

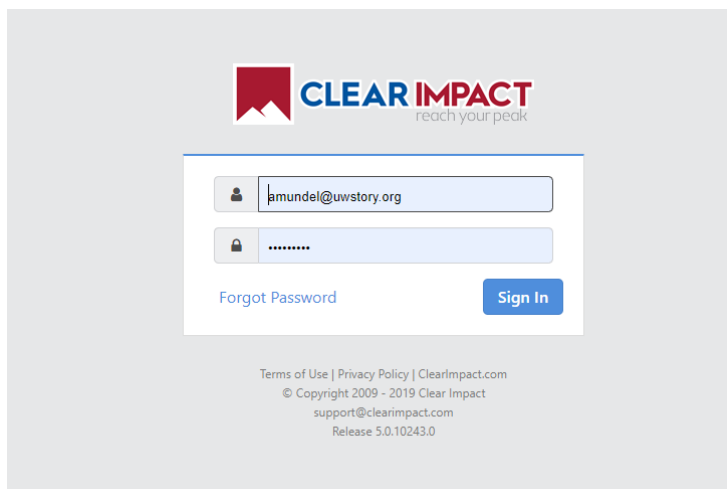
INSTRUCTIONS ON USING CLEAR IMPACT SCORECARD: A Step-by-Step Guide

UWSC's Community Impact Team recommends that Partner Agency staff use this guide to help them enter data into Clear Impact Scorecard. If questions or issues arise that are not addressed in this guide or in other materials provided at www.uwstory.org/toolkit-partner-agencies, we encourage you to email or call. ** Many thanks to all partners whose information is included to illustrate the various steps. **

STEP 1: LOGIN TO CLEAR IMPACT SCORECARD

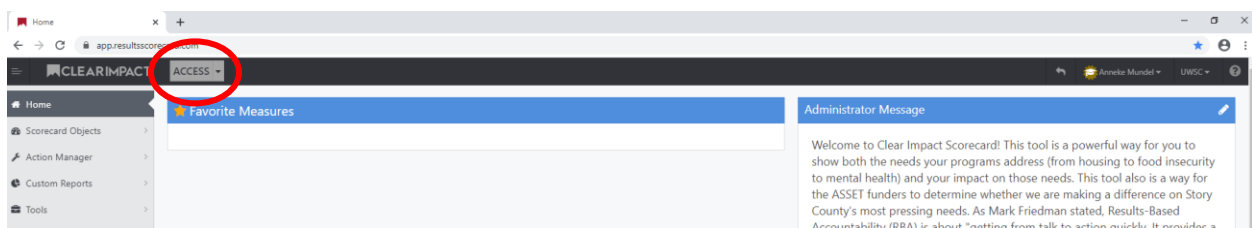
<https://app.resultsscorecard.com>

Your username is your e-mail address. If you forget your password, follow these instructions: Go to the login page, enter your username/login and then select "forgot password". It will reset and send a new password to the user's email. It will be from HostedServices@resultsscorecard.com (check "junk mail" if not in regular mail)



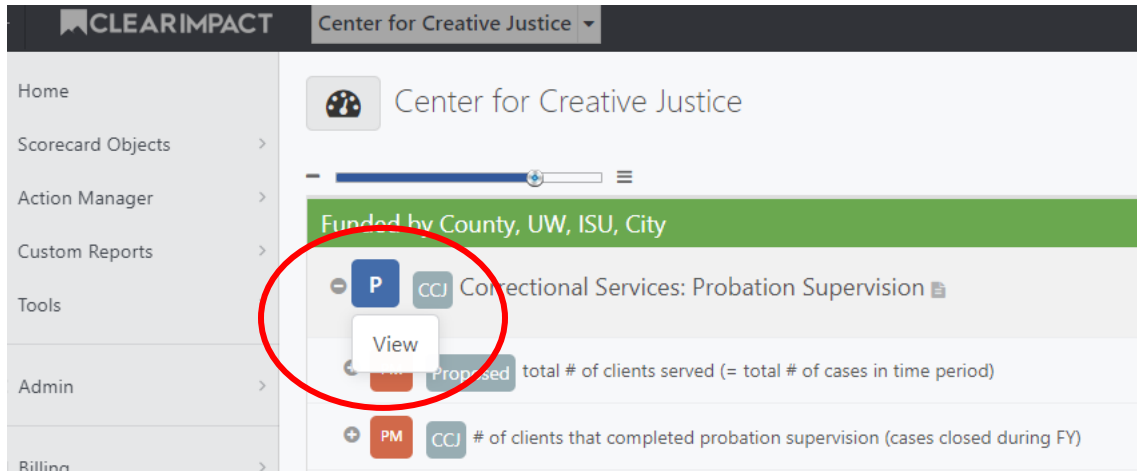
STEP 2: GET INTO YOUR SCORECARD

Click on the Scorecard you want to edit. If you have access to more than one Scorecard, you may need to click on the drop down arrow to access the correct Scorecard.



STEP 3: UPDATE EACH PROGRAM'S INFORMATION

Click on the blue “P” (which stands for “Program”), then select “View.”



This will take you to a screen to add or update information on the program itself. ****Please note that ASSET-funded program information must be updated annually. Dating your update is recommended as a way of confirming accuracy to funder staff and volunteers.**

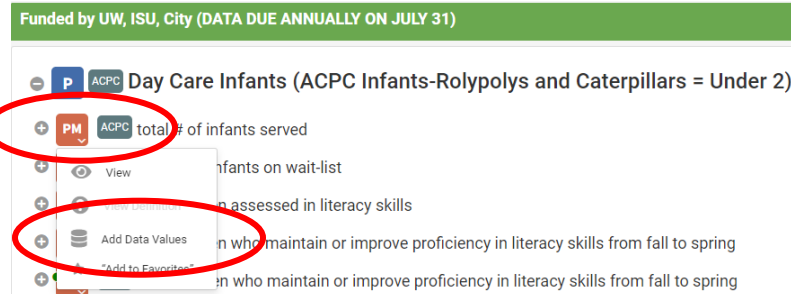
- “What We Do” = Program description
- “Who We Serve” = Information on clientele. Please note if clients who are eligible to be served must be turned away (i.e. is there unmet need?)
- “How We Impact” = Summary of the need(s) or issues the program is intended to address and the program’s efficacy in doing so.

To add/update information in any of these sections, click on the pencil icon (circled below), add your narrative, then select “Save”!



STEP 4: ADD DATA (SOURCES AND VALUES)

There are several ways to enter data into Scorecard. The easiest is simply to click on the orange “PM” (“Performance Measure”) and then select “Add Data Values” from the drop-down menu.



In the box that opens, please:

- 1) **Enter your data source** in the first field available (survey name and/or question #, internal database query, etc.). **** This is now required, so please be sure to do this. This helps ensure accuracy of data from year to year.**** (See red circle below.)
- 2) **Enter your data values.** To enter current data, you simply need to type the number into the “Actual Value” box. (Remember: With the exception of a few monthly performance measures, you will be reporting fiscal year data. The fiscal year we use is July 1 – June 30.) **If the needed “Time Period” is not showing, click on the “Future +” button** to get this added. (See yellow circles.)
- 3) *Optional:* **Enter comments** if there is something notable about this data. (See column in green circle.)
- 4) **Click the green “Save”** to save your work.

Example:

PM HIRTA # of unduplicated Story County riders

Data Source Routematch and Via

Future + - Prior + - Baseline No baseline

	Start Date	Time Period	Actual Value	Target Value	Comment	Baseline
1	7/1/2024	FY24-25				
2	7/1/2023	FY23-24	032			
3	7/1/2022	FY22-23	682			
4	7/1/2021	FY21-22	529			
5	7/1/2020	FY20-21	388			
6	7/1/2019	FY19-20	744			
7	7/1/2018	FY18-19	036			

Close Save Save and Close

Special note: If you should need to enter past data, select “Past +”. You can add as many past time periods as needed.

You will **not** be able to add numerical values to the performance measures that have a **dot** on them. These measures have a formula associated with them, and data is auto-calculated based upon other performance measures.



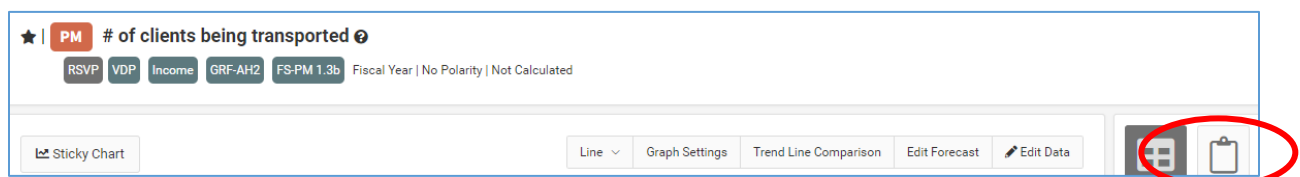
STEP 5: EXPLAIN YOUR DATA!

It is highly recommended that you explain your data, particularly if there has been a sharp increase or decrease. (Remember that funders and the ASSET team are now viewing this data regularly.) You can do this in the “Comments” field beside each data point (as shown on page 3 of this guide) or the “Story Behind the Curve” and/or “Action Plan” sections, accessed as follows:

- 1) Click on the orange “PM” (“Performance Measure”), then on “View”:



- 2) Click on the clipboard icon on the right. (If you hover over this clipboard, it says “Notes”):



You should now see the following:



- 3) Click on the pencil icon beside the “Story Behind the Curve” or “Action Plan” to add text. **Please include today’s date** to mark when you added this information. Example: “07/15/25 – The recent decline is due to XYZ.” This helps staff/volunteers connect the explanation with the data.

- 4) When done, please be sure to click on the green “Save” button.

