

GRANT EXPECTATIONS AND REQUIREMENTS FY 2022-23

Serving Our Community Since 1993

WE WANT TO THANK YOU!!



Thank you for all your hard work 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.

Congratulations Family Connects!!

Family Connects started providing newborn home visits virtually in October 2021. PFC is partnering with Carolina Collaborative Community Care (4C) and Cape Fear Valley Regional Medical Center for babies from Cumberland, Hoke, and Robeson counties born at CFVPMC.





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 Marie Lilly 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, 2022	October 15, 2022	October 31, 2022
2 nd Quarter	October 1 through December 31, 2022	January 15, 2023	January 31, 2023
3 rd Quarter	January 1 through March 31, 2023	April 15, 2023	April 30, 2023
4 th Quarter	April 1 through June 30, 2023	July 15, 2023	July 31, 2023

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 data entered against the *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
 - **Please** 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 in the current or prior quarters. *This is particularly important for prior quarter data already submitted to NCPC*
- ❖ **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 last year's process.

Outputs vs. Outcomes Samples

Outputs – Agreed on activities measured by Quarter

Activity: Pre-Kindergarten Program TANF/CCDF Eligible

PSC: 2342

Subsidy - NC Pre-K Enhancement Subsidy: TANF/CCDF Eligible only (AA)	Quarter	Quarter	Quarter	Quarter	Total
	1	2	3	4	
Number of children funded	82	3	2	1	88

Quarterly Report

Target Report: 07-19-2022							
This report provides details for targets assigned to the selected contract(s) for the period specified.							
Pre-Kindergarten TANF/CCDF Eligible (CONTR131): Pre-Kindergarten TANF/CCDF Eligible							
07/01/2021 to 06/30/2022							
No.	Measurable Output/Outcome	Measurement	Records Entered	Target	Actual	Percent of Target Met	Progress Toward Target
PROGRAM IMPLEMENTATION (OUTPUTS) 10/10 (100%)							
1	3.1_Program Participant - Unduplicated Child(ren) Served (SS) (TRGT892)	Measured as <u>count of unique clients</u> for the following services: SRV498 (Active): 3.1_Program Participant - Unduplicated Child(ren) Served (SS) [Participant: Child]	# Service Records Entered: Children (SRV498): 88	85	88	104%	Exceeded
2	3.1_# Lead-Teachers and Directors Who Attended Specialized Training (TRGT1929)	Measured as <u>count of unique clients</u> for the following services: • SRV2409 (Active): 3.1_# Lead-Teachers and Directors Who Attended Specialized Training [Participant: Provider]	# Service Records Entered: • Providers (SRV2409): 38	9	10	111%	Exceeded

Quality Assurance Report Sample

(Child) Quality Assurance Report									
Results from investigation into missing data. Contract Number: Pre-Kindergarten TANF/CCDF Eligible CONTR131. Checked validity for all data.									
July 01, 2020 - June 30, 2021 (QTR 1-4)									
Ser. No.	Edit	Client Details	Service Data						Total
			3.1_# of Children Referred for Evaluation for Special Needs (SRV597)	3.1_# of Children with Special Needs Enrolled (SRV1235)	3.1_# of Eligible Children Receiving NC Pre-K TANF/CCDF Child Care Subsidies or Vouchers (SRV1753)	3.1_Child Care Subsidies or Vouchers - Typically Developing Children Enrolled (SRV1043)	3.1_Program Participant - Unduplicated Child(ren) Served (SS) (SRV498)	3.1_Referred for Evaluation of Possible Special Needs AND Received the Evaluation AND Now Being Served (SRV1238)	
		Name and ID							
1			0	0	1	1	1	0	3
2			0	0	1	1	1	0	3
3			0	0	1	1	1	0	3
4			0	0	1	1	1	0	3
5			0	0	1	1	1	0	3
82			0	0	1	1	1	0	3
83			0	0	1	1	1	0	3
84			0	0	1	1	1	0	3
85			0	0	1	1	1	0	3
86			0	0	1	1	1	0	3
87			0	0	1	1	1	0	3
88			0	0	1	1	1	0	3
		(Total)	3	5	88	88	88	0	272

Output Review

Activity: Pre-Kindergarten Program TANF/CCDF Eligible

PSC: 2342

Subsidy - NC Pre-K Enhancement Subsidy: TANF/CCDF Eligible only (AA)

Quarter	Quarter	Quarter	Quarter	Total
1	2	3	4	
82	3	2	1	88

Number of children funded

1	3.1_Program Participant - Unduplicated Child(ren) Served (SS) (TRGT892)	Measured as <u>count of unique clients</u> for the following services: SRV498 (Active): 3.1_Program Participant - Unduplicated Child(ren) Served (SS) [Participant: Child]	# Service Records Entered: Children (SRV498): 88	85	88	104%	Exceeded
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(Child) Quality Assurance Report									
Results from investigation into missing data. Contract Number: Pre-Kindergarten TANF/CCDF Eligible CONTR131. Checked validity for all data.									
July 01, 2020 - June 30, 2021 (QTR 1-4)									
Ser. No.	Edit	Client Details		Service Data					Total
		Name and ID	3.1_# of Children Referred for Evaluation for Special Needs (SRV597)	3.1_# of Children with Special Needs Enrolled (SRV1235)	3.1_# of Eligible Children Receiving NC Pre-K TANF/CCDF Child Care Subsidies or Vouchers (SRV1753)	3.1_Child Care Subsidies or Vouchers - Typically Developing Children Enrolled (SRV1043)	3.1_Program Participant - Unduplicated Child(ren) Served (SS) (SRV498)	3.1_Referred for Evaluation of Possible Special Needs AND Received the Evaluation AND Now Being Served (SRV1238)	
1			0	0	1	1	1	0	3
2			0	0	1	1	1	0	3
3			0	0	1	1	1	0	3
4			0	0	1	1	1	0	3
5			0	0	1	1	1	0	3
82			0	0	1	1	1	0	3
83			0	0	1	1	1	0	3
84			0	0	1	1	1	0	3
85			0	0	1	1	1	0	3
86			0	0	1	1	1	0	3
87			0	0	1	1	1	0	3
88			0	0	1	1	1	0	3
		(Total)	3	5	88	88	88	0	272

Outcome Sample

Enter Data for Outcome Measures

Year-End 06/30/2022

Early Care and Education : Improved teacher knowledge.

Please enter Outcomes data for July – June of FY 21-22. Consult the [Smart Start Measures Guide](#) in LPC for information about each measure.

College Course Completion with a "B" or Better

Annual




of staff with completed college course(s) with a "B" or better

of staff participating

Outcome Sample (Target Report)

Target Report: 08-12-2022							
This report provides details for targets assigned to the selected contract(s) for the period specified.							
<u>Hoke Quality Enhancement Program (CONTR202): Hoke Quality Enhancement Program</u>							
07/01/2021 to 06/30/2022 (QTR 1 -4)							
No.	Measurable Output/Outcome	Measurement	Records Entered	Target	Actual	Percent of Target Met	Progress Toward Target
PROGRAM PERFORMANCE (OUTCOMES) 4/5 (80%)							
26	3.3_# of Child Care Professionals Obtained a Grade of "C" or Higher in Completed College Credit Courses that Lead to a Preschool or Infant/Toddler Cert or Associate Degree in Early Childhood Education (TRGT1858)	<p>Measured as <u>simple count of responses</u> for the following Target (Question):</p> <ul style="list-style-type: none"> MDEF558 (Active): 3.3_# of Child Care Professionals Obtained a Grade of "C" or Higher in Completed College Credit Courses that Lead to a Preschool or Infant/Toddler Cert or Associate Degree in Early Childhood Education [Participant: Provider] [Type: Met/Not-Met] 	<p># Target (Question) Records Entered:</p> <ul style="list-style-type: none"> Program (MDEF558): 1 Provider (MDEF558): 3 	3	3	100.00%	Met

Outcome Sample (QA Report)

Education Stipends Quality Assurance Report										
Results from investigation into missing data. Contract Number: Hoke Quality Enhancement Program CONTR202 . Checked validity for all data.										
July 01, 2021 - June 30, 2022 (QTR 1-4)										
Ser. No.	Edit	Client Details		Service Data					Total	
		Name and ID	Facility Name	3.3_# of "A's" Earned in Credit Courses by Child Care Professional for Educational Stipends (SRV2386)	3.3_# of "B's" Earned in Credit Courses by Child Care Professional for Educational Stipends (SRV2387)	3.3_# of "C's" Earned in Credit Courses by Child Care Professional for Educational Stipends (SRV2388)	3.3_# of "D's" Earned in Credit Courses by Child Care Professional for Educational Stipends (SRV2389)	3.3_# of "F's" Earned in Credit Courses by Child Care Professional for Educational Stipends (SRV2390)		
1		Alexis Green (PROV41564)	PRECIOUS MOMENTS PLAYHOUSE CC & LE CENTER INC. (PROG1994)	0	0	1	0	0	1	
2		Valora Hawkins (PROV30809)		1	2	0	0	0	2	
3		Janie McCain (PROV37817)		1	0	1	1	0	3	
		(Total)		2	1	2	1	0	6	

Outcome Sample (QA Report)

College Course Completion with a "B" or Better		Annual
# of staff with completed college course(s) with a "B" or better		3
# of staff participating		3

	Facility Name	3.3_# of "A's" Earned in Credit Courses by Child Care Professional for Educational Stipends (SRV2386)	3.3_# of "B's" Earned in Credit Courses by Child Care Professional for Educational Stipends (SRV2387)	3.3_# of "C's" Earned in Credit Courses by Child Care Professional for Educational Stipends (SRV2388)
1564)		0	0	1
OV30809)	PRECIOUS MOMENTS PLAYHOUSE	1	2	0
37817)	CC & LE CENTER INC. (PROG1994)	1	0	1
		2	1	2

Target Report: 08-12-2022							
This report provides details for targets assigned to the selected contract(s) for the period specified.							
Hoke Quality Enhancement Program (CONTR202): Hoke Quality Enhancement Program							
07/01/2021 to 06/30/2022 (QTR 1 -4)							
No.	Measurable Output/Outcome	Measurement	Records Entered	Target	Actual	Percent of Target Met	Progress Toward Target
PROGRAM PERFORMANCE (OUTCOMES) 4/5 (80%)							
26	3.3_# of Child Care Professionals Obtained a Grade of "C" or Higher in Completed College Credit Courses that Lead to a Preschool or Infant/Toddler Cert or Associate Degree in Early Childhood Education (TRGT1858)	Measured as <u>simple count of responses</u> for the following Target (Question): <ul style="list-style-type: none"> MDEF558 (Active): 3.3_# of Child Care Professionals Obtained a Grade of "C" or Higher in Completed College Credit Courses that Lead to a Preschool or Infant/Toddler Cert or Associate Degree in Early Childhood Education [Participant: Provider] [Type: Met/Not-Met] 	# Target (Question) Records Entered: <ul style="list-style-type: none"> Program (MDEF558): 1 Provider (MDEF558): 3 	3	3	100.00%	Met

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 2021-22 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. Some programs may have 100% of records reviewed.
 - Discussion on successes and barriers to implementing your program.
 - Draft report sent to you for feedback and any missing documentation.
 - Final report sent to you for signature after updating.

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 14th with your 1st Quarter report.**

MOSAIC/GEMS Update

- We worked with MOSAIC to create internal Subsidy reports that can be used by Fiscal and P&E to better manage balancing and reporting.
- Our next anticipated project is to update the PPR, which will include an opportunity for feedback by users.
- We hope to create an Early Childhood Datamart where diverse data reports can be pulled in and mapped to help us track services and clients across programs.
- We will be adding a data entry screen for Kaleidoscope.



First quarter reports will be due in ~~90 days~~ 60 days!



Thank You

For more information, contact any of the P&E Team:

Pamela Federline - pfederline@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/dsp/>

For Fiscal Support, please contact:

Marie Lilly – mlilly@ccpfc.org

Dottie Adams – dadams@ccpfc.org