

Year-End Verification Process Guide

JA USA Business Improvement Team

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1 Year-End Verification Overview

All class registrations must be completed and verified no later than **5PM, Mountain Time, August 15th** or the Monday immediately following August 15th if it falls on a weekend. **Failure to meet the submission deadline will disqualify a JA Area from the Star Award.**

JA Areas must ensure they do not have any class registration errors and that the totals for classes, students, and contact hours reconcile between the Program Activity total and the Year-End Verification Screen prior to starting the Year-End Verification process.

1.1 Steps for Year-End Verification

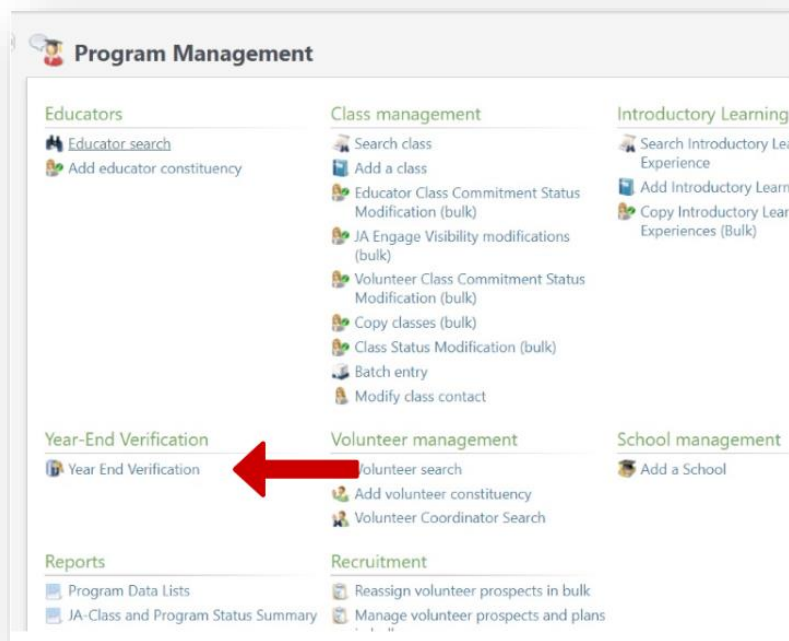
1. **Verify Class Data** – *Ensure classes are in good order and all errors are resolved.*
 - Review **Class Maintenance List** report in BCRM.
 - o All errors for every class must be resolved before moving to the next step
 - Review **Learning Experience Status Power BI Report** in BCRM.
 - o Program Standards Verification Tab – Resolve any Grade Level Errors
 - o BCRM Verification Error Tab
 - o Prepare Registration Error Tab
2. **Program Reconciliation** – *Ensure classes are in good order and all errors are resolved.*
 - Review the **Program Activity Power BI Report**
 - The counts for classes, students and hours must match BCRM Year-End Verification Screen.
3. **Year End Verification Process in BCRM**
 - Once all errors are resolved, begin the Year-End Verification in BCRM
 - JA Area Staff **Confirm** totals in BCRM Year-End Verification Screen (optional)
 - o A JA Year-End Verification email will be sent to your JA Area President
 - JA Area President **Verify** totals in BCRM Year-End Verification Screen
 - o A JA Year-End Verification email will be sent to your JA USA Operations Representative

2 Finding Year-End Verification in BCRM

Once you have confirmed all errors have been resolved and the counts for classes, students and hours reconcile, you can begin the Year-End Verification process in BCRM.

2.1 Navigating to the Year-End Verification Dashboard

1. Navigate to the BCRM homepage.
2. Click on **Program Management** section on the navigation bar.
3. Click the **Year-End Verification** link under the **Year-End Verification** section.



4. After the user clicks the **Year-End Verification** link, the **Year-End Verification** screen will appear.

The Year-End Verification page shows the totals for classes, students, and contact hours for your JA Area. If your JA Area contains satellite offices each JA Area Office will be listed with its totals in a separate row.

2.2 Year-End Verification Screen

1. The Year-End Verification screen is divided into 4 main sections:
 - a. **Year-End Verification Summary** – A summary of all verified Learning Experiences (Classes and ILEs) tied to a JA Area broken down by their Year-End Status.
 - b. **Year-End Verification - Site Numbers** – A summary of verified Learning Experiences (Classes and ILEs) broken down by a specific site/subsite tied to a JA Area. This is also where you can update the status of individual site/subsite Learning Experience totals to confirm and verify the associated counts.
 - c. **Introductory Learning Experiences** – A breakdown of the verified Introductory Learning Experience (ILEs) counts tied to a specific site/subsite.
 - d. **Prepare Learning Experiences** - A breakdown of the verified Prepare Learning Experience (Classes) counts tied to a specific site/subsite.

Year End Verification

Year End Verification Summary (2) | More ▾

Program Year	Year-End Status	Total Learning Experiences	Total Students	Total Hours
Program year 2020-2021	Confirmed - Locked	4	75	303
Grand Totals		4	75	303

Year End Verification - Site Numbers (1) | Filters | More ▾

Site	Year-End Status	Learning Experience Count	Students	Hours
JA E-Learning	Confirmed - Locked	4	75	303

Introductory Learning Experiences (1) | Filters | More ▾

Site	Learning Experienc...	Students	Hours
JA E-Learning			
JA E-Learning		2	108

Prepare Learning Experiences (1) | Filters | More ▾

Site	Program	Learning Expe...	Students	Hours
JA E-Learning				
JA E-Learning	JA Our Commun...	2	39	195

3 Confirmation and Verification

3.1 Confirm Totals for JA Area Offices (optional)

JA Area staff may Confirm each JA Area Office that has successfully registered all their classes and the totals for classes, students, and contact hours are accurate.

Note that once a JA Area is **Confirmed**, classes will be locked and no additional class registrations will be accepted. A “JA Year-End Verification: Class Registrations Confirmed” email will be sent to the JA Area president and the JA USA Operations representative

3.2 Verify Totals for JA Area Offices

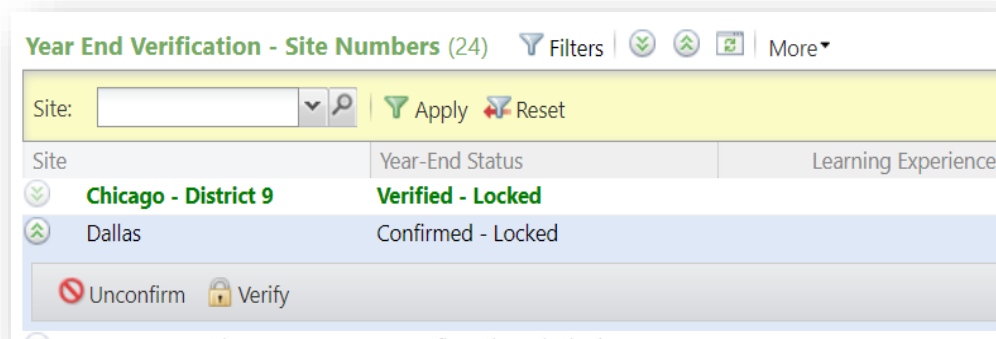
The JA Area president may Verify the entire JA Area when all classes have been successfully registered and the totals for all classes, students, and contact hours are accurate.

Note that once a JA Area is **Verified**, classes will be locked and no additional class registrations will be accepted. A “JA Year-End Verification: Class Registrations Verified” email will be sent to the JA USA Operations representative.

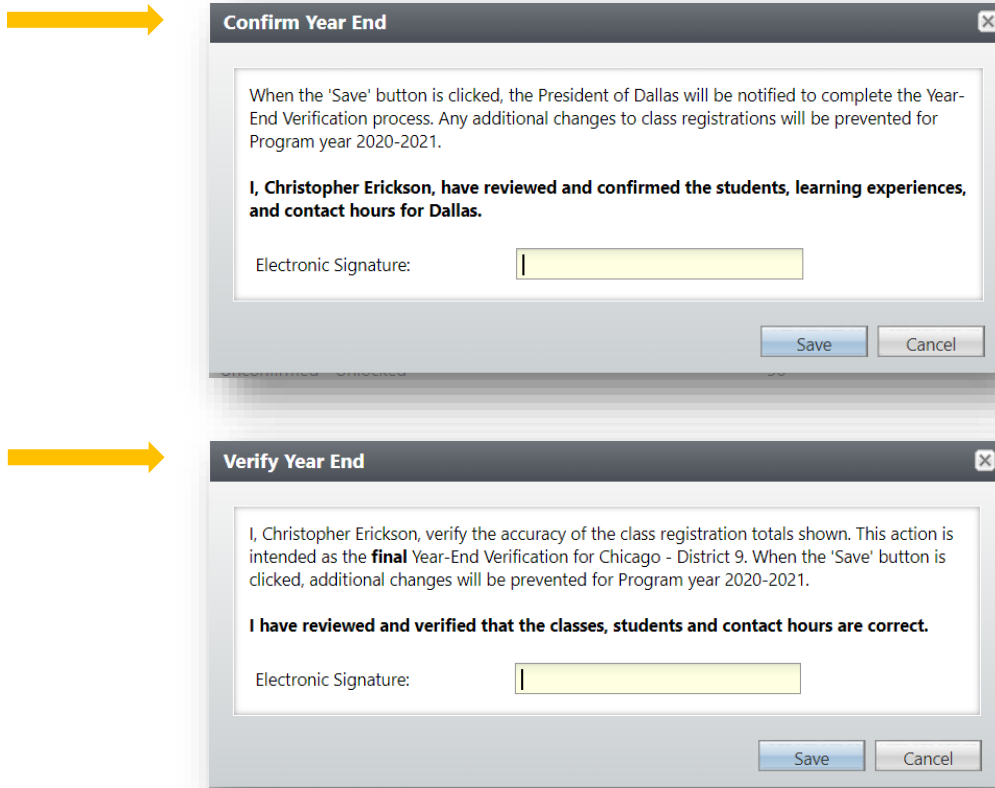
3.3 BCRM Specific Steps for Both Confirm and Verify

To update the status of a Site/Subsite’s Learning Experience counts and begin the confirmation/verification process, the user will navigate to the **Year-End Verification – Site Numbers** section of the dashboard. Depending on a user’s role, the user can update an individual site/subsite’s counts by clicking the **green and white chevron** button on the left-hand side of the “Site” field and use the corresponding status update button that appears in the screenshots below:

- Submitter Role (Optional): ‘Unconfirmed’ status to a ‘Confirmed’ Locked status
- President Role: ‘Unconfirmed’ status or ‘Confirmed’ status to ‘Verify’ Locked status







When a user updates the status on a line item in the **Year-End Verification – Site Numbers** section, they will be prompted to provide an electronic signature through a confirmation form. Please see the examples of this form below by status update type:



3.4 Year-End Verification – Class Locking

- After a user has started the Year-End Verification Process by confirming the Learning Experience counts for a site/subsite, all Classes and ILEs tied to said site/subsite will be locked to further edits.
- Additionally, all Classes and ILEs added post the verification process to the same site/subsite will not be able to be verified (through an error message on the “Missing Information” tab).
- You are not prevented from entering classes once the Year-End verification has been completed and classes are locked. Any programs added after verifying and locking **will not** be included the verified totals.

 **Smith 1 RISD Academy S20 CL-1213554**

Class status:  Verified Grade: 2 Semester: Spring Class Locked:  Yes 

3.5 Year-End Verification - Emails

- An email will be sent to the corresponding area’s president, JA USA Class Registration e-mail account and JA USA Operations representative once a status change occurs on a site/subsite’s Learning Experience counts.

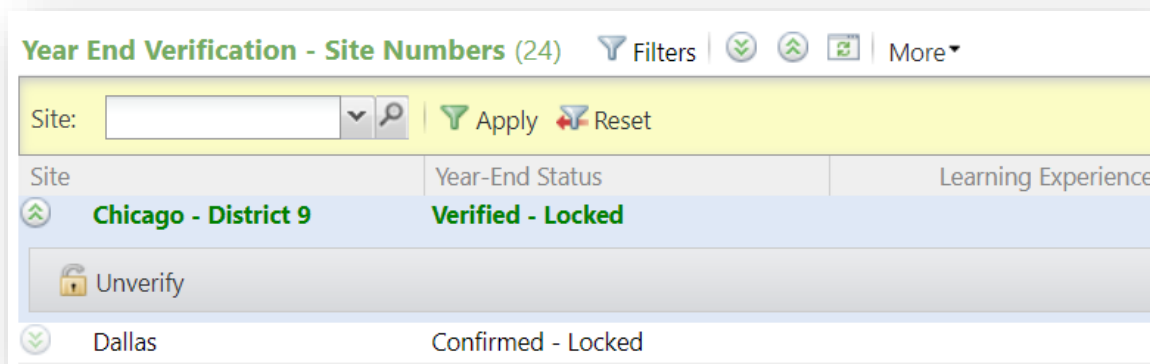
3.6 Year-End Verification – Confirming Totals

A user can confirm the accuracy of the Year-End Verification dashboard by using the **Introductory Learning Experience List** and **Class List** reports found on the **Program Management** functional area in BCRM. When doing so, remember to filter for Classes and ILEs in a verified status as these are the only Learning Experiences being counted on the Year End Verification dashboard.



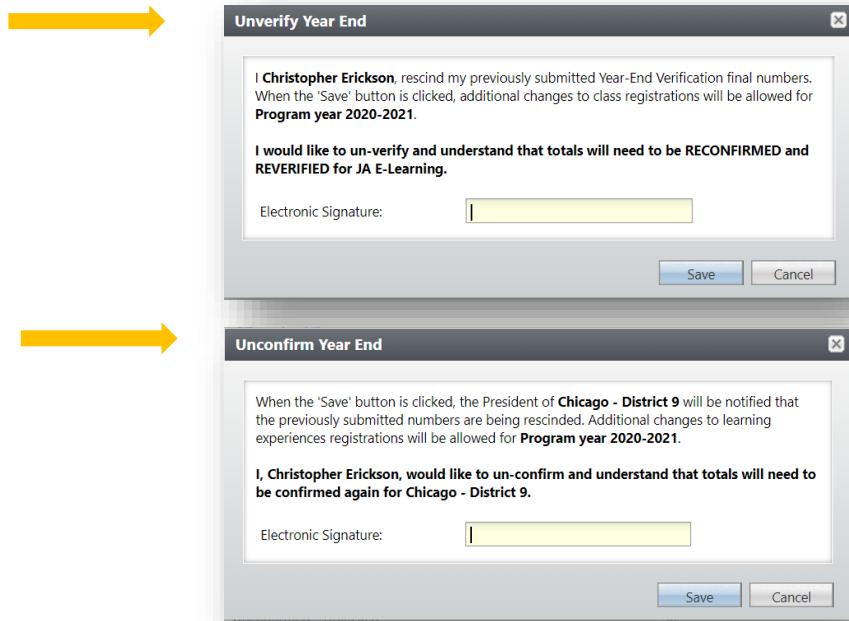
4 Undo Year-End Verification

If the program registration totals were confirmed or verified before all the programs were successfully registered, users have to the option to undo their actions. Please note that users will only be able to undo these changes prior to the August 15th deadline. All year-end verifications are final after August 15th and no further program registrations changes will be accepted.



Note that once a JA Area is **Un-Verified**, classes will be unlocked and new or modified program registrations will be accepted again. A “JA Year-End Verification: Program Registrations Unverified” email will be sent to the JA USA Operations representative.

When a user updates the status on a line item in the **Year-End Verification – Site Numbers** section, they will be prompted to provide an electronic signature through a confirmation form. Please see the examples of this form below by status update type:



Once the user provides their electronic signature in the form above, the user should see the “Status” of the selected site/subsite update in the **Year-End Verification – Site Numbers** section and see those learning experience counts updated in the **Year-End Verification Summary** section as well.