

The background features a light gray gradient with several realistic water droplets of various sizes scattered across the surface. In the center, there is a faint, circular logo or watermark that is not clearly legible.

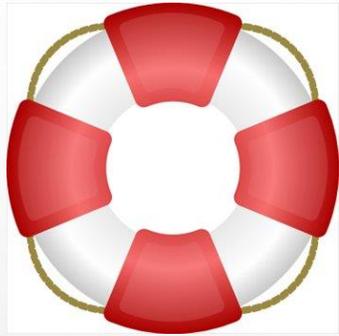
FY19 CSBG ANNUAL REPORT

12/18/19



QUICK REVIEW

- WHO: YOUR CAA 😊
- WHAT: MODULE 2 MODULE 3 (?) AND MODULE 4—**USE FY18 SMARTFORMS**
 - **ALSO: MODULE 1 RESPONSES B.5, B.6, AND I.5**
 - **SMARTFORMS AND PROMPTS FOR B.5, B.6 AND I.5 SENT 11/18/19—SEND ME EMAIL IF YOU NEED IT SENT AGAIN**
- WHEN: **ALL DUE —JANUARY 17, 2020**
 - *COMPLICATION—OMB CLEARANCE NEEDED—60 DAY COMMENT PERIOD CLOSED AND CURRENTLY REVIEWING COMMENTS—WILL DEVELOP SMARTFORMS ON UPDATED REPORT SUBMITTED FOR 30 DAY COMMENT PERIOD*
 - *EXPECT TO HAVE FINAL CLEARANCE BY END OF JANUARY OR IN FEBRUARY---AHEAD OF 3/31/20 SUBMISSION DEADLINE*
 - REPORTING PERIOD **FFY 2019: OCTOBER 1, 2018-SEPTEMBER 30, 2019**
- WHERE: SEND BY EMAIL TO KQ
- WHY: MANDATORY.....



RESOURCES SENT



- CHECK YOUR EMAILS:
 - 10/15/19—[CHECKLIST FOR MODULES 2-4 \(VERY HELPFUL\)](#)
 - 11/18/19—YOUR AGENCY'S FY18 SMARTFORMS AND PROMPTS FOR MODULE 1 RESPONSES (B.5, B.6, AND I.5)
 - 11/27/19 AND 12/3/19—ZIP FILE WITH NASCSP'S DATA VALIDATION TOOLS
- **IMPORTANT!!!!** [COMPARE YOUR FY19 DATA TO FY18 DATA](#)
 - [NOTE --FY17 DATA PREPOPULATES IN THE FY18 SMARTFORMS](#)

LIKELY TIMELINE



JANUARY 17, 2020:

- AGENCIES SUBMIT MODULES 2, 3, 4 AND NARRATIVES FOR MODULE 1 TO SCSO

EARLY FEBRUARY:

- SCSO REVIEWS AND SEND TO NASCSP FOR EXPORT TO FY19 SMARTFORMS

FEBRUARY/MARCH:

- SCSO (HOPEFULLY) RECEIVES FY19 SMARTFORMS FROM NASCSP—REVIEWS AND SENDS TO AGENCIES FOR CLEAN-UP
- EARLY MARCH—CLEAN-UP DUE—FOR FINAL SCSO REVIEW (ADDITIONAL CLEAN UP—IF NEEDED)
- MARCH 31, 2020—NO CHANGE TO DEADLINE FOR SUBMISSION IN OLDC

WHAT TO LOOK OUT FOR.....



NASCSP JUST SHARED GUIDANCE TODAY WITH STATE OFFICES---HERE ARE SOME HIGHLIGHTS

- **FY18 SMARTFORMS WILL GIVE YELLOW/RED WARNINGS**
 - **BASED ON FY17 DATA—BUT MAY STILL BE USEFUL—FY19 AND FY18 DATA MAY HAVE SIMILAR DISCREPANCIES—USE AS TICKLER**
 - IF REPORTED NUMBERS LAST YEAR—AND NO NUMBERS THIS YEAR—FLAG
 - IF 100% ACHIEVE OUTCOME—LIKELY IS A FLAG
 - MAKE SURE ANYTHING LEAVING BLANK—IT IS INTENTIONAL
 - REMEMBER: 80%-120% TOLERANCE FOR MEETING TARGETS
 - **DO OUTCOMES AND RELATED SERVICES FLOW—IE. IF HAVE 5000 PARTICIPATING TO ACHIEVE AN EMPLOYMENT OUTCOME AND 57 ENROLLED IN SPECIFIC SERVICES—THAT'S A PROBLEM**

WHAT TO LOOK OUT FOR.....



- **NUMBERS SHOULD FLOW OUTCOMES—SERVICES—DEMOGRAPHICS**
 - EDUCATION OUTCOME FOR YOUTH CORRESPOND TO SERVICES COUNTS AND TO DEMOGRAPHICS FOR AGE GROUP
- **UNDUPLICATED NUMBERS (NOT A NEW REQUIREMENT)**
 - WHERE ARE YOUR NUMBERS COMPARED TO **CENSUS DATA ON POPULATION AND % IN POVERTY**
 - DO YOUR NUMBERS MAKE SENSE?
 - 1 PERSON RECEIVING 7 SERVICES—COUNT AS 1 PERSON
 - FNPI, SRV, ALL CHARACTERISTICS---UNDUPLICATED COUNTS
- **MODULE 4: OUTCOMES ACROSS MULTIPLE DOMAINS(FNPI 7A)—REPORT EVERYONE WHO HAS ACHIEVED AT LEAST 1 OUTCOME—SHOULD BE AT LEAST AS LARGE AS ANY SINGLE OUTCOME TOTAL**

GUIDANCE SHARED WITH STATE OFFICES

USE NASCSP LEXICON:

MODULE 2:

- BE CAREFUL IF ANYTHING HAS BEEN LEFT BLANK
- COMMENT ON SIGNIFICANT CHANGES
- CAPACITY BUILDING ACTIVITIES—REPORT DOLLARS AND SPECIFIC ACTIVITIES (BOXES THAT NEED TO BE CHECKED)—SECTION B
- VOLUNTEER HOURS—SHOULD NOT BE 0 (AT MINIMUM—BOARD HOURS)

Unduplicated Count

An actual count of individuals, families, households, or otherwise identified units whereby each individual, family, household or other unit is only counted one time. For example, if a person enters an agency and receives seven different services, an unduplicated count would record one person, not seven services. In order to obtain unduplicated counts of individuals, an agency will need to have a system to distinguish each individual.

Related Modules: Module 3, Module 4
Also See: Outcomes Across Multiple Domains

Version 1: 1/10/19

CSBG Annual Report Lexicon

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MORE TO LOOK OUT FOR.....



MODULE 4:

- REPORT ON INTENTIONAL OUTCOMES
 - IF CLIENT ENROLLS IN EMPLOYMENT ASSISTANCE BUT DOES NOT GET ANY ASSISTANCE—AND THEN LEARN THAT CLIENT GOT JOB—DO NOT COUNT
- EVERY OUTCOME SHOULD BE SUPPORTED BY AT LEAST 1 SPECIFIC, MEASURABLE, OBSERVABLE INDICATOR (SERVICES)
 - ALL CLAIMED OUTCOMES HAVE DOCUMENTED SUPPORT TO PROVE ACHIEVED—THROUGH SERVICES
 - WHAT TOOLS DOES YOUR CAA USE TO MEASURE/PROVE....?
 - PRE/POST TESTS/PAY STUBS/LEASE/DEGREE (GED) ETC.
 - SOME/MANY OUTCOMES MAY REQUIRE MULTIPLE SERVICE INDICATORS TO SUPPORT (BUNDLING OF SERVICES)
 - SERVICE INDICATORS ALLOW AGENCY TO TRACK CHANGE OVER TIME—AND PROGRESS/LACK OF PROGRESS
 - SERVICES INDICATORS REFLECTION OF PLANNING—STRATEGY TO ACHIEVE OUTCOME
 - NOT ALL SERVICES TIED TO OUTCOMES—BUT MAY BE RESPONSE TO IDENTIFIED NEED—IE. FOOD BANK/PANTRIES
 - IF AGENCY HAS NO INFLUENCE OVER A PARTICULAR OUTCOME—SHOULD NOT BE REPORTED AS AN OUTCOME

MORE TO LOOK OUT FOR.....

EXAMPLES FROM NASCP:

- FNPI 1B, 1C, 1D, 1E: DEFINE LIVING WAGE IN GENERAL COMMENT
- EXAMPLE OF ISSUE IDENTIFIED BY NASCSP:

Note: FNPI 5b “improved physical health and well being” matches the number of food boxes in SRV 5jj and the seniors in FNPI 5f exceed those over 65 in the demographics.

OTHER DATA CHECKS....



- THERE SHOULD NOT BE ANY RED ERROR ON FINAL SUBMISSION
- TAKE ADVANTAGE OF ANY FLAGS TRIGGERED BY OLD DATA TO DOUBLE CHECK FY19/FY18 DATA
 - GENERAL CHARACTERISTICS—CHECK SUBTOTALS
 - NUMBER REPORTED FOR MILITARY/WORK STATUS NOT EXCEED TOTALS REPORTED FOR AGES 18 AND UP
 - HEALTH INSURANCE—THE NUMBER PARTICIPATING IN PLANS LISTED IN 5C SHOULD NOT EXCEED THE “YES” IN 5B
 - TOTALS ON ANY SUBCATEGORY DO NOT EXCEED A (OR B IF HOUSEHOLDS)

OCS FEEDBACK ON FY18 SUBMISSION

- UPDATE:

- EXPECTED BY END OF DECEMBER

- STILL LOOKING FOR 2 WEEK TURN AROUND ON ANY CLEAN UP NEEDED

- WILL HAVE SOME COMMENT ON WHAT WAS PROBLEMATIC IN FY18 PRIOR TO FY19 SUBMISSION—JUST SHORT TURN AROUND



CHALLENGES/QUESTIONS ??????

