

Who is required to submit a SAR report?

Every Middle School Matters Agency serving kids in AISD as part of your contract with United Way.

Why are we doing it differently this year?

In order to get more detailed information about our program, we are going to run reports about students enrolled in at least one program funded by United Way. The only way to currently do this is to get the data from you, compile it and run it on our end.

How will UWATX keep my clients/participants information secure and confidential?

United Way for Great Austin has a procedure for transmitting and storing secure data aligned with best practices in the field. If you need more details, contact Amber Welsh to get a copy of our procedure.

Why do you need a copy of the permission slips signed by students?

Since United Way will be running reports with student level data, we have to store consent from parents to comply federal law.

What do I do if I don't have permission slips for all my kids?

If these students are being served with United Way funds please ensure the permission slip is signed. Please only share with us information for those students with required consent.

Do my quarterly reports, campus report, and quarterly reports have to match up?

While the reports will be similar, they may be off by a few numbers because of the unique audience for each document. Feel free to add notes when you submit specific reports if you want to provide explanation about discrepancies.

What do I do about students who have opted out of sharing information with outside agencies?

Do not include information about students who have opted out in your spreadsheet. Please do include a note in the body of your email that notifies us that some students have opted out. For example, *2 students did not give permission to share their information.*

Does this mean I don't have to run my own SAR report?

You are not required to run a SAR report as part of your contract with United Way. If you serve 20 or more students and have attended the appropriate training, you can continue to use the SAR tool for data within your own agency.

Why do I have to provide 2 lists?

For our initial run of this data, we need both lists of anyone who participated vs. those that received a higher dosage of service. We will be comparing the results of this information. If the data is not significantly different, then we will only have to ask for one list in subsequent years.

What do I do if I don't know my "contract threshold"?

Email Amber.welsh@uwatx.org for clarification.