

D.I.M.E. Important Information & How to Access SAMTrack.v4

It is imperative that we document accurate information in our reporting. Our numbers are important to the successful receipt of federal monies to support our program, therefore the information that we submit must be accurate!

Reports must be submitted monthly by the D.I.M.E. Court Directress via SAMTrack at www.doipha.org even if there was no activity.

Daughters – Reports are due by: The last day of each month

1. Visit the Daughters website at www.doipha.org
2. Click “Links”
3. The link to the SAMTrack.v4 Reporting System and instructions are located here

SAMTrack.v4 Reporting Form – How to Use it

All fields followed by a red asterisk (*) indicates that the field is required. Even if there is no activity in a particular month, a report should still be submitted to remain in compliance. “N/A” or “no activity” without a detailed explanation is unacceptable.

This is an updated form! You will need delete any previously saved versions and hit CTRL & F5 to refresh your browser!

Below are screenshots of the form that provide a brief definition of each section of the form.

Login Page

The form is password protected. If you have not received the password from your Region Directress, please send an email to: dimereporting@gmail.com.

D.I.M.E. - SAMTrack.v4 Reporting Form

Before completing this form, please be aware that it is **password** protected. Please send an email to dimereporting@gmail.com to request the password

Password *

Next

Region/ Desert/ Court Information

1. Courts are separated into Regions. If you are unsure as to what Region you are located in, please contact your Region Directress. A list of Regions is located on the last page of this document. Find your respective region and select it. *For this demo, Deep South Region I was selected.*
2. The select the appropriate radio button to display the list of Deserts under that Region. *For this demo, the Deep South I was selected.*

D.I.M.E. Court Report

Select Region *

- Deep South Region I
- Deep South Region II
- Mid-Atlantic Region
- Mid-Western Region I
- Mid-Western Region II
- North Eastern Region
- Western Region I
- Western Region II

3. The next drop down list will prompt you to select your Desert. *For this demo, the Desert of Alabama was selected.* The next drop down list will prompt you to select your Court Name & Number. *For this demo, the Khedive Court #46 was selected.*

Select Desert & Court

Deep South Region I Deserts *

Alabama ▼

Alabama Courts *

Khedive Court # 46 ▼

4. The remaining parts of the form are now visible.

Court Contact Information

We have relocated the Court Contact (Court Chairperson) information to the top of the form for ease of use. Be sure to completely fill out this information and provide a valid email and phone number:

Court Contact Information

D.I.M.E. Court Chairperson Name *

First NameLast Name

D.I.M.E. Court Chairperson Email Address *

ex: myname@example.com
example@example.com

D.I.M.E. Court Chairperson Phone Number *

-

Area CodePhone Number

Next, provide pertinent details about your activities

Project/ Event Detail

5. Click on the calendar icon and select the start and end date of the activity

Project/ Event Details

Start Date of Project/ Event *

07-01-2019
Date

End Date of Project/ Event *

07-01-2019
Date

No Activity to Report

If selected, please explain below

No Activity

When the “no activity” box is selected, you are required to enter a detailed description as to why there was no activity for a given month or timeframe. By selecting this box, the remainder of the form blanks out and you are only required to complete the contact information section of the form and submit it.

- ***Audit point – if there is no activity submitted for 90 days, a report will be sent to the Region Directress that your Court falls under. She will then contact your Deputy for the Desert and or Deputy for the Oasis to review the report to assess if a Court may need assistance or have questions.***

Project/ Event Details

Start Date of Project/ Event *

 07-01-2019

Date

End Date of Project/ Event *

 07-01-2019

Date

No Activity to Report

- If selected, please explain below

Explanation of no activity *

0/300

Mentoring Activity - Participation

6. New section

- You are now required to provide the name of all Daughters that participated in the mentoring activity. **DO NOT enter names of youth or Nobility**

Participation

Names of Participating Mentors - Daughters ONLY *

DO NOT Enter Names of youth or Nobility

7. Enter the Number of Participating Mentors
8. Enter the Number of Participating Mentees
9. Select the Age Range (multiple age ranges may be selected)
10. Enter Number of total hours spent with your Mentees
11. The total number of In-Kind Service hours will auto-populate the calculation. You cannot enter data into this field

Total # of Participating Mentors: *

Total # of Participating Mentees *

Age Range of Mentees: *

<input type="checkbox"/> N/A	<input type="checkbox"/> 7 - 10 yrs old
<input type="checkbox"/> 11 - 13 yrs old	<input type="checkbox"/> 14 -18 yrs old

Total # of Hours Spent with Mentees *

Total # of Hours (In-Kind Service) for Project/ Event

This field will auto-populate the ACTUAL In-Kind Service Hours

- **Audit Point – Do no pad your information! Including but not limited to number of mentors to mentees or the total hours spent mentoring. Courts will be audited at random monthly.**

Mentoring Activity cont.

Was this a joint Court/ Temple project/ event?: *

N/A Yes No

Was this a collaborative project/ event with a non-masonic organization?: *

N/A Yes No

12. Select if the project/ event was a joint Court/ Temple project/event.

13. Select if the project/ event was a collaboration with a non-masonic organization? For example: Girl Scouts, 4-H, Junior Achievement, local Fire or Police Dept., etc.

14. If Yes is selected for the previous question, document the name of the organization.

Was this a collaborative project/ event with a non-masonic organization?: *

N/A Yes No

Name of non-Masonic Organization

Mickey Mouse Club

15. Enter a description of the project or event.

16. Enter how your mentoring efforts assisted the youth that you mentored.

Brief description of project/ event *

0/300

What was the outcome of your mentoring efforts?: *

0/300

Educational Goals

The U.S. Department of Education requires this information when selecting organizations to fund. Tutoring, volunteering in a school, anything that can enhance a young person's education is acceptable. However, documentation is required in the event it is requested by the U.S. Dept. of Ed. It is understood that this information is not always applicable to every mentoring project/ event; if it does not apply, select N/A.

Educational Goals

Did your Court mentoring efforts assist in increasing the G.P.A. of your Mentee(s)?: *

N/A Yes No

How did the mentoring efforts support the Mentee(s) in increasing their G.P.A?: *

0/300

If "No" is selected: Please explain below *

0/300

Did your Court mentoring efforts assist in reducing the high school drop out rate?: *

N/A Yes No

How did the mentoring efforts encourage the Mentee(s) in reducing the drop out rate and reaching their educational goals?: *

0/300

17. Select "N/A" if the project/ event did not have an effect on the G.P.A of your Mentee(s)

Educational Goals cont.

18. Select Yes if there was an increase in your Mentee(s) G.P.A. and provide a description as to how mentoring assisted the Mentee(s) increase their G.P.A.

Did your Court mentoring efforts assist is increasing the G.P.A. of your Mentee(s)?: *

N/A Yes No

How did the mentoring efforts support the Mentee(s) in increasing their G.P.A.?: *

0/300

19. Select No if your mentoring efforts did not assist your Mentee(s) in increasing their G.P.A.

Did your Court mentoring efforts assist is increasing the G.P.A. of your Mentee(s)?: *

N/A Yes No

If "No" is selected: Please explain below *

0/300

20. The same instructions listed above applies to the following section:

Did your Court mentoring efforts assist in reducing the high school drop out rate?: *

N/A Yes No

How did the mentoring efforts encourage the Mentee(s) in reducing the drop out rate and reaching their educational goals?: *

0/300

If "No" is selected: Please explain below *

0/300

Feedback

How can the D.I.M.E. Mentoring Program assist your Court in your mentoring efforts?

Additional Contact Information

21. Enter the contact information for the following individuals*:

- ✓ **D.I.M.E. Desert Directress *** - *Optional and not required. Not all Deserts have a D.I.M.E. Desert Directress.*
- ✓ **Deputy for the Desert**

Additional Contact Information

If your Desert does not have an assigned D.I.M.E. Desert Directress, please select this option:

- No Desert Directress
Assigned

DESERT - D.I.M.E. Directress

First Name Last Name

DESERT - D.I.M.E. Directress: Email Address

ex: myname@example.com
example@example.com

DESERT - D.I.M.E. Directress: Phone Number

-
Area Code Phone Number

Deputy for the Desert: *

First Name Last Name

Deputy for the Desert: E-mail Address *

ex: myname@example.com
example@example.com

Deputy for the Desert: Phone Number *

-
Area Code Phone Number

22. Not all Deserts have a D.I.M.E. Desert Directress; Select the check box if your Desert does not have an individual assigned. The contact field will be hidden.

23. Enter the contact information for the Deputy for the Desert.

Deputy for the Desert: *

First Name

Last Name

Deputy for the Desert: E-mail Address *

Deputy for the Desert: Phone Number *

Area Code

-

Phone Number

Please be sure to print a copy or forward your report via email to your Illustrious Commandress and the Deputy for the Oasis.

24. You will automatically receive an email as confirmation of your report submission; be sure to print a copy of the report and present it to your Illustrious Commandress and Deputy for the Oasis.

Submitting and Printing the form

If your Desert does not have an assigned Desert Directress, please select this option:

No Desert Directress Assigned

25. Once you have completed the form and there are no red flags showing, be sure to click “submit” and the form will be submitted into SAMTrack.v4.

Submit

 Print Form

Audit Process

As previously stated, accuracy in reporting is key, and over the years there have been discrepancies documented and submitted. In 2019, it is our goal to improve the quality of our data by implementing an audit process. Please be advised that random of audits of submitted reports will be conducted monthly. Below is a short list of audit points that may make your Court subject to audit:

REPORT AUDITING

1. Number of Mentors reported – **If your Court’s number of Mentors reported do not match the background list with Imperial.**
2. Number of Mentees – **Excessively high numbers of girls mentored that do not match the number of Mentors involved.**
3. Hours submitted – **Please, do not pad your hours. Remember, the calculation is:**

#of Mentors x # of Mentees x # of hours spent mentees = Total In-Kind Service Hours
(SAMTrack calculates the total for you)
4. No activity – **Any Court that submits a report stating “no activity” for a 90 consecutive days is subject to audit and being listed on a report to the Deputy for the Desert. While it is not a requirement to have activities every month, meeting with your mentees individually or in a group is still considered activity**
5. Zero reports submitted – **If a Court has never submitted a report, the Deputy for the Desert will receive a report and requested to contact the Illustrious Commandress for those Courts that are not in compliance**

2019 Imperial D.I.M.E. Directory

IMPERIAL DIRECTRESS

Dt. Lawyanna M. “Shelly” Marshall, PC (65)
4750 Belmont Place, Huber Heights, OH 45424
(h)937-233-8037 (c)937-751-6023
doiyouthmentoring@gmail.com

Deputy Imperial Chief Directress

Dt. Tonya C. McNair, HPC (65)
SAMTrack Administrator – D.I.M.E.
tcmcnair@gmail.com

Please send requests for D.I.M.E. Program Information to the Deputy Imperial Region Directress assigned to your Region/ Desert.

Reporting questions? Please contact: dimereporting@gmail.com

NORTH EASTERN REGION-*23

Deputy Imperial Directress
Dt. Sondra Vance, PC (154)
kia_vance@yahoo.com

Connecticut -2
Massachusetts-2
New Jersey-5
New York-7/Canada-1
Rhode Island-1
Pennsylvania-5

MID-ATLANTIC REGION-*37

Deputy Imperial Directress
Dt. Brenda Bradford (2)
nunbrad@verizon.net

Delaware-2
Washington, DC-2
Maryland-5
North Carolina-17
Virginia-7
Far East-3
Korea-1

DEEP SOUTH REGION I-*45

Deputy Imperial Directress
Dt. Crystal Banks, PC (76)
crystalebanks@comcast.net

Alabama-6
Florida-13
Georgia-9
Louisiana-6
South Carolina-11
Arkansas-1

DEEP SOUTH REGION II-*33

Deputy Imperial Directress
Dt. Rhonda LeSane, PC (95)
f.sane@sbcglobal.net

Mississippi-8
Oklahoma-4
Tennessee-7
Missouri-3
Texas-11
Bahamas-1/Virgin Islands-1

MID-WESTERN REGION I*19

Deputy Imperial Directress
Dt. Heather Henning, PC (65)
Hlheen21@gmail.com

Indiana-6
Kentucky-5
Minnesota-1
Nebraska-1
Illinois-6

WESTERN REGION I*15

Interim Deputy Imperial Directress
Dt. Tonya Cameron (45)
cameront384@gmail.com

California-8
Oregon-1
Washington State-2
Nevada-1
Hawaii-2

SUPPORTER - Region I

North Eastern
Mid-Western-I
Deep South-I
Western-I

MID-WESTERN REGION II*20

Deputy Imperial Directress
Dt. Felicia Pressley, PhD, PC (126)
fpresley@yahoo.com

Ohio-9
Michigan-4
Kansas - 4
Wisconsin-1
Iowa-2

WESTERN REGION II*13

Interim Deputy Imperial Directress
Dt. Martha Palmer, PC (181)
martha.palmer@aamu.edu

Alaska-1
Arizona-4
Colorado-2
Western Europe-4
New Mexico-1

SUPPORTER - Region II

Mid-Atlantic
Mid-Western-II
Deep South-II
Western-II