Improve – Entering Annual Updates

This guide will show you how to enter any annual updates that have come up since your last program review.

If you have questions about how to access and use Improve, please contact Allison Hughes:

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## When Should You Enter Annual Updates?

Annual updates should be entered during program review cycles when your program is not going through comprehensive program review, and you need to request resources. The annual update fields should be used to enter clarifying, background information on any new goals, or resource requests that are being entered and to provide any updates or changes that have come up since your last comprehensive program review.

How to Access Your Previous Program Review

1. The easiest way to access your (or another program's) previous program review narratives, is to visit the Cañada Program Review website. All program review documents are posted there after each program review cycle.

How to Enter Annual Updates

2. Select the unit you would like to work in from the drop down menu at the top. If you don't see the unit you need access to, please contact Allison Hughes.
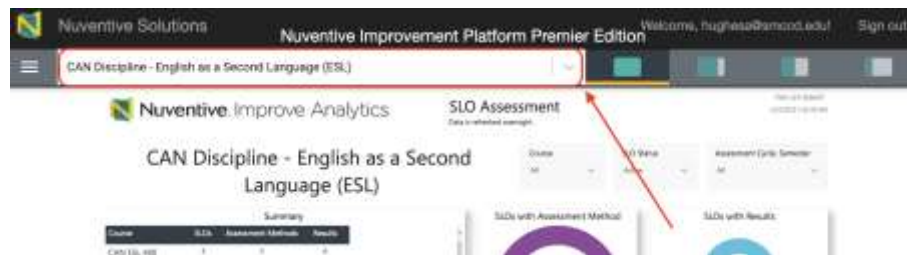

3. Click on the hamburger icon, or three horizontal lines, at the top left. Then click on Program Review and STEP 1: Annual Update.
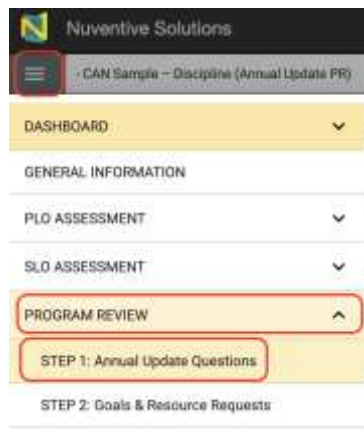

4. Next, click on the green plus sign icon at the top right to add a new Annual Update submission.

a. To see any reference materials for a question, click into the text box where your responses go. The related materials will appear to the right. You can use the data view buttons at the top right to get a better view the reference materials.
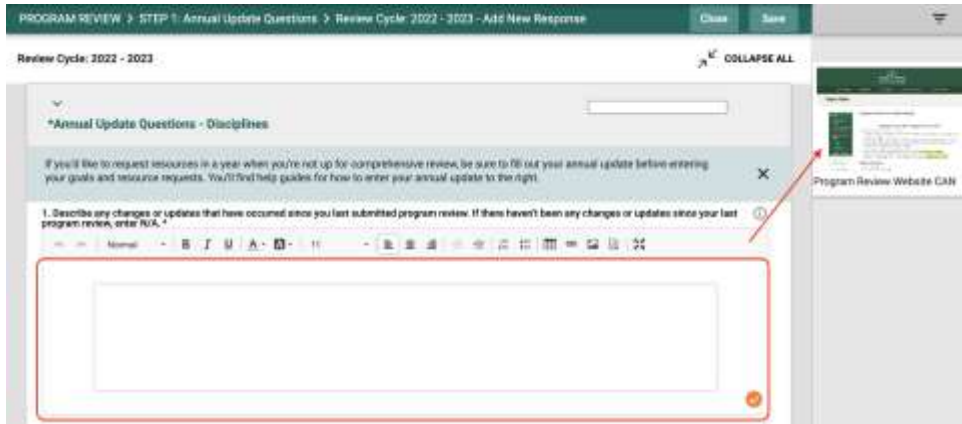
b. You'll also find the Cañada Program Review website in that right side panel. You can access your previous program reviews, previous feedback, assessment information and more on our website from within Improve when you click on our website on the right. Again, use the data view buttons at the top right to better view and navigate the website.

Program Review Website CAN
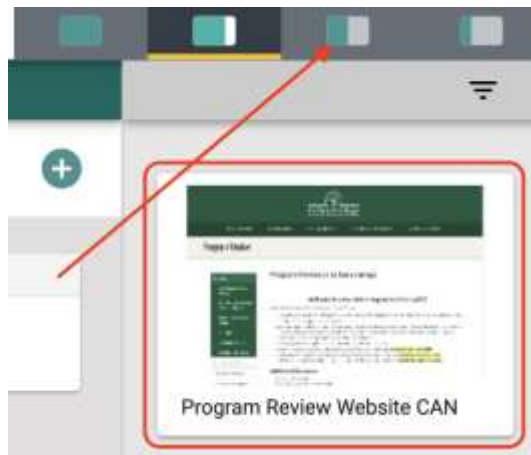
5. From here, enter your responses to the annual update questions and click Save at the top right when you're finished. If you haven't filled in all of your questions yet, you might need to enter a character into each field in order to Save since all fields are required.