



Peer to Peer Log reporting document

Initial Setup and Maintenance of Log

- The **Original** Peer to Peer logs are saved in each RCN’s Google folder in the P2P Logs folder:

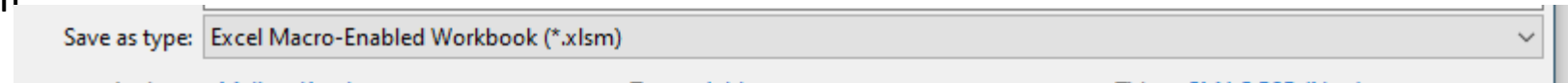
- o START Contract Information

- o 20-21 Mid-Year Reporting
- o 20-21 End of Year Reporting
- o **P2P Logs**

- When you are updating your log each time, always work from the “Original” log in the P2P Logs folder

- The file **MUST** be opened in Excel

- o You will need to download the file from the Google Drive as an Excel Document that is Macro Enabled prior to opening it



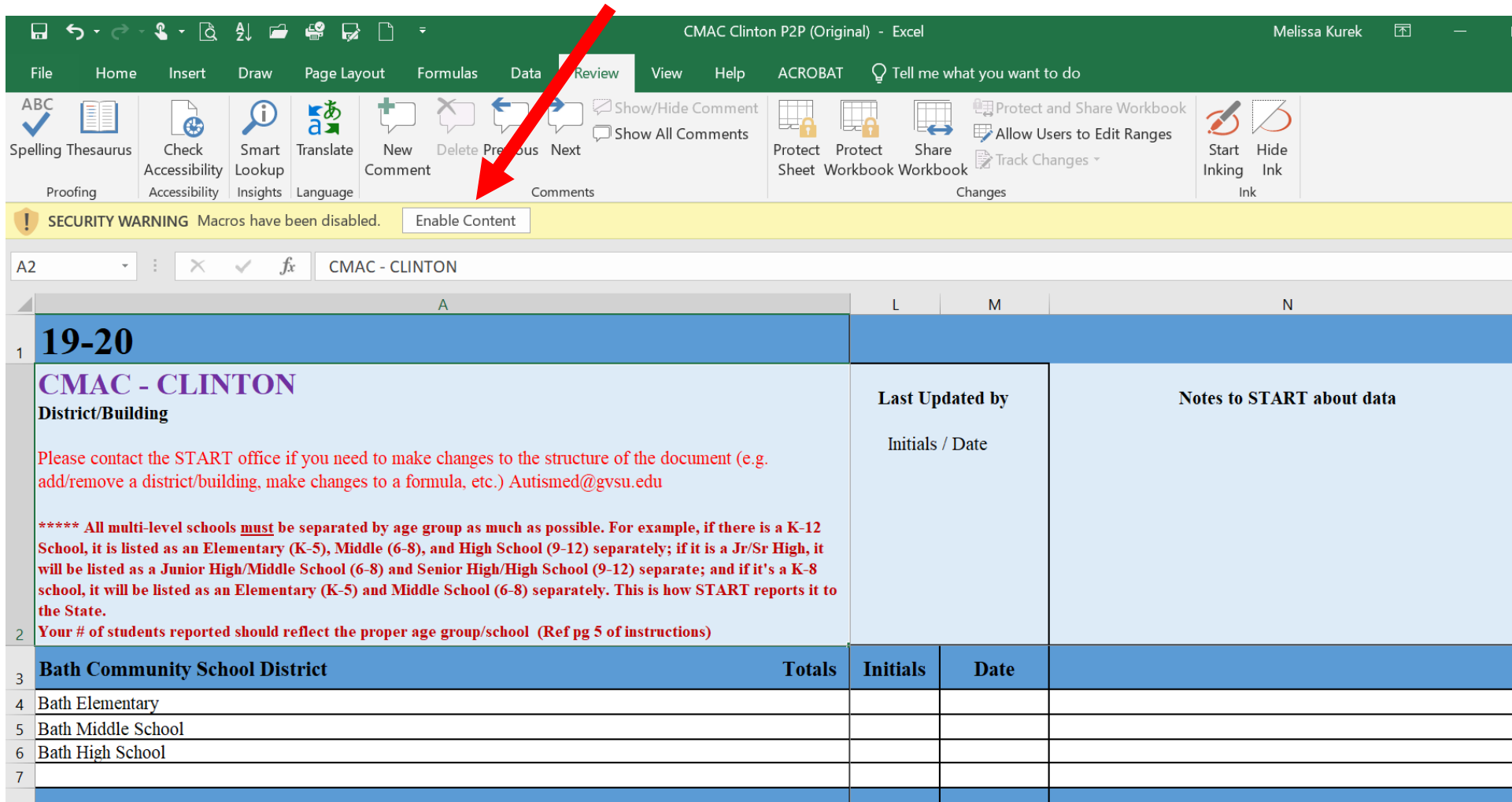
*** If your district does not allow for you to open Macro-Enabled Workbooks, you can still enter the data on the form, however, you will not have the pop-up ques.

- Once your log is updated and **ready to submit** to START, upload a copy of the final document back into the P2P Logs folder in Google Drive with *(Original)* in the name, **ALSO** please upload a copy to the Mid-Year reporting folder in Google Drive and replace the word *(Original)* with the current school year *(20-21)*. *(Saving a copy in the Mid-Year Submission folder with the current year lets START know that it is completed.*

- The next time you need to make changes or update the log, you will use the “original” one in the P2P Logs folder. You should not alter the one in the Mid-Year Reporting folder unless it needs to be corrected. Even so, you would update the “original” and replace the copy that is in the Mid-Year Reporting folder with the corrected one when you are finished. The “original” should always be your starting point. (We want to keep the copy in the Mid-Year Reporting file as a snapshot of what was going on in your programs at that time, that’s why you wouldn’t change that one)

Enable Macros

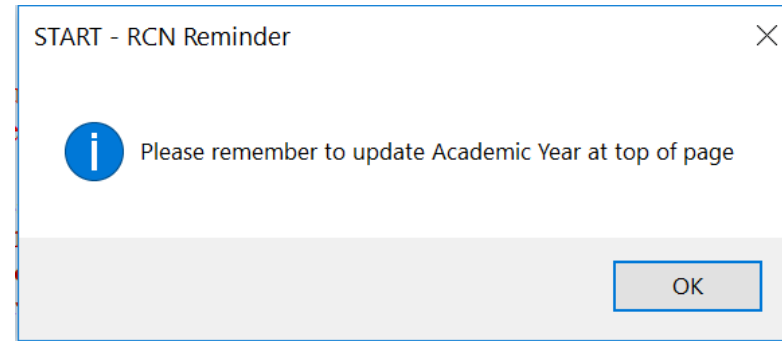
When you first open the report in Excel (after you download it from Google Drive), if the Security Warning pops up, click Enable Content



The screenshot shows the Microsoft Excel interface. The title bar reads "CMAC Clinton P2P (Original) - Excel" and the user name is "Melissa Kurek". The ribbon is set to the "Review" tab. A yellow security warning bar is visible at the top of the spreadsheet area, stating "SECURITY WARNING: Macros have been disabled." with an "Enable Content" button. A red arrow points to this button. Below the warning bar, the spreadsheet is open to cell A2, which contains the text "CMAC - CLINTON". The spreadsheet has columns A, L, M, and N, and rows 1 through 7. Row 1 is a header row with "19-20" in column A. Row 2 contains "CMAC - CLINTON District/Building" in column A, "Last Updated by" in column L, and "Notes to START about data" in column N. Row 3 is a sub-header row with "Bath Community School District" in column A, "Totals" in column L, "Initials" in column M, and "Date" in column N. Rows 4, 5, and 6 contain the school names: "Bath Elementary", "Bath Middle School", and "Bath High School". Row 7 is empty.

	A	L	M	N
1	19-20			
2	CMAC - CLINTON District/Building Please contact the START office if you need to make changes to the structure of the document (e.g. add/remove a district/building, make changes to a formula, etc.) Autismed@gvsu.edu ***** All multi-level schools <u>must</u> be separated by age group as much as possible. For example, if there is a K-12 School, it is listed as an Elementary (K-5), Middle (6-8), and High School (9-12) separately; if it is a Jr/Sr High, it will be listed as a Junior High/Middle School (6-8) and Senior High/High School (9-12) separate; and if it's a K-8 school, it will be listed as an Elementary (K-5) and Middle School (6-8) separately. This is how START reports it to the State. Your # of students reported should reflect the proper age group/school (Ref pg 5 of instructions)	Last Updated by Initials / Date		Notes to START about data
3	Bath Community School District	Totals	Initials	Date
4	Bath Elementary			
5	Bath Middle School			
6	Bath High School			
7				

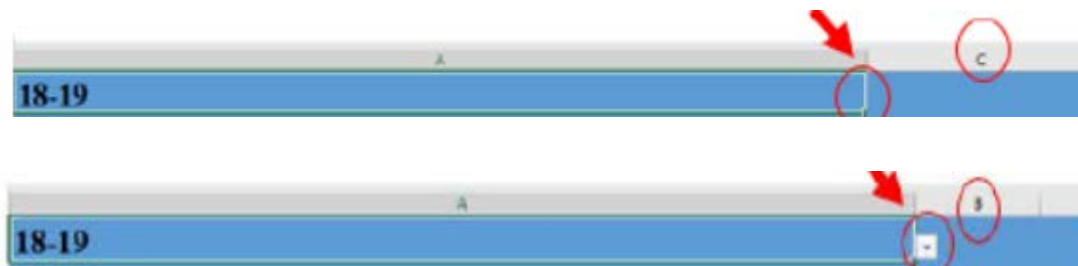
- 1st Pop-up when you open each workbook/worksheet after macro's are enabled will be to make sure you update the Academic Year at the top of the page.



- Cursor should bring you to cell "A1" when you open the workbook
- Choose the current academic year from dropdown box



**** If you don't see the arrow for the dropdown box, make sure you are all the way to the left side of the page, using the left/right scroll arrow so you can see column B**



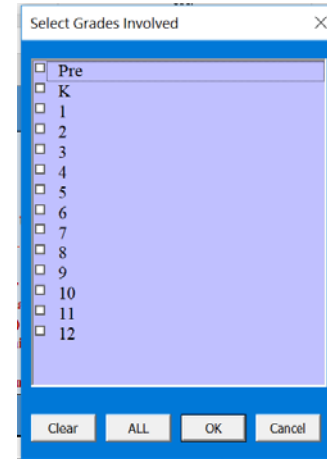


ENTERING THE DATA

*Use the Tab key to navigate through the spreadsheet

- Any schools that are all in one building (e.g., K-8 or K-12) have been separated into Elem (K-5), MS (6-8) & HS (9-12) for data collection purposes. *Please* report the information accordingly as best you can.
- There will be a dropdown box to choose Yes/No to note if the program is **active** in each building and if the program is offered for credit (column K)
- Complete the next few columns as required (**Program name, Leader Name**..etc. using a semi-colon to separate names and emails if more than one)
- Please only enter whole numbers for **# of Peer Support Students, # of Students with ASD in Program** and **# of Non-ASD Students with an IEP in Program**. Do not enter a range like 15-20.

- **Grades Involved** – This should be a pop-up box, click all grades that apply. Then click OK. If you don't get the pop up, tab off the cell and click on it again.



- **Year established** - should be entered as a 4 digit year: 2017 or 2017-2018
- **Last Updated by and Date**- Enter the initials and the date it was updated for each line (school) that you update.
- There is a **Notes** column at the end of each line for making notes to START regarding locked cell corrections or specific program information.
- All data, if entered correctly, should calculate totals at the bottom each worksheet. This information can be entered on the Mid-Year Report that is submitted to START.
- Please reference page 2 of this document for how/where to save and submit the completed form to START at Mid-Year.

If you have any questions or issues with the forms, please contact the START offices autism@gvsu.edu or 616-331-6480