



Drug-Free Communities

Local Problems Require Local Solutions

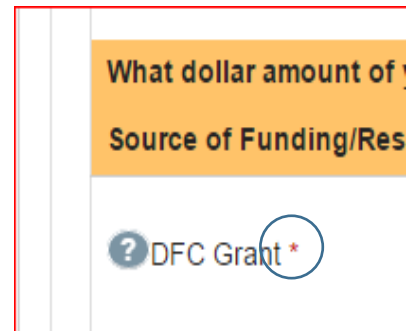
Tip Sheet: Progress Report FAQs

What do I do if my coalition's contact information is incorrect in my Progress Report?

The contact information fields in the beginning of your DFC Me progress report are pre-populated with your coalition's information. In order to make any changes to this information, the DFC National Evaluation Team will need direct approval from your SAMHSA Project Officer (PO) before doing so. Please first contact your Project Officer to make sure that any requested changes have gone through the proper approval channels per the DFC Terms and Conditions. Your PO can notify the DFC National Evaluation Team of the approval via email, and we will be sure to make the changes in the DFC Me system as soon as possible. This new information will automatically populate in your Progress Report.

What are the red asterisks in my Progress Report?

Red asterisks refer to all required fields within the Progress Report. You will not be able to submit your report until all required fields have been properly filled in. If you don't have information to enter into a required field, please input either "N/A" or the number zero (0). For example, in the budget section, you're required to enter a number into all funding source fields with the exception of "Other." If you do not receive all of the funding sources listed, you'll need to type in a zero for those you do not have under "Dollar Amount."



How do I select more than one item in a list within the progress report?

Target Substance(s)	Sector(s) Contributing to This Activity
<div><div>Alcohol</div><div>Tobacco</div><div>Marijuana</div><div>Prescription D</div></div>	<div><div>Parents</div><div>Youth</div><div>Business Community</div><div>Civic/Volunteer Group</div></div>

To select more than one item in any list, please press down the 'Ctrl' key on your keyboard as you click on multiple items. Holding down this key will allow you to select multiple items. NOTE: If you're using a Mac computer, you'll need to hold down the Command key.

Can I view a PDF and/or print my report before it has been submitted?

Yes you can! You can generate a PDF of your report at any time. The "Download PDF" button is located on the **View Draft** tab of your Progress Report and Coalition Classification Tool. The PDF you are able to generate using this button will automatically update every time you save your work. In order to see the most updated PDF after you have entered additional data, please re-download the PDF from the View Draft tab if you had downloaded it previously.

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As always, please reach out to the DFC National Evaluation team if you have any questions about DFC Me or progress reporting requirements at dfc_evaluators@icf.com or (877) 854-0731.