



PERFORMANCE MEASURE

Grant Requirement Monitoring

Adherence to grant requirements will be assessed via monitoring efforts throughout the year and reported on at the end of the fiscal year. To meet DCYF performance standards, grantees must meet grant requirements for at least **11 of the 14** items listed below.

Item	Purpose	Criteria	Tracking
CMS Data Quality	To ensure that programs are entering quality data into the DCYF Contract Management System (CMS) to track program performance.	<ul style="list-style-type: none"> Program enters complete demographic information into CMS for at least 90% of active participants by last invoice submission deadline. Program enters attendance data into CMS for at least 90% of scheduled days by last invoice submission deadline. 	CMS
Timely Workplan Submission	To ensure timely workplan processing and reduce delays.	Program submits initial workplan to DCYF for review by deadline (May 1, 2018 for Summer programs, July 1, 2018 for all other programs).	CMS
Timely Invoice Submission	To ensure timely submission of invoices and reduce delays in invoicing.	On average, program submits each invoice within the 45 days that follow the month for which the invoice is being prepared (e.g. October invoice is submitted by November 30).	CMS
Survey Administration	To ensure that programs administer surveys to obtain feedback from participants on their experiences.	<ul style="list-style-type: none"> Program administers surveys according to DCYF guidelines and submits data to DCYF for processing by annual deadline. At least 65% of program participants take surveys submitted to DCYF. 	Surveys
Program Curricula & Activities	To ensure that programs utilize curricula that meet strategy requirements and, if applicable, are administering assessments and creating individualized service plans in accordance with requirements.	Program curricula and activities meet DCYF requirements.	Program Specialist Site Visits
Family Partnership Activities	To ensure that programs create opportunities for families and caregivers to be connected to the program.	Program creates opportunities for families to be connected to program.	Program Specialist Site Visits
Required Events & Meetings	To ensure that programs attend DCYF required gatherings, implement events and other required program components and are coordinating with partners.	Program staff administers DCYF required events and attends meetings as required.	Program Specialist Site Visits & DCYF Meeting Logs

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Health and Nutrition	To ensure that programs serve health snacks/meals and water in accordance with DCYF policy.	Program offers healthy snacks/meals and water in accordance with DCYF policy.	Program Specialist Site Visits
Attendance Tracking Sheets	To verify the accuracy of CMS records and ensure that participants are being served.	Program shows evidence of tracking participation using paper or electronic files.	Program Specialist Site Visits
Consent Forms	To ensure that programs collect consent forms that authorize data sharing with DCYF and SFUSD.	Agency staff make consent forms available for review during site visits.	Program Specialist Site Visits
Participation in Fiscal & Compliance Monitoring	To review the financial health of DCYF grantees.	<ul style="list-style-type: none"> Agency staff prepares requested documents and attends visit on scheduled date. Agency submits response to any findings by deadline. 	Fiscal & Compliance Visits
Payment of Taxes	To ensure DCYF grantees meet required tax obligations.	Agency is current on all federal, state and local taxes.	Fiscal & Compliance Visits
Compliance with City Regulations	To ensure DCYF grantees meet City standards.	Agency is in compliance with all applicable City and County of San Francisco ordinances and regulations.	Fiscal & Compliance Visits
Background Checks and Fingerprints	To ensure compliance with State laws on background checks and fingerprints.	Agency maintains criminal background check records for all staff and volunteers exercising supervision of minors.	Fiscal & Compliance Visits