Good morning San Francisco!
INTRO

Welcome to the 2018-2023 Out of School Time (OST) Grantee Orientation!
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<thead>
<tr>
<th>Time</th>
<th>Topic</th>
<th>Presenter</th>
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<tbody>
<tr>
<td>9:05</td>
<td>Service Area Expectations</td>
<td>Sherrice Dorsey-Smith</td>
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<td>Out of School Time</td>
<td>Program &amp; Planning Manager</td>
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<td>9:20</td>
<td>Data &amp; Evaluation</td>
<td>Sarah Duffy</td>
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<td>Expectations and Policies</td>
<td>Data &amp; Evaluation Manager</td>
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<td>9:40</td>
<td>Data &amp; Evaluation</td>
<td>Xavier Morales</td>
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<td>CMS Workplans</td>
<td>Data &amp; Evaluation Analyst</td>
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<td>10:25</td>
<td>Grants Approval Process</td>
<td>Brett Conner</td>
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<td>Grants Manager</td>
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<td>10:40</td>
<td>Upcoming Grantee Activities &amp; Information</td>
<td>Sherrice Dorsey-Smith</td>
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<td>Program &amp; Planning Manager</td>
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Good morning San Francisco!
GOALS FOR OUT OF SCHOOL TIME (OST) SERVICE AREA

• To provide comprehensive after-school programming in a school and community-based setting.

• To provide opportunities for youth to engage in meaningful and relevant learning that foster curiosity.

• To build social and emotional skills.

• To provide opportunities for youth to be physically active, enjoy healthy foods and explore the world around them.

• To develop healthy relationships with caring adults and peers.
OST Strategies

In your packet:

- Beacon Community School ............................................................... Page 2

- Comprehensive Year Round and Summer Learning ...................... Page 7
Requirements for ALL PROGRAMS
Grade-Specific Transition Supports

Programs must provide transition support for youth entering kindergarten and 6th & 9th grades.
Programs Serving Rising Kindergartners

Support that focuses on school readiness including:

- Self-regulation
- Socio-emotional learning
- Basic Numeracy
- Math and literacy and phonemic awareness
Programs Serving Rising 6th & 9th Graders

Sequenced curriculum that includes at least two of the following topics:

- Life skills
- Social and emotional learning
- Academic/Career Support

Leadership opportunities:

- Service learning
- Civic engagement
- Leadership roles
Events

For ALL Programs:

- Summer Learning Day

Comprehensive Year Round and Beacon Community Schools (not Summer Learning):

- Lights On Afterschool
- Year End Culminating Event
Year One

Main focus for the first year:

- Family Partnership
- Expanded learning: programs must offer activities that occur before, during and after school.
  - School Day Activities
  - Academic Support Activities
  - Skill Building Activities
  - Physical Activities
K-5 Elementary
Expanded service levels:

- **Afterschool:** ExCEL Designated Average Daily Attendance
- **Summer Program:** 75 Youth
- **School Day:** 50% of School Enrollment
- **Family Partnerships:** 20% of School Enrollment
- **Behavioral Health and Wellness:**
  Service level target should be planned in partnership with the school during workplan negotiations.

Service Area
Guide p.6
K-8 Schools

Expanded service levels:

- **Afterschool:** ExCEL Designated Average Daily Attendance
- **Summer Program:** 150 Youth
- **School Day:** 40% of School Enrollment
- **Family Partnerships:** 20% of School Enrollment

- **Behavioral Health and Wellness:** Service level target should be planned in partnership with the school during workplan negotiations.
- **Schools Transitions:** Service level target must be planned in partnership with the school during workplan negotiations.
6-8 Middle Schools

Expanded service levels:

- **Afterschool**: ExCEL Designated Average Daily Attendance
- **Summer Program**: 150 Youth
- **School Day**: 20% of School Enrollment
- **Family Partnerships**: 20% of School Enrollment
- **Behavioral Health and Wellness**: Service level target should be planned in partnership with the school during workplan negotiations.
- **Schools Transitions**: Service level target must be planned in partnership with the school during workplan negotiations.
COMPREHENSIVE YEAR ROUND AND SUMMER LEARNING

Things to look out for
Comprehensive Year Round ONLY

Additional Program Requirements -
Program Components:
• Academic Support Activities

Service Area
Guide p.10
Summer Learning ONLY

Additional Program Requirements - Program Components:
- Literacy and Math Support: activities that reinforce reading, writing, speaking and math concepts.

Service Area Guide p.10
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D&E's Role in FY18-19
Grants Monitoring and Reporting

- CMS
- Surveys
- Program Specialist Site Visits
- Youth Program Quality Assessment (YPQA)
- Fiscal Visits & Monitoring
- Focus Groups and Interviews

- Compliance
- Continuous Improvement
- Evaluation
Data Expectations and Policies
Privacy, Policy & Practices

- DCYF recognizes the importance of protecting the confidentiality of the personal information with which it is entrusted.

- CMS records associated with SFUSD students are protected by federal and state law that govern the use and disclosure of student education records; therefore grantees must have an active MOU with SFUSD and collect consent forms from participants.

- DCYF restricts access to personally identifiable information collected in the CMS to a small number of IT and D&E staff.

- DCYF will not disclose any personal information reported by grantees to third parties that have not received proper authorization.
Data Sharing with SFUSD

• To streamline CMS data entry, DCYF will make available the directory of SFUSD students in CMS for grantees to use for CMS reporting.

• Beginning in FY2018-2019, all DCYF grantees must have MOU with SFUSD to access student directory data.

• Student directory in CMS may only be used for CMS data entry.

• Grantees must collect consent forms that authorize data sharing with DCYF and SFUSD.
Reasons Agencies Need an MOU

- Data access
- Describing services
- SFUSD facilities use
To maximize efficiency, each agency should apply for **a single MOU** with SFUSD.
All MOUs must contain:

- A detailed description of services will be provided for students specifying which will be provided at school sites and community-based sites.

- All SFUSD school sites where the agency intends to provide services (if applicable).

- A description of any special roles or responsibilities being requested of school or district staff, beyond those named as part of the standard MOU form (if applicable).
Review and approval of MOUs will take **3-4 weeks**. MOUs filled out incorrectly, missing information (including insurance certificates), or missing signatures, can take significantly longer to process.

**Detailed information on how to submit MOUs is in your packet.**
Required Consent Forms

DCYF has developed 2 active consent forms for grantees to modify and use:
  • Authorization for Release of Confidential Information
  • DCYF Photography Release Form
Authorization for Release of Confidential Information Consent forms

- If agency already administers a form to obtain consent, ensure that data sharing with DCYF and SFUSD is covered.

- Participants for whom consent is not obtained should not be reported into CMS.

- Grantees should maintain copies of signed consents in electronic or paper form.

- DCYF or SFUSD may audit consent forms and collection procedures.

A copy of the Consent Form and instructions on how to collect Consents is in the Orientation packet.
Managing Consent Refusals

• DCYF does not encourage grantees to deny services to participants for whom consent to share data is not obtained (e.g. parents/guardians refused to sign form).

• If you anticipate challenges to obtaining consent, inform your Program Specialist.

• If technical assistance is needed to train your registration staff on administering consent forms, inform your Program Specialist.
Performance Measures

- Support grantees in continuously improving programs and services.
- Identify grantees in need of technical assistance or additional supports.
- Provide DCYF stakeholders with an understanding of how programs are doing in relation to DCYF expectations.
- Key indicators of grantee performance, but not the sole indicators of performance.
Comprehensive Year Round and Summer Learning

- Youth Actuals vs. Projections
- Caring Adult
- Youth Program Quality Assessment (YPQA)
- Agency Health
- Grant Requirements
- Average Daily Attendance
- Cultural Competency
- Program Completion
- Youth to Staff Ratio
Beacon Community School

- Youth Actuals vs. Projections
- Family Actuals vs. Projections
- Youth Program Quality Assessment (YPQA)
- Agency Health
- Grant Requirements
- Average Daily Attendance
- Caring Adult
- Program Completion
- Cultural Competency
- Youth to Staff Ratio
Grant Requirement Monitoring

- One component of assessing grantee performance.
- Items designed to ensure that grantees comply with minimum DCYF requirements.
- Based on information collected from CMS, surveys, and site visits by Program and Contracts & Compliance Specialists.
- 14 total items – must be in compliance with at least 11 of the 14 items to be meet minimum performance standards.
Grant Requirements

- CMS Data Quality
- Survey Administration
- Program Curricula & Activities
- Health and Nutrition
- Participation in Fiscal & Compliance Monitoring
- Timely Workplan Submission
- Family Partnership Activities
- Attendance Tracking Sheets
- Payment of Taxes
- Timely Invoice Submission
- Required Events & Meetings
- Consent Forms
- Compliance with City Regulations
- Background Checks and Fingersprints
Youth Surveys

- Most DCYF-funded programs will be expected to administer surveys to program participants, and submit the surveys to DCYF for processing.

- Surveys will be available in online and paper forms.

- Surveys will be available in commonly-requested languages.

- Copies of the youth surveys, administration instructions and training materials will be shared with grantees in May 2018, so they will be available at the start of Summer programming.
CMS Data Entry

DCYF uses the Contract Monitoring System (CMS), an online database, for its invoicing and grant monitoring needs.

As such, grantees are required to use CMS to submit workplans, monthly invoices and reporting on DCYF-funded activities.
CMS Resources and Trainings

Where to find D&E resources

CMS 4.0 Release Timeline

Which CMS do I use?
# Where to find D&E resources

<table>
<thead>
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<th>Resource</th>
<th>Where to find it</th>
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<tr>
<td>CMS Instructions</td>
<td>CMS Resources tab, DCYF website</td>
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<tr>
<td>Workplan YouTube Video</td>
<td>CMS login page, DCYF website</td>
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<tr>
<td>Data Café announcements</td>
<td>CMS login page, DCYF website, Grantee Newsletter</td>
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<tr>
<td>Privacy Policy &amp; Practices</td>
<td>Doing Business with DCYF, CMS Resources tab, DCYF website</td>
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<td>SFUSD MOU forms</td>
<td>CMS Resources tab, DCYF website</td>
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<td>Privacy and Consent forms</td>
<td>CMS Resources tab, DCYF website</td>
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<tr>
<td>Performance Measures documentation</td>
<td>CMS Resources tab, DCYF website</td>
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**CMS 4.0 Release Timeline**

- Starting in May 2018: bi-weekly Data Cafes
- Starting in Sept 2018: monthly Data Cafes
Which CMS do I use?

- The new FY18-19 CMS has the same web address as the FY17-18 CMS: www.contracts.dcyf.org
- FY17-18 grantees who need to finish invoicing and entering data for their FY17-18 contract need to log into CMS using their FY17-18 CMS credentials. This ensures they will be directed to the correct contract.
- FY18-19 grantees should log into CMS using their new FY18-19 CMS credentials to enter their FY18-19 workplans and FY18-19 participant and activity data and submit FY18-19 invoices.
- This might mean you will need to use and keep track of two different logins.
Using CMS

with Xavier Morales
Good morning San Francisco!
Step 1: Award Letter

For Grantee Review:

Details of your 2018-2023 award.
Step 2: Workplan Negotiation

ACTION REQUIRED
Enter your program and budget information into CMS for DCYF approval.

Workplan revisions may be required. Deadline: July 1 (May 1 for summer OST programs)
Step 3: Grant Agreement Created

DCYF Internal Step:

DCYF staff creates the contract and confirms grantee compliance.
Step 4: Grant Agreement Signed

ACTION REQUIRED

Electronically review and sign your contract.

Provide any requested compliance documents.
Step 5: Fiscal Processing

DCYF Internal Step:

Controller certifies funds, DCYF creates a Purchase Order (PO).
Step 6: Invoicing Begins

You will receive notice informing you that your grant is approved.

DCYF can now accept and pay invoices.
**Timeline**

The approval process takes approximately 4-6 weeks.

Plan accordingly.

1. **Award Letter**
   - Grantees will receive a letter from DCYF's executive director that will indicate the amount of the award, the grant term and the program being funded.

2. **Workplan Negotiation**
   - Using CMS, grantees will enter their agency, program, and budget data.
   - Your Program Specialist will work with you to ensure that all elements of the workplan reflect the agreed upon Grant Plan, and will approve it in CMS once this process is complete.

   **WORKPLAN DEADLINES:**
   - For grants with summer programming, workplans must be submitted by May 1.
   - For all other grants, workplans are due by July 1.

3. **Grant Agreement Created**
   - Once the workplan is approved (or in many cases simultaneously with this process), DCYF's Contracts & Compliance Team will generate a grant agreement using the City's Financial System Project, often referred to as FSP. The process is entirely electronic, including signature.
   - At this point you may also receive a request for insurance certificates, City supplier certification, or other required documents.

4. **Grant Agreement Signed**
   - Once DCYF has created the contract in FSP, the system will send an e-mail to the grantee's executive director for e-signature using the DocuSign service.
   - Following the executive director's signature, the contract will be routed for internal City signatures. Once all signatures are collected, DocuSign will e-mail all parties a fully executed contract with all signatures.

5. **Fiscal Processing**
   - With the grant agreement now complete, DCYF's Fiscal Office will work with the Controller's Office to encumber the grant funds for the first fiscal year. Once Controller approval is received, the DCYF Fiscal Office assigns each grant agreement a unique purchase order (PO) number.
   - Once a PO number is assigned, the agency will receive notice indicating that the approval process is complete, and that invoicing can begin.

6. **Invoicing Begins**
   - The approval process is now complete. Grantee can receive funds by filing monthly invoices.
Pitfalls to Avoid

- Late Workplan Submission.
- Late Grant Agreement Signature.
- Expired Insurance.
- Incomplete City Supplier Certification.
- Unresponsive to DCYF Outreach.
Coming Soon

March 2018:
Video on Workplan Budgets

April 9, 2018:
Grantee Workshops on DCYF Policies and Procedures will be held at San Francisco Public Library's Koret Auditorium. Two sessions will be available at 10am-12pm and 2pm-4pm.
Good morning San Francisco!
UPCOMING GRANTEE ACTIVITIES AND INFO

Youth Program Quality Assessment

Technical Assistance & Capacity Building

Welcome to the DCYF Family!
Youth Program Quality Assessment

- Annually, all programs will receive at least one External Assessment from a DCYF Program Specialist.
- Twice a year, all programs will be expected to complete an Internal Assessment.
- Designated program staff will attend a mandatory two-day YPQA Basics Orientation and Training (this will only need to be completed once). This orientation is designed to welcome you into the world of and assessment and introduce the YPQA tool.
- Designated program staff will attend a mandatory “Planning with Data Workshop.” This workshop is designed to show you how to use the data from the internal and external assessments as well as give you an opportunity to plan out your quality improvement plan.
Technical Assistance & Capacity Building

- **Workshops/Trainings**: One-off workshops on a variety of topics such as 'Youth Development', 'Trauma Informed Care', 'Behavior Management', 'Social Emotional Learning', 'Fiscal Management', 'Work-Based Learning', and 'Juvenile Justice Reform'. These workshops can range from 4hrs to 6hrs long.

- **Peer Learning Cohorts**: The cohorts offered by DCYF typically require 3-6 month commitments and involve intense involvement with curriculum. Cohorts are offered in a variety of content areas.

- **Coaching and Consulting**: Staff are able to receive coaching hours that are customized to meet the needs of the program and or agency.

- **DCYF University**: This program is designed to provide program staff the opportunity to become "Specialists" by delving deep into specific subject matter.

- **Organizational Sustainability Initiative**
DCYF University

Specializations offered Fall 2018

- Youth Development Best Practices with a Trauma Informed Focus
- Youth Leadership, Empowerment and Advocacy
- Fiscal and Administration Management
- Career Development
- Executive Leadership

Applications available May 7, 2018
Application deadline June 8, 2018
Organizational Sustainability Initiative
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Making San Francisco a great place to grow up
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