Creating a Standard Report

Standard Reports contain information and data that IECAM has prepared in response to frequently asked questions about early care and education services in the state. Creating a Standard Report is quicker than finding the same data on the main IECAM search page. In addition to data, users receive background information relevant to the data in the report.

IECAM Standard Report options include:
- Publicly Funded Preschool and Head Start
- Building Blocks Community Assessment Data Sheet
- Response to Preschool for All (PFA) Request for Proposals
- Early Care and Education Services and Child Population by County
- Child Care

To create a Standard Report instead of searching for data in the IECAM database, all you have to do is:
- Select a report.
- Select a region (e.g., county).
- Select an instance of that region (e.g., Champaign County).
- Click the Submit button.

Starting the Process

On the Home Page (http://iecam.illinois.edu), there are two separate pathways to the Standard Report page. Choose either the menu item or the icon for Standard Reports (pictured above right).

The IECAM Standard Reports search page will appear (pictured right).

There are four parts to the window:
1. Available Standard Reports in pull-down menu titled Select a Report
2. Geographic areas in the section below titled Select a Region
3. Instances of geographic areas in the next section below titled Select Counties (or Select Municipalities, etc.)
4. A state map divided into counties in the right-hand section
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On the IECAM Standard Reports page:
1. Select a report, such as Child Care.
2. Select the region, such as Counties.
3. Select individual counties, such as Champaign and McLean.
4. Click on the Submit button.
5. You also can click on a single county in the map to get the Standard Report for that county.

Your selected Standard Report will be generated and the page will appear in your browser.

Your Standard Report will begin with a description of the information contained in the report.

You can scroll down through the Standard Report to view the tables of data.

Using Internet Explorer, you can export the Standard Report to Excel by clicking on the “Download as an Excel file” button. Using any browser, you can copy the Standard Report in your Web browser and paste it into an Excel worksheet or a Word document.

For more information on IECAM search features (or to create other Standard Reports), visit http://iecam.illinois.edu/search-options.html.

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