OCS AND NASCSP CSBG ANNUAL REPORT UPDATE

Thursday, November 1, 2018

4:00-5:00pm ET

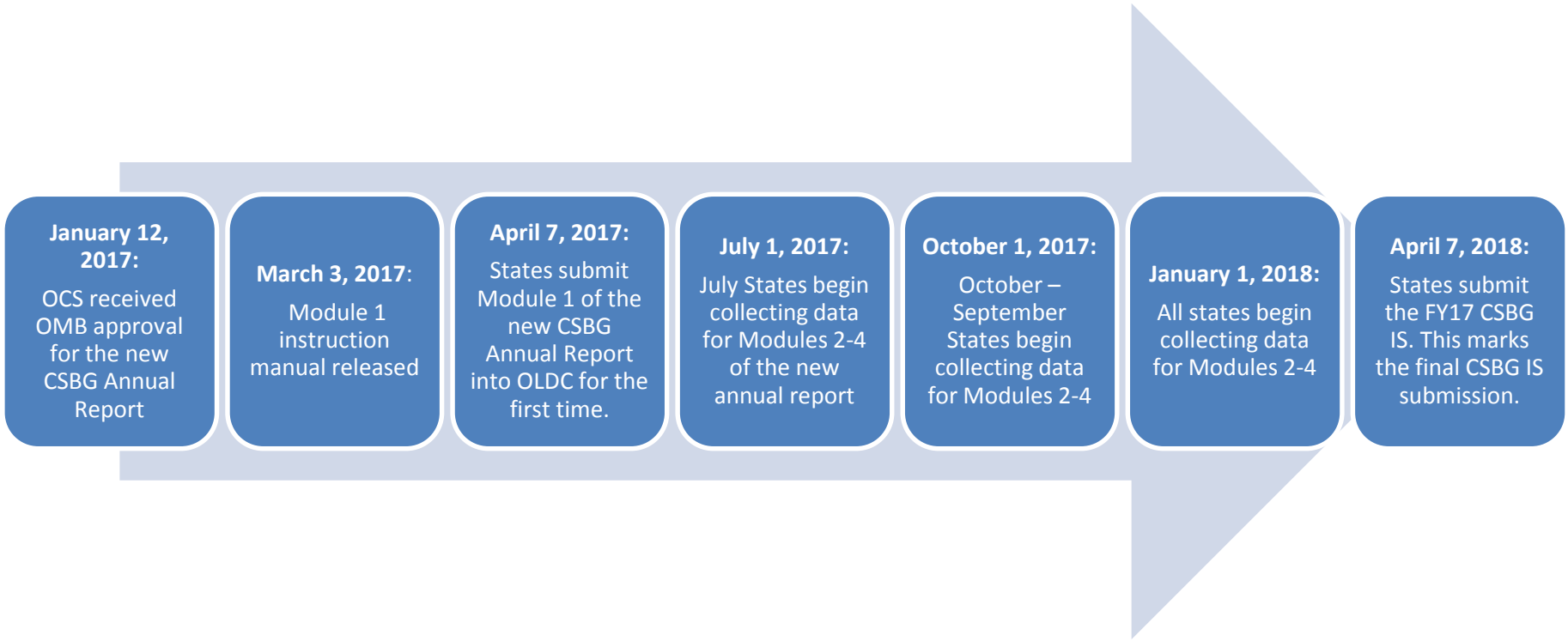
Presenters

- Katy Kujawski, Research Director, NASCSP
- Muska Kamran, Project Manager
- Monique Alcantara, Management and Program Analyst, OCS

Agenda

- Timeline
- Reporting process
  - SmartForms
  - Direct database transfer
- OLDC Submissions
- Data Review
- CSBG Performance Management Website
- Tools and Resources

Let's see how far we've come



Where are we now?

- The CSBG IS Report has been **phased out.**
- **All states** are collecting and reporting in **the new CSBG Annual Report.**
  - **A few states** are in their second year of data collection.
- In addition to Module 1, States will submit **Modules 2, 3 and 4** into OLDC by the submission deadline

How will we submit?

- **Module 1** will continue to be submitted through OLDC in the same manner
- **Modules 2 – 4**
  - SmartForms will be available to all states and agencies
  - States who have **statewide databases** can use an XML for a direct transfer to OLDC

M2 XML

```
<xs:element name="CSBG_M2">
  <xs:complexType>
    <xs:sequence>
      <xs:element name="M2StateName" type="xs:string" />
      <xs:element name="M2AgencyName" type="xs:string" />
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      <xs:element name="M2A1bOctToSept" type="xs:unsignedByte" />
      <xs:element name="M2A1cJanToDec" type="xs:unsignedByte" />
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      <xs:element name="M2A2bEducation" type="xs:decimal" />
      <xs:element name="M2A2cIncome" type="xs:decimal" />
      <xs:element name="M2A2dHousing" type="xs:decimal" />
      <xs:element name="M2A2eHealth" type="xs:decimal" />
      <xs:element name="M2A2fCivic" type="xs:decimal" />
      <xs:element name="M2A2gServices" type="xs:decimal" />
      <xs:element name="M2A2hLinkages" type="xs:decimal" />
      <xs:element name="M2A2iCapacity" type="xs:decimal" />
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      <xs:element name="M2B4cCCAP" type="xs:unsignedInt" />
      <xs:element name="M2B4dChild" type="xs:unsignedInt" />
      <xs:element name="M2B4eFamily" type="xs:unsignedInt" />
      <xs:element name="M2B4fPathways" type="xs:unsignedInt" />
      <xs:element name="M2B4gHome" type="xs:unsignedInt" />
      <xs:element name="M2B4g1Auditors" type="xs:unsignedInt" />
      <xs:element name="M2B4g2Retrofit" type="xs:unsignedInt" />
      <xs:element name="M2B4g3Crew" type="xs:unsignedInt" />
```
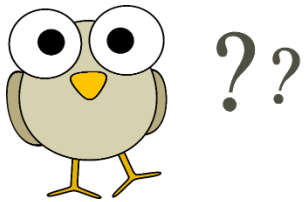

Each Module will be a separate form within OLDC

What will SmartForms cost?

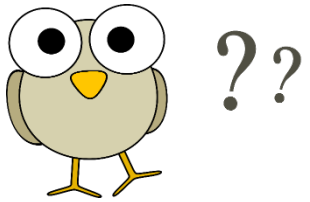
- SmartForms will be available to all States and agencies for **FREE**

What are SmartForms? The Do's



- An Excel document that can:
  - Alert the user to data entered that is potentially wrong/fat-fingered/otherwise entered in error (i.e. when a field is left blank or participants served is less than those achieving the result)
  - Alert the user when they've entered bad data (i.e. negative numbers, letters, exceed character limits, etc.)
  - Highlight cells, make a noise, and provide an error message to alert the user to potential errors
  - Leave unaddressed/unchanged data highlighted red or yellow based on the type of issue (error or warning) so the state can follow-up with the agency
  - Offer a place for agencies and states to reconcile data before it is submitted into OLDC

What are SmartForms? The Don'ts



- The SmartForm **will not be able to**:
  - Compare different sections of each module to each other (i.e. employment FNPIs to the All Characteristics)
  - Compare different Modules to each other (i.e. the CSBG allocation reported in Module 2 to the CSBG allocation reported in Module 1)
  - Ensure agencies address errors that are identified
  - Ensure that if an agency submits the form with errors to the state that the data is in fact correct
  - Ensure that an agency include clear, discernable comments on their data in the SmartForm
  - Ensure the state review the SmartForm and get information they need from the agency
  - Ensure capacity exists at both the local and state level to review the data

SmartForms – Module 2

FY 18 Data Entry

A.1 **Local Agency Reporting Period:**

A.1a. **July 1-June 30**	☑
A.1b. **October 1-September 30**	☐
A.1c. **January 1-December 31**	☐

A.2 **CSBG Expenditures:**

CSBG Expenditures Domains	CSBG Funds
A.2a. **Employment**	
A.2b. **Education and Cognitive Development**	
A.2c. **Income, Infrastructure, and Asset Building**	
A.2d. **Housing**	
A.2e. **Health and Social/Behavioral Development** *(includes nutrition)*	
A.2f. **Civic Engagement and Community Involvement**	
A.2g. **Services Supporting Multiple Domains**	
A.2h. **Linkages** *(e.g. partnerships that support multiple domains)*	
A.2i. **Agency Capacity Building** *(detailed below in Table A.4)*	
A.2j. **Other** *(e.g. emergency management/disaster relief)*	
A.2k. **Total CSBG Expenditures (auto calculated)**	$0

A.3 **Of the CSBG funds reported above, report the total amount used for Administration*.**	

*for more information on what qualifies as Administration, refer to IM37

FY 17 Data Comparison

A.1 **Local Agency Reporting Period:**

A.1a. **July 1-June 30**	*NEW DATA FIELD*
A.1b. **October 1-September 30**	*NEW DATA FIELD*
A.1c. **January 1-December 31**	*NEW DATA FIELD*

A.2 **CSBG Expenditures:**

CSBG Expenditures Domains	CSBG Funds
A.2a. **Employment**	
A.2b. **Education**	
A.2c. **Income Management**	
A.2d. **Housing**	
A.2e. **Health + Nutrition**	
A.2f. **Civic Engagement and Community Involvement**	*NEW DATA FIELD*
A.2g. **Services Supporting Multiple Domains**	*NEW DATA FIELD*
A.2h. **Linkages**	
A.2i. **Agency Capacity Building** *(detailed below in Table A.4)*	*NEW DATA FIELD*
A.2j. **Emergency Services + Self Sufficiency + Other**	
A.2k. **Total CSBG Expenditures (auto calculated)**	$0

A.3 **Of the CSBG funds reported above, report the total amount used for Administration*.**	

*for more information on what qualifies as Administration, refer to IM37

SmartForms – Module 3

Module 3, Section A: Community

Name of CSBG Eligible Entity Reporting: _____

	Use the dropdown menu to select the response where appropriate.		
1. Initiative Name			
2. Initiative Year	5		
3. Problem Identification			
4. Goal/Agenda	Narrative (Provide a narrative on the goal/agenda)		
5. Issue/CSBG Community Domains	☑ Employment ☑ Education and Cognitive Development ☑ Health and Social/Behavioral Development ☑ Housing ☑ Infrastructure, and Asset Building ☑ Civic Engagement and Community Involvement ☑ Income		
6. Ultimate Expected Outcome	Module 3, Section B: Community National Performance Indicators (NPIs) - Data Entry Form		
7. Identified Community	Service Area		
8. Expected Duration	2 years	to	3 years
9. Partnership Type	CAA is the core organizer of multi-partner Initiative		
10. Partners	Narrative (Provide a narrative on the key 1-3 partners)		
11. Strategy(ies)	Module 3, Section C: Community Strategies List		
12. Progress on Outcomes/Indicators	No Outcomes to Report		
13. Impact of Outcomes	Narrative (Provide additional information on the scope of the impact of these outcomes. e.g. If an initiative created a health clinic, please describe how many individuals and families are expected to be impacted.)		
14. Outcomes/Indicators to Report	Community Level National Performance Indicators (NPIs) (Reference the Community NPIs listed in Section B)		
15. Final Status	Initiative Active		
16. Lessons Learned	Narrative		

Edit

M3_A11_Strategy

11. Strategy(ies)

EDUCATION AND COGNITIVE DEVELOPMENT STRATEGIES (STR 2)
- Preschool for All Campaign
- After School Enrichment Activities Promotion
- Other Education and Cognitive Development Strategy: (please specify)
  - Other: asdf

EMERGENCY MANAGEMENT STRATEGIES (STR 8)
- State or Local Emergency Management Board Enhancement
- Disaster Preparation Planning

SmartForms – Module 4

Module 4, Section A: Individual and Family National Performance Indicators (FNPIs) - Data Entry Form

Goal 1: Individuals and Families with low incomes are stable and achieve economic security.

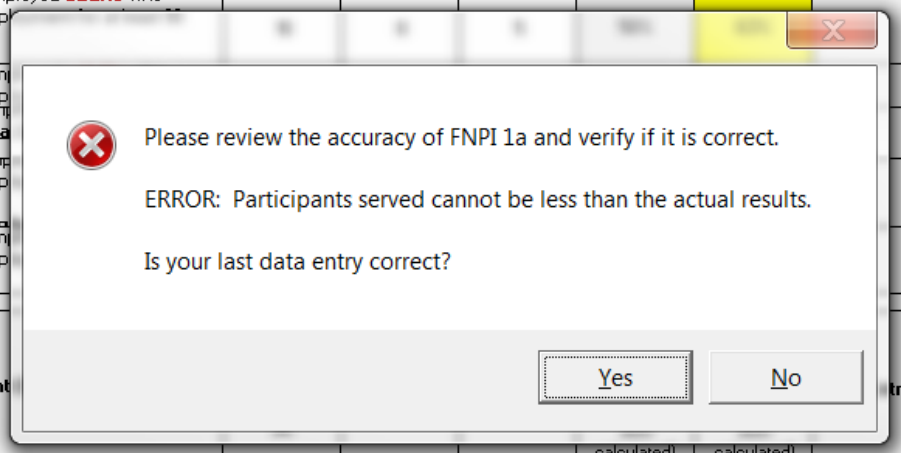
Employment Indicators

Name of CSBG Eligible Entity Reporting:

Go to instructions

Go to Errors and Warnings

Employment (FNPI 1)	I.) Number of Participants Served in program(s) (#)	II.) Target (#)	III.) Actual Results (#)	IV.) Percentage Achieving Outcome [III / I = IV] (% auto calculated)	V.) Performance Target Accuracy [III/II = V] (% auto calculated)	NPI Entry Status
FNPI 1a The number of unemployed **youth** who obtained employment to gain skills or income.	120	150	175	146%	117%	
FNPI 1b The number of unemployed **adults** who obtained employment **(up to a living wage)**.				#DIV/0!	#DIV/0!	
obtained and maintained emp… days **(up to a living wage)**						
FNPI 1d The number of unem… obtained and maintained emp…						
FNPI 1e The number of unemp… obtained employment **(with a … higher)**						
FNPI 1f The number of unemp… obtained and maintained emp… days **(with a living wage or hig…**						
FNPI 1g The number of unem… obtained and maintained emp… days						
Employment …				calculated)	calculated)	**…try Status**
FNPI 1h The number of employed participants in a career-advancement related program who **entered or transitioned** into a position that provided increased income and/or benefits.	50	100	75	150%	75%	



SmartForms – Module 4

Module 4, Section C: All Characteristics Report - Data Entry Form

Goal 1: Individuals and Families with low-incomes are stable and achieve economic security.

Name of CSBG Eligible Entity Reporting:

A. Total unduplicated number of all INDIVIDUALS about whom one or more characteristics were obtained:	200
B. Total unduplicated number of all HOUSEHOLDS about whom one or more characteristics were obtained:	250

C. INDIVIDUAL LEVEL CHARACTERISTICS

1. Gender	Number of Individuals
a. Male	9
b. Female	300
c. Other	7
d. Unknown/not reported	5
e. TOTAL (auto calculated)	321
	0

Section C.1 Status

ERROR: TOTAL COUNT GREATER THAN ITEM A

2. Age	Number of Individuals
a. 0-5	3
b. 6-13	3
c. 14-17	0
d. 18-24	50
e. 25-44	50
f. 45-54	0
g. 55-59	0
h. 60-64	
i. 65-74	0
j. 75+	0
k. Unknown/not reported	0
l. TOTAL (auto calculated)	106

6. Ethnicity/Race	Number of Individuals
a. Ethnicity	
a.1. Hispanic, Latino or Spanish Origins	4
a.2. Not Hispanic, Latino or Spanish Origins	4
a.3. Unknown/not reported	4
a.4. TOTAL (auto calculated)	12
	0

Section C.6a Status

WARNING: TOTAL COUNT LESS THAN ITEM A

b. Race	
b.1. American Indian or Alaska Native	4
b.2. Asian	4
b.3. Black or African American	4
b.4. Native Hawaiian and Other Pacific Islander	4
b.5. White	4
b.6. Other	4
b.7. Multi-race (two or more of the above)	4
b.8. Unknown/not reported	4
b.9. TOTAL (auto calculated)	32
	0

Section C.6b Status

WARNING: TOTAL COUNT LESS THAN ITEM A

Process - SmartForms

- Release of SmartForms
  - Module 3 will be released first
  - Module 2 and 4 will be released following testing in OLDC
- States will receive pre-populated (CAA Name, DUNS #, and Module 2 data) for each agency
- Agencies will complete and send forms back to their state office and states will “upload” forms into OLDC by the submission deadline

Process – XML Transfer

- Release of XML Transfer
  - XML schema for Modules 2 and 4 transfer will be released following testing in OLDC
- States will finalize data received in their state database from agencies
- State offices will initiate the data transfer of Modules 2 and 4 to OLDC by the submission deadline

Process – Module 3

- Module 3 fields will not be built in OLDC in this first year of data submission
- States will upload Module 3 as an attachment into OLDC
- States who would like a pre-review may send their Module 3 submission to NASCSP prior to submitting into OLDC
  - States interested in doing this should let NASCSP know no later than November 21
  - NASCSP will then release a due date based upon the number of States interested

Submissions in OLDC

Module 1 opens December 1

Module 2 – 4 opens February 1

Full Annual Report due April 30

OLDC – Module 2 – Section A

Program Name: Community Services Block Grant
Grantee Name: ALABAMA - No. 1
Report Name: Module 2 - CSBG(200)
Report Period: 10/01/2015 - 09/30/2016
Report Status: Initialized
Section Status: Initialized

Report Progress

Initialized | Edit Saved | Validated | Submitted

Save | View/Add Attachments | Validate | Next Section

Section A

U.S. DEPARTMENT OF HEALTH AND HUMAN SERVICES
Administration for Children and Families
Community Services Block Grant (CSBG)

Form Approved
OMB No. ####-####
Expires: ##/##/####

Module 2
Section A: Allocated Resources per CSBG Eligible Entity

Instructional Notes

Section A: CSBG Expenditures by CSBG Eligible Entity Data Entry Form meets the Congressional requirement for an explanation of the total amount of CSBG funding expended during the reporting period (identified below) based on categories referenced in the CSBG Act.

CSBG funding expended during the reporting period should be identified in the domain that best reflects the services delivered and strategies implemented, as well as the administrative costs associated with the domains. Further instructions will be provided, but please keep the following in mind, per domain:

Services Supporting Multiple Domains: Expenditures reported under Services Supporting Multiple Domains are those that span or support outcomes achieved across multiple domains for families and individuals, such as case management, transportation, and childcare.

Linkages: Many of the activities that were associated with Linkages are now captured in Domain 9: Agency Capacity Building. This narrows the definition of Linkages, but continues to include community initiatives and information and referral calls.

Agency Capacity Building: Expenditures for Agency Capacity Building are detailed in Table B on this form.

Reporting on Administration: Administrative costs for CSBG reporting are defined by the Office of Community Services as equivalent to typical indirect costs or overhead." As distinguished from program administration or management expenditures that qualify as direct costs, administrative costs refer to central executive functions that do not directly support a specific project or service.

Name of CSBG Eligible Entity::

A.1. CSBG Eligible Entity Reporting Period

A. 1a. July 1 - June 30	☐
A. 1b. October 1 - September 30	☐
A. 1c. January 1 - December 31	☐

A. CSBG Expenditures Domains	CSBG Funds
A..2a. Employment	$0
A..2b. Education and Cognitive Development	$0
A..2c. Income, Infrastructure, and Asset Building	$0
A..2d. Housing	$0
A..2e. Health and Social/Behavioral Development	$0
A..2f. Civic Engagement and Community Involvement	$0
A..2g. Services Supporting Multiple Domains	$0
A..2h. Linkages (e.g. partnerships that support multiple domains)	$0
A..2i. Agency Capacity Building (detailed below in Table A.4)	$0
A..2j. Other (e.g. emergency management/disaster relief)	$0
A..2k. Total CSBG Expenditures (auto-calculated)	$0

A.3.Of the CSBG funds reported above, report the total amount used for Administration. $0
For more information on what qualifies as administration, refer to IM37.

A.4.Details on Agency Capacity Building Activities Funded by CSBG:

A.4.1. Please identify which activities were funded by C SBG under Agency Capacity in item A.2i. Please check all that apply.

- ☐ Community Needs Assessment
- ☐ Data Management & Reporting
- ☐ Strategic planning
- ☐ Training & Technical Assistance
- ☑ Other

A.4.1.oth. Below please specify Other Activities funded by CSBG under Agency Capacity:

OLDC – Module 2 – Section B

Program Name: Community Services Block Grant
Grantee Name: ALABAMA - No. 1
Report Name: Module 2 - CSBG(200)
Report Period: 10/01/2015 - 09/30/2016
Report Status: Initialized
Section Status: Initialized

Report Progress

Initialized | Edit Saved | Validated | Submitted

Previous Section | Save | View/Add Attachments | Validate | Next Section

Section B

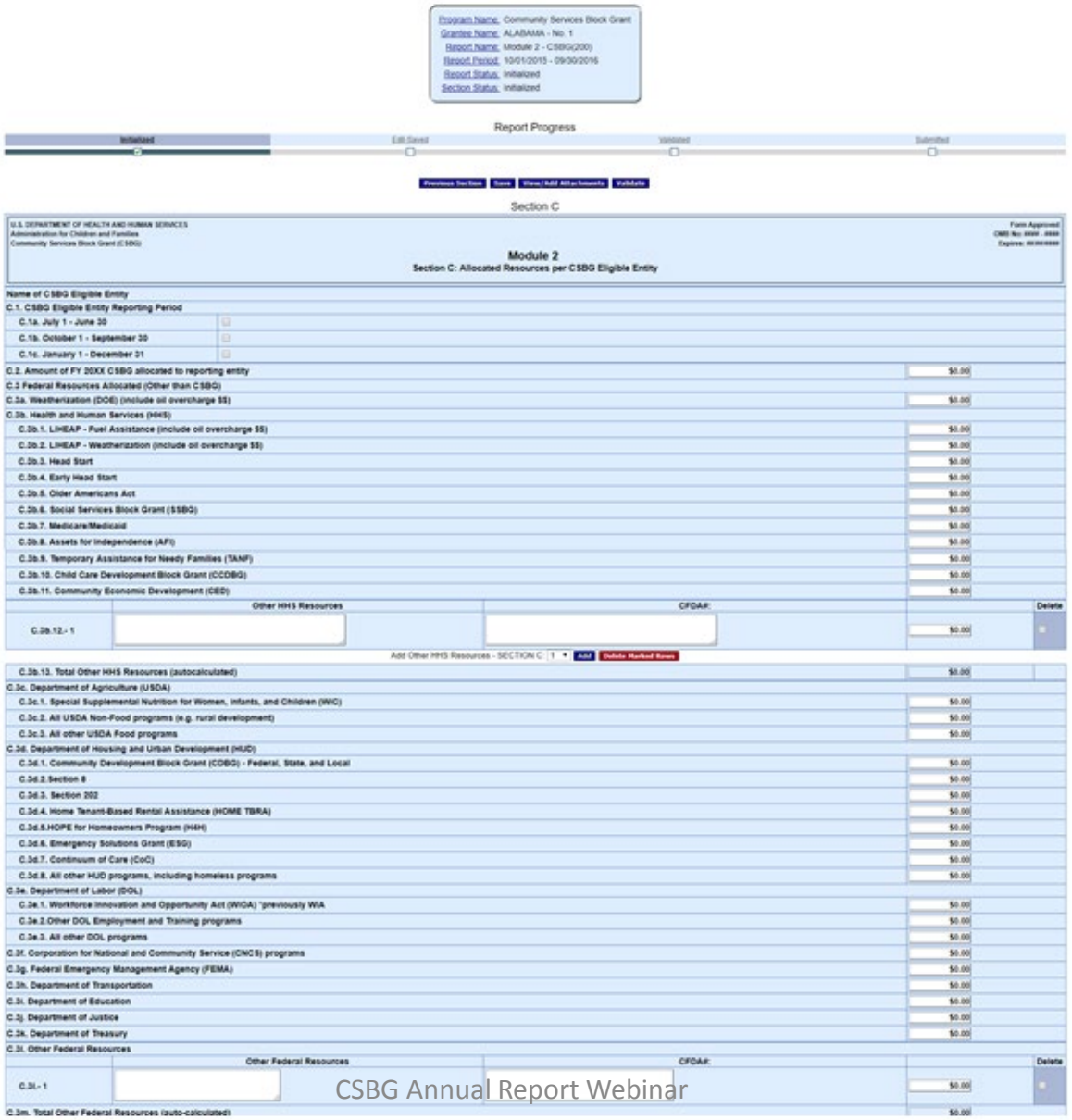
U.S. DEPARTMENT OF HEALTH AND HUMAN SERVICES
Administration for Children and Families
Community Services Block Grant (CSBG)

Form Approved
OMB No. ####-####
Expires: ##/##/####

Module 2
Section B: Allocated Resources per CSBG Eligible Entity

Name of CSBG Eligible Entity		
B.1. CSBG Eligible Entity Reporting Period		
B.1a. July 1 - June 30	☐	
B.1b. October 1 - September 30	☐	
B.1c. January 1 - December 31	☐	
B.2. Hours of Agency Capacity Building (e.g. training, planning, assessment):		Hours
B.2a. Hours of Board Members in capacity building activities		0
B.2b. Hours of Agency Staff in capacity building activities		0
B.3. Volunteer Hours of Agency Capacity Building (e.g. program support, service delivery, fundraising):		Hours
B.3a. Total number of volunteer hours donated to the agency		0
B.3a.1. Of the above, the total number of volunteer hours donated by individuals with low-incomes		0
B.4. The number of staff who hold certifications that increase agency capacity to achieve family and community outcomes, as measured by one or more of the following:		Number
B.4a. Number of Nationally Certified ROMA Trainers		0
B.4d. Number of Staff with a child development certification		0
B.4e. Number of Staff with a family development certification		0
B.4f. Number of Pathways Reviewers		0
B.4g. Number of Staff with Home Energy Professional Certifications		0
B.4g.1. Number of Energy Auditors		0
B.4g.2. Number of Retrofit Installer Technicians		0
B.4g.3. Number of Crew Leaders		0
B.4g.4. Number of Quality Control Inspectors (QCI)		0
B.4h. Number of LEED Risk Certified Assessors		0
B.4i. Number of Building Performance Institute (BPI) certified professionals		0
B.4j. Number of Classroom Assessment Scoring System (CLASS) certified professionals		0
B.4k. Number of Certified Housing Quality Standards (HQS) Inspectors		0
B.4l. Number of American Institute of Certified Planners (AICP)		0
B.4m. Other (Please specify others below):		0
B.4m.oth. Below please specify Other-certifications held by staff members		
B.5. Number of organizations, both public and private, that the CSBG Eligible Entity actively works with to expand resources and opportunities in order to achieve family and community outcomes:		Unduplicated Number of Organizations
B.5a. Non-Profit		0
B.5b. Faith Based		0
B.5c. Local Government		0
B.5d. State Government		0
B.5e. Federal Government		0
B.5f. For-Profit Business or Corporation		0
B.5g. Consortiums/Collaborations		0
B.5h. School Districts		0
B.5i. Institutions of Post-Secondary Education/Training		0
B.5j. Financial/Banking Institutions		0
B.5k. Health Service Organizations		0
B.5l. Statewide Associations or Collaborations		0

OLDC – Module 2 – Section C



Program Name: Community Services Block Grant
Grantee Name: ALABAMA - No. 1
Report Name: Module 2 - CSBG(200)
Report Period: 10/01/2015 - 09/30/2016
Report Status: Initialized
Section Status: Initialized

Report Progress

Initialized | Edit Saved | Validated | Submitted

Previous Section | Save | View / Add Attachments | Validate

Section C

U.S. DEPARTMENT OF HEALTH AND HUMAN SERVICES
Administration for Children and Families
Community Services Block Grant (CSBG)

Form Approved
OMB No. 0000 - 0000
Expires: 00/00/0000

Module 2
Section C: Allocated Resources per CSBG Eligible Entity

Name of CSBG Eligible Entity			
C.1. CSBG Eligible Entity Reporting Period			
C.1a. July 1 - June 30	☐		
C.1b. October 1 - September 30	☐		
C.1c. January 1 - December 31	☐		
C.2. Amount of FY 20XX CSBG allocated to reporting entity			$0.00
C.3 Federal Resources Allocated (Other than CSBG)			
C.3a. Weatherization (DOE) (include oil overcharge $$)			$0.00
C.3b. Health and Human Services (HHS)			
C.3b.1. LIHEAP - Fuel Assistance (include oil overcharge $$)			$0.00
C.3b.2. LIHEAP - Weatherization (include oil overcharge $$)			$0.00
C.3b.3. Head Start			$0.00
C.3b.4. Early Head Start			$0.00
C.3b.5. Older Americans Act			$0.00
C.3b.6. Social Services Block Grant (SSBG)			$0.00
C.3b.7. Medicare/Medicaid			$0.00
C.3b.8. Assets for Independence (AFI)			$0.00
C.3b.9. Temporary Assistance for Needy Families (TANF)			$0.00
C.3b.10. Child Care Development Block Grant (CCDBG)			$0.00
C.3b.11. Community Economic Development (CED)			$0.00

	Other HHS Resources	CFDA#:		Delete
C.3b.12.- 1			$0.00	

Add Other HHS Resources - SECTION C: 1 Add Delete Marked Rows

C.3b.13. Total Other HHS Resources (autocalculated)			$0.00
C.3c. Department of Agriculture (USDA)			
C.3c.1. Special Supplemental Nutrition for Women, Infants, and Children (WIC)			$0.00
C.3c.2. All USDA Non-Food programs (e.g. rural development)			$0.00
C.3c.3. All other USDA Food programs			$0.00
C.3d. Department of Housing and Urban Development (HUD)			
C.3d.1. Community Development Block Grant (CDBG) - Federal, State, and Local			$0.00
C.3d.2.Section 8			$0.00
C.3d.3. Section 202			$0.00
C.3d.4. Home Tenant-Based Rental Assistance (HOME TBRA)			$0.00
C.3d.5.HOPE for Homeowners Program (HHH)			$0.00
C.3d.6. Emergency Solutions Grant (ESG)			$0.00
C.3d.7. Continuum of Care (CoC)			$0.00
C.3d.8. All other HUD programs, including homeless programs			$0.00
C.3e. Department of Labor (DOL)			
C.3e.1. Workforce Innovation and Opportunity Act (WIOA) *previously WIA			$0.00
C.3e.2.Other DOL Employment and Training programs			$0.00
C.3e.3. All other DOL programs			$0.00
C.3f. Corporation for National and Community Service (CNCS) programs			$0.00
C.3g. Federal Emergency Management Agency (FEMA)			$0.00
C.3h. Department of Transportation			$0.00
C.3i. Department of Education			$0.00
C.3j. Department of Justice			$0.00
C.3k. Department of Treasury			$0.00
C.3l. Other Federal Resources			

	Other Federal Resources	CFDA#:		Delete
C.3l.- 1			$0.00	

C.3m. Total Other Federal Resources (auto-calculated)			$0.00

Process – Review: Module 1

- This will be the third submission of Module 1.
- There will be a review process completed by OCS that will assess the **clarity** and **completeness** of the data to ensure accuracy.
- Review will also focus on **continuous improvement**.

Process – Review: Modules 2 and 4

- We recognize that this is the first year of submission of Modules 2-4 and that we are receiving **baseline data**
- Only a **select few data points** can be **compared** to the previous year and they are located in **Module 2 only**
- There will be a review process completed by OCS and NASCSP that will assess the **completeness** and **reasonableness** of the data to ensure accuracy.
- It **will not be as in depth** of a review as with the IS since this is baseline data.

Process – Review: Module 2 – 4

- Completeness of data:
  - Did the agency complete the forms?
    - Is a demographics form completed?
    - Are CSBG expenditures reported?
    - Are any services reported?
    - Are any FNPIs reported?
- Reasonableness of the data:
  - Does the data reported make sense?
    - Are more people reported to have obtained a job than total people served in the demographics?
    - If the indicators that are specific to seniors have data, are seniors reported in the Demographics?
    - In Module 2, are there significant changes in any one funding source?

Process – Review: Module 3

- OCS and NASCSP will review each Module 3 submission using the Module 3 Review tool.
  - Module 3 Review tool was developed with the help of the Module 3 pilot and reviewed by the CSBG DATA Task Force.

Process – Review: Federal Review Process

- Starting May 1, 2019 – feedback will be sent to states within 60 days starting May 1, 2019
- **Joint review** will be sent for the CSBG Annual Report from your OCS program Specialist
  - OCS and NASCSP will coordinate
- More details will be forthcoming as part of the continuous improvement efforts

Performance Management Website

- OCS Website that will highlight CSBG data
- Only state-level aggregate data will be made public on the website
- States will have access to a “private” side of the website to pull reports and view their data
  - Note: Updates to data need to be made through OLDC
- In the first year, only Module 1 and State Plan information will be available on the website

ADMINISTRATION FOR CHILDREN & FAMILIES

CSBG Performance Management

Search this Site: Submit

Registered Users
Click to Login Here

New User?
Create an Account

HOME | DATA WAREHOUSE | CSBG BACKGROUND | GRANTEE RESOURCES | IMPORTANT LINKS | HELP | DATA VALIDATION

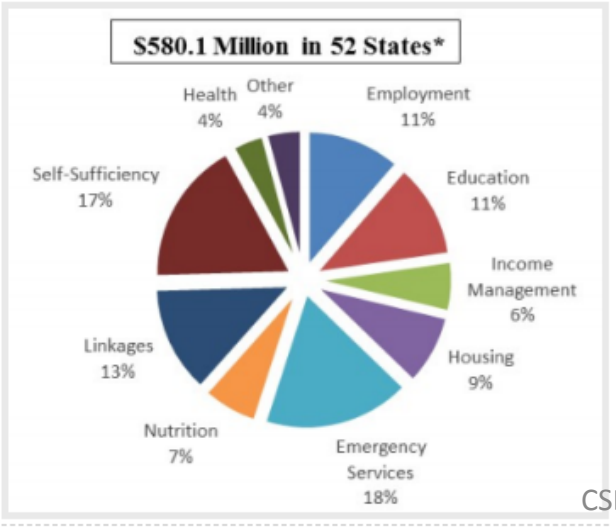
Welcome to the CSBG Performance Management Website!

This federal website provides information, resources, and a comprehensive Data Warehouse for CSBG grantees, Eligible Entities, policymakers, and the public to access performance management information and performance measurement data for the Community Services Block Grant program. The Performance Management website will help the CSBG network increase accountability and achieve results through the understanding and use of data.

Get Technical Assistance

CSBG Data Technical Assistance Center

Previous Slide Next Slide Pause Slides



Generate Reports and Analyze Data

The **CSBG Data Warehouse** contains performance measure data reported by grantees to the Office of Community Services. Through the Data Warehouse, users can generate reports and analyze data to learn about characteristics and outcomes of individual states and the national program.

As new performance measures are reported by CSBG grantees over the next year, the Data Warehouse will be expanded to provide further detail on individual and community outcomes being achieved across the country.

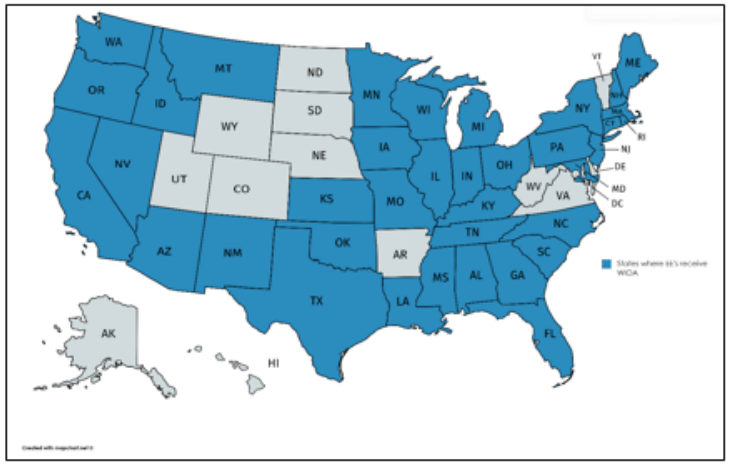
Example Dashboard

WIOA Dashboard - National

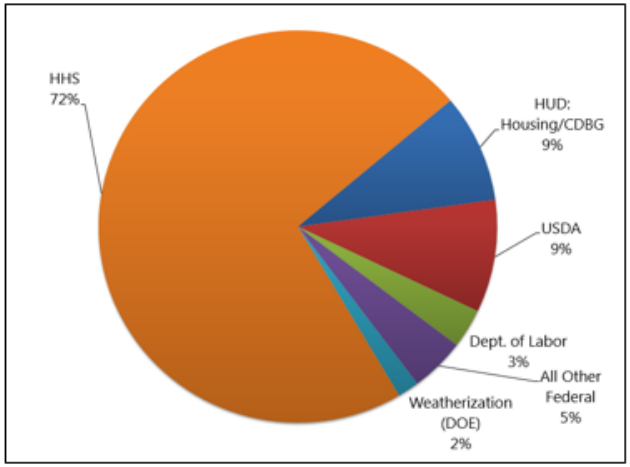
-14 states included employment and training activites in their CSBG State Plan as part of a WIOA combined state plan

-$207,019,935 of WIOA funding was available to the CSBG Network in FY16

Nationally, 18.5% of CSBG Elible Entities Receive WIOA Funding, operating programs in 40 different states



Federal Sources of Funding Recieved by CSBG Eligible Entities, DOL is 3% of overall funding



Tools and Resources

Keep an eye out for:

- Updates to the instruction manual
- CSBG Annual Report Lexicon
- Data Dictionary for developers/IT staff
- Toolkit for developing an RFP for technology procurement
- SmartForms for Modules 2-4
- XML Schema
- Suggested “Other” NPIs
- New FAQs

NASCSP
National Association For State Community Services Programs

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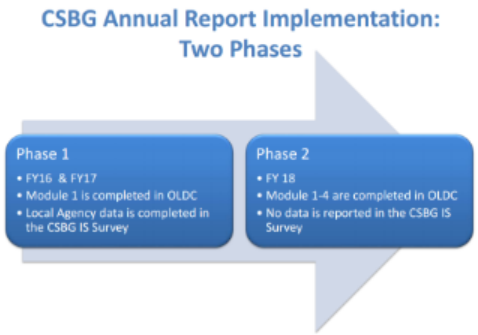
Annual Report

The Office of Community Services (OCS) received OMB approval for a new CSBG Annual Report on January 12, 2017. Additional information about the implementation of the CSBG Annual Report is detailed in IM 152 CSBG Annual Report , released by OCS on January 20, 2017. The new CSBG Annual Report will eventually replace the CSBG IS Survey. The new report will be implemented through a phased-in approach over two years. OCS released Action Transmittal 2017-01 on the Submission of Module 1 of the CSBG Annual Report for Fiscal Year (FY) 2016 . This Action Transmittal provided a one time extension for submitting Module 1 in OLDC from March 31, 2017 to April 7, 2017. The due date for submission of the CSBG IS to NASCSP was also extended to April 7, 2017.



- CSBG
- Services and Technical Assistance
- CSBG Resources
- Data Collection and Reporting
  - Annual Report
    - Module 1
    - Module 2
    - Module 3
    - Module 4
    - Instruction Manuals
  - DATA Task Force
  - CSBG IS Survey
  - National Report and State Fact Sheets
- Advocacy

Annual Report Pre-Review

- Any State who would like **NASCSP to pre-review** Module 3 submissions, or other parts of the Annual Report, **let Katy Kujawski (kkujawski@nascsp.org) know no later than November 21st**

	Use the dropdown menu to select the response where appropriate.	Questions to Consider During Review	Respo
1. Initiative Name			
2. Initiative Year	1-7+ years	☐ This a new initiative. ☐ If not new in the current year, the number of years it has been operating is identified.	
3. Problem Identification Responses here should address the first definition of Community Level work: ✓ The initiative meets a clearly identified community level need.	Narrative (Provide a narrative on the scope of the problem)	**Check if this narrative:** ☐ Clearly articulates a community level need. ☐ Includes supporting data. o Are data sources cited? o Is baseline data provided? o Is data representative of the Identified Community (line 7)? ☐ References the agency's community needs assessment (CNA). o Does the quote from the CNA clearly identify the need at the community level? o Does the narrative also specify what data supported the needs assessment finding?	
4. Goal/Agenda Responses should address the second and third definitions of Community Level work: ✓ The initiative results in community change that is observable and measurable AND that change is a direct result of the initiative.	Narrative (Provide a narrative on the goal/agenda)	**Check if this narrative:** ☐ Clearly articulates a goal statement/ultimate goal for this initiative. (i.e. - "The ultimate goal of this initiative is to ___.") ☐ Indicates whether there are interim goals. (i.e. – "During this fiscal year/next few years, the initiative will work to achieve ____.") o Are any interim goals reflected in the CNPIs reported (line 14)? ☐ Describes how the initiative addresses the problem (line 3) at the community level -- the community change will result. (i.e. – if need was	

DRAFT

Community Services Block Grant ***Dear Colleague Letter***	U.S. Department of Health and Human Services Administration for Children and Families Office of Community Services Division of Community Assistance 330 C Street, S.W., 5th Floor Mail Room 5425 Washington, DC 20201 http://www.acf.hhs.gov/programs/ocs/programs/csbg
Re: CSBG Annual Report – Module 3 Staged Implementation	**Date: April 6, 2018**

STAGED IMPLEMENTATION OF MODULE 3

DATA Task Force

What is the CSBG DATA Task Force?

The CSBG DATA Task Force is convened by the National Association for State Community Services Programs (NASCSP) to assist the Office of Community Services (OCS) and NASCSP in understanding and addressing the CSBG Network's data needs and the use of data for analysis and continual improvement of results. The CSBG DATA Task Force will serve as a consultative body focused on the transition from the CSBG IS Survey to the CSBG Annual Report, as well as ongoing assistance in the implementation of the CSBG Annual Report. The task force consists of representatives from Community Action Agencies, State CSBG Offices, Community Action Agency State Associations, National Partner organizations, and OCS.

DATA Task Force Member Login HERE

Updates

The DATA Task Force will post periodic status reports updating the network on accomplishments, resources under development, major projects, etc.

- **Update from August 8, 2018 DATA Task Force Meeting**

Member Roster

You can view a roster of the DATA Task Force Members here. Consider contacting a DATA Task force member from your region if you are in need of guidance or resources.

DATA Task Force Subcommittees

- Guidance and Training Subcommittee
  - This subcommittee is focused on developing guidance and training resources to be utilized by all levels of the network. The subcommittee has already developed several tools available on NASCSP's website here. A major deliverable under development by this subcommittee is a comprehensive Lexicon to supplement Annual Report instruction manuals.
- Systems IT Subcommittee
  - This subcommittee is focused on helping the CSBG network develop the systems and IT infrastructure needed to implement the CSBG Annual Report. Major deliverables for this subcommittee include an RFP toolkit and data dictionary.

CSBG
Services and Technical Assistance
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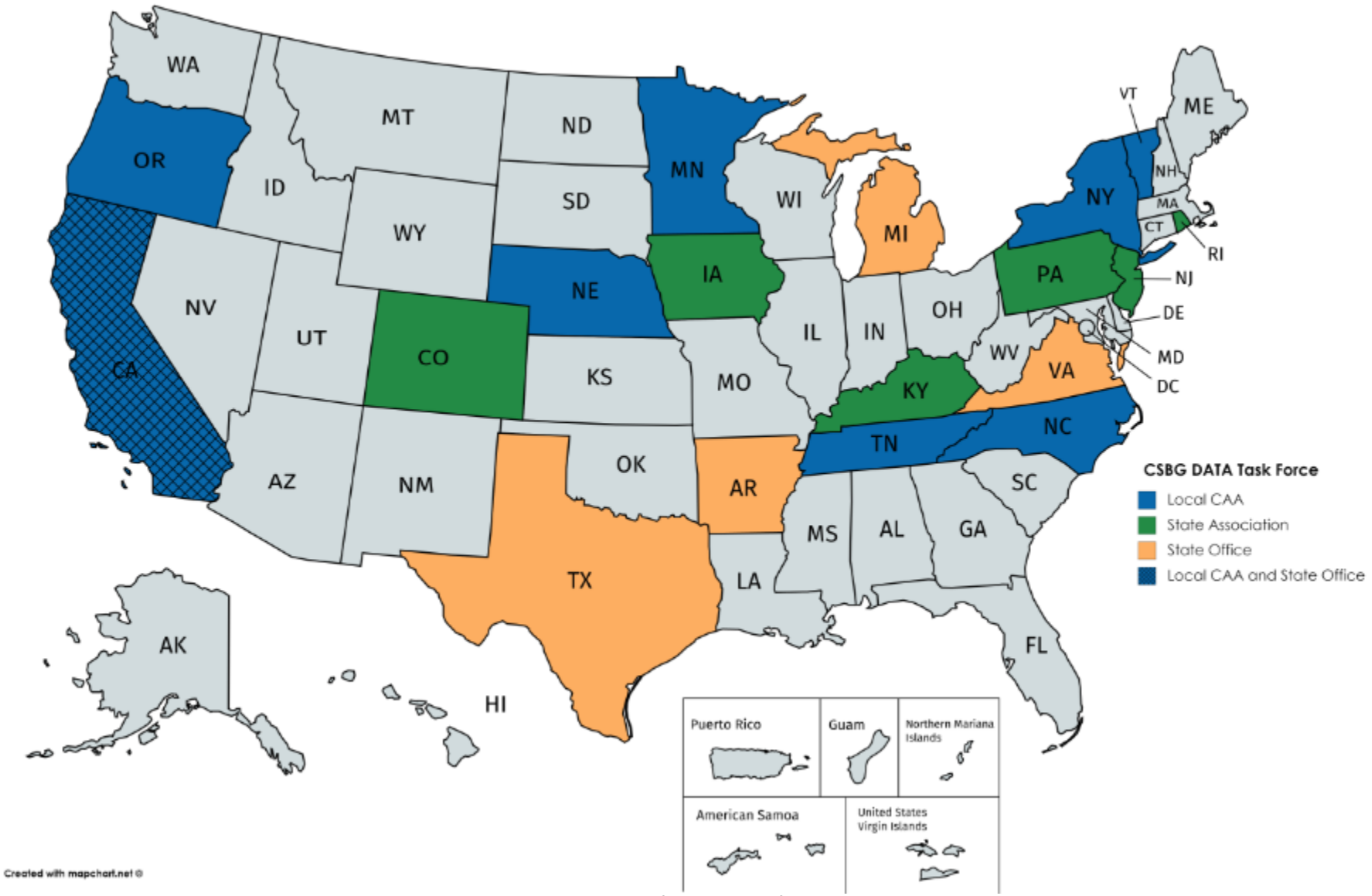
CSBG IS Survey
National Report and State Fact Sheets
Advocacy

NASCSP Data keeps its members, the federal government, and other interested parties informed about issues related to CSBG and WAP through its publications and training.

FIND A PROVIDER MEMBER LOGIN

DATA Task Force Members



Questions?