

CSBG Monthly Webinar—Monitoring
Prep & Plan for Nov. Workshop with
NASCS(Annual Report)

October 23, 2018

Housekeeping

- FY19 Contract prep
 - no award letter yet
 - drafting contracts so ready to go when receive
 - status of outcomes....

CAP60:

--Please add me as a user to your agency's CAP 60 account (UCA—if possible, please add me to client track)

Our Mailing Address:

1385 South State St.

Suite 400

Salt Lake City, UT 84115



NASCSP Training: Annual Report

Prep is needed to make it worthwhile 😊

- **Who:** Katy Kujawski will present/facilitate the workshop
- **What:** Workshop on the new annual report
- **Where:** Olene Walker Building: 140 East 300 South Salt Lake City Conference Room 101
- **When:** Tuesday, Nov 13th 9:00 am-4:30 pm

Validated Parking is a couple blocks away—map included on email sent about training on Oct 11th.

Wells Fargo Parking—55 East 300 South—access on the north side of 300 South—between Main and State Street—turn into the structure at the stop light located in middle of the block

Workshop—she will provide instruction on each section and *you will have opportunity to work on your report for each section*—to ask real time questions.

BRING LAPTOP with following downloaded/or on thumb drive:

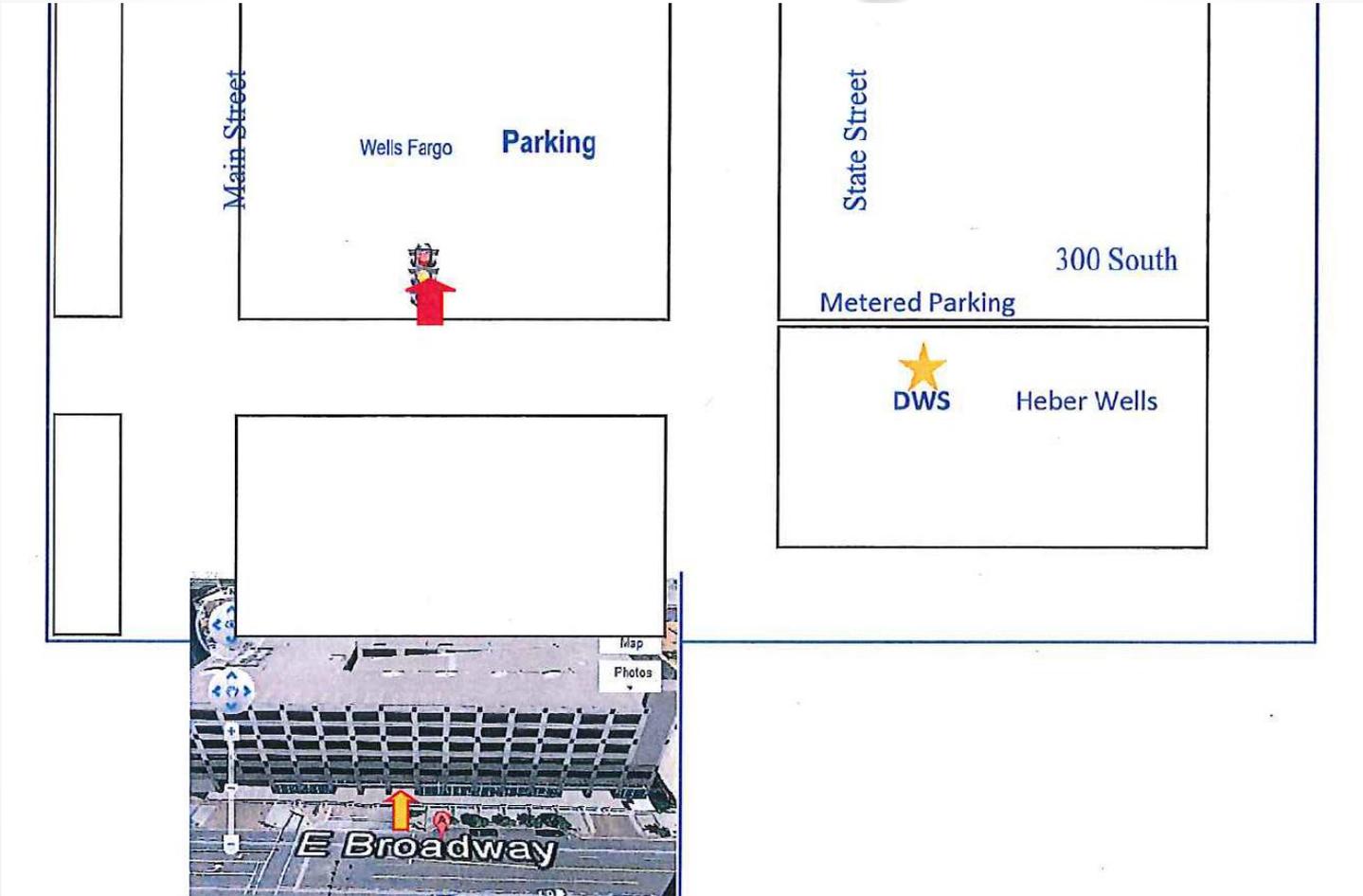
-- **FY17 IS Report**

--**Module 2-4 spreadsheets**

--**data your agency has available for FY18 reporting**

WIFI may be spotty

Parking



FY18 CSBG Program Monitoring Schedule

Penciling in specific dates now.....

- November: Open Doors
- January: OWCAP
- February: SEUALG
- March: Five County
- April: UBAOG
- May: CASFB & Six County
- June: UCA
- July: CAP Utah & BRAG

FY18 Monitoring

- Desk top review of documents:
 - KQ will send out list of docs needed
- Goal—send monitoring tool 2 weeks in advance of visit
 - able to see what documentation still needed
 - forwarding docs will reduce length of on-site monitoring

Notes on Reporting Prep

- ROMA Data Quality:
 - Accurate/Complete
 - Reconciled/De-duplicated

Expectation: now that all agencies are on a database system:

- all client data is in your system
- pull accurate and complete reports immediately
- following protocols and safeguarding client data

Reconciliation of clients in external data systems:

- hand reconcile spreadsheets
- Determine % of duplication---use as a multiplier going forward



FY 18 Monitoring

- **NEW ADDITION TO MONITORING TOOL:**
- 1. Question about nondiscrimination training
- 2. Question about **referral to child support services** asked in CSBG application—will be part of monitoring—SCSO's responsibility to demonstrate compliance with requirements of CSBG Act:
- **Describe how the agency meets the childcare support services and referral requirements of Section 678G (b) of the CSBG Act?**
(b) Child Support Services and Referrals - During each fiscal year for which an eligible entity receives a grant under section 675C, such entity shall -
 - (1) inform custodial parents in single-parent families that participate in programs, activities, or services carried out or provided under this subtitle about the availability of child support services; and*
 - (2) refer eligible parents to the child support offices of State and local governments.***Monitoring—show proof of process**

New Question #1

HR SECTION

6.1- PERSONNEL

	Yes	No	Comments
How often does the agency conduct performance reviews of its staff? When were the last reviews?			
How often is the executive team's performance reviewed? Who conducts these reviews? When were the last reviews?			
Is your agency's staff aware of the strategic plan and how their jobs contribute to fulfilling the plan?			
Is any staff other than the Executive Director involved in the community partnerships and collaborations? Who?			
Does your organization / Agency have and maintain the following personnel policies			
Classification and pay plan			
Employee selection and appointment			
Conditions of employment and employee performance			
Employee benefits			
Employee-management relations including procedures for filing and handling grievances, complaints and rights of appeal			
Personnel records and payroll procedures			
Job description for all positions			
Drug Free Work Place Policy			
Affirmative Action policy and plan / nondiscrimination policy			
Conflict of Interest Policy			
Equal Opportunity			
Prohibit Political Activity or Lobbying			
Whistle Blower			
Agency conducts nondiscrimination training? Date of most recent training:			

New Question #2

End of HR Section

CSBG Act—678G (b) Evidence that the agency meets the childcare support services and referral requirements of Section 678G (b) of the CSBG Act?

(b) Child Support Services and Referrals - During each fiscal year for which an eligible entity receives a grant under section 675C, such entity shall -

(1) inform custodial parents in single-parent families that participate in programs, activities, or services carried out or provided under this subtitle about the availability of child support services; and

(2) refer eligible parents to the child support offices of State and local governments.

- Documentation of referrals or other eligible entity processes that demonstrate compliance

State Assessment of Organization:

- Met-The CEE has met the requirements of the Act
 Not Met – The CEE has not met the requirements.

Documents Used:

<input type="checkbox"/> Policies and procedures	<input type="checkbox"/> Referral lists	
<input type="checkbox"/> Documentation of referrals to services	<input type="checkbox"/> Other	

Comments:

--

Monitoring Process

- What to expect:
 - Monitoring dates--being scheduled/penciled in now
 - Min. of 3 weeks ahead of visit--Notification Letter sent
 - 1-2 weeks ahead of visit—KQ will send tool filled out with what has been captured from desk top review and what needs to be seen on-site*
 - 1 week before visit--Pre-visit Questionnaire due to SCSO

**During the month prior to visit—SCSO will conduct a desk top review of as much as possible. SCSO may ask for docs to be sent (ie. strategic plan, board manual, etc.)—which assist with desk top review.*

--Shortens length of on-site monitoring significantly 😊



FY18 Monitoring

- Karen—conducts programmatic monitoring
 - will be doing as much by desk top review in advance as possible
 - will forward partially completed monitoring tool (based on docs received for desk top review) 1-2 weeks in advance
 - If your agency receives EFN/QEFAF funding—some review may be included during the CSBG monitoring visit*
- Patrick—conducts fiscal monitoring
 - will want to see back-up documentation for most recent RFF submitted

Agency Preparation

- Do you have documentation that is aging out?
 - Review your documentation that demonstrates compliance with the organizational standards

FY17 Monitoring Tool

- FY18 Scope:
 - no specific outcomes listed in scope—will be looking at outcomes identified on FY18 application
 - Any known T/TA needs that cropped up for agency over the year—this is a great time to share
 - Any subcontracts..? Monitoring includes review of subcontract contracting and monitoring

Learning from FY17

- OS 1.3—"Systematic approach to collecting, analyzing, and reporting customer satisfaction data to the governing (advisory) tripartite board" *Narratives help explain process*
- OS 2.2—Gathering data from 5 sectors (community-based, faith-based, private, public, educational)
- OS 2.3—Communicating activities and results to the community
- OS 4.5—Succession policy
- OS 4.6—Risk Assessment
- OS 5.1—Tripartite board vacancies
- OS 5.5--Difficulty in holding regular board meetings and following out of compliance with bylaws
- OS 6.4—Customer satisfaction data included in strategic planning process
- OS 8.3—(public) notification to board of availability of audit—and note in minutes
- OS 8.7—financial review of programs at each board meeting
- Subcontract monitoring processes

- Contract reporting—on all CSBG specific outcomes in scope of work
- Client files: 125% of poverty or below, client signature for intake info, case notes (capture benchmarks—think about FY19 outcomes and documentation needed)

- Looking ahead— **OS 4.3** —ROMA Implementer/trainer

Questions



Questions on other topics?
Data pulling okay---now that FY18
is closed....?
Needs Assessment?
Any challenges with surveys/data?