



Community Impact Management

Supported by the Kent County Ready by Five Millage

2022

Agency Training Manual

First Steps Kent

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Grand Rapids, MI

49503

For support, please contact:

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Supported by the Kent County Ready by Five Millage

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Table of Contents

Welcome to e-CImpact!	3
Accessing e-CImpact	3
Questions?	3
Registering a New Agency.....	4
Completing the 2023 Application(s)	Error! Bookmark not defined.
Completing Agency and Program Forms.....	12
Form Status	14
Entering Information.....	15
Save Options	15
Switching Forms.....	16
Attachments.....	17
Submitting Application.....	20
Printing Options	23
Forgot Password	25
Common Navigation	26
Agency Site Home Page	28
Account Management	29
Change Password	29
User Profile	29
Sign out	30
Agency Information	31
Agency Profile	31
Account name(s), address(es), phone number(s) and email address(es)	31
Agency Contacts.....	33

Updating Program Information.....	35
Resource Center.....	36
Accessing Resources	36
Request for Proposals – Responding to Questions (New!)	38
Reviewing Questions.....	38
Submitting Responses to Questions	39
Submitting Quarterly Reports Through e-CImpact	39
Quarterly Reports.....	40

Welcome to e-CImpact!

Accessing e-CImpact

Requirements: All you need to access e-CImpact is a computer with an internet connection and current version of web browser (example: Internet Explorer, Firefox, Chrome, Safari).

Please Note: All proposals and funded programs will be assigned to one agency profile. Be sure there is a designated primary contact that will be set up as your agency registers for the first time. There is one Primary Contact per agency. The Primary Contact is the designated individual who can add and edit additional users at each agency.

To access e-CImpact from the First Steps Kent website, please go to:

<https://www.firststepskent.org/millage>

Direct access to the agency site is: <https://agency.e-cimpact.com/login.aspx?org=FirstStepsKent>

Please bookmark the address to easily access e-CImpact at your convenience.

Additional information about the RFP Process is available on the First Steps Kent website at:

<https://www.firststepskent.org/millage>

Questions?

If your agency has technical issues with the e-CImpact system, please reach out to First Steps Kent staff at: readybyfivekent@firststepskent.org

Note: During the RFP development process First Steps Kent is available to assist with questions and issues specifically related to the e-CImpact online application process. We are unable to answer questions related to the RFP unless they are submitted through the written process as described in the RFP documents.

Registering a New Agency


Registration is required for all agencies. Please proceed with site registration.

Step 1: From the agency login page select 'Create new agency account'.

The screenshot shows the e-IMPACT Agency Site login page. On the left, the e-IMPACT logo is displayed with the text "Community Impact Management" and "AGENCY SITE" below it. On the right, the "Sign-In" section prompts the user to "Please sign in to your account." It includes input fields for "User Name" and "Password", a "Sign in to our Secure Server" button, and a "Forgot your password?" link. Below the sign-in section, a "New to e-IMPACT?" section features a large green arrow pointing to the right. To the right of the arrow, the text "Don't have an account?" is followed by "Create an account to apply for available grants" and a green button labeled "Click here to create a new Account". A green callout box with the text "Step 1: Click here to create a new account" has a green arrow pointing to the "Click here to create a new Account" button. At the bottom left, there is a "Secured by Thawte" logo and the text "Secured by Thawte" and "© 2013 e-IMPACT, Community Impact Management". At the bottom right, it says "POWERED BY seabrooks".

Step 2: Please read all directions carefully, and then click 'Next' to continue with your registration process.

Provide your agency's EIN Number. Click "Next".



The screenshot shows the 'First Steps Kent' website header with the 'Ready by Five Early Childhood Millage' logo and a group of diverse young children. Below the header, the page title is 'FIRST STEPS KENT'. The main heading is 'First Steps Kent Agency Registration'. A light blue information box states: 'Fields marked with an * are required fields.' Below this, a yellow instruction box says: 'Please complete the requested information below then click the 'Next' button in the bottom right corner of this page.' The 'Agency Account Information' section contains a label 'EIN: *' followed by an empty text input field. At the bottom, there are three buttons: 'Previous' (green), 'Next' (green), and 'Cancel and Return to Login Page' (small red button with a circular arrow icon).

**EIN – the system will automatically validate your EIN, confirming your agency do not already have an e-CImpact account. The system will also automatically enter any information linked to the EIN entered.*

Step 3: Please enter all required information regarding your agency. Required information is noted with an asterisk. Then proceed to the next page.

Agency Registration

Fields marked with an * are required fields.

Please enter your Agency information in the fields below, including the agency Primary Contact information then select 'Next' at the bottom of the page to continue.

Agency Account Information

EIN: *

Agency Name:*

Website URL:

Account Information

Description:

Unit up to 750 characters (0 used).

Mission Statement:

Unit up to 750 characters (0 used).

Address

Address Type:*

Address Line 1:*

Address Line 2:

City:*

State:*

Zip Code:*

Email Address

Email Address Type:*

Email Address:*

Phone Number

Phone Number Type:*

Phone Number:*

Primary Contact Information

Contact Type:*

First Name:*

Last Name:*

Job Title:

Preferred Login

Enter your password to ensure that you have entered it correctly. Your Password must be between 6 and 15 characters from 2 of the groups of alpha, numeric, or special characters. Your Password may not contain any white-space.

Please note what username and password you create.

Password

-- abcdefghijklmnopqrstuvwxyz0123456789!@#\$%^&*()-+=~`{|}~ (characters)

-- pas\$w0 (characters)

-- 123456 (characters)

-- abcdefghijklmnopqrstuvwxyz (contains only letters)

-- abc23 (invalid, less than 6 characters)

Preferred User Name:*

Password:*

Confirm Password:*

Step 3: Enter required information, then click 'Next'

Previous

Next

Cancel and Return to Login Page

Step 4: Confirm the Primary Contact for your Agency.

This is the page where you will enter your agency's Primary Contact information. This is the only individual at your agency who will be able to edit and assign additional users submitting or working on proposals or entering contract-related information. Be sure everyone in your agency knows who this person is!

Primary Contact Information	
Contact Type:*	<input type="text" value="Grant Writer"/>
Prefix:	<input type="text"/>
First Name:*	<input type="text"/>
Middle Initial:	<input type="text"/>
Last Name:*	<input type="text"/>
Suffix:	<input type="text"/>
Company:	<input type="text"/>
Job Title:	<input type="text"/>

Step 5: Select the 2023 Funding Opportunity and then continue to the next page.

Step 6: Review all agency information entered, and then click 'Confirm Registration'.

Please Review the information below for accuracy.

EIN:

567774568

Agency Name:

123 Test Agency

Additional Agency Account Information Summary

Description:

Accredited:

☐ Yes ☒ No

Mission Statement:

Agency Information Summary

Address:

123 Main Street
City, Illinois
45654
(Mailing)

Email Address:

info@email.com (Main)

Phone Number:

(555) 666-3333 (Fax)

Primary Contact Information Summary

Contact Name:

me me (Executive Director)

Preferred Login

Username:

123agency

Password:


Request Summary

The Youth Philanthropy Project

The Youth Philanthropy Project is transitioning to a formal partnership between The Community Foundation and HandsOn Project. The purpose of this partnership is to further enhance the quality of the experience for participants and to further expand our reach to youth throughout the region.


Step 6: Review your agencies information, then 'Complete Registration'

Complete Registration

 [Cancel and Return to Login Page](#)


You should see this page with all agency information submitted.

Registration Confirmation Summary

 Success

Successfully submitted on: 7/12/2021 at 4:06 PM CST

Confirmation Number: 43383

 [Print registration summary](#)

Registration Summary

Once your agency's registration is completed you will be able to print your confirmation page. You will also receive a confirmation email.

Click "Next" to complete the registration process.

At some time in the registration process, you will see an option to select the "ready by Five Application 2023" button. Select this button and continue with the registration.

Completing the 2023 Application(s)

The Ready by Five 2023 Application process requires agencies to complete three agency level forms and program level forms. An agency will complete the Agency level forms once, regardless of how many programs. The amount of Program level forms will depend how many Requests for Proposals an agency applies for. Please follow the steps below to fill out agency and program level forms.

Step 1: Locate and click the 'Create a New Program to Apply for this process' link.

Ready by Five Application for 2023 Funding

Testing

Testing

[Ready by Five 2022-2023 Cohort Revisions](#)

[TEST Ready by Five Application for 2023](#)

Resource Center

[Ready by Five Data Collection Policies \(1\)](#)

[Ready by Five Donation and Cost Sharing Policies \(1\)](#)

[Ready by Five Service Provider Manual \(1\)](#)

[Ready by Five Zip Code Areas \(1\)](#)

[eC-Impact Agency Training Manual \(1\)](#)

[Ready by Five Response to RFP](#)

Each section listed below must be completed. To access a section, simply **click on the section name**. You may save your work at any time by clicking on the link at the bottom of the section page, **Save My Work**.

When you are satisfied with your responses on the section, mark it completed by clicking on the **Save My Work and Mark Completed** at the bottom of each section page.

When all sections of the application have been marked completed, the application may be submitted. Applications must be submitted no later than **August 26, 2022 at 1:00 pm EST**.

Late applications will not be accepted.

Submission Deadline: August 26, 2022 at 1:00 pm EST

Assign Programs to this Ready by Five Application for 2023 Funding

PLEASE READ: THIS IS HOW YOU START AN APPLICATION AFTER COMPLETING AGENCY INFORMATION

To apply for funds, an agency must select at minimum one Program Category.

An agency may apply for multiple RFPs as long as a separate proposal is submitted for each RFP Service and Program Category (funding areas may not be combined into one proposal).

Click the link to 'Create a New Program to Apply for this process' to proceed to the add new program profile page. Enter the name of the proposed program here. Do not create duplicate programs.

Please ensure to click 'Complete Registration' on the Review page to successfully add your program to the application. When the Program Profile registration is complete, all of the forms for that program will display in your list of forms below.

Once you register a program, First Steps Kent will review the request and approve so the applicant can continue with the application. Approval should take no more than one business day.

[Create a New Program to Apply for this process](#)

[View Printable Version of this Entire Ready by Five Application for 2023 Funding](#)

Ready by Five Application for 2023 Funding Status

FEEDBACK

Step 2: This is the page where you will choose what funding opportunity your agency is applying for.

In addition to providing a program name and description, your agency will choose what funding opportunity to apply for in following steps.

Note: Please refer to the RFP Documents for a complete description of each funding opportunity.

Program Information

Program Name:*
Limit up to 150 characters.

Description:
Limit up to 1500 characters.

Program Primary Contact:

Address

 [Copy Agency Primary Address](#)

Address Type:

Address Line 1:

Address Line 2:

City:

State:

Zip Code:

Email Address

Email Type:

Email Address:

Phone Number

Phone Type:

Phone Number:

 [Save/Complete Registration](#)

When complete, click 'Save/Complete Registration' at the bottom of the page.

Step 3: Choose the funding opportunity you want to apply for and continue through the registration process.

Ready by Five

Ready by Five Application for 2023 Funding

Testing

Testing

Ready by Five 2022-2023 Cohort Revisions

TEST Ready by Five Application for 2023

Resource Center

Ready by Five Data Collection Policies (1)

Ready by Five Donation and Cost Sharing Policies (1)

Ready by Five Service Provider Manual (1)

Ready by Five Zip Code Areas (1)

eC-Impact Agency Training Manual (1)

Ready by Five Response to RFP Questions Document (1)

[Resident Proposal Review Board meets during the dates of September 19 through September 23, 2022.](#)

Questions will only be sent to the individual listed as the Primary Contact as listed in the Agency Profile (a link can be found in the box towards the upper left of your screen). Please double check the email and phone contact information for this individual is correct as you submit your proposal.

Program Qualification Form Template

Choose Funding Opportunity

Funding Opportunity

[Previous](#) [Next](#)

Step 4: Click ‘Continue’ and ‘Next’ to complete the process.

Note: Once you select a funding opportunity, First Steps Kent will review the request and approve so the applicant can continue with the application. Approval should take no more than one business day.

Applying for Multiple Programs Under One Agency

If your agency is applying for multiple funding opportunities, start this process over by selecting the “Create a new Program to Apply for this process” link with the plus sign.

Completing Agency and Program Forms

Once the program(s) is selected, you are ready to fill out your Agency and Program Level Information.

Step 1: Links to complete all Agency Level information are present. Remember, this is the information that is submitted for the agency and all proposed programs. This agency-level information will only be submitted once.

Not Started		In Progress	Ready To Submit	Submitted
Item (* Indicates Required Item)	Last Updated	Status	Options	
★ *Test Profile		Not Started		
Agency Information*		● Not Started		
Attachment A: Agency Staff and Leadership Diversity*		● Not Started		
Required Materials		● Not Started		

Step 2: Links to complete all Program Level information are present. Depending on how many programs you apply for, all relevant forms will be under the program name.

Item (* Indicates Required Item)	Last Updated	Status	Options
★ *Test Profile		Not Started	
Agency Information*		● Not Started	
Attachment A: Agency Staff and Leadership Diversity*		● Not Started	
Required Materials		● Not Started	
★ Healthy Kent Kids	7/12/2022 6:36 AM (CST)	In Progress	<input checked="" type="checkbox"/> Include?
Proposed Service Narrative and Details*	Heather Boswell 7/12/2022 6:36 AM (CST)	● In Progress	
Ready by Five Result Indicator and Program-Specific Goals*		● Not Started	
Number Served*		● Not Started	
Partnering Organizations*		● Not Started	
Budget Narrative*		● Not Started	
Budget*		● Not Started	
Proposal Certifications*		● Not Started	
★ Language Plus	7/12/2022 10:12 AM (CST)	In Progress	<input checked="" type="checkbox"/> Include?
Parent Education and Support - Translation and Interpretation Services Narrative*	Heather Boswell 7/12/2022 10:02 AM (CST)	● In Progress	
Budget*	Heather Boswell 7/12/2022 10:12 AM (CST)	● In Progress	
Proposal Certifications*		● Not Started	
Translation and Interpretation Attachments		● Not Started	
★ Training Superstars	7/12/2022 10:19 AM (CST)	In Progress	<input checked="" type="checkbox"/> Include?
Ready by Five Training and Education Leader Narrative 2023*	Heather Boswell 7/12/2022 10:19 AM (CST)	● In Progress	
Partnering Organizations*		● Not Started	
Budget*		● Not Started	

Step 3: Once all forms are in “Complete/Ready to Submit” status, you are ready to submit your application packet. Please make sure to review all information before submitting! Application are submitted once, when all proposals are ready to submit. Click the red “Submit” button for final submittal.

Form Status

This page works much like a check list. You are able to easily see how much of your application you have submitted.

The screenshot displays a 'Form Status' interface. At the top, a progress bar shows four stages: 'Not Started' (highlighted in red), 'In Progress' (grey), 'Ready To Submit' (grey), and 'Submitted' (grey). Below this is a table with four columns: 'Item (* indicates Required Item)', 'Last Updated', 'Status', and 'Action'. The table lists several items, all with a 'Not Started' status. A green callout box with two arrows points to the 'Not Started' status in the top bar and the 'Status' column of the table, containing the text: 'The top bar is the Overall Application status.' and 'The Status column is for the individual forms.'

Item (* indicates Required Item)	Last Updated	Status	Action
Children's Home Foundation		Not Started	
Agency Information*		Not Started	
Alternative Education Pro		Not Started	<input checked="" type="checkbox"/> Include?
Program Information*		Not Started	
Demo Logic Model Navigation		Not Started	
Program Budget*		Not Started	
Program Demographics*		Not Started	
Copy of Program Logic Model		Not Started	

Not Started: When the application or form is in not started status, it means that no data has been entered yet.

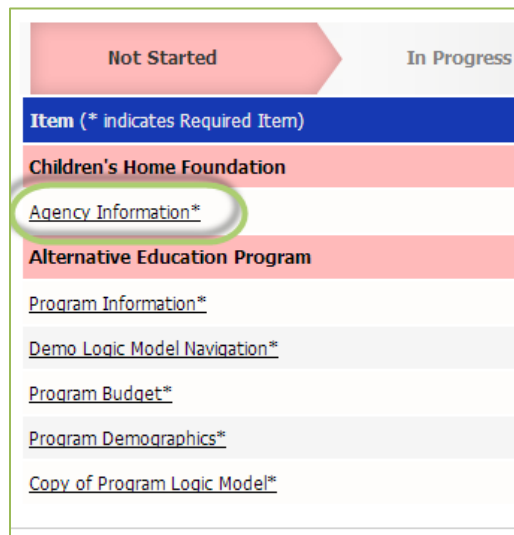
In Progress: If your form is set to 'In Progress', then the form has been started, and saved. The form has not been marked completed. The top bar will remain at 'In Progress' until all forms are marked completed.

Ready to Submit: Once all forms are marked completed, your top bar should move to 'Ready to Submit'. At this stage you should review any information entered, then move on to submit your application.

Submitted: When an application is in submitted status, you will no longer be able to make changes to the information on the forms. If you submit, and find you need to make an edit, you should contact your First Steps Kent Staff.

Entering Information

To begin filling out your application click on the desired form:



The screenshot shows a web interface for entering information. At the top, there are two tabs: "Not Started" (highlighted in red) and "In Progress". Below the tabs is a table with a blue header row labeled "Item (* indicates Required Item)". The table contains several rows, each with a red header and a light blue body. The first row is "Children's Home Foundation". The second row is "Agency Information*", which is circled in green. The third row is "Alternative Education Program". The fourth row is "Program Information*". The fifth row is "Demo Logic Model Navigation*". The sixth row is "Program Budget*". The seventh row is "Program Demographics*". The eighth row is "Copy of Program Logic Model*".

Save Options

After entering information on your forms, you have multiple save options.



The screenshot shows a menu with four options, each with a small icon and a link. The first option is "Save My Work" with a floppy disk icon. The second option is "Save My Work And Return To Previous Page" with a floppy disk and a back arrow icon. The third option is "Save My Work and Mark as Completed" with a floppy disk and a green checkmark icon. The fourth option is "Return To Overview Page" with a red circular arrow icon.

Save My Work / Save My Work and Return to Previous Page: These options are for when you need to save, or move on to something else, and are not finished entering information.

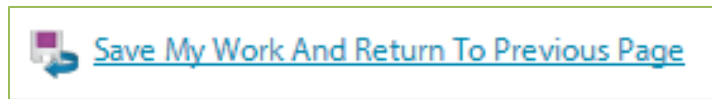
Save My Work and Mark as Completed: This option is for when you have entered and reviewed your information and are ready to turn it in.

Tabbing from question to question will also save your information but will not mark it Completed.

Switching Forms

There are two ways to switch forms within an application:

First: When you are finished with one form, click on 'Save My Work and Return to Previous Page', and then select the next form.



Second: You can use the 'Switch Forms' option, located in the upper right-hand corner.

Step 1: Click 'Switch Forms' to view the list of available forms.

This is a screenshot of a web application interface. At the top, it says "Grant Process" followed by "Other Grant Process - 2013 Application" and "Children's Home Foundation". Below this, it says "Status: Not Started". There is a section titled "Agency Information" with a light blue background and an information icon. Below that is a yellow box with a note: "***NOTE: Remember to upload the documents required as set forth in the Financial Checklist section below in the space provided on the Agency Form List/Summary page." In the upper right corner, there is a blue button labeled "Switch Forms" with a small icon of three overlapping squares. A green callout box with an arrow points to this button, containing the text: "Step 1: Click here to see a list of other forms available".

Step 2: Click on the form you would like to move to.

This is a screenshot of the "Switch Forms" modal. The modal has a blue header with the text "At any time you may select another form to work on. Your work on this form will be saved automatically." and a close button (X). Below the header is a table with two columns: the name of the form and its status. The table lists several forms, including "Children's Home Foundation", "Alternative Education Program", "Program Information*", "Demo Logic Model Navigation*", "Program Budget*", "Program Demographics*", and "Copy of Program Logic Model*". A green callout box with an arrow points to the "Children's Home Foundation" row, containing the text: "The Form you are currently on is not clickable. All changes made to your current form are automatically saved. The other forms are available to choose." The "Switch Forms" button from the previous screenshot is visible in the top right corner of the modal.

Attachments

Uploading Attachments

Accepted file types for uploading documents:

- Accepted file types: pdf, doc, docx, ppt, pptx, xls, xlsx, gif, jpg, jpeg, bmp, tif, rtf, and txt.
- Combined maximum file size is 8MB.

Step 1: Open **documents form**.

Application Status Print / Review Options

Not Started In Progress Submitted

Item (* indicates Required Item)	Last Up	Action
Children's Home Foundation		
Agency Information*		
Required Documents		
After School Program		Not Started <input checked="" type="checkbox"/> Include?

Step 2: Once you have confirmed your document meets the upload requirements, click 'Choose File'.

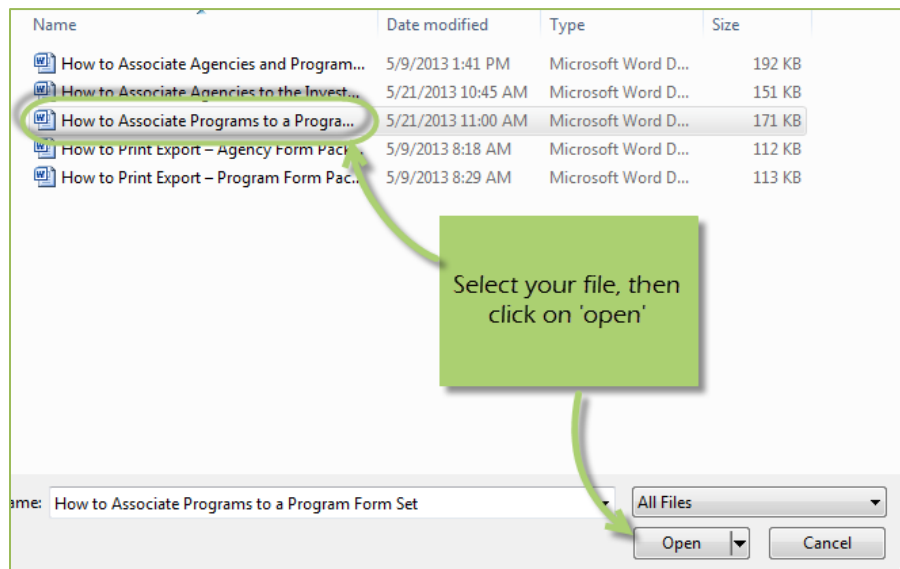
Required Documents

Description	File	Last Modified	Action
501c3* Please upload your current 501c3. Thank you	<input type="button" value="Choose File"/> No file chosen		

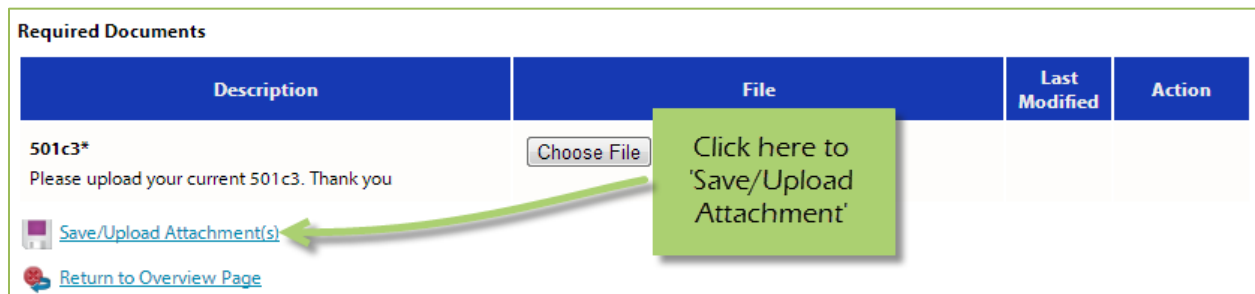
[Save/Upload Attachment\(s\)](#)

[Return to Overview Page](#)

Step 3: Browse your computer and select the desired document.

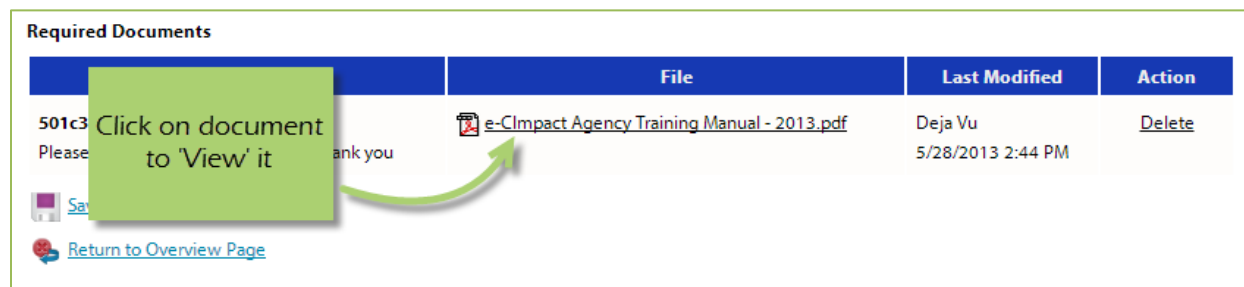


Step 4: 'Save/Upload Attachment(s)'.



Viewing Attachments

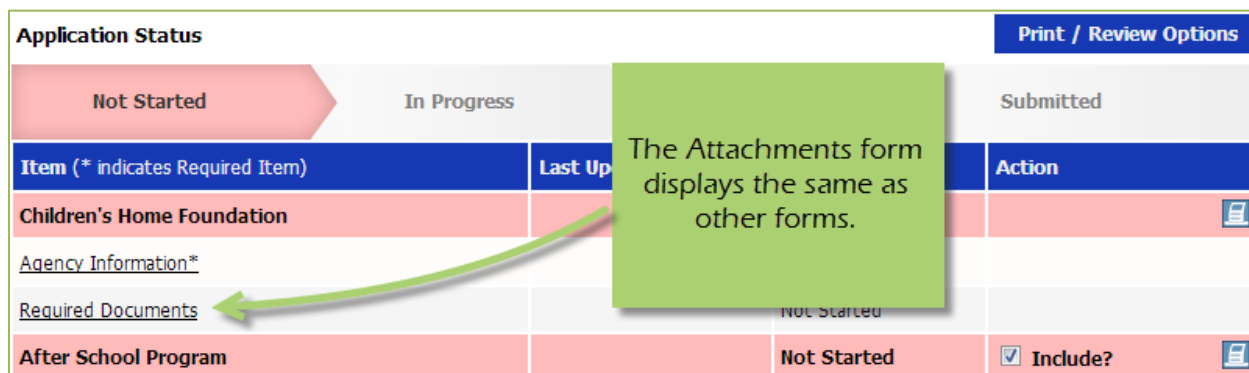
Step 1: Click on the document name to download and open it.



Deleting Attachments

In the event the wrong document was uploaded you may need to delete your attachment.

Step 1: Open **documents form**.

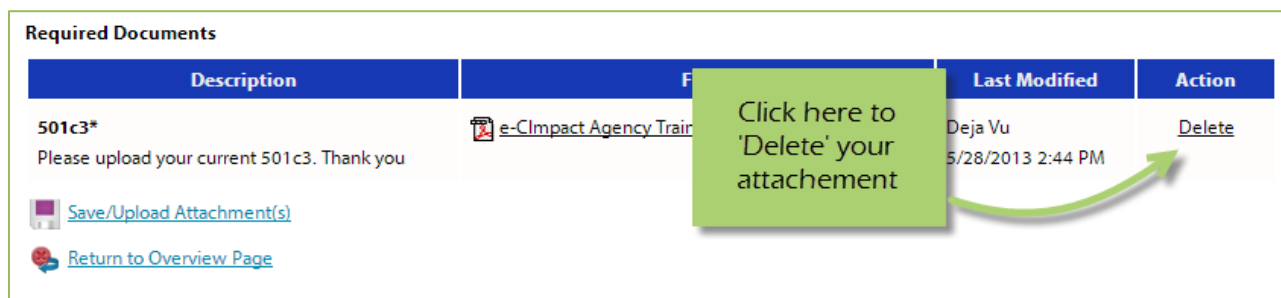


Application Status Print / Review Options

Not Started In Progress Submitted

Item (* indicates Required Item)	Last Up	Action
Children's Home Foundation		
Agency Information*		
Required Documents		
After School Program	Not Started	<input checked="" type="checkbox"/> Include?

Step 2: Select 'Delete' next to the desired document.



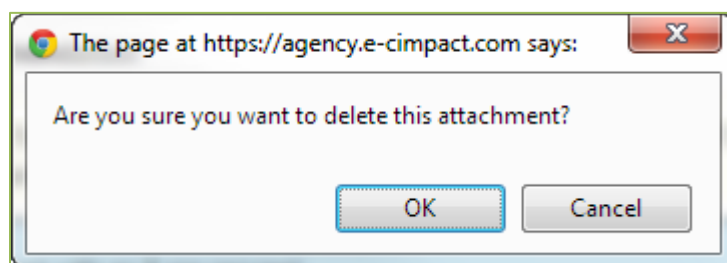
Required Documents

Description	F	Last Modified	Action
501c3* Please upload your current 501c3. Thank you	e-CImpact Agency Train	Deja Vu 5/28/2013 2:44 PM	Delete

[Save/Upload Attachment\(s\)](#)

[Return to Overview Page](#)

Step 3: Confirm you would like to delete this attachment.



You are now able to upload the correct attachment.

Submitting Application

Mark Forms 'Complete / Ready to Submit'

In order to submit your application, you must mark ALL forms 'Completed / Ready to Submit'

Step 1: Open form.

Application Status			Print / Review Options	
Not Started			In Progress	
Ready To Submit			Submitted	
Item (* indicates Required Item)			Status	Action
Children's Home Foundation	5		In Progress	
Agency Information*	D	5/22/2013 2:56 PM (CST)	In Progress	
Required Documents	Deja Vu	5/22/2013 1:55 PM (CST)	Completed / Ready To Submit	
After School Program	5/22/2013 2:08 PM (CST)		Completed / Ready to Submit	<input checked="" type="checkbox"/> Include?

Step 2: Review information, then 'Save My Work and Mark as Completed'.


[Save My Work](#)
 [Save My Work And Return To Previous Page](#)
 [Save My Work and Mark as Completed](#)
 [Return To Overview Page](#)

After review - Click here to mark form completed

Complete these steps for each form until you have completed the entire application.

Submit!

Once all forms are 'Completed / Ready to Submit', the 'Submit This Application Now!' option will appear at the top of the page.

 Your Application is now Ready To Submit! Please verify all the information ...



Application Submission Details

Send Submission Confirmation Email To:*

Submitted By:

Submit This Application Now!

Application Status **Print / Review Options**

Item (* indicates Required Item)	Last Updated	Status	Action
Children's Home Foundation	5/22/2013 1:55 PM (CST)	Completed / Ready to Submit	
<u>Agency Information*</u>	Deja Vu 5/22/2013 1:55 PM (CST)	Completed / Ready to Submit	
<u>Required Documents</u>	Deja Vu 5/22/2013 1:55 PM (CST)	Completed / Ready to Submit	
After School Program	5/22/2013 2:08 PM (CST)	Completed / Ready to Submit	<input checked="" type="checkbox"/> Include? 
<u>Program Information*</u>	Deja Vu 5/22/2013 2:06 PM (CST)	Completed / Ready to Submit	
<u>Demo Logic Model Navigation*</u>	Deja Vu 5/22/2013 2:07 PM (CST)	Completed / Ready to Submit	

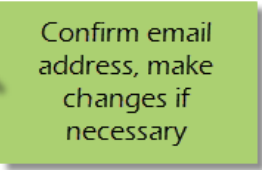
Step 1: Confirm the email address to send the confirmation message.

Application Submission Details

Send Submission Confirmation Email To:*

Submitted By:

Submit This Application Now!

 Confirm email address, make changes if necessary

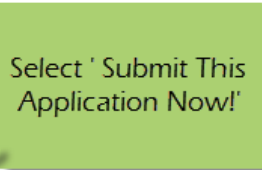
Step 2: Select 'Submit This Application Now!'

Application Submission Details

Send Submission Confirmation Email To:*

Submitted By:

Submit This Application Now!

 Select 'Submit This Application Now!'


Now that you have successfully submitted your application, you will see everything is now in submitted status.

Grant Process

Other Grant Process - 2013 Application

Children's Home Foundation

This is the Description - and this displays on the Agency Site in the Investment Process!!

 Thank you... application will be review... indicate... funding to be ...

Application Submission Details

Send Submission Confirmation Email To:* doreen@seabrooks.com

Submitted By: Deja Vu on 5/22/2013 at 3:02 PM (CST)

Application Status



[Print / Review Options](#)

Not Started

In Progress

Ready To Submit

Submitted

Item (* indicates Required Item)	Last Updated	Status	Action
Children's Home Foundation	5/22/2013 3:02 PM (CST)	Submitted	
<u>Agency Information*</u>	Deja Vu 5/22/2013 3:02 PM (CST)	Submitted	
<u>Required Documents</u>	Deja Vu 5/22/2013 1:55 PM (CST)	Submitted	
After School Program	5/22/2013 3:02 PM (CST)	Submitted	<input checked="" type="checkbox"/> Include? 
<u>Program Information*</u>	Deja Vu 5/22/2013 3:02 PM (CST)	Submitted	
<u>Demo Logic Model Navigation*</u>	Deja Vu	Submitted	

Please note: Once an application is in submitted status you will be able to view the information entered. You will not be able to make any changes to the information. However, prior to the due date if you need to make any changes contact First Steps Kent Staff and a submitted application will be allowed to revise.

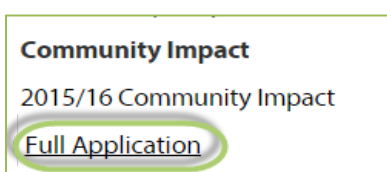
Printing Options

There are different levels you may print:

- The Entire Application – This will print or export all forms within this application.
- Agency Packet – This will print all forms that are agency specific.
- Program Packet– This will print all forms that are program specific.
- Individual Form – This will print the individual form.

The Entire Application

Step 1: Open the application by clicking on it in the left-hand navigation.

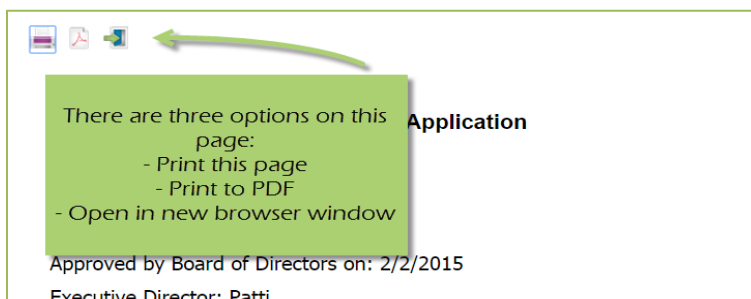


Step 2: Click on 'Print/Review Options' box in the upper right-hand corner of the application main page.

Letter of Intent Status [View Printable Version of this Entire Letter of Intent](#)

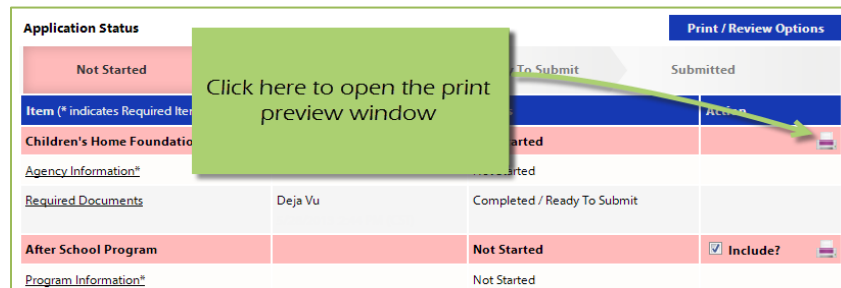
Not Started	In Progress	Ready To Submit	Submitted
Item (* indicates Required Item)	Last Updated	Status	Options
abc agency		Not Started	
Agency Information*		Not Started	
Board Information*		Not Started	
Patriot Act Compliance*		Not Started	

Step 3: Select the option you would like to use, continue on to print.

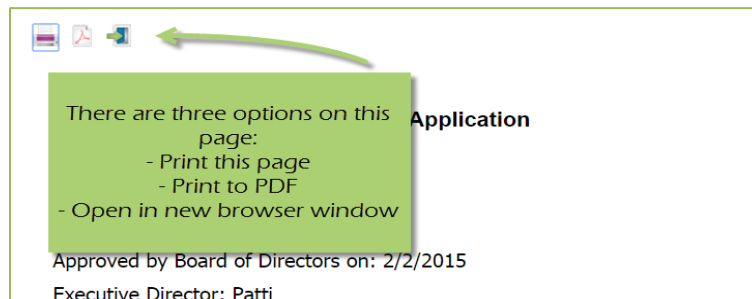


Agency Packet

Step 1: From the application main page, click on the 'Print' icon, in the agency section of the list grid under the action column.

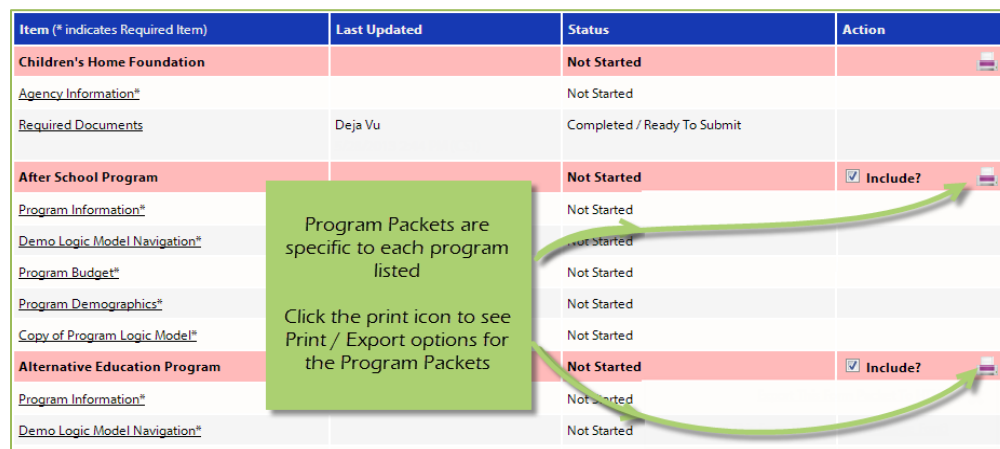


Step 2: Select the 'Print' option you would like to use, continue on to print.




Program Packet



Step 1: From the application main page, click the 'print' icon next to the desired program you would like to print. Then choose which print option to use.



Individual Forms

Step 1: From the application main page, open the form you would like to print.

[View Printable Version of this Entire Letter of Intent](#) 

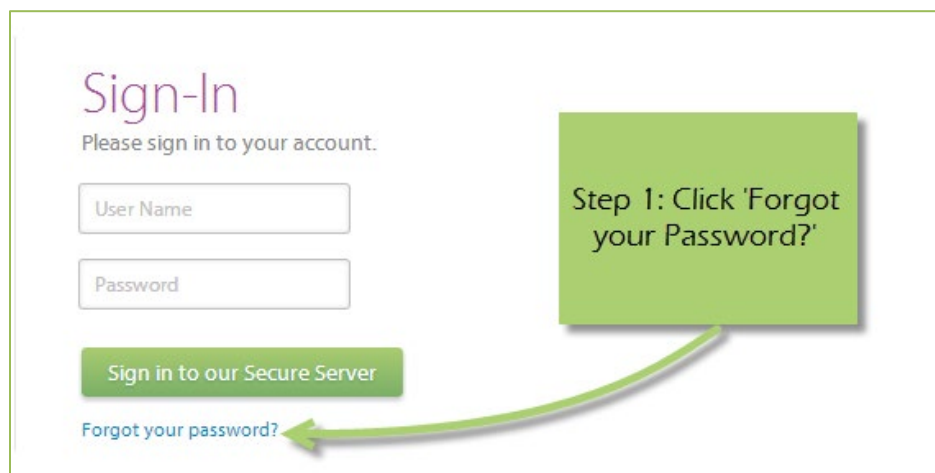
Item (* indicates Required Item)	Last Updated	Status	Options
**Ramsay Marchese Services (test)		Not Started	
Organization Information*		● Not Started	
Hepler Helping Hands	9/26/2018 10:31 AM (CST)	In Progress	

Step 2: In the lower right-hand corner of your form is the option for printing.



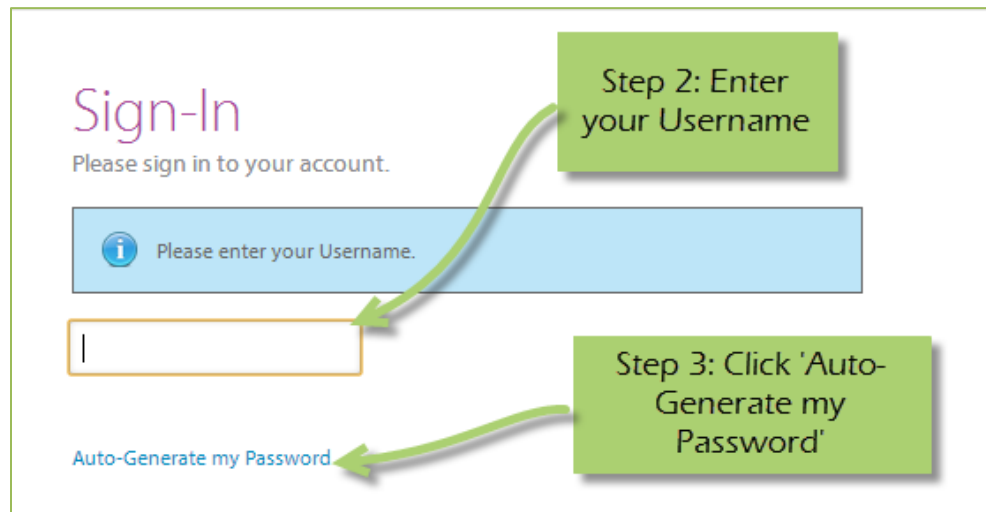
Forgot Password

Step 1: Click 'Forgot your password?' on the agency login page.



Step 2: Enter your username.

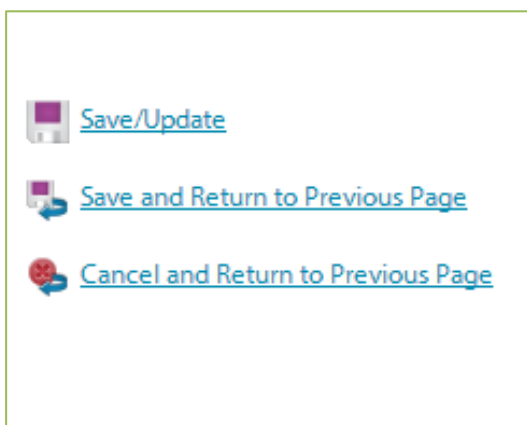
Step 3: Select 'Auto-Generate my Password'.



Step 4: Check your email, return to the login page and proceed to login. If you do not see the email in your inbox, be sure to check the 'junk' folder. If the email is not in either, please contact First Steps Kent Staff.

Common Navigation

The navigation links in e-Climpact are consistent throughout the site.



Save/Update: Refreshes the page while saving any changes made to your data.

Save and Return to Previous Page: Returns you to the page last visited while saving any changes made to your data.

Cancel and Return to Previous Page: Will return you to the previous page and will NOT save any changes made to your data.

Font Size: A **A**

Changing the Font Size: Located in the upper right-hand corner of the agency site, click the large 'A' to increase the font size. Click the smaller 'A' to decrease the font size.



Fields marked with an * are required fields.

Agency Site Home Page

From the home page you will be able to access all parts of the agency site. There are four basic sections:

1. Account Management
2. Agency Information
3. News, Events, and Calendars
4. Applications and Resource Center

The screenshot shows the e-IMPACT Agency Site Home Page. At the top, a header bar displays the user name "Hello, Rose Ogihara" and links for "Change Password", "User Profile", and "Signout", along with a session time of 16:27. The font size is set to "A".

The main content area is divided into several sections:

- 1. Account Management:** A green callout box points to the "1. Account Management" link in the top right corner.
- 2. Agency Information:** A green callout box points to the "2. Agency Information" link in the top right corner.
- 3. News, Events, and Calendars:** A green callout box points to the "3. News, Events, and Calendars" link in the top right corner.
- 4. Application and Resource Center:** A green callout box points to the "4. Application and Resource Center" link in the top right corner.

The left sidebar contains a navigation menu for "Family Service Agency" with links to Home, Agency Profile, Additional Info, Users, Mission Statement, and Project Profiles. Below this is a "Schedule" section with links to Current Meeting (1), Meeting Archive (1), and On-Site Visits Archive (1). Further down is a "Request Grant Application" link and a "Resource Center" section with links to Agency Reports (1) and e-IMPACT Agency Training Manual (1).

The main content area includes:

- New Meeting:** A section titled "Application Training - Agency Site" for Thursday, February 28, 2013, at 7:45 AM - 10:45 PM, with a red "Please RSVP for this Meeting!" notice.
- Calendar:** A calendar for February 2013 showing the current date as Thursday, February 14, 2013. The calendar grid shows dates from 27 to 9.
- Today's Schedule:** A section titled "Today's Schedule: Thursday, February 14, 2013" with a list of "None Scheduled" items.
- Schedule for February:** A section titled "Schedule for February" with a list of "None Scheduled" items.
- Our Work through Initiatives:** A section titled "African American Initiative Update" and "Immunization Initiative Update" with brief descriptions of each program.

A vertical "FEEDBACK" button is located on the right side of the page.

Account Management

[Change Password](#) | [User Profile](#) | [Signout](#) (Session time remaining: 17:44)

Change Password

Step 1: To change your password, select 'Change Password'.

Step 2: Enter the old password.

Step 3: Then enter the new password two times.

Password Rules:

- Must be between 6 and 15 characters.
- Must contain at least 1 character from 2 of the groups of alpha, numeric, or special characters.
- Characters NOT accepted are: " , % or any white-space.


User Profile

The User Profile area is where you are able to add, edit, or delete any of your information including primary contact, basic information, email addresses, phone numbers, and mailing addresses. Users may also choose to be 'Included in all Emails'.

Primary Contact: There can only be one primary contact per agency. This can be set by selecting the check box 'Primary?'. The primary contact is automatically included in all emails and cannot be deactivated unless a new primary contact is selected.

Active: Make sure your account is 'Active'. Once a user is deactivated you will need to contact First Steps Kent Staff to reactivate the user account.

Contacts

 Fields marked with an * are required fields.

☒ Primary?

☒ Include in all Emails?

☒ Active?

Type:*

Executive Director

Prefix:

First Name:*

Alexis

Middle Initial:


Last Name:*


Johnson


Suffix:

Company:

Job Title:

 [Save/Update](#)

 [Save and Return to Previous Page](#)

 [Cancel and Return to Previous Page](#)

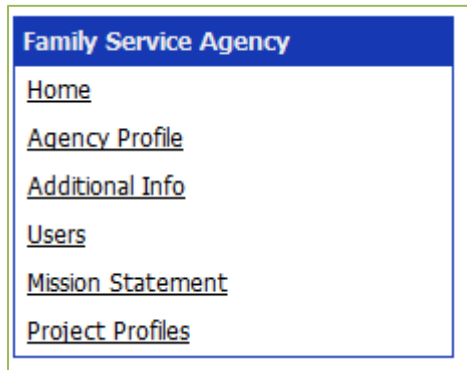
Enter any necessary information, and then click 'Save/Update'.

Sign out

Users should 'Sign out' of e-Climpact to ensure the security of their data. Once signed out of e-Climpact, press the 'X' in the upper right-hand corner of your browser to close the window.

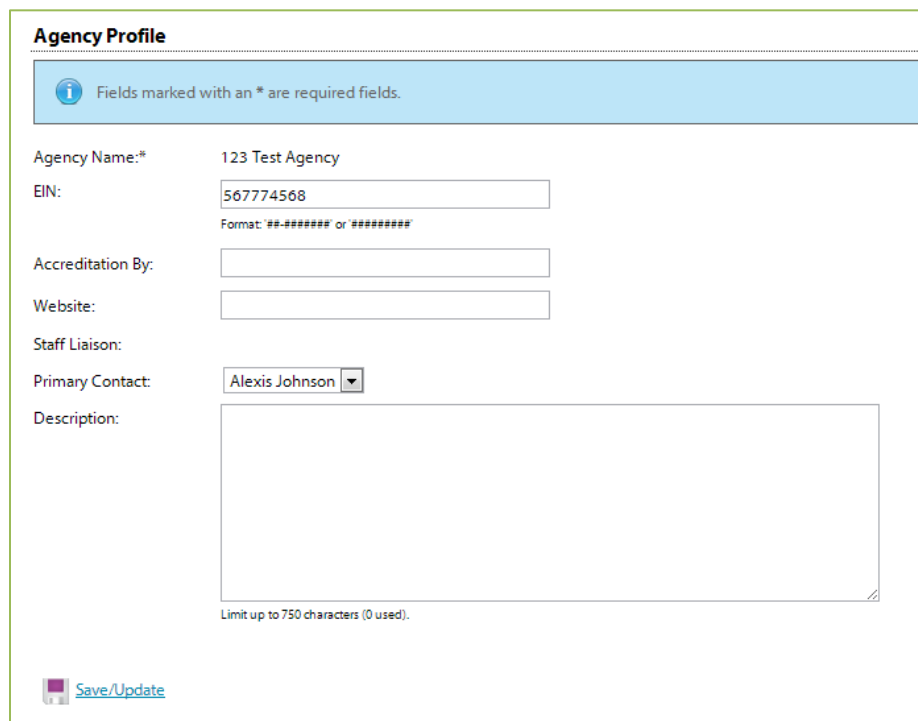
Agency Information

The Agency Information section is where account information, contacts, statements (mission / vision / agency) and program information is housed. From this section you will be able to update your address(es) or contact information.



Agency Profile

The profile page is where all agency specific information is housed and can be updated. This includes the basic information – agency name, EIN, staff contact, primary contact, website, etc.

A screenshot of the 'Agency Profile' form. The form has a title 'Agency Profile' at the top. Below the title is a light blue banner with an information icon and the text 'Fields marked with an * are required fields.' The form contains several fields: 'Agency Name:*' with the value '123 Test Agency'; 'EIN:' with the value '567774568' and a format hint 'Format: ##-#### or #####'; 'Accreditation By:'; 'Website:'; 'Staff Liaison:'; 'Primary Contact:' with a dropdown menu showing 'Alexis Johnson'; and 'Description:' with a large text area. At the bottom of the text area is a character count 'Limit up to 750 characters (0 used)'. At the bottom left of the form is a 'Save/Update' button with a small icon.

Account name(s), address(es), phone number(s) and email address(es)

(Note: How to change the Primary Contact information)

You may also add, edit or delete account names, address, phone numbers and email addresses. Agencies are able to have multiple records for each section.

Account Names

Type	Account Name	Active?	Actions
+ Add New Account Name			

Addresses

Type	Address	Primary?	Active?	Actions
Mailing	123 Main Street, City, IL 45654, U.S.A.	Yes	Yes	Edit Delete
+ Add New Address				

Phone Numbers

Type	Phone Number	Primary?	Active?	Actions
Fax	(555) 666-3333	Yes	Yes	Edit Delete
+ Add New Phone Number				

Email Addresses

Type	Email Address	Primary?	Active?	Actions
Main	info@email.com	Yes	Yes	Edit Delete
+ Add New Email Address				

'Account Names' is a place for any other names for your agency, or if your agency name is abbreviated you may place the legal name here.

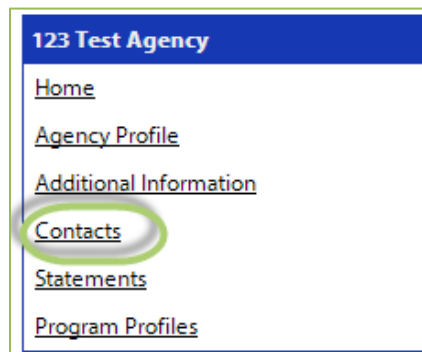
Agency Contacts

- ☐ Confidential?
- ☐ Primary?
- ☒ Active?

When adding a new record, or updating existing records, be sure to select 'Active' appropriately.

'Primary' can only be selected for one record.

To view all agency contacts – click 'Contacts' from the agency information section on the homepage.



From this area you will be able to see anyone who is currently listed as a contact at your agency, as well as add, edit, deactivate or delete an agency contact.

Contacts					
Name	Contacts Type	Company	Primary?	Login	Actions
Alexis Johnson	Exec		Yes		Edit
<div><div>Click here to Add New contacts</div><div>Click here to 'Edit' existing contacts</div></div>					
<div><div>+ Add New</div><div>Edit</div></div>					


The agency contact profile page is similar to the user profile and contains the same information.

- Name and preference
- Email addresses
- Phone Numbers
- Addresses


Request a Login: Once a new contact has been created, you are able to request a login for this user.

Step 1: Click 'Request a Login'

Contacts					
Name	Contacts Type	Company	Primary?	Login	Actions
Alexis Johnson	Executive Director		Yes	123agency	Edit
Rose Ogihara	Grant Writer			Request a Login	Edit Delete

 [Add New](#)

Step 1: Request a Login



Step 2: Enter username and password.

**A contact's email address is commonly used as the username due to email addresses being unique.*

Request a Login Account for Rose Ogihara

Enter a password and then retype the password to ensure that it has been entered correctly. Your new password must be between 6 and 15 characters in length and contain at least 1 character from 2 of the groups of alpha, numeric, or special characters. Your Password may not contain the following characters: ", %, or any white-space.

Password Examples:

- abcdefg2 (valid, contains letters and numbers)
- pa\$\$word (valid, contains letters and numbers)
- 1234567# (valid, contains letters and a special character)
- abcdefgh (invalid, contains only letters)
- abc23 (invalid, less than 6 characters)

Contact Type: Grant Writer

Contact Name: Rose Ogihara


Username:*


Password:*

no value

Confirm Password:*

no value

 [Save/Update](#)

 [Return To Previous Page](#)

Updating Program Information

Step 1: To edit or inactivate a program, go to the program profiles area.

Step 2: Select 'Edit' next to the desired program.

The screenshot shows a web interface titled "Program Profiles". It contains a table with the following columns: Program Name, Primary Contact, Impact Area, Status, and Actions. The first row of data shows "123 test program", "Alexis Johnson", an empty Impact Area, "Active" status, and an "Edit" link in the Actions column. Below the table, there is a yellow informational box with text: "(These are customizable instructions) The list above displays all programs that you have registered on e-CImpact. If you would like to register another program, please click the link below." Below this box is a blue plus icon followed by the text "Click Here to Register a New Program". A green callout box with the text "Step 2: Select 'Edit'" has a green arrow pointing to the "Edit" link in the table's Actions column.

Program Name	Primary Contact	Impact Area	Status	Actions
123 test program	Alexis Johnson		Active	Edit

(These are customizable instructions) The list above displays all programs that you have registered on e-CImpact. If you would like to register another program, please click the link below.

[Click Here to Register a New Program](#)

Step 2: Select 'Edit'

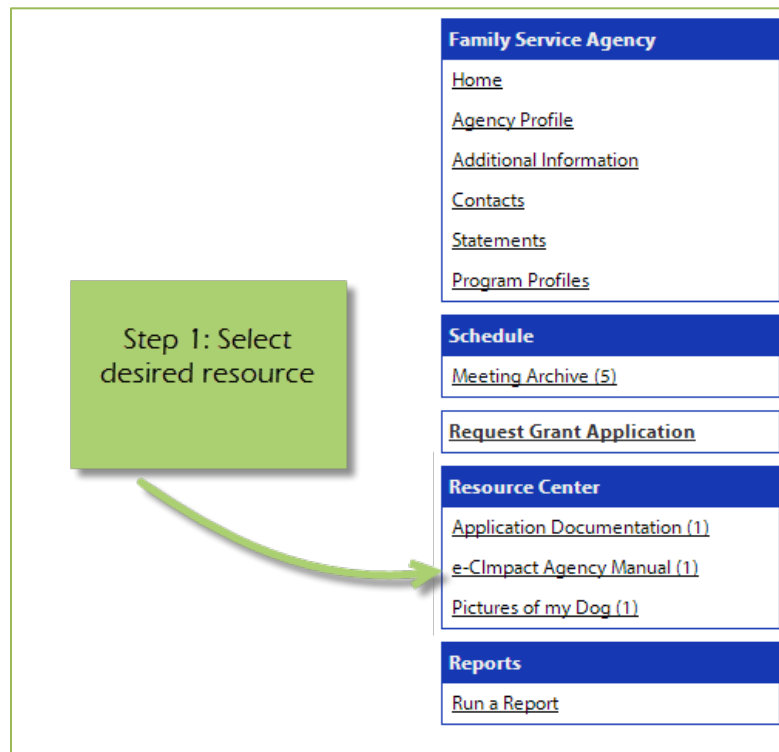
From here you will be able to update or inactivate information needed.

Resource Center

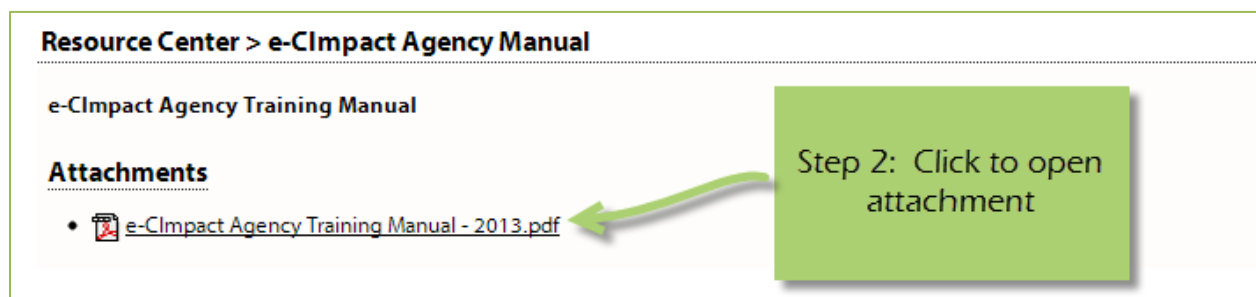
The agency resource center is where you will be able to find any documents you may need to reference from First Steps Kent. The resource center is located in the lower half of the left-hand navigation.

Accessing Resources

Step 1: Select desired resource item.



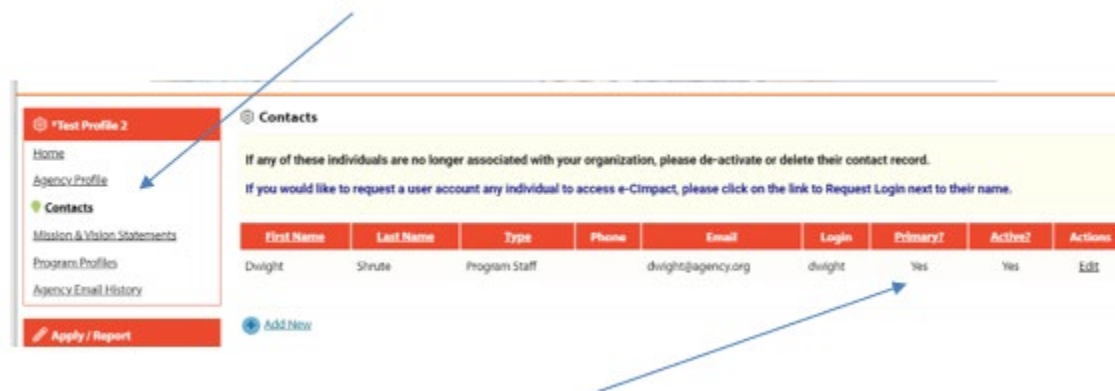
Step 2: Click on the attachment link to open.



Request for Proposals – Responding to Questions (New!)

Your Primary Contact will receive notifications about questions being posted related to proposals submitted in e-Clmpact. To confirm who the Primary Contact is at your agency and that complete information has been provided, it is recommended you check your Primary Contact information.

Once logged in, select “Contacts”.



The names and contact information for all individuals associated with your agency will appear. The Primary will be acknowledged where a ‘Yes’ appears under the ‘Primary?’ column.

The Primary Contact may be modified by selecting the ‘Primary’ box in at the top of the profile. Note: there can only be one individual per agency designated a Primary Contact.

My User Profile

Fields marked with an * are required fields.

☐ Primary?

☒ Active?

Note: See page 37 of this e-Clmpact Training Manual for additional information regarding User Profiles.

Reviewing Questions

As questions about the submitted proposals are sent to each agency, two things will happen:

- 1) The Primary Contact will receive an email from the e-CImpact System Administrator with this type of information:

Dear Dwight,

Please login to e-CImpact: <https://agency.e-cimpact.com/login.aspx?org=FirstStepsKent>

Your response is requested to the following question regarding Funding and Contract Management - Ready by Five 2022-2023 Cohort - Ready by Five Application for 2022-2023 Funding:

Agency: *Test Profile 2
Program: Healthy Development

Subject: Partnership
Question: How many OBGYN Offices are referrals coming from?

Comment :
Thank you -

First Steps Kent
<https://www.firststepskent.org/>

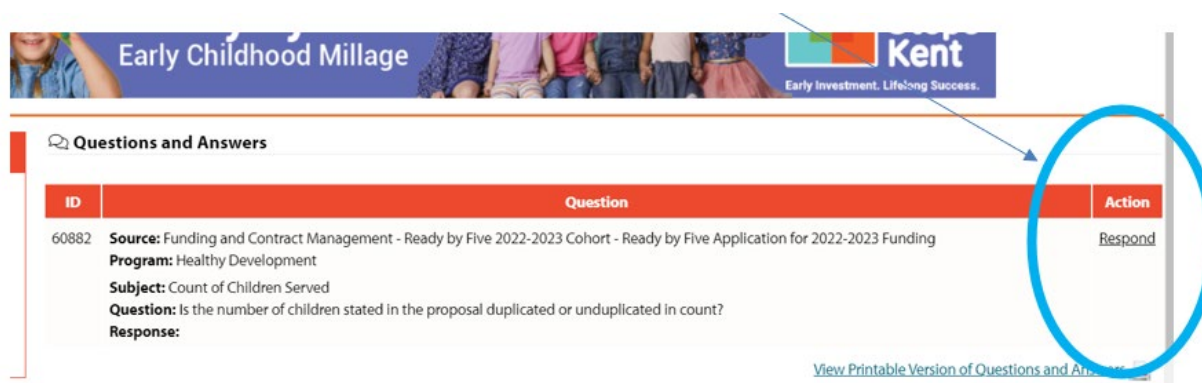
- 2) All users may log in and see that the questions will be visible to all registered contacts under the 'Questions and Answers' link. All users will be able to contribute answers to questions.



Submitting Responses to Questions


All questions will be posted in this location. Answers may be reviewed and updated by all agency users. If your agency submitted more than one proposal, be sure to note what question is assigned to each proposal by noting the program name listed in each question and additional details provided in the content of the question.

Step 1: All users may access and respond to a specific question by clicking the “Respond” link next to the corresponding question.



Step 2: Include your agency’s response in field provided


Step 3: Click ‘Save and Return to Previous Page’ to submit your answer. Your answer has been submitted!



Questions and Answers > Update Response

Question ID: 60882
 Source: Funding and Contract Management - Ready by Five 2022-2023 Cohort - Ready by Five Application for 2022-2023 Funding
 Program: Healthy Development

Count of Children Served
 Is the number of children stated in the proposal duplicated or unduplicated in count?

Limit up to 3000 characters.


[Save and Return to Previous Page](#)


[Cancel and Return to Previous Page](#)

Submitting Quarterly Reports Through e-CImpact

The quarterly report is broken down by sections: services, parent satisfaction surveys, and narratives. There is also an ability to attach documents or files. Below is a step-by-step guide on how to complete your quarterly report in e-CImpact.

1. Login to your agency and choose the “2022 - Quarter One Report” option in the Apply/Report section under the appropriate cohort, 2021-2022 or 2022-2023. This link will change to correspond to future quarters.



2. Start by selecting the “Quarterly Report – Services” link to fill in your program’s numbers. Please note, refer to the table(s) in your Service Provider Agreement or amendment, for year 2021-2022. These are found in Exhibit A, section 2, “Individuals to be Served” in the Service Provider Agreements. The typical table is broken down by “Individuals Served” and “Number of Encounters” but refer to your specific contract or amendment as these indicators are not universal. See example below:

Service	Number of Individuals to be Reached through Outreach	
	Year 1	Year 2
<i>Outreach, Screening and Navigation Services</i>	100	200
	Number of: Individuals Screened	
	Year 1	Year 2
	50	100
	Number of : Individuals Receiving Navigation	
	Year 1	Year 2
	20	40

Result Indicator

Result Indicator

Result Indicator

3. Select the “Create a New Service” link and fill in the service for your table. This service will be what is on the left side of your Service Provider Agreement’s number of individuals and encounter table.

Testing

Testing - 2022 - Quarter One Report

*Test 2 - Test 1

Form Status: ● In Progress

Quarterly Report - Services

[Switch Forms](#)

[View Diagram](#)

Please complete the following tasks.

Requirements:

- **Services:** Minimum of 1 required. Please enter 1.

Services

[Create a New Service](#)

[View Diagram](#)

[Return to Overview Page](#)

[View Printable Version](#)

The screenshot shows a web application window titled "Quarterly Report - Services". A modal dialog box is open with the title "Services > Add New". Inside the dialog, there is a text input field labeled "Service:" containing the text "Outreach and Navigation". Below the input field, a small text label reads "Limit up to 750 characters (24 used)". At the bottom of the dialog, there are two buttons: "Save My Work and Continue" (with a purple icon) and "Close This Window" (with a red 'X' icon). The background of the application shows a sidebar with various menu items like "Vision Statement", "Profiles", "mail History", "ement", "Report", "and Contract", "Five 2021", "2022 RBS", "2022 RBS", "on/Interpre", "2022 Reim", "y by Five 20", "evisions", "22 - Quarte", "ource Center", "Five Data C", and "Five Donation and Cost".

4. Input your result indicators. The result indicators can be found in Exhibit A, section 2, “Individuals to be Served,” section in your Service Provider Agreement.

To add additional result indicators, select “Save My Work and Add Another Result Indicator.”

When you are on your last result indicator select “Save my Work and Continue.”

The screenshot shows a web application window titled "Services > Result Indicators > Add New". At the top, there is a dropdown menu for "Service" with "Outreach and Navigation" selected. Below this is a "Result Indicator:" label followed by a large text input field. The text "Numbers of Individuals to be Reached through Outreach" is entered into the field. A small note below the field states "Limit up to 2000 characters (53 used)". At the bottom of the form, there are three buttons: "Save My Work and Add Another Result Indicator" (with a plus icon), "Save My Work and Continue" (with a checkmark icon), and "Cancel and Return to Previous Page" (with a red X icon). The background of the window shows a sidebar with various menu items and a top navigation bar.

5. When you have completed entering your result indicators for the service, input the relevant numbers for this quarter and the year-to-date number.

These numbers you are expected to meet for the year can be found in Exhibit A, section 2, "Individuals to be Served," in your Service Provider Agreement.

You will also be given an opportunity, in a narrative box, to explain the numbers.

Quarterly Report - Services

Result Indicators

Numbers of Individuals to be Reached through Outreach Delete

Limit up to 2000 characters (53 used).

Number

Number of Individuals Screened Delete

Limit up to 2000 characters (30 used).

Number

Number of Individuals Receiving Navigation Delete

Limit up to 2000 characters (42 used).

Number

6. Mark your work as saved and complete. If you have another table to fill out, you can create another by selecting the “Create New Service” option at the top. Once finished with this section. Mark your work as saved and submit for that section.
7. Proceed to the “Parent Satisfaction Surveys” section. For this section, in the appropriate quarter, fill out the column. You will put how many total surveys you received and then break them down by the categories.

Testing

Testing - 2022 - Quarter One Report

***Test 2 - Test 1**

Status: Completed / Ready to Submit

Parent Satisfaction Surveys

You may save your work at any time by clicking on the “Save My Work” link/icon at the bottom or top of the page.

When you have completed all questions on the form, select the “Save My Work and Mark as Completed” link/icon at the bottom or top of this page.

Parent Satisfaction Surveys

	Quarter 1	Quarter 2	Quarter 3	Quarter 4
Total number of surveys collected this quarter	<input type="text" value="50"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Number of Satisfied	<input type="text" value="30"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Number of Neutral	<input type="text" value="15"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Number of Not Satisfied	<input type="text" value="5"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

[Save My Work](#)

[Save My Work And Return To Previous Page](#)

[Save My Work and Mark as Completed](#)

[Return To Overview Page](#)

8. The next section is the narrative section. Please respond to all questions. Click “Save and Mark as Complete” when done.
9. The last section is for relevant attachments. There are eight spaces for documents or files. If you have no attachments, please go in and “Save/Upload Attachment(s) and Mark as Completed.”
10. Once all your sections have the status of “Completed / Ready To Submit”, you are able to submit your report.

Please complete the following forms for your quarterly report. Instructions can be found in the e-CImpact Manual that is available in the [Millage Portal](#).

Submission Deadline: Before April 15, 2022 11:59 pm

! Nice work, your Application is now Ready to Submit! **Would you like to Submit This Application Now?**

By clicking **SUBMIT**, you attest that you are authorized to submit this application on behalf of your organization and the information contained in this application is true and accurate to the best of your knowledge.

Application Submission Details

Send Submission Confirmation Email To:*

Submit This Application Now!

Application Status [View Printable Version of this Entire Application](#)

	Not Started	In Progress	Ready To Submit	Submitted
Item (* indicates Required Item)	Last Updated	Status	Options	
★ Test 1	3/18/2022 12:49 PM (CST)	Completed / Ready to Submit	Include?	
Quarterly Report - Services*	Kyle Johnson 3/18/2022 10:32 AM (CST)	● Completed / Ready to Submit		
Parent Satisfaction Surveys*	Kyle Johnson 3/18/2022 12:31 PM (CST)	● Completed / Ready to Submit		
Quarterly Report - Narratives*	Kyle Johnson 3/18/2022 12:49 PM (CST)	● Completed / Ready to Submit		
Relevant Attachments		● Completed / Ready To Submit		

