



# CSBG Performance Management Website

## Navigation Guide

*CSBG Quick Facts- Single-State Reports*

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## Navigating to CSBG Quick Facts

1. Go to the [CSBG Performance Management](#) website and select **Login** in the top right corner.

U.S. Department of Health & Human Services Administration for Children & Families

ADMINISTRATION FOR  
**CHILDREN & FAMILIES**  
Office of Community Services  
CSBG Performance Management

ABOUT CSBG DATA WAREHOUSE RESOURCES IMPORTANT LINKS HELP

### WELCOME TO THE CSBG PERFORMANCE MANAGEMENT WEBSITE

This federal website provides information, resources, and a comprehensive Data Warehouse for Community Services Block Grant (CSBG) grant recipients, CSBG-eligible entities, policymakers, and the public to access performance management information and performance measurement data for CSBG. The Performance Management website will help the CSBG Network increase accountability and achieve results through the understanding and use of data.

2. Fill out your login information.

## Log in

[Log in](#) [Reset your password](#) [Request account](#)

Username \*

Password \*

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[Log in](#)

3. Select **Data Warehouse** in the navigation tab.

ADMINISTRATION FOR  
**CHILDREN & FAMILIES**  
Office of Community Services

CSBG Performance Management

ABOUT CSBG **DATA WAREHOUSE** RESOURCES IMPORTANT LINKS HELP

## Data Warehouse

The CSBG Data Warehouse allows users to access national, state, and entity-level performance data by fiscal year to build reports, tables, and charts. Users can access data through two different options: the CSBG Quick Facts tool and the Advanced Data & Analytics tool. Click an option below to start your analysis.

Generate overview reports on a single topic of interest with step-by-step guidance.

CSBG Quick Facts

Generate custom reports using available performance data.

Advanced Data & Analytics

**NOTE:** In order to use this tool you must be signed into a CSBG Performance Management Website account. [Click here](#) to log in. If you do not have a CSBG Performance Management Website account but think that you should, please [click here](#) to request an account.

4. Once in the Data Warehouse, select the **CSBG Quick Facts** icon.

## Data Warehouse

The CSBG Data Warehouse allows users to access national, state, and entity-level performance data by fiscal year to build reports, tables, and charts. Users can access data through two different options: the CSBG Quick Facts tool and the Advanced Data & Analytics tool. Click an option below to start your analysis.

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CSBG Quick Facts

Generate custom reports using available performance data.

Advanced Data & Analytics

5. CSBG Quick Facts allows you to generate two types of reports: **Single-State Reports** and **National Comparison Reports**. Single-State Reports allow you to look at one state's data. National Comparison Reports allow you to look at one state's data compared to national data. This guide provides instructions on how to create a single-state report in the following section.

## Data Warehouse

### Quick Facts

Single State Reports

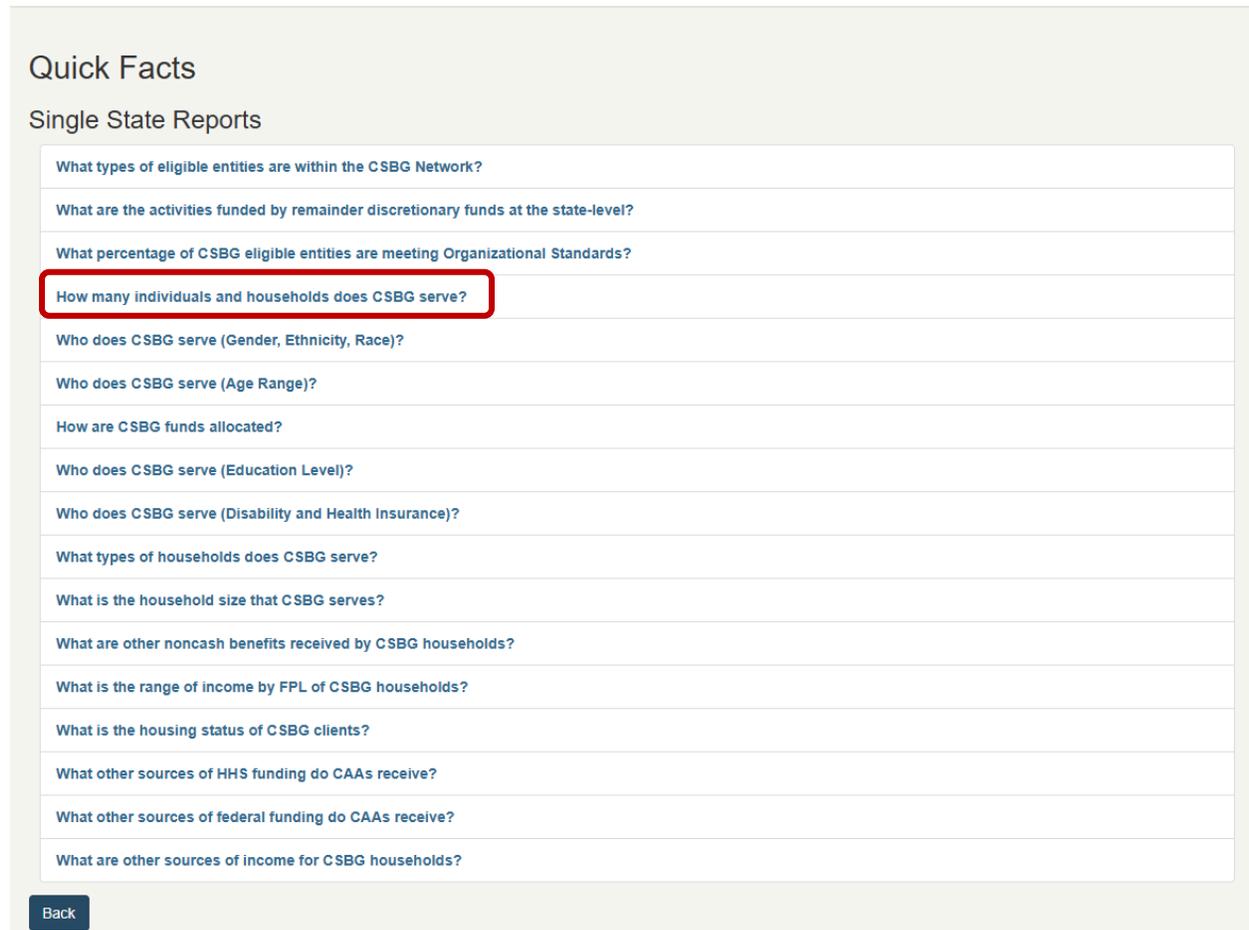
National Comparison Reports

# Generating a CSBG Quick Facts Single-State Report

1. Once you are in the CSBG Quick Facts section, select **Single-State Reports**.



2. The Data Warehouse currently has 17 single-state reports available. For this example, we will generate a report about how many individuals and households CSBG serves. To generate this report, select the question, **“How many individuals and households does CSBG serve?”**



- On the state selection screen, **select your state**. We selected Utah for this example. Then, select “**Next**.”

Data Warehouse

Quick Facts

Choose the state

<input checked="" type="radio"/> Utah
<input type="radio"/> Virginia
<input type="radio"/> Vermont
<input type="radio"/> Washington
<input type="radio"/> Wisconsin
<input type="radio"/> West Virginia

Back Next

- On the year selection screen, **select your year(s) of interest**. For this example, we selected 2022. Then, select “**Next**.”

Data Warehouse

Quick Facts

Choose the year

<input type="checkbox"/> 2018
<input type="checkbox"/> 2019
<input type="checkbox"/> 2020
<input type="checkbox"/> 2021
<input checked="" type="checkbox"/> 2022
<input type="checkbox"/> 2023

Back Next

**Results:** The report that is generated is a bar graph of the number of individuals and households served in Utah in FY 2022. We can select “**Customize report**” or “**Return to CSBG quick facts**” at the top left of our screen to customize the report we created or generate a new Quick Facts report, respectively. We can also download the data table as a CSV using the “**Download CSV**” button or export the graph we generated using the three bars at the top right corner of the screen.

