



NATIONAL ASSOCIATION FOR STATE COMMUNITY SERVICES PROGRAMS

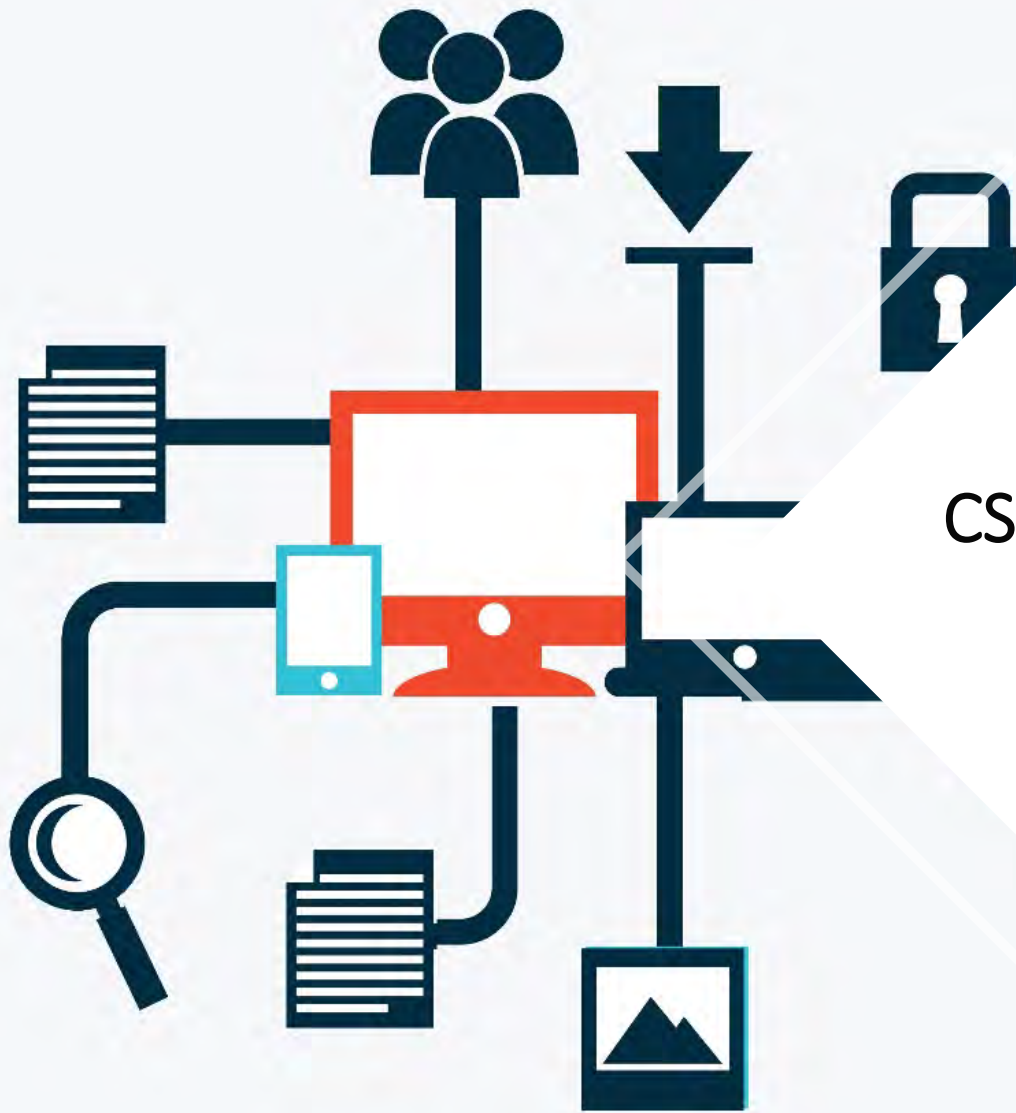
CSBG Annual Report Data Review Webinar

February 17, 2021

Presenters

**Tammy
Fahey (MA)**

**Melissa
McClain (KY)**



CSBG Annual Report Data Review

“SEC. 678E. ACCOUNTABILITY AND REPORTING REQUIREMENTS.

“(a) STATE ACCOUNTABILITY AND REPORTING REQUIREMENTS.—

“(1) PERFORMANCE MEASUREMENT.—

“(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, which may be a performance measurement system for which the Secretary facilitated development pursuant to subsection (b), or an alternative system that the Secretary is satisfied meets the requirements of subsection (b).

“(B) LOCAL AGENCIES.—The State may elect to have local agencies that are subcontractors of the eligible entities that receive funds under this subtitle participate in the performance measurement system. If the State makes that election, references in this subtitle to eligible entities shall be considered to include local agencies.

“(C) 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. Prior to the submission of the State in the performance measurement system, the State shall include in the report any information required by the State relating to such performance. Each report shall also include in the report an accounting of the disbursement of funds received by the State through the community services block grant program, including an accounting of the funds spent on administrative costs by the State and the eligible entities, and funds spent by eligible entities on the direct delivery of local services, and shall include information on the number of and characteristics of clients served under this subtitle in the State, based on data collected from the eligible entities. The State shall also include in the report a summary describing the training and technical assistance offered by the State under section 678C(a)(3) during the year covered by the report.

Explanation of process



Agencies collect data on the services/outcomes etc



Agencies can input data into the SmartForms/State System



SmartForms have logic to help agencies see common data flags, errors, warnings. States with systems need to consider how to do this.



States should review SmartForms for those warnings, review for completeness and accuracy and ask CAAs questions where necessary on their data.



Also use the Module 2, 3, and 4 review checklists for data considerations.



States submit the Annual Report in OLDC

Process Considerations

- Quarterly or semiannual submission of reports can help you quality check data throughout the year
- Agencies need time to fully compile, review, and ensure quality of their data before reporting (leave enough time for agencies to do this process!)
- The state needs time to review the data and get clarifications from the agencies **prior** to submitting in OLDC

Kentucky's Community Action Network

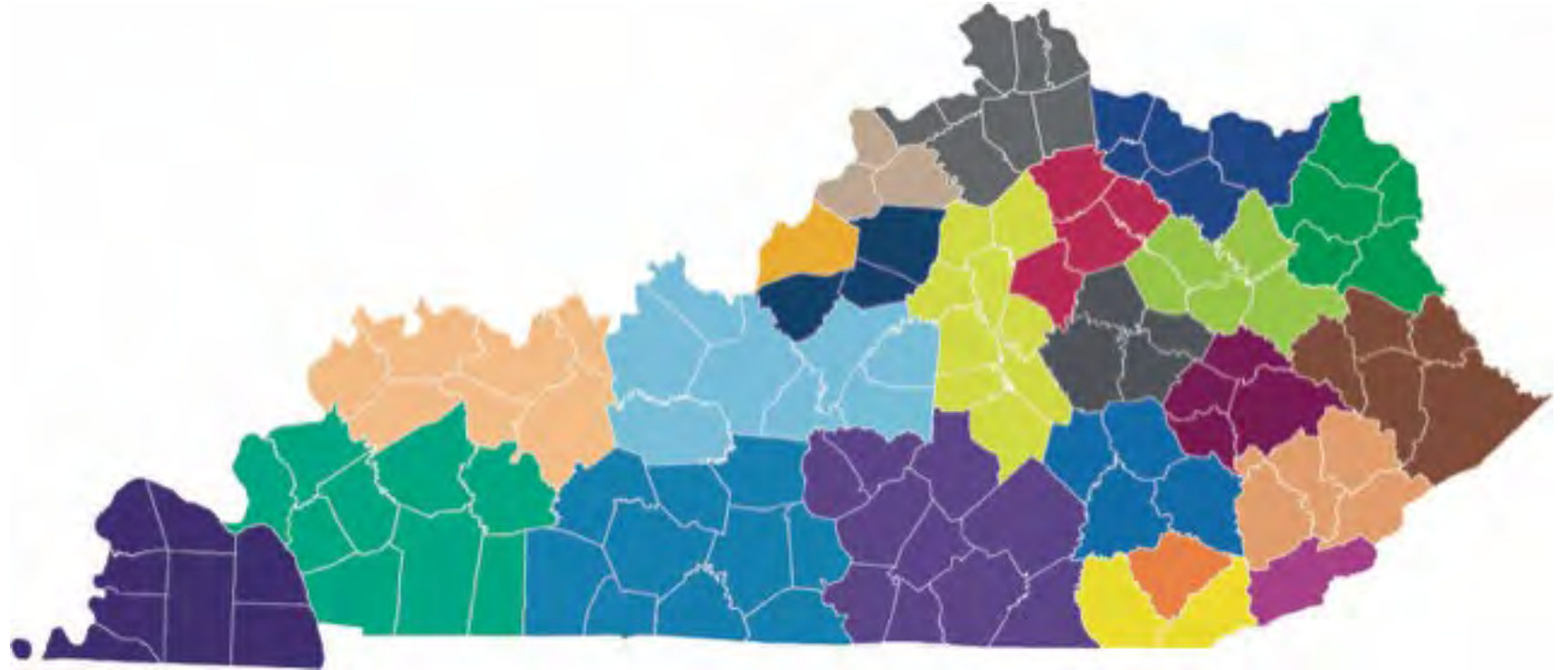
Making It Possible



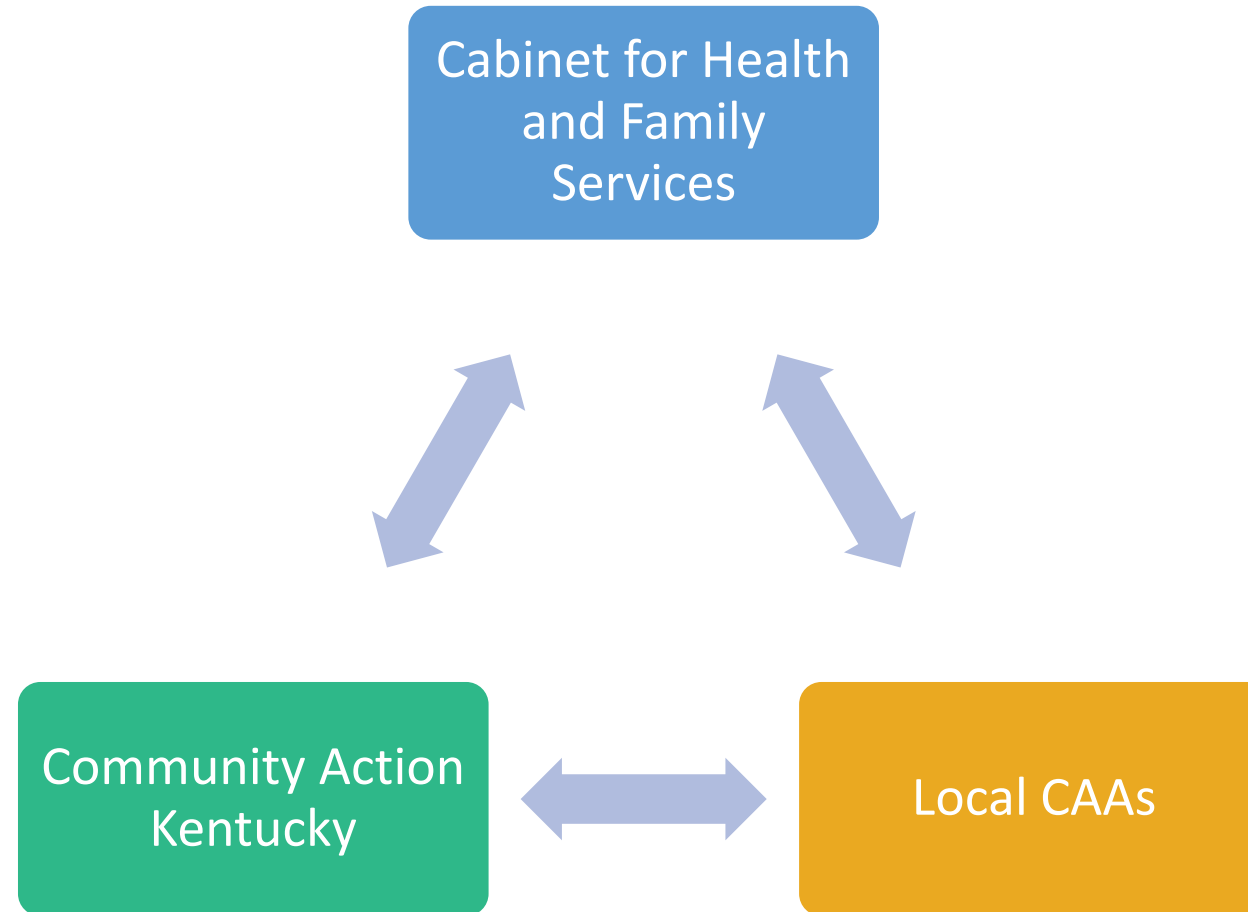
Kentucky CAAs

Outreach Office in
Every County

23 Community
Action Agencies



CSBG Contracts in KY



Process and Review of Data



Annual
Report

Process and Review

SFY Program Year (July – June)

Quarterly Reporting

- 1st Quarter: July – September
- 2nd Quarter: October – December
- 3rd Quarter: January – March
- 4th Quarter: April - June

Process and Review

Annual Report from Agencies

- 4th Quarter agency report from CASTiNET (Kentucky's Statewide Software)
 - Module 4A, 4B and 4C
- Module 3A and 3B are due with 4th Quarter reports
- Module 2A, 2B and 2C are due in January

Process and Review

C.3. Federal Resources Allocated (Other than CSBG)			
C.3a. Weatherization (DOE) <i>(include oil overcharge \$\$)</i>		C.3a.	\$ 220,267
C.3b. Health and Human Services (HHS)			
C.3b.1.	LIHEAP - Fuel Assistance <i>(include oil overcharge \$\$)</i>	C.3b.1.	\$ 1,442,446
C.3b.2.	LIHEAP - Weatherization <i>(include oil overcharge \$\$)</i>	C.3b.2.	\$ 219,546
C.3b.3.	Head Start	C.3b.3.	\$ 3,035,055
C.3b.4.	Early Head Start	C.3b.4.	\$ 1,563,513
C.3b.5.	Older Americans Act	C.3b.5.	\$ 206,478
C.3b.6.	Social Services Block Grant (SSBG)	C.3b.6.	
C.3b.7.	Medicare/Medicaid	C.3b.7.	\$ 1,161,523

XML Export

Double click in any row to go to the cell that generated the error or warning.

Module 2 Errors and Warnings			
Tab	Data Field	Severity	Message Description
Section C. Local CSBG Resources	C.3b.7. Federal Resources Allocated - HHS - Medicare/Medicaid	Warning	The value entered for the current year is either more than double or less than half of the value reported last year.

Cleaning Memo Example to Agency

Subject: Module 2 Cleaning Memo

Importance: High

Good morning,

The below data shows a significant variance between current year and last year. Please review the following and provide corrections/explanations.

Section CSBG Resources

1. C.3b.7 – Medicare/Medicaid – Current Year 0 and Prior Year 421,910
2. C.3d.7 – Continuum of Care (CoC) – Current Year 12,317 and Prior Year 35,596
3. C.4j – State Transportation Programs – Current Year 0 and Prior Year 13,708
4. C.6a – Funds from foundations, corporations, United Way, other nonprofits – Current Year 26,680 and Prior Year 73,798
5. C.6b – Other donated funds – Current Year 0 and Prior Year 70,261
6. C.6e – Payments by clients for services – Current Year 3,284,720 and Prior Year 837,653
7. C.6f – Payments by private entities for goods or services for low income clients or communities – Current Year 0 and Prior Year 3,176,679

Example of Explanations Submitted

Module 2 Explanations

123 Community Action Agency

Section A CSBG Expenditures

1. A.2i Agency Capacity Building – Current Year \$7,546 and Prior Year \$23,501 - **This is accurate reporting. This is based on the agency's 2018-2019 Community Needs Assessment data.**

Section B Agency Capacity

1. B.5a – Non-Profit – Current Year 23 and Prior Year 6 - **123 Community Action Agency has implemented new programs that have resulted in increased collaboration with non-profit agencies.**

Section CSBG Resources

1. C.3b.7 – Medicare/Medicaid – Current Year 1,161,253 and Prior Year 421,910 - **The increase from FY 17-18 was related to increased services for the agency's clinic and Transportation programs for Medicare/Medicaid patients.**

Process and Review

Example of Explanations Submitted

Module 4 Explanations

Exceeding the demographics of the service area as reported by the US Census.

The possibility of this occurring is very likely. Many agencies serve more counties than just their service area. Examples: KCEOC Community Action Partnership serves the following agencies counties: Harlan County Community Action Agency (Head Start and Weatherization) and Community Action of Southern Kentucky (Weatherization Program). Community Action Council and Northern Kentucky Community Action Commission serve many different counties on a statewide initiative for utility services. Audubon Area Community Services serves a 14-county area for one of their programs. Gateway Community Action Agency serves the counties in Licking Valley Community Action Agency's area (Head Start).

Community Action Kentucky

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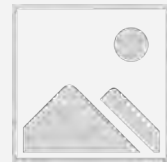
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CSBG Annual Report Data Review

TAMMY FAHEY

CSBG PROGRAM COORDINATOR

MA DEPT. OF HOUSING & COMMUNITY DEVELOPMENT



Background

- 23 Community Action Agencies (private)
- Report on Federal Fiscal Year (activities between October 1 – September 30)
- Submit AR data through our statewide system
 - ▶ Data collected in Community Action Plan progress reports translates into AR
 - ▶ Our office generates and uploads XML/XLS files to OLDC
- Program Representatives review CAP, Coordinator reviews AR

Review Timeline

19

		Community Action Plan	CSBG Annual Report
FY 2021	October	FY 20 Final CAP/fiscal progress reports due by 10/30	
	November	...State review, agencies modify as needed	
	December		Release statewide FY20 CSBG Annual Report by late Dec
	January	Quarterly fiscal progress reports due by 1/30	
	February		CAAs responses due to state by 2/26
	March		...State review, agencies modify as needed
	April	FY21 Six Month CAP/fiscal progress reports due 4/30	...Generate XMLs, Upload to OLDC, Review <u>CSBG Annual Report due to OCS 4/30</u>
	May	...State review, agencies modify as needed	
	June		
	July	Quarterly fiscal progress reports due by 7/30	
	August	Release CAP and budget by 8/1	
	September	FY 22 Initial CAP and budget due by 9/1	OCS Review Memo Received?

CAP Progress Reports (Every 6 months)

- CAP describes programs, initiatives, and other types of activities (e.g. Agency Capacity, Linkages) conducted by the agency
- Agencies submit YTD progress reports (actual # served/outcomes achieved, CSBG funds expended) including variance comments
- Program Reps conduct “ROMA review”



Program: Rental Assistance

[Description](#)
[Budget](#)
[Need, Goal/Strategy Statement](#)
[NPIs](#)
[Services](#)

			Number of Individuals
Service Domain	Service Area	Service Name	Actual Served
Housing	Housing Payment Assistance	4c. Rent Payments (includes Emergency Rent Payments)	4,082

State Comment:

11/3 - Can you double check the total reported here for 4c? It reflects a 200%+ increase over 4c served by this program in FY19 (3,593). If the total you reported is correct, please also add a brief note re: the reason for increase so I remember for the Annual Report? .

Revision: 2

Submitter Comment:

Rev. #2: Upon review, we did mistakenly report rent payments versus actual individuals. We did show an increase (a little over 12%) , but not to the extent initially reported. Thank you for the catch.

CSBG Reporting Workgroup

Common/"Other" Indicator Recommendations

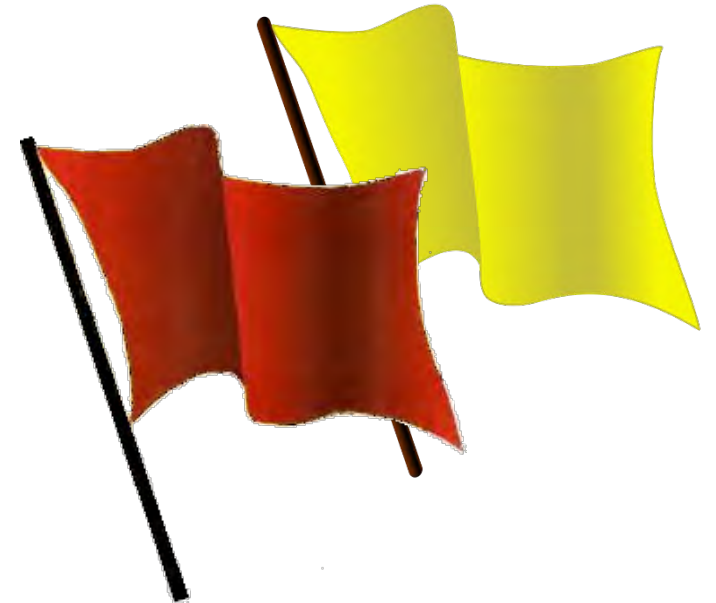
Beginning December 2017, a task group representing Massachusetts Community Action Agencies, MASSCAP and DHCD met to recommend common Family Level National Performance Indicators (FNPIs) and Service selections for key programs provided by our network. The intent of the group's work is to support the MA Community Action network in telling a common story. As a result, it is expected all agencies incorporate the recommendations that follow into their Community Action Plan and CSBG Annual Report. The recommendations are broken down by program area and align with guidance provided by the Community Action national partners as of March 2019, including the *CSBG Annual Report Instruction Manual*.

Program Area:

Adult Education/Workforce Development	2
Food	3
Head Start/Early Education and Care	4
Health.....	5
Housing	6
Immigration.....	7
LIHEAP/HEARTWAP/WAP	8
VITA.....	9

Agencies Complete Annual Report (January-February)

- Error/Warning Flags addressed before submission to state
- Module 3 Initiatives & Module 4 (Section A & B) import from CAP
- Module 2 (Section A) copy/paste from CAP



Initial Annual Report Review (March)

- While reviewing, also refer to:
 - Last OCS Review Memo
 - Previous year Annual Reports, Community Action Plans
 - Amount allocated to each agency



Agency Examples | Module 2 | Module 3 | **Module 4**

Section A - NPIs | Section B - Services | Section C - Characteristics

Employment | Education and Cognitive Development | Income, Infrastructure, and Asset Building | **Housing** | Health and Social/Behavioral Development (including) | Civic Engagement and Involvement | Services Supporting Domains

FNPI Housing Indicators Complete

FNPI Housing Indicators	I.) Number of Individuals Served in program(s)	II.) Target	III.) Actual Results	IV.) Percentage Achieving Outcome	V.) Performance Target Accuracy
FNPI 4z. The number of individuals or households: (please specify)	15,781	2,650	15,781	100%	595.509%
Number of individuals who avoided a utility shut-off.	15781	2650	15781		

State Comment

4z - The number achieving the 2 LIHEAP indicators (energy service was restored after disconnection--3,511 individuals + avoided a utility shut-off--15,781 individuals = 19,292 individuals) exceeds the number reported served by SRV 4i Utility Payments including LIHEAP (16,263 individuals). Please review and revise.

OLDC Upload/Final Review (April)

- Review statewide totals for M2 & M4
- Upload comments attachment

Module	Section	Data Point	Message Description	Justification
Mod_2	Other	Other	Other	For all sections of Module 2, our statewide report system flagged/prevented every agency from submitting to our office until all Errors were resolved. Our office also reviewed all outstanding warning flags and followed up with agencies where needed to confirm accuracy of the data.
Mod_2	Expenditures	M2_A.3.	The percentage of funds for administration purposes is greater than 20%.	For all agencies, data has been verified and is accurate. Please note the State does not have a restriction mandated for the % Administration therefore some agencies exceed 20% and in a few cases, even report 100% Admin.
Mod_4	Characteristics	M4_D.15.General	There are unaddressed Errors and Warnings in Section C.	The State reviewed outstanding warning flags and data was verified each agency for accuracy. For Flags Re: D.15 Non-Cash Benefits - the mismatch is attributed to the way various funding sources mandated data vendors manage client data (ex. WIC). Agencies may not know the COMBINATION of income sources a client in a certain program receives, though they may know the client receives a specific benefit.
Mod_4	Characteristics	M4_C.7.General_C	There are unaddressed Errors and Warnings in Section C.	The State reviewed outstanding warning flags and data was verified with the agency for accuracy. For flags Re: C.7 Military Status - Total reported exceeds Sum of C.2d-C2.j because Instruction Manual advised agencies to report individuals under 18 as "Unknown/Not Reported" if systems could not support skip logic.
Mod_4	Characteristics	M4_C.7c.	No data reported.	While the updated Annual Report includes a new "Never Served in the Military" field, OMB clearance occurred too late (2/2020) for agencies to implement this change in local reporting systems in order to report on for FY19. As a result, this field will be blank for all agencies.
Mod_4	Characteristics	M4_C.3d.	No data reported.	While the updated Annual Report includes a new "GED/Equivalency Diploma" field, OMB clearance occurred too late (2/2020) for agencies to implement this change in local reporting systems in order to report on for FY19. As a result, this field will be blank for all agencies.

Cleaning Memo Review (Fall)

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- Answer easy questions first
- Forward review memo items for agency follow-up
- Keep track of who I reach out to and when

Data Point	Message Description	Comments	State Response
M4_C.7e.	Other	C.7e must be less than or equal to the number of individuals ages 18+ reported in C.2d through C.2j. Please verify and correct data as needed. We recognize that the state has reviewed this item and noted the instruction manual, but this data point should be corrected to not affect national aggregate data.	C.7e (TOTAL Military Status) exceeds the number of individuals 18+ because agencies whose systems could not support skip logic in FY19 reported higher numbers of C.7d. "Unknown/Not Reported" as the instructions advised. At this time, it is not possible for agencies to retroactively correct this data. However, we do expect the numbers reported for C.7d to reduce in the FY20 & FY21 with the addition of C.7c "Never Served in the Military" in the 2/28/19 cleared AR and because agencies have been working to improve interoperability of their reporting systems.
All_FNPIs	Other	In many instances, the data reported in columns I and III are exactly the same. TTA may be needed for future reporting.	The State requested specific follow up from agencies regarding concerns of 100% achieving outcomes, where appropriate. For example, agencies reporting 100% achievement for most NPIs were asked to revise targets in their next Community Action Plan to address the concern before the next Annual Report.
FNPI_4z	Data is reported in the Other indicator; however, there is no indicator identified.	Please provide a description of the indicator.	Ask The agency reported three 4z indicators, not sure why the descriptions did not transfer. Here are the indicator descriptions, in the order they appear in OLDC: Number of individuals whose energy service was restored after disconnection, Number of individuals whose inoperable home energy equipment was repaired or replaced, and Number of individuals who avoided a utility shut-off
FNPI_3	Other	Targets are reported, but no other data. Please confirm data is correct or update as needed.	The data reported is correct. The agency had targetted for 1 participant to achieve multiple outcomes related to an IDA during FY19 however funding was cut.
FNPI_4e	Other	Targets are reported, but no other data. Please confirm data is correct or update as needed.	The data reported is correct. The agency had targetted 12 participants to prevent eviction in FY19 however they did not receive FEMA funds as anticipated.
FNPI_4z.1	Other	The listed Other indicator is not an outcome.	Emailed 9/11 Agreed - we will ask the agency to remove.
FNPI_4z	Data is reported in the Other indicator; however, there is no indicator identified.	There are indicators listed, but no data. Please update as needed.	Emailed 9/11 - This was an error and we will work with the agency to revise. The correct indicator should be 4z: "The number of individuals who maintained safe and affordable housing for one year." for which the agency reported Participants Served = 25, Target = 20, Actual Results = 17.
FNPI_2a	More people are reported as obtaining an outcome than appear to have been served in Section C.	FNPI 2a is reporting greater numbers than the number for children ages 0-5 in the All Characteristics Report. Please verify and correct data as needed.	Emailed 9/11 - This was an error and we will work with the agency to revise.

Lessons Learned

- Timing is everything
 - ▶ Know the opportunities to impact change
 - ▶ Don't get ahead of OCS
- Document what you do!



National Considerations

- The more checks you build in your state review process before you submit to OCS, the smaller the review memo you receive back, and the less time you have to “clean up” post submission
 - The Review Checklist is a great guide!

- All that’s needed is a simple verification/confirmation that the data point is correct
 - Kentucky Way – address every single data point
 - Massachusetts Way – make a blanket statement that all data points in Module 2 have been verified

FY20 Comments

Comments will be uploaded as attachments into
OLDC.

Please provide comments on any errors and warnings that exist in the data in the SmartForms that will be submitted to OCS. Thank you for your work on this submission of the CSBG Annual Report!						
State	Agency	Module	Section	Data Point	Message Description	Justification

A Comment about Comments

- Review your agency's comment memo before submitting to OCS
 - The agency may not be addressing the error/warning in question
 - The agency may be trying to communicate preliminary information that would not be appropriate for a final data submission
 - The agency's response may not resolve the issue

A Comment about Comments

- In the FY 20 data review will not be flagging:
 - Targeting that is outside the 80-120% benchmarks.
 - NPIs where all targeted outcomes were obtained.
- No need to comment



FY20 Update

- There will be a CARES and Disaster separate report due May 30, 2021.
 - CARES and Disaster funds, services, outcomes and people served should also be reported in the regular CSBG Annual Report due April 30, 2021.
- SmartForms will be released pending finalization of FY19 data.
- OLDC will be available early March.
- OCS will hold additional webinar and release DCLs on this topic.



QUESTIONS



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 **Contact Us**