu (meaning the activity for this objective was not represented by any of the activities above), enter the specific

Start Date
4/1/2016

End Date
3/31/2017

Access for minority women
Access for minority women
Clinical Breast Exams
Diagnostic Referrals
Rarely/Never Screened
Screening Referrals

- The objectives from your application should automatically load into the progress report.
- You can change objectives by using the drop-down box in the top right corner.
 - Just make sure to **SAVE** the page before changing to another objective
- There will be one Work Plan page per objective.
- If the objectives did not automatically load or they are incorrect, let Mary know immediately.



Work Plan (Goal & Objectives) Cont.

- The “Anticipated number of individuals to be served” should auto-populate from the application

End Date
3/31/2017

Anticipated number of individuals to be served (from the application)
79

1 Actual Number of individuals served to date

2 If the objective is not on track, please explain

0 of 1000

STEP 1: Enter the number of actual individuals served

STEP 2: If number of individuals served is less than the anticipated number to be served, please enter an explanation in the box.



Work Plan (Goal & Objectives) Cont.

County of Residence	Total Number of Services Provided	Race						Ethnicity			Age				
		White	Black, African American or African Descent	American Indian and Alaska Native	Asian	Native Hawaiian and Other Pacific Islander	Unspecified	Hispanic/Latino	Non-Hispanic/Latino	Unspecified	39 and under	40-49	50-64 50-74	65+ 75+	Unspecified
Denver	100	40	40		15		5	15	85		5	50	45		
Pitkin	55	10	40					5	45			20	25		5
Subtotal	150	50	80	0	15	0	5	20	130	0	5	70	70	5	0
	Total number of services provided: 155	Total number of these columns should equal "Total number of services provided": 155						Total number of these columns should equal "Total number of services provided": 155			Total number of these columns should equal "Total number of services provided": 155				

- **For each county served**, enter the **number of services** provided for that objective in the second column.
- In each column after that, enter the **number of individuals** fitting each demographic category.
- For the age columns, **use the green age breakdown** rather than what is provided.
- **IGNORE the blue boxes**; these numbers do not need to equal total services provided because # of services may be greater than # of individuals

Work Plan (Goal & Objectives) Cont.

Special Populations	Total Number
Amish, Mennonite	
Appalachian	
Armed Forces, Military	
Breast cancer survivors living with metastatic disease	
Co-survivors	
Frontier	
Health care providers	
Homeless, Residing in Temporary Housing (i.e., shelter)	
Immigrants, Newcomers, Refugees, Migrants	Enter number in this category who don't qualify for other programs because of documentation status
Inmates, Ex-offenders	
Jewish	
LGBTQ	
Males that received direct services (i.e., screening, diagnostic or treatment services)	
People with disabilities	
Rural	
Other (text box): Enter "Uninsured"	Between enrollment periods, Can't Afford
Other (text box): Enter "Underinsured"	With insurance but can't afford still

➤ The second table on each objective page has special instructions for completing:

- Please enter information into the table based on the **pink words** below, not what the chart indicates.
- Please note the difference in distinguishing uninsured patients based on eligibility.**
 - We want to track whether individuals are not eligible for WWC or other funding streams because they are undocumented or for other reasons

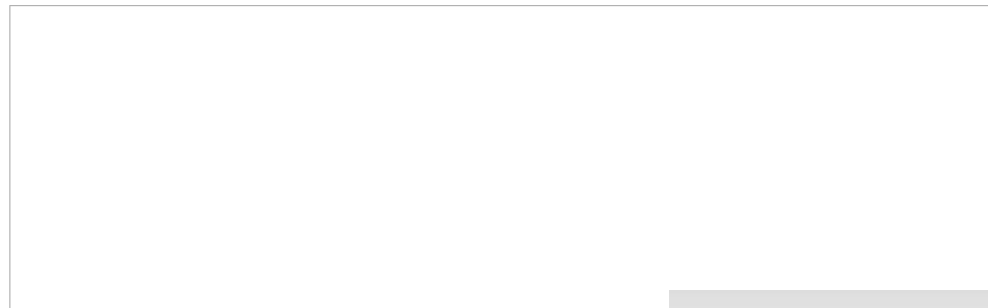


Work Plan (Goal & Objectives) Cont.

- Complete the narrative response to describe progress of each objective:
 - Describe how objective was implemented
 - Explain how effect of these activities was measured
 - Describe the results of these activities including the impact on the target community
- Attach any supporting documents, such as tracking documents, to this page
- **Click “Save” in the top right corner before leaving this page!!**
- **Remember, complete these pages for EACH objective.**

Summarize the results of this specific objective including, but not limited to:

1. Describe how this objective was implemented
2. Explain how the effect of these activities (implementing the objective) was measured (e.g., what tools were used, how data were gathered)
3. Describe the results of these activities including the impact on the target community



0 of 6000

Attach any additional documentation required by the Komen Affiliate here
Choose File No file chosen

[My Applications](#) | [My Conflicts of Interest](#) | [My CG Reports](#) | [My SG Reports](#) | [My Legacy Grants](#)

[My Reports](#) | [My Administration](#) | [My Training Materials](#) | [My Organization\(s\)](#) | [My Profile](#) | [Logout](#)

SAVE

PRINT VERSION

ADD NOTE

CHECK GLOBAL ERRORS



Budget

- Project Budget: Komen project expenses
- Cash: Any monetary funds for the program from outside sources, such as other grant awards
- In Kind: Both services and supplies provided by the organization itself (including salaries) and from outside sources (e.g. food, equipment) to support the program
- Indirect: Includes expenses not directly related to the conduct of the program, including, but not limited to, allocated costs such as facilities, technology support, communication expenses, administrative support, etc.

Changes to the original budget must be submitted and approved using the Request for Grant Change form. In order to begin this process, please change the application status to "Amendment Requested."

	1			2					
	Project Budget	Actual to Date	Remaining	Cash Budget	Actual to Date	Remaining	In Kind Budget	Actual to Date	Remaining
Salaries and Fringe									
Consultants/ Subcontracts									
Supplies									
Travel									
Patient Care Costs									
Screening									
Diagnostics									
Treatment									
(Patient Care) Other									
Transportation									
Other									
Subtotal - Direct Costs									
Indirect Costs									
Total									

- The “Project Budget” column should pre-populate

STEP 1: Enter the amount spent for each line item during the first six months in the “Actual to Date” column for Project Budget

STEP 2: Enter any cash or in-kind contributions from your organization or others to provide services as outlined in your application

- If no other cash or in-kind services were part of this grant, leave these columns blank



Budget Cont.

Please describe any discrepancies between approved amounts (for Project Budget, Cash, and In Kind) and actual amounts for each (Actual to Date). Please describe any additional sources of funding, if received.

0 of 2000

Please describe the plan to address budget overages or shortfalls described above.

0 of 1000

Receipts: No file chosen

- Complete the narrative responses to describe either how the budget is on track or why spending is not on track in any of the categories.
- **Click “Save” in the top right corner before leaving this page!!**

[My Applications](#) | [My Conflicts of Interest](#) | [My CG Reports](#) | [My SG Reports](#) | [My Legacy Grants](#)

[My Reports](#) | [My Administration](#) | [My Training Materials](#) | [My Organization\(s\)](#) | [My Profile](#) | [Logout](#)

[SAVE](#) [PRINT VERSION](#) [ADD NOTE](#) [CHECK GLOBAL ERRORS](#)



Materials

- **All grantees must complete a Data Outcome Sheet (DOS), therefore every organizations should have at least ONE document uploaded to the Materials page**
 - We know the information on the Data Outcome Sheet is similar to what is entered on the Work Plan Objective Pages
 - We are working to streamline the collection process, but for now, please continue to submit a DOS to ensure we are accurately tracking all services
- **Instructions for completing the Materials page in GeMS on the following slide**



Materials Cont.

PROGRESS REPORT - MATERIALS

Progress Report - Materials: If you created any materials for your project, please complete this section and upload items created. Examples: press release, event flyer, newspaper article.

1 **Upload Materials**
 No file chosen

Please provide the following information related to this item:

2 **Name of Material**

Purpose of Material

Type of material

Other

STEP 1: Click “Choose File” and find the document describing grant publicity on your computer

STEP 2:

- Under “Name of Material” write “Grant Publicity Summary”
- Under “Purpose of Material” write “publicity”
- Under “Type of material” choose “other”

STEP 3: Once you click “save” you will have the option to add more documents, if necessary; additional documents can include:

- Press releases
- Education trainings
- Education fliers
- Marketing fliers



Save and Edit Later

If you need more time to complete the report, make sure all pages are **SAVED** before logging out. Follow these steps to continue completing the report.

2

The screenshot shows the top navigation bar of the GeMS system. The 'My CG Reports' link is circled in green. Below the navigation bar, there is a 'Welcome Mary' message and a 'Hello Mary, please choose an option below.' prompt.

STEP 1: Log in to GeMS

STEP 2: Click “My CG Reports” on the top right

STEP 3: Enter “2017” in the Year field and hit “Execute” on the top right

- Do not complete any other field when searching, only enter the year

3

The screenshot shows the search interface for CG Reports. The 'Organization' field is circled in green. Below the search fields, there is an 'Execute' button.

STEP 4: Click on the report name (ex: CGFR-2017-CO102-XXXX28-XXXXX)

- Navigate to the sections that need to be completed by hovering over “Forms Menu” on the Final Report Snapshot page

4

The screenshot shows the search results page. The 'Name' column is circled in green. The table lists three CG Final Reports.

Document Type	Organization	Name	Current Status	Year
CG Final Report	Clinica Tepeyac	CGFR-2015-CO102-CTEP28-00003	Final Report In Process	2015
CG Final Report	Inner City Health Center	CGFR-2015-CO102-ICHC28-00002	Final Report In Process	2015
CG Final Report	Native American Cancer Research (NACR)	CGFR-2015-CO102-NACR28-00001	Final Report Approved	2015

It's Ready! Submitting the Report

1

The screenshot shows a web application interface. At the top, there is a navigation bar with a green circle around the 'Status Changes' link. Below this, a modal box titled 'Status Changes' is displayed. The modal box has a pink header with the text 'Status Changes' and a pink button labeled 'APPLY STATUS'. The background shows a 'PROGRESS REPORT - MA' form with fields for 'Name of Material', 'Purpose of Material', and 'Type of material'. The form also includes a 'Choose File' button and a 'No file chosen' text.

STEP 1: On any page you are on, navigate to the top of the page and hover over “Status Change”

STEP 2: Click the pink “Apply Status” box under “Authorized Signature Required”

➤ **The Authorized Signer will receive notification that action is required. Ignore any instructions provided in the notification email and have them follow the instructions on the next slide.**

2

The screenshot shows a modal box titled 'Possible Statuses'. The modal box has a pink header with the text 'Possible Statuses' and a pink button labeled 'APPLY STATUS'. The background shows a form with the text 'AUTHORIZED SIGNATURE REQUIRED'.

Authorized Signer to Submit Report

2



STEP 1: Log in to GeMS

STEP 2: Click “My CG Reports” on the top right

3

A screenshot of the 'KOMEN Document Tab Search - CG Applications' page. It features a search form with fields for CG Application Types, CG Application Name, Person, Status, Organization, and Year. The 'Execute' button is circled in green. Below the form, there are options for 'Export Results to', 'Results Per Page' (set to 20), and 'Sort By' (set to ASCENDING).

STEP 3: Enter “2017” in the Year field and hit “Execute” on the top right

- Do not complete any other field when searching, only enter the year

4

Type	Organization	Name	Current Status
ation	Adena Health System- Cancer Center	CGA-2011-OH102-ADEN25-00002	Application Cancelled
ation	Berger Health Foundation	CGA-2011-OH102-BERG25-00001	Application Review Com

STEP 4: Click on the **report name** (ex: CGFR-2017-CO102-XXXX28-XXXXX)

STEP 5: On the Final Report Snapshot page, hover over “Status Changes”

STEP 6: Click the pink “Apply Status” box “Final Report Submitted”



Reasons Reports are Pushed Back

- Information is missing
- Information is under reported
- Information is over reported
- Data does not report on all services from the application
- Data does not match from one report section to another
- More than 5% of the budget is adjusted without explanation



Steps for Returned Reports

- If more information is needed upon initial review of the final report, the Affiliate will contact the project director for the grant.
- The Affiliate will give appropriate additional time for the grantee to provide any clarification, changes, or information.
- If the additional information is not provided by the date indicated, the final report will be considered LATE (see “In Good Standing” Policy).
- If no additional information is needed, the report will be approved within three weeks of submission.



Report is Late

- Please see “In Good Standing” Policy provided during the grant training.

Infractions to the “In Good Standing” Policy:

1. Verbal Warning
2. Written Warning- signed and acknowledged by Grantee and Affiliate; a corrective action plan is put in place
3. Written Warning- formal letter from local legal counsel seeking to cure breach
4. Termination of contract





HELPFUL HINTS

Using GeMS

- Hit the pink “Save” button in the top right corner of each page **often**. If you do not save the information and navigate away from the screen, the data will be lost.
- The system will log out after 45 minutes with no activity. If the system logs out automatically, the last data entered will not be saved if the save button was not selected prior to the log out.
- If you copy and paste text from Word, you must hit the backspace button at the end of the text for the character count to be shown.
- Always use the “back” button within the system when trying to return to a previous page.



What the Icons Mean











No information has been entered yet

This page is a summary that shows information entered for the section

Information is entered on the page and there are errors; the report CANNOT be submitted if any page has errors

Information is entered on page with no errors


Navigation Links


Status	Page Name
	Final Report - Narrative
	Final Report - Individuals Served (4)
	Final Report - Individuals Served Total
	Final Report - Individuals Served Summary
	Final Report - Work Plan (Objectives) (2)
	Final Report - Work Plan (Objectives) Summary
	Final Report - Budget
	Final Report - Materials
	Final Report - Education Materials Summary
	Final Report - Affiliate Review Form

Hover over the “first aid” box to get information on what to enter


430

Actual Number of Individuals served to date



% Complete 

%*

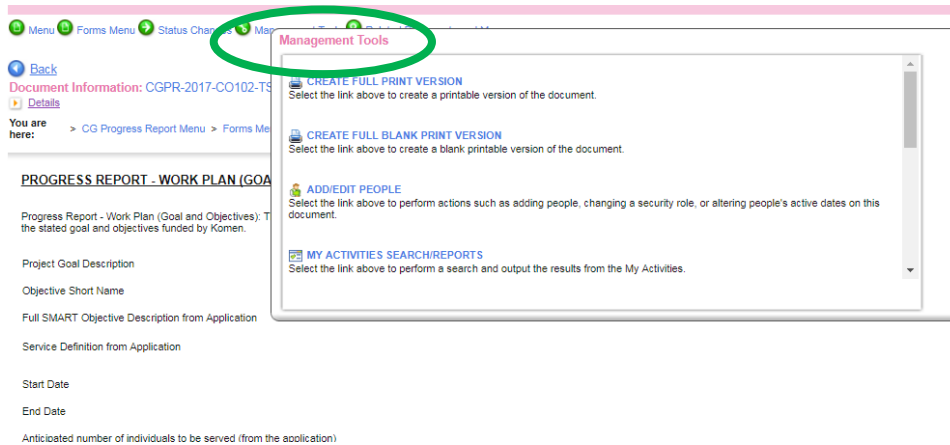
☐ On Track 



Print Versions

Print versions of the blank final report and completed report are available within the Access Management Tools section of the application menu.

1

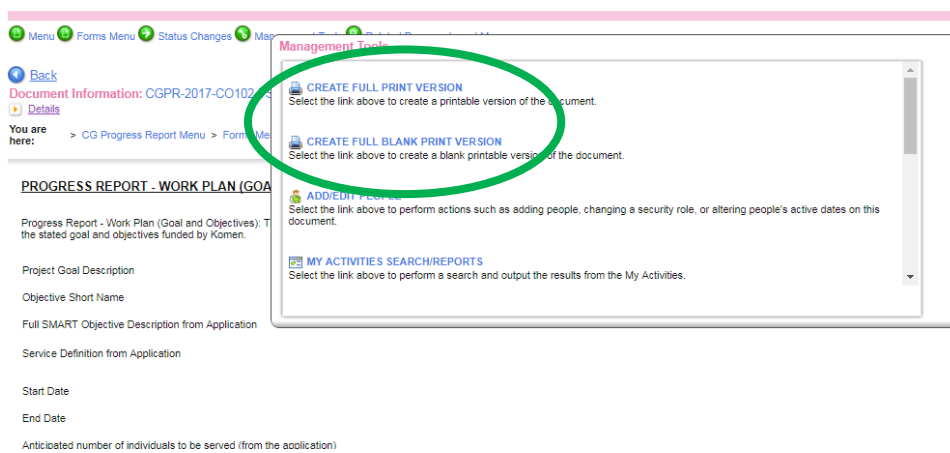


STEP 1: From any page, hover over “Management Tools” on the top

STEP 2: Select “Create Full Print Version” for a PDF of the completed report **OR** select “Create Full Blank Print Version” for a PDF of a blank final report

➤ The PDF will download automatically; you can then save it to your computer and print/share with others

2





If you have questions at any time in the final report process, please
contact Mary Coleman:

mcoleman@komencolorado.org or 303-744-2088 ext. 314

