CHILDREN'S SERVICES FUND
OF JACKSON COUNTY

Investing in Children. Strengthening Community.

CSF FLUXX PARTNER PORTAL

TECHNICAL GUIDE



A step-by-step resource to help CSF partners navigate the Fluxx Partner Portal.

Reporting

Core Funding Reporting

For CSF's Core Funding contracts, academic and calendar year, the cadence for reporting is **twice per contract year**. The reports' due dates are as follows:

Contract Start Date	*6 Month Report*	*12 Month Report*
July 1 - Academic	January 15th	July 15th
January 1 - Calendar	July 15th	January 15th

Report Components

The 6-month report includes both demographic and narrative components.

Demographic Components	*Narrative Components*
Number of children served	Assessment of performance and accomplishments
Number of families served	Barriers or challenges encountered
Gender of children served	Alterations to program or project approach and implementation
Race and ethnicity of children served	Staffing changes
Number of children served by postal code	Progress toward outcomes

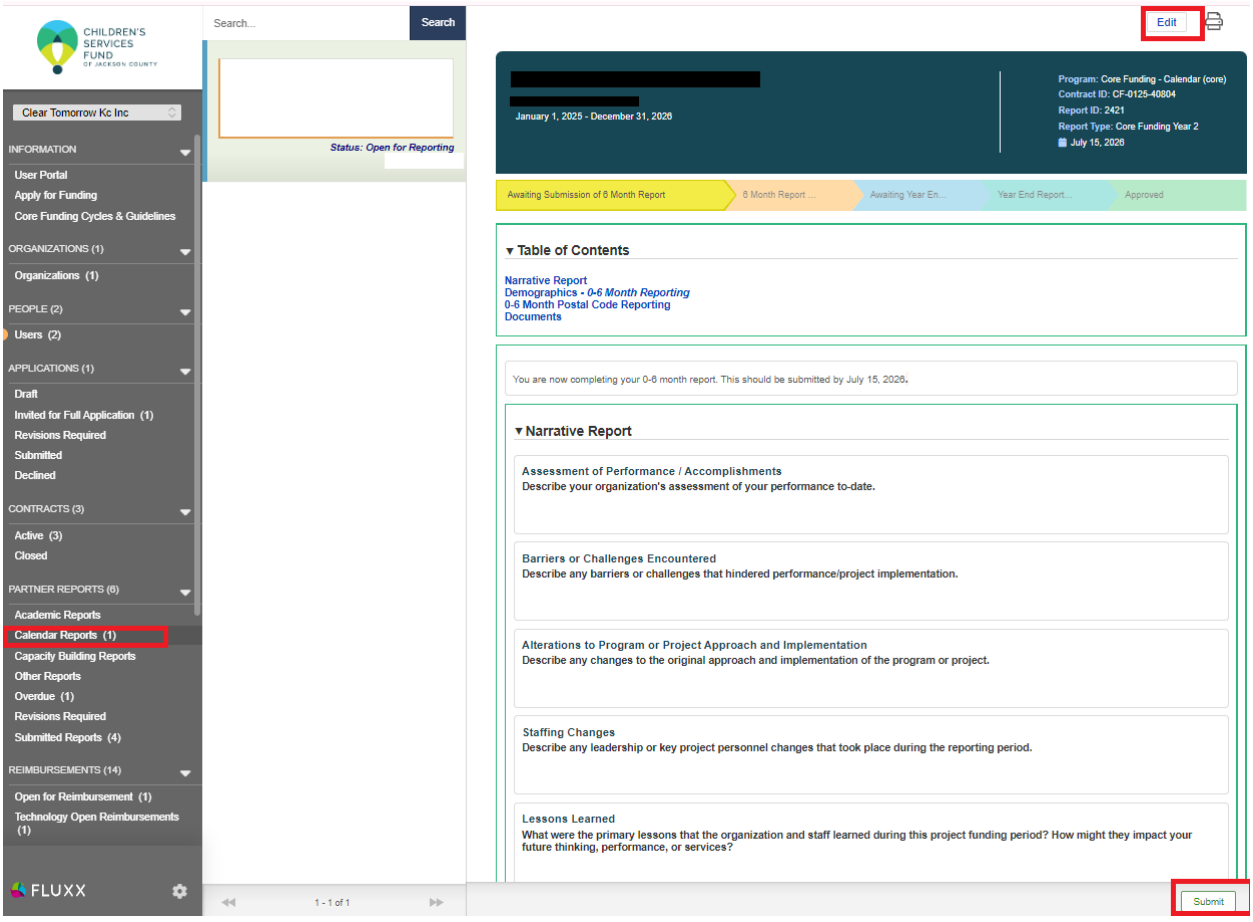
The 12-month report also includes both demographic and narrative components.

Demographic components include a report of the additional number of children and families served since the 6-month report in the same categories listed in the table above.

Narrative components of the 12-month report are the same as the 6-month report, with the inclusion of a question focused on 'lessons learned' during the contract year.

Completing the Core Funding Reports in Fluxx

1. **Log in** to the Partner Portal at Children's Services Fund of Jackson County | Sign in.
2. From the left-hand navigation menu, go to **Partner Reports**.
3. Select **Calendar Reports** / or **Academic Reports** depending on the report you are completing.
4. In the upper right-hand corner, click **Edit**.
5. Complete the narrative component of the report.

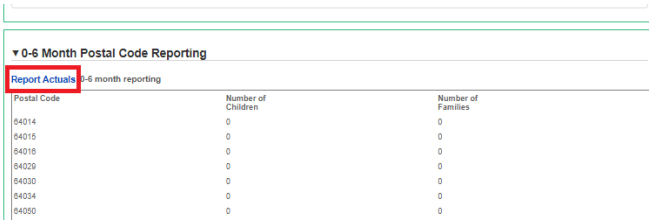


Demographics Reporting

- The total number of children and families reported in the Demographics section **must match the totals reported in the Postal Code Reporting section.**

Postal Code Reporting

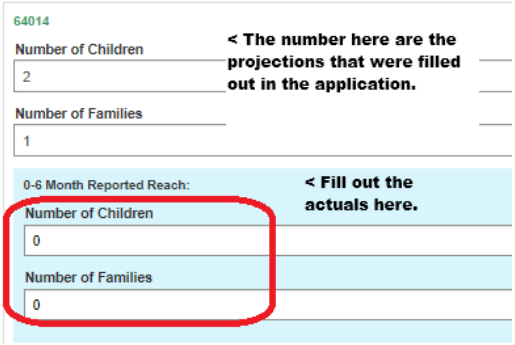
1. Click **Report Actuals**



2. Enter the number of children/families served in each postal code. If you are completing your 0–6-month report, you will be reporting against the anticipated numbers that were entered into the application.

3. If you served children/families in postal codes **not listed in your application,** use the **selection box** to add additional postal codes served.
    - If you did not serve any children/families in a listed postal code, you must enter a **zero**.

4. Once the **Narrative, Demographic,** and **Postal Code Reporting** sections are complete, click **Submit**.



Please note: the demographic number of children and families served MUST match the postal code number of children and families.

If you begin the report but plan to return later to finish it, click **Save and Close** before leaving the form.