



# CSBG Performance Management Website

## Navigation Guide

*Generating Eligible-Entity Level Data*

### Contents

Navigating to Advanced Data & Analytics .....	1
Generating Eligible-Entity Level Data .....	3
Combining Eligible-Entity and Statewide Data .....	7

# Navigating to Advanced Data & Analytics

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](#)

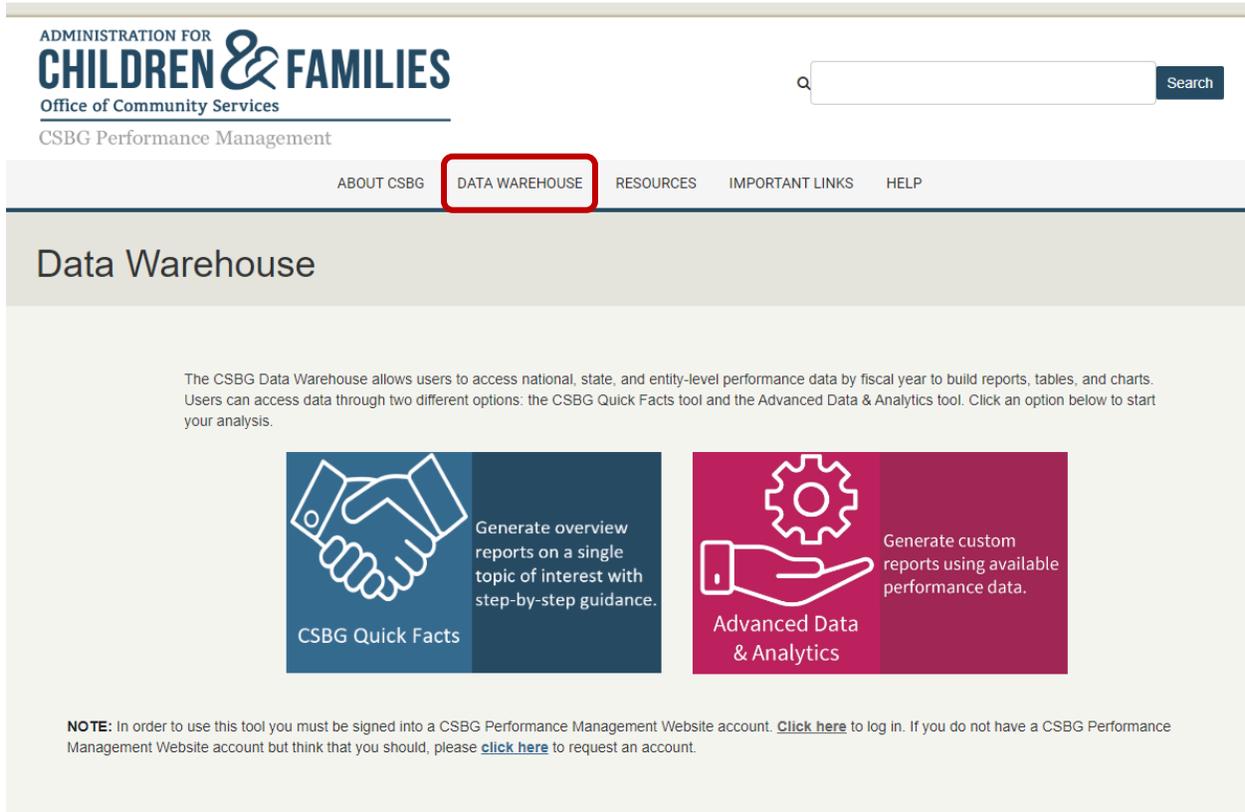
Username \*

Password \*

*This warning banner provides privacy and security notices consistent with applicable federal laws, Executive Orders, directives, policies, regulations, standards and other federal guidance. You are accessing a U.S. Government information system, which includes: (1) this computer, (2) this computer network, (3) all computers connected to this network, and (4) all devices and storage media attached to this network or to a computer on this network. This information system is provided for U.S. Government-authorized use only. Information system usage may be monitored, recorded, and subject to audit. Unauthorized use of the information system is prohibited and subject to criminal and civil penalties. Use of this information system indicates consent to monitoring and recording.*

[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

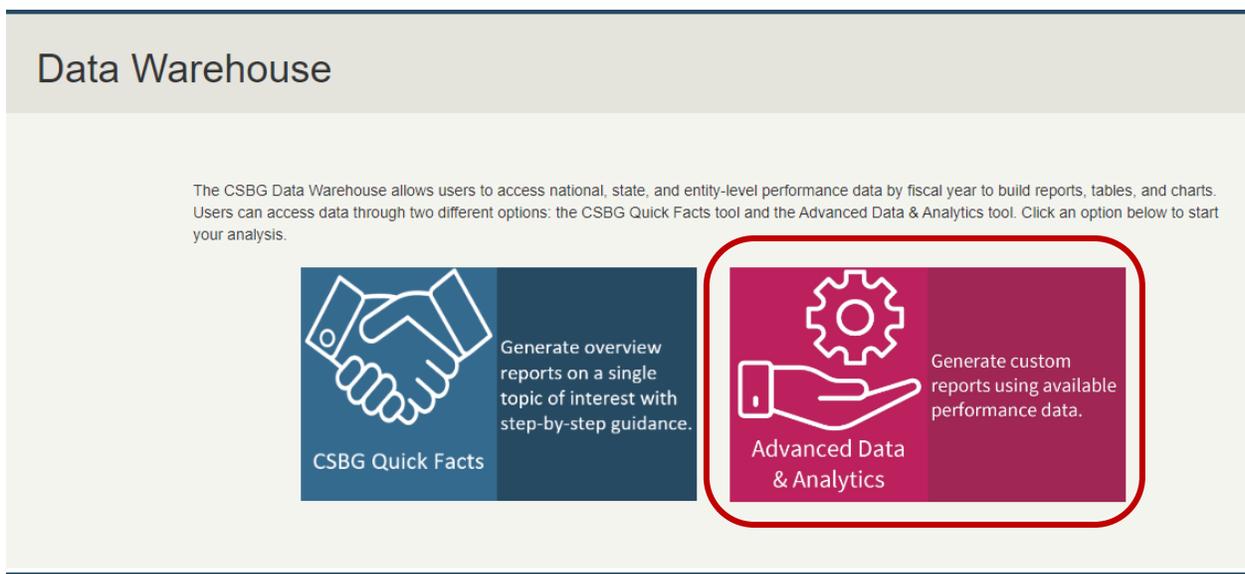


Generate custom reports using available performance data.

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.

3. Once in the Data Warehouse, select the **Advanced Data & Analytics** icon. Advanced Data & Analytics allows you to generate custom reports using available performance data. This guide provides instructions on how to create a report using eligible-entity data in Advanced Data & Analytics.



## 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

## Generating Eligible-Entity Level Data

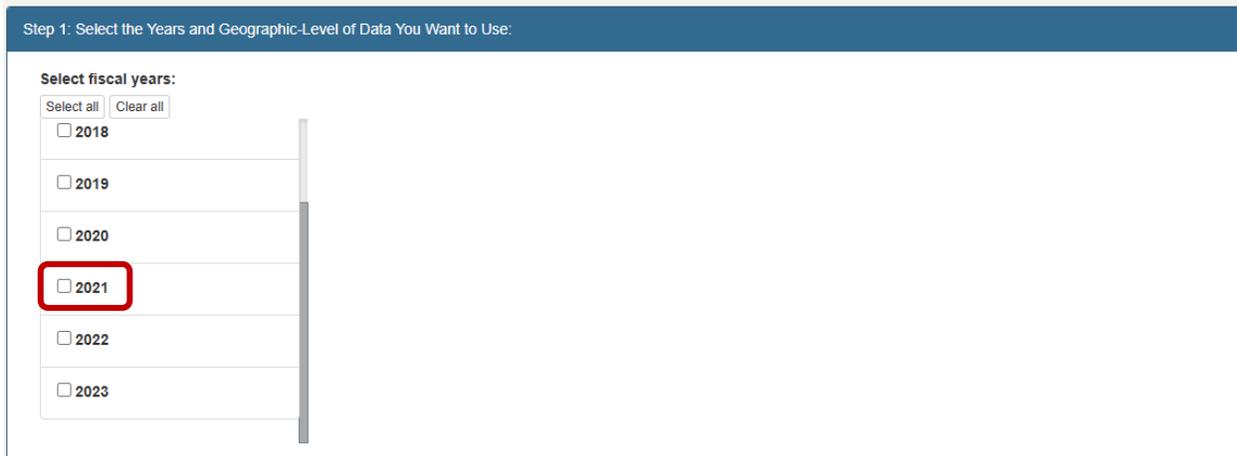
1. Once you are in Advanced Data & Analytics, first select your **fiscal year(s) of interest**. For this example, we will select 2021.

Step 1: Select the Years and Geographic-Level of Data You Want to Use:

Select fiscal years:

Select all Clear all

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



2. After selecting your fiscal year of interest, the **geographic level of data** selection field will appear. Here, we will select **Local Data (Eligible Entity)**.

Step 1: Select the Years and Geographic-Level of Data You Want to Use:

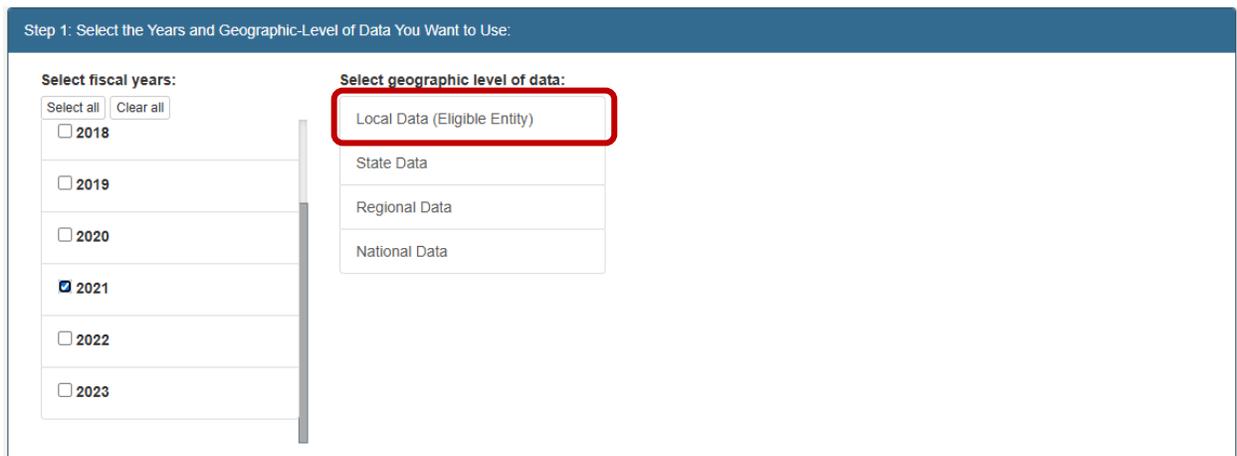
Select fiscal years:

Select all Clear all

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

Select geographic level of data:

<input checked="" type="checkbox"/> Local Data (Eligible Entity)
<input type="checkbox"/> State Data
<input type="checkbox"/> Regional Data
<input type="checkbox"/> National Data



- After selecting a geographic level of data, we will see a selection field called **select state**. Here, we will select our state(s) of interest. For this example, we will select Arkansas.

Step 1: Select the Years and Geographic-Level of Data You Want to Use:

Select fiscal years:	Select geographic level of data:	Select by eligible entity:
Select all   Clear all <input type="checkbox"/> 2016 <input type="checkbox"/> 2017 <input type="checkbox"/> 2018 <input type="checkbox"/> 2019 <input type="checkbox"/> 2020 <input checked="" type="checkbox"/> 2021	<input checked="" type="checkbox"/> Eligible Entity Data State Data Regional Data National Data	Select all   Clear all <input type="checkbox"/> Alaska <input type="checkbox"/> Alabama <input checked="" type="checkbox"/> Arkansas <input type="checkbox"/> American Samoa <input type="checkbox"/> Arizona <input type="checkbox"/> California

- After selecting “eligible entity data” in Step 1, the data fields available to select in Step 2 will only contain eligible-entity level data.

Step 2: Select the data fields you want to use:

Select the topic area:	Select the sub-topic:	Select a data field:
Eligible Entity Expenditures, Capacity, and Resources (Module 2) - Eligible Entity		
Individual and Family National Performance Indicators (FNPIs) (Module 4) - Eligible Entity		
Individual and Family Services (SRV) (Module 4) - Eligible Entity		
All Characteristics Report (Module 4) - Eligible Entity		

5. In Step 2, select your **topic area**, **sub-topic**, and **data field(s)** of interest. For this example, we will select “Eligible Entity Expenditures, Capacity, and Resources (Module 2) – Eligible Entity” as our topic area, “Expenditures” as our sub-topic, and “CSBG Expenditure Domains (By Entity)” as our data field.

Step 2: Select the data fields you want to use:

Select the topic area:	Select the sub-topic:	Select a data field:
<input checked="" type="radio"/> Eligible Entity Expenditures, Capacity, and Resources (Module 2) - Eligible Entity	<input checked="" type="radio"/> Expenditures	<input checked="" type="checkbox"/> CSBG Expenditure Domains (By Entity)
<input type="radio"/> Individual and Family National Performance Indicators (FNPIs) (Module 4) - Eligible Entity	<input type="radio"/> Capacity Building	<input type="checkbox"/> Administration (By Entity)
<input type="radio"/> Individual and Family Services (SRV) (Module 4) - Eligible Entity	<input type="radio"/> Allocated Resources	<input type="checkbox"/> Agency Capacity Building Activities (By Entity)
<input type="radio"/> All Characteristics Report (Module 4) - Eligible Entity		<input type="checkbox"/> General Comments (By Entity)

6. We do not need to make any changes to Step 3. In Step 4, select **Data table only**. Then, select **Create Data Report**.

Step 4: Build and customize your report:

Select how to display your data (?):	Add a title, subtitle and description:
<input checked="" type="radio"/> Data table only	Clear
<input type="radio"/> Line graph	<input type="text" value="Title"/>
<input type="radio"/> Bar graph	<input type="text" value="SubTitle"/>
	<input type="text" value="Description"/>

**Results:** The report that is generated is a data table of the CSBG expenditure domains by eligible entity. We can select “**Customize report**” at the top left of our screen to customize the report we created. We can also download the data table as a CSV using the “**Download CSV**” button.

To navigate to the next step of this guide, select **Customize report**.

**Customize report**

			CSBG Expenditure Domains (By Entity)		
Fiscal Year	Grantee	Eligible Entity	Employment	Education and Cognitive Development	Income, Infrastructure, and Asset
2021	Arkansas	ARKANSAS RIVER VALLEY AREA COUNCIL	\$43,095	\$147,757	\$46,174
2021	Arkansas	BLACK RIVER AREA DEVELOPMENT CORPORATION	\$7,090	\$0	\$7,090
2021	Arkansas	CENTRAL ARKANSAS DEVELOPMENT COUNCIL, INC.	\$12,411	\$185,747	\$101,274
2021	Arkansas	COMMUNITY ACTION PROGRAM FOR CENTRAL ARKANSAS	\$32,286	\$30,340	\$30,340
2021	Arkansas	COMMUNITY SERVICES OFFICE	\$2,123	\$44,070	\$5,887
2021	Arkansas	CRAWFORD-SEBASTIAN COMMUNITY DEVELOPMENT COUNCIL, INC.	\$0	\$5,475	\$0
2021	Arkansas	CROWLEY'S RIDGE DEV. COUNCIL, INC.	\$1,473	\$4,995	\$1,059
2021	Arkansas	ECONOMIC OPPORTUNITY AGENCY OF WASHINGTON COUNTY, INC.	\$0	\$245,933	\$1,092
2021	Arkansas	MID-DELTA COMMUNITY SERVICES, INC.	\$2,159	\$76,983	\$0
2021	Arkansas	MISSISSIPPI COUNTY, ARKANSAS ECONOMIC OPPORTUNITY COMMISSION, INC.	\$14,986	\$22,374	\$27,651

**Download CSV**



## Combining Eligible-Entity and Statewide Data

1. In Advanced Data & Analytics, you can combine eligible-entity and statewide data. To do so, we can customize the report that we created above. After selecting Customize report (as shown above), return to Step 1 and select **State Data** as your geographic level of data. We already selected a state for the previous report, so the same state should remain selected in the Select by state selection field.

Step 1: Select the Years and Geographic-Level of Data You Want to Use:

<b>Select fiscal years:</b> Select all Clear all <input type="checkbox"/> 2018 <input type="checkbox"/> 2019 <input type="checkbox"/> 2020 <input checked="" type="checkbox"/> 2021 <input type="checkbox"/> 2022 <input type="checkbox"/> 2023	<b>Select geographic level of data:</b> Local Data (Eligible Entity) <b>State Data</b> Regional Data National Data	<b>Select state:</b> Select all Clear all <input type="checkbox"/> Alaska <input type="checkbox"/> Alabama <input checked="" type="checkbox"/> Arkansas <input type="checkbox"/> American Samoa <input type="checkbox"/> Arizona <input type="checkbox"/> California
--	--	---

2. After selecting State Data in Step 1, the data fields available to select in Step 2 will only contain statewide data. In Step 2, select your topic area, sub-topic, and data field(s) of interest. For this example, we will select “Eligible Entity Expenditures, Capacity, and Resources (Module 2) – State” as our topic area, “Expenditures” as our sub-topic, and “CSBG Expenditure Domains (Statewide Total)” as our data field.

Step 2: Select the data fields you want to use:

<b>Select the topic area:</b> State Administration (State Plan and Module 1) - State <b>Eligible Entity Expenditures, Capacity, and Resources (Module 2) - State</b> Individual and Family National Performance Indicators (FNPIs) (Module 4) - State Individual and Family Services (SRV) (Module 4) - State All Characteristics Report (Module 4) - State	<b>Select the sub-topic:</b> <b>Expenditures</b> Capacity Building Allocated Resources	<b>Select a data field:</b> <b>CSBG Expenditure Domains (Statewide Total)</b> <input type="checkbox"/> Administration (Statewide Total) <input type="checkbox"/> Agency Capacity Building Activities - Number of Entities (Statewide Total)
--	---	--

4. We do not need to make any changes to Step 3 or Step 4. We can now select **Create Data Report**.

Step 4: Build and customize your report:

Select how to display your data (?):

- Data table only
- Line graph
- Bar graph

Add a title, subtitle and description:

Clear

Title

SubTitle

Description

Create Data Report

**Results:** Since we have now selected parameters in two geographic levels of data, the report shows entity-level and statewide-level data. This view may be subject to change in the future.

Customize report

Fiscal Year	Grantee	Eligible Entity				CSBG Expenditure Domains (Statewide)	
			Agency Capacity Building	Other Activities	Total	Employment	Education and Community Development
2021	Arkansas	ARKANSAS RIVER VALLEY AREA COUNCIL	0,784	\$110,053	\$615,655	\$147,790	\$829,851
2021	Arkansas	BLACK RIVER AREA DEVELOPMENT CORPORATION	4,550	\$0	\$195,035	\$147,790	\$829,851
2021	Arkansas	CENTRAL ARKANSAS DEVELOPMENT COUNCIL, INC.	90,337	\$0	\$2,602,698	\$147,790	\$829,851
2021	Arkansas	COMMUNITY ACTION PROGRAM FOR CENTRAL ARKANSAS	3,168	\$53,352	\$423,004	\$147,790	\$829,851
2021	Arkansas	COMMUNITY SERVICES OFFICE		\$0	\$288,899	\$147,790	\$829,851
2021	Arkansas	CRAWFORD-SEBASTIAN COMMUNITY DEVELOPMENT COUNCIL, INC.		\$0	\$158,762	\$147,790	\$829,851
2021	Arkansas	CROWLEY'S RIDGE DEV. COUNCIL, INC.	29,230	\$0	\$757,781	\$147,790	\$829,851
2021	Arkansas	ECONOMIC OPPORTUNITY AGENCY OF WASHINGTON COUNTY, INC.	972	\$51,613	\$317,947	\$147,790	\$829,851
2021	Arkansas	MID-DELTA COMMUNITY SERVICES, INC.	1,011	\$0	\$205,294	\$147,790	\$829,851
2021	Arkansas	MISSISSIPPI COUNTY, ARKANSAS ECONOMIC OPPORTUNITY COMMISSION, INC.		\$39,682	\$296,031	\$147,790	\$829,851
2021	Arkansas	NORTHCENTRAL ARKANSAS		\$0	\$213,879	\$147,790	\$829,851