Submitting your 2017-2018 APR using Penelope – Quick Guide

Affiliate Reporting Series and Document:

- Each Affiliate should have only one Informal Series for Affiliate Reporting
- You must have a Managerial Role in Penelope to access the Informal Series
- Any additional workers MUST be added as “other worker” in order to see the series and the Affiliate Reporting Form
- If there are multiple workers with a Managerial Role in Penelope, please communicate with each other around this process
- Each affiliate should have only one Affiliate Reporting Document per program year
  - Multiple 2017-2018 Affiliate Reporting Documents will prevent the transfer of APR data

Preparing your data for the APR:

- Run the 2017-2018 Affiliate Performance Report
- Choose “Fiscal Year” for the default date range of 7/1/2017 – 6/30-2018 or select specific dates
- Select “Print to screen,” then click “View”
- Look for inconsistencies
- Use the detailed CSV files to see your raw data
- Correct errors in Penelope
- Run your report again and repeat as needed

  - NOTE: most questions on the APR include families and children who have:
    - Enrollment Date (on the Family Information Record)
    - At least one Personal Visit with attendance recorded as “Show” during the reporting period.

Transfer your data to the APR Portal (Key Survey):

- Choose this option when your data is ready and you want to submit
- The date range MUST be 12 months
- You can only transfer from Penelope ONCE
- Check all your data and make any corrections

APR Portal (Key Survey):

- Enter data that was not represented in Penelope
- Correct data
- Complete additional questions to be answered in the APR Portal (Key Survey)
- Submit
  - To make additional corrections after you have submitted use the APR link in the PAT portal