

Grant Expectations and Requirements 2021-22

We Want To Thank You!!

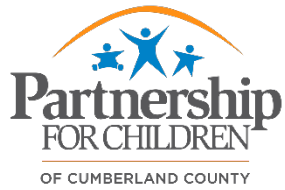


Whatever this chair is going through, I can relate.

We appreciate all the work you put in during the final quarter of 2020-21 to assist with completing Formal Site Visit reports AND submitting your 4th Quarter and Year-End reports.

While not without challenges, we were all happy when the last button was pushed on the NCPC year-end report submissions.

And we were all...plumb tuckered out!



Welcome Cumberland County Health Department!!

*Cumberland County Health Department is our new Direct Service Provider for the **Child Care Health Consultant** activity. They have two positions funded through two different grants.*

We look forward to working with Dr. Green and her team!

Welcome!



Congratulations Family Connects!!

*Family Connects planning started three years ago. Through three successful grants – Smart Start (State), the Cumberland Community Foundation (Local), and the Preschool Development Grant (federal), PFC is partnering with **Carolina Collaborative Community Care (4C)** and Cape Fear Valley Regional Medical Center to begin implementation of newborn home visits for babies from Cumberland, Hoke, and Robeson counties. 4C has the distinction of having the most external activities as a Direct Service Provider, including Family Connects, ABCD, and Reach Out and Read.*



4C



Key to Effective Grant Management

- ❖ Quarterly Reports/Program Progress Reports (PPR) on time
- ❖ Formal Site Visits (FSV) at least once during third quarter, sometimes more frequently.
- ❖ Tell us about program modifications requiring a change to your activities, outcomes, or what you track (e.g., CAD, logic model, or GEMS modifications)
- ❖ Changes to the point of contact / key personnel
- ❖ Change in budget – Contact Anna Hall and cc Pamela

Smart Start

Grant Expectations and Requirements

- ❖ **Document for Review and Signature (DocuSign)**
- ❖ **Contract Activity Description (CAD)**
 - What you agreed to provide and measure for Smart Start.
(Are changes needed?)
- ❖ **Logic Model**
 - How do you know who to provide services to? *(Established Need)*
 - Who do you provide them to specifically?
(Target population – has this changed since allocation?)
 - How do you track activities? *(Outputs)*
 - How do you track results? *(Outcomes)*

Grant Expectations and Requirements

- ❖ **Contact Information Form** (*sent electronically*)
- ❖ **Media Consent Form** (*sent electronically*)
- ❖ **Dates for Reporting Outputs, Outcomes, and Program Progress Reports**

	Quarter	Due Date to PFC	Due Date to NCPC
1 st Quarter	July 1 through September 30, 2021	October 15, 2021	October 31, 2021
2 nd Quarter	October 1 through December 31, 2021	January 15, 2022	January 31, 2022
3 rd Quarter	January 1 through March 31, 2022	April 15, 2022	April 31, 2022
4 th Quarter	April 1 through June 30, 2022	July 15, 2022	July 31, 2022

Questions for Review

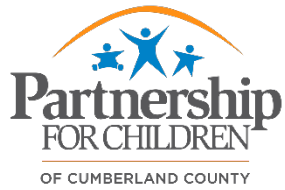
- ❖ **Grant Expectations and Requirements Questions**
 - **Programmatic Requirements** – has the activity model been modified at the national, regional, or state level? If so, update model on file with PFC.
 - **Reporting Outputs and Outcomes** – has anything changed in the way you deliver **services**, or in your **program activities**?
 - **Review CAD and Logic Model for changes.** If you still need to consider a CAD change, please request a meeting with Pamela Federline for assistance.

Programmatic Requirements

- ❖ **Routine Manager Review** - Review *Quality Assurance Report* to assist with missing data and accuracy
- ❖ **Desktop Monitoring** – Review of program implementation and data *prior to* NCPC report submission
- ❖ **Quarterly Reporting** – Target Report/PPR review for accuracy *before* submission (GEMS users); Data review for non-GEMS users
 - Let us know when GEMS quarterly Program Progress Reports (PPR) are completed (remember to hit SUBMIT)
 - After the quarterly reports have been submitted to P&E, DSP staff **must** notify our team **prior to** making changes to data in GEMS.

Programmatic Requirements

- ❖ **Documentation** – Submit in GEMS or send to your assigned QA Specialist; Submit all supporting files/data (i.e., Excel rather than .pdf files for data)
- ❖ **Formal Site Visit** – We will begin this process earlier, and incorporate things we have learned and benefitted from with this year’s process.
- ❖ **COVID Surveys** will be requested at mid-year and year-end.



Outputs vs. Outcomes Sample

Parents for Higher Education (PFHE)


Outputs – Agreed on activities measured by Quarter

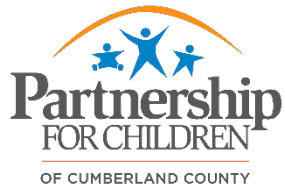
	Q1	Q2	Q3	Q4	2020-2021 YTD
# of children funded	25	3	4	2	34

Outcomes – Expected results measured Mid-Year and Year-End

Average star rating for subsidized children	Annual 4.43
Percentage of subsidized children in 4 and 5-star care	Annual 93%

Quarterly Report

Target Report: 07-20-2021							
This report provides details for targets assigned to the selected contract(s) for the period specified.							
<u>DSP-89-009 (PCONTR26): FTCC Child Care Scholarships</u>							
07/01/2020 to 06/30/2021							
No.	Measurable Output/Outcome	Measurement	Records Entered	Target	Actual	Percent of Target Met	Progress Toward Target
PROGRAM IMPLEMENTATION (OUTPUTS) 5/9 (55%)							
4	3.1_# of Children Receiving TANF Eligible Child Care Subsidies or Vouchers (TRGT348)	<p>Measured as <u>count of unique clients</u> for the following services:</p> <ul style="list-style-type: none"> SRV51 (Active): 3.1_# of Children Receiving TANF Eligible Child Care Subsidies or Vouchers [Participant: Child] 	<p># Service Records Entered:</p> <ul style="list-style-type: none"> Children (SRV51): 34 	30	34	113.33%	Exceeded 



Quality Assurance Report Sample

Quality Assurance Report							Total		
Results from investigation into missing data. Contract Number: FTCC Child Care Scholarships PCONTR26. Checked validity for all data.									
July 01, 2020 - June 30, 2021									
Name and ID	Client Details		Service Data				Total		
	Intake Date	Child Care Facilities	3.1 # of Children Receiving TANF Eligible	3.1 Child Care Subsidies or Vouchers - e	3.1 Child Care Subsidies or Vouchers - e	3.1 Child Care Subsidies or Vouchers - e		3.1 Program Participant - Unduplicated Child(ren)	
	8/1/2020	CHILDCARE NETWORK #109 (PDCDPROG)	1	0	0	1	0	1	3
	8/1/2020	BORDEAUX CREATIVE SCHOOL (PDCDPR)	1	0	0	1	0	1	3
	8/1/2020	BORDEAUX CREATIVE SCHOOL (PDCDPR)	1	0	0	1	0	1	3
	8/1/2020	BORDEAUX CREATIVE SCHOOL (PDCDPR)	1	0	0	1	0	1	3
	9/7/2020	KINDERCARE LEARNING CENTERS LLC (K)	1	0	0	0	0	1	3
	3/15/2021	KINDERCARE LEARNING CENTERS LLC (K)	1	0	0	1	0	1	3
	8/1/2020	KINDERCARE LEARNING CENTERS LLC (K)	1	0	0	1	0	1	3
	8/1/2020	KINDERCARE LEARNING CENTERS LLC (K)	1	0	0	0	0	1	3
	8/1/2020	KINDERCARE LEARNING CENTERS LLC (K)	1	0	0	0	0	1	3
	5/3/2021	KINDERCARE LEARNING CENTERS LLC (K)	1	0	0	0	0	1	3
	8/1/2020	KINDERCARE LEARNING CENTERS LLC (K)	1	0	0	0	0	1	3
	8/1/2020	KINDERCARE LEARNING CENTERS LLC (K)	1	0	0	1	0	1	3
	10/15/2020	KINDERCARE LEARNING CENTERS LLC (K)	1	0	0	1	0	1	3
	10/15/2020	KINDERCARE LEARNING CENTERS LLC (K)	1	0	0	1	0	1	3
	8/1/2020	KINDERCARE LEARNING CENTERS LLC (K)	1	0	0	0	0	1	3
	3/11/2021	TRINITY CHILD CARE II (PDCDPROG373)	1	0	0	1	0	1	3
	3/11/2021	TRINITY CHILD CARE II (PDCDPROG373)	1	0	0	1	0	1	3
	8/1/2020	MIDDLE CREEK CREATIVE SCHOOL (PDC)	1	0	0	1	0	1	3
	8/1/2020	TRINITY CHILD CARE II (PDCDPROG373)	1	0	0	1	0	1	3
	4/1/2021	MS CAROLYN'S CHILD CARE (PDCDPROG)	1	0	0	0	0	1	3
	8/1/2020	MS CAROLYN'S CHILD CARE (PDCDPROG)	1	0	0	0	0	1	3
	8/1/2020	NEW BEGINNING'S ACADEMY & YOUTH II	1	0	0	0	0	1	3
	8/1/2020	KINDERCARE LEARNING CENTERS LLC (K)	1	0	0	1	0	1	3
	11/2/2020	MIDDLE CREEK CREATIVE SCHOOL (PDC)	1	0	0	1	0	1	3
	8/1/2020	MIDDLE CREEK CREATIVE SCHOOL (PDC)	1	0	0	1	0	1	3
	8/1/2020	ME MOM DAY CARE (PPROG3962)	1	0	0	0	1	1	3
	8/1/2020	KINDERCARE LEARNING CENTERS LLC (K)	1	0	0	0	0	1	3
	1/1/2021	PANDA DAY CARE & CREATIVE SCHOOL	1	0	0	0	0	1	3
	1/1/2021	PANDA DAY CARE & CREATIVE SCHOOL	1	0	0	0	0	1	3
	2/8/2021	KINDERCARE LEARNING CENTERS LLC (K)	1	0	0	1	0	1	3
	8/1/2020	BUILDING BLOCKS EARLY EDUCATION C	1	0	0	0	0	1	3
	8/1/2020	PANDA DAY CARE & CREATIVE SCHOOL	1	0	0	0	0	1	3
	8/1/2020	PANDA DAY CARE & CREATIVE SCHOOL	1	0	0	0	0	1	3
	8/1/2020	PANDA DAY CARE & CREATIVE SCHOOL	1	0	0	0	0	1	3
	8/1/2020	PANDA DAY CARE & CREATIVE SCHOOL	1	0	0	0	0	1	3
	8/1/2020	PANDA DAY CARE & CREATIVE SCHOOL	1	0	0	0	0	1	3
(Total)			34	15	0	18	1	34	102

If you do not know how to use the Quality Assurance Report, or you find incorrect information, please contact staff!

Documentation

- ❖ GEMS & Non-GEMS users, please send all documentation via email to your assigned Quality Assurance Specialist.



Formal Site Visit/Monitoring

- ❖ Each activity from FY 2020-21 received the signed copy of the Formal Site Visit Monitoring Report. Quality Assurance Staff will be reaching out to you on follow-up items, which will be incorporated into Desktop Monitoring as applicable.
- ❖ What to Plan for at your Site Visit:
 - Date selection options via Doodle poll and final selection by **August 31st**.
 - Advance questions will be sent for completion **prior** to the visit.
 - A percentage of service records and related documentation to be reviewed as applicable.
 - Discussion on successes and barriers to implementing your program.

Services and Support

- ❖ Let us know what services your Quality Assurance staff can help you with to be successful in implementing your program/activity.
- ❖ Ask for help **before** reports are due, including additional training in how to use GEMS if needed. We can provide 1:1 training for staff if needed.

Annual Impact Report

- ❖ Your narratives and success stories are **VERY** important for both annual reporting and in telling the story of the work we all do through Impact Reports.
- ❖ P&E will review everything submitted in the prior year and consider whether additional information is needed from a DSP. If additional information is needed, a request will be sent by **September 30th** and will be due by **October 15th with your 1st Quarter report.**

MOSAIC / GEMS Update

- The existing contract expired on 6/30/21
- We signed an extension to give us time to develop an updated Scope of Work for the new contract due by 9/30/21
- A needs assessment by the MOSAIC team is expected early in the fall.
- We intend to create a datamart where multiple data system input will help us track services across programs.





Thank You

For More Information Contact any of the P&E Team:

Pamela Federline - pfederline@ccpfc.org

Genelle Blue - gblue@ccpfc.org

Heather Gallagher – hgallagher@ccpfc.org

Lydia Wiles - lwiles@ccpfc.org

Visit the DSP Portal on the Partnership's Website:

<https://ccpfc.org/partners/direct-service-providers-portal/>