

PERFORMANCE MEASURE PROGRESS REPORT



WELCOME

- Roll Call
- Housekeeping
 - Preventing Background Noise on the Conference Call line:
 - Place Phone 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 over the conference call line.
 - Restroom Breaks
 - Attendees are responsible for their own comfort. No breaks are planned for the webinar.

AGENDA

- OnCorps : Performance Measures
- Progress Reporting
- Final Progress Report Requirements
- Recap

OnCorps: Performance Measures

Entering Performance Measures in OnCorps

- What Performance Measures to enter into OnCorps?
 1. **CNCS Performance Measures**
 - The performance measures listed in your approved grant application(exactly).
 2. **MCSC Member Training Performance Measures**
 - CPR Certification
 - First Aid Certification
 - Disaster/Emergency Response Training
 - Citizenship Training

OnCorps: Performance Measures

Entering Performance Measures In OnCorps

- Go to Reporting → *Submit Program Reports* → *OnCorps GPR*
- Click the Add new button.
- Complete the Following tabs:
 - General tab, Demographic, MSY Report, Performance Indicator, Performance Measures, and Narrative
 - General Info- Fill in the Program Name, Grant number(17AFH..), Grant Year -2017, Reporting period, Reporting start date and Reporting Period end date.

OnCorps: Performance Reporting General Tab

General Info Demographics MSY Report Performance Indicator Performance Measures Narratives

Go to Reporting → *Submit Program Reports* →
OnCorps GPR
Click the Add new button.

General Info- Fill in the Program
Name, Grant number(17AFH..),
Grant Year -2017, Reporting
period, Reporting start date
and Reporting Period end date.

ProgramName	<input type="text" value="Test Program"/>
Grant Number	<input type="text" value="AFHMO00100000"/>
Grant Year	<input type="text" value="2017"/> x
ReportingPeriod	<input type="text" value="Q1"/>
AmendmentNumber	<input type="text"/>
Reporting Period Start Date	<input type="text" value="08/01/2017"/>
Reporting Period End Date	<input type="text" value="09/30/2017"/>

Grantee Narrative

Save

Save and Go To Next Section

Cancel

OnCorps: Performance Measure Reporting Demographic Tab

I have no Demographic data to report this period.

General Program Demographics ▼

Demographic Item	This Reporting Period
Number of individuals who applied to be AmeriCorps members	10.00
Number of episodic volunteers generated by AmeriCorps members	1.00
Number of ongoing volunteers generated by AmeriCorps members	5.00
Number of opportunity youth enrolled as AmeriCorps members	0.00

Disaster Services ▶
Military/Veterans ▶
School Turnaround ▶
Youth Opportunity ▶

Grantee Narrative

Ongoing volunteers generated 50 hours.
Episodic volunteer generated 1 hour.

Save Save and Go To Next Section Cancel

- For Demographics, enter **data specific to the quarter** since prior period data is displayed. For example, you will only enter new data from January – March 2018 in the Q2 demographics report.
- In the grantee narrative Box : Report on volunteer hours for ongoing and for episodic volunteers. Please put for the quarter and cumulative for the year.
- In the first prompt (*number of individuals who applied to be AmeriCorps members*), only report individuals who applied to serve as ACMs for the current program year. **Do not include individuals being recruited for a subsequent year of funding.**

OnCorps: Performance Measure Reporting MSY Reporting Tab

General Info Demographics **MSY Report** Performance Indicator Performance Measures Narratives

Do not report data on this tab. Mark "I have no MSY data to report this period" for each quarter.

I have no MSY data to report this period.

Grantee Narrative

OnCorps: Performance Measure Reporting Performance Indicator Tab

I have no Performance Indicator data to report this period.

Grantee Narrative

Enter explanations and corrective plans for the following:

1. Member retention below the CNCS standard of 100% retention.
2. Enrollments [and exits] not completed in My AmeriCorps Portal within 30 days.

If neither of the above apply in the reporting period, mark "I have no Performance Indicator data to report this period."

Save

Save and Go To Next Section

Cancel

OnCorps: Performance Measure Reporting Performance Indicator Tab

I have no Performance Indicator data to report this period.

You can locate your retention/enrollment rates in eGrants to respond to this section below

Please explain if/why your retention/enrollment rate does not meet CNCS Requirements.

This quarter we lost one member due to personal compelling circumstances.

Please explain if/why your 30-day enrollment/exit rate does not meet CNCS Requirements.

All members were one day late being entered into eGrants due to miscalculation in the deadline.

Grantee Narrative

Save

Save and Go To Next Section

Cancel

OnCorps: Performance Measure Reporting

Performance Measure Tab

Performance Measure

Performance Measure Title:	<input type="text" value="H1:healthy futures Preve"/>
Primary Focus Area and Objective:	<input type="text" value="Healthy Futures: Access to Care"/>
Primary Intervention:	<input type="text" value="Provision of Healthcare Services"/>
Secondary Focus Area and Objective:	<input type="text" value="Healthy Futures: Other"/>
Secondary Intervention:	<input type="text" value="Other"/>
Community problem or need:	<input type="text" value="Word for word what you wrote in egrants."/>
Describe Intervention:	<input type="text" value="word for word what you wrote in egrants"/>
Activity Start Date:	<input type="text" value="08/01/2017"/>
Activity End Date:	<input type="text" value="07/31/2018"/>
Number of Slots:	<input type="text" value="19"/>
Number of MSYs:	<input type="text" value="5"/>
Average days per week the activity will occur:	<input type="text" value="7"/>
Average hours per day the activity will occur:	<input type="text" value="8"/>

OnCorps: Performance Measure Reporting

Performance Measure Tab Continued...

Measure:	OUTCM14107	
Output/Outcome:	<input type="radio"/> Output <input checked="" type="radio"/> Outcome	
Related National PM Code:	Non-CNCS: Non-CNCS Focus Area	Enter your custom number: <input type="text"/>
Type of Measure:	Complementary	
Type of Outcome:	Behavior	
Measured By:	OTHER	
Target Number:	140.00	
number/Percent:	<input checked="" type="radio"/> Number <input type="radio"/> Percent	
Described Instrument:	fill in with what ever you wrote in on your egrant application	

OnCorps: Performance Measure Reporting

Performance Measure Tab Continued..

I have no Performance Measures data to report this period.

Performance Measure Name Add New	Measure	Progress	Completed
H1:healthy futures Preventative Programming	View Measures ▼ OUTCM14107 Add New	Edit Q1Progress Report	✓
MO- Specific Member Training	View Measures ▼ Number of ACMs trained/certified in CPR Number of ACMs trained/certified in 1st aid Add New	Edit Q1Progress Report	✓

Grantee Narrative

[Save and Go To Next Section](#)

[Cancel](#)

OnCorps: Performance Measure Reporting

Performance Measure Tab Continued....

H1:healthy futures Preventative Programming

Measure Type	Measure	Target	Current Period			YTD			Met Target?	Explanation/CorrectiveA
			Actual	Diff	Percent of Target	Actual	Diff	Percent of Target		
Outcome	OUTCM14107	140.00 (#)	50.00	-90.00	35.71	50.00	-90.00	35.71%	No	This is measure wil
MSY		5.00 (#)	5.00	0.00	100.00				Yes	
Slots		19.00 (#)	19.00	0.00	100.00				Yes	

- PERFORMANCE MEASURES:** For Performance Measures, enter quarterly data, not cumulative data(YTD Data).

OnCorps: Performance Measure Reporting

Performance Measure Tab Continued....

EXPLANATION/ CORRECTIVE ACTION FIELD (REQUIRED)

- This field is required under the following circumstances:
 - If activities associated with the performance measures are **ongoing**, enter an explanation of when activities will complete and when data will be available. This is required for any unmet output and outcome prior to the final report.
 - If activities associated with the performance measures are **complete** and **measures are unmet(final report)**, enter an explanation and corrective plan for each unmet output and outcome. The is required for any unmet output and outcome in the final report.
 - If the **actual progress exceeds the PM target by 200% or more**, include an explanation outlining the cause.

OnCorps: Performance Measure Reporting Narrative Tab

I have no Narratives data to report this period.

This used be how it should look until 4th quarter then it should look like the other diagram.

Save

Save and Go To Next Section

Cancel

I have no Narratives data to report this period.

[Click Here](#) for instructions from CNCS on what to include in these narratives

Analysis of Impact:

Impact Snapshots:

Member Experience:

Other Narrative:

Save

Save and Go To Next Section

Cancel

OnCorps: Performance Measure Reporting Review Tab

- Review General
- Review Demographics
- Review MSY
- Review Performance Indicator
- Review Performance Measures
- Review Narratives

Submit All Sections

Cancel

GREAT STORIES

Add a New Great Story

Great Story Title:

Date:

(mm/dd/yyyy)

Reporting Period:

Please describe your great story here...

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

8000

characters left



Save and Attach File

Save

Cancel

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*).

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 16th*
 - *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**
 - Did I state the result narratives clearly and concisely?
 - Did I state the results in a way that external stakeholders can understand
- **Accurate**
 - 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**
 - 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**
 - 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
<ul style="list-style-type: none">• Quarterly	<ul style="list-style-type: none">• GPR• Great Stories• CNCS Initiative	<ul style="list-style-type: none">• Yes
<ul style="list-style-type: none">• Annually/Final Report	<ul style="list-style-type: none">• Success/ Challenges• Program Progress Narrative<ul style="list-style-type: none">• Analysis of Impact• Impact Snapshot• Member Experience	<ul style="list-style-type: none">• Yes

PROGRESS REPORTING (REQUIRED) CNCS INITIATIVES

Reporting Period:

Progress Category:

Narrative Text

To write a CNCS Initiatives, go to:

*Reporting → Submit
Program Reports → Program
Progress/CNCS Initiatives*

Then click the add a New
Progress Entry

Add a New Program Progress Entry



Save

Submit for Approval

Cancel

PROGRESS REPORTING (REQUIRED) *CNCS INITIATIVES*

- The 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

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

SUCSESSES/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:

I have no Narratives data to report this period.

[Click Here for instructions from CNCS on what to include in these narratives](#)

Analysis of Impact:

Impact Snapshots:

Member Experience:

Other Narrative:

Save

Save and Go To Next Section

Cancel

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 ones 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. The system is know for crashing.*
- Respond to feedback from MCSC program officers in a timely fashion.
- Recommendation: Maintain performance measure supporting documentation in accordance with your records retention policy.

ANY FINAL QUESTIONS OR DISCUSSION TOPICS?

