

How To Create Your Appendix A Table from the HAPID® Database for Your Semi-Annual Report

National Council on Aging

May 1, 2024



Guidelines for Preparing Performance Reports

All CDSME and Falls Prevention ACL grantees are required to submit a report to ACL on a semi-annual basis.

Detailed guidelines for this report can be found here:

[CDSME](#)

[Falls Prevention](#)

You will need to generate and export a table from the **Healthy Aging Programs Integrated Database® (HAPID®)** that you will include with your report to ACL, referred to as 'Appendix A.'

The screenshot shows a web browser displaying an article on the NCOA website. The URL in the address bar is ncoa.org/article/acl-grant-reporting-requirements-for-chronic-disease-self-management-education. The page features a dark blue header with the NCOA logo and navigation links for 'Older Adults', 'Caregivers', 'Professionals', and 'Advocates'. A search bar and a red 'Donate' button are also present. The main content area is titled 'Prepare for Your Semi-Annual Administration for Community Living Grant Reports' and includes a sub-section 'Guidelines for Preparing Reports'. A PDF viewer is embedded in the center, showing a document with the text 'Guidelines for Preparing Performance Reports for Discretionary Grants Supported by the U.S. Administration for Community Living' and 'OMB Approval No. 0985-0006 Expiration: 4/30/2021'. On the right side, there is a 'Share' section with icons for Facebook, Twitter, LinkedIn, Pinterest, and Email.

CDSME Reporting Calendars: Due Dates and Coverage Periods

The due dates and period covered vary depending on the Cohort Year.

Grantee Cohort	Reporting Calendar
2023-2027	Link to PDF
2022-2025	Link to PDF
2021-2024	Link to PDF
2020-2023	Link to PDF

Falls Prevention Reporting Calendars: Due Dates and Coverage Periods

The due dates and period covered vary depending on the Cohort Year.

Grantee Cohort	Reporting Calendar
2023-2027	Link to PDF
2022-2025	Link to PDF
2021-2024	Link to PDF
2020-2023	Link to PDF

Example: 2022 CDSME Grantees

2022-2025 CDSME GRANTEE REPORTING CALENDAR
 (Grant Period: May 1, 2022 – April 30, 2025)

Year	Financial Reports ¹	Semi-Annual ² and Final Program Reports ³
2022	Annual SF-425	
		Semi- Annual Report- November 30, 2022 (For the Period May 1, 2022 – October 31, 2022)
2023		
	Annual SF-425- May 30, 2023 (For the Period May 1, 2022 – April 30, 2023)	Semi Annual Report- May 30, 2023 (For the Period November 1, 2022 – April 30, 2023)
		Semi- Annual Report- November 30, 2023 (For the Period May 1, 2023 – October 31, 2023)
2024		
	Annual SF-425- May 30, 2024 (For the Period May 1, 2023 – April 30, 2024)	Semi- Annual Report- May 30, 2024 (For the Period November 1, 2023 – April 30, 2024)
		Semi- Annual Report- November 30, 2024 (For the Period May 1, 2024 – October 31, 2024)
2025		
	FINAL REPORT - August 30, 2025	FINAL REPORT - August 30, 2025

CDSME Grantees awarded in 2022 had their first report due Nov 30, 2022.

In 2024, Cohort 2022 grantees have 2 reports due. The report due on May 30, 2024 will cover the period between 11/1/23 and 4/30/24.

You will use this period (11/1/23 and 4/30/24) in the report in **Healthy Aging Programs Integrated Database®** to create and export your report.

Steps to Find Semi-Annual Report in HAPI Database

1

2

3

1. Log in to your HAPI® account.

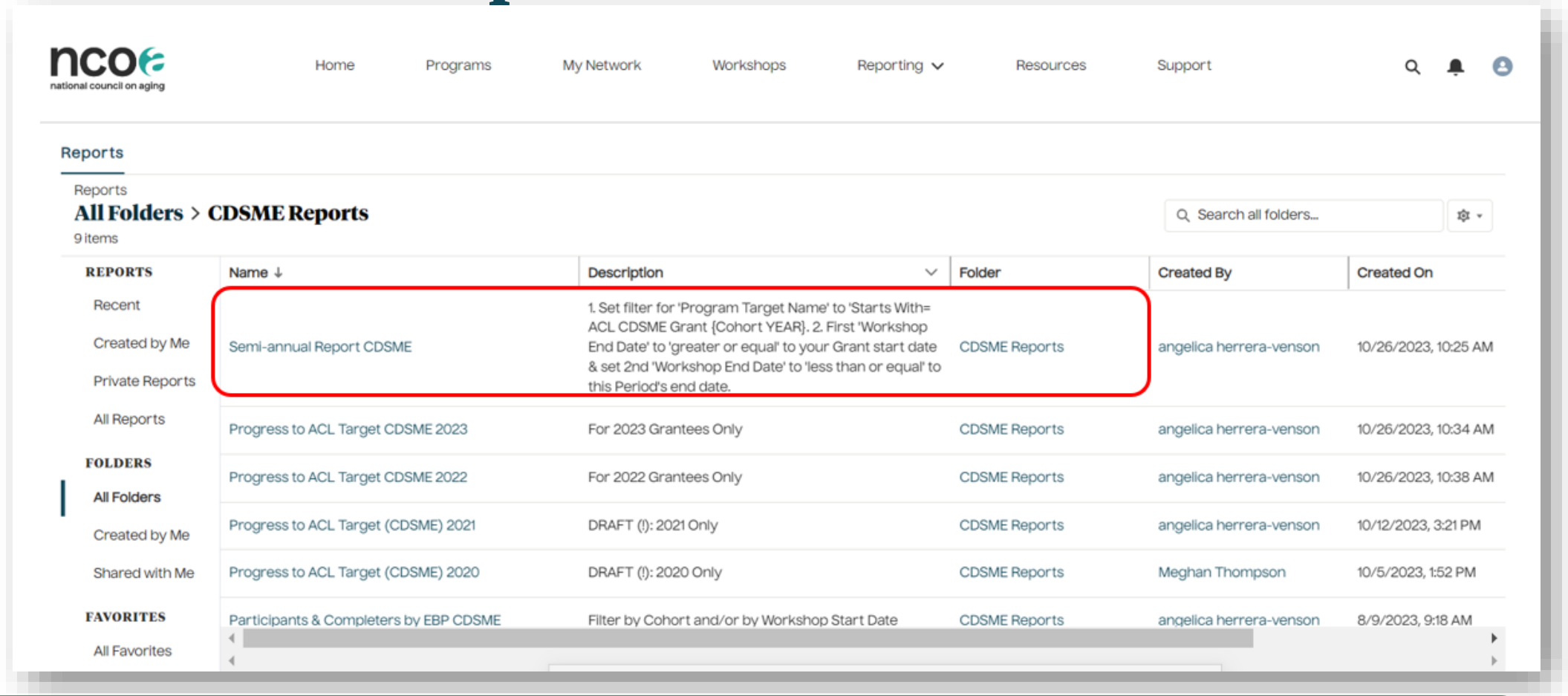
2. Select Reporting → Click on 'Reports' using the drop-down arrow

3. Click on Folders (in left column)

4. Click on 'CDSME Reports' *or* 'Falls Prevention Reports'

REPORTS	Name	Created By	Created On	Last Modified By	Last Modified Date
Recent	CDSME Reports	angelica herrera-venson	6/30/2023, 2:09 PM	angelica herrera-venson	6/30/2023, 3:54 PM
Created by Me	Dashboard Reports	angelica herrera-venson	6/30/2023, 2:11 PM	angelica herrera-venson	6/30/2023, 3:54 PM
Private Reports	Facilitator Data	angelica herrera-venson	8/9/2023, 9:38 AM	angelica herrera-venson	8/9/2023, 9:38 AM
All Reports	Falls Prevention Reports	angelica herrera-venson	6/30/2023, 2:10 PM	angelica herrera-venson	6/30/2023, 3:55 PM

Semi-Annual Report: CDSME



The screenshot shows the nco reporting interface. The navigation bar includes Home, Programs, My Network, Workshops, Reporting, Resources, and Support. The 'Reporting' dropdown is active, showing 'Reports'. Under 'Reports', there is a search bar and a settings icon. The main content area is titled 'All Folders > CDSME Reports' and shows 9 items. A table lists reports with columns for Name, Description, Folder, Created By, and Created On. The 'Semi-annual Report CDSME' entry is highlighted with a red box. The description for this report is: '1. Set filter for 'Program Target Name' to 'Starts With= ACL CDSME Grant {Cohort YEAR}'. 2. First 'Workshop End Date' to 'greater or equal' to your Grant start date & set 2nd 'Workshop End Date' to 'less than or equal' to this Period's end date.'

REPORTS	Name ↓	Description	Folder	Created By	Created On
Recent					
Created by Me	Semi-annual Report CDSME	1. Set filter for 'Program Target Name' to 'Starts With= ACL CDSME Grant {Cohort YEAR}'. 2. First 'Workshop End Date' to 'greater or equal' to your Grant start date & set 2nd 'Workshop End Date' to 'less than or equal' to this Period's end date.	CDSME Reports	angelica herrera-venson	10/26/2023, 10:25 AM
Private Reports					
All Reports	Progress to ACL Target CDSME 2023	For 2023 Grantees Only	CDSME Reports	angelica herrera-venson	10/26/2023, 10:34 AM
FOLDERS	Progress to ACL Target CDSME 2022	For 2022 Grantees Only	CDSME Reports	angelica herrera-venson	10/26/2023, 10:38 AM
All Folders	Progress to ACL Target (CDSME) 2021	DRAFT (!): 2021 Only	CDSME Reports	angelica herrera-venson	10/12/2023, 3:21 PM
Created by Me	Progress to ACL Target (CDSME) 2020	DRAFT (!): 2020 Only	CDSME Reports	Meghan Thompson	10/5/2023, 1:52 PM
Shared with Me	Participants & Completers by EBP CDSME	Filter by Cohort and/or by Workshop Start Date	CDSME Reports	angelica herrera-venson	8/9/2023, 9:18 AM
FAVORITES					
All Favorites					

From the respective folder, select your report:

- Reporting → Reports → All Folders → CDSME Reports (folder) → Semi-Annual Report (CDSME) (report)

Semi-Annual Report: CDSME

Report: Program Targets, Funding Source, w/wo Workshops
Semi-annual Report CDSME
 Set filter for 'Program Target Name' to 'Starts With= ACL CDSME Grant (Cohort YEAR). Set 1st 'Workshop Start Date' to 'greater or equal' to your semi-annual period start date & 2nd 'Workshop Start Date' to 'less than or equal' to report period's end date.

Enable Field Editing

Total Workshop: Actual Participants	Total Workshop: Actual Completers	Total Participant Target	Total Completer Target	Total Actual Participants	Total Actual Completers	Participant Variance	Completer Variance
222	101	1,400	1,189	2,252	1,508	852	319

Grantee: Account Name	Program Target Name	Sum of Workshop: Actual Participants	Sum of Workshop: Actual Completers	Sum of Participant Target	Sum of Completer Target	Sum of Actual Participants	Sum of Actual Completers	f _x Participant Variance	f _x Completer Variance	f _x Number of Workshops
	ACL CDSME Grant 2021 Chronic Disease Self-Management Program (CDSMP)	5	4	0	0	5	4	5	4	1
	ACL CDSME Grant 2021 Collective SMRC	99	51	0	1,189	1,115	715	1,115	-474	12
	ACL CDSME Grant 2021 Diabetes Self-Management Program (DSMP)	15	13	0	0	19	13	19	13	3
	ACL CDSME Grant 2021 Programa de Manejo Personal de la Diabetes	45	18	0	0	74	39	74	39	7
	ACL CDSME Grant 2021 Walk With Ease (in-person)	58	15	1,400	0	468	166	-932	166	12
	ACL CDSME Grant 2021 Walk With Ease (self-directed)	0	0	0	0	571	571	571	571	1
	Subtotal	222	101	1,400	1,189	2,252	1,508	852	319	36
Total		222	101	1,400	1,189	2,252	1,508	852	319	36

- Your Semi-Annual report will display your total number of participants, completers, and workshops, against your Program Targets for that 6-month period.
- The variance will display the gap between your cumulative total and your Grant's goal for your entire Grant period.
- Definition of table column headers on next slide.

Definitions: CDSME

Column Headers	Definitions
Grantee Account Name	Your Account, as known in the HAPID® Database
Program Target Name	The name of your program target, combining a specific evidence-based program (or collection of programs), the ACL funding source (CDSME or Falls), and the Cohort Year (1 st year of your funding)
Sum of Workshops: Actual Participants	Actual Participants reached this 6-month Period
Sum of Workshops: Actual Completers	Actual Completers this 6-month Period
Sum of Participant Target	Your participant goal/target for the <i>entire</i> grant period (3 to 4 years, depending on your Cohort) for that given Program Target
Sum of Completer Target	Your completer goal/target for the <i>entire</i> grant period (3 to 4 years, depending on your Cohort) for that given Program Target
Sum of Actual Participants	Cumulative Actual Participants, from beginning of your grant start date to the end of the current 6-month period
Sum of Actual Completers	Cumulative Actual Completers, from beginning of your grant start date to the end of the current 6-month period
Participant Variance	Shows the difference between your Cumulative Actual Participants and your Participant Target (these are applicable to your Support / Alternate programs , e.g. WWE, HomeMeds, AFEP) from the beginning of your grant to the end of the current 6-month period
Completer Variance	Shows the difference between your Cumulative Actual Completers and your Completer Target (these are applicable to most SMRC (e.g. CDSMP, DSMP, etc) and some Support Programs , e.g. WRAP, HCHC, EW, etc). from the beginning of your grant to the end of the current 6-month period
Number of Workshops	Number of workshops in this 6-month reporting period.

Apply Filters: CDSME

Report: Program Targets, Funding Source, w/wo Workshops
Semi-annual Report CDSME

Set filter for 'Program Target Name' to 'Starts With= ACL CDSME Grant {Cohort YEAR}'. Set 1st 'Workshop Start Date' to 'greater or equal' to your semi-annual period start date & 2nd 'Workshop Start Date' to 'less than or equal' to report period's end date.

Enable Field Editing | Add Chart | [Funnel Icon]

Total Workshop: Actual Participants	Total Workshop: Actual Completers	Total Participant Target	Total Completer Target	Total Actual Participants	Total Actual Completers	Participant Variance	Completer Variance
0	0	800	285	199	138	-601	-147

Grantee: Account Name	Program Target Name	Sum of Workshop: Actual Participants	Sum of Workshop: Actual Completers	Sum of Participant Target	Sum of Completer Target	Sum of Actual Participants	Sum of Actual Completers
CHA Community Testing	ACL CDSME Grant 2022 Active Living Every Day	0	0	0	0	6	0
	ACL CDSME Grant 2022 Arthritis Foundation Aquatic Program (AFAP)	0	0	0	0	0	0
	ACL CDSME Grant 2022 Cancer: Thriving and Surviving	0	0	0	0	0	0
	ACL CDSME Grant 2022 Chronic Disease Self-Management Program (CDSMP)	0	0	100	75	36	0
	ACL CDSME Grant 2022 Diabetes Self-Management Program (DSMP)	0	0	0	0	58	0
	ACL CDSME Grant 2022 DSMP	0	0	100	4	8	0
	ACL CDSME Grant 2022 Mind Over Matter	0	0	300	200	0	0
	ACL CDSME Grant 2022 PEARLS	0	0	0	0	0	0
	ACL CDSME Grant 2022 Programa de Manejo Personal de la Diabetes	0	0	0	0	25	0
	ACL CDSME Grant 2022 Tomando Control de su Salud (Spanish CDSMP)	0	0	0	0	20	0
	ACL CDSME Grant 2022 Walk With Ease (in-person)	0	0	0	0	42	0

Filters

Show Me: All program targets

Created Date: All Time

INCLUDE ROWS MATCHING: ((1 AND 2) AND 3) AND 4

- 1 Workshop: Workshop Start Date greater or equal Nov 1, 2023
- 2 Workshop: Workshop Start Date less or equal Apr 30, 2024
- 3 Program Target Name starts with ACL CDSME Grant 2022

1. Click on the Funnel icon (red arrow) to display the filters.
2. Click on the first **Workshop Start Date** filter and enter the start date of the 6-month REPORTING period for 'greater or equal'. *Click Apply.* For reports due May 30, 2024, a 2022 & 2023 Grantee would enter 11/01/2023 here. *Click Apply.*
3. Click on the second **Workshop Start Date** filter and enter the end of the 6-month REPORTING period after 'less or equal'. For reports due May 30, 2024, a 2022 & 2023 Grantee would enter 4/30/2024 here. *Click Apply.*
4. Even though you're focusing on the current 6-months, the 'Sum of Actual Participants' and 'Sum of Actual Completers' will automatically include all your participants & completers from the beginning of your Grant Cohort start date.

Apply Filters: CDSME

Report: Program Targets, Funding Source, w/wo Workshops
Semi-annual Report CDSME
 Set filter for 'Program Target Name' to 'Starts With= ACL CDSME Grant (Cohort YEAR). Set 1st 'Workshop Start Date' to 'greater or equal' to your semi-annual period start date & 2nd 'Workshop Start Date' to 'less than or equal' to report period's end date.

Enable Field Editing 🔍 📊 Add Chart 📄 🔄 Edit

Total Workshop: Actual Participants	Total Workshop: Actual Completers	Total Participant Target	Total Completer Target	Total Actual Participants	Total Actual Completers	Participant Variance	Completer Variance
0	0	800	285	199	138	-601	-147

Grantee: Account Name	Program Target Name	Sum of Workshop: Actual Participants	Sum of Workshop: Actual Completers	Sum of Participant Target	Sum of Completer Target	Sum of Actual Participants	Sum of Actual Completers
CHA Community Testing	ACL CDSME Grant 2022 Active Living Every Day	0	0	0	0	6	0
	ACL CDSME Grant 2022 Arthritis Foundation Aquatic Program (AFAP)	0	0	0	0	0	0
	ACL CDSME Grant 2022 Cancer: Thriving and Surviving	0	0	0	0	0	0
	ACL CDSME Grant 2022 Chronic Disease Self-Management Program (CDSMP)	0	0	100	75	36	0
	ACL CDSME Grant 2022 Diabetes Self-Management Program (DSMP)	0	0	0	0	0	0
	ACL CDSME Grant 2022 DSMP	0	0	100	0	0	0
	ACL CDSME Grant 2022 Mind Over Matter	0	0	300	0	0	0
	ACL CDSME Grant 2022 PEARLS	0	0	0	0	0	0
	ACL CDSME Grant 2022 Programa de Manejo Personal de la Diabetes	0	0	0	0	0	0
	ACL CDSME Grant 2022 Tomando Control de su Salud (Spanish CDSMP)	0	0	0	0	0	0
	ACL CDSME Grant 2022 Walk With Ease (in-person)	0	0	0	0	0	0
	ACL CDSME Grant 2022 Workplace Chronic Disease Self-Management (wCDSMP)	0	0	0	0	0	0
	ACL CDSME Grant 2022 WWE	0	0	300	0	0	0
	Subtotal	0	0	800	0	0	0
Total		0	0	800	0	0	0

Filter By

Field: Program Target Name

Operator: starts with

Value: ACL CDSME Grant 2022

[Use relative value](#)

Cancel Apply

Filters

Show Me: All program targets

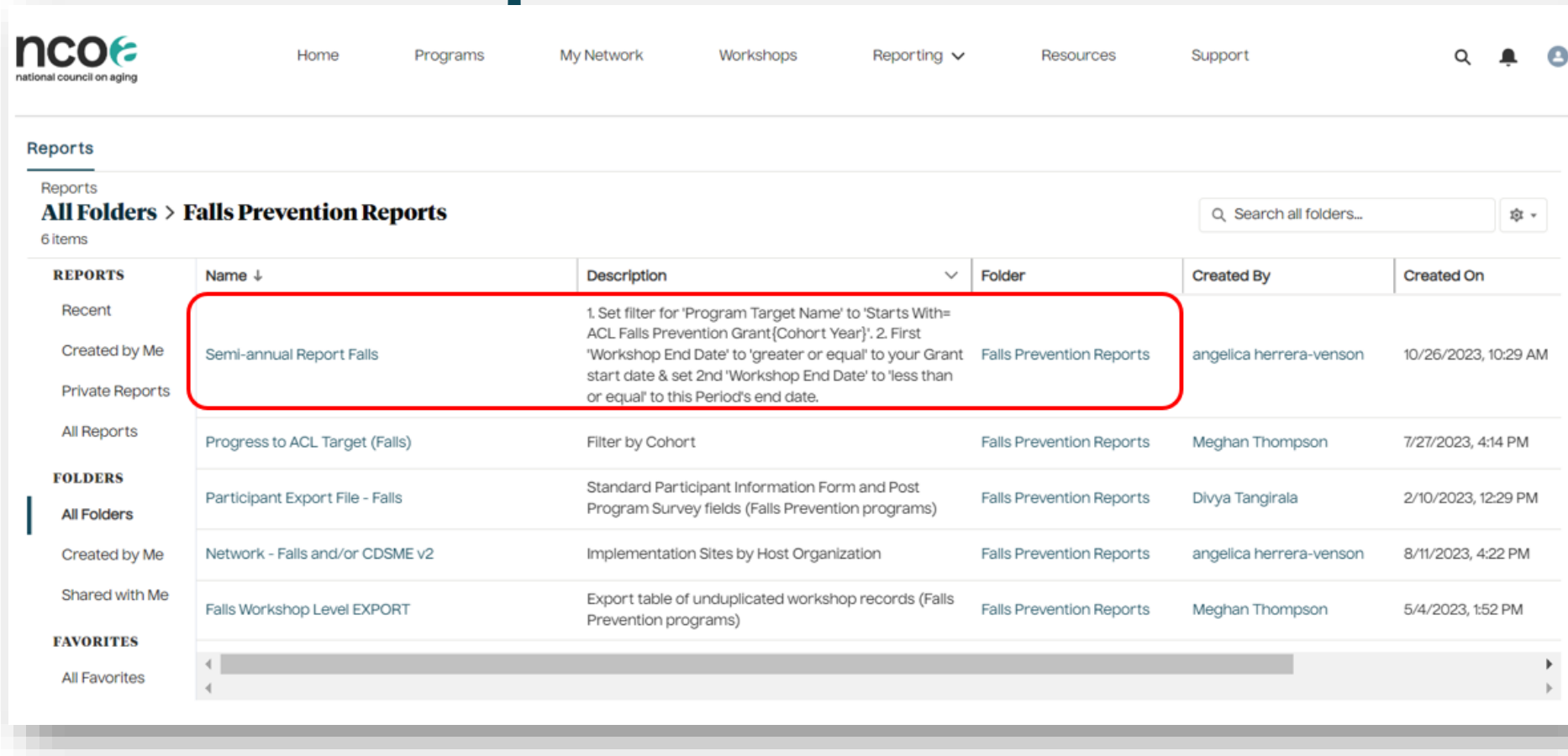
Created Date: All Time

INCLUDE ROWS MATCHING: ((1 AND 2) AND 3) AND 4

- 1 Workshop: Workshop Start Date greater or equal Oct 31, 2023
- 2 Workshop: Workshop Start Date less or equal Apr 30, 2024
- 3 Program Target Name starts with ACL CDSME Grant 2022
- 4 Grantee: Account Name equals CHA Community Testing

1. Click on the **Program Target Name** filter and enter 'ACL CDSME Grant YYYY', replacing the YYYY with your Cohort year. A 2022 Grantee would enter 'ACL CDSME Grant 2022'. Use this exact capitalization and phrase. Be sure the Operator is set to 'starts with.'
2. Then click 'Apply.'
3. The report will automatically update.

Semi-Annual Report: Falls Prevention



The screenshot shows the ncoe (national council on aging) reporting interface. The navigation bar includes Home, Programs, My Network, Workshops, Reporting, Resources, and Support. The main content area is titled 'Reports' and 'All Folders > Falls Prevention Reports'. A search bar and settings icon are visible. A table lists reports and folders under the 'Falls Prevention Reports' folder. The 'Semi-annual Report Falls' report is highlighted with a red box.

REPORTS	Name ↓	Description	Folder	Created By	Created On
Recent					
Created by Me	Semi-annual Report Falls	1. Set filter for 'Program Target Name' to 'Starts With= ACL Falls Prevention Grant{Cohort Year}'; 2. First 'Workshop End Date' to 'greater or equal' to your Grant start date & set 2nd 'Workshop End Date' to 'less than or equal' to this Period's end date.	Falls Prevention Reports	angelica herrera-venson	10/26/2023, 10:29 AM
Private Reports					
All Reports	Progress to ACL Target (Falls)	Filter by Cohort	Falls Prevention Reports	Meghan Thompson	7/27/2023, 4:14 PM
FOLDERS					
All Folders	Participant Export File - Falls	Standard Participant Information Form and Post Program Survey fields (Falls Prevention programs)	Falls Prevention Reports	Divya Tangirala	2/10/2023, 12:29 PM
Created by Me	Network - Falls and/or CDSME v2	Implementation Sites by Host Organization	Falls Prevention Reports	angelica herrera-venson	8/11/2023, 4:22 PM
Shared with Me	Falls Workshop Level EXPORT	Export table of unduplicated workshop records (Falls Prevention programs)	Falls Prevention Reports	Meghan Thompson	5/4/2023, 1:52 PM
FAVORITES					
All Favorites					

From the respective folder, select your report:

- Reporting → Reports → All Folders → Falls Prevention Reports (folder) → Semi-Annual Report (Falls Prevention) (report)

Semi-Annual Report: Falls Prevention

Report: Program Targets, Funding Source, w/wo Workshops
Semi-annual Report FALLS
 Set filter for 'Program Target Name' to 'Starts With= ACL Falls Prevention Grant (Cohort YEAR). Set 1st 'Workshop Start Date' to 'greater or equal' to your semi-annual period start date & 2nd 'Workshop Start Date' to 'less or equal' to period end date.

Enable Field Editing 🔍 Add Chart 📉 🔄 Edit ▼

Total Workshop: Actual Participants	Total Workshop: Actual Completers	Total Participant Target	Total Actual Participants	Participant Variance	Number of Workshops
331	102	5,883	8,211	2,328	22

<input type="checkbox"/> Grantee: Account Name ↑	<input type="checkbox"/> Program Target Name ↑	Sum of Workshop: Actual Participants	Sum of Workshop: Actual Completers	Sum of Participant Target	Sum of Actual Participants	<i>fx</i> Participant Variance ▼	<i>fx</i> Number of Workshops ▼
<input type="checkbox"/>	ACL Falls Prevention Grant 2021 MOB	40	31	2,120	912	-1,208	4
	ACL Falls Prevention Grant 2021 SAIL	193	64	967	4,657	3,690	12
	ACL Falls Prevention Grant 2021 Stepping On	7	7	233	437	204	1
	ACL Falls Prevention Grant 2021 Tai Ji Quan	91	0	2,563	2,205	-358	5
	Subtotal	331	102	5,883	8,211	2,328	22
Total		331	102	5,883	8,211	2,328	22

- Your Semi-Annual report will display your total number of participants, completers, and workshops, against your Program Targets for that 6-month period.
- The variance will display the gap between your cumulative total and your Grant's goal for your entire Grant period.
- Definition of table column headers on next slide.


Definitions: Falls Prevention

Column Headers	Definitions
Grantee Account Name	Your Account, as known in the HAPID® Database
Program Target Name	The name of your program target, combining a specific evidence-based program (or collection of programs), the ACL funding source (CDSME or Falls), and the Cohort Year (1 st year of your funding)
Sum of Workshops: Actual Participants	Actual Participants reached this 6-month Period
Sum of Participant Target	Your participant goal/target for the <i>entire</i> grant period (3 to 4 years, depending on your Cohort) for that given Program Target
Sum of Completer Target	Your completer goal/target for the <i>entire</i> grant period (3 to 4 years, depending on your Cohort) for that given Program Target
Sum of Actual Participants	Cumulative Actual Participants, from beginning of your grant start date to the end of the current 6-month period
Participant Variance	Shows the difference between your Cumulative Actual Participants and your Participant Target from the beginning of your grant to the end of the current 6-month period
Number of Workshops	Number of workshops in this 6-month reporting period.

Apply Filters: Falls Prevention

Report: Program Targets, Funding Source, w/wo Workshops
Semi-annual Report FALLS

Set filter for 'Program Target Name' to 'Starts With= ACL Falls Prevention Grant {Cohort YEAR}'. Set 1st 'Workshop Start Date' to 'greater or equal' to your semi-annual period start date & 2nd 'Workshop Start Date' to 'less or equal' to period end date.

Enable Field Editing | Add Chart |  | Edit

Total Workshop: Actual Participants	Total Workshop: Actual Completers	Total Participant Target	Total Actual Participants	Participant Variance	Number of Workshops
0	0	600	6	-594	1

Grantee: Account Name	Program Target Name	Sum of Workshop: Actual Participants	Sum of Workshop: Actual Completers	Sum of Participant Target	Sum of Actual Participants	Participant Variance	Number of Workshops
CHA Community Testing	ACL Falls Prevention Grant 2022 CAPABLE	0	0	600	6	-594	1
	Subtotal	0	0	600	6	-594	1
Total		0	0	600	6	-594	1

Filters

Show Me
All program targets

Created Date
All Time

Workshop: Workshop Start Date
greater or equal Nov 1, 2023

Workshop: Workshop Start Date
less or equal Apr 30, 2024

Program Target Name
starts with ACL Falls Prevention Grant 2022

1. Click on the Funnel icon (red arrow) to display the filters.
2. Click on the first **Workshop Start Date** filter and enter the start date of the 6-month REPORTING period for 'greater or equal'. *Click Apply.* For reports due May 30, 2024, a 2022 & 2023 Grantee would enter 11/01/2023 here. *Click Apply.*
3. Click on the second **Workshop Start Date** filter and enter the end of the 6-month REPORTING period after 'less or equal'. For reports due May 30, 2024, a 2022 & 2023 Grantee would enter 4/30/2024 here. *Click Apply.*
4. Even though you're focusing on the current 6-months, the 'Sum of Actual Participants' will automatically include all of your participants from the beginning of your Grant Cohort start date.

Apply Filters: Falls Prevention

Report: Program Targets, Funding Source, w/wo Workshops
Semi-annual Report FALLS

Set filter for 'Program Target Name' to 'Starts With= ACL Falls Prevention Grant {Cohort YEAR}'. Set 1st 'Workshop Start Date' to 'greater or equal' to your semi-annual period start date & 2nd 'Workshop Start Date' to 'less or equal' to period end date.

Total Workshop: Actual Participants	Total Workshop: Actual Completers	Total Participant Target	Total Actual Participants	Participant Variance	Number of Workshops
0	0	600	6	-594	1

Grantee: Account Name	Program Target Name	Sum of Workshop: Actual Participants	Sum of Workshop: Actual Completers	Sum of Participant Target	Sum of Actual Participants	Participant Variance	Number of Workshops
CHA Community Testing	ACL Falls Prevention Grant 2022 CAPABLE	0	0	600	6	-594	1
	Subtotal	0	0	600	6		
Total		0	0	600	6		

Filter By

Field: Program Target Name

Operator: starts with

Value: ACL Falls Prevention Grant 2022

[Use relative value](#)

Buttons: Cancel, Apply

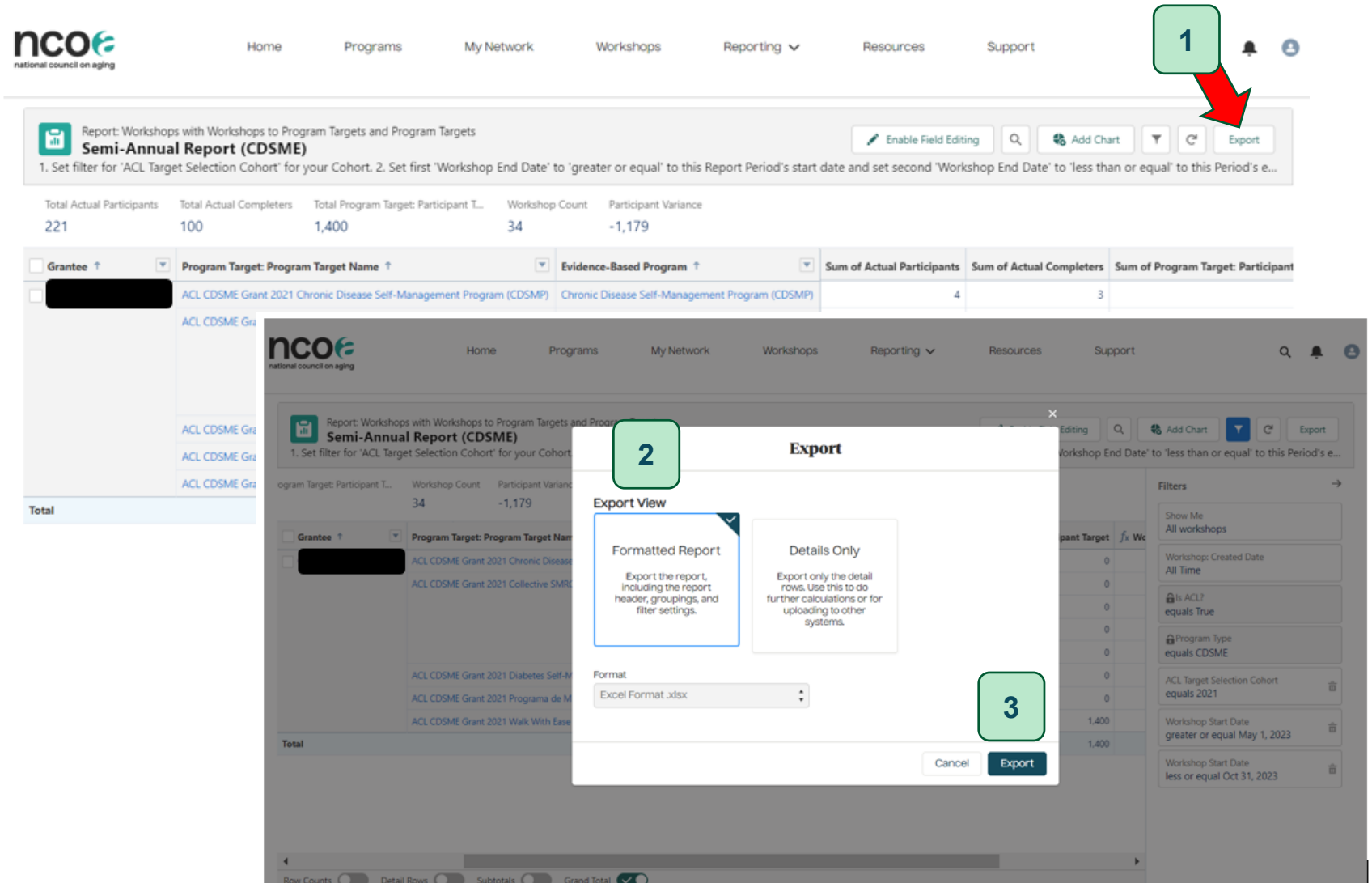
Filters

- Show Me: All program targets
- Created Date: All Time
- Workshop: Workshop Start Date greater or equal Nov 1, 2023
- Workshop: Workshop Start Date less or equal Apr 30, 2024
- Program Target Name starts with ACL Falls Prevention Grant 2022**
- Grantee: Account Name equals CHA Community Testing

1. Click on the **Program Target Name** filter and enter 'ACL Falls Prevention Grant YYYY', replacing the YYYY with your Cohort year. A 2022 Grantee would enter 'ACL Falls Prevention Grant 2022'. Use this exact capitalization and phrase. Be sure the Operator is set to 'starts with.'
2. Then click 'Apply.'
3. The report will automatically update.

Export Your Report

1. Export from either CDSME or Falls Prevention reports.
2. Click on the **Export** button on the top right.
3. On the Export dialogue box, click on 'Formatted Report.'
4. Next, click the Export button to export the file in Excel Format, .xlsx.
5. **You can format the exported table, but not modify the #'s in it.** *If these #'s differ from your progress, simply describe the reason for the discrepancy in your narrative.*
6. Include the file as your Appendix A in your semi-annual report.



The screenshot shows the NCOA reporting interface. At the top, there is a navigation bar with links for Home, Programs, My Network, Workshops, Reporting, Resources, and Support. The main content area displays a report titled "Semi-Annual Report (CDSME)" with a sub-header "Report: Workshops with Workshops to Program Targets and Program Targets". Below this, there are summary statistics and a table of data.

Summary Statistics:

Total Actual Participants	Total Actual Completers	Total Program Target: Participant T...	Workshop Count	Participant Variance
221	100	1,400	34	-1,179

Data Table:

Grantee	Program Target: Program Target Name	Evidence-Based Program	Sum of Actual Participants	Sum of Actual Completers	Sum of Program Target: Participant
[Redacted]	ACL CDSME Grant 2021 Chronic Disease Self-Management Program (CDSMP)	Chronic Disease Self-Management Program (CDSMP)	4	3	
Total					

The "Export" dialog box is open, showing two options: "Formatted Report" (selected) and "Details Only". The "Formatted Report" option is described as "Export the report, including the report header, groupings, and filter settings." The "Details Only" option is described as "Export only the detail rows. Use this to do further calculations or for uploading to other systems." The "Format" dropdown is set to "Excel Format .xlsx". The "Export" button is highlighted with a green box and a red arrow pointing to it from a green box with the number "1" in the top right corner of the report area.

For further assistance with your Semi-Annual Reports or Appendices, contact:

HAPID® Help

hapidhelp@ncoa.org