Output/Event Reporting in CATALYST

https://fortress.wa.gov/doh/catalyst

Menu Location: CONTRACT MANAGEMENT – OUTPUTS/EVENTS

Purpose:

- Allows users to view & track their own program outputs/events
- Creates a historical record of program activities with specific details
- Charts progress at accomplishing workplan goals
- Enables users to track time spent on specific activities

Which reports display Output/Event information in CATALYST?

- **Objective-Activity-Output**
  - What are our outputs for a particular objective-activity combination?
- **Actual Activities**
  - What have we achieved with a particular activity?
  - When did we do a particular event?
- **Actual Activities Detail**
  - What was our experience with a particular activity – how many were served, and where?
  - What stories did we have to tell about this particular activity?
- **Planned vs. Actual**
  - How are we doing (high-level) at accomplishing the activities in our workplan?
- **Outputs by Audience**
  - What audience(s) was served by a particular output?
- **Outputs by Subregion**
  - How are our activities geographically distributed in our service area (recorded using school districts boundaries)?
- **Partnership**
  - How much time/value has a particular key partner contributed during a certain time period?
  - How much time/value has been contributed overall to our organization during a certain time period?

Frequently Asked Questions (FAQs):

Q: When reporting Outputs do I use the FIND or NEW button?

A: Using the FIND feature will allow you to locate a previously entered Output in CATALYST and add new information to the Activity Journal. Clicking NEW creates a new output in CATALYST for a particular objective/activity combination (see next page for more information)

Q: How often do I report Outputs in CATALYST?

A: Outputs should be entered by the 10th of each month unless otherwise negotiated with your contract manager.

Q: Who can view my Output/Event information?

A: Users can only view Actual Activities for their own contract. Contract Managers and the Evaluation staff can view all Actual Activities for all contractors.

Using FIND vs. NEW for Output/Event Entry

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Menu Location: CONTRACT MANAGEMENT – OUTPUTS/EVENTS
Find Output/Event screen appears with a **FIND** and **NEW** button

Issue: When reporting on Outputs/Events in CATALYST users have the option of selecting **NEW** to report a new Output/Event or selecting **FIND** to add more details to the Activity Journal of an existing Output/Event report

NEW creates a new Output/Event in CATALYST for a selected Objective/Activity combination. Selecting NEW requires entry of Objective/Activity, Event Details, Audience, Key Partners and Journal information. NEW allows users to report multiple times on the same Objective/Activity combination to capture new event details, audiences, and key partners.

FIND generates an Output/Events list based on the selection criteria. Selecting FIND enables users to add details to the journal of a selected Output/Event. FIND allows users to report on an on-going activity without duplicating audience numbers.

The table below gives a few examples of how to report on particular activities using the **NEW** or **FIND** feature. If you are uncertain how to report a particular Output/Event contact your contract manager for further guidance.

Activity	Select
Advisory boards, coalitions, and classes that have periodic meetings with the same audience	Select **FIND** and add event notes to the Activity Journal
Synar Compliance Checks	Select **NEW** to report on a new group of compliance checks
Newsletter distributed to mailing list	Select **FIND** and add event notes to the Activity Journal
Diversion Program	Select **NEW** if reporting on a new audience group and **FIND** if adding new details to an on-going group

How to Report on Outputs/Events in CATALYST

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Step 1: Login to CATALYST – A successful login will open the message screen
(An unsuccessful login will give you a 'login failed' message in red)

Step 2: From the toolbar at the top of the screen
- Select **CONTRACT MANAGEMENT – OUTPUTS/EVENTS**

Step 3: The **FIND EVENT** screen will appear
- Check to see if the **CONTRACTOR** field is populated with your agency (If not, use the contractor drop down menu to select your agency) &
- Click **NEW** (Clicking **FIND** will find all reported events for your contract)

Step 4: The **OUTPUT** screen will appear
- The header indicates Contractor and Year for the contract
- Select an **OBJECTIVE** from the Objective drop down menu
- Select an **ACTIVITY** to report on from the Activity drop down menu (Planned Activities are indicated with an *. You can also report on Unplanned Activities as needed) and Click **NEXT**

Step 5: Describe the **EVENT DETAILS**
- Select the **EVENT TYPE** from the drop down menu
- Indicate a **LOCATION** for the event (Optional feature)
- Indicate the **START** and **END** date
- Choose a **SERVICE REGION** (In CATALYST Service Regions are defined by School District boundaries) (Optional feature)
- Select a **CONTACT, TYPE** (Preparation, Implementation, Travel), and **HOURS** for the Activity/Event (Optional feature)
- Click **NEXT**

Step 6: Define the **AUDIENCE REACHED** for the event
- If you are reporting on a Planned Activity CATALYST will retrieve the audience categories you planned for in your workplan
- For a Planned Activity indicate the **NUMBER REACHED** in each audience category ("Other" is always an option)
- For Unplanned Activities report the Number Reached under "Other"
- Click **NEXT**

Step 7: Record **KEY PARTNER** support for the event
- Select a **KEY PARTNER** from the drop down menu or type the name of the key partner in the text box
- Select the **CONTRIBUTION TYPE** from the drop down menu
- Indicate the **DATE** of the contribution
- For Cash or Materials indicate a **$ VALUE**
- To report **VOLUNTEER HOURS** specify the # of hours contributed
- Record any **NOTES** you want to remember about this Key Partner
- Click **UPDATE** (Update will add the Key Partner to the bottom of the screen)
- Click **NEW** to add another Key Partner for this event or click **NEXT**

Step 8: The **EVENT JOURNAL** is for you to record details about the event

Step 9: Click **SAVE**