

Day Two

ANALYSIS, BURDEN, T&TA

The Big Questions Left

- Analysis: How can the Annual Report be a useful tool for the network that not only helps to tell the CA story but also aids in our continuous improvement efforts?
- Burden: What are the key challenges, how do we lessen the burden, how do we help those that are behind?
- T&TA: What are the priority needs based on what we've discussed these past two days?

Analysis

What OCS needs to know

- What's working?
- What are the trends?
- Where can we improve?
- Where is T&TA most needed?

Analysis

What OCS needs to know (cont.)

- What State learning from the data is taking place and how is the State supporting agency learning from the data?
 - What is working?
 - What can the state or CAAs improve?
 - Who can the State or CAAs learn from?
 - Are there any trends to learn from?
 - What T/TA does the State or CAA need?
- How best to get this information?

Issue: How to best get this information?

B.7. Summary Analysis Options to Discuss

Option 1: Revise questions asked in B.7.

Option 2: Eliminate B.7.

Option 3: Move a much scaled back “analysis” section to *Section 1.4. State Feedback on Data Collection, Analysis and Reporting*

■ Rework 1.4.--Reference State Accountability Measure 5.Sii requiring States *to provide individual written feedback on each eligible entity’s performance in meeting ROMA goals.*

■ Add questions such as:

- Did the State provide feedback to each eligible entity within 60 days of submitting the Annual Report?
- Describe the state’s process for providing feedback to the eligible entities.
- What notable trends/issues did the State identify
- And/Or???

B.7. Current Proposed Analysis Questions

1. What major changes have taken place in the CSBG network (e.g. new eligible entities, mergers)?
2. What new partnerships were implemented at the State or local level to improve administration or leverage resources to improve services and strategies in CSBG?
3. In what domains did eligible entities have the greatest impact in the State based on the State's analysis of data?

B.7. Current Proposed Analysis Questions

4. How well did the State and eligible entities do in meeting the needs of individuals, families, and communities compared to targets? In what areas were eligible entities most successful in meeting their targets? In what areas did eligible entities experience challenges in meeting their targets?
5. Were outcomes tied to specific populations (e.g. seniors, children)?

B.7. Current Proposed Analysis Questions

6. How did results differ from prior years?
What were key trends?
7. Based on analysis, what services, strategies, or administrative practices were identified to be shared across the State?
8. Based on analysis of performance data, what changes will the State encourage and support with the local eligible entities?

DISCUSSION

- Review the three options: pros/cons
- Review the questions
 - ✓ Which ones work
 - ✓ Which to refine
 - ✓ Which to drop
 - ✓ Which to add

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BURDEN

FRN#1 Hourly Burden Estimate

To estimate the hourly reporting burden on the CSBG Network to produce the proposed Annual Report, OCS factored in several variables:

- Whether the data being requested is new or is **“usual and customary”** for each section of the proposed Annual Report
- How the data collection effort **differs at the state versus the local level**

FRN#1 Hourly Burden Estimate

- The **current capacity** to collect, report and review the requested data, and how that **varies throughout the network**
- Over time the **burden will decrease** as systems are developed or modified and as staff gain experience with reporting and analysis.

FRN#1 Hourly Burden Estimate

Annual Burden Estimates

Instrument	# of respondents	# of responses per respondent	Average burden hours per response	Total burden hours
CSBG Annual Report	52 Grantees	1	164	8,551
	1,035 Sub-Grantees	1	242	250,585

Comments on Hourly Burden Estimate

- The comments expressed that the original hourly estimate for local agencies and States was too low.
- Many comments included hourly burden estimates formulated by the commenter.
- Commenters recommend revising the CSBG Annual Report to reduce the burden placed on both States and local agencies.

Comments on Hourly Burden Estimate

- For **local agencies**, estimates ranged from 242 hours to 72,086 hours. The next largest estimate was 20,000 hours, so we are viewing the 72,086 hours as an outlier.
 - The average estimate reported by local agencies was 5,174 hours (or 2,785 hours if the outlier of 72,086 hours is removed).

Comments on Hourly Burden Estimate

- For **state agencies**, estimates ranged from 164 hours to 270 hours.
 - The average estimate reported by state agencies was 222 hours.

What Causes High Burden? | Module 1

- Module 1 – State Administration
 - Section A - CSBG Lead Agency, CSBG Authorized Official, CSBG Point of Contact
 - Section B - Statewide Goals and Accomplishments
 - Section C - CSBG Eligible Entity Update
 - Section D - Organizational Standards for Eligible Entities
 - Section E - State Use of Funds
 - Section F - State Training and Technical Assistance
 - Section G - State Linkages and Communication
 - Section H - Monitoring, Corrective Action, and Fiscal Controls
 - Section I - Results Oriented Management and Accountability (ROMA)

What Causes High Burden? | Module 2

- Module 2 - Agency Expenditures, Capacity, and Resources
 - Section A: Local Agency CSBG Expenditures
 - Section B: Local Agency Capacity
 - Section C: Local Agency Resources Administered by the CSBG Network

What Causes High Burden? | Module 3

- Module 3 - Community Level
 - Section A: Community Level Initiatives
 - Section A: Community Level Initiatives Home Page
 - Section A: Community Level Initiative Status Page
 - Section A: Supplemental Data
 - Section A: Strategies Popup Windows
 - Section B: Community Level National Performance Indicators (NPIs)
 - Section B: Community Level NPI Landing Page
 - Section B: Community Level NPI Data Entry Forms

What Causes High Burden? | Module 4

- Module 4 - Individual and Family Level
 - Section A: Characteristics for NEW Individuals and Households
 - Section B: All Characteristics Report
 - Section C: Individual and Family National Performance Indicators (NPIs)
 - Section C: Individual and Family NPI Landing Page
 - Section C: Individual and Family NPI Data Entry Forms
 - Section D: Individual and Family Services

Day Two

TRAINING AND TECHNICAL ASSISTANCE

Training and Technical Assistance

- OCS, working the National Partners, is currently developing a 3-year Training and Technical Assistance Strategic Plan.
- We held focus groups with the states and local agencies at the various conferences over this past year.
- In light of our conversations over these two days, let's brainstorm about what we think are the priority needs for local agencies and states as it concerns implementing the Annual Report.

Training and Technical Assistance

Module 1: Administration

Module 2: Agency Expenditures, Capacity and Resources

Module 3: Community Level Reporting

Module 4: Individual/Family Level Reporting