
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 13\(^{th}\) 9:00 am-4:30 pm
  
  **Validated Parking is a couple blocks away**—map included on email sent about training on Oct 11\(^{th}\).
  
  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  
  June: UCA
• January: OWCAP  
  July: CAP Utah &
• February: SEUALG  
  BRAG
• March: Five County
• April: UBAOG
• May: CASFB & Six County
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
### HR SECTION

#### 6.1 - Personnel

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