

Achievement Milestones in PEDS – Tip Sheet

Getting Started

Enable PEDS as a secure site and create a desktop shortcut for the PEDS log in page.

Enable it as a secure site:

In order to access the online system for PEDS, you have to enable it as a secure site on your computer. From your Internet Explorer browser, select tools, then select internet options, then select security, select trusted sites (green checkmark) and select sites. Enter: <https://services.ccfc.ca.gov> and select add, then okay.

Create a desktop shortcut to the PEDS log in page:

It is a good idea to create a shortcut onto your desk top with the PEDS log in. To do this, once you are on the PEDS log in page, right click your mouse and select create shortcut

Structure of Milestones:

There are two kinds of Milestones: Units and Achieved/not achieved

For Units: you need to add each quarter's totals to get a year to date total
For Achieved/not achieved: narrative format

Content of Status Reports:

Use complete sentences. Do not mention people's names, refer to them by their role instead. Report on activities in the quarter that has just passed, not on the upcoming quarter. If there was no activity in a milestone for the quarter you are reporting on, please indicate that there was no activity. Please don't leave the status note blank for that quarter or we will think that perhaps you overlooked that milestone.

You can enter the date of the end of the quarter you are reporting on for handy reference: July through September: 09/30/2008; October through December: 12/31/2008; January through March: 3/31/2009; April through June: 6/30/2009.

Printing/Storing your report

On PEDS main menu, select reports tab, select Achievement Milestones, in the report menu select: sort type 'description', check box 'achievement status notes'. Achievement Status: "in progress". Select 'Run Report'. You can print the report right from PEDS and print it on your printer.

To get Achievement Milestone report into Word format:

To save the report (highly recommended): run the report in PEDS using step 3 above, then in the Edit menu on the toolbar, click Select All, this will highlight all of the text and then select Copy. Or you can right click on your mouse anywhere on the report document to Select All and Copy. Minimize PEDS. Open up a blank Word file, click paste, and insert page numbers to the document. You can remove/delete some of the header rows to shorten the report. Name the report and save it on your computer. You can email or share this report with others in word format.

When you enter your status updates

- Have a printed report in front of you (using steps 4 and 5 above) that shows what you reported in the previous quarters on that milestone.
- Be sure to write an update on all the items mentioned in the milestone. If you omit a report on all the items, you will be asked to go back in and complete that milestone.
- Write and enter only one status update per quarter. The goal is four updates, one per quarter, for the program year. If your program reports twice yearly, the goal is for two updates for the program year.
- When you look at your Achievement Milestones in PEDS there is a column labeled "status date". That shows you the last time you entered a status report on that milestone. You can check that column to identify a milestone that you may have missed.

Do's

- Store your PEDS log in and password so you can find it when you need it. Minicucci Associates has a copy of your password.
- Contact evaluation@ccfc.ca.gov if you need a new password.
- Print out your report, export it to Word, save and store it on your computer.

Don'ts:

- Mark a milestone as completed, it will prevent it from printing out. If you hit a milestone as completed, a loud alarm sounds at Minicucci Associates in Sacramento (just kidding).
- Forget to check your spelling.

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