

Coach Report

Thank you for being a coach in our program. We appreciate the time and effort that you commit to getting to know your student(s). Sharing the information you've gained from your students via the Coach Report is an important step in our effort to create a system that provides the most benefit to our students and coaches.

The information you provide keeps us updated as to how things are going with your student and if we need to offer any assistance. If a student is not responsive (especially in the beginning of a relationship) we prefer to check-in with the student to see if they have any concerns and/or need any assistance.

The Coach Report is due on the 1st and 15th of every month. An email reminder is sent on or before the 1st and 15th of every month and a grace period is given. We will also send you a friendly reminder email by the 5th and the 20th if we haven't received your report.

We hope these instructions will be helpful to you. If you have questions at any time, please contact us. Typically the report will take you approximately 5 -20 minutes depending on how many students you have. Like anything else, the more you use it, the easier it will become.

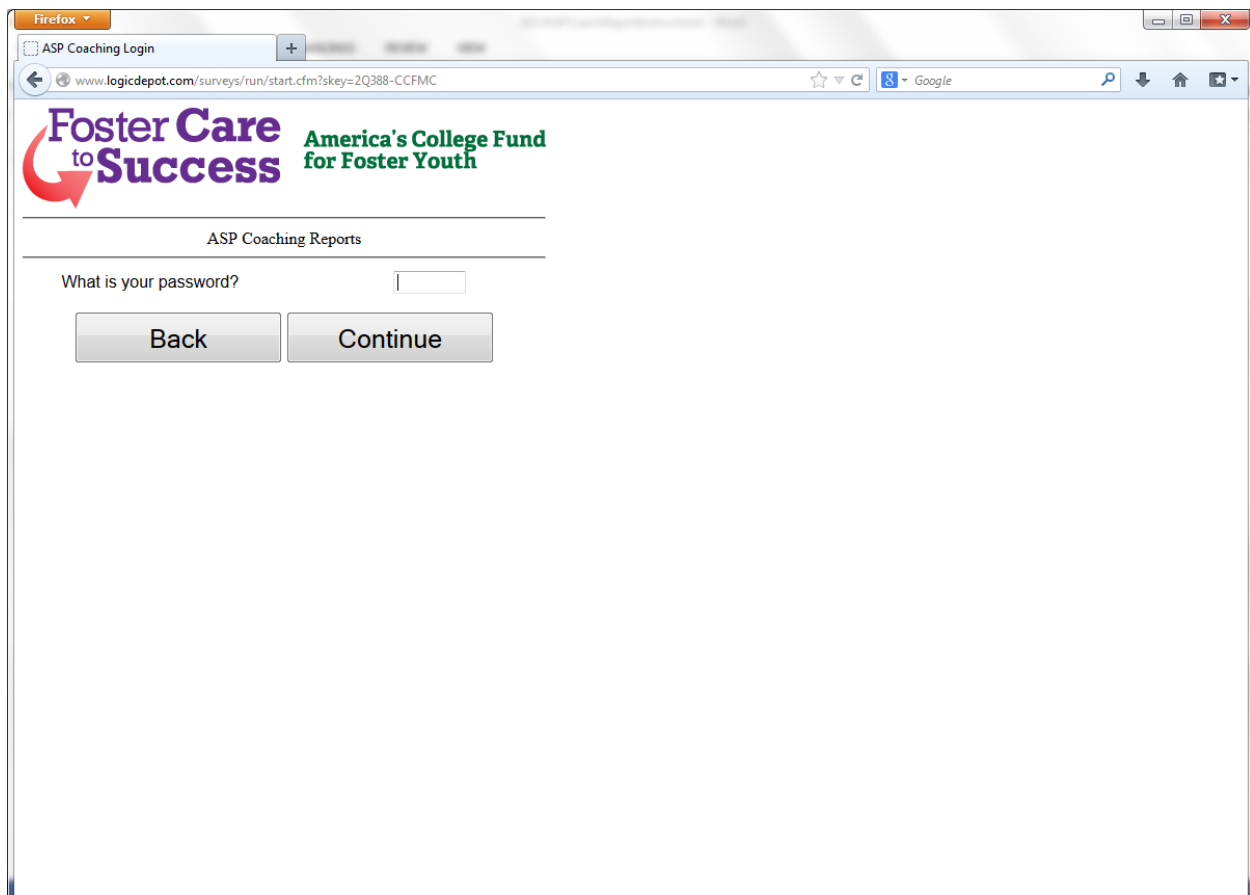
In a separate email, you will receive your password. If at any time you misplace or forget your password, please feel free to contact us at asp@fc2success.org and we will cheerfully resend it to you.

The link to access the bi-monthly coach report is:

<http://learn.ms.fosteru.org/reports/>

To start the report please click on the link above (or copy and paste the link to your browser).

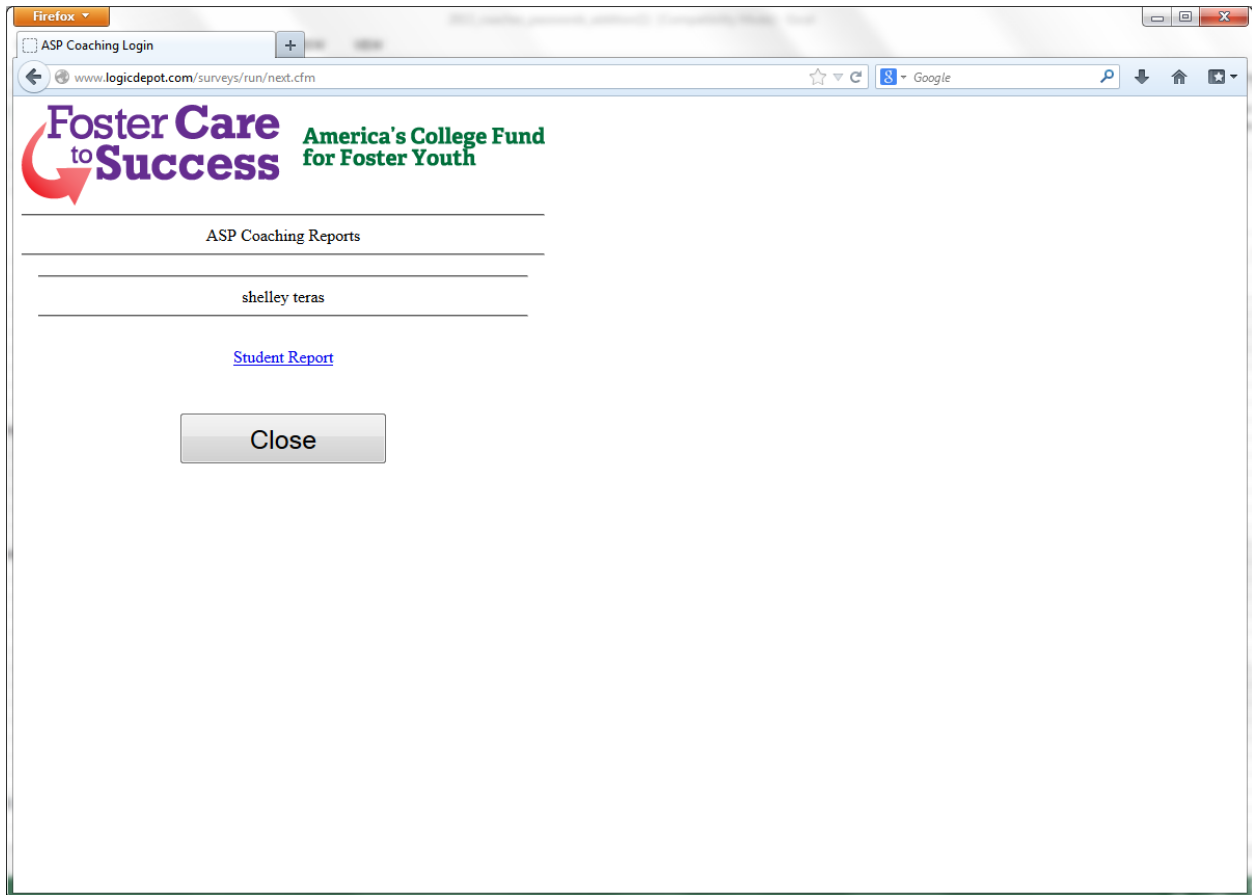
The first screen will ask for your password, once entered, please click 'Continue.'



The screenshot shows a Firefox browser window with the following elements:

- Browser title: ASP Coaching Login
- Address bar: www.logicdepot.com/surveys/run/start.cfm?key=2Q388-CCFMC
- Page header: Foster Care to Success (with a red arrow logo) and America's College Fund for Foster Youth
- Section header: ASP Coaching Reports
- Text prompt: What is your password?
- Input field: A text box for entering the password.
- Buttons: Two buttons labeled "Back" and "Continue".

The screen should display your name and now look like the picture below. Please click on the 'Student Report' link.



Type in your first student's name as seen below in the example of 'Mary Jones' and click 'Continue.' Your name will always remain at the top of the screen.

You'll notice there is now a green bar indicating how many questions you have left to answer.

The screenshot shows a Firefox browser window with two tabs: 'ASP Coaching Login' and 'ASP Coaching Student Report'. The address bar shows the URL: www.logicdepot.com/surveys/run/start.cfm?skey=S82F4-X5XM4&coach_rkey=7ZQ591942F. The page header features the logo for 'Foster Care to Success' and 'America's College Fund for Foster Youth'. Below the header, the text 'ASP Coaching Reports' is displayed. Underneath, it shows 'Coach: shelley teras' and 'Student:'. The main form area contains a question: '1. Student Name: Mary Jones' with a text input field. Below the input field are two buttons: 'Back' and 'Continue'. A green progress bar is visible below the 'Continue' button, indicating the progress of the survey.

You'll notice that your name continues to be displayed and now your first student's name is added.

This next screen shown below is available if you have an urgent concern about your student in which you want to be contacted ASAP by ASP staff. Typically we respond to messages almost immediately or at least within the same day. If your message is received over the weekend, it could take up to 48 hours to receive a response, however, the mailbox is checked during most weekends.

If you do not have an urgent concern, please click 'No', followed by 'Continue'. If you do have an urgent concern, please click 'Yes', followed by 'Continue.'

The screenshot shows a Firefox browser window with two tabs: 'ASP Coaching Login' and 'ASP Coaching Student Report'. The address bar shows the URL 'www.logicdepot.com/surveys/run/next.cfm'. The page header features the logo for 'Foster Care to Success' and 'America's College Fund for Foster Youth'. Below the header, the text 'ASP Coaching Reports' is displayed. Underneath, the user's role is identified as 'Coach: shelley teras' and the student as 'Student: Mary Jones'. The main content area contains a survey question: '2. Would you like to be contacted regarding this student?' with a sub-instruction: 'Please click 'yes' if you have an urgent concern. Otherwise, click 'no''. There are two radio button options: 'Yes' and 'No'. At the bottom of the form, there are two buttons: 'Back' and 'Continue'. A small green progress bar is visible below the 'Continue' button.

If you marked 'Yes' indicating you have an urgent concern and would like to be contacted, the screen will look like the one below. Please briefly describe the concern and indicate how you want to be contacted. If you prefer a phone call, please include the number in which you want us to contact you along with the best time to reach you. If you prefer that we email you, please indicate so. Then click 'Continue.'

Firefox

ASP Coaching Login ASP Coaching Student Report

www.logicdepot.com/surveys/run/next.cfm

Foster Care to Success America's College Fund for Foster Youth

ASP Coaching Reports

Coach: shelley teras
Student: Mary Jones

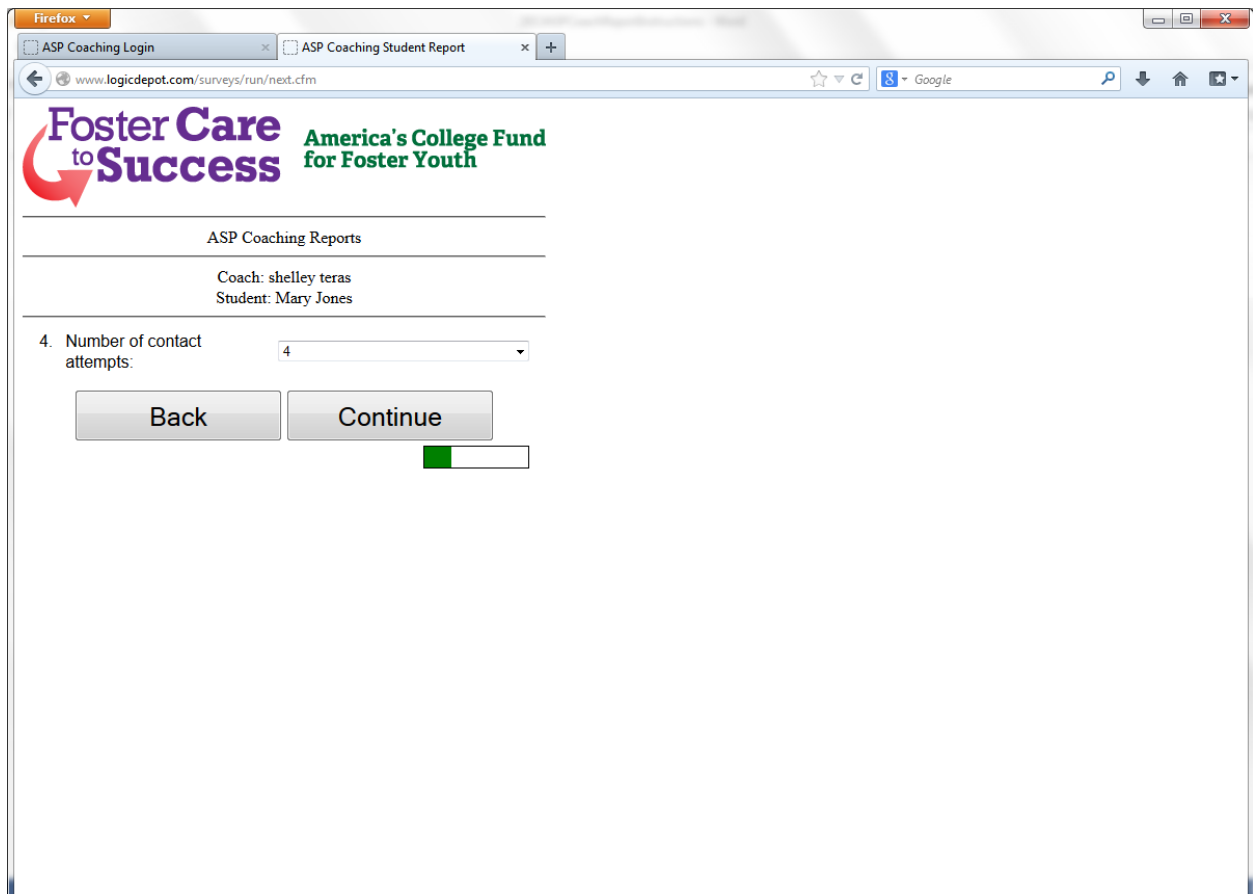
3. What is the best contact method, day and time?

Enter your response below.

Back Continue

■

This next screen asks for the number of contacts you made with this student. Select the correct number from the drop down box. If, for example, you sent 2 emails, 1 text, and left 1 phone message, the total number of contacts made will be 4. Basically, if you reached out to this student in any fashion, whether you received a response or not, please count it as a contact. Then click 'Continue.'



The screenshot shows a Firefox browser window with two tabs: 'ASP Coaching Login' and 'ASP Coaching Student Report'. The address bar displays 'www.logicdepot.com/surveys/run/next.cfm'. The page header features the logos for 'Foster Care to Success' and 'America's College Fund for Foster Youth'. Below the header, the page is titled 'ASP Coaching Reports' and displays the following information:

Coach: shelley teras
Student: Mary Jones

4. Number of contact attempts:

Below the input field are two buttons: 'Back' and 'Continue'. A small green progress indicator is visible below the 'Continue' button.

The next screen asks for the number of successful contacts. By that we mean, how many times you received a response from your student. If this student tried to call you back but could only leave a message that will count as a successful contact. The only time you would choose 'None of my attempts were successful' is when you never heard back from the student at all (No return call, no return email or text). After making your selection from the dropdown box please click 'Continue.'

The screenshot shows a Firefox browser window with two tabs: 'ASP Coaching Login' and 'ASP Coaching Student Report'. The address bar shows the URL 'www.logicdepot.com/surveys/run/next.cfm'. The page header features the 'Foster Care to Success' logo and the text 'America's College Fund for Foster Youth'. Below the header, the page is titled 'ASP Coaching Reports' and displays 'Coach: shelley teras' and 'Student: Mary Jones'. The main content area contains a question: '5. Number of successful contacts:'. To the left of the question is a 'Back' button. To the right is a dropdown menu with the following options: '*Select from List*', '1', '2', '3', '4', '5+', and 'None of my attempts were successful.' The dropdown menu is currently open, showing the first two options highlighted.

Please complete the frequency for each method of communication. Each category of communication is mandatory so you must select a frequency for each type of communication (for example, if you typically call this student click on 'Most Used', if you did not text your student this reporting period click on 'Not Used At All'). Then click 'Continue.'

The screenshot shows a web browser window with the following details:

- Browser tabs: Reports, Survey, ASP Coaching Student Report
- Address bar: www.logicdepot.com/surveys/Run/next.cfm
- Logo: Foster Care to Success America's College Fund for Foster Youth
- Section: ASP Coaching Reports
- Coach: shelley teras
- Student: Mary Jones
- Question 5: How did you most often communicate with your student?
- Instruction: Select an option for each item below.
- Table with 2 columns: Most Used, Not Used At All
- Table rows: Telephone, Text message, US Postal Mail, Facebook, Email, Skype
- Buttons: Back, Continue, Next
- Progress indicator: A green bar at the bottom of the form.

	Most Used	Not Used At All
Telephone	<input type="radio"/>	<input type="radio"/>
Text message	<input type="radio"/>	<input type="radio"/>
US Postal Mail	<input type="radio"/>	<input type="radio"/>
Facebook	<input type="radio"/>	<input type="radio"/>
Email	<input type="radio"/>	<input type="radio"/>
Skype	<input type="radio"/>	<input type="radio"/>

Please complete this grid below as well indicating your main topic of conversation. Again, every topic of conversation must be addressed (nothing can be skipped – which we know is an annoyance -sorry!), then click ‘Continue.’

File Edit View History Bookmarks Tools Help

Reports x Survey x ASP Coaching Student Report x +

www.logicdepot.com/surveys/Run/next.cfm

Foster Care to Success America's College Fund for Foster Youth

ASP Coaching Reports

Coach: shellee teras
Student: Mary Jones

6. What were your main topics of conversation?
Select an option for each item below.

	Most discussed	Not discussed
Update on school - things are going well	<input type="radio"/>	<input type="radio"/>
Update on school - difficulties with one or more classes.	<input type="radio"/>	<input type="radio"/>
Protracted discussions regarding one class.	<input type="radio"/>	<input type="radio"/>
Financial issues	<input type="radio"/>	<input type="radio"/>
Work issues	<input type="radio"/>	<input type="radio"/>
Health issues	<input type="radio"/>	<input type="radio"/>
Personal/social issues	<input type="radio"/>	<input type="radio"/>

Back Continue Next

Please answer the question below and click 'Continue.' Either answer is fine. 😊

The screenshot shows a Firefox browser window with two tabs: "ASP Coaching Login" and "ASP Coaching Student Report". The address bar displays "www.logicdepot.com/surveys/run/next.cfm". The page header features the logo for "Foster Care to Success" and "America's College Fund for Foster Youth". Below the header, the text "ASP Coaching Reports" is displayed. Further down, the coach's name "Coach: shelley teras" and the student's name "Student: Mary Jones" are listed. The main content area contains question 8: "Did the student initiate any contacts with you?". Below the question is the instruction "Select the option below that best matches your response." and two radio button options: "Yes" and "No". At the bottom of the form are two buttons: "Back" and "Continue". A small green progress bar is visible below the "Continue" button.

ASP Coaching Login x ASP Coaching Student Report x +

www.logicdepot.com/surveys/run/next.cfm

Foster Care to Success America's College Fund for Foster Youth

ASP Coaching Reports

Coach: shelley teras
Student: Mary Jones

8. Did the student initiate any contacts with you?

Select the option below that best matches your response.

Yes
 No

Back Continue

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This question is an opportunity to go into more detail, if you wish, about how your student is doing, how your relationship with the student is going, any concerns you may have, etc. Please share as little or as much as you'd like (although we appreciate greatly a detailed response 😊). As always, please click 'Continue.' We're almost at the end! 😊

Firefox

ASP Coaching Login ASP Coaching Student Report

www.logicdepot.com/surveys/run/next.cfm

Foster Care to Success America's College Fund for Foster Youth

ASP Coaching Reports

Coach: shelley teras
Student: Mary Jones

9. Please summarize your recent communication with this student:

Enter your response below.

Back Continue

Progress bar: 100% complete

Please indicate if you think the conversation was beneficial or not and click 'Continue.' This is a purely subjective question.

File Edit View History Bookmarks Tools Help

Mail - asp@fc2success.org x FC2S x Reports x Survey x ASP Coaching Student Report x +

www.logicdepot.com/surveys/Run/next.cfm Search

Foster Care to Success America's College Fund for Foster Youth

ASP Coaching Reports

Coach: shelley teras
Student: Mary Jones

9. Do you feel the conversation was beneficial to the student?
Select the option below that best matches your response.

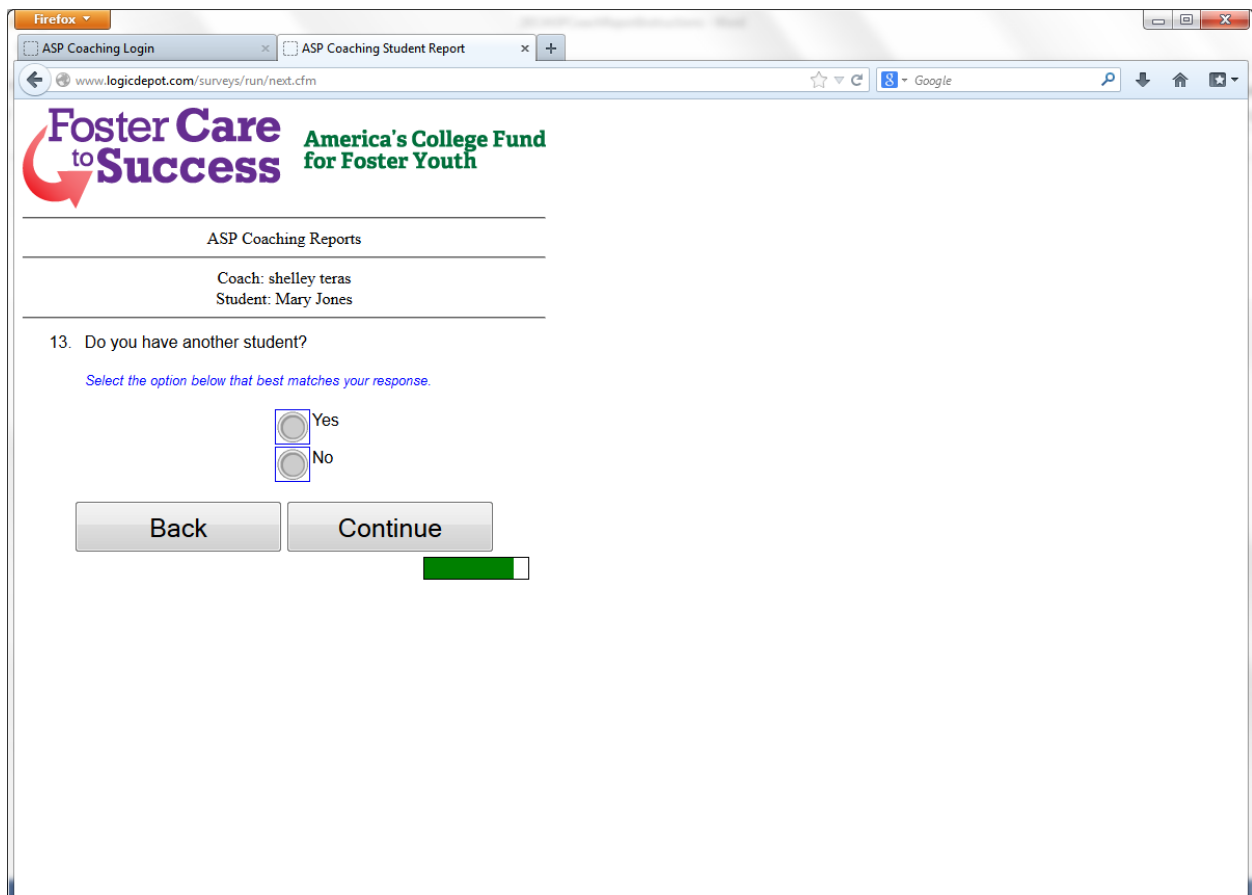
Yes
 No
 I don't know/not sure

Back Continue Next

Below is one last opportunity to share any other information that you wish. If you don't have anything to add, please click on 'Continue.'

The screenshot shows a Firefox browser window with two tabs: 'ASP Coaching Login' and 'ASP Coaching Student Report'. The address bar shows the URL 'www.logicdepot.com/surveys/run/next.cfm'. The page content includes the 'Foster Care to Success' logo and the text 'America's College Fund for Foster Youth'. Below this is a section titled 'ASP Coaching Reports' with the following details: 'Coach: shelley teras' and 'Student: Mary Jones'. A question is displayed: '12. Please share any additional information about the program you would like us to know:'. A note below the question states: 'A response to this question is not required. If you don't have anything additional to share with us, please click continue.' There is a large empty text input field for the response. At the bottom of the form are two buttons: 'Back' and 'Continue'. A small green progress bar is partially visible below the 'Continue' button.

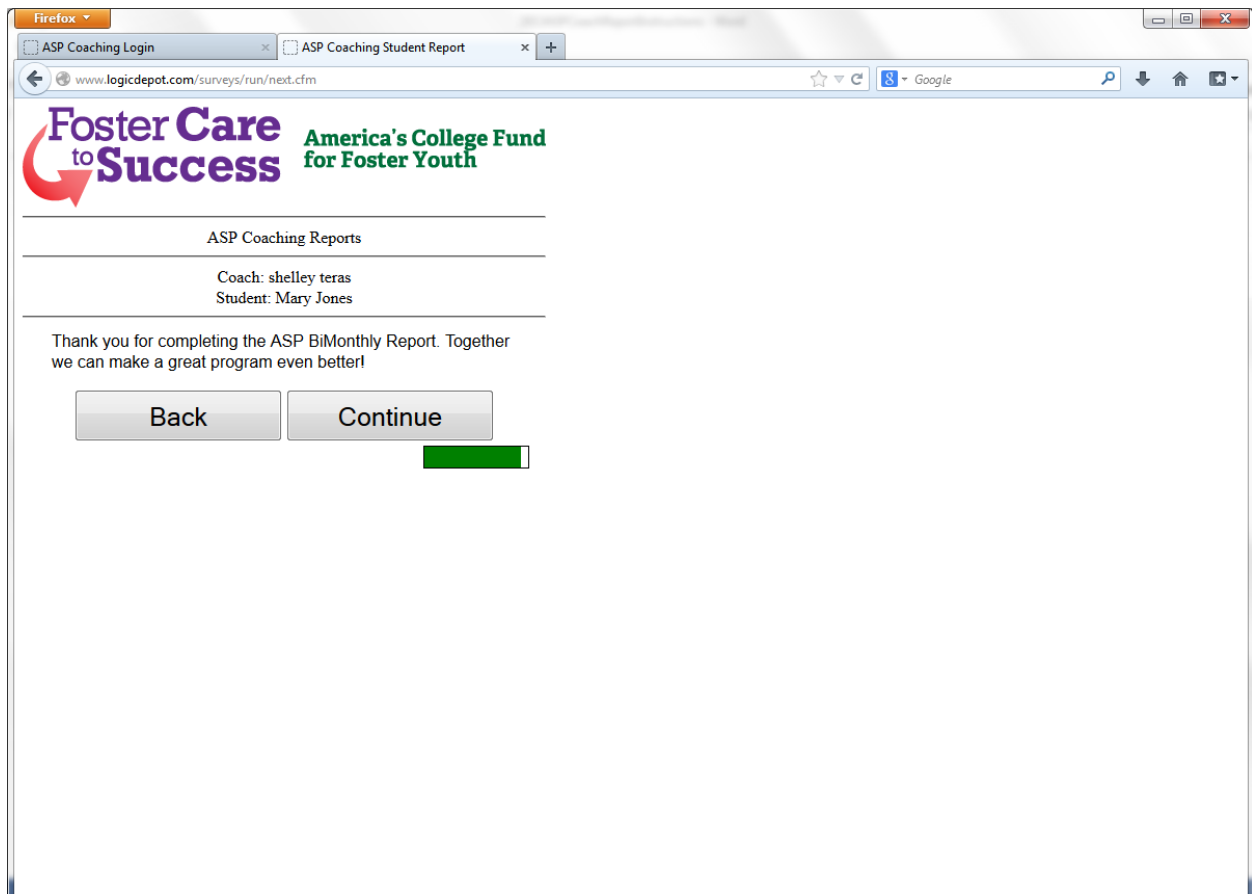
This next question is self-explanatory; please make the appropriate response and click 'Continue.' If you click 'Yes' the system will bring you back to the screen which asks for the (second) student's name. All the same questions will be asked for the second (and all subsequent students) as for the first. Please continue with this process until you have completed a report for each of your students. As always, please click 'Continue.'



The screenshot shows a Firefox browser window with two tabs: "ASP Coaching Login" and "ASP Coaching Student Report". The address bar displays "www.logicdepot.com/surveys/run/next.cfm". The page header features the logo for "Foster Care to Success" and "America's College Fund for Foster Youth". Below the header, the page is titled "ASP Coaching Reports" and shows the current user as "Coach: shelley teras" and "Student: Mary Jones". The main content area contains question 13: "Do you have another student?". Below the question is a sub-instruction: "Select the option below that best matches your response." There are two radio button options: "Yes" and "No". At the bottom of the form are two buttons: "Back" and "Continue". A small green progress bar is visible below the "Continue" button.

Please click on the 'Continue' button so your report will be received and you will see the screen below. If you don't click on 'Continue,' the information will be lost. Once you click on 'Continue,' you will be sent to the Foster Care to Success website. Please peruse the website or exit out of it, as you wish.

You will receive an email confirmation in your inbox confirming that we have your report.



Thank you for
completing the coach
report twice a month!
Please let us know if
you have any
questions.