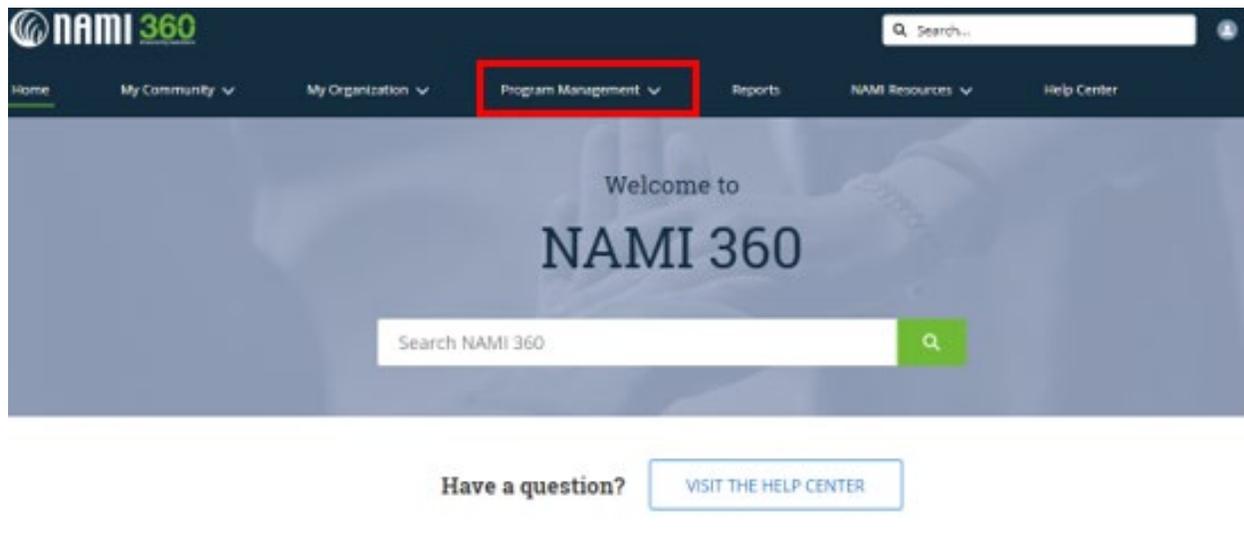


Reporting Program Data with NAMI 360 access

NOTE: In order to report program data in NAMI 360, you must have either Admin or Basic + Education access in NAMI 360. If you do *not* have NAMI 360 access, please follow the separate set of instructions for reporting program data in your [User Portal](#).

1. The following will explain another method to report program data in NAMI 360. To begin, log into your NAMI 360 account and click the downward arrow next to the **PROGRAM MANAGEMENT** tab (shown below). Then, select the **Report Program Data** option from the drop-down list.



Quick Links

2. On this page, you will be able to see all Program Data Reports that have been reported within your NAMI State or Affiliate organization since the launch of NAMI 360 powered by Salesforce in February 2019.

Note: To find program report data submitted prior to the launch, please go to the Reports section of NAMI 360. For assistance in locating this section, please follow the steps in the help article [How do I view all available reports?](#)

3. Proceed to create a new program data report by clicking **New** at the top right-hand corner of the table (shown below).

HELP

We are still importing historical program data into the new NAMI 360! If you need immediate access reported program data, please contact nameducation@nami.org for assistance.

[Learn more about reporting program data](#)

Program Data Reports

All New

8 items • Sorted by Program Data Reporting Id • Filtered by all program data reports • Updated a few seconds ago

Search this list...

PROGRA...	PROGRAM LISTING	START DATE	DATE OF ...	DATE OF SU ...	CREATED DATE
1 PD-0362	NAMI Family Support Group-Test Area			3/9/2019	3/6/2019 8:41 AM
2 PD-3319	Report NAMI Smarts Data			4/3/2019	4/24/2019 9:11 AM
3 PD-3320	Report NAMI Smarts Data	4/3/2019			4/24/2019 9:11 AM
4 PD-3978	Report NAMI Smarts Data	5/1/2019			5/1/2019 12:38 PM

4. Select the program for which you would like to report data for, then click **Next**.

New Program Data Reporting

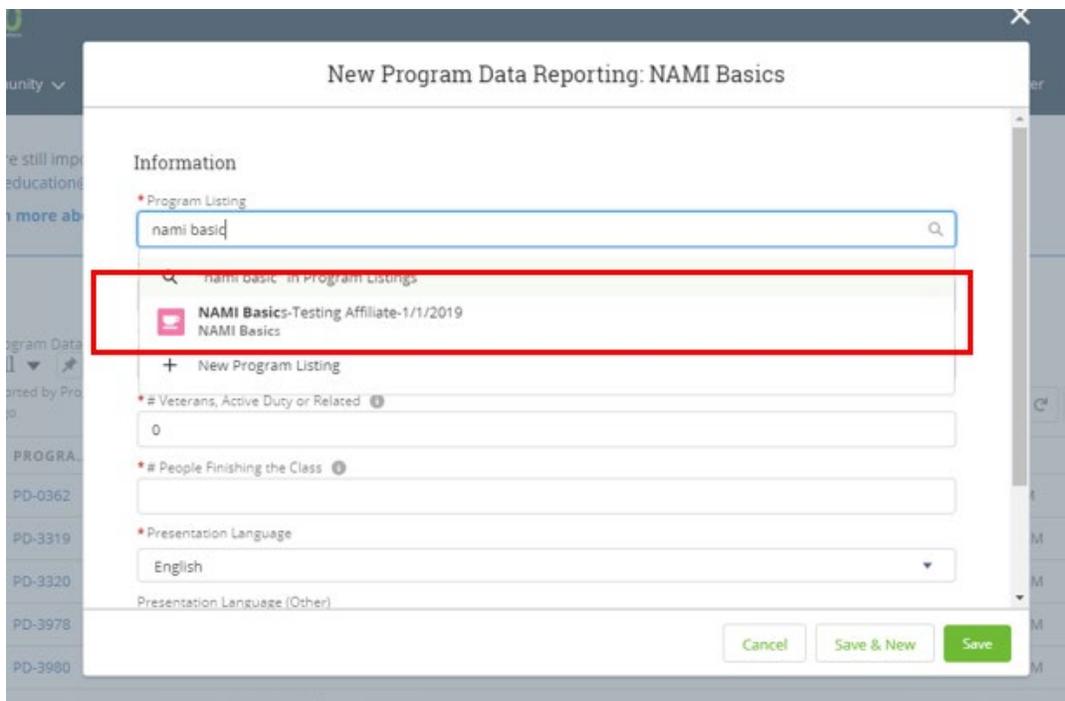
Select a record type

- NAMI Basics
- Miscellaneous
Miscellaneous meetings, programs, or presentations
- NAMI Connection Recovery Support Group
- NAMI Ending the Silence
- NAMI FaithNET
- NAMI Family Support Group
- NAMI Family-to-Family
- NAMI Homefront
- NAMI In Our Own Voice
- NAMI Peer-to-Peer
- NAMI Provider Education
- NAMI Smarts for Advocates

5. After selecting which NAMI Program you are reporting for in step #3, now select the specific program listing you are reporting for. In the ***Program Listing** box, begin typing the name of the program listing, and it should appear in the drop-down list (shown below). Select the desired program listing from the drop-down list by clicking on it.

IMPORTANT: *If you do not see the specific program listing you would like to report program data for, you can create a new program listing by clicking on +New **Program Listing** from the drop-down list, or follow the steps in the [How do I add program listings](#) help article.*

Please note that giving your program listing a unique title (ie. NAMI Program name-Affiliate-Start Date) will allow it to be easier to find in the drop-down list. For more information on how to name program listings, please review step #4 in the [How do I add program listings](#) help article.



The screenshot shows a web form titled "New Program Data Reporting: NAMI Basics". The "Information" section contains a search field for "Program Listing" with the text "nami basic" entered. A dropdown menu is open, showing a search result "nami basic in Program Listings" which is highlighted with a red box. Below this, there is a "+ New Program Listing" button. Further down, there are fields for "# Veterans, Active Duty or Related" (with a value of 0), "# People Finishing the Class", and "Presentation Language" (set to English). At the bottom right, there are three buttons: "Cancel", "Save & New", and "Save".

6. After selecting the specific program listing for which you are reporting program data for, fill out all of the required fields on the **New Program Data Reporting** form (denoted by red stars). Once completed, click on the green **Save** button (shown below).

New Program Data Reporting: NAMI Basics

* Program Listing

NAMI Basics-Testing Affiliate-1/1/2019 ✕

* End Date ⓘ

📅

* # People Starting the Class ⓘ

* # Veterans, Active Duty or Related ⓘ

0

* # People Finishing the Class ⓘ

* Presentation Language

English ▾

Presentation Language (Other)

Partnership Veterans Administration ⓘ

Cancel

Save & New

Save