



NATIONAL ASSOCIATION FOR STATE COMMUNITY SERVICES PROGRAMS

CSBG Data Collection and Reporting

Presenters

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- **Greg Pieper**, CSBG Program Manager, Iowa

Agenda

- History
- CSBG Annual Report
- CSBG IS Submission
- CSBG IS Data Cleaning Process
- Let's Here from Iowa

FY16 Data Submission

THE CSBG ANNUAL REPORT - HISTORY

Community Services Block Grant

SEC. 671. SHORT TITLE.

Community Services Block Grant Act

SEC. 672. PURPOSES AND GOALS.

The purposes of this subtitle are—

(1) to provide assistance to **States and local communities**, working through a network of community action agencies and other neighborhood-based organizations, for the **reduction of poverty**, the revitalization of low-income communities, and the **empowerment of low-income families and individuals** in rural and urban areas **to become fully self-sufficient ...**

Community Services Block Grant

Sec. 672 Continued

(2) to accomplish the **goals** described in paragraph (1) through—

- (A) The **strengthening** and **coordinating** the use of a broad range of Federal, State, local, and other assistance...
- (B) The organization of a **range of services** related to the needs of low-income families and individuals...
- (C) The greater use of innovative and effective **community-based approaches** to attacking the causes and effects of poverty...
- (D) The **maximum participation** of residents of the low-income communities...
- (E) The broadening of the resource base of programs directed to the **elimination of poverty**

Community Services Block Grant

SEC. 678E. ACCOUNTABILITY AND REPORTING REQUIREMENTS.

...(A) IN GENERAL.—By October 1, 2001, each State that receives funds under this subtitle **shall participate**, and shall ensure that all eligible entities in the State participate, **in a performance measurement system...**

Community Services Block Grant

Section 678E (Continued)

...“(1) PERFORMANCE MEASUREMENT.—The Secretary, in collaboration with the States and with eligible entities throughout the Nation, shall facilitate the development of one or more **model performance measurement systems**, which may be used by the States and by eligible entities to measure their performance in carrying out the requirements of this subtitle and **in achieving the goals of their community action plans**...

What does data tell us about the **needs** in our **specified community**? What identified needs can we **reasonably address** either **independently or in partnership with other organizations**?

Assessment
Assess community needs and resources

How do the **Core Principles in the Theory of Change** help guide our selection of **Services and Strategies**?

What has changed for the people we served? What **Outcomes** were **achieved** and for whom? What **Services and Strategies** contributed to achieving the **Outcomes**? What can we improve to better respond to local needs?

Evaluation
Analyze data, compare with benchmarks

Planning
Use agency mission, TOC, and assessment to support services/strategies

Did the **Outcomes** achieved address the needs identified in the assessment phase? How well did we track our success? Did we meet our **targets**?

Achievement of Results
Observe and report outcomes and progress

Implementation
Implement services and strategies to produce results

How will we strategically respond as an agency to individual, family, and community needs? What **impact** do we want to have? What are our **performance targets**?

What Outcomes are observed and measured as **Community and Family level NPIs**? How do the Outcomes we are tracking move us towards **Community Action Goals in TOC**?

How do specific **Services and Strategies** help support and produce **Outcomes** to respond to the needs of our community?

How will we implement our unique combination of **Services and Strategies**? And for what **Outcomes (NPIs)**?

Community Services Block Grant

Section 678E (Continued)

...“(2) ANNUAL REPORT.—Each State shall annually prepare and submit to the Secretary a report on the measured performance of the State and the eligible entities in the State.

Community Services Block Grant

SEC. 678E (continued)

(A) a summary of the **planned use of funds** by each State, and the eligible entities in the State...

(B) a description of **how funds were actually spent** by the State and eligible entities in the State costs ...

(C) information on the number of entities eligible for funds under this subtitle... the number of low-income persons served, and...**demographic data** on the low-income populations served ...

(D) a **comparison of the planned uses of funds** for each State and the actual uses of the funds...

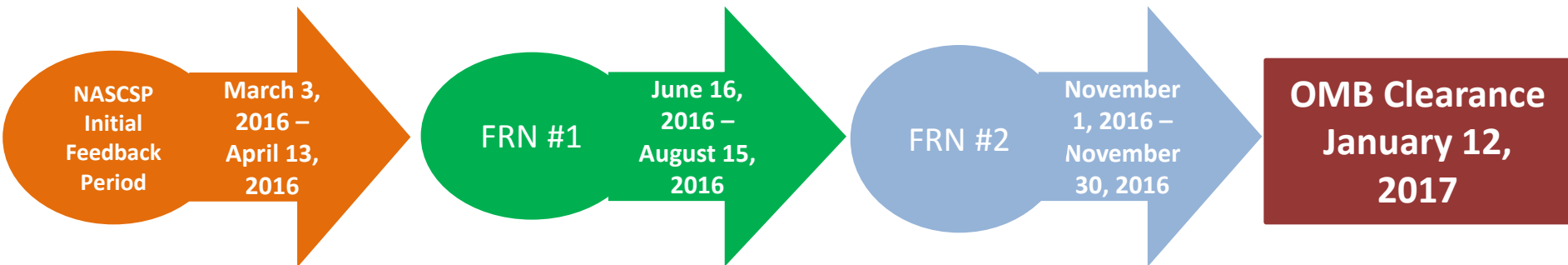
(E) a summary of each **State's performance results**, and the results for the eligible entities...

FY16 Data Submission

THE CSBG ANNUAL REPORT – MODULE 1

CSBG Annual Report

- Cleared by the Office of Management and Budget (OMB) on January 12, 2017.
- Cleared for 3-years, expiration date is January 31, 2020.
- [IM 152](#) Provides guidance on implementation.



Data Submission for FY16

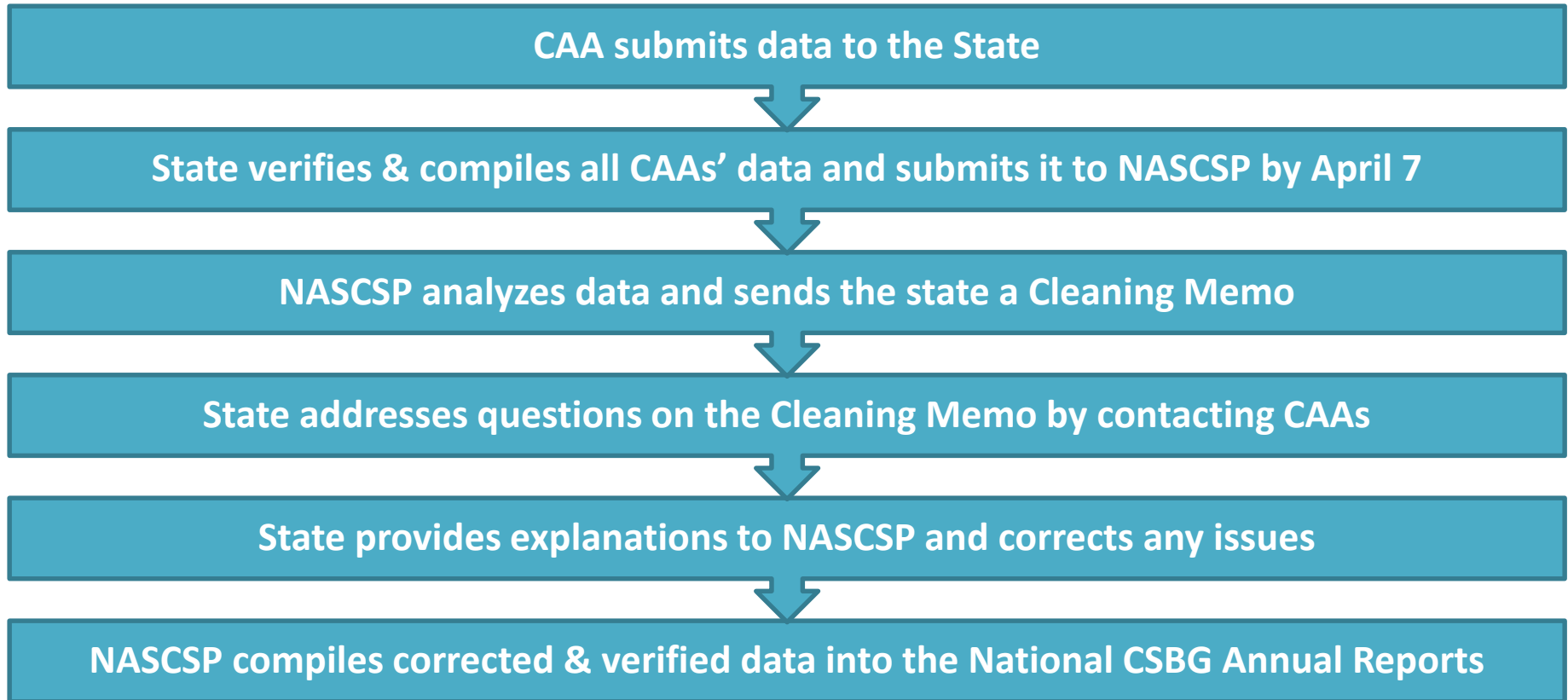
Due April 7, 2017

- **CSBG Annual Report in OLDC:**
 - Module 1: State Administration
 - Sections A-I
- **CSBG IS Survey in the Access Database:**
 - T/TA Survey
 - Section B, Eligible Entity List
 - Section D
 - Sections E-G
 - NPIs


FY16 Data Submission


THE CSBG ANNUAL REPORT – CSBG IS SURVEY

CSBG IS Data Submission Process



The CSBG IS Survey

 **Main Menu**

 **NASCS** | NATIONAL ASSOCIATION FOR STATE COMMUNITY SERVICES PROGRAMS

Sample State

CSBG Information System Survey 2016

State Contact Information

Training and Technical Assistance Survey

Data Entry Sections A-D

Data Entry Sections E-G

Data Entry NPIs

FY15/FY16 Comparisons

Data Diagnostic Tools

View/Print Reports

Resources/Instructions

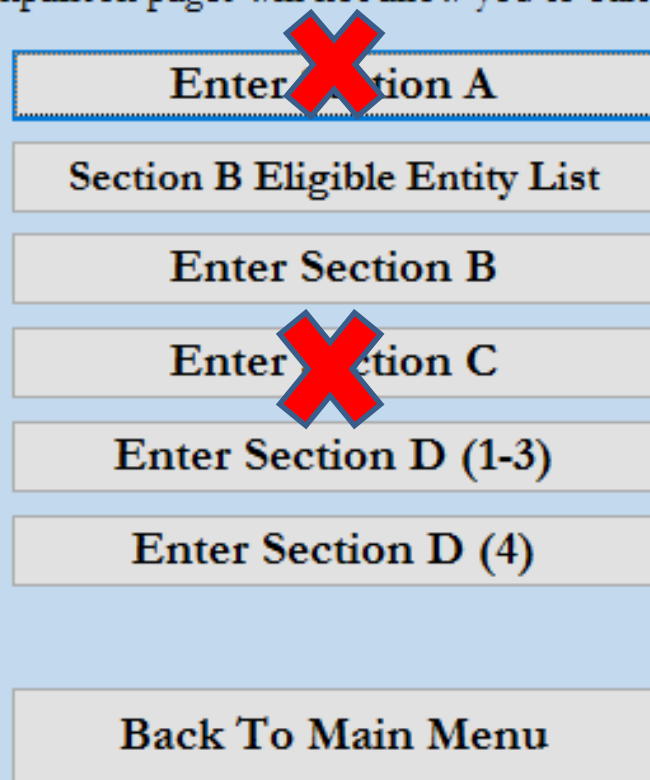
Exit Survey

Import Smartforms Tool

Import Smartforms

The CSBG IS Survey

The data entry pages are blue and for inputting FY 2016 data. The comparison pages are green and will allow you to compare the 2015-2016 data as well as comment. The comparison pages will not allow you to edit the data.



Enter Section A

Section B Eligible Entity List

Enter Section B

Enter Section C

Enter Section D (1-3)

Enter Section D (4)

Back To Main Menu

The CSBG IS Survey

TTA Survey1 EE

Training and Technical Assistance Survey (EX)

Example State

The following questions address the Training and Technical Assistance needs of your CSBG ELIGIBLE ENTITIES for FY 2016 and projected needs for FY 2017

1. In the first column, please indicate identified T/TA needs of your CSBG Eligible Entities in FY 2016, and whether those needs were fulfilled by the State. In the second column, please indicate anticipated T/TA needs of your CSBG Eligible Entities for FY 2017, and whether the State plans to address those needs.

*"Fulfilled by State" means the State is involved in funding, organizing, hosting, or directing the scope of T/TA at least in part

	FY 2016 Training Needs*	FY 2017 Anticipated Training Needs
Building Blocks		
CSBG History and Introduction	<input type="text" value="Not Needed"/>	<input type="text" value="Not Needed"/>
CSBG Federal Statute and Other Federal Regulations	<input type="text"/>	<input type="text"/>
OMB SuperCircular	<input type="text"/>	<input type="text"/>
CSBG Grants Management		
Tri-Partite Boards	<input type="text"/>	<input type="text"/>
Community Needs Assessments	<input type="text"/>	<input type="text"/>
ROMA History and National Goals	<input type="text"/>	<input type="text"/>
CAA Work Plans / Strategic Plans	<input type="text"/>	<input type="text"/>
National Performance Indicator (NPI) Targeting	<input type="text"/>	<input type="text"/>

The CSBG IS Survey

NAVIGATION		See Notes and Instructions
Agency Name:	<input type="text"/>	
AgencyName:	Test CAP	
Acronym:	TCAP	
DUNS:	<input type="text"/>	
Address:	1234 Main Street	
City:	Smihville	
Zip Code:	63108	
Agency Type:	Private CAA	
Check this box if this agency is also a CAA: <input checked="" type="checkbox"/>		
Check this box to indicate that this agency is no longer being reported: <input type="checkbox"/>		
FY 2016 Regular CSBG Allocation:	\$259,218	
FY 2016 CSBG Discretionary Allocation:	\$30,000	
Previous Agency		Next Agency

Section D

 SectionD1-3

Section D: Accomplishments and Coordination of Funds (EX)

Please do NOT use acronyms.

State Reporting:

Print/Preview

[See Notes and Instructions for comments.](#)

1. Strategic Thinking for Long-Term Solutions

a. Please describe an agency strategy which addresses a long-term solution to a persistent problem affecting members of the low-income community.

Agency Name:

i. How did the agency identify the community need?

A community needs assessment was conducted.

ii. How were CSBG funds used to plan, manage, and/or develop the approach?

CSBG funds were used to fund this project.

iii. What local partners were involved, and how did each contribute to the program?

Sections E - G


Agency-Level Data Reported in the
CSBG IS Survey

Section E –


CSBG Expenditures by Service Category

- ☐ Report all CSBG expenditures during the state reporting period by category.
- ☐ **Direct program costs:** incurred for the service delivery and management components within a particular program or project.
- ☐ **Administrative costs:** central executive functions that do not directly support a specific project or service.

Section E – CSBG Expenditures by Service Category

 **SectionE**

Section E: CSBG Expenditures by Service Category (EX)

Agency Name: 

Print/Preview

Table 1: Total amount of CSBG funds expended in FY 2016 by Service Category

Service Category	CSBG Funds
1. Employment	<input type="text" value="\$0"/>
2. Education	<input type="text" value="\$0"/>
3. Income Management	<input type="text" value="\$0"/>
4. Housing	<input type="text" value="\$0"/>
5. Emergency Services	<input type="text" value="\$0"/>
6. Nutrition	<input type="text" value="\$0"/>
7. Linkages	<input type="text" value="\$0"/>
8. Self Sufficiency	<input type="text" value="\$0"/>
9. Health	<input type="text" value="\$0"/>
10. Other	<input type="text" value="\$0"/>
Totals	<input type="text" value="\$0"/>

Section F – CSBG Network Resources

- ☐ Report TOTAL agency budget during the reporting period.
- ☐ Allocated amounts not expended amounts.
- ☐ Public agencies should report on everything under their CAA ‘umbrella’

Section F – CSBG Network Resources

Section F: Resources Administered and Generated by the CSBG Network (EX)

1. Name of Local Agency Reporting

2. Amount of FY 2016 CSBG allocated to reporting agencies 2.

Federal Resources (Other than CSBG)

3. Weatherization (DOE) (include oil overcharge \$\$) 3.

4. Health and Human Services (HHS)

a. LIHEAP - Fuel Assistance (include oil overcharge \$\$) 4a.

b. LIHEAP - Weatherization (include oil overcharge \$\$) 4b.

c. Head Start 4c.

d. Early Head Start 4d.

e. Older Americans Act 4e.

f. Social Services Block Grant (SSBG) 4f.

g. Medicare/Medicaid 4g.

h. Assets for Independence (AFI) 4h.

i. Temporary Assistance to Needy Families (TANF) 4i.

j. Child Care Development Block Grant (CCDBG) 4j.

k. Other HHS Resources (List in order of size): CFDA #

i.	<input type="text"/>	<input type="text"/>	i.	<input type="text" value="\$0"/>
ii.	<input type="text"/>	<input type="text"/>	ii.	<input type="text" value="\$0"/>
iii.	<input type="text"/>	<input type="text"/>	iii.	<input type="text" value="\$0"/>
iv.	<input type="text"/>	<input type="text"/>	iv.	<input type="text" value="\$0"/>

Section G – Demographics

- Report the Total unduplicated count of Program Participant Demographics for the entire agency, not just the programs funded in whole or in part by CSBG.

3. Total unduplicated number of persons about whom one or more characteristics were obtained:

4,198

4. Total unduplicated number of persons about whom no characteristics were obtained:

0

5. Total unduplicated number of families about whom one or more characteristics were obtained:

2,184

6. Total unduplicated number of families about whom no characteristics were obtained:

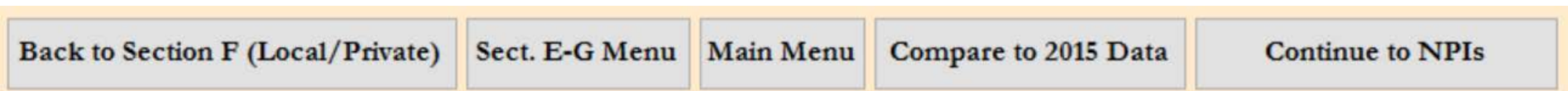
Review prior to submission

I entered my Section E-G data. Now what?

- Check to ensure that all data have been entered in correctly.
- Use the comparisons and review the CSBG IS 2016 report against the CSBG IS 2015 report.
 - if there are major differences find out why and include comments explaining the variances.
- DATA CLEANING FUNCTION
- Review Section G against the Census Poverty data.

Review prior to submission

- In each section click Compare to 2015 Data to review data entries.



Review prior to submission

ComparisonSectionE

Section E Comparison Analysis: FY 2015-FY 2016 (EX)

This sheet compares FY 2015 data with FY 2016 data for accuracy and analysis

Agency Name:

Print/Preview

Service Category	<u>Expenditure Data Comparison</u>			
	<u>FY 2015</u>	<u>FY 2016</u>	<u>%</u>	<u>Change from</u>
	CSBG Funds	CSBG Funds	Change	FY15-FY16
A. Employment		\$12,500	100%	\$12,500
B. Education		\$1,231	100%	\$1,231
C. IncomeManagement		\$12,144	100%	\$12,144
D. Housing		\$12,121	100%	\$12,121
E. EmergencyServices		\$5,556	100%	\$5,556
F. Nutrition		\$56,554	100%	\$56,554
G. Linkages		\$87,456	100%	\$87,456
H. SelfSufficiency		\$65,464	100%	\$65,464
I. Health		\$52,144	100%	\$52,144
J. Other		\$4,123	100%	\$4,123
K. CSBG Totals	\$0	\$309,293	#Div/0!	\$309,293
L. CSBG Administration		\$1,524	100%	\$1,524
		0.49%		

Section E Comments:

Comments:

[See Notes and Instructions for Comments](#)

National Performance Indicators

Matter of Emphasis

The NPIs collect data on ALL of the agency's activities (not just CSBG-funded activities).

NPI 1.1 - Employment

The number and percentage of low-income participants in Community Action employment initiatives who get a job or become self-employed.

NPI11

Outcomes of Efforts, FY 2016 - NPI 1.1 (EX)

National Performance Indicators

The red boxes indicate a target was either above 120% or below 80% and requires an explanation in the comments section.

Goal 1: Low-income people become more self sufficient.

Agency Name:

Print/Preview

National Performance Indicator 1.1

Employment

The number and percentage of low-income participants who get a job or become self-employed, as a result of Community Action Assistance, as measured by one or more of the following:

	I.) Number of Participants Enrolled in Program(s) (#)	II.) Number of Participants Expected to Achieve Outcome in Reporting Period (Target) (#)	III.) Number of Participants Achieving Outcome in Reporting Period (Actual) (#)	IV.) Percentage Achieving Outcome in Reporting Period (%)
A. Unemployed and obtained a job	<div>100</div>	<div>95</div>	<div>50</div> individuals	<div>52.63%</div>
B. Employed and maintained a job for at least 90 days	<div>100</div>	<div>75</div>	<div>95</div> individuals	<div>126.67%</div>
C. Employed and obtained an increase in employment income and/or benefits	<div>100</div>	<div>65</div>	<div>60</div> individuals	<div>92.31%</div>
D. Achieved "living wage" employment and/or benefits	<div>100</div>	<div>50</div>	<div>45</div> individuals	<div>90.00%</div>
In the rows below, please include any additional indicators that were not captured above. Please describe these measures in the comments box and be sure to include the unit being measured in the indicator language.				
<div></div>	<div></div>	<div></div>	<div></div>	<div></div>
<div></div>	<div></div>	<div></div>	<div></div>	<div></div>

NPI 1.3 - Economic Asset Enhancement and Utilization

NPI13

Outcomes of Efforts, FY 2016 - NPI 1.3 (EX)

National Performance Indicators

Goal 1: Low-income people become more self sufficient.

The red boxes indicate a target was either above 120% or below 80% and requires an explanation in the comments section.

Agency Name:

Print/Preview

National Performance Indicator 1.3

Economic Asset Enhancement and Utilization

The number and percentage of low-income households that achieve an increase in financial assets and/or financial skills as a result of Community Action assistance, and the aggregated amount of those assets and resources for all participants achieving the outcome, as measured by one or more of the following:

	I.) Number of Participants Enrolled in Programs (#)	II.) Number of Participants Expected to Achieve Outcome in Reporting Period (Target) (#)	III.) Number of Participants Achieving Outcome in Reporting Period (Actual) (#)	IV.) Percentage Achieving Outcome in Reporting Period [III/II=IV] (%)	V.) Aggregated Dollar Amounts (Payments, Credits, or Savings)
Enhancement A. Number and percent of participants in tax preparation programs who qualified for any type of Federal or State tax credit and the expected aggregated dollar amount of credits	150	145	135 individuals	93.10%	\$150,000 dollars
Enhancement B. Number and percent of participants who obtained court-ordered child support payments and the expected aggregated dollar amount of payments	200	150	100 individuals	66.67%	dollars
Enhancement C. Number and percent of participants who were enrolled in telephone lifeline and/or energy discounts with the assistance of the agency and the expected aggregated dollar amount of savings	175	124	120 individuals	96.77%	dollars

In the rows below, please include any additional indicators that were not captured above. Please describe these measures in the comments box and be sure to include the unit being measured in the indicator language.

Cross-Reference NPIs:

1.2 3.2 6.4

NPI 2.1 - Community Improvement and Revitalization

Outcomes of Efforts, FY 2016 - NPI 2.1 (EX)

National Performance Indicators

Goal 2: The conditions in which low-income people live are improved.

Agency Name: Print/Preview

National Performance Indicator 2.1

Community Improvement and Revitalization

Increase in, or safeguarding of, threatened opportunities and community resources or services for low-income people in the community as a result of Community Action projects/initiatives or advocacy with other public and private agencies, as measured by one or more of the following:

	I.) Number of Projects or Initiatives (#)	II.) Number of Opportunities and/or Community Resources Preserved or Increased (#)
A. Jobs created, or saved, from reduction or elimination in the community	<input type="text" value="4"/> projects/initiatives	<input type="text" value="250"/> opportunities/resources
B. Accessible "living wage" jobs created, or saved, from reduction or elimination in the community	<input type="text" value="4"/> projects/initiatives	<input type="text" value="100"/> opportunities/resources
C. Safe and affordable housing units created in the community	<input type="text" value="3"/> projects/initiatives	<input type="text" value="500"/> opportunities/resources
D. Safe and affordable housing units in the community preserved or improved through construction, weatherization or rehabilitation achieved by Community Action activity or advocacy	<input type="text" value="1"/> projects/initiatives	<input type="text" value="250"/> opportunities/resources
E. Accessible safe and affordable health care services/facilities for low-income people created, or saved from reduction or elimination	<input type="text" value="3"/> projects/initiatives	<input type="text" value="450"/> opportunities/resources

Increase in, or safeguarding of, threatened opportunities and community resources or services for low-income people in the community as a result of Community Action projects/initiatives or advocacy with other public and private agencies.

NPI 2.3 - Community Engagement

The number of community members working with Community Action to improve conditions in the community.


The screenshot shows a web-based data entry form for NPI 2.3. At the top, a tab labeled 'NPI23' is active. Below it, a header bar reads 'Outcomes of Efforts, FY 2016 - NPI 2.3 (EX)'. The main section is titled 'National Performance Indicators' and includes 'Goal 2: The conditions in which low-income people live are improved.' There is a dropdown menu for 'Agency Name' and a 'Print/Preview' button. The specific indicator is 'National Performance Indicator 2.3: Community Engagement', described as 'The number of community members working with Community Action to improve conditions in the community.' The form lists two sub-items: 'A. Number of community members mobilized by Community Action that participate in community revitalization and anti-poverty initiatives' with a value of 15,456 individuals, and 'B. Number of volunteer hours donated to the agency (This will be ALL volunteer hours)' with a value of 178,502 hours. A summary label 'I.) Total Contribution by Community (#)' is positioned above the input fields.

I.) Total Contribution by Community (#)	
A. Number of community members mobilized by Community Action that participate in community revitalization and anti-poverty initiatives	15,456 individuals
B. Number of volunteer hours donated to the agency (This will be ALL volunteer hours)	178,502 hours

Volunteer Hours are mandatory, because Board Members are considered volunteers.

Cross-Reference NPIs: 3.1

NPI 3.1 - Community Enhancement Through Maximum Feasible Participation

 NPI31

Outcomes of Efforts, FY 2016 - NPI 3.1 (EX)

National Performance Indicators

Goal 3: Low-income people own a stake in their community.

Agency Name:

Print/Preview

National Performance Indicator 3.1

Community Enhancement through Maximum Feasible Participation

The number of volunteer hours donated to Community Action

A. Total number of volunteer hours donated by low-income individuals to Community Action (This is ONLY the number of volunteer hours from individuals who are low-income)

I.) Total Number of Volunteer Hours (#)

hours

(Thus, out of 178,502 total volunteer hours reported in 2.3B, 189,755 hours were from low-income participants.)

Cross-Reference NPIs: 2.3

NPI 4.1 - Expanding Opportunities Through Community-Wide Partnerships

The number of organizations, both public and private, that Community Action actively works with to expand resources and opportunities in order to achieve family and community outcomes.

NPI41

Outcomes of Efforts, FY 2016 - NPI 4.1 (EX)

National Performance Indicators
Goal 4: Partnerships among supporters and providers of services to low-income people are achieved
Agency Name: Print/Preview


National Performance Indicator 4.1
Expanding Opportunities through Community-Wide Partnerships
The number of organizations, both public and private, that Community Action actively works with to expand resources and opportunities in order to achieve family and community outcomes.

I.) Unduplicated Number of Organizations(#)

II.) Number of Partnerships(#)

A. Non-Profit	<input type="text" value="5"/> organizations	<input type="text" value="5"/> partnerships
B. Faith Based	<input type="text" value="15"/> organizations	<input type="text" value="15"/> partnerships
C. Local Government	<input type="text" value="15"/> organizations	<input type="text" value="20"/> partnerships
D. State Government	<input type="text" value="5"/> organizations	<input type="text" value="7"/> partnerships
E. Federal Government	<input type="text" value="12"/> organizations	<input type="text" value="12"/> partnerships
F. For-Profit Business or Corporation	<input type="text" value="10"/> organizations	<input type="text" value="10"/> partnerships
G. Consortiums/Collaboration	<input type="text" value="12"/> organizations	<input type="text" value="12"/> partnerships
H. Housing Consortiums/Collaboration	<input type="text" value="1"/> organizations	<input type="text" value="1"/> partnerships
I. School Districts	<input type="text" value="1"/> organizations	<input type="text" value="1"/> partnerships
J. Institutions of postsecondary education/training	<input type="text" value="2"/> organizations	<input type="text" value="2"/> partnerships


NPI 5.1 - Agency Development

 NPI51

Outcomes of Efforts, FY 2016 - NPI 5.1 (EX)

National Performance Indicators

Goal 5: Agencies increase their capacity to achieve results

Agency Name: 

National Performance Indicator 5.1

Agency Development

The number of human capital resources available to Community Action that increase agency capacity to achieve family and community outcomes, as measured by one or more of the following:

	I.) Resources in Agency (#)
A. Number of Certified Community Action Professionals	<input type="text" value="5"/> individuals
B. Number of Nationally Certified ROMA Trainers	<input type="text" value="4"/> individuals
C. Number of Family Development Certified Staff	<input type="text" value="7"/> individuals
D. Number of Child Development Certified Staff	<input type="text" value="7"/> individuals
E. Number of staff attending trainings	<input type="text" value="15"/> individuals
F. Number of Board Members attending trainings	<input type="text" value="12"/> individuals
G. Hours of staff in trainings	<input type="text" value="150"/> hours
H. Hours of Board Members in trainings	<input type="text" value="200"/> hours

The number of human capital resources available to Community Action that increase agency capacity to achieve family and community outcomes.

NPI 6.1 - Independent Living

The number of vulnerable individuals receiving services from Community Action who maintain an independent living situation as a result of those services.

Cross-
Reference
CSBG IS:
Sections
D, E, G



NPI61

Outcomes of Efforts, FY 2016 - NPI 6.1 (EX)

National Performance Indicators

Goal 6: Low-income people, especially vulnerable populations, achieve their potential by strengthening family and other supportive environments

Agency Name:

National Performance Indicator 6.1

Independent Living

The number of vulnerable individuals receiving services from Community Action who maintain an independent living situation as a result of those services:

I.) Number of Vulnerable Individuals Living Independently (#)	
A. Senior Citizens (seniors can be reported twice, once under Senior Citizens and again if they are disabled under Individuals with Disabilities, ages 55-over)	<input type="text" value="150"/> individuals
B. Individuals with Disabilities	
Ages:	
0-17	<input type="text" value="25"/> individuals
18-54	<input type="text" value="85"/> individuals
55-over	<input type="text" value="75"/> individuals
Age Unknown	<input type="text"/> individuals
TOTAL individuals with disabilities (automatically calculates)	<input type="text" value="185"/> individuals

In the rows below, please include any additional indicators that were not captured above. Please describe these measures in the comments box and be sure to include the unit being measured in the indicator language.

NPI 6.4 - Family Supports

Cross-Reference NPIs:

1.2 6.2

Low-income people who are **unable to work**, such as seniors, adults with disabilities, and caregivers, for whom barriers to family stability are reduced or eliminated.

NPI64

Outcomes of Efforts, FY 2016 - NPI 6.4 (SS)

National Performance Indicators

Goal 6: Low-income people, especially vulnerable populations, achieve their potential by strengthening family and other supportive environments

Agency Name:

[Print/Preview](#)

National Performance Indicator 6.4

Family Supports (Seniors, Disabled, and Caregivers)


Low-income people who are unable to work, especially seniors, adults with disabilities, and caregivers, for whom barriers to family stability are reduced or eliminated, as measured by one or more of the following:

	I.) Number of Participants Enrolled in Program(s) (#)	II.) Number of Participants Achieving Outcome in Reporting Period (#)
A. Enrolled children in before or after school programs	<input type="text" value="0"/> individuals	<input type="text" value="0"/> individuals
B. Obtained care for child or other dependant	<input type="text" value="0"/> individuals	<input type="text" value="0"/> individuals
C. Obtained access to reliable transportation and/or driver's license	<input type="text" value="0"/> individuals	<input type="text" value="0"/> individuals
D. Obtained health care services for themselves or family member	<input type="text" value="7"/> individuals	<input type="text" value="0"/> individuals
E. Obtained and/or maintained safe and affordable housing	<input type="text" value="3"/> individuals	<input type="text" value="2"/> individuals
F. Obtained food assistance	<input type="text" value="0"/> individuals	<input type="text" value="0"/> individuals
G. Obtained non-emergency LIHEAP energy assistance	<input type="text" value="881"/> individuals	<input type="text" value="881"/> individuals
H. Obtained non-emergency WX energy assistance	<input type="text" value="55"/> individuals	<input type="text" value="3"/> individuals
I. Obtained other non-emergency energy assistance (State/local/private energy programs. Do not include LIHEAP or WX)	<input type="text" value="0"/> individuals	<input type="text" value="0"/> individuals

In the rows below, please include any additional indicators that were not captured above. Please describe these measures in the comments box and be sure to include the unit being measured in the indicator language.

NPI 6.5 - Service Counts

The number of services provided to low-income individuals and/or families.

 **NPI65**

Outcomes of Efforts, FY 2016 - NPI 6.5 (EX)

National Performance Indicators

Goal 6: Low-income people, especially vulnerable populations, achieve their potential by strengthening family and other supportive environments

Agency Name:

Print/Preview

National Performance Indicator 6.5

Service Counts

The number of services provided to low-income individuals and/or families, as measured by one or more of the following:

	I.) Number of Services (#)	
A. Food Boxes	<input type="text" value="14,500"/>	boxes
B. Pounds of Food	<input type="text" value="145,446"/>	pounds
C. Units of Clothing	<input type="text" value="1,454"/>	units
D. Rides Provided	<input type="text" value="5,885"/>	rides
E. Information and Referral Calls	<input type="text" value="558,554"/>	calls

In the rows below, please include any additional indicators that were not captured above. Please describe these measures in the comments box and be sure to include the unit being measured in the indicator language

Access Database Tools and Reports

Your CSBG IS Database has many tools to help you analyze, assess, and use all this data!



FY15/FY16 Comparisons

Data Diagnostic Tools

View/Print Reports

Resources/Instructions

Access Database Tools and Reports

CSBG IS FY 2016 Database Diagnostic Tool

Page 1 of 2

Agency: **Example Agency**

Section E:

Section F:

Section G:

- This agency reported a higher total in #12 Family Type than #5 Total unduplicated number of families about whom one or more characteristics were obtained.

Family Type Total: 7,914 Individuals Served: 9,006

- This agency reported a higher total in #13 Family Size than #5 Total unduplicated number of families about whom one or more characteristics were obtained.

Family Size Total: 9,006 Individuals Served: 9,006

Access Database Tools and Reports

2015 STATE CSBG FACTSHEETS

From the EX FY 2014 Community Services Block Grant Information System Survey

Example State

CSBG NETWORK PARTICIPANTS

EX administers CSBG to 7
agencies in
100% of EX counties

74% of EX families served were in
poverty, and
41% of EX families served were in
severe poverty

EX CSBG agencies provided services to
low-income individuals in
families

Vulnerable populations served by EX
CSBG agencies included:

61,472
children

28,927
people
with
disabilities

26,977
seniors

35,970
people
who lacked
health
insurance

CAAs invest in their staff and board
members to improve their capacity to best
serve families with low incomes.

In the State office and the state-wide CSBG
network there are 3 nationally certified ROMA
trainers and Certified Community Action
Professionals.

Submission Process

- Upload the FY16 IS Database and any associated forms.
- States using SmartForms, please upload all agency SmartForms on this page.
- Let us know how you would like to receive your data cleaning memo – email, Dropbox, other.
- You will receive a confirmation from NASCSP when the information is received.

Submission Process



NASCSP

NATIONAL ASSOCIATION FOR STATE COMMUNITY SERVICES PROGRAMS

Home

About NASCSP

The State of Poverty Blog

Member Services

CSBG

CSBG Services and Technical Assistance

CSBG TTA Center

Resources and Recordings

Training Request Form

State Plan Information

Organizational Standards

ROMA

ROMA Next Generation

FRN2 30 Day Comment Period

FRN1 60 Day Comment Period

Initial Feedback Period

Archive

National ROMA Peer to Peer Training

CSBG IS Survey

CSBG IS 2016 Submission Form

CSBG Annual Report and Resources

Archive

CSBG Policy and Government Affairs

Weatherization

Healthy Homes


Carbon Project

State Contacts

NASCSP Newsroom

Events

Links



CSBG IS 2016 Submission Form

CSBG > CSBG IS Survey > CSBG IS 2016 Submission Form

Please use this form to submit the CSBG IS FY 2016 Database and relevant supporting documents. You will be sent an email acknowledging the receipt of your files. If you have any questions, please contact Kyle Gasser (kgasser@nascsp.org 202.624.5867).

Full Name *

First NameLast Name

E-mail *

State *

- Select a state/territory -

CSBG IS 2016 Access Database *

Choose File

No file chosen

Allowed file types: mdb, accdb, zip, 7zip

Please upload your eligible entities' SmartForms here (If Applicable)

Choose File

No file chosen

Tip: Select all forms using the shift key to upload all forms at one time

(Optional) Additional Attachments

Choose File

No file chosen

Allowed file types: pdf, doc, docx, xls,xlsx, csv, txt, rtf, html, zip, 7zip, jpg, jpeg, png, gif

Questions?

IOWA CSBG PROGRAM

COLLECTING, CLEANING, AND REPORTING AGENCY DATA
AND INFORMATION

IOWA CSBG PROGRAM

17 Community Action Agencies

- 16 private non-profit
- 1 public local government

CSBG Program Year

- October 1 through September 30

IOWA CSBG PROGRAM

FY 2016 CSBG Funding	\$7,702,858	
Community Action Agencies (96%)	\$7,394,744	
State CSBG Office	\$308,114	(4%)

- Distribution of CSBG funds is an Iowa law
- No remainder/discretionary funds

IOWA CSBG PROGRAM

COLLECTING AGENCY DATA

Handouts

- Narratives Report (A)
 - CSBG-IS: Section D
- CSBG Monthly Funding Request & Expenditures Report forms (B)
 - CSBG-IS: Section E

IOWA CSBG PROGRAM

COLLECTING AGENCY DATA

Handouts (continued)

- Agency Funding Report forms (C)
 - CSBG-IS: Sections E and F
- Client Characteristics report form (D)
 - CSBG-IS: Section G
- Community Action NPI Report forms (E)
 - NPI Section of the CSBG-IS

IOWA CSBG PROGRAM

CLEANING AGENCY DATA

Narratives Report (A)

CSBG Monthly Funding Request & Expenditures Report forms (B)

- Monthly reports
- Reviewed by 2 people and then processed by a department accountant
- Entered into:
 - State accounting system
 - DCAA spreadsheets

IOWA CSBG PROGRAM

CLEANING AGENCY DATA

Agency Funding Report forms (C)

– For FY 2016: 2016 reports vs. 2015 reports

3 checks

1. Large variances in amounts reported from one year to the next
2. Amounts reported in 2016, not in 2015
3. Amounts reported in 2015, not in 2016

IOWA CSBG PROGRAM

CLEANING AGENCY DATA

Client Characteristics report form (D)

- Number of individuals (unduplicated) reported
 - Significantly different from the previous year
- Number of households (unduplicated) reported
 - Significantly different from the previous year

IOWA CSBG PROGRAM

CLEANING AGENCY DATA

Community Action NPI Report forms (E)

– For FY 2016: 2016 reports vs. 2015 reports

4 checks

1. Large data variances from one year to the next
2. NPIs reported in 2016, not in 2015
3. NPIs reported in 2015, not in 2016
4. NPIs with targets
 - Percentage Achieving Outcome

IOWA CSBG PROGRAM

REPORTING AGENCY DATA

Enter each agencies data into the CSBG-IS

- Sections E, F, and G
- RUN the 6 Data Diagnostic Tools

IOWA CSBG PROGRAM

The screenshot shows a web browser window with the title bar 'CSBGIS'. The page header includes the NASCSP logo and text 'NATIONAL ASSOCIATION FOR STATE COMMUNITY SERVICES PROGRAMS' on the left, and 'Iowa' on the right. The main heading is 'CSBG Information System Survey 2016'. Below this heading is a vertical list of buttons: 'State Contact Information', 'Training and Technical Assistance Survey', 'Data Entry Sections A-D', 'Data Entry Sections E-G', 'Data Entry NPIs', 'FY15/FY16 Comparisons', 'Data Diagnostic Tools', 'View/Print Reports', 'Resources/Instructions', and 'Exit Survey'. A red arrow points to the 'Data Diagnostic Tools' button. The bottom of the browser window shows a taskbar with various icons and a system clock indicating 12:20 PM on 3/11/2017.

CSBGIS

Main Menu

NASCSP | NATIONAL ASSOCIATION FOR STATE COMMUNITY SERVICES PROGRAMS

Iowa

CSBG Information System Survey 2016

State Contact Information

Training and Technical Assistance Survey

Data Entry Sections A-D

Data Entry Sections E-G

Data Entry NPIs

FY15/FY16 Comparisons

Data Diagnostic Tools

View/Print Reports

Resources/Instructions

Exit Survey

Form View

Caps Lock Num Lock

12:20 PM
3/11/2017

IOWA CSBG PROGRAM

CSBGIS
Data Diagnostic Tools

Data Diagnostic Tools (IA)

Community Action Agency of Su...

Sections E-G: General Issues NPI Targeting and Other Issues

Sections E-G [Print/Preview](#) [Print/Preview](#)

Sections E-G: Year to Year Variance Issues NPI Year to Year Variance Issues

Section E [Print/Preview](#) NPI 1.1 to 3.1 [Print/Preview](#)

Section F Federal [Print/Preview](#) NPI 3.2 to 5.1 [Print/Preview](#)

Section F State, Local, and Private [Print/Preview](#) NPI 6.1 to 6.5 [Print/Preview](#)

Section G Ind [Print/Preview](#) Open All Diagnostic Reports [Print/Preview](#)

Section G Fam [Print/Preview](#)

Supplemental Reports (All Agencies Reporting)

Please note: The information on these reports does not necessarily indicate issues with your State or Agency data but offers other ways to review and analyze your data.

[Section G and NPI 6.2](#)

[NPI 1.2 and NPI 6.4](#)

[Section F Other HHS Programs Summary](#)

[Section F Other Federal Programs Summary](#)

[Section F Other State Programs Summary](#)

Form View Caps Lock Num Lock 12:23 PM 3/11/2017

IOWA CSBG PROGRAM

REPORTING AGENCY DATA

Enter each agencies data into the CSBG-IS

- NPI sections
- RUN the 4 Data Diagnostic Tools

IOWA CSBG PROGRAM

CSBGIS
Data Diagnostic Tools

Data Diagnostic Tools (IA)

Community Action Agency of Siouxsides

[Sections E-G: General Issues](#) [NPI Targeting and Other Issues](#)

Sections E-G [Print/Preview](#) [Print/Preview](#)

[Sections E-G: Year to Year Variance Issues](#) [NPI Year to Year Variance Issues](#)

Section E [Print/Preview](#) NPI 1.1 to 3.1 [Print/Preview](#)

Section F Federal [Print/Preview](#) NPI 3.2 to 5.1 [Print/Preview](#)

Section F State, Local, and Private [Print/Preview](#) NPI 6.1 to 6.5 [Print/Preview](#)

Section G Ind [Print/Preview](#)

Section G Fam [Print/Preview](#) [Open All Diagnostic Reports](#) [Print/Preview](#)

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[Section G and NPI 6.2](#)

[NPI 1.2 and NPI 6.4](#)

[Section F Other HHS Programs Summary](#)

[Section F Other Federal Programs Summary](#)

[Section F Other State Programs Summary](#)

Form View

Caps Lock Num Lock 12:23 PM 3/11/2017

IOWA CSBG PROGRAM

Website:

- <https://humanrights.iowa.gov/dcaa/csbg>
- Members Only (CSBG)
- Password: DCAACSBG

For more information:

Greg Pieper, CSBG Program Manager

Greg.Pieper@iowa.gov

(515) 281-0474

NASCSP Data Contacts

Region 1 (Green):

Jackie Orr - (202)

624-7812

Region 2 (Yellow):

Lauren Cook - (202)

624-7813

Region 3 (Orange):

Kyle Gasser - (202)

624-5867

Region 4 (Blue): Eric

Behna - (202) 624-

5996

Region 5 (Pink): Katy

Kujawski - (208) 340-

4050



Additional Resources

CSBG

CSBG Services and Technical Assistance

CSBG TTA Center

Resources and Recordings

Training Request Form

State Plan Information

Organizational Standards

ROMA

ROMA Next Generation

Archive

National ROMA Peer to Peer Training

CSBG IS Survey

CSBG Annual Report and Resources



CSBG IS Survey tab contains:

- PDF and Excel versions of current IS Forms
- CSBG IS Section A-G instructions
- CSBG IS NPI instructions
- Lexicon
- Tips and FAQs
- Webinar recording
- Storytelling Guide
- Performance targeting manual

Questions?

Don't Forget!

**Database submission to
NASCSP required by April
7, but please submit as
soon as possible!**

2016 CSBG Annual Report

2016



2016 Annual Report: Full

The 2016 CSBG Annual Report features data, statistics, graphics, and outcomes analysis, and all state-level appendices data from the FY2015 CSBG IS Survey.

2016 Annual Report: Text

The 2016 CSBG Text-Only Annual Report features data from the FY2015 CSBG IS Survey, statistics, graphics, and outcomes analysis for the national aggregate analysis.

2016 Annual Report: Appendices

For state-level data only from FY 2015 - no analysis.



2016 CSBG Highlights

The 2016 CSBG Highlights, featuring data from the FY2015 CSBG IS Survey.