

Program Directors Webinar: 2015 Performance Measurement & Reporting



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Welcome

Roll Call & Housekeeping

- Roll Call
- Housekeeping
 - Preventing Background Noise on the Conference Call Line:
 - Place phones and/or computer speakers on mute.
 - Do not place the call on hold at any point during the webinar.
 - Questions
 - There will be an opportunity for Q&A during the call. Questions may be asked in the webinar chat box or over the conference call line.
 - Restroom Breaks
 - Attendees are responsible for their own comfort. No breaks are planned for the webinar.

Webinar Agenda

Objectives

- OnCorps: Performance Measures
- Data Tracking and Collection
- Progress Reporting
- Note: Final Progress Report Requirements
- Recap: Progress Reporting
- Program Director Updates



OnCorps: Performance Measures

Entering Performance Measures in OnCorps

- Which performance measures do we enter into OnCorps?
 - CNCS Performance Measures
 - The performance measures listed in your approved grant application.
 - MCSC Member Training Performance Measures
 1. CPR Certification
 2. First Aid Certification
 3. Disaster/Emergency Response Training
 4. Citizenship Training

Question:

Returning Program Directors, do you notice something different about this list?

OnCorps: Performance Measures

RE: Volunteer Recruitment (Update)

- Requirement: MCSC requires programs to recruit 5 volunteers per awarded MSY (*not Member slot*).
- Update: Programs are no longer required to enter volunteer recruitment as a performance measure in OnCorps.
 - Exception: *Programs that listed volunteer recruitment as a CNCS performance measure must include it as such in OnCorps.*
- Reporting: Volunteer mobilization will continue to be tracked by the program and reported in OnCorps.

Summary:

Do not enter a Volunteer Recruitment performance measure into OnCorps unless it is one of the performance measures listed in your approved grant application.

OnCorps: Performance Measures

Guidelines

- Please note the following:
 - For Returning Programs: Do not use, edit, or attempt to resubmit the performance measures that rolled over from 2014-2015. You can delete them.
 - The default performance measure template should more closely match the eGrants module.
 - Complete one OnCorps performance measure module per CNCS focus area/objective.

Key Point:

Each focus area/objective in your grant application (inclusive of the problem/need statement, intervention, and related outputs and intermediate outcomes) = one OnCorps PM module.

OnCorps: Performance Measures

Entering Performance Measures in OnCorps

- Go to *Reporting* → *Submit Program Reports* → *Performance Measures (New)*
- Click the *Create a New Performance Measure* button.
- Complete the module as follows:
 - **General Information:** Complete all fields.
 - **Measures:** Enter all outputs and intermediate outcomes associated with the focus area/objective.
 - **Submit Performance Measures:** Review the entire performance measure for completion and accuracy, then submit for approval.

OnCorps Reports™
On task. On time. Online.

HOME | MANAGE RECORDS | **REPORTING** | FINANCIALS | DIRECTORIES | HELP

Submit Program Reports
View Program Reports
Submit Service Reports
View Service Reports
Program Progress Report Narrative (NEW)
Program Progress/CMS Initiatives
Demographics
Successes/Challenges
Performance Measures (New)
PM Progress Reports (new)

Welcome Test

2015-2016 Program Updates

Welcome to a new year of addressing critical unmet needs in Missouri communities! As you prepare OnCorps for the program year, please note the following tabs:

MANAGE RECORDS - Use this tab to add or modify:

- 1) Program Directors (staff who will enter performance measures, progress, and financial reports);
- 2) Site Supervisors (staff who will review/approve Member timesheets);
- 3) Service Site Locations (locations where Members will serve); and
- 4) ArranCorps Members

Reporting → Submit Program Reports → Performance Measures (New)



Note for Returning Programs:
 If your 2014-15 performance measures rolled over, they may be listed here.
 Please delete them since the template has changed.
 Do not attempt to edit and resubmit them.

Home > Reporting > Submit Program Reports > Performance Measures (New)

Performance Measure: Helping Students Improve in Math

General information | **Measures** | Submit Performance Measure

General Performance Measure Fields

PM Title: Helping Students Improve in Math

Measure Category: Needs and Service Activities

Focus Area and Objective: Education - K-12 Success

National Performance Measure: 0198 - 16

Select Primary National PM Code: Education (E) - Number of students who start in a OIGOS-supported education program

Community Problem or Need (Problem Statement): Youth in high-poverty public schools tend to score much lower on standardized assessments for Math. As a result, these students often fall behind in basic math skills and do not end up taking advanced math in HS. These students seldom are able to score high enough in SAT/ACT scores to get into college, which affects their employment and economic opportunities.

Describe Intervention: The OnCorps Program has to help the AmeriCorps members leading one-on-one and small-group tutoring programs for individual students at a high-poverty school (98% of the students are eligible for free and reduced lunch). The purpose of the program is to improve students' academic achievement in mathematics. Members typically meet with groups of 1-3 students after school each day for about an hour, using mathematics enrichment materials that complement the normal classroom curriculum. Members also communicate with parents and teachers regarding student progress.

Activity start date: 08/31/2015

Activity end date: 07/31/2016

Number of sites participating in the activity: 0

Number of MSYs participating in the activity: 1

Average number of employees the activity will occur: 4

Average number of hours/day the activity will occur: 0

Staff Comments:

Save Cancel

Program Web Site | Calendar | Resources | Help

OnCorps: Performance Measures

RE: General Information (Notes)

- For CNCS Performance Measures:
 - Complete all fields in the General Information section by copying information from the Performance Measures section of your approved grant application.
- For MCSC Member Training Measures:
 - **PM Title:** MCSC Member Training Measures
 - Enter "N/A" for the problem statement and intervention description.
 - Enter the # of slots and # of MSY.
 - You may disregard the following: measure category, focus area, primary national performance measure, average # of days/week, and average # of hours per day.
 - *Note: You will be able to detail your training delivery method in each training output measure.*



Notes:

1. CNCS Performance Measures: Only enter the outputs and outcomes listed in your approved grant application.
2. MCSC Member Training Measures: Enter each training measure as a separate output measure. There should be a total of 4 output measures: 1) CPR Certification, 2) First Aid Certification, 3) Disaster/Emergency Response Training, and 4) Citizenship Training.

Home > Reporting > Submit Program Reports > Performance Measures (New) >

Performance Measure: Helping Students Improve in Math

General Information **Measures** Student Performance Measure

Result Type: Output

Measure: Helping Students Improve in Math

Status: Active Inactive

Related National PM Code: Education ED01: Number of students who start in a CMCS-supported education program...

Output and End Outcome Fields

Result Type: Output

Type of Measure: Priority

Type of Outcome: Behavior

Measure Fields

Measured By: Attendance Log

Target number (Measure): 100 Number Percent

Describe the instrument: Members will record in the program's secure database the name and ID number of each student who enrolls in the tutoring program. The list of names/IDs will be checked to ensure that no student is counted twice.

DO NOT USE PERCENTAGES!

Home > Reporting > Submit Program Reports > Performance Measures (New) >

Performance Measure: Helping Students Improve in Math

General Information **Measures** Student Performance Measure

Performance Measure

General Performance Measure Fields

PM Title: Helping Students Improve in Math

Measure Category: Hands and Service Activities

Focus Area and Objective: Education - K-12 Success

Measure Performance Measure: Yes

Priority National PM Code: ED01: Number of students who start in a CMCS-supported education program

Continuing Problem or New Priority Measure: This is high-achieving middle schools tend to score much lower on standardized assessments for Math. As a result, these students often fall behind in basic math skills and do not excel at solving advanced math in 7-8. These students seldom are able to score high enough on SAT/ACT scores to get into college, which affects their employment and economic opportunities.

Describe the instrument: The Educators Program has six full-time AmeriCorps members leading one-on-one and small-group tutoring programs for middle school students at a high priority school (80% of the students are eligible for free and reduced lunch). The purpose of the program is to improve students' academic achievement in mathematics. Members typically meet with groups of 1-3 students after school each day for about an hour, using mathematics enrichment materials that complement the state standard curriculum. Members also communicate with parents and teachers regarding student progress.

Activity start date: 08/31/2014

Activity end date: 07/31/2016

Number of sites participating in the activity: 0

Number of MSVs participating in the activity: 0

Average number of days/week the activity will occur: 4

Average number of hours/week the activity will occur: 0

Input/Output/Service: Input/Output/Service

Approved: Approved

Rejected: Rejected

Comments:

Student Measure

Measure Fields

Measure: Helping Students Improve in Math

Measure Status: Active

Related National PM Code: ED01: Number of students who start in a CMCS-supported education program

Result Type: Output

Type of Measure: Priority

Measured By: Attendance Log

Target number (Measure): 100 N P

Describe the instrument: Members will record in the program's secure database the name and ID number of each student who enrolls in the tutoring program. The list of names/IDs will be checked to ensure that no student is counted twice.

Submit for Approval Cancel

Review for completion and accuracy before submitting for approval.

Data Tracking and Collection

Considerations

- Am I tracking all required performance indicators?
- Do my data collection tools meet the requirements outlined by CNCS or MCSC?
- Are my data collection tools...
 - Reliable?
 - *Able to yield consistent results when used under the same conditions.*
 - Valid?
 - *Able to accurately measure data related to specific outputs and outcomes.*
 - Unbiased?
 - *Free from potential distortion of results.*

Data Tracking and Collection

Considerations

- Am I maintaining source documentation?
 - Site Visit Note: During 2015-2016 site visits, programs should plan to have a sample of their completed data collection tools available for MCSC review.

Question:

If an OIG auditor, CNCS, or MCSC visited your program and requested documentation of your performance measures progress...

1. *Could you produce the documentation in a timely fashion?*
2. *Would you be confident your data collection tools meet CNCS and MCSC requirements?*
3. *Would you be confident in the reliability and validity of your data collection?*

Progress Reporting

Deadlines

- Performance measure progress is reported on a quarterly basis as follows:

Quarter	Reporting Period	Progress Report Deadline
1 st	October 1 st – December 31 st <small><i>*Note: October 1st is the official start of the federal fiscal period. Actual program start dates range from August to September.</i></small>	January 15 th
2 nd	January 1 st – March 31 st	April 15 th
3 rd	April 1 st – June 30 th	July 15 th
4 th	July 1 st – September 30 th <small><i>*Note: September 30th is the official end of the federal fiscal period. Actual program end dates range from June to August.</i></small>	October 15 th

MCSC will notify programs of any changes to deadlines or reporting requirements.

Progress Reporting

Requesting Deadline Extensions

- Guidelines for requesting deadline extensions:
 - The request must be submitted in writing (via email) to the program's assigned MCSC program officer.
 - The request must be submitted prior to the reporting deadline.
 - The request must include the reason for the extension and an expected date of completion.
- Additional Notes:
 - Approval of reporting deadline extensions are at the discretion of MCSC.
 - Deadline extensions will not be approved for:
 - 2nd quarter reporting due April 15th
 - 4th quarter (final) reporting due October 15th

Failure to adhere to deadlines without following the request for extension guidelines will be considered a finding of noncompliance.

Progress Reporting

Guidelines

● Progress reports should be...

Clear	<ul style="list-style-type: none"> • Did I state the result narratives clearly and concisely? • Did I state the results in a way that external stakeholders can understand?
Accurate	<ul style="list-style-type: none"> • Did I only report results attributable to the AmeriCorps project? • Did I properly calculate results for the specified reporting period? • Did I count beneficiaries receiving the same intervention only once?
Complete	<ul style="list-style-type: none"> • Did I adhere to all reporting guidelines outlined by MCSC? • Did I fully complete the reporting module in OnCorps? • Did I mark the measure status as met, ongoing, or unmet?
Timely	<ul style="list-style-type: none"> • Did I dedicate sufficient time to properly compile and report progress? • Did I submit progress reports by the specified deadline?

Progress Reporting

Which reports should I submit?

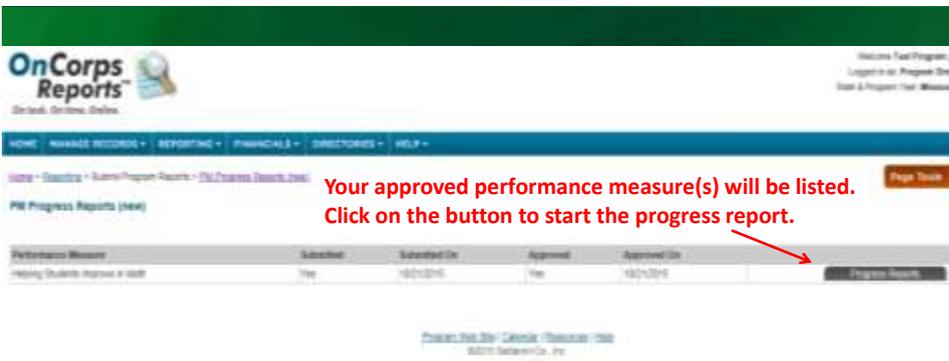
● Progress reporting is required as follows:

FREQUENCY	REPORTING MODULES	REQUIRED?
Quarterly	<ul style="list-style-type: none"> • PM Progress (New) • Demographics • Volunteer Mobilization • Great Stories 	Yes
Quarterly	<ul style="list-style-type: none"> • Program Progress/CNCS Initiatives 	Yes <i>(as applicable)</i>
Annually / Final Report	<ul style="list-style-type: none"> • Successes/Challenges • Program Progress Narratives (New) <ul style="list-style-type: none"> ○ Analysis of Impact ○ Impact Snapshot ○ Member Experience 	Yes

Progress Reporting (Required)

PM Progress (New)

- Report on both CNCS and MCSC performance measures for the applicable quarter.



You will be taken to the *General Information* tab. Your approved performance will be listed. Complete the *General Progress Report Fields* section (shown below) in its entirety, then click save.

1. Met: Applies if target values for all outputs and outcomes under the measure have been reached.
2. Unmet: Applies if any target value for an output or outcome under the measure has not been reached by the end of the program year.
3. Ongoing: Applies if service activities to reach the target value of any output or outcome under the measure are still in progress.

Once you click save, the progress report tabs below will appear. Once you click on *Output* or *Outcome*, the modules to report on those items will appear.

- Each output and outcome measure will have two parts:
1. The field in which you report results for the period (*shown below*); and
 2. The field in which you comment on data collection methods (*next slide*).

The output measure reporting module is used as an example in this presentation.

Output Measure

Measure Fields

Described Instruments: Members will record in the program's database the name and ID number of each student who enrolls in the tutoring program. The list of names/IDs will be checked to ensure that no student is counted more than once.

Measure: Student Participation

Measure status: Met In-Progress On-Going ← **Mark the status of the output or outcome measure.**

Target description (measure): Attendance Log

Target number (measure): 100 (K)

Results for this period: 85 (K) ← **Enter the results for the period.**
 Do not use percentages, and do not duplicate the previous quarter.

Results narrative:
 Eighty-five (85) students began participation in the program during the fall semester. As of December 31st, 100 additional, unduplicated students have been referred to begin the program in January 2016. The program is on track to meeting the performance target. ← **Enter the results narrative to detail the results for the period.**

4734 characters left

Measure Data Collection Plan

Data Collection Plan Fields

Field Name: _____ **Description Plan Subarea:** _____

Data collection instruments: Members will record in the program's database the name and ID number of each student who enrolls in the tutoring program. The list of names/IDs will be checked to ensure that no student is counted more than once.

Is plan followed, incident: Yes ← **If you followed the data collection method outlined in your grant application, mark yes. If you used an alternative method (no), include the explanation.**

4887 characters left

Measure Data Collected

Measure Fields

Number of completed instruments received: 85

Total number of possible instruments if 100% are completed: 100

Number for data collected: 85

Completed instruments include events: Attendance logs

Output measure comments: No additional comments.

4887 characters left

Don't forget to save.

OnCorps Reports™
On track. On time. Online.

Once you enter all output and outcome progress, click the **Review and Submit** tab to review your progress report for completion and accuracy.

HOME | MANAGE RECORDS | REPORTING | FINANCIALS | DIRECTORIES | HELP

Home | Reports | Submit Program Reports | **PM Progress Report**

Performance Measure: Helping Students Improve in Math

Reporting Period | Output | Outcome | **Review and Submit**

Performance Measure

General Performance Measure Fields

PM Title:	Helping Students Improve in Math
Measure Category:	Needs and Service Activities
Focus Area and Objective:	Education - K-12 Success
National Performance Measure:	Yes
Primary National PM Code:	ED1: Number of students who start in a ONCD-supported education program.
Community Problem or Need (Problem Statement):	Youth in high-poverty middle schools (schools with 80% or more of students eligible for free and reduced lunch) tend to score lower on standardized tests when fall behind in basic math and do not end up taking advanced math in high school. These students seldom are able to access high-achieving SAT employment and economic opportunities.
Describe Intervention:	The MathCops Program has five full-time AmeriCorps Members reading one-on-one and small-group tutoring programs for middle school students in high-poverty schools to improve students' academic achievement in math. Members typically meet with groups of 1-3 students at designated times during the school day for up to 1 hour. Members use math enrichment materials that complement the normal classroom curriculum, and they communicate with parents and the community.
Activity start date:	2/1/2015

If your progress report is complete and accurate to the best of your knowledge, click **Submit for Approval**.

Submit for Approval | Cancel

Progress Reporting (Required)

PM Progress (New)

Recap

- Enter the correct reporting period dates.
- Select the correct reporting period (Q1, Q2, Q3, Q4, Final Report)
 - *Note: Final Report means the absolute last progress report submitted for the entire performance measure. For example, if you complete all Member training requirements in the 1st quarter (assuming you fully enrolled all awarded Member slots), then you will mark the measure as Final Report instead of Q1.*
- For each output and outcome:
 - *Complete the results for this period and the data collection fields for all outputs and outcomes.*
 - *Select the measure status (met, ongoing, unmet) for all outputs and outcomes.*
 - *Enter the numeric value of results – do not use percentages.*
 - *Enter a results narrative for all outputs and outcomes. If you do not have results for the reporting period, enter "No data to report; service activities are ongoing."*

Progress Reporting (Required)

Demographics

Demographics is a *program report* that includes performance indicators of interest to CNCS and MCSC.



Demographics should be completed for each quarter.

“Q5” is the period covered under a no-cost extension beyond the 4th quarter of the year of funding.



- Demographics Notes:
 - For *Applicants* - # of individuals who applied to be AmeriCorps members, only report on applicants for the year of funding (2015-16). Do not count individuals applying to serve in 2016-17.
 - Missouri does not have *School Turnaround* programs. No programs should report for these prompts.

Demographics

Some demographic prompts are defined in this PDF attachment.

CHCY Demographic Detail - Why? Report

Demographic Area	Reporting Period					YTD Total
	Q1	Q2	Q3	Q4	Q4	
Applicants - # of individuals who applied to be AmeriCorps members						
Number of applicant reviewers generated by AmeriCorps members						
Number of ongoing volunteers generated by AmeriCorps members						
AmeriCorps members - # who participated in disaster services projects						
Disaster services - # of local disasters to which AmeriCorps members have responded						
Disaster services - # of individuals affected by disaster requiring assistance from members						
Number of veterans serving as AmeriCorps members						
Number of veterans served						
Number of veteran family members served						
Number of military family members served						
Number of active duty military members served						
Number of opportunity youth enrolled as AmeriCorps members						
Number of 501(c)(3) schools (School Turnaround)						
Number of charter schools (School Turnaround)						
Number of public schools (School Turnaround)						
Number of for-profit schools (School Turnaround)						

To submit quarterly demographics to MCSC, you must click *Save as Finalized*.

Number of AmeriCorps members with a paid day being served (Youth Opportunity)						
Number of AmeriCorps members with disaster/disaster program completion (Youth Opportunity)						
Number of AmeriCorps members who completed job readiness training (Youth Opportunity)						
Unemployed members - # of members recruited, coordinated, or supported by one program						
Disaster/disaster relief and youth - # planning as unemployed volunteers						
College students - # of unemployed volunteers enrolled in a degree-seeking program						
Baby Boomers - # of individuals born between 1945 and 1964 who serve as students						
AmeriCorps members - # certified in disaster preparedness and response						
AmeriCorps members - # available to deployment in support of any disaster						
Disaster/disaster relief and youth - # served						
Children and youth of incarcerated parents - # served						
Individual members - # of individuals recruited						
Independent living services - # of clients who received independent living services						

Save Save as Finalized Cancel

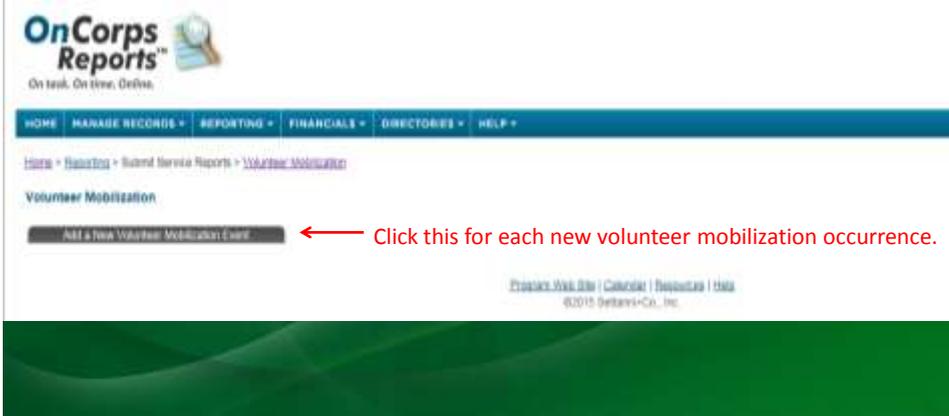
Progress Reporting (Required)

Volunteer Mobilization (new requirement)

- To replace the volunteer recruitment performance measure and progress reports, MCSC now requires programs to complete the Volunteer Mobilization service report to record volunteer activities specific to the AmeriCorps project.



- The Volunteer Mobilization report allows programs to report on and distinguish between ongoing and episodic (one-time) volunteer activities during the reporting period.



To avoid duplication, please make sure the volunteer data entered in this report has not been (or will not be) entered into the system again by others in your program.

Event Name: Date: (mm/dd/yyyy)

Duration: Impact Area of Project: Other:

Reporting Period:

Number of volunteers:

Number of hours volunteers served:

Number of volunteer opportunities/slots created:

Among these volunteers, how many are:

Disadvantaged children and youth:

College students enrolled in a degree-seeking program:

Baby Boomers (individuals born between 1946 and 1964):

A veteran, military member, or in an active duty military family:

Narrative Text

In partnership with the Lincoln University Cooperative Extension, the program engaged volunteers to install learning gardens at East, West, and Moreau Heights Elementary Schools. Volunteers included 4th and 5th grade students at all schools as well as students from Lincoln University.

characters left



Notes (Example One-time Event):

1. Complete all fields.
2. Enter the date of the event.
3. **Number of volunteer opportunities/slots created = Number of hours volunteers served / Number of volunteers. Use whole numbers.**

To avoid duplication, please make sure the volunteer data entered in this report has not been (or will not be) entered into the system again by others in your program.

Event Name: Date: (mm/dd/yyyy)

Duration: Impact Area of Project: Other:

Reporting Period:

Number of volunteers:

Number of hours volunteers served:

Number of volunteer opportunities/slots created:

Among these volunteers, how many are:

Disadvantaged children and youth:

College students enrolled in a degree-seeking program:

Baby Boomers (individuals born between 1946 and 1964):

A veteran, military member, or in an active duty military family:

Narrative Text

There were 10 volunteers recruited during the first quarter. Volunteers are asked to serve a minimum of 2 hours per week supporting afterschool programming Monday-Friday. Activities include assisting with homework or tutoring and/or supporting the AmeriCorps Member leader for afterschool club activities.

characters left



Notes (Example Ongoing Activity):

1. Complete all fields.
2. Enter the last day of the reporting period.
3. **Number of volunteer opportunities/slots created = Number of hours volunteers served / Number of volunteers. Use whole numbers.**



HOME MANAGE RECORDS REPORTING FINANCIALS DIRECTORIES HELP

HOME > Reporting > Submit Service Reports > Volunteer Mobilization

Volunteer Mobilization

This summary is available under:
Reporting → Submit Service Reports → Volunteer Mobilization.

ADD A NEW VOLUNTEER MOBILIZATION EVENT

Name	Date	Reporting Period	Duration	Num Visits	Num Hours	Num Staff
State A Reference Day 2015	10/04/2015	Q1	One Time	35	120	4
Member Programming	12/14/2015	Q1	On-Going	10	40	4

Note: System summaries may be helpful for compiling demographics.

HOME > Reporting > View Service Reports > Volunteer Mobilization

Page Tools | Create PDF | Print

Volunteer Mobilization

No Written Volunteer Mobilization Found

This summary is available under:
Reporting → View Service Reports → Volunteer Mobilization.

No Summary Volunteer Mobilization Found

Total Volunteer Mobilization

Gender	Yrs	Hours	Days	Employment	College	Income	Military
Total (On-Time)	35	120	4	15	5	4	0
Total (On-Going)	10	40	4	5	5	1	1
Total (Expected)	5	5	5	5	5	5	5

Progress Reporting (Required)

Great Stories

- MCSC requires programs to promote 2 – 3 great stories per quarter in OnCorps.
- Great stories should...
 - Provide an “impact snapshot” of the Member or beneficiary experience;
 - Be well-written, brief, and meaningful;
 - Be free of inappropriate language/references, misspellings, and grammatical errors; and
 - Be either quantitative (*i.e. describing measurable impact*) or qualitative (*i.e. describing the quality of the experience*).



To write a great story, go to:

Reporting → Submit Service Reports → Great Stories

To search for and promote a great story, go to:

Reporting → Submit Service Reports → Promote [User Type] Stories

The screenshot shows the 'OnCorps Reports' web interface. At the top, there is a navigation menu with options like 'HOME', 'TOOLS', 'MANAGE RECORDS', 'REPORTING', 'PREFERENCES', 'THE TRAINING', 'DIRECTORIES', 'SUBSCRIBER', and 'HELP'. Below the menu is a search bar and a 'Page Tools' section. The main content area is a form for submitting a report. It has a 'Name' field, a 'Reporting Period' dropdown, and a 'Submit' button. A red arrow points to the 'Submit' button, and a red text label next to it says 'Mark "yes" and save to submit to MCSC.' The form also contains a large text area for the report content, which is currently empty.

Progress Reporting (Required)

Program Progress/CNCS Initiatives

- The new guidelines for CNCS Initiatives are as follows:
 - If CNCS or MCSC promotes a special initiative in which the program participates, report activities under CNCS Initiatives.
 - Example special initiatives include (but are not limited to):
 - MLK Day of Service
 - AmeriCorps Week
 - 9/11 Day of Remembrance
 - Anniversary of AmeriCorps
 - National Veteran Corps Day (new)

Note: Final Progress Report Requirements

What is required with the final progress report?

- The following narratives are required with the final progress reports:
 - Successes/Challenges
 - Program Progress Narratives
 - *Analysis of Impact*
 - *Impact Snapshot*
 - *Member Experience*



Note: Final Progress Report Requirements

Successes/Challenges

- The Successes/Challenges narrative should describe the following:
 - If an output/outcome measure is 'unmet,' include an explanation and the proposed corrective action to improve performance.
 - If Member enrollment is less than 100%, provide an explanation and proposed corrective action to improve this area.
 - If Member retention is less than 100%, provide an explanation and proposed corrective action to improve this area.
- Additional Notes:
 - The narrative should only include what is outlined above.
 - Mark the reporting period as "Final Report."
 - The items outlined above are assessed to determine the continuation or renewal of funding.

Note: Final Progress Report Requirements

Program Progress Narratives: Analysis of Impact

- The Analysis of Impact narrative should:
 - Describe how AmeriCorps Members' service is making an impact in the community that would not have been possible through existing staff and/or volunteers;
 - Describe how AmeriCorps has enabled the program to leverage new public-private partnerships, funding, and other resources (if applicable); and
 - Describe any factors or trends that positively or negatively affected your program's performance.

Note: Final Progress Report Requirements

Program Progress Narratives: Impact Snapshot

- The Impact Snapshot narrative should:
 - Provide one or more examples of a change in beneficiary knowledge, attitude, behavior, or condition that your program has been able to measure; OR
 - Provide one or more examples of the change in AmeriCorps Member knowledge, attitude, behavior, service ethic, etc. that your program has been able to measure.
- *Note: If someone were to ask you to defend National Service and your program in 2-3 sentences, what would you say?*

Note: Final Progress Report Requirements

Program Progress Narratives: Member Experience

- The Member Experience narrative should:
 - Describe any activities and accomplishments relative to Member experience that were not captured in National Performance Measures; and/or
 - Describe how your organization ensured that Members consistently found satisfaction, meaning, and opportunity.



Recap: Progress Reporting

Helpful Tips

- Follow the reporting guidelines provided by MCSC.
- Ensure that narratives are clear and meaningful.
- Ensure one version of the truth: be 100% accurate and be honest about real issues affecting your program.
- Allow yourself enough time to carefully complete reporting.
 - *Translation: Do not wait until the last minute – the day reporting is due is considered the last minute.*
- Respond to feedback from MCSC program officers in a timely fashion.
 - *Typically, MCSC program officers will provide a deadline by which to reply to feedback and/or revise reports. The default is within 2-3 business days.*
- Recommendation: Maintain performance measure supporting documentation in accordance with your records retention policy.

"It is their money, therefore you must follow their rules."

Program Director Updates

Miscellaneous Topics

- FY2016 Grant Application & Review Process
 - Grant application instructions are uploaded at <https://movolunteers.org/grants.htm>.
 - *Note: The NOFO and Missouri-specific guidelines have been consolidated into one document entitled Missouri Notice of Funding Opportunity and Application Instructions.*
 - Be mindful of the upcoming application workshops:
 - Wednesday, November 18th – For formula and competitive continuation applicants (starts at 9:00 am, plan for a half-day)
 - Friday, November 20th – For formula re-compete applicants (starts at 8:30 am, plan for a full day)

Program Director Updates

Miscellaneous Topics

- Financial Reporting
 - PER submission notification
 - Please notify your assigned program officer when you submit a PER in OnCorps.
 - Deadline extension requests
 - Please adhere to the deadline extension request guidelines provided if a PER will be submitted after the specified deadline.
 - Reasons reimbursements may be withheld
 - If items on the Desk Monitoring Form (used by MCSC) are noncompliant.
 - If a current or prior PER is pending correction, additional documentation, clarification, etc.

Program Director Updates

Miscellaneous Topics

- **Certifications/Compliance**
 - *Reminder:* National Service Criminal History Check (NSCHC) Certification Form
 - *Coming Soon:* Tutoring Requirements Certification (for education/tutoring programs only)
 - Adding new staff to the project
 - Please ensure that new staff added to the project satisfy the criminal history requirements prior to claiming personnel expenses on a monthly PER.
 - Certifying percentage of time spent on the project (program staff)
 - If a program does not record timesheets, please include a written certification of time spent on at least a semi-annual basis.

Any final questions or discussion topics?



Thank you & Happy Halloween

