

Hub Central: CHA Portal Manual for Hub Leaders July 2021

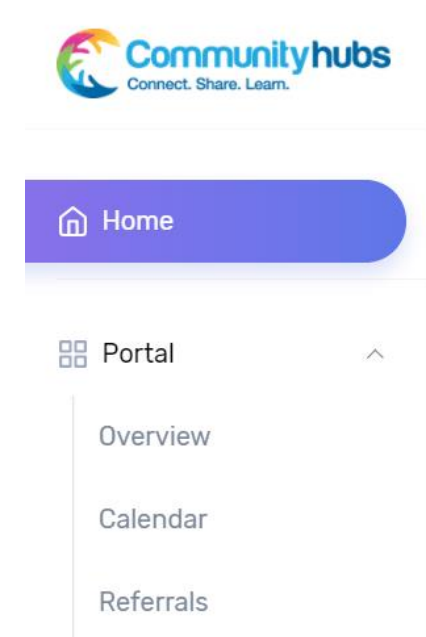
In this manual you will find instructions for:

1. Portal
2. Overview tab
3. Calendar tab
 - Adding activities
 - Removing activities
 - Editing activities
 - Updating attendees
 - Submitting data (activities & attendences)
 - Duplicating timetables
4. Referrals

1. Portal tab

The CHA Portal tab is made up of three sections:

- **Overview:** this section displays a high-level summary of the activities that have been entered for the selected Term and hub. This view can be used to quickly see what activities are scheduled across the term at a glance.
- **Calendar:** this section allows you to add new activities, edit existing activities, and record attendance information for activities and programs across the term.
- **Referrals:** this section collects demographic information (number of families, volunteers and participants who gained employment), service referrals and one-off events.



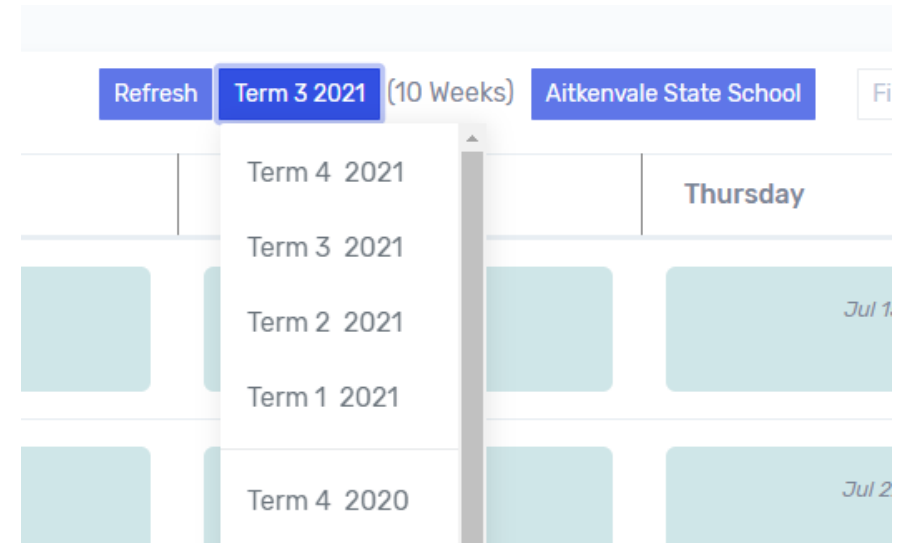
1. Portal tab

1.1 Term Selection Dropdown

- The term will always default to the current term in the school year. If you click on the 'Term' icon, you may choose other terms from the drop-down selection.
- Upon selecting a term, the Overview and Calendar sections will be updated with that terms' information.

1.2 Hub Selection Dropdown

- This dropdown will be prefilled with your hub name.



1. CHA Portal tab

1.3 Filter, Print, Export

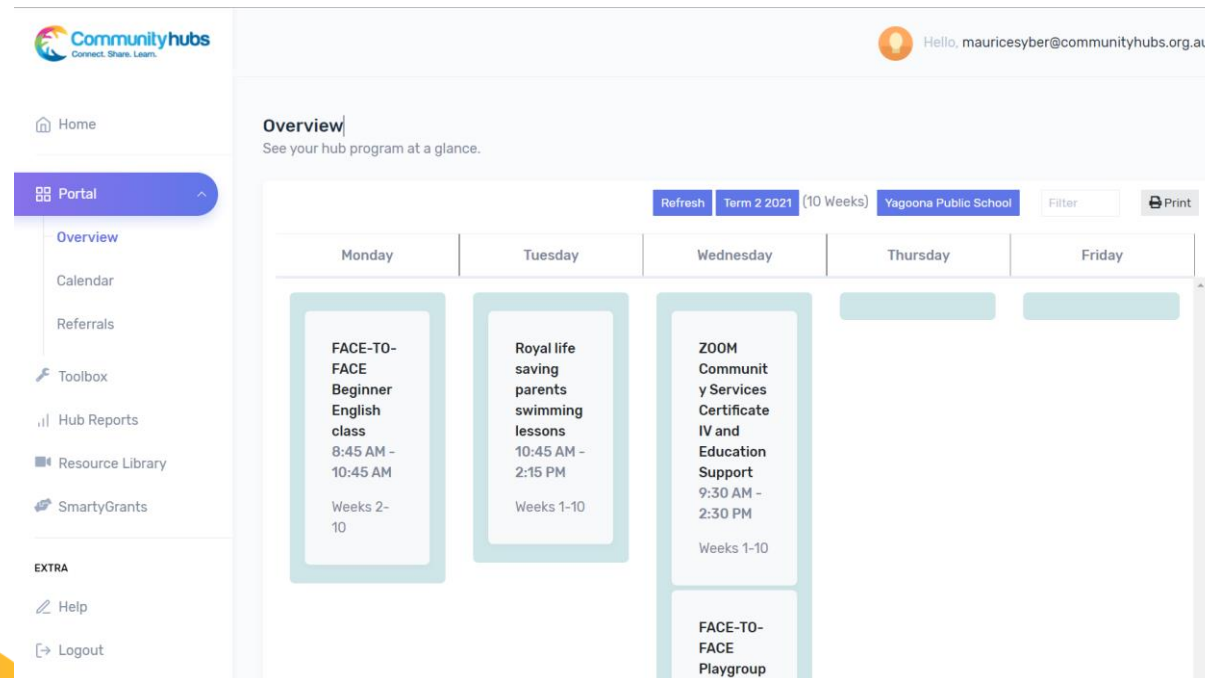


- On the Overview and Calendar tabs, there is a text box where you can filter the records that are shown. As you type, activities that do not match will be hidden from this view.
- On the Overview and Calendar tabs the 'Print' button will open the Print Preview window, where you can then choose to Print. [This provides a PDF document which means others will not be able to edit the copy shared. This is useful when sharing your timetable with your school, community or stakeholders.](#)
- On the Calendar tab there is an 'Export' button. If you click on this it will produce a CSV file containing the data [which you have entered to the portal](#). You can save [the exported CSV file](#) to your computer, and open in Excel.

2. Overview

2.1 Overview

- The Overview section displays a high level summary of the activities that have been entered for the selected term **in the school year**.
- This view **enables you** to quickly see what activities are scheduled **by day, in the weeks across the term**.



The screenshot shows the 'Overview' section of the Community Hubs interface. The page header includes the 'Community hubs' logo and a user greeting: 'Hello, mauricesyber@communityhubs.org.au'. The main content area is titled 'Overview' with the subtitle 'See your hub program at a glance.' Below this, there are controls for 'Refresh', 'Term 2 2021 (10 Weeks)', 'Yagoona Public School', a 'Filter' dropdown, and a 'Print' button. The main display is a weekly calendar grid with columns for Monday, Tuesday, Wednesday, Thursday, and Friday. Activities are listed in light blue boxes:

Monday	Tuesday	Wednesday	Thursday	Friday
FACE-TO-FACE Beginner English class 8:45 AM - 10:45 AM Weeks 2-10	Royal life saving parents swimming lessons 10:45 AM - 2:15 PM Weeks 1-10	ZOOM Community Services Certificate IV and Education Support 9:30 AM - 2:30 PM Weeks 1-10		
		FACE-TO-FACE Playgroup		

3. Calendar

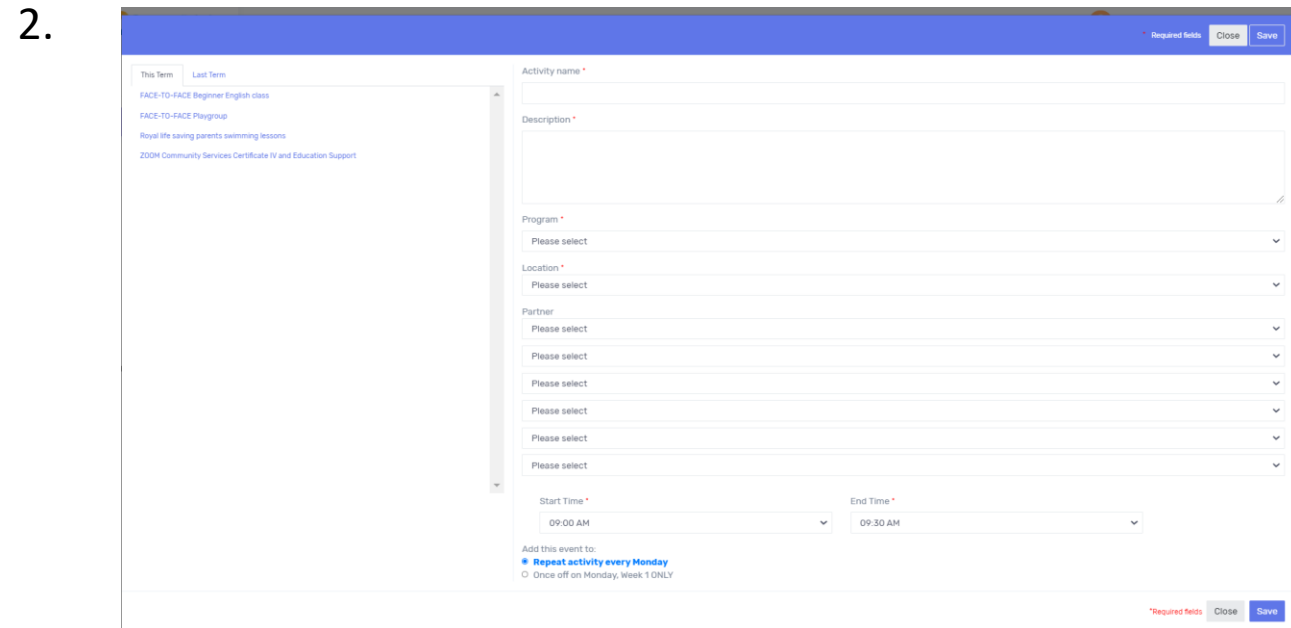
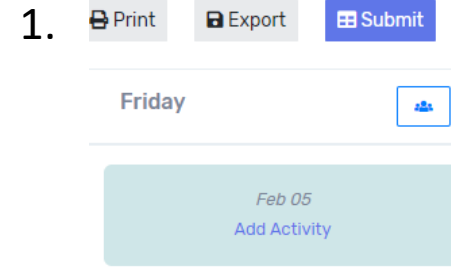
- **3.1 Calendar**
- The calendar allows you to add new activities, edit existing activities, and record attendance information for activities term.
- The calendar section displays a box for each scheduled activity, with the following information:
 - Scheduled start time and end time.
 - Name of the activity in blue.
 - The program the activity falls under is shown in grey.
 - The number of adults and children that attended that session.
 - The number of volunteers, (external, hub or school) who have supported the running of the activity.
 - An 'x' in the top right allows you to remove the activity.
 - The blue pen and square is to edit an activity.



3. Calendar

3.2 Add activity

1. Hover your cursor over the free space under the day of the week you would like to add the activity to.
2. An 'Add Activity' link is displayed. Click on the 'Add Activity' link, and an 'Add Activity' dialog is displayed.
3. If you have run the same activity previously, you can select it from the list down the left side (This Term), and the information already entered will be pre-populated in the form.



3. Calendar

3.2 Add activity continued

- 4. Refer to the document “recording data in the CHA portal – what you need to know”.
- 5. Enter information into the Activity name and Description fields - both fields must be completed.

Activity name *

Description *

- 6. Then choose the program from the drop-down list

Program *

- Please select
- Please select**
- Programmed Activities**
- Children's Language & Literacy programs
- English Classes & Conversation Programs
- Healthy Lifestyle programs
- Parent engagement
- Playgroups and Early Years
- Education and Training**
- Formal Training
- Informal Training

- 6. Select location from the drop-down list. [This explains where the program is delivered.](#)

Location *

- Please select
- Please select**
- Place Based
- Offsite
- Virtual
- Please select

- 7. Choose up to 6 partners from the drop-down lists. If your partner is not on the list please email the CHA Program Manager to add any new partners.

Partner

- Bankstown Council
- City Of Canterbury Bankstown
- Foodbank
- Department of Education & Training
- Please select
- Please select

- 8. Select a Start Time and End Time

Start Time *

10:30 AM

End Time *

11:00 AM

3. Calendar

3.2 Add activity continued

9. You can choose to add the event on the same day and time every week, or [you can add the activity just once](#). The default is to [repeat](#) the activity to every week of the term.

10. When you have entered the information, click on the 'Save' button. To cancel without adding the activity, click on the 'Close' button. Both buttons are available at the top right and bottom right corner of the page.

11. The new activity will appear in the Overview and Calendar tabs.

The screenshot shows a web form for adding an activity. The title bar at the top reads "Add Activity - Monday, Week 1" and contains "Close" and "Save" buttons. The form fields include:

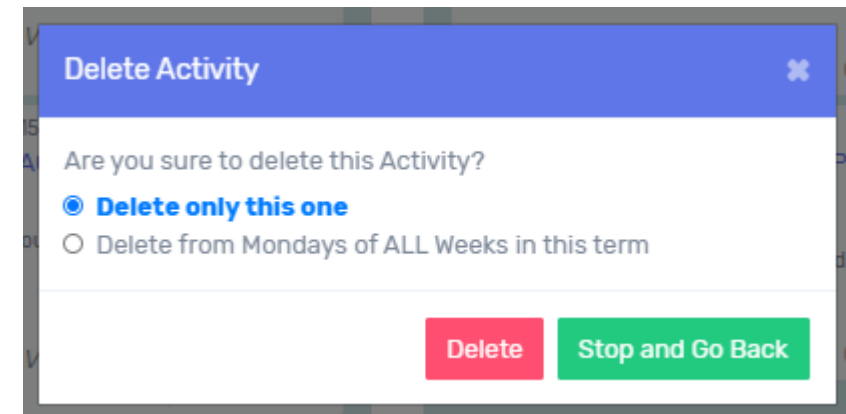
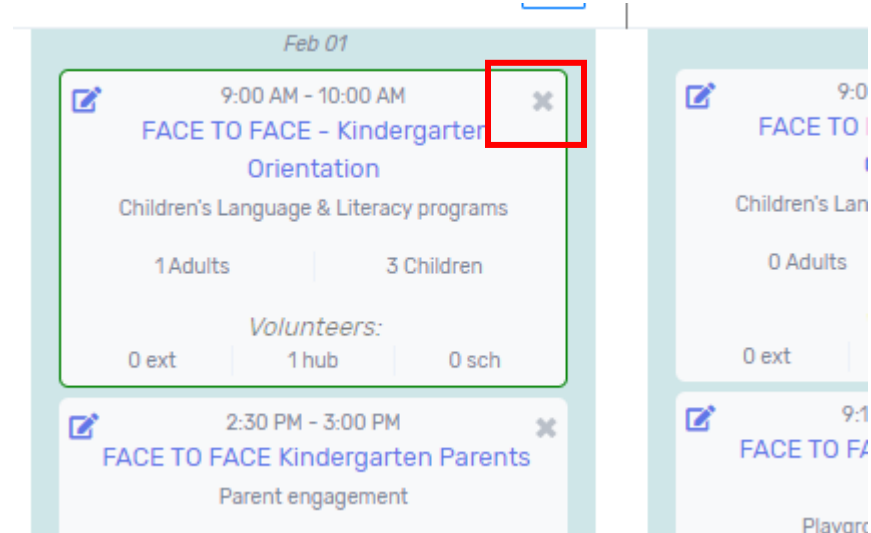
- Activity name**: A text input field.
- Description**: A larger text area.
- Program**: A dropdown menu with "Please select".
- Location**: A dropdown menu with "Please select".
- Partner**: A series of seven dropdown menus, each with "Please select".
- Start Time** and **End Time**: Two dropdown menus.
- Add this event to:** A section with two radio buttons: **Repeat Activity every Monday** and **Once Off on Monday Week 1 ONLY**.

"Close" and "Save" buttons are also present at the bottom right of the form area.

3. Calendar

3.3 Deleting an activity

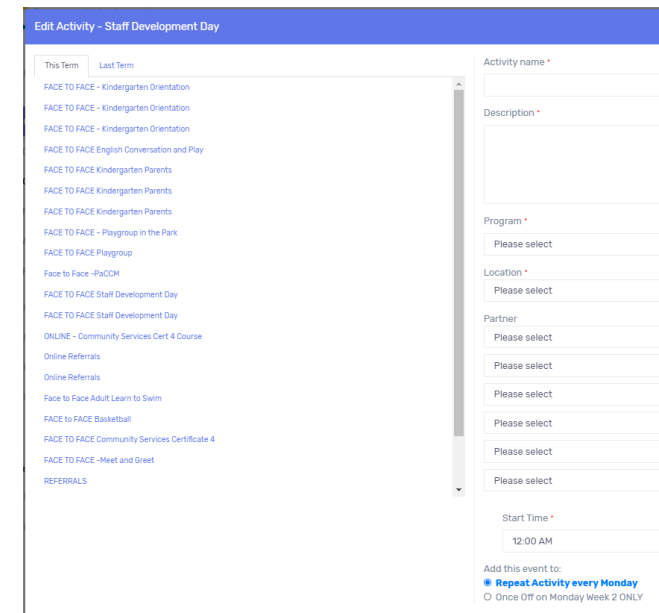
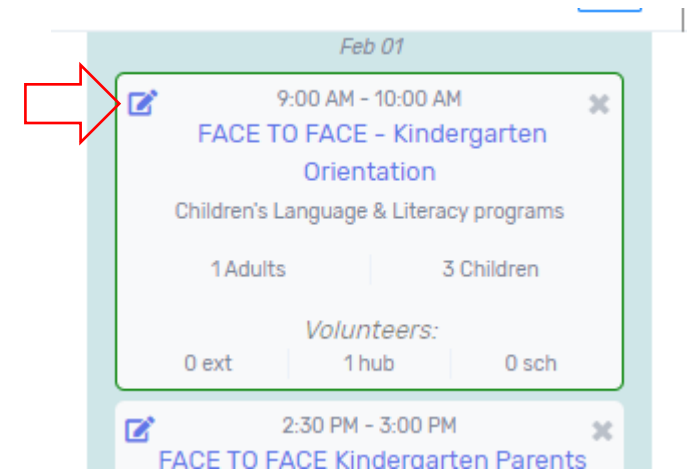
1. To **delete** an existing activity, click on the 'x' button in the top right of that activity item.
2. This displays a dialog that allows you to choose whether you want to **delete** the activity:
 - Just for one instance of the activity
 - The activity for a specific day from all weeks in the selected term



3. Calendar

3.4 Editing an activity

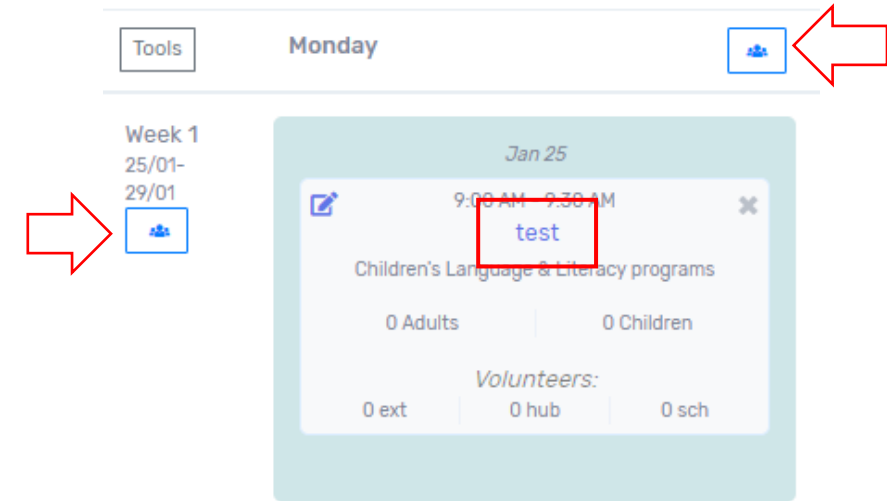
1. To edit an existing activity, click on the 'pen / edit' button in the top left of that activity item.
2. This displays a dialog box that allows you to choose whether you want to edit the activity for:
 - Activity Name
 - Description
 - Program
 - Location
 - Partner organisations – you can add up to **6 organisations**
 - Start time and End time



3. Calendar

3.5 Updating attendances

1. Clicking on the name of the activity in the Calendar section of the Timetable page will show attendances for that activity. You can also click on the buttons in the left margin to show all activities in the week, or in the header row for all activities on that day [of the week](#).
2. Enter the number of Adults and Children that attended in the boxes next to the relevant [day and week of the term](#).
3. Enter the number of Volunteers for Hubs, School and External. [If you hover over the question mark symbol \(?\) a description will appear](#).
4. Click on the **Save** button when you have completed entering the attendance information.
5. You can enter information each day or at the end of the week. The information you record will be saved [and will be visible the next time you log on](#).



Activity View - 2021 Term 1 - Bass Hill Public School - (27/01/2021 to 01/04/2021)

Activity: test	Attendees	
	Adults	Children
- Monday - Week 1	<input type="text" value="0"/>	<input type="text" value="0"/>
- Monday - Week 2	<input type="text" value="0"/>	<input type="text" value="0"/>

3. Calendar

3.6 Submitting data – activities and attendances

1. At the end of the term, you must submit your data. This means the data entered is complete and final. The next step is for your support coordinator to review and approve the data.
2. Once you click on 'Submit', your data in the calendar view - the activities in the calendar and the attendances - will have a yellow outline. The data will be locked ready for your support coordinator to approve.
3. Once the data is "approved" the activities in the calendar will have a green outline.
4. If the data is "rejected" the activities in the calendar will have a red outline and you will receive an email from your support coordinator explaining why they have rejected the item. Rejecting the data enables that specific activity to reopen and for the information to be edited. Once you re-enter the data and click on 'Submit', the outline will change to yellow again and you can email the support coordinator to let them know you have re-submitted ready for approval.

Jan 25

9:00 AM - 10:00 AM

Ready set grow community garden face to face

Healthy Lifestyle programs

0 Adults | 0 Children

Volunteers: 0 ext | 0 hub | 0 sch

Attendees	
Adults	Children
8	4
0	0

Jan 27

2:30 AM - 3:15 AM

Ready Set Grow Community Garden Face to Face

Healthy Lifestyle programs

0 Adults | 8 Children

Volunteers: 0 ext | 0 hub | 0 sch

Attendees	
Adults	Children
8	4
0	0

Jan 27

2:30 AM - 3:15 AM

Ready Set Grow Community Garden Face to Face

Healthy Lifestyle programs

0 Adults | 8 Children

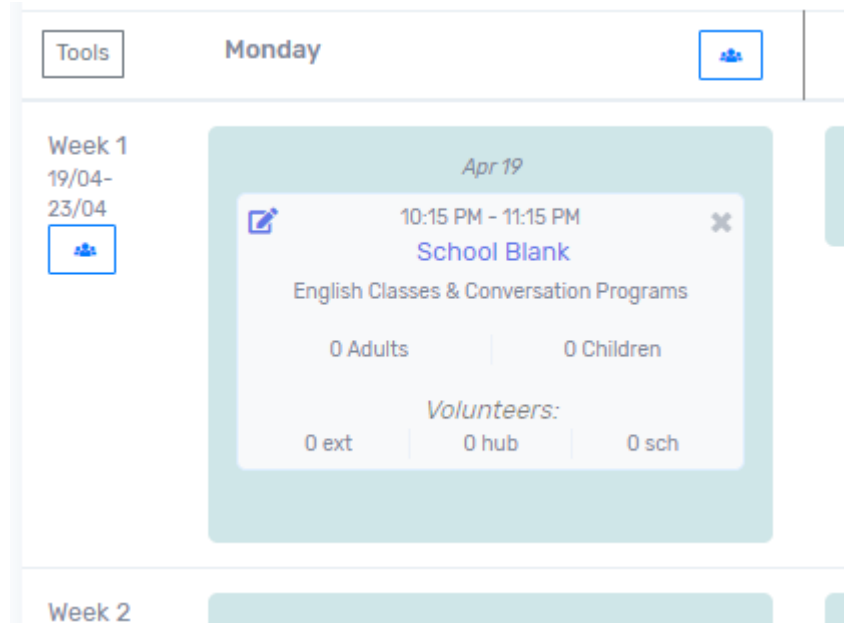
Volunteers: 0 ext | 0 hub | 0 sch

Attendees	
Adults	Children
0	0
0	6

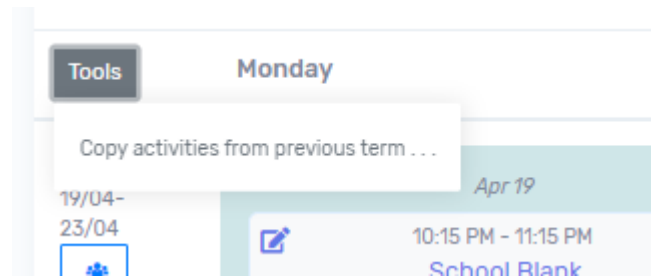
3. Calendar

3.7 Duplicating timetables from the previous term

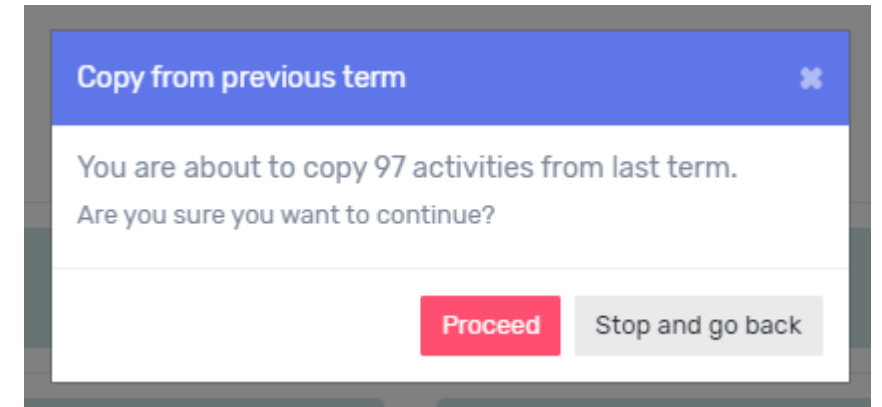
1. Calendar View click on **Tools**



2. When you click on Tools a drop down will appear -“Copy activities from previous term”. Click on this.



3. A confirmation notification pops up – click ‘Proceed’. Check the next terms timetable to see that the activities have copied across.



4. Referrals

4.1 Recording referrals and demographic information

1. Collecting the number of families, volunteers and participants who gained employment through the hub is important. All families, volunteers and people who gained employment are counted just once across the whole year.

2. Record participants you refer to other services in the local area. Referrals are services that are **external to the hub** which families can access for support.

Enter the numbers in the relevant category box, and click on the “Update Referral Data” button. The number entered will move to ‘YTD Cumulative’ totals beneath the box.

The cumulative numbers will show the total referrals entered for the term / year. This view will change depending on which term you have selected.

YTD stands for year to date.

Sample view of Term 1

Demographic Information

Number of Families

8
YTD Cumulative = 8

Sample view of Term 2

Demographic Information

Number of Families

11
Term 1 = 8 YTD Cumulative = 19

Sample view of Term 3

Demographic Information

Number of Families

4
Term 1 = 8, Term 2 = 11 YTD Cumulative = 23

Sample view of Term 4

Demographic Information

Number of Families

8
Term 1 = 8, Term 2 = 11, Term 3 = 4 YTD Cumulative = 31

