DCYF Workplan Workshop

DCYF Data & Evaluation
05/25/2021
Agenda

• Changes to DCYF Requirements

• FY21/22 Key Dates & Deadlines

• FY21/22 Workplan Review

• Resources
Changes to DCYF Requirements

SFUSD MOU and DCYF/SFUSD Consent Forms Background

• DCYF CMS provides grantees access to SFUSD student records, which are protected by federal privacy law—Family Educational Rights and Privacy Act (FERPA)

• DCYF has data sharing agreement with SFUSD that authorizes grantees to access protected student records through CMS

• Original data sharing agreement required all DCYF grantees to obtain SFUSD MOUs AND collect consent forms

• Revised data sharing agreement removes above requirement and allows grantees to access SFUSD student records in CMS through SFUSD MOU OR by collecting DCYF/SFUSD consent forms
Changes to DCYF Requirements

SFUSD Memorandum of Understanding (MOU)

DCYF no longer requires all grantees to obtain a SFUSD MOU

Programs are required to obtain a SFUSD MOU if:

1. You provide in-person services to students at SFUSD school sites
2. You provide virtual services to SFUSD students through their school, meaning you require access to SFUSD’s communication platforms such as Google Classroom, teacher-led Zoom classes, or require an SFUSD email to contact students via their SFUSD email

If the points above do not apply to your program, you do not need an MOU! If you have an existing MOU with SFUSD that is expiring, there is no need to renew it. Your contractual agreements with DCYF include new provisions for protecting any SFUSD student information you might access.

**DCYF Resources**
- SFUSD MOU and DCYF Consent Administration Guidance
- Updated DCYF Consent Form

**SFUSD Resources**
- SFUSD’s Community Partnerships Office, FAQs for DCYF Grantees and common scenarios
Changes to DCYF Requirements

DCYF/SFUSD Consent Form Requirements Have Changed

If your program is required to obtain a SFUSD MOU:

▪ You are not required to collect DCYF/SFUSD Consent Forms for students participating in services covered under the MOU

If your program is not required to obtain a SFUSD MOU:

▪ SFUSD Students: You are required to obtain DCYF/SFUSD Consent Forms for SFUSD students prior to registering and enrolling them in CMS activities

▪ Non-SFUSD: You are not required to obtain DCYF/SFUSD Consent Forms for non-SFUSD students prior to registering and enrolling them in CMS activities

You may issue electronic DCYF/SFUSD Consent Forms

Issue the updated DCYF/SFUSD Consent Form at your earliest opportunity

DCYF/SFUSD Consent Forms apply agency-wide, and are not specific to a single program
Changes to DCYF Requirements

DCYF Grantee Performance Measures

• We plan to bring back most Grantee Performance Measures in FY2021-22

• Performance Measures track grantees against the goals and requirements described in DCYF RFP using data collected through CMS and youth surveys

• Measures differ by grantee Service Area/Strategy, please refer to *DCYF Grantee Performance Measures by Service Area* for more information
  * Several are based on targets/projections established in grantee workplans

• Contact Program Specialist with any concerns or questions (e.g., programming has changed significantly due to COVID-19 and strategy-based performance measures do not apply)

**DCYF Resources**
- *DCYF Grantee Performance Measures by Service Area*
## Changes to DCYF Requirements

### Example – Educational Supports: Academic Supports

<table>
<thead>
<tr>
<th>Name</th>
<th>Measure</th>
<th>DCYF Target</th>
<th>Data Source</th>
</tr>
</thead>
<tbody>
<tr>
<td>Youth Actuals vs. Projections</td>
<td>Number of participants served as a percentage of the program's projected number of participants.</td>
<td>90%+</td>
<td>CMS</td>
</tr>
<tr>
<td>Program Completion*</td>
<td>Percent of participants who participated in the program for the target number of hours projected by the program.</td>
<td>85%+</td>
<td>CMS</td>
</tr>
<tr>
<td>Caring Adult</td>
<td>Percent of surveyed participants who report that an adult in the program understood and really cared about them.</td>
<td>75%+</td>
<td>Youth Surveys</td>
</tr>
<tr>
<td>Education/Career Goals</td>
<td>Percent of surveyed participants who report developing education or career goals and understanding the steps needed to achieve their goals as a result of the program.</td>
<td>75%+</td>
<td>Youth Surveys</td>
</tr>
<tr>
<td>Agency Health</td>
<td>Fiscal health of grantee agency based on DCYF’s Fiscal and Compliance Monitoring efforts.</td>
<td>Strong</td>
<td>Fiscal Visits</td>
</tr>
</tbody>
</table>

* Grantees that operate summer programs may establish separate targets for summer and school year programming.
FY21/22 Key Dates

May 17, 2021
Workplans Released

June

July 2, 2021
1. Workplans Due (all other grantees)
2. Summer activities set up and participants enrolled
   (for grantees implementing summer programs)

August 31, 2021
Summer activity reporting due
   (for grantees implementing summer)

June 15, 2021
Workplans Due (for grantees implementing summer programs)

July 31, 2021
Final 20/21 Invoices Due
   FY20/21 Activity Reporting Due
FY21/22 Workplan Review

What You Will Need:

- CMS Agency Account
- Programming: You will list out general activities in the Projected Activities tab in CMS
- Service Sites: Where will programming take place
- Projections
- Program Contact Information
- Budget for summer and FY21/22 school year
- Guidance Documents

*If your 21/22 school year activities are still being determined, do your best to include accurate information by the Workplan submission deadline. You may revise your Workplan if projected activities, budget, or service locations change*
Access to 21/22 Workplans in CMS

- To access the FY2021-2022 Workplans in CMS, ensure you select FY2021-2022 in the ‘Fiscal Year’ filter upon logging in.

- Each Workplan consists of the following:
  - Contact & Program Info
  - Services & Projections
  - Projected Activities
  - Budget

- New Workplan fields:
  - Some fields that were temporarily removed in FY2020-2021
  - Some new fields to help us better understand programming in FY2021-2022
Access to 21/22 Resources in CMS

1. Select the program you will be completing a Workplan for

2. Select the Resources tab in the left-hand menu

3. Locate guidance documents, Consent Forms, Grantee Expectations Form
**FY21/22 WP: Contact & Program Info**

**Program Description:** Relevant information that would be useful to include for someone who may be unfamiliar with your program.

**Primary Contact:** receives Workplan notifications so keep this information updated throughout the year.

Locate the *Grantee Expectations Form* in your *Resources* tab.
FY21/22 Workplans include funds for summer 21’ programming so your Program Start Date may fall before or after the start of the fiscal year. If your program offers school-year services, enter the ‘Program End Date’ that coincides with the last day of your fiscal year’s programming.
FY21/22 WP: Services & Projections

Refer to page 4 of the FY21.22 Workplan Guidance for DCYF Grantees

Program Completion Hours: Enter the total number of hours that signify program completion for one participant. Ensure your Program Completion Hours are attainable and realistic. Include allowable absences, program closure dates, holidays, etc.

Projections by Age includes the total number of participants that your program intends to serve during the full fiscal year, including summer 21’ participants.
Virtual/Remote Programming

If you will be providing some, or all programming virtually, reach out to your Program Specialist to describe the extent and rationale of your virtual programming. Continue working on your Workplan while you await a response from your Program Specialist.

Hybrid (Virtual and In-Person) Programming

Enter a ‘Virtual/Remote – COVID19’ Service Site and ADD+ the in-person service site(s) as needed.
Projected Activities

• Refer to your program’s general activities that you plan to implement for the full 21/22 fiscal year (including summer, if applicable)

• Should be an ‘umbrella’ activity for your specific activity instances that you will later create in the Activities tab.
  • For example, if you provide afterschool enrichment at 10 local elementary schools, your Projected Activity will describe the general afterschool enrichment activity. You can later break up your attendance by school when setting up your Activity Instances

• Grantees have previously utilized the Activities without Personal Information (Activities w/out PI) activity type to address challenges with consent form collection and reporting personally identifiable information. Please contact your Program Specialist prior to utilizing this activity type to address these challenges.
Review the FY21/22 Activity Categories and their definitions by using the info icons.

When selecting Activity Categories reflect on the activity’s intention. Although you may select more than 1 activity category, please be mindful of the categories and which ones best capture the activity’s objective.

COVID-Related Activities
- Activities that would not have been implemented pre-pandemic
- Do not include changes to service delivery
- Do not include shifts in curriculum
Before submitting your Workplan:

- Complete and submit your budget form
- Review your Agency form for accuracy and submit (if not already submitted)
- Review your Overview tab – making sure all Workplan forms have been submitted
- If you need support, contact your DCYF Program Specialist and/or schedule a CMS Office Hour

Resources (Budget)

- FY21.22 Guidance for DCYF Grantees (pages 11 & 15 - 17)
- Doing Business with DCYF (located in your FY21/22 CMS Resources tab)
Resources

- If you have questions or need support as you complete your FY21/22 Workplan please contact your **DCYF Program Specialist**.

- For questions or CMS troubleshooting please contact [dataevalsupport@dcyf.org](mailto:dataevalsupport@dcyf.org).

- CMS Office Hours will be expanded following the release of FY21/22 Workplans for DCYF grantees to schedule a 30-minute session with a Data & Evaluation Analyst. Click to access the [registration link](#).

- **CMS in the City Newsletter** sent on Friday, 5/21

- **Resources** tab in CMS