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DCYF Workplan Workshop



DCYF Data & Evaluation
05/25/2021

Agenda



- Changes to DCYF Requirements
- FY21/22 Key Dates & Deadlines
- FY21/22 Workplan Review
- Resources

Changes to DCYF Requirements



SFUSD MOU and DCYF/SFUSD Consent Forms Background

- DCYF CMS provides grantees access to SFUSD student records, which are protected by federal privacy law—Family Educational Rights and Privacy Act (FERPA)
- DCYF has data sharing agreement with SFUSD that authorizes grantees to access protected student records through CMS
- Original data sharing agreement required all DCYF grantees to obtain SFUSD MOUs AND collect consent forms
- Revised data sharing agreement removes above requirement and allows grantees to access SFUSD student records in CMS through SFUSD MOU OR by collecting DCYF/SFUSD consent forms



Changes to DCYF Requirements

SFUSD Memorandum of Understanding (MOU)

DCYF no longer requires all grantees to obtain a SFUSD MOU

Programs are required to obtain a SFUSD MOU if:

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

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

DCYF Resources

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

SFUSD Resources

- [SFUSD's Community Partnerships Office](#), [FAQs for DCYF Grantees](#) and [common scenarios](#)



Changes to DCYF Requirements

DCYF/SFUSD Consent Form Requirements Have Changed

If your program is required to obtain a SFUSD MOU:

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

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

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

*You may issue electronic
DCYF/SFUSD Consent
Forms*

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

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



Changes to DCYF Requirements

DCYF Grantee Performance Measures

- We plan to bring back most Grantee Performance Measures in FY2021-22
- Performance Measures track grantees against the goals and requirements described in DCYF RFP using data collected through CMS and youth surveys
- Measures differ by grantee Service Area/Strategy, please refer to *DCYF Grantee Performance Measures by Service Area* for more information
 - Several are based on targets/projections established in grantee workplans
- Contact Program Specialist with any concerns or questions (e.g., programming has changed significantly due to COVID-19 and strategy-based performance measures do not apply)

DCYF Resources

- *DCYF Grantee Performance Measures by Service Area*

Changes to DCYF Requirements

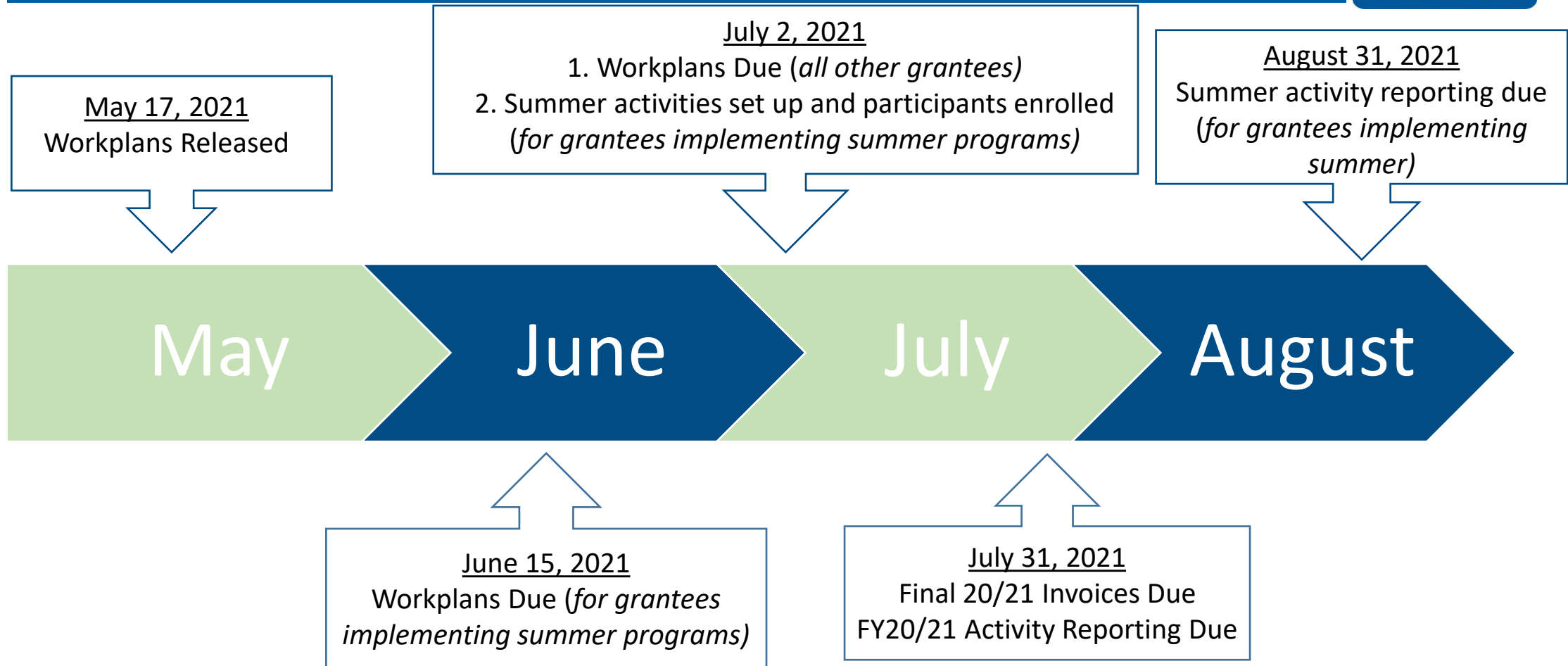


Example – Educational Supports: Academic Supports

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

* Grantees that operate summer programs may establish separate targets for summer and school year programming.

FY21/22 Key Dates



FY21/22 Workplan Review



What You Will Need:

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

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



Access to 21/22 Workplans in CMS

- To access the FY2021-2022 Workplans in CMS, ensure you select *FY2021-2022* in the 'Fiscal Year' filter upon logging in.
- Each Workplan consists of the following:
 - Contact & Program Info
 - Services & Projections
 - Projected Activities
 - Budget
- New Workplan fields:
 - Some fields that were temporarily removed in FY2020-2021
 - Some new fields to help us better understand programming in FY2021-2022

AGENCY/PROGRAM	ST	FISCAL YEAR	SPECIALIST	FY GRANT AMOUNT	WORKPLAN STATUS
Sample Agency 2		FY20 Post Interim			
Sample Beacon		FY2018-2019		FY20 Post	

Sample Agency 2
Sample Beacon Community School Program

PROGRAM DASHBOARD

Strategy
Out of School Time - Beacon Community School

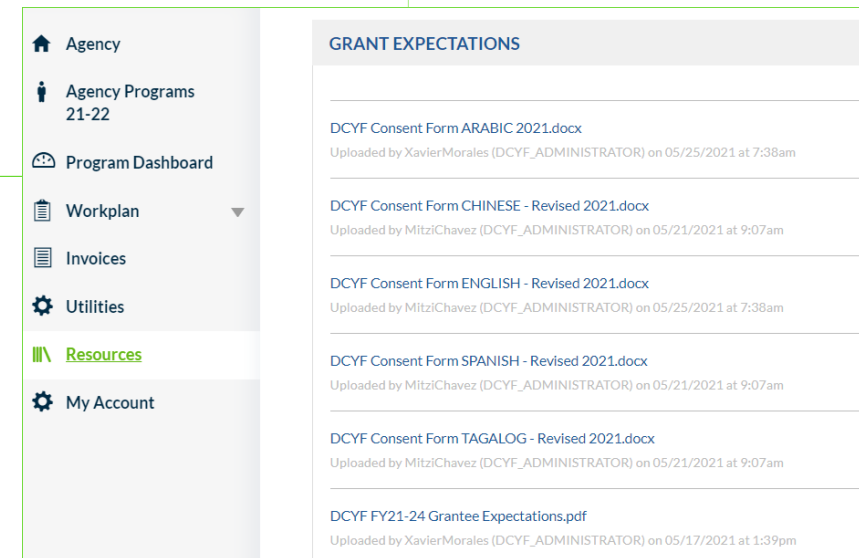
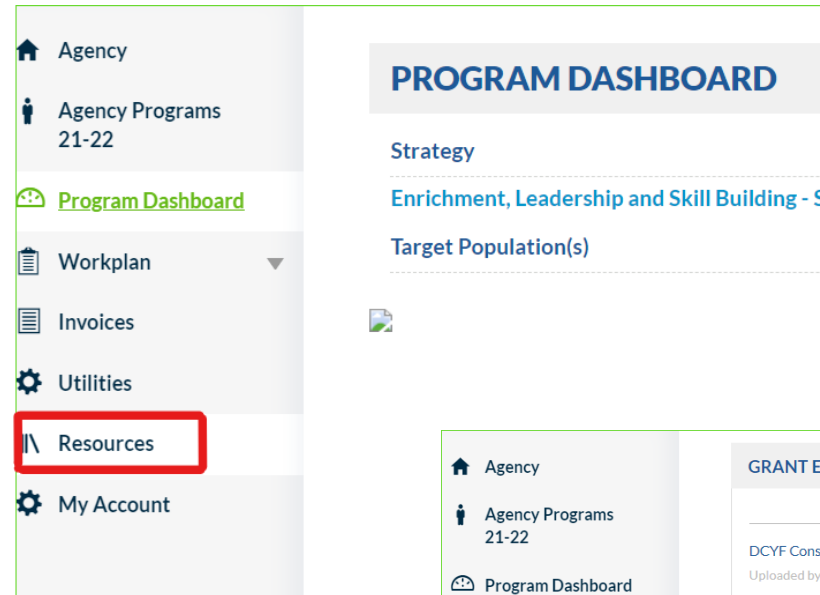
Essential Services

- Basic Needs
- Economic Stability
- Social Connection
- Wellness and Trauma

Target Population(s)

Access to 21/22 Resources in CMS

1. Select the program you will be completing a Workplan for
2. Select the *Resources* tab in the left-hand menu
3. Locate guidance documents, Consent Forms, *Grantee Expectations Form*



FY21/22 WP: Contact & Program Info



CONTACT & PROGRAM INFO ← 📄 SUBMIT

PROGRAM INFORMATION ⊖

Program Website

www.programname.org

Program Description

Our program will run from August 2021 - June 2022. We will provide Enrichment, Leadership and Skill Building with an emphasis on STEM. our curriculum objectives are to expose elementary and middle school youth to STEM subjects through interactive activities. We will continue to provide additional ELS services to partner sites.

PRIMARY PROGRAM CONTACT PERSON ⓘ ⊖

First Name	Last Name	Email Address	Phone Number
Jane	Doe	jane@programname.or	(415)123-4567

CONTACT PERSON: DCYF TRAININGS ⓘ ⊕

CONTACT PERSON: COMMUNICATIONS ⓘ ⊕

UPLOADS ⊖

PROGRAM PHOTO ⓘ

CHOOSE FILE No file chosen

SIGNED GRANTEE EXPECTATIONS FORM

CHOOSE FILE No file chosen

Locate the *Grantee Expectations Form* in your *Resources* tab

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

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

FY21/22 WP: Services & Projections



SERVICES AND PROJECTIONS

← [Save Icon] SUBMIT

PROGRAM OPERATION DATES

Program Start Date **Program End Date**

09/01/2021 [Calendar Icon] 06/30/2022 [Calendar Icon]

What months out of the year will you provide services?

<input type="checkbox"/> July	<input checked="" type="checkbox"/> October	<input checked="" type="checkbox"/> January	<input checked="" type="checkbox"/> April
<input type="checkbox"/> August	<input checked="" type="checkbox"/> November	<input checked="" type="checkbox"/> February	<input checked="" type="checkbox"/> May
<input checked="" type="checkbox"/> September	<input checked="" type="checkbox"/> December	<input checked="" type="checkbox"/> March	<input checked="" type="checkbox"/> June

Enter the total number of weeks in a year that your program will operate. (1-52)

40

Please select days in a typical week that your program will provide services.

<input type="checkbox"/> Sunday	<input checked="" type="checkbox"/> Wednesday	<input type="checkbox"/> Saturday
<input checked="" type="checkbox"/> Monday	<input checked="" type="checkbox"/> Thursday	
<input checked="" type="checkbox"/> Tuesday	<input checked="" type="checkbox"/> Friday	

FY21/22 Workplans include funds for summer 21' programming so your *Program Start Date* may fall before or after the start of the fiscal year. If your program offers school-year services, enter the 'Program End Date' that coincides with the last day of your fiscal year's programming.

FY21/22 WP: Services & Projections



TARGET POPULATION

Select the population(s) that your program has the expertise and mission to serve.

- African American
- Asian
- Hispanic/Latinx
- Pacific Islander
- Low Income

Please only select population(s) that your program has the expertise and mission to serve. Do not select populations that your program does not have an intentional focus on serving.

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

PROGRAM COMPLETION

Enter the total number of hours in a year that signify full participation for one participant in your program.

144

Show the calculation you used to arrive at the number of hours entered above.

4 days per week, 40 weeks total. Students are allowed up to 1 absence per week and must be in program at least 1 hour per day.
 1 hour/day (*) 4 days/week = 4 hours/week (*) 40 weeks = 160 hours total (-) 16 hours of holidays = 144 hours

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

PROGRAM PROJECTIONS BY AGE

	5 - 10	11 - 13	14 - 17	18 - 24
Unduplicated number of program participants to be served during the year	100	100	50	0
Total Unduplicated Participants	Sum of each projection by age category above			

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

FY21/22 WP: Services & Projections



VIRTUAL/REMOTE PROGRAMMING ⊖

Will your program provide virtual/remote services?
 Yes No

Please schedule a meeting with your Program Specialist to discuss your proposed virtual/remote programming.

SERVICE SITES ⊖

Program Site Name
Virtual Service Site

Program Site Location ⓘ
Virtual/Remote - COVID19 ▼

ADD +

SUBMIT

Virtual/Remote Programming

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

Hybrid (Virtual and In-Person) Programming

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

FY21/22 WP: Projected Activities



Projected Activities

- Refer to your program's general activities that you plan to implement for the full 21/22 fiscal year (including summer, if applicable)
- Should be an 'umbrella' activity for your specific activity *instances* that you will later create in the *Activities* tab.
 - For example, if you provide afterschool enrichment at 10 local elementary schools, your *Projected Activity* will describe the general afterschool enrichment activity. You can later break up your attendance by school when setting up your *Activity Instances*
- Grantees have previously utilized the *Activities without Personal Information (Activities w/out PI)* activity type to address challenges with consent form collection and reporting personally identifiable information. Please contact your Program Specialist prior to utilizing this activity type to address these challenges.

FY21/22 WP: Projected Activities

GROUP ACTIVITIES

Name

Activity Category

- Barrier Removal i
- Family Supports i
- Food and Other Basic Needs Distribution i
- Learning Supports i
- Referrals/Connections to Services i
- Wellness and Mental Health Supports i
- Comprehensive Afterschool i
- School Day i
- Comprehensive Summer i
- Mentorship i
- Enrichment/Skill Building i
- Enrichment/Skill Building - Partner Agency i
- ExCEL - Transfer Activity to EMS i
- Participant Financial Incentives i
- Other i

Activity Description

Are you providing this activity/service in response to the COVID-19 pandemic? i

Yes No

Select "Yes" if you would not be providing this activity/service in absence of the pandemic. Select "No" if you would be providing this activity/service in absence of the pandemic including if you have shifted to providing the activity/service in a virtual/remote format.

Review the FY21/22 **Activity Categories** and their definitions by using the *info icons*

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

COVID-Related Activities

- Activities that would not have been implemented pre-pandemic
- Do not include changes to service delivery
- Do not include shifts in curriculum

FY21/22 WP Submission



Before submitting your Workplan:

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

Resources (Budget)

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

A screenshot of the DCYF CMS Workplan submission interface. On the left is a navigation menu with items: Program Dashboard, Workplan (with sub-items: Overview, Contact & Program Info, Services & Projections, Projected Activities, Budget), Invoices, Grantee Checklist, Utilities, and Resources. The main area shows a progress bar with five steps: 1. Contact & Program Info (Submitted), 2. Services & Projections (Submitted), 3. Projected Activities (Submitted), 4. Budget (Submitted), and 5. Sign & Submit (Unsubmitted). A red box highlights the 'Submitted' status for steps 1 through 4. The 'Sign & Submit' step is highlighted in yellow and shows an 'Unsubmitted' status.

Resources



- If you have questions or need support as you complete your FY21/22 Workplan please contact your **DCYF Program Specialist**.
- For questions or CMS troubleshooting please contact dataevalsupport@dcyf.org.
- CMS Office Hours will be expanded following the release of FY21/22 Workplans for DCYF grantees to schedule a 30-minute session with a Data & Evaluation Analyst. Click to access the [registration link](#).
- ***CMS in the City Newsletter*** sent on Friday, 5/21
- ***Resources*** tab in CMS