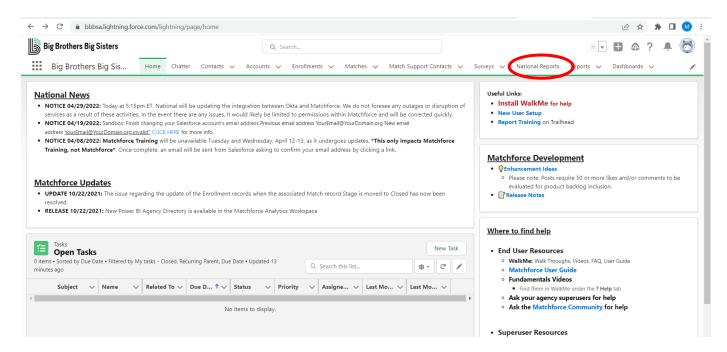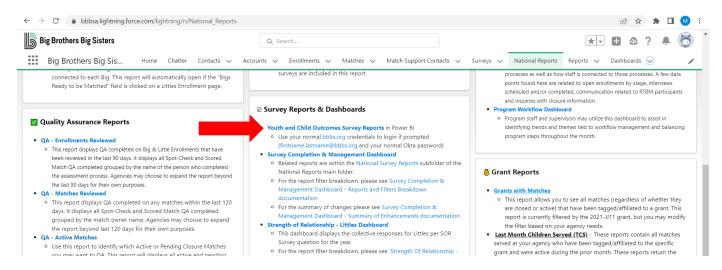**To Access the Child/Youth Outcomes Report for PCCD-EPIS Quarterly Reporting:**
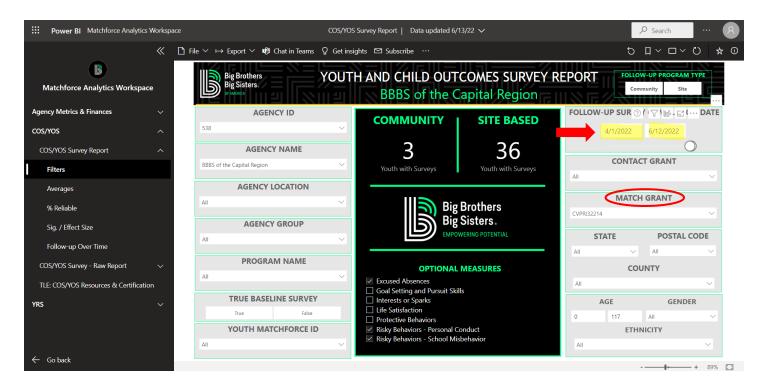
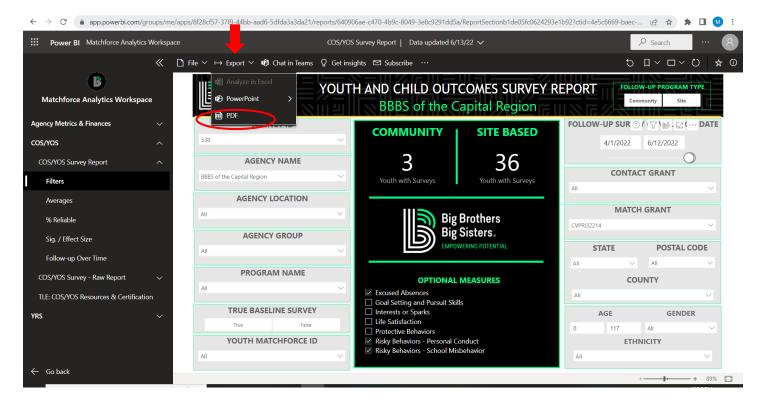Log on to Matchforce and select "National Reports."

On the National Reports tab, scroll down to Survey Reports & Dashboards and click on Youth and Child Outcome Reports. Log-in using your Matchforce credentials (firstname.lastname@bbbs.org)

The PowerBI platform will automatically take you to the report filter screen where you can adjust the filters to retrieve specific grant information. You will need to adjust the Completion Dates filter and the Match Grant filter to reflect the quarter and grant on which you are reporting. The reporting period should be the start date of your grant until the last day of your reporting quarter, i.e. if your grant started on July 1, 2022 and you are reporting on the 2nd quarter of the grant, the date range would be 7/1/2022 to 12/31/2022.

Export your report into a .pdf that can be uploaded to the Egrants platform.

Once the PowerBI platform has exported your report to the .pdf format, save the exported report to your computer for future access.

NOTE: The Youth and Child Outcomes Survey Report combines both community- and site-based survey outcomes into a single aggregated report. If you wish to report community-based and site-based outcomes separately, you sometimes can separate the results using the Program Name filter, depending on your agency's nomenclature. If your agency uses the optional measure questions and you have included them as outcomes in your grant request, you can include these in your report by checking the appropriate measures on the Filters page.