Children’s Programs Performance Measurement Tool (CPPMT) 2015-2016

Funding Recipient Training Guide Version 1.0

March 2016

A copy of this presentation is available at https://cppmt-omrpe2015-2016.fluidreview.com/res/
Welcome and thank you for joining us!

What you need to get the most out of this session:

✓ Be connected by phone to hear us.
✓ Be connected via WebEx to see this presentation and a live demonstration on your computer.

Technical difficulties?

• Technical support for WebEx: 1-800-226-6338. After selecting language, dial 2 for web-conferencing technical support.
• Better to be connected via WebEx, but not essential.
• You will learn the key elements just by being on the phone and following the training guide.
• You can watch it later if needed.
Some Housekeeping Items for Today

Muting / Unmuting your lines

• Due to the high volume of participants and to minimize background noise, we have muted all your lines.
• We will pause regularly throughout the presentation for questions.
• If you want to ask a question during the pause, press *6 to unmute.

Recording

• This session is being recorded for projects unable to attend the training and those interested to re-access this session.
• The recording will be stopped at the end of the session to accommodate those who wish to ask questions but not be recorded.
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The **Children’s Programs Performance Measurement Tool (CPPMT)** will provide the Public Health Agency of Canada (PHAC) with information on the administration and effectiveness of its Children’s Programs.

*The CPPMT and the content of this training presentation apply to the following three children’s health promotion programs funded by PHAC:*

- Community Action Program for Children (CAPC)
- Canada Prenatal Nutrition Program (CPNP)
- Aboriginal Head Start in Urban and Northern Communities (AHSUNC)
Performance measurement reporting requirements for children’s programs have not changed from previous cycles. Under your **2014-2017 funding agreement** with PHAC, in general, **CAPC/CPNP funding recipients complete a CPPMT for each project in each stream of funding. AHSUNC funding recipients complete a CPPMT for each site.**

**Example** – 1 organization, 1 GCIMS, 2 streams of funding (1 project each)= 2 CPPMTs

<table>
<thead>
<tr>
<th>Organization</th>
<th>GCIMS</th>
<th>Program</th>
<th>Project/Site Name</th>
<th>Coordinator</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sea to Sky Community Services Society</td>
<td>1415-HQ-000040</td>
<td>CAPC</td>
<td>Sea to Sky Sunshine Coast Coalition</td>
<td>Barbara Streisand</td>
</tr>
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<td>Sea to Sky Community Services Society</td>
<td>1415-HQ-000040</td>
<td>CPNP</td>
<td>Healthy Pregnancy Outreach Program</td>
<td>Barbara Streisand</td>
</tr>
</tbody>
</table>

In cases where multiple organizations receive funding for the same GCIMS Arrangement Number, they each complete a CPPMT for their respective stream of funding and each CAPC/CPNP project or AHSUNC site.

**Example** – 2 organizations, 1 GCIMS, 3 streams of funding (1 project each)= 3 CPPMTs

<table>
<thead>
<tr>
<th>Organization</th>
<th>GCIMS</th>
<th>Program</th>
<th>Project/Site Name</th>
<th>Coordinator</th>
</tr>
</thead>
<tbody>
<tr>
<td>Aboriginal Women’s Association of PEI</td>
<td>1415-HQ-000042</td>
<td>CAPC</td>
<td>Mi’kmaq Family Resource Centre</td>
<td>Johnny Cash</td>
</tr>
<tr>
<td>Aboriginal Women’s Association of PEI</td>
<td>1415-HQ-000042</td>
<td>CPNP</td>
<td>Mi’kmaq Family Resource Centre</td>
<td>Johnny Cash</td>
</tr>
<tr>
<td>Wekatesk Aboriginal Head Start</td>
<td>1415-HQ-000042</td>
<td>AHSUNC</td>
<td>Wekatest Aboriginal Head Start</td>
<td>Johnny Cash</td>
</tr>
</tbody>
</table>

**Example** – 2 organizations, 1 GCIMS, 1 stream of funding (3 sites) = 3 CPPMTs

<table>
<thead>
<tr>
<th>Organization</th>
<th>GCIMS</th>
<th>Program</th>
<th>Project/Site Name</th>
<th>Coordinator</th>
</tr>
</thead>
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<td>Riel Institute for Education &amp; Learning</td>
<td>1415-HQ-000003</td>
<td>AHSUNC</td>
<td>Abbeydale</td>
<td>Stephen King</td>
</tr>
<tr>
<td>Riel Institute for Education &amp; Learning</td>
<td>1415-HQ-000003</td>
<td>AHSUNC</td>
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<td>Stephen King</td>
</tr>
<tr>
<td>Under One Sky - Monoqonuwicik Meoteetjg</td>
<td>1415-HQ-000003</td>
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<td>Under One Sky</td>
<td>Oprah Winfrey</td>
</tr>
</tbody>
</table>

Contact your Program Consultant if you are unsure how many CPPMTs to fill out.
Key Steps for Completing CPPMT

1. Log-in
   - Creating a password

2. Filling out survey
   - Saving
   - Navigating

3. Submitting for review
   - Completion
   - Submission

4. Integrating feedback
   - e-mail (comments)
   - Making edits

5. The end!
   - Saving a final copy

STEP 1: Logging In

1. Log-in
   - Creating a password

Filling out survey
   - Saving
   - Navigating

Submitting for review
   - Completion
   - Submission

Integrating feedback
   - e-mail (comments)
   - Making edits

The end!

Saving a final copy
Establishing Your Account

Go to:
https://cppmt-omrpe2015-2016.fluidreview.com

Introduction

Welcome to the 2015-2016 Children’s Programs Performance Measurement Tool (CPPMT). The information collected by this tool provides the Public Health Agency of Canada (PHAC) with an understanding of how the Community Action Program for Children (CAPC), Canada Prenatal Nutrition Program (CPNP) and Aboriginal Head Start for Urban and Northern Communities (AHSUNC) programs are reaching their target populations and how the Programs are implemented across Canada. Completion of the CPPMT is a requirement of your Contribution Agreement.

We welcome any feedback you may have on the survey. Thank you for your participation!

CAPC and CPNP:

For the purposes of this survey, the term “Project” refers to all of the programs, activities, and services that are supported through a CAPC and/or CPNP Contribution Agreement from the Public Health Agency of Canada.

For CAPC and CPNP, the reporting period for ALL questions is April 1, 2015 to March 31, 2016.

If your Project does not work directly with participants (your Project does not provide services to the public, but provides some other service for CAPC or CPNP such as communications between or management of sites), no CPPMT is required. If you believe that you received this survey in error, please contact your Program Consultant.

AHSUNC:

Some sites combine day care services and Aboriginal Head Start programs. For the purpose of this survey, please only include the services, activities, children, families and staff that are involved in the AHSUNC program.

Select “Trouble Signing In” to set your password
How to Establish Your Password (continued)

Trouble Logging In?
If you have forgotten your password, you can click here to reset it.

Password Reset
Forgot your password? Enter your e-mail address below, and we'll e-mail you instructions for setting a new one.

Email:
Reset my password

Enter your email address (must be the one to which the CPPMT Team sent you this training material), then select “Reset my password”

Password Reset
We have sent you an email with further instructions.
If you do not receive a password reset email, please check your spam/junk folders.

< Go back

Establishing Your Account (continued)

Check your email for an email from “FluidReview”
• Click on the link provided in the email
• Check your spam folder if you have not received an email after 10min

VERY IMPORTANT
Establishing Your Account (continued)

5

Enter new password
Please enter your new password twice so we can verify you typed it in correctly.

New password: 

Confirm password: 

Change my password

Clicking on the link that is emailed to you will bring you to this page.

Enter your new password (and confirm) then select “Change my password”

6

Password reset successful

You may now log in using the new password you have just created. Click here to log in

You’re done!

7

https://cppmt-omrpe2015-2016.fluidreview.com

Go to the main log in page, enter your PHAC email address and new password, then click “Sign In”.

PUBLIC HEALTH AGENCY OF CANADA > 11
How to Access CPPMT

You will see this screen upon log-in, until you create a CPPMT for the first time:

![Children’s Programs Performance Measurement Tool (CPPMT) 2015-2016](image)

**Home**

**Surveys**

**Hi, Jane**

You have not yet created any CPPMT surveys.

**Create a new survey?**

Click on "Get Started", below, to create a new CPPMT survey.

Get Started
Access CPPMT – “Task & Status” Page

For each CPPMT you create, you will have this “Task and Status” page.

- **Task 1** – Complete the CPPMT
- **Task 2** – Submit the CPPMT for review (locked until Task 1 is complete)

This is the name of your survey. FluidReview generates a temporary survey number. Once you start the survey and select your GCIMS number, this will be updated to reflect your GCIMS number as the new name of your survey (it may take a couple minutes to refresh).

Tag generated by FluidReview (ignore).

Click on either of these links to start completing your CPPMT.
Question and Answer on Introduction & Step 1: Log In

Let’s recap what we just covered:

✓ You are reporting for 2015-2016 based on your 2014-2017 GCIMS Arrangement Number(s)

✓ For CAPC and CPNP, you will need to fill out one tool per project

✓ For AHSUNC, you will need to fill out one tool per AHSUNC site

✓ The link for the survey is: https://cppmt-omrpe2015-2016.fluidreview.com/?l=en

✓ How to establish a password in FluidReview

✓ How to create a new survey using 2014-2017 GCIMS Arrangement Number(s)

Asking questions

• If you want to ask a question, please press *6 to unmute.
• Press *6 again to mute
STEP 2: Filling out the Survey

2

Filling out survey

• Creating a password
  • Navigating
  • Saving

• Completion
  • Submission

Submitting for review

Integrating feedback

• e-mail (comments)
  • Making edits

• The end!

Saving a final copy

In many ways the CPPMT is similar to regular web surveys
The next section is the most ‘dense’ of our presentation because we will be covering many features of FluidReview
After this section, the rest will flow easily
• Now we are getting started with the CPPMT on the FluidReview system

• Please continue to follow along with this presentation while we switch into a live demonstration

• It may take 5-10 seconds to switch between PowerPoint and FluidReview – you may see a blank screen for a few moments

• If you experience technical difficulties please contact WebEx: at 1-800-226-6338. After selecting language, dial 2 for web-conferencing technical support.
Features of the CPPMT

Resources: On any page you can access reference material such as a copy of this training presentation, the WebEx recording of the training session, and a blank copy of the survey in PDF format.

Currently logged in as (name). Click here to access settings or sign out.

Settings - to change your password.

Back - will take you back to the “Task and Status” page of this CPPMT survey.

Language Selection: On any page you can select French or English and hit “Go”. The page will refresh in the chosen language.

Progress Bar: indicates your position within the survey, but does not reflect progress on completion.
Navigating and Saving

DO NOT use your browser forward/back buttons to navigate.

“Go To” menu allows you to skip to another section or page within the CPPMT.

These navigation buttons “float” at the bottom of your screen. Scroll down to the very bottom of each page to ensure you have seen and answered all the questions on the page.

To prevent data loss, you MUST select one of these options to save your work before using any other navigation button! (e.g. Go to, Back)
Starting the survey

Program (Q1) and GCIMS Number (Q2) are key questions to name your survey correctly

1. Is this a CAPC or CPNP Project or an AHSUNC Site?

Depending on the option selected, you will notice that the questions will not follow sequentially (e.g. After Q3, CAPC projects will skip to Q7 and CPNP projects will skip to Q11. After Q6, AHSUNC sites will skip to Q18).

- CAPC
- CPNP
- AHSUNC

2. Please provide the appropriate information in the spaces below.

Q2. Current GCIMS Number:

All CAPC, CPNP and AHSUNC GCIMS numbers are in this drop down list, in numerical order. Select the GCIMS for which you will complete this survey, and ensure it lines up with the program selected in Q1. See highlights as example.

The selected GCIMS number will then become the name of your survey in your Task & Status page.

GCIMS with multiple projects/sites are differentiated. See 2 examples circled.
Starting the survey (continued)

Project Mailing Address - Province (Q2) is the key question to assign your CPPMT to the correct PC team for review.

Q2. Project Mailing Address-Province: The province you select in this question will automatically determine the provincial team of Program Consultants to whom your survey will be assigned for review when you submit.
Children’s Programs Performance Measurement Tool 2015-2016

Some questions have an automated validation. If the system detects an error, this warning will appear at the top of the page.

You may need to scroll down to find the specific error in the page. Your response must be corrected before you can continue to the next page.

Examples:

1. Phone #
   
   This field must be a 10 digit phone number with extension in 123-456-7890-extension format.
   
   (777)777-7777

2. Please select all that apply:
   
   Please also select "aware", if "used" is selected / Veillez également sélectionner "connaissance" si "utilisé" est sélectionné
   
   The Sensible Guide to a Healthy Pregnancy

3. Number of weeks (between 1 and 52):
   
   This field can only consist of numbers between 1 and 52
   
   60

4. 46 a). How many different individuals worked at this AHSUNC site during the school-year reporting period (July 1, 2015 – March 31, 2016) whose salary was paid either in full or in part with AHSUNC funds?
   
   4

   46 b). How many of the staff members identified above are Aboriginal?
   
   This number must not exceed the number provided in question 46a / Ce nombre ne doit pas excéder le total indiqué à la question 46a
   
   7
Question numbers will not proceed sequentially. You will see this message when a page of questions does not apply to the program for which you are completing the CPPMT.

Guidance, written in blue, will provide clarification throughout the CPPMT.

Example:

4. As of September 30th, 2015, how many children were enrolled at your AHSUNC site?

"Enrolled" includes children who attend regularly, occasionally, and casually. September 30th is used to capture a snapshot of the site at capacity.

Number of Boys

Number of Girls

TOTAL: 0
Answering Options – Radio button, text box, check box

**Radio button:** allows you to select only **one** response option

1. Is this a CAPC or CPNP Project or an AHSUNC Site?

   Depending on the option selected, you will notice that the questions will not follow sequentially (e.g., after Q3, CAPC projects will skip to Q7 and CPNP projects will skip to Q11. After Q6, AHSUNC sites will skip to Q18).

   - [ ] CAPC
   - [ ] CPNP
   - [ ] AHSUNC

**Text box:**

53 c). Other Partner Organization

Please further specify the other partner organization(s):

No character limit unless specified

**Check box:** allows you to select **more than one** response that apply

18. In which of the following geographic areas did this CAPC or CPNP Project or AHSUNC site deliver programs, activities, or services?

This question asks from where this CAPC or CPNP Project or AHSUNC site delivers its programs, activities, and services.

Please select all that apply:

- [ ] Large population centres (population of 100,000 or more)
- [ ] Medium population centres (population between 30,000 and 99,999)
- [x] Small population centres (population between 1,000 and 29,999)
- [ ] Rural areas (population of less than 1,000)
- [ ] Remote areas (geographic area at least 350 km away from the nearest small, medium or large population centre but has year-round road access)
- [ ] Isolated areas (geographic area that is without year round road access)
- [ ] Reserves

Tip: you can use Ctrl+C to “copy” text from another document and Ctrl+V to “paste” it into any text box.

Tip: You can resize some boxes to view all of your content by clicking and dragging the bottom right corner of the text box.
Some questions start with a radio button to represent “no, does not apply”. If the question does not apply, select the radio button which then disables or hides the rest of the question as your response is not required.

If you change your mind, you will need to “de-select” the radio button by clicking on it again, which then unlocks the rest of the question, allowing you to respond.
How to Exit and Re-access CPPMT

The CPPMT does **not** need to be filled out in one “session”. You can leave it as a draft and come back to it at a later time.

1. Save first!

2. Exit your CPPMT in one of 3 ways:
   - Log out
   - Click on survey name to return to Task & Status page for this CPPMT
   - Click on Home to return to the list of CPPMTs you have started/submitted
HOME page

When you sign back in you will first arrive at the HOME page.

Select the CPPMT you want to continue working on (if multiple, otherwise only one will show).

You will proceed to the TASK & STATUS page.

Selecting “Continue” or “Edit” will take you back into the CPPMT (to your last position).
Let's **recap** what we just covered:

- **How to save your information as you go**, using the Save & Continue Editing, Back and Next buttons
- How to navigate using the “Go To” menu
- How to answer the survey in the official language of your choice
- An overview of the different types of questions used in the survey
- **How to exit and re-access your survey** to complete the CPPMT in more than one session

**Asking questions**

- If you want to ask a question, please press *6 to **unmute**.
- Press *6 again to **mute**
STEP 3: Submitting CPPMT for Review

- **Log-in**
  - Creating a password

- **Filling out survey**
  - Saving
  - Navigating

- **Submitting for review**
  - Completion
  - Submission

- **Integrating feedback**
  - e-mail (comments)
  - Making edits

- **The end!**
- **Saving a final copy**
Save and Exit

Because the “GO TO” menu allows you to move through the survey without completing all questions, please verify that your CPPMT is complete and accurate by reviewing all your answers starting from Section 1 and clicking the ‘Next’ button on each page.

Click “Save and Exit” to indicate survey completion and return to the CPPMT Task & Status page where Task 2 should then become enabled for submission.
Once **Task 1** (survey completion) is complete, **Task 2** (submit for review) will become unlocked.

Before submitting you can still:
- View your answers online (then download or print a copy)
- Edit your answers
Final Confirmation

Click “Continue” to confirm you are ready to submit your CPPMT for review (it will become locked from editing while your Program Consultant is reviewing it).

Click “cancel” if you need to go back

CPPMT submitted successfully!

1. You will receive an email acknowledgement that your CPPMT has been submitted and will be reviewed by your Program Consultant.

2. If your Program Consultant does request that edits be made, you will receive an email with your PCs comments. Please see STEP 4 of this guide.

3. If your Program Consultant does not request any edits be made, you will receive an email confirming that your CPPMT submission has been accepted as final.

(See sample emails on following slides.)
Dear Project Coordinator,

This e-mail confirms that the Public Health Agency of Canada has received your 2015-2016 CPPMT.

Your Public Health Agency of Canada regional Program Consultant will now review the information you provided. Following this review, you will receive an e-mail stating that your 2015-2016 CPPMT has been accepted as final, or asking you to edit some of your responses.

Thank you again for taking the time to complete the 2015-2016 CPPMT and for the important work your organization does to promote the health and well-being of young children and families.

Sincerely,

The CPPMT Team
Submitted CPPMT: View on HOME and TASK Pages

HOME page

HOME page will show that your CPPMT has been Submitted.

TASK/STATUS page

TASK & STATUS page shows that both tasks (completing and submitting the CPPMT) are “Complete”. You can only view your CPPMT, not edit, while it is being reviewed by your PC.
Let's recap what we just covered:

✓ The two (2) tasks that you will see and have to complete on your ‘Home page’:
  – **Complete CPPMT Survey** (answering the questions)
  – **Submit Your Survey For Review**
✓ The importance of verifying that your CPPMT is complete and accurate before submitting it, and how to do this (reviewing on your screen or by printing a copy of your CPPMT)
✓ How to submit your survey for review

Asking questions

• If you want to ask a question, please press *6 again to **unmute**.
• Press *6 again to **mute**
STEP 4: Integrating Feedback and Resubmitting

- Creating a password
- Log-in
- Filling out survey
  - Saving
  - Navigating
- Submitting for review
  - Completion
  - Submission
- Integrating feedback
  - e-mail (comments)
  - Making edits
- The end!
- Saving a final copy
Receiving and Integrating Feedback

- If your Program Consultant requests edits be made to your CPPMT you will receive an email from CPPMT-OMRPE@phac-aspc.gc.ca that includes your Program Consultant’s comments.
- To make the edits as requested, **Sign In** to your CPPMT account as shown previously.
- Your HOME page will now indicate that the status of your CPPMT is back to having a status of “Not Submitted” to enable your editing.

Your TASK page will allow you to **view** and **edit** your CPPMT.

Use the **Edit** option to modify your answers.
Sample Email Notification 2: Changes Required

From: The CPPMT Team - L'équipe OMRPE <cppmt-omrpe@phac-aspc.gc.ca>

Date: (project/site coordinator email)

Subject: Your 2015-2016 CPPMT requires some edits (Children’s Programs Performance Measurement Tool) / Modifications requises à votre OMRPE 2015-2016 (Outil de mesure du rendement des programmes pour enfants)

GCIMS / SGISC #: 1415-HQ-000237 (AHSUNC-Waabanong)
Program / Programme: AHSUNC
Province / Province: ON
Recipient / Bénéficiaire: Native Child and Family Services of Toronto (test)
Project/System Name / Nom du Projet/Centre: Waabanong

(La version française de ce message suit)

Dear Project Coordinator,

Your Public Health Agency of Canada regional Program Consultant has reviewed your 2015-2016 Children’s Programs Performance Measurement Tool (CPPMT) and is requesting that you edit some of your responses. Those comments need to be addressed by logging back into your original submission and editing the information you previously submitted.

Logging-in - Please log in using the e-mail address and the password you had originally created. If you have forgotten your password, please use the ‘Trouble signing-in’ option to have it easily reset. https://cppmt-omrpe2015-2016.fluidreview.com/?l=en

Addressing the comments and making changes – After you log-in, you can retrieve and edit your responses by:
1. Clicking the ‘View / Edit’ option for your CPPMT (listed as your project number), status will show as ‘Not submitted’ and this is normal.
2. Clicking the ‘Edit’ option.
3. You will now be in your survey where you can make edits to your previous answers and resubmit them.

Here is the list of comments and edits requested:

First Round of Review - February 22, 2016:
Q25 - this number should not be greater than the total in Q4. Please check your numbers.

Thank you!
Your PC

Once you have made the edits as requested, please resubmit your CPPMT using the steps outlined in the Training Guide. Following this additional review by your Program Consultant, you will receive an e-mail stating that your CPPMT has been accepted as final or, asking you to edit some of your responses.

Thank you again for taking the time to clarify the information you submitted and for the important work your organization does to promote the health and well-being of young children and families.

Sincerely,
The CPPMT Team
How to Edit Your Previous Answers

Tips:
- Print and refer to the email that includes the comments from your Program Consultant as you revise your CPPMT.
- Use the GO TO menu at the top of your survey to navigate quickly to the questions that require edits.
- After making your changes to a page, save your work by clicking on “Save & Continue Editing” or “Next.”

For example, your PC could have suggested that you review your answer to Q4. To edit it, you would simply need to type a different answer, and use the ‘Save and Continue’ or ‘Next’ button at the bottom of the page to save your new answers.
Re-Save and Exit

Tip:
• When all required changes are complete, you may skip to the last page “Exit” in the Go To menu, then click “Save & Exit” to complete Task 1.
Re-Submit Your Survey for Review

Click on **Task 2**: Submit Your CPPMT For Review

**IMPORTANT**: Whenever your CPPMT is editable, “Withdraw Application” is available to delete the CPPMT. **DO NOT DELETE** CPPMTs that you intend to submit!
Dear Project Coordinator,

Your Public Health Agency of Canada regional Program Consultant has reviewed your 2015-16 Children’s Programs Performance Measurement Tool (CPPMT) and has accepted it as a final submission (no edits required).

If you have not already done so, please sign in to the CPPMT to save a final copy of your report. [https://cppmt-omrpe2015-2016.fluidreview.com/?l=en](https://cppmt-omrpe2015-2016.fluidreview.com/?l=en)

Logging-in - Please log in using this e-mail address and the password you had originally created. If you have forgotten your password, please use the ‘Trouble signing-in’ option to have it easily reset.

Retrieving your final report- Once you have logged in, you can retrieve and save your final report by:
1. Clicking on your CPPMT (listed as your GCIMS number)
2. Clicking the ‘View’ option
3. Choosing the ‘Download document’ (recommended) and/or ‘Print’ option

Thank you again for completing the CPPMT and for the important work your organization does to promote the health and well-being of young children and families.

A final national summary report will be provided to you in the coming months.

Sincerely,
The CPPMT Team
STEP 5: Saving a Final Copy of CPPMT

- Creating a password
- Log-in

- Filling out survey
  - Saving
  - Navigating

- Submitting for review
  - Completion
  - Submission

- Integrating feedback
  - e-mail (comments)
  - Making edits

- The end!
- Saving a final copy
Saving a Final Copy of CPPMT

After receiving the confirmation email that your PC has accepted your CPPMT as final, login and click either “View” or “Download Survey” to open, print or save a PDF version of your CPPMT.

Saving a PDF copy of your final CPPMT is highly recommended for your records.
Let’s recap what we just covered:

Step 4
- After your Program Consultant reviews your information, you may be asked to edit some of the answers you had provided in your CPPMT.
- The comments from your Program Consultant will be sent to you by e-mail from the CPPMT-OMRPE@phac-aspc.gc.ca email address (do no reply to this email, please make the changes and resubmit).
- How to log in FluidReview to edit some of your original answers and how to re-submit your CPPMT.

Step 5
- After your Program Consultant accepts your CPPMT as final, you will receive an e-mail notification.
- How to download and print a copy of your final 2015-2016 CPPMT for your records.

Asking questions
- If you want to ask a question, please press *6 to unmute.
- Press *6 again to mute
Two additional special features:

- **Giving and Managing Staff Access** – Giving access to some of your staff to help you complete the CPPMT Survey.

- **Creating Another Survey** – If your organization needs to complete more than one CPPMT. (Please refer to slide 6 for more information regarding who needs to complete more than one CPPMT or speak to your Program Consultant)
You may want to **Add a Member** if several people normally contribute to your reporting tool (e.g., someone from finance for funding information).

They will receive an email inviting them to join your account. They will need to establish a password.
Special Feature 1 – Managing Staff Access

By clicking “Edit Members” (previous screen) you can manage user access by changing their level of access, or removing them completely.

Add a member and assign appropriate access level:

- **Owner**
  - Has access to your entire account privileges
  - Can modify any of your CPPMTs (if multiple)

- **Standard member**
  - Can make any edits and submit this CPPMT to which they are assigned
  - Can modify access of other members
  - Can create another survey

- **Read-only member**
  - Can only view but not edit.
  - Can create another survey

*VERY IMPORTANT* – ensure no two members are editing the same CPPMT concurrently to prevent loss of data.
You may need to **Create Another Survey** if you have more than one project/site or stream of funding (CAPC and CPNP, and/or AHSUNC).

Please refer to slide 6 for more information regarding who needs to complete more than one CPPMT or speak to your Program Consultant.
Special Feature 2 - Create Another Survey

Then click "Get Started"

Which then brings you to a "Task & Status" page of a new, blank survey.
Deadlines and Key Reminders

• **May 6, 2016** for funding recipients to submit their CPPMT
• **June 4, 2016** for all CPPMTs to be accepted as final
  (i.e. all CPPMTs reviewed by PC, revised and resubmitted by Project/Site (if necessary), and accepted by PC as final)
  – AHSUNC sites and CAPC/CPNP projects that close over the summer will take priority

• **Technical or content questions?**
  – Contact your regional Program Consultant

• **General rules:**
  – CAPC fill out one CPPMT per project
  – CPNP fill out one CPPMT per project
  – AHSUNC fill out one CPPMT per site

• **Do’s and Don'ts in FluidReview**
  – **DO** save your work on each page of your survey
  – **DO** use FluidReview buttons to navigate

  – **DON’T** use your browser buttons to navigate
  – **DON’T** use the “Go To” menu without saving information
Asking questions

• If you want to ask a question, please press *6 again to unmute.
• Press *6 again to mute
Thank you!