

UNDUPLICATED COUNTS

BACKGROUND

The CSBG Annual Report is the Community Action Network's vehicle to actualize the CSBG Performance Management Framework. The report provides an accounting of CSBG funds, program year capacity building strategies, and a reporting of services and outcomes by counting unduplicated individuals/participants/households when appropriate. CSBG eligible entities have long been asked to provide unduplicated counts of people, but as the reporting functionality has changed, new questions have emerged. This document is intended to help CSBG eligible entities pay close to attention reporting area and make sure they are reporting accurately.

DEFINITION

An unduplicated count in the CSBG Annual Report is counting one person one time for any given service, outcome, or demographic regardless of the number of times they received a service or obtained an outcome.

ALL DEMOGRAPHICS EXAMPLE

All individuals should be reported only one time in any given data field in the All Characteristics Report. The individual may receive multiple services or outcomes, but should only be reported once in the All Characteristics.

FNPI AND SRV EXAMPLE

A participant in a case management program is working toward goals related to Employment (FNPI 1). In order to achieve the desired employment outcomes, the participant receives the following services that were provided by the case manager at the eligible entity:

- Vocational training (SRV 1a) ;
- Resume development (SRV 1j);
- Interview skills training (SRV 1k); and
- Job referrals (SRV 1l).

The case manager also assists the participant in obtaining:

- SNAP (SRV 3l);
- Transitional housing (SRV 4n) (provided by the housing department at the CAA); and
- Financial counseling (SRV 4b) (provided by the case manager).

During the reporting period, the participant obtained employment up to a living wage (FNPI 1b) and retained employment for 180 days (FNPI 1c and 1d). The participant would be reported once in each of the FNPIs and Services listed above, as well as, reported once in FNPI 7a, Outcomes Achieved Across One or More Domains.

OUTCOMES ACHIEVED ACROSS ONE OR MORE DOMAINS (FNPI 7A)

DEFINITION

The FNPI 7a "Outcomes Achieved Across One or More Domains" indicator is a count of the total number of individuals who obtained an outcome. This is different than adding up all the FNPI numbers which would show the total number of outcomes achieved rather than the number of individuals who obtained the outcomes.

FAQ

What is the relationship between "Services Supporting Multiple Domains" in the expenditure categories (Module 2, Section A) and the services (Module 4, Section B) - and between FNPI 7a?

There is no relationship. Services Supporting Multiple Domains are services that can support any of the main domains, such as case management and referrals. FNPI 7a is NOT where you report the number of people who received these services. FNPI 7a is where you report the total number of people at the agency who achieved any outcome.

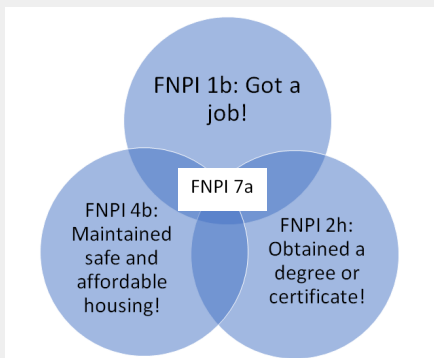
How do I calculate FNPI 7a?

You must have a way to uniquely identify individuals at your agency obtaining outcomes. If that is so, then you simply report each individual once in FNPI 7a that achieved an outcome. This number must be as high as the highest number of individuals reported in any of the NPIs because at least that many people obtained an outcome at the agency.

FNPI EXAMPLE

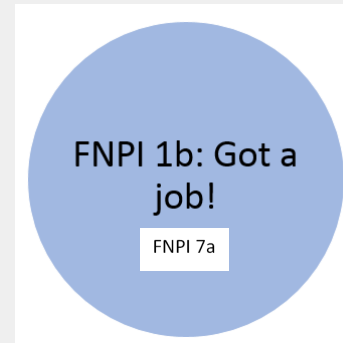
These are examples of situations where people would be counted in FNPI 7a:

1. An individual obtained two different jobs in one reporting period, the individual would be counted one time in the selected FNPI (i.e. FNPI 1b).
2. An individual who obtained employment (FNPI 1b) and a certificate or diploma (FNPI 2g) and maintained housing (FNPI 4b) may be reported in each of those indicators and reported here once.
3. An individual who obtained only one outcome may be reported in that indicator and also be reported here once.



A customer is reported once in FNPI 7a if they obtained multiple outcomes.

Or



A customer is reported once in FNPI 7a if they obtained only one outcome.