

Youth Advisory Committee (YAC) Meetings Webinar

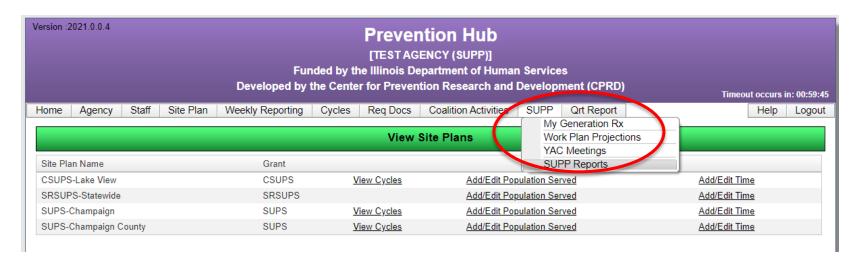




Guidelines for Reporting YAC Meetings

The goal of reporting YAC Meetings in the Prevention Hub is to provide IDHS with information about YAC youth members and the implementation of YAC meetings.

NOTE: The YAC Meeting screen under the SUPP tab is for reporting specific information about each YAC meeting that your agency implements and does NOT replace the reporting of time and population served for Youth Advisory Committee under the Weekly Reporting tab.



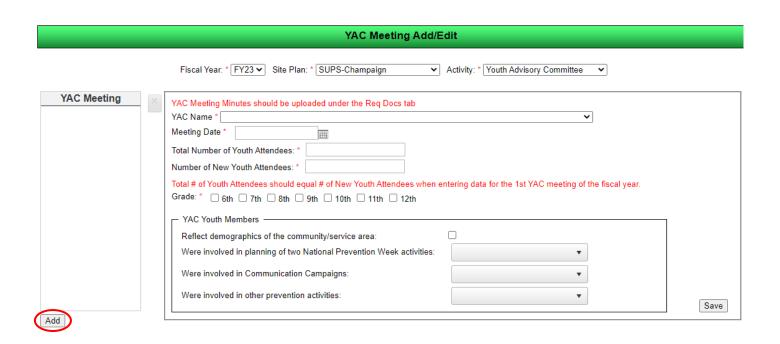




Adding a YAC Meeting

To add a YAC meeting:

- Select a site plan and fiscal year
- Click the Add button
- Complete the required fields identified by *



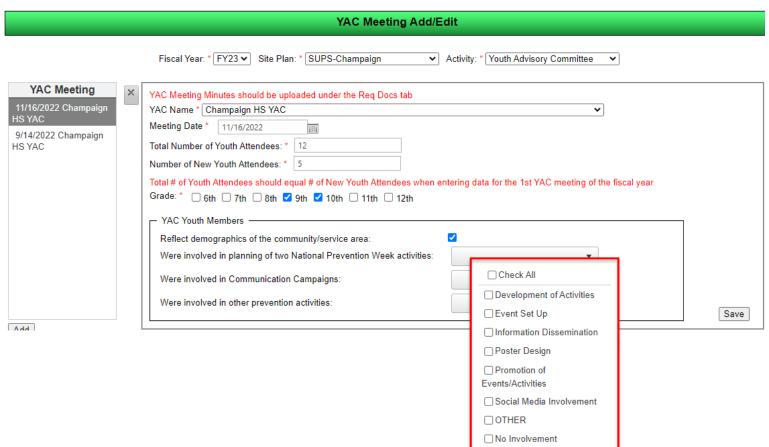




Adding a YAC Meeting (continued)

Complete information in the YAC Youth Members box:

- Reflect demographics of the community/service area
- Were involved in planning of two National Prevention Week activities



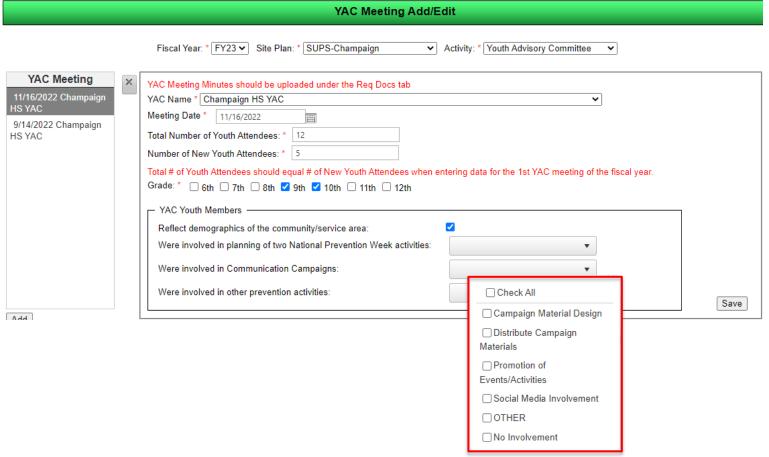




Adding a YAC Meeting (continued)

Complete information in the YAC Youth Members box

Were involved in Communication Campaigns



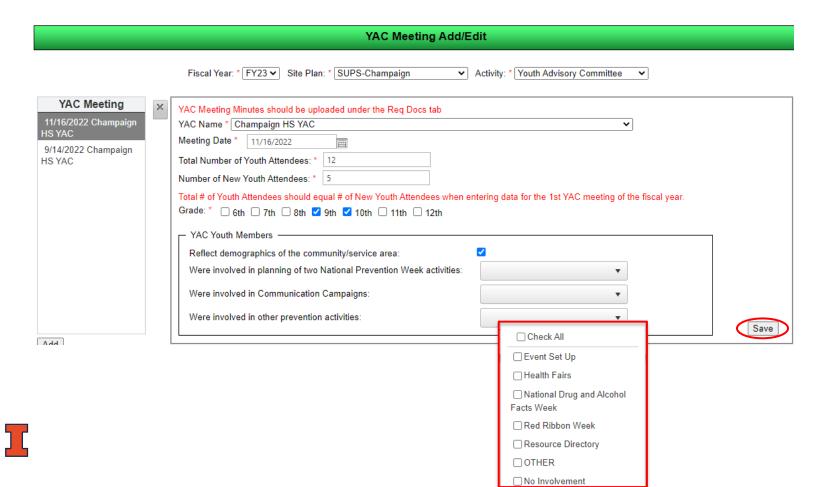




Adding a YAC Meeting (continued)

Complete information in the YAC Youth Members box

Were involved in other prevention activities





Question #1

Are agencies still required to upload YAC meeting minutes under the Req Docs tab?

a) YES

b) NO



Question #1 [answer]

Are agencies still required to upload YAC meeting minutes under the Req Docs tab?

a) YES

b) NO





Question #2

For the first YAC meeting of each fiscal year, the **Total Number of Youth Attendees** should **equal** the **Total Number of New Youth Attendees**.

a) True

b) False



Question #2 [answer]

For the first YAC meeting of each fiscal year, the **Total Number of Youth Attendees** should **equal** the **Total Number of New Youth Attendees**.

a) True

b) False

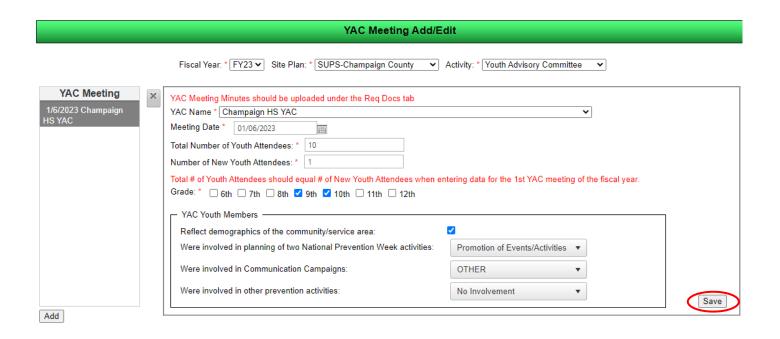




Editing a YAC Meeting

To edit a YAC meeting:

- Click on the YAC meeting name in the YAC Meeting box
- Edit any of the meeting information displayed.
- Click the Save button to save your changes.





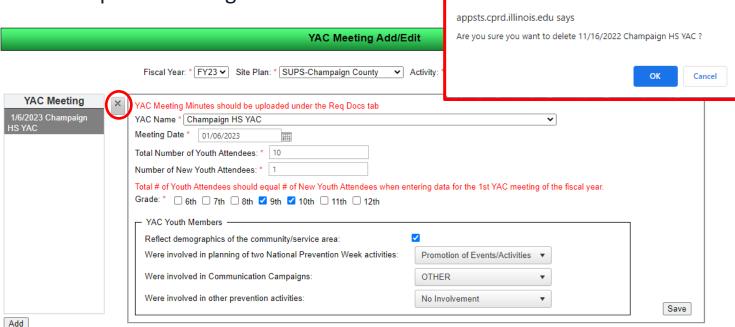


Deleting a YAC Meeting

To delete a YAC meeting:

- select the name of the YAC meeting you want to delete in the YAC
 Meeting box
- Click the delete button (x)

 Pop up message - Click OK to delete the meeting or click Cancel to keep the meeting.







Question #3

Agencies cannot delete YAC meetings from the Hub.

a) True

b) False



Question #3 [answer]

Agencies cannot delete YAC meetings from the Hub.

a) True

b) False

YAC meetings CAN be deleted by selecting the meeting, clicking the delete button X, and selecting OK from the pop-up message.



Question #4

Does the reporting of YAC Meetings replace the reporting of time and population served for Youth Advisory Committee under the Weekly Reporting tab?

a) YES

b) NO



Question #4 [answer]

Does the reporting of YAC Meetings replace the reporting of time and population served for Youth Advisory Committee under the Weekly Reporting tab?

a) YES

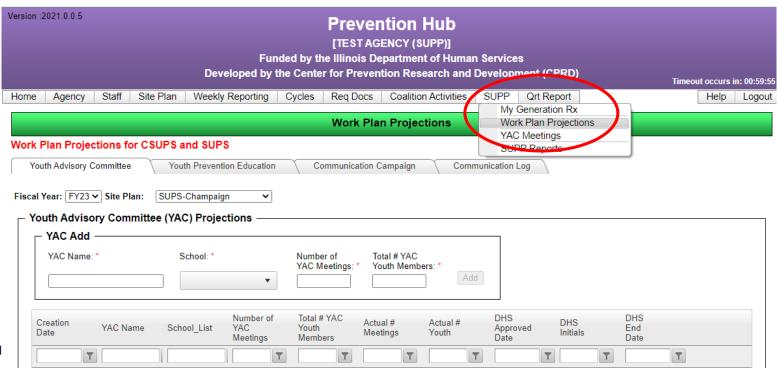
b) NO





Calculating Actual # Meetings and Actual # Youth

 Calculate the number of meetings and new youth attendees that have been reported for a YAC using the Work Plan Projections YAC tab.

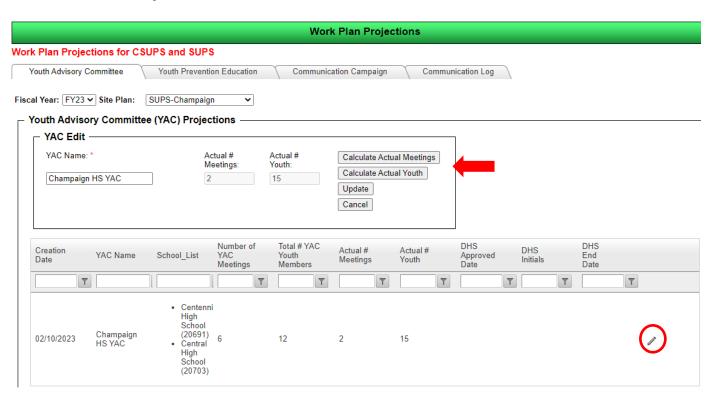






Calculating Actual # Meetings and Actual # Youth (continued)

- Click on the edit symbol (//)
- Click the Calculate Actual Meetings button to calculate the number of meetings.
- Click the Calculate Actual Youth button.
- Click the **Update** button.







LIVE DEMONSTRATION







Updated IDHS Reporting Requirements







IDHS Requirements for Reporting YAC Meetings in FY23

- Report all YAC meetings that were implemented during FY23 by 07/31/23
- On Work Plan Projections YAC screen, calculate the Actual # Meetings and Actual # Youth by 07/31/23





IDHS Requirements for Reporting YAC Meetings in the Future

- Report Quarterly
 - All YAC meetings that were implemented by the quarterly reporting due date
 - Calculate the Actual # Meetings and Actual #
 Youth on the Work Plan Projections YAC tab by the
 quarterly reporting due date



QUESTIONS ???

CPRD will be creating a question & answer document to this webinar. Email questions related to this webinar to Sherri Rudicil solin2@Illinois.edu by close-of-business Friday, May 26, 2023





Prevention Hub

If you have questions about the **Prevention Hub**, contact

- •Sherri Rudicil (solin2@illinois.edu, 217-300-6457)
 - •Jo Pauly (jopauly@illinois.edu, 217-265-8301)

