

Close out a completed LENA Start Group

Use the LENA Start Group Completion form to wrap up a LENA Start Group. The form is available one day after the final session.

The form is saved as you go, so don't worry if you can't do it all in one sitting.

After you close out the group, you'll have access to your LENA Start Performance Report.

1. Open the Group Completion Form.

Access the form by clicking on the checked flag on your group's Detail Dashboard.

The screenshot shows the LENA Online interface for a group named 'S10 Group Completed'. The dashboard displays key metrics: Actual Graduation Rate at 90%, Valid Recordings at 0%, and Families Increasing Turns at 40%. A red arrow points to a flag icon next to the group name. Below the dashboard is a table with columns for Child, Caregiver(s), Notifications, Reading Mins, Attend, and Recs.

Child	Caregiver(s)	Notifications	Reading Mins	Attend	Recs
Smith, Alexander	Anna Smith	Meets Graduation Criteria	-	10	8
Smith, Amina	Dawn Smith	Meets Graduation Criteria 4 star streak for Words! 4 star streak for Turns!	-	9	8
Smith, Danny	Diane Smith	Meets Graduation Criteria 4 star streak for Turns!	-	9	7

💡 Users who have full organization dashboard access can also find the flag icon in the Last Session column for each eligible group. The flag appears the day after the final session.

2. Fill in General Group Information.

The first section of the form covers general information about your group.

For the estimate of families who have lower incomes, please just take your best guess.

3. Answer Fidelity questions.

Your answers help us understand how closely your group matched the guidelines laid out during LENA Start implementation training.

If you respond 'Not Sure' to any of the questions, and you know that someone else might know for sure, please check with them and update your answer.

4. Group Completion Checklist

This checklist covers all of the closeout tasks, to make the process simple and clear.

- Blue hyperlinks take you directly to the screen where you can complete the task.
- Alerts show for items that need to be completed within LENA Online.
- As you complete the LENA Online items, the boxes will be checked off automatically.
- For items outside LENA Online, such as materials inventory, check the box once your team has completed the task.

 Wait to mark families as completed/dropped until at least one day after processing the final devices so that the system can send the report link texts.

Group Completion Checklist

<input type="checkbox"/> Process all recorders turned in at final session		
<input type="checkbox"/> Record Attendance for final session	Go to Attendance	 No Attendance for final session
<input type="checkbox"/> Inventory all materials (recorders, LENA Start kits, vests)		
<input checked="" type="checkbox"/> Unassign recorders that are in your inventory. <small>(Contact any participants that still have recorders with them. Leave those recorders assigned until returned.)</small>	Go to Recorder Assignment	
<input type="checkbox"/> Enter final Snapshots (unless already completed by text)	Go to Snapshots	
<input checked="" type="checkbox"/> Change the enrollment status of all participants <small>to COMPLETED (if met grad criteria) or DROPPED (did not meet graduation criteria)</small>	Go to Participants	
<input type="checkbox"/> Send coordinator observation (if available) to LENASStart@LENA.org	Go to Resources	

Resolve all LENA Online task alerts

Blue links take you to the screens that needs action

Boxes are automatically checked for completed LENA Online tasks

 **Navigation tip:**

After you complete a task on another screen, return to the saved form in 3 clicks:

1. Click the **LENA Online** logo.
2. Click **More Details** to access the dashboard detail.
3. Click the **flag** icon.

5. Tell us about Incentives.

Understanding what incentives may have worked for your group allows us to share ideas across Start sites.

6. Click Submit.

That's it!

The Performance Report for the group is now available.