Central Pennsylvania Food Bank
Food Pantry
Statistical Reporting Quick Guide

When should I enter my statistics?

Statistics must be entered by the **5th of the month for the preceding month**. For example, October's stats must be submitted no later than November 5th. Agencies who fail to submit statistics on time will **not** be allowed to order more food from CPFB until they are submitted. Be sure to collect and send statistics on time!

Where should I enter my statistics?

Statistics should be entered via Primarius Web Window (PWW), the same website through which agencies order food. This page can be accessed at the following link: https://remote.centralpafoodbank.org/primariusww/login.aspx, or by clicking on "*Agency Resources and Ordering*" found in the top red bar at https://www.centralpafoodbank.org/. Scroll down and click on "*Online Ordering*". Enter in your Agency Reference number, username, and password. Click on "Login."

To enter agency statistics after logging in, choose the "*Statistics*" tab at the top of the page. On this page, click the "*Enter Statistics*" button at lower right.

Enter Statistics

Effective Date: Month: [   ] Year: [   ]

Comments: [   ]

Category	Quantity
01-P Total Households Served	[ ]
02-P Duplicated Households	[ ]
03-P Total Youth 0-17	[ ]
04-P Total Adults 18-59	[ ]
05-P Total Seniors 60+	[ ]
06-P Total Individuals Served	[ ]
10-P New Households	[ ]
11-P New Youth 0-17	[ ]
12-P New Adults 18-59	[ ]
13-P New Seniors 60+	[ ]
14-P Total New Individuals	[ ]

The page should then look like the one pictured above. Statistics should go into the *"Quantity"* boxes.

What statistics do I need to report?

There are ten types of statistics required from Food Pantries. The above photo includes "02-P Duplicated Households." As of July 1, 2021, this field will no longer exist. The remaining fields, total households, total youth, total adults, total seniors, total individuals, new households, new youth, new adults, new seniors, and total new individuals, will need to be completed each month.

What do those categories mean?

- Total Households
    - o This is the **total** number of households who participate in the program in the month. This number is a *duplicated* number – each family should be counted **every** time they participate in the program in the month.
        - ▪ For example, if an agency has 12 households that come every week, and the month has four weeks in it, the number reported here should be 12 x 4 for a total of 48.
        - ▪ The best way to track this statistic is to use sign-in sheets. Families need to sign for food every time that they come to your pantry.
- Total Youth 0-17
    - o This is the **total** number of children who participate in the program in the month. This number is a *duplicated* number – each child should be counted every time they participate in the program in the month.
        - ▪ For example, if an agency has 29 children that come every week, and the month has four weeks in it, the number reported here should be 29 x 4 for a total of 116.
        - ▪ The best way to track this statistic is to use sign-in sheets. Families need to sign for food every time that they come to your pantry.
- Total Adults 18-59
    - o This is the **total** number of adults over the age of 18 and under the age of 60 that were served by the food pantry in the month. This number is a *duplicated* number – each adult should be counted every time they participate in the program in the month.
        - ▪ The best way to track this statistic is to use sign-in sheets. Families need to sign for food every time that they come to your pantry.
- Total Seniors 60+
    - o This is the **total** number of seniors over the age of 60 that participated in the food pantry program during the month. This number is a *duplicated* number – each senior should be counted every time they participate in the program in the month.
    - o This figure should be calculated the same way Total Youth and Total Households are calculated – by using sign-in sheets.
- Total Individuals
    - o This is the total youth, total adults, and total seniors combined. *Note: PWW does not populate a total amount. This requires the agency to ensure accuracy when adding to avoid mistakes in reporting.*
- New Households
    - o Every family is considered NEW in July. This is the number of *new* unique households enrolled in the month. This is an *unduplicated* number – each household should be counted as new only one time per fiscal year, regardless of how often they come to the pantry.
        - ▪ can be composed of any number of adults and children, so long as they reside together; the individuals in each household will be broken out by demographic later in the statistical reporting.
    - o An agency that has 10 households previously enrolled and 2 new households enroll during the reporting month should have a figure of 2 in this category.
    - o **All households, even if they participated in the previous fiscal year, should be reported as new in the month of July, or in the first month of distribution after July 1.**
- New Youth 0-17
    - ▪ This is the number of *new* unique youth served in the month. This is an *unduplicated* number – each child should be counted as new only one time per fiscal year, regardless of how often they come to the pantry.

- o An agency that has 10 youth previously served and 2 new youth served during the reporting month should have a figure of 2 in this category.
  - o **All individuals, even if they participated in the previous fiscal year, should be reported as new in the month of July, or in the first month of distribution after July 1.**
- New Adults 18-59
  - ▪ This is the number of *new* unique adults served in the month. This is an *unduplicated* number – each adult should be counted as new only one time per fiscal year, regardless of how often they come to the pantry.
  - o An agency that has 13 adults previously served and 7 new adults served during the reporting month should have a figure of 7 in this category.
- New Seniors 60+
  - ▪ This is the number of *new* unique seniors served in the month. This is an *unduplicated* number – each senior should be counted as new only one time per fiscal year, regardless of how often they come to the pantry.
  - o An agency that has 20 seniors previously served and 5 new seniors served during the reporting month should have a figure of 5 in this category.
- Total New Individuals
  - o This is the total new youth, total new adults, and total new seniors combined. *Note: PWW does not populate a total amount. This requires the agency to ensure accuracy when adding to avoid mistakes in reporting.*

What should I do with the comment boxes?

You are welcome to put information such as weather related closures in the comment section, but please be aware that the comments do not populate in CPFB's analytic reporting so they are primarily for reference rather than a form of communication with CPFB staff.

I have other questions/need help with my statistics. Who should I reach out to?

Questions and concerns about Food Pantries should be directed to your CPFB Agency Services representative. You may also submit questions to the entire team by email at arinfo@centralpafoodbank.org.